

Naipunnya Institute of Management of Information Technology, Pongam

Internal Quality Assurance Cell Report 2019-20

The activities of the IQAC for the year 2019-20 kick started with planning for the NAAC Visit. The visit by the NAAC Peer team was scheduled for 26th and 27th of June 2019. The visit was a crucial time for the team but with the support of all teaching and non-teaching members, the NAAC Team visit was carried out successfully. And on 15th July 2019, the institution was accredited with the commendable grade B++.

Initiative 1: Audits

An in-house Auditing team was set up with Heads of departments and teachers from various departments to carry out the audit in all departments and offices. 3 audits were conducted by the team to prepare the faculty for audit during NAAC Peer Team visit. Re-audits were conducted so as to ensure the perfection and completion of files.

Initiative 2: Mock Visit

A mock visit was planned by the IQAC Team to prepare the faculty and students for the NAAC Visit. Eminent personalities from outside institutions which had undergone the NAAC visits were called in to carry out the process. The mock visit was conducted on 19th June 2019 and the team comprised of Prof. Dr. A Biju, Prof. Fr. Dr. Anil George and Prof. Dr. Mansur Ali.

Initiative 3: Annual Quality Assurance Report (AQAR)

The institution started working for the AQAR right after its accreditation. A google document was created in format of AQAR and the criteria heads were requested to fill it with the required information for the year 2018-19.

Initiative 4: Knowledge Lecture Series

This was an initiative in line with the recommendations by the NAAC Peer Team focusing on advanced learners of all departments. Eminent personalities were brought in for sessions with the students. 3 such sessions were conducted. Details are as follows:

Sl. No.	Dates:	Session by:
1	27/07/2019	Dr. Justin Paul
2	04/09/2019	Dr. Suja Karthika
3	20/11/2019	Students, CS Department

Initiative 5: Communications Skills Training

This was an initiative focusing on supporting the students with poor communication skills. A 2-day session was organized for the students. The session was conducted on 29th and 30th of August and the session was handled by Mr. Bijeesh P P.

Initiative 6: MOOC Training

A full day session was organized by the IQAC to train the teachers in MOOC. The session was handled by Dr. Damodar Prasad. There were 56 participants from various departments. As continuation to this training, in house training was provided to the faculty on video presentations and video presentations by the faculty were made with support from the IT department.

Initiative 7: Rebuild Mission Version 2.0

This was an initiative taken by SWAS Club in connection with the IQAC during the Kerala Floods. With the help of funds collected from students and teachers, support was provided to people who were severely impacted by the floods. 17 student volunteers along with Fr. Paulachan K J, Fr. Varghese Pulickal and 2 faculty visited the flood affected people in Attappadi. With the help the student volunteers, 3 houses and 1 community hall were completely cleaned and 25 kits containing food, supplies, clothes, sleeping mats etc. were distributed. An initiative was taken to construct a house for a flood- affected family in Attapadi and the stone laying for the construction was done and the construction is in full swing.

Initiative 8: NAAC Workshop

An initiative was taken by the IQAC to conduct a workshop for institutions which are in need of guidance for the NAAC accreditation process. The keynote speaker for the day was Dr. Anne Mary Fernandez, NAAC Peer Team member and Former Registrar, Karunya University and University of Madras. The workshop was conducted on 6th June 2019 and the sessions were handled by:

Sessions	Topic	Speaker
Session 1	Rev. Fr. Saje Peter Kannaparamban, Former Principal, NIMIT	Understanding the Strength, Weakness and Opportunities of the Institution
Session 2	Dr. Jacob P M , Director, NBS	Accountability: Identifying and Processing Institutional Data
Session 3	Dr. Joy Joseph Puthussery, IQAC Coordinator & Ms. Bini Rani Jose, NAAC Coordinator, NIMIT	Practical Aspects in the accreditation process

There were 45 participants from various institutions and 20 home participants. The workshop was highly appreciated by the participants based on which consultancy services were started for various institutions.

Initiative 9: Consultancy Services

After the NAAC workshop, to help the institutions in a much better manner, the IQAC Team started providing consultancy services to needed institutions. These institutions visit NIMIT and spend a day to understand more about the NAAC Accreditations process. NIMIT has signed 9 MOUs with different institutions till date. A team have also visited some of these institutions and provided guidance. The last visit was to Naipunnya School of Management, Chertala where an audit was also conducted.

Initiative 10: R- Collective

As per NAAC recommendation so as to inculcate research practices in the faculty, IQAC organized a training program “R-Collective” for Research paper writing to help the faculty with research orientation. Sessions were organized department wise where experts from each stream conducted

the session. There were 52 participants from the departments. The chief guest for the day was Rev.

Fr.	Dr.	Sl. No:	Name of Institution	Benny
		1	DY Patil Deemed to be University, Mumbai, Maharashtra	
		2	St. Kuriakose College of Management and Science, Kuruppampady	
		3	Bharata Mata College of Commerce and Arts, Choondy	
		4	Nirmala Arts and Science College, Mulanthuruthy	
		5	Ansar Women's College, Peripilavu, Thrissur	
		6	Christ Deemed to be University, Lavasa, Pune	
		7	Naipunnya School of Management, Cherthala	
		8	Milagres College, Mangalore	
		9	Bharata Mata School of Legal Studies, Choondy	

Maramparambil and the sessions were handled by:

Department	Resource Person
Commerce and Hotel Management	Dr. Sony Kuriakose
Computer Science	Dr. R Rajesh
Languages	Dr. Anupama Varma

Initiative 11: Research Proposal Competition

As an outcome, of R- Collective, a research proposal competition was organized for the faculty. Each faculty was requested to submit a title and 3 objectives for the study. Consequent on the tremendous response from the faculty side, the competition was shelved and each faculty was allotted a guide under whom they could pursue their research work.

Initiative 12: Research Journals

As an initiative of the IQAC, 3 research journals were released by the institution which includes research papers by the faculty and students.

Department	Journal Name
IQAC	Naivigyan

Commerce	Dhanpath
Computer Science	Vigyan

As an initiative of IQAC, a multi-disciplinary research journal was published with ISBN number. The journal contain 27 research papers by the faculty and students.

Initiative 13: Best Project Award

To inculcate research practices in the minds of students, a Best Project award was announced. The best project along with the guide for the project was awarded during the College Day. A student from each programme and guide received awards.

Initiative 14: Naipunnya Excellence Award

As a best practice of the institution, to inculcate value of NAAC in the Higher Education institutions, certain awards for Academic Performance Award, Social Justice Award, and Environmental Protection Award were given to. The awarded institutions were:

Award	Institution
Academic Excellence Award	St. George’s Higher Secondary School, Puthenpally, Varapuzha
Environmental Protection Award	Viswajyothi CMI Public School, Angamaly
Social Welfare Award	Nirmala Matha Central School, East Fort, Thrissur

Initiative 15: Alumni Registration Process:

As per the NAAC requirement, the Alumni Registration for the institution was carried out successfully. The Alumni was registered in the name “*Naimitr*”.

Initiative 16: Institutionalization of CSS Activity

As per NAAC recommendation to institutionalize the best practice of NIMIT, “Senhasangamam”, the 11 institutions present for the program were divided among the first year classes. Under the guidance of Mr. Gladson George, Coordinator, and class teachers of the classes, visits were planned to these institutions.

Initiative 17: Solar Energy Project

The Solar Energy with the capacity to generate 200 KW of electricity per day was inaugurated on the College day by Dr. C C Babu, Controller of Examinations, University of Calicut.

Initiative 18: Excelling during the pandemic

- The IQAC initiated and successfully completed the department and institution levels plans for the academic year 2020-21. Multiple meeting were conducted with the department heads and with the criteria heads for the completion of this process.
- To equip the teachers in conducting the online classes and examinations, trainings were conducted utilizing the in-house IT team and Computer Science department. To follow the protocols of social distancing, the sessions were conducted department wise so the participants were restricted to 20 at a time. 2 such sessions were conducted.

Sl No.	Dates	Session
1	27/05/2020- 29/05/2020	Three- day workshop on How to conduct online class and examinations for NIMIT students using Linways- Academic Management Software and other online tools
2	08/06/2020- 10/06/2020	How to conduct online classes through Google Classroom

- In order to conduct the examinations through Linways- Academic Management Software, a training was initiated by the IQAC in connection with the Heads of departments and the program coordinators.
- To overcome the crisis faced during the pandemic, a conclave was hosted by the IQAC of NIMIT on “Articulating strategic competencies for higher education institutions (HEI’s) towards the post Covid scenario”. Institutions under the Ernakulam- Angamaly Archdiocese were the participants for the same. The program was carried out ensuring the protocols of social distancing. Seven eminent speakers gave many insights in the following areas:

Topic	Speaker

Students and Faculty well- being	Dr. R Gopal
Modes of Teaching- Learning process	Dr. Sam Thomas
Modes of Examination	Dr. Joshy Joseph
Empowering faculty members	Mr. M P Joseph, IAS
Prudent financial measures during and post Covid-19	Dr. Arun Kumar
Social and community programs in the age of Covid-19	Dr. Neena Joseph
Campus Admissions & Placements Post Covid-19	Dr. Nobin Thomas

The IQAC team thank Rev. Fr. Dr. Paulachan K J, Principal, Ms. Emily Ittiachan, Vice Principal and the faculty team for their consistent support and motivation for taking up and execution of all the initiatives successfully.