



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1.Name of the Institution

NAIPUNNYA INSTITUTE OF MANAGEMENT  
AND INFORMATION TECHNOLOGY

- Name of the Head of the institution Rev. Fr. Dr. Paulachan K J
- Designation Principal
- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 04802733573
- Mobile no 9446947917
- Registered e-mail nimitnbs@naipunnya.ac.in
- Alternate e-mail mail@naipunnya.ac.in
- Address Naipunnya Institute of Management and Information Technology
- City/Town Chalakudy
- State/UT Kerala
- Pin Code 680308

##### 2.Institutional status

- Affiliated /Constituent Affiliated
- Type of Institution Co-education
  
- Location Rural

- Financial Status **Self-financing**
  
- Name of the Affiliating University **University of Calicut**
- Name of the IQAC Coordinator **Dr. Joy Joseph Puthussery**
- Phone No. **04842478119**
- Alternate phone No. **9446947917**
- Mobile **9605001987**
- IQAC e-mail address **iqacnimit@naipunnya.ac.in**
- Alternate Email address **naaccoordinator@naipunnya.ac.in**

**3. Website address (Web link of the AQAR (Previous Academic Year))** <https://naipunnya.ac.in/AQAR/>

**4. Whether Academic Calendar prepared during the year?** **Yes**

• if yes, whether it is uploaded in the Institutional website Web link: <https://naipunnya.ac.in/academic-calendar/>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B++</b>	<b>2.88</b>	<b>2019</b>	<b>15/07/2019</b>	<b>14/07/2024</b>

**6. Date of Establishment of IQAC** **04/10/2017**

**7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Naipunnya Institute of Management and Information Technology	Unnat Bharat Abhiyan	Ministry of Education	12/3/2022	50,000
Naipunnya Institute of Management and Information Technology	Kerala Start up Mission	Govt. of Kerala	21/3/2022	2,00,000

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year** **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

**11. Significant contributions made by IQAC during the current year (maximum five bullets)**

Introduction of new program.

Automated question paper generation system.

**PG restructuring**

**STED council Certification for Add-on courses**

2 Day residential NAAC workshop for self financing institutions in Kerala, moving towards NAAC Accreditation.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Introduction of new program	A New skill oriented program Bachelor of Hotel Administration was started on campus..
R Collective version 3.0	Student research program was initiated on campus, training was provided to UG and PG students to prepare, present and publish quality research paper.
PG Restructuring	The curriculum of PG courses were enriched with training sessions on preparation for competitive examinations, UGC NET examination, Soft skill sessions, Peer teaching, and Earn and Learn
Earn And Learn Scheme	Earn and Learn Scheme was incorporated for all the departments. as per their specialization. Students were provided with opportunity to earn while they learn.
Funds for Incubation activities.	The institution applied and received funds from Kerala Startup Mission for incubation activities.
Naipunnya Excellence awards	Naipunnya Excellence awards are given to Higher education institutes. This year the focus was more student centric and awards were given to students for various skill and research based competitions.

<p><b>Research Journals</b></p>	<p>All departments were encouraged to bring out their in-house research journal. Naivigyan, the multidisciplinary research journal of NIMIT also saw increased contribution of student and faculty research papers.</p>
<p><b>Faculty Exchange Programs</b></p>	<p>Faculty exchange programs were conducted with various institutions.</p>
<p><b>Finishing Touch</b></p>	<p>Certified interview skill training session were provided to the final year students by external agencies.</p>
<p><b>Automated question paper generation</b></p>	<p>Automated question paper generation for internal exams was implemented in the campus. The Centre for Examination now takes the responsibility of generating all internal exams papers, leading to transparency in setting of exam papers.</p>
<p><b>Consultancy Services</b></p>	<p>Consultancy services were taken up by IQAC team to help institutions moving towards NAAC accreditations.</p>
<p><b>Certification</b></p>	<p>IQAC initiated the process of getting Add-on courses certified by STED council a govt. recognized certification agency.</p>
<p><b>Enhancing extension and outreach</b></p>	<p>Institutionalization of the outreach activities of the campus. 21 institutions were identified to provide continuous support..</p>
<p><b>Unnat Bharat Abhiyan</b></p>	<p>The institution applied and received funds for the activities of Unnat Bharat Abhiyan.</p>

<b>Digital Content creation</b>	The IQAC guided faculty members in developing and uploading the digital content
<b>Naipunnya International</b>	An office of Naipunnya International was opened on campus to facilitate students looking for higher studies and job abroad.
<b>Bodhana- Peer teaching program</b>	The IQAC in collaboration with the departments initiated Bodhana-Peer teaching sessions by the advance learners for slow learners. A marked difference was seen in the results of students attending the program.

**13. Whether the AQAR was placed before statutory body?** **Yes**

- Name of the statutory body

Name	Date of meeting(s)
<b>NAAC Advisory Board</b>	<b>20/02/2023</b>

**14. Whether institutional data submitted to AISHE**

**Part A**

**Data of the Institution**

<b>1.Name of the Institution</b>	NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY
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Name	Date of meeting(s)
NAAC Advisory Board	20/02/2023

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
23/2/2022	23/02/2022

**15. Multidisciplinary / interdisciplinary**

A student at Naipunnya Institute of Management and Information Technology has at their disposal an array of courses that forms their day-to-day education. Our academic units put together a

course structure that ensures every student is exposed to interdisciplinary learning from an introductory level. All students undergo English language education and training in their first year. The English Department provides a particular set of add-on courses in functional English, grammar, and speaking skills that initiate language education for every student at Naipunnya. These courses that are generally given at the beginning of the academic year not only assess the language competency of students but also form an informed judgment on how to improve the course structure to fit student needs. All academic units take part in forming an open course structure that facilitates interdepartmental interaction as well as the exchange of subject expertise. Open courses are developed keeping in mind that students are given ample opportunity to take courses that do not fall in their chosen subject area in order to facilitate an interdisciplinary form of learning. Similarly, foreign language education is given priority in the first year of all undergraduate education. Second language courses such as Malayalam, Hindi, German and French are made available to all students depending on their choice along with a short trial period where students can audit the course before making a final decision. Value addition is provided to students by incorporating various skill based and value based classes. NIMIT also puts together a weekly common assembly and a seated assembly called MERAKI that allows every class to perform or present subject knowledge they researched on a particular theme. Meraki is an interdisciplinary activity as classes get the opportunity to share their knowledge on their area of interest with an audience from another discipline. The event concludes with an interactive session and fosters inter- classroom communication.

#### **16.Academic bank of credits (ABC):**

According to the Ministry of Education, the Academic Bank of Credits has been established on the lines of the National Academic Depository (NAD), in the sense, NAD is the backbone of ABC, where the students' academic data are held and literary awards are stored (i.e. storehouse of academic awards). All students at NIMIT who register themselves under ABC via NAD will be enabled to commence credit transfer as and when the system is formally established and adopted by the University of Calicut. All subject courses provided at NIMIT follow the credit system as per University guidelines and the record of all the credits accumulated by a student is archived and made available on our database. NIMIT is well-equipped to provide students with credit transfer, student mobility, academic flexibility, and multiple

entry-exit points. Despite the fact that ABC enables students to register or commence credit transfer, the final outcomes of credit redemption and issuance of certificates, as well as the compilation of award records, are administered by academic institutions via the NAD Platform. Naipunnya Institute of Management and Information Technology is well prepared to handle and undertake credit transfer of any student in the future.

#### **17.Skill development:**

At Naipunnya Institute of Management and Information Technology, a separate unit is established only to work closely with students and faculty members, in developing, training, and focusing on soft skill education and personality development. All the initiatives of the Department of Training and Development are well-planned to meet individual, departmental, and institutional needs and objectives. The center provides essential services to students including interview training, career orientation, English language training, and student forums. Currently, the center is headed by a team of well-equipped trainers chosen from different departments at Naipunnya College. The center provides a well-designed certificate program called the Skill Enrichment Program with a perfectly designed 90 hours of STED council-certified training to equip students, to get employed and excel in their field of endeavor. The core objective of the program is to make the students become aware of themselves, and their environment, and to equip them with basic communication and technical skills. The course also trains students to improve their technical skills through a specific module made to orient students to MS office and its workings. Students are also trained with etiquette, correct spelling and grammar, and LSRW skills. In association with the Training Department and IQAC, NIMIT provides an 'Earn and Learn' initiative with the objective of making our students financially self-sustained during their time of studies. Earn and learn gives students a platform to not only experience the real-world market system but also inculcate entrepreneurial culture and equip them with skills, techniques, and professionalism. Every Friday, the college sets up stalls where organic products are brought and sold to fellow students, faculty members, and residents. Similarly, The Entrepreneurship Development Club arranges various events that could provide students with the space to explore their creative business plans. Along with events like our Earn and Learn program, and Friday Markets, the Entrepreneurship Development Club inculcates sustainable skills as well as ethical entrepreneurship.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language,**

**culture, using online course)**

Inculcating a multilingual environment and appreciating different cultures is essential to student development. The campus uses English as its primary form of communication and teaching in order to ensure that students learn to speak English fluently. Teachers adapt to the use of bilingual mode as per the needs of the students for better understanding and learning. Faculty development programs are designed to guide teachers in better teaching and classroom management aspects. Besides this, the department of Additional languages provides courses in Hindi and Malayalam along with introducing the students to Indian literature in Indian languages as well as in translation. The campus library holds multiple sections dedicated to literature and books in Indian languages. NIMIT also holds seminars in Malayalam and Hindi to bring students closer to their mother tongue and culture. Cultural visits are also added as part of the curriculum. These seminars and webinars are open to all students and are part of their additional language curriculum. The department of Hotel Management engages students in an extensive culinary art course based on Indian cuisine. The activities organized by the department are essential for the student community to understand culture through food. NIMIT also helps students engage with Indian culture by celebrating Indian festivities in a secular manner. Swaraj, also known as Independence Day, is conducted in order to make the students feel proud to be a part of one of the largest democracies in the world, at the same time, it is an invitation to the citizens for self-introspection, as well as to engage with the various degrees by which decolonization has been materialized in different realms of our life. Kurukshetra, also known as 'meet the candidate', is the day when candidates running for various positions on the student council meet one on one to share their opinions. The elections are held democratically on campus. Kurukshetra is a college-wide event that emulates the Indian democratic election system. Similarly, Onam, the official festival of Kerala is celebrated with much vigor and energy. Regardless of the differences in caste, creed, and religion, NIMITians observe the day with the Malayalee community.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Naipunnya focuses on student-centric teaching and learning processes. The mission of Naipunnya is to create successful and vibrant professionals facilitating comprehensive and rounded formation, to function as effective and empathetic human beings, grounded with courage of conviction, personal integrity,



professional ingenuity and social commitment. The primary goal of OBE is to lead the learners to the desired changes. Naipunnya has incorporated various activities, add-on courses and value added courses in its curriculum to adapt to the outcome based education. Workshops for teachers were conducted to fine tune the existing curriculum to achieve the desired outcomes. The program outcomes and course outcomes are shared with the students during the orientation programmes and also through the college website. Naipunnya looks to its students to not only be academically competent but also to be effective citizens, critical thinkers, having effective communication skills and to be leaders in their own fields, who are able to contribute to the society. The outcomes are measured through direct and indirect assessment. The feedback from stakeholders is gathered on regular intervals to evaluate the effectiveness of the process.

#### **20.Distance education/online education:**

Naipunnya Institute of Management and Information Technology does not yet have provision for earning a degree through distance mode of education. Currently, our system utilises a blended form of learning with both online and offline classes. Online classes are limited to only two Saturdays per month. This mode helps students catch up on course material at the end of the week as well as interact with their professors over zoom or google meet. Online classes also introduce our students to online etiquette and virtual classrooms. A survey was taken among students to identify any issues students faced during the initial online classes. Based on the survey students without online facilities were provided with mobiles to facilitate the learning process. The LMS of the institution is updated on a regular basis to ensure that it supports both online and offline modes of education. Digital content is shared with students using the LMS. Students are motivated to pursue online courses through coursera, NPTEL and other online platforms. Online webinars and conferences are also organised by the institution to provide students with the opportunity to learn from experts around the world.

### **Extended Profile**

#### **1.Programme**

1.1 399

Number of courses offered by the institution across all programs



during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1 1442

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 559

Number of seats earmarked for reserved category as per GOI/  
State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 411

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 86

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 86

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>399</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1442</b>
<b>File Description</b>	<b>Documents</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>559</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>411</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>86</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>

3.2 Number of sanctioned posts during the year	86
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File Description	Documents
Data Template	<a href="#">View File</a>

**4. Institution**

4.1 Total number of Classrooms and Seminar halls	40
4.2 Total expenditure excluding salary during the year (INR in lakhs)	50409326
4.3 Total number of computers on campus for academic purposes	148

**Part B**

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

**Planning the curriculum:** The College generally adheres to the specified curriculum and academic calendar of the Affiliated University. The curriculum is improved by the College without changing the subject matter of the courses. The college also develops a course schedule in accordance with the guidelines established by the university for efficient implementation and monitoring. The College Handbook (both online and offline) contains the Calendar in order to make it more readily available to instructors and students. Prior to the start of the academic year, the HODs meet with department staff to determine the goals for the next year, which are subsequently presented at the staff meeting. The Principal holds a meeting each semester with the HODs and other staff members to discuss and approve the staff's course and programme schedules.

**Curriculum Delivery:** During the pandemic, courses continued online. The institution was able to bring a blended mode of

teaching and learning. The sessions for 2021-22 continued in the blended mode even after regular offline classes were resumed.

**Feedback system:** The College collects feedback on numerous aspects of the curriculum and courses from a variety of stakeholders, including students, teachers, employers, and alumni. A report on stakeholder feedback is available on the website.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://naipunnya.ac.in/academic-calendar/">https://naipunnya.ac.in/academic-calendar/</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

An academic calendar is prepared by the concerned authority at the beginning of each academic year, in line with the University`s. It is included in the handbook of the academic year and uploaded in the college website, also communicated to students through the LMS, e-mails and official class WhatsApp groups. The class schedules, academic activities and CIEs are planned as per the calendar.

**Classes and Lab time-table:** The department head prepares the timetable in line with university guidelines, before the commencement of the semester.

The course file is prepared by the course facilitator and duly approved by the HoDs and uploaded in the LMS.

**Continuous Internal Evaluation:** The Director of Examination prepares the CIE schedule. There are five CIE held in the institutional level: - CIE-1, CIE-3 and CIE-4 are Individual Module Tests for Module-I, Module-III and Module-IV respectively, in quiz or descriptive form depending on the nature of the course. CIE-2 is Internal Exam -I (Module-I and 2) , CIE-5 is Internal Exam-II (Model) ( Module 1 to 5)

**Evaluation Scheme:** The answer scripts are valued within a week's time.

A consolidated report of the examination with results analysis is prepared by heads of the departments .

Academic Monitoring- Head of the Department monitors the report on the course coverage, student attendance, assignment and seminars. Remedial classes and retests are conducted for weak students.

Student feedback - At the end of the academic session students submit their feedback for each course through online feedback forms maintaining complete anonymity.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://mbanimit.ac.in/naac1/Uploads/20210913112424_POLICY%20CIE.pdf">http://mbanimit.ac.in/naac1/Uploads/20210913112424_POLICY%20CIE.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

992

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The syllabus designed by the university for the students has various courses covering the topics of gender, professional

ethics and environmental sustainability etc in all streams. Apart from that the institution gives importance to incorporate the University designed curriculum enhancing to the institutional goals and objectives. The institution aims to enhance the students to transform into a socially useful citizens who adhere to the norms of society. The women cell of the college 'Ananya' gives women confidence to take charge of the gender- sensitive aspect of their lives and fosters an environment where people may work honourably. The Bhoomitrasena club educates students on the importance of protecting the environment. supports local initiatives to safeguard the biodiversity. The club sponsors a number of events that promote environmental awareness and conservation. All social service activities are coordinated by SWAS, an initiative of the Institution that raises awareness of and appreciation for social services among students. The Skill Enrichment Programme (SEP) aspires for an overall development of students and to enhance the skills of an individual. Students are provided with ample training in communication skills, soft skill development, presentation skills and are enabled to realise their potential to become confident in their future endeavours.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

60

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<b>No File Uploaded</b>
MoU's with relevant organizations for these courses, if any	<b>No File Uploaded</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

**609**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
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File Description	Documents
URL for stakeholder feedback report	<a href="https://naipunnya.ac.in/feedback-report-2/">https://naipunnya.ac.in/feedback-report-2/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>



<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://naipunnya.ac.in/feedback-report-2/">https://naipunnya.ac.in/feedback-report-2/</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

**529**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**318**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**Assessment of the learning levels of newly admitted students is an integral part of the post-admission process of the college.**

The categorization of the students is based on the qualifying marks of plus two and UG programme. The slow learners and advanced learners are identified based on their class performance, internal exam marks, ability test and lab performance.

#### Advanced Learners

? Walk with scholars is a programme based on enhancing the capabilities of brilliant students.

? The students are encouraged to participate and present papers in National and International Conferences

? They are motivated to publish research articles in research journals.

? The students are encouraged to participate in fests and competitions.

? Encouraged to take up research projects and publish dissertations

? Motivated by achievement-linked incentives and awards

? Leading Hands Programme is also organised for such students

? Naipunnya IT Apprenticeship promotes the concept of earn while learn and helps the students

? Best project award is also given to selected students after scrutinising their project works

#### Slow Learners

? Remedial programmes are conducted and are closely monitored by the departments to ensure quality and productivity of the programme

? Tutoring system helps to identify and provide individualised care to the slow learners

? Special attention is given in class and lab

? Retests are conducted for the students

? Mentoring activities are carried out for them

? Bridge course offered by the Department of Commerce, Computer Science, HM and languages.

File Description	Documents
Paste link for additional information	<a href="https://naipunnya.ac.in/student-diversity/">https://naipunnya.ac.in/student-diversity/</a>
Upload any additional information	<a href="#">View File</a>

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

Number of Students	Number of Teachers
1442	86

File Description	Documents
Any additional information	<a href="#">View File</a>

**2.3 - Teaching- Learning Process**

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing the learning experiences. The students get to know the pulse of the society, its needs and challenges through experiential learning.

? Workshops and seminars are conducted for students

? Students are motivated to attend Workshops and Seminars organised by other institutes.

? Soft-skill trainings are given as part of a finishing touch

? Industrial visits and industry-academia conclaves to help students develop comprehensive idea of the working of the industrial sector

? Industry and educational field visits in getting exposure to the corporate world

? E-learning programmes

? Conclaves and industry interaction events conducted by the college-clubs and forums

The experiential learning experience is made possible through well designed, supervised, and assessed experiential learning programs which have inbuilt reflection, critical analysis, and synthesis dimension. The students are encouraged to involve and participate in various learning platforms offered by the college.

? Encouragement to involve and participate in various learning platforms offered by the college

? Group discussions, peer teaching and peer learning circles

? Various clubs are there for the students

? Fests are organised and conducted

? Webinars and video conferences to increase the scope for participation

? Seated Assembly (Meraki) as well as class assembly

? Various competitions are organised and students participate in inter-collegiate competitions.

Problem-solving is the ability to identify and solve problems by applying appropriate skills systematically.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://naipunnya.ac.in/events/list/">https://naipunnya.ac.in/events/list/</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Majority of the classrooms are equipped with a well maintained infrastructure and components to support ICT.

? ICT-enabled with high quality projector, laptop and Wi-Fi

? Encourages students and teachers to try other ICT resources

? Digital library

? Makes online content available to the college community

? DSpace, a digital repository, is used by teachers to share notes and references

? Allows access to subscription-based journals from prestigious sources

? Makes it effortless for the students and academicians by providing remote access to the worldwide educational data.

? Continuous and consistent ICT-based learning environment

? Computer labs, well-equipped with audio-video facilities, help teachers and students to avail online content within the college

? Teachers also use NPTEL platform for accessing online content in their respective fields. Linways is used for attendance marking, tracking internal assessment marks etc. Creation of forums between students and teachers for continuous assessment and appraisal

? Preparation of course outlines

? Conduct of quizzes and assignments online in an interesting and engaging manner

? Sharing knowledge and ideas

? Teachers create lessons, manage courses, and interact with other teachers and students using this platform.

? Language Lab

Language lab software is used to train students in certain areas related to communication.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

86

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality**

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

86

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

12

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

403

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has a transparent and efficient internal assessment mechanism. Students are informed well in advance about the system at the onset of the course itself. Proper information and guidance are provided to them regarding the examination system followed in the college and the university. To ensure and improve the academic quality of the students throughout the semesters, the internal assessment system was restructured during the academic year 2020-21 and followed the same. Along with the two internal exams, three module quizzes are also conducted in each semester. An exam timetable is prepared in advance in each semester and is circulated among the students and parents enabling the students to plan effectively and prepare for the internal exams and quizzes. For the smooth conduct of the exams, question papers of the upcoming exams are submitted to the chief examiner eight days prior to the exam through the department exam coordinators. Evaluation of the

answer sheets is completed within eight days after the commencement of exam. Quizzes are conducted on Linways in which students get to know their score immediately after the exam. They are also provided an opportunity to know the right answers of the questions.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://naipunnya.ac.in/internal-marks-2022-semester-i/">https://naipunnya.ac.in/internal-marks-2022-semester-i/</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

All internal examinations are conducted as per the norms and regulations of University of Calicut. The Principal, Vice Principal, Dean of studies and the Director of Examinations ensure the smooth conduct of internal exams and University examinations. Examinations are conducted in a well-defined manner without giving scope to any kind of grievance from the part of the students. A very efficient Exam Grievance Redressal Committee (EGRC) is functioning in the college. The committee comprises of the Principal, Vice Principal, Dean of studies and the Director of Examinations. The grievance form includes description of grievance, investigation details of grievance, redressal action taken and acknowledgement from students. The grievance form has to be duly filled by the student in case of any grievance related to examinations and should be submitted to the Chief examiner. The decision regarding the grievance is brought under the notice of the student through the submitted Grievance Form. Acknowledgement is also collected from the concerned student regarding the decision taken on the grievance raised by him/her.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://naipunnya.ac.in/exam-grievance-cell/">https://naipunnya.ac.in/exam-grievance-cell/</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.



For each programme offered by the institution, a proper set of outcomes are formulated based on the respective curriculum at the institution level. The outcomes are generally classified into three -

? Programme Outcomes

? Programme Specific Outcomes

? Course Outcomes .

Programme Outcomes are the skills and attitudes the students should possess by the end of a three year graduate programme or a two year post graduate programme. Programme Specific Outcomes specify what the graduates and post graduates of a specific graduation or post graduation programme should be able to do. Course Outcomes are the resultant knowledge skills the student acquires at the end of a course. The institution makes these outcomes transparent to various stakeholders by different means. The Programme Outcomes, Programme Specific Outcomes and Course Outcomes of each programme are displayed in the website. During admission, the Programme Outcomes and Programme Specific Outcomes are clearly explained to the students and their respective parents. The Course Outcomes are delivered by the respective course facilitator at the commencement of each semester. The course outcomes are sent by e-mail to students mail group by the course facilitator itself.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://naipunnya.ac.in/po-co/">https://naipunnya.ac.in/po-co/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The evaluation of the attainment of programme outcome is an important mechanism which provides a method to visualise how far the institution has succeeded in accomplishing its purpose. College ensures the achievement of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos).

The POs, PSOs and COs of the relevant courses of the College are assessed through direct and indirect methods. In direct assessment, the course outcome is assessed through internal examinations and assignments. The indirect method of assessment is done through feedback collected from the outgoing students at the end of the course

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://naipunnya.ac.in/po-co/">https://naipunnya.ac.in/po-co/</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

408

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://naipunnya.ac.in/annual-report-3/">https://naipunnya.ac.in/annual-report-3/</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://naipunnya.ac.in/students-satisfaction-survey/>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

**3,00,000**

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

**3**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

**4**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://startupmission.kerala.gov.in/login">https://startupmission.kerala.gov.in/login</a> <a href="http://unnatbharatabhiyan.gov.in/">http://unnatbharatabhiyan.gov.in/</a>

**3.2 - Innovation Ecosystem**

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Institution has created an eco-system for innovations, creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, Incubation etc. Necessary support is provided for documentation and publication of research papers. The Incubation Centre facilitates the research and entrepreneurial capabilities of students and faculty. During the last two years the institution has awarded distinguished faculty awards to honour faculty who have consistently demonstrated outstanding achievements in scholarly research and/or creative endeavours, paper publications other professional activities. The institution also recognises the best student project and best faculty guides. Media Centre has been set up in the campus with the objective of providing in house E Content preparation facility. Research Committee facilitates the research initiatives of faculty and students. The committee organizes methodology workshops, training sessions and talks and seminars and also for publishing research papers in reputed journals. The college library provides access to books, magazines, databases, and academic journals, online and offline. Librarians also assist learners when navigating online databases, using specialized search tools, and locating research materials. The Naipunnya Excellence Awards recognizes significant achievements of the selected institutions nearby.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://naipunnya.ac.in/best-practices-2/">https://naipunnya.ac.in/best-practices-2/</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

8

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

9

File Description	Documents
URL to the research page on HEI website	<a href="https://naipunnya.ac.in/research/">https://naipunnya.ac.in/research/</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

25

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

22

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

During the Covid pandemic, the extension programmes were conducted in online mode. The PG Department of Commerce received the Beat Covid Campaign-the community engagement programme in association with MGNCRE. The initiative is objected towards the online support to the society, specifically the ones that are affected by the Covid'19 pandemic. A Career Guidance & English Language Enrichment Programme was conducted by the PG Department of Languages in the academic year 2021-2022. A Training in front office skills were conducted by the Hotel Management Department as an extension programme - "Extending your Horizon". NSS team of college conducted International Day Against Drug Abuse and Illicit Trafficking, World Environment Day Celebrations, lending hands to auto drivers and loading workers of Rs. 25,000/., say no to Drugs Campaign, no to Dowry poster making Competition, Distribution of Sanitizer & Mask to the needy people, Cancer Day Caption Writing Competition and International Yoga Day during the academic year 2021-2022.

File Description	Documents
Paste link for additional information	<a href="https://naipunnya.ac.in/swas/">https://naipunnya.ac.in/swas/</a>
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**98**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**1442**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

11

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

25

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has around thirty-nine ICT enabled class rooms with LCD projectors to integrate technology in teaching with classroom practices. The library (Nibodhi) in the College has



sufficient books and a number of publications and journals at the disposal of the students and staff members. Internet facility is available to the students and staff in the computer labs, library and the various departments. The ICT facilities of the college help in enhancing the learning outcome of the students. A language lab (Subhashi) with forty consoles is used by the students for language learning sessions. Sick Rooms are available for students falling sick. A newly added server has enhanced the internet availability in the college. The college has augmented its energy consumption by installing solar panels of 50KWA. In the academic year 2021-22, in addition to maintaining and improving the existing facilities, the college has built two new buildings, a Ladies Hostel and a separate Block for Naipunnya International. The waste management system of the college is maintained methodically from a clear eco-friendly paradigm. A team of security guards and surveillance cameras installed at multiple locations inside the campus enhances the safety and security of the campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://naipunnya.ac.in/college-resources/">https://naipunnya.ac.in/college-resources/</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The following are the outdoor games facilities available in the college 1. Cricket ground 2. Cricket practice net 3. Football field 4. Athletics track 5. Volleyball courts -2 Nos. 6. Basketball courts - 2 Nos. 7. Netball court 8. Netball area 9. Badminton courts- 3 Nos. 10. Yoga Centre 11. Tug-of-war area 12. Weight area for Tug-of-war 13. Korf Ball Courts. The following are the indoor games facilities available in the college 1. Health Club 2. Chess boards 3. Carrom boards 4. Table tennis tables -2 Nos 5. Store room 6. Changing rooms -2 Nos. 7. Coaches' room 8. Physical Education room. A spacious room for clubs with space marked for each club is also available. The facilities available in the campus help students to get sufficient practice and prepare for various tournaments. A trainer provides adequate training to those using the gym. In addition to the Korf Ball court and Tug- of- war area added in the previous year, a new Long Jump Pit has been added to the

existing sports infrastructure, this academic year. Every year students of various clubs and college teams are invited to take part in the tournaments and competitions hosted by the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://naipunnya.ac.in/college-resources/">https://naipunnya.ac.in/college-resources/</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

40

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://naipunnya.ac.in/classrooms/">https://naipunnya.ac.in/classrooms/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

46,72,671.02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Nibodhi Library is housed in the main building of the campus. Library serves as the main resources center for teaching, learning and research activities of the institution. The library can accommodate 60 students providing seating facilities in the reading area at a time. It provides separate reading area for students and faculties. Reference section, new arrival displays, reprographic service etc. are also provided. Open access system is followed for easy access to the collection while maximizing the usage of the print resources. The library has wide range of collection of books on all the subjects of study. It also maintains separate collections for journals, CDs, newspapers, general magazines etc. In addition, a Competitive Exam special collection is also maintained. Currently the library holds a total volume of 13150 copies of print books. Library follows DD Classification system for filing and AACR2 standards for cataloguing. The Library was automated with KOHA software version 3.20.10 in 2017. All books are barcoded and configured in Koha system to facilitate easy circulation and find location of copies. Students ID cards are scanned at the library entrance to store the usage data. Library book search is facilitated through OPAC which is provided 24/7 on college website. The digital library caters the needs of online and electronic resources of students and staff of the institution. The digital Library functions on the DSpace platform which was launched in 2019. This is accessible from the library website.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://naipunnya.ac.in/library-2/">https://naipunnya.ac.in/library-2/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**2,75,749**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**62**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The technically competent NIMIT has continued to grow to provide a platform for students to blend with modern teaching facilities. NIMIT has classrooms equipped with LCD projectors and high-speed internet to support the IT-based teaching and learning methods. The college has a total of 191 computers, 104

of which are in the laboratories, 4 in the digital library, 33 in the classes and the rest in various offices, departments.

The college also has a language lab equipped with the language lab software. WIFI and LAN are available in all labs, departments, offices and the library. NIMIT is its advanced digital library with computers for accessing digital materials via DELNET and J- GATE. The available bandwidth is 50 Mbps. The college has a special software called Nimit.Linways for online academic services (AMS) to calculate students' attendance and grades. In the library, the system for borrowing and returning books is digitized using the Koha automation system.

Covid-19 has been a major upheaval in recent times, posing a threat to education. However, NIMIT has managed to find solutions to these challenges. Platforms like Zoom, WebEx, Teams, G Suite, Sener etc. are used for the smooth conduct of classes, meetings and programs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://mbanimit.ac.in/Naac1/Uploads/20220929105249_4.3.1%20additional%20info.pdf">http://mbanimit.ac.in/Naac1/Uploads/20220929105249_4.3.1%20additional%20info.pdf</a>

#### 4.3.2 - Number of Computers

148

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure**

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**

**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

**252.92**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Shelving, shelf rectification and shelf refurbishing are carried out by the librarian on a regular basis. Maintenance is carried out at regular intervals to extend the life of the laboratory equipment and increase its efficiency and functionality. Calibration services are carried out to increase the accuracy of the equipment and prevent data corruption. All equipment used in the kitchen are properly cleaned and maintained to prevent any contamination of food. Gas regulators and gas pipes are checked for leakages and replaced immediately. As the kitchen drainage gets clogged with food particles, it is cleaned and maintained periodically. The restaurant floors are scrubbed and cleaned often. The chief electrician takes steps to maintain and repair the electrical fittings. The UPS and Generator are checked under the annual maintenance contract. The computer lab-in-charge maintains a record of maintenance of computers in the computer lab. Small repairs, such as installing, and replacement of parts is carried out as and when they are needed by the lab-in-charge. Exterior trash is removed from the campus daily and disposed appropriately. The sweeping and cleaning of the premises, classrooms, staff rooms, administrative block, canteen etc. are done daily. The toilets are cleaned and sanitized every day.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://naipunnya.ac.in/wp-content/uploads/2023/02/Maintenance.pdf">https://naipunnya.ac.in/wp-content/uploads/2023/02/Maintenance.pdf</a>

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

86

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

1298

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
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File Description	Documents
Link to Institutional website	<a href="https://naipunnya.ac.in/training-and-development-activities/">https://naipunnya.ac.in/training-and-development-activities/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**411**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**411**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<b>5.1.5 - The Institution has a transparent</b>	<b>A. All of the above</b>
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**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

**92**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

**5.2.2 - Number of students progressing to higher education during the year**

**5.2.2.1 - Number of outgoing student progression to higher education**

**34**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

26

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The College Union members were selected from the students' council on 25th June, 2021 and the Union was officially declared by Rev. Fr. Dr. Paulachan K.J, the Executive Director and Principal of NIMIT in the presence of respective faculty members. Each member took charge of their respective offices and the college union started functioning officially on 9th July, 2021. There were mainly 10 Office bearers of academic year 2021 as union members. The Union extended its vibrant support to NSS in organizing the Independence Day celebrations SWARAJ 2021, Onam Celebrations titled AVANI 2021, Teachers' Day celebrations titled Laoshi 2021. Union members provided consistent support to the official ceremony to welcome the Freshers for the academic year 2021-22 titled NIDARSANA was conducted on 7th October, the Kerala Piravi celebrations on 1st November consisted of a programme by Music Club, a speech and a pledge. Union members provided consistent support to the programme Expressions-talent's day of fresher's, The Arts Day celebrations titled VISMAYA 2021 and the Christmas Celebrations NATIVITY 2021 which was conducted on 21st December under the leadership of union members. The union stood as a constant support system for the two day mega gala event of Annual Day celebrations as well.

File Description	Documents
Paste link for additional information	<a href="https://naipunnya.ac.in/student-council/">https://naipunnya.ac.in/student-council/</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the**

**Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

77

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The concept of alumni association was evolved for meeting the needs of academicians and professionals, with the aim of building a bridge between college life and career life, so that the fresh graduates are proactive to face the current challenges of the competitive professional world. Both the ends shall work hand in hand to help each other for achieving the goal. The idea took its shape in the form of Alumni Association. The Alumni Association of Naipunnya Institute of Management and Information Technology, Pongam was formed on the auspicious day of 26 th December 2009, named as "NIMIT ALUMNI ASSOCIATION". To build a bridge between college life and career life, so as to introduce present students to the professional world and to make them to proactive to face the challenges that may emerge in their career path. To provide job opportunities to fresh bachelors through references of professionals. The Alumni Association was officially registered under Thiruvithamkoor -Kochi Sahitya Sasthreeya Darma Sankham 1955 ,12 th Act on 4 th March 2020 as " NAIMITR". ALUMNI DAY. It was decided to conduct alumni meetings every year on, 26 December was declared as Alumni Day taking into consideration the convenience of alumni. During the meeting there were productive discussions as to contribute to the betterment of the college. NIMIT alumni have chapters in

Bangalore, UAE and a new chapter is underway in New Zealand. There is an active alumni group in social media that gives feedback and support to our

File Description	Documents
Paste link for additional information	<a href="https://naipunnya.ac.in/alumni/#">https://naipunnya.ac.in/alumni/#</a>
Upload any additional information	<a href="#">View File</a>

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>D. 1 Lakhs - 3Lakhs</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Naipunnya Institute of Management and Information Technology was established as a vocational training facility back in 1998, and it was formally opened as an affiliated institution with the University of Calicut on June 3, 2002. Starting with the Principal and with strong support from the IQAC, Vice Principals, Dean of Studies, Management team, Academic council, HODs, Coordinators, and Superintendent, the system of governance is carried out through well-defined procedures and structures. The improvement and maintenance of quality are priorities for IQAC. Both teaching and non-teaching members uphold the genuine spirit to achieve impossibly high development rates. Faculty from diverse streams participate in decision-making to help create and implement various policies, The college's general staff council meets once a month to discuss pertinent problems, and department meetings are held every week to discuss academic difficulties and concerns that are then further discussed with the Management Team. The institution's growth depends on the opinions and recommendations of its stakeholders. The student council and staff have an open line of communication that aids in the implementation of the strategies, the faculty members work in harmony with the mission, vision, and quality objectives to achieve and sustain exemplary standards in educational

services.

File Description	Documents
Paste link for additional information	<a href="https://naipunnya.ac.in/vision-mission/">https://naipunnya.ac.in/vision-mission/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

An institution's success is the result of the collective efforts of all who work to realise the institution's vision. From the Principal to the staff and students. The Archdiocese of Ernakulam, which serves as the college's governing body, creates its policies. As the institution's leader, the Executive Director/Principal is in charge of the college's academic and operational management as well as infrastructure development. Academic and Campus management support from the Vice Principal's. The HRD is responsible for staff recruitment and well-being, the IQAC is in charge of planning and directing efforts to improve education quality, the Director of Examinations is in charge of the examination cell, and the Management Review Committee is responsible for management oversight. Academic Council, Heads of Departments, Coordinators of Streams, Teaching and Non-Teaching Staff, College Office, Forum Coordinators, and Committees are some of the individuals that work alongside the Principal to oversee the daily academic, administrative, and cultural affairs of the institution. The efficient administration of many campus activities and events, including "Embracium," has been made possible via participatory management. The job done within the institution is a team effort. The goal of participatory management is to provide students, non-teaching employees, and instructors actual involvement opportunities.

File Description	Documents
Paste link for additional information	<a href="https://naipunnya.ac.in/wp-content/uploads/2023/02/CRITERION-6.1.2.pdf">https://naipunnya.ac.in/wp-content/uploads/2023/02/CRITERION-6.1.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic planning is a process in which an organization's leaders define their vision for the future and identify their organization's goals and objectives. Strategy plan should improve the overall quality. The strategic plans developed by the IQAC and the Academic council backed by the Governing Body and the Management Review Committee channelizes the growth of the institution. Long term and short term goals has been be given to the departments with the help of certain objectives considering vision and mission of the college. Adding BHA program along with B.Sc C S and B.Sc CA, was one such plan which was successfully implemented in the academic year 2021-22. Bachelor in Hospital Administration or BHA is a three-year undergraduate degree. The program is opted by candidates who are looking for a career in management, administration and leadership of hospitals, healthcare systems and hospital network. The courses offered by the department along with BHA are designed for those aspiring to be professionals in the field of the hospitality industry. Our goal is to provide students with a knowledge and understanding of operations of hospitality sectors, star hotels, restaurants, front and back-office operations, housekeeping, culinary, food, beverage, marketing, and sales.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://naipunnya.ac.in/wp-content/uploads/2022/11/PERSPECTIVE-PLANS.pdf">https://naipunnya.ac.in/wp-content/uploads/2022/11/PERSPECTIVE-PLANS.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Naipunnya Institute of Management and Information Technology is a assignment of the Archdiocese of Ernakulam Angamaly withinside the self-financing sector, offering first-rate schooling to the students. Management of NIMIT is vested with the Executive Director assisted through Asst. Executive Director and additionally supported through the management team. The Principal is the Chairman of IQAC, Staff Council, PTA and different committees. The Staff Council is a statutory frame constituted according with the statutes of the University of Calicut and it



includes the Principal, Vice Principal, Dean of Studies, Training Manager, the Heads of Departments and elected representatives. The IQAC capabilities correctly to assist the Principal to decorate and maintain a culture of first-rate and excellence. The Vice Principals ( Academics and Campus Management )assists the Principal in all his responsibilities. All the exclusive departments come under supervision of the Dean of Studies. Each Department works beneath respective HoDs, Who coordinate each movement and ensure that each one the works are executed in time. Shortlisting on-line applications, primarily based totally on academic qualifications and experience. Service Rules recruitment procedures, promotions, , criticism redressal mechanism, acts of misconduct disciplinary proceedings relevant to coaching and non-coaching group of workers is posted as consistent with University norms.

File Description	Documents
Paste link for additional information	<a href="http://naipunnya.ac.in/wp-content/uploads/2023/02/CRITERION-6.2.2.pdf">http://naipunnya.ac.in/wp-content/uploads/2023/02/CRITERION-6.2.2.pdf</a>
Link to Organogram of the institution webpage	<a href="https://naipunnya.ac.in/organogram/">https://naipunnya.ac.in/organogram/</a>
Upload any additional information	<a href="#">View File</a>

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>A. All of the above</b>
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File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

<b>6.3 - Faculty Empowerment Strategies</b>
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff



The institution has well-defined welfare measures for teaching, non-teaching staff and students. The institution motivates teachers to grow and develop in their field of interest by providing regular faculty enhancement programs, encouraging faculty to write and present research papers, participate in external workshops, seminars etc. Teaching as well as non-teaching staff get benefits like PF, ESI, Interest-free loan facilities, salary advance, financial assistance, paid leaves etc. The academic brilliance of the children of staff members is also acknowledged and awarded especially those who perform well in their 10th and 12th board exams. Teachers presenting and publishing papers, clearing UGC NET or those who complete their PhD are also given incentives. The institute also offers hostel accommodation facilities for staff who desire to stay on campus. Transportation facility is provided at nominal rates to staff and students. College canteen, Kiosk, Stores, Gym, Wifi facilities, Sickroom, lockers etc are few of the facilities available to staff and students. Monthly staff meetings are a venue for discussion and also a celebration of staff birthdays and achievements. Even during the pandemic, the institution was able to keep its staff morale high by providing financial assistance, and by conducting online faculty development programs.

File Description	Documents
Paste link for additional information	<a href="http://naipunnya.ac.in/wp-content/uploads/2023/02/6.3.1-naac.pdf">http://naipunnya.ac.in/wp-content/uploads/2023/02/6.3.1-naac.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

25

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

15

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

27

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution sets out the framework for a clear and consistent assessment of the overall performance of teaching and non-teaching staff for supporting their development within the context of the institution plans. Teaching staff - The staff appraisal is evaluation of their performance on measurable parameters. This appraisal is done of the vital parameter for future appreciations.

Parameter 1-Teacher's Evaluation by Students(20 marks)The feedback from students who are being instructed by the faculty during a year is taken from all the concerned students

Parameter 2 Competency-based performance by Principal and HOD's (40 marks) Competency-based performance reviews look at how an employee's actions over a defined time led to meeting or missing defined objectives, so you gain an understanding of where an employee stands at present and what additional behaviors they should develop for future success.

Parameter 3 Staff OKR for performance appraisal by HOD's (40 marks)

OKRs are about setting direction on a institution and team level - not about evaluating individuals.

The Non- teaching staff are evaluated by their supervisors on an annual basis. And forwarded to the principal for evaluation. The principal meets the staff individually to discuss their evaluative scores and also to suggest corrective actions where

necessary.

File Description	Documents
Paste link for additional information	<a href="http://feedback.mbanimit.ac.in/">http://feedback.mbanimit.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institute conducts internal and external audits regularly. The primary stage of the internal audit was done by the institution itself by its finance department, headed by the finance manager. The finance manager scrutinised and verified the financial data which was further audited by the central office which audits the different institutions in the Archdiocese. The first stage of the audit by the central audit team is done in every quarter of the financial year. In Internal audit, although the primary stage is scrutinised by the finance department and finance manager, the secondary stage of the audit is independently conducted by Ernakulam archdiocese central office to improve the institution's operational efficiency taking into account the various parameters set at the beginning of the financial year. The short term and long term objectives set by the institution and the budgetary provisions are scrutinised and evaluated. An external auditor performs an audit every year in accordance with specific laws or rules of the financial statements. The last External audit was successfully completed. The audit report along with the income tax statements/returns are presented to the concerned authorities in due timekeeping in purview the deadlines set by the competent authorities.

File Description	Documents
Paste link for additional information	<a href="https://naipunnya.ac.in/finance-committee/">https://naipunnya.ac.in/finance-committee/</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

**during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

10,77,231

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The college management extends sufficient funds for the maintenance of existing infrastructure and the creation of new facilities. To elaborate further the Management provides financial assistance for all additional funding from the Management Fund. The new block constructed, purchase of furniture, painting of the college and its premises and the landscaping of the campus were developments made with the aid of the Management Fund. Office expenses, Wi-Fi, Computer maintenance, payment of last grade staff and the security, electricity, water and building maintenance, equipment maintenance etc. are regularly provided from the management fund. The annual budget of Revenue Expenditure and Capital Expenditure are recommended annually by the Accounts and Finance department of the institution. The institution conducts budget Analysis each year and the results are compared and analyzed. The Finance department ensures that the recurring expenses and capital expenditure are estimated to be within the available resources of the institution. The finance department regularly monitors and controls the expenses through its internal control mechanism which is the primary stage of our internal audit. The institution also appointed an external statutory auditor.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

### Practice 1:- Research Activities

To inculcate the research culture in the campus, irrespective of all limitations of being a self-financing institution, the IQAC organized separate webinar for all the departments of NIMIT under R Collective -VER-2. The major objective of the workshop was to increase the paper publications in UGC approved journals and to enhance the teachers to write research proposals for research funding. As the outcome of R Collective Ver-2, publications have increased compared to last year 2020-2021 and the following is the consolidated list of publications;

1. Department of Commerce - 20 (19 UGC Care Group I Journal Indexed. And one Scopus indexed)

2. Department of Computer Science - 1 SCOPUS

3. Department of Hotel Management -1 UGC

4. Department of Languages - 9 ISSN

Best student project and best guide were awarded during College Day.

### Practice 2:- Outreach Activities

The outreach activities were institutionalised in 2021-22, assignning specific institutions to each classmaking the curriculum even more meaningful and enriching. 22 institutions were identified from which 11 were selected and assigned to the first year batch to initiate the plan .Students of the class would visit the institutions and would cater to the needs of the institution. Each class is expected to develop a strong link with the institute through this programme, which will lead to a

much more significant and deserving celebration. The students also get to empathise and understand the needs and requirements of the less fortunate.

File Description	Documents
Paste link for additional information	<a href="http://mbanimit.ac.in/naacl/Uploads/20230206080852_for%20uploading%20faculty%20publications.pdf">http://mbanimit.ac.in/naacl/Uploads/20230206080852_for%20uploading%20faculty%20publications.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**Practice One: Automated Question Paper Generation** To make the examination process more transparent the IQAC and examination cell in association with the IT Department developed an in-house software for question paper generation. An exhaustive question bank along with the answer key was prepared by the course teachers to facilitate the process . The auto generated papers are further scrutinised by the exam cell. The process has reduced the hassle of preparing manual question papers and has been effective in an unbiased and transparent system of conduct of exams. The software supports multiple type of question and holds the capacity to generate questions in English, Hindi, French and Malayalam.

**Practice 2: - Blended Mode of Teaching-Learning**

'Blended Mode of Teaching and Learning' which was recommended by UGC was adopted by the institution. To begin with a blended mode, it was ensured that students had the basic resources, devices and connectivity. The faculty members shared the course materials as videos, presentations or documents through the institution LMS, students could view and download the material. Blended learning created a truly integrated classroom where the needs of varied learners were met. It helped teachers to be more effective and make greater gains with their students. As recommended by IQAC, the digital contents were developed by all the teachers for their respective courses. As a result of this,

teachers started to acquire more knowledge and the students were also able to rewatch and seek additional resources uploaded by the course facilitators.

File Description	Documents
Paste link for additional information	<a href="http://naipunnya.ac.in/wp-content/uploads/2023/03/6.5.2.pdf">http://naipunnya.ac.in/wp-content/uploads/2023/03/6.5.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://naipunnya.ac.in/annual-report/">https://naipunnya.ac.in/annual-report/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Understanding the need to create sensitization towards gender equality, the institution organizes workshops, seminars where



eminent guest speakers from prominent fields address the students. The clubs of the institution are involved in addressing social issues. NIMIT has a strong ethical work culture founded on inclusion. Individuals are given equal chances regardless of their gender, caste, race, language, or religion. NIMIT has always prioritised safety, security, and gender equity as top priorities.

Gender sensitivity is an essential value in the institute's cultural ethos, as evidenced by the following facilities: -

a) Safety and Security

Extensive surveillance network

Security Guards stationed at the entry and exit points

Rotational duty by all the faculty members for discipline and security.

Strict implementation of Anti-Ragging, Anti-Drug and Mobile Free Campus.

Separate hostels for men and women with dedicated wardens.

b) Counselling

Qualified and dedicated Counsellor

Mentoring facility for the students.

Grievance Redressal Committees for Students and Faculties.

c) Other initiatives

Active participation of students in the co-curricular activities at intra and inter department levels. Initiatives by the NSS and various clubs towards organizing activities for transforming the women folk in the neighbouring villages through awareness about health, hygiene and diverse issues.

File Description	Documents
Annual gender sensitization action plan	<a href="https://naipunnya.ac.in/annual-gender-sensitization-plan/">https://naipunnya.ac.in/annual-gender-sensitization-plan/</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://naipunnya.ac.in/facilities-provided-for-gender-equity/">https://naipunnya.ac.in/facilities-provided-for-gender-equity/</a>

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>A. 4 or All of the above</b>
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**The institution is conscious of its environmental responsibility. The mantra reduce, reuse, recycle is practiced in the institution.**

**The institution undergoes the management of different categories of waste as follows:**

**Solid Waste:**

**All types of routine activities in the institution generate solid waste, which includes paper, plastics, metals, and food materials. Separate bins are installed throughout the institution for segregation and disposal of waste.**

**Liquid Waste:**

**Sufficient drinking water facility is provided on every floor of**

the institution. Proper monitoring is performed to limit wastage. Water distribution and drainage systems are in place throughout the institution's buildings.

**E-waste:**

The practicals and projects make use of the useful components of electronic devices, such as resistors, capacitors, inductors, diodes, transistors, and thermistors, among others. Additionally, the institution has a contract in place with Tiffot Pvt. Ltd. Kunnukara for the recycling of plastic and electronic waste.

**Waste recycling system:**

The institution has a biogas plant which allows production of energy from food waste.

Food waste from the canteen is used as a source of valuable energy as well as a substitute fuel for grinding and cooking, as well as to light the passages behind the cafeteria. The institution has incinerator and vermicompost units.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3. Pedestrian-friendly pathways</b></li> <li><b>4. Ban on use of plastic</b></li> <li><b>5. Landscaping</b></li> </ol>	<p style="color: purple;">A. Any 4 or All of the above</p>
<b>File Description</b>	<b>Documents</b>
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b> <ol style="list-style-type: none"> <li><b>1.Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3.Environment audit</b></li> <li><b>4.Clean and green campus recognitions/awards</b></li> <li><b>5. Beyond the campus environmental promotional activities</b></li> </ol>	<p style="color: purple;">A. Any 4 or all of the above</p>
<b>File Description</b>	<b>Documents</b>
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment</b>	<p style="color: purple;">A. Any 4 or all of the above</p>

**with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The campus is a vibrant mix of staff and students from various parts of the country. The institution strives to create an inclusive environment on campus. The celebration of various regional and communal festivals is part of Naipunnya culture. This year too, many cultural events like Avani (Onam Celebrations), Mega Ona Chantha (Onam market), Kerala Piravi (State Day), Nativity (Christmas celebrations), were celebrated on campus.

Webinar on "Broadening Perspectives on Marriage", Webinar on ?????????????? ?????????? ?????????????? (Transgender life & Literature), Two-day sessions on "Gender, Sex and Social Media Addiction" are a few of the activities organised on campus. Outreach programmes are undertaken by all departments. Hindi day was also observed on campus. This day is intended to raise awareness of the Indian language and to promote it as a universal tongue. Holy Scriptures from Bible, Quran and Bhagavad Gita are read during morning prayer.

The various cells and clubs of the institution constantly strive to inculcate a sense of responsibility and harmony among the students and also create avenues to practise the same in the society. Republic day, Independence day, Constitution day and all important national days are observed on campus with varied activities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution takes its moral responsibility of forming tomorrow's citizens seriously. The institution tries to observe all days of national importance. Students and faculty members actively participate in the activities. Few of the activities are listed below:

Azadi Ka Amrut Mahotsav; Students cleaned the area near the college auditorium. Fit India Freedom Run was conducted on 13th August, 2021 as per the guidance from the directorate of NSS.

Swaraj, Independence Day: A virtual celebration of 75th Independence Day was organized by NSS in association with the Physical Education Department.

Gandhi Jayanthi: As part of Gandhi Jayanthi, SWAS in association with the NSS team of NIMIT, initiated a cleaning drive in ward no. 10 of Koratty Grama Panchayat.

Constitution day: Constitution Day was celebrated on 26th November, 2021, to commemorate the day of adoption of our constitution. Online reading of preamble to the constitution was also done by the faculty.

NSS camp: Seven Day Special Camp of the National Service Scheme, Yuvajaganan 2021, was conducted in NIMIT from 26th December 2021 to 1st January 2022.

**Republic Day:** The Republic Day was commemorated on 26th January 2022. A speech competition with the theme "Indian Constitution and Rights of Indian Citizens" was also conducted.

**MERAKI:** Several national and international days were commemorated during the seated assembly, MERAKI.

The syllabi of the undergraduate students have subjects incorporating Indian democracy and secularism. This is aimed at the spread of the great values enshrined in the constitution and culture of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://mbanimit.ac.in/naac1/Uploads/20230211012056_7.1.9%20Template.pdf">http://mbanimit.ac.in/naac1/Uploads/20230211012056_7.1.9%20Template.pdf</a>
Any other relevant information	<a href="http://mbanimit.ac.in/naac1/Uploads/20230211011817_7.1.9%20Additional%20Information.pdf">http://mbanimit.ac.in/naac1/Uploads/20230211011817_7.1.9%20Additional%20Information.pdf</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**Celebrating national and international days in academic institutions provide students an opportunity to know about such days and their significance.**

**Every year NIMIT commemorates national/ international days and events.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice 1

**The institution is trying to promote a research culture in order to stay competitive in the global economy. The students are taught how to conduct research, publish their work, improve their knowledge and instruction. Faculty members are also learning how to write research papers and there is an interest in developing innovative topics and projects among students. Student research papers have been published in UGC journals, and**



National Conferences have been held to promote a research culture. Incentives are provided for teachers and students to participate in research-based workshops. The best projects in all levels of education are given awards.

#### Best Practice 2

This program provides students with opportunities to gain experience in their desired field and learn time-management skills. The Department of Computer Science partners with Star Innovations to provide jobs for aspiring students. The Department of Languages maintains an online tuition service to help students. The Department of Commerce provides a platform for students to sell their home-grown produce at the Nimitian Harvest or Friday Market. The Department of Hotel Management offers students the opportunity to gain experience in the hospitality industry while pursuing their degree. According to students, this program is working well, and many are interested in pursuing it.

File Description	Documents
Best practices in the Institutional website	<a href="https://naipunnya.ac.in/best-practices-2/">https://naipunnya.ac.in/best-practices-2/</a>
Any other relevant information	<a href="http://naipunnya.ac.in/wp-content/uploads/2023/02/Best-Practices.pdf">http://naipunnya.ac.in/wp-content/uploads/2023/02/Best-Practices.pdf</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

SNEHASANGAMAM is virtually the soul filled extension of NIMIT's commitment to the less fortunate of the society, an annual programme hosted by the college every year in February for differently abled people. The second year undergraduate students of all departments coordinate this event with the wholehearted support of the students, teaching and non-teaching faculty members and management of the college. Every year, around fifteen institutions far and near from the college, comprising about 350 inmates along with their caretakers and persons in charge participate in the programme. One of the endearing effects of the programme is that the students volunteer to help them and visit their institutions in the next possible opportunity. Through conducting this programme, students also

learn the all-important managerial aspects such as planning, leading, organizing, directing and evaluation. The class has to visit the particular institution and conduct an analysis as to what type of service is required by them and to extend their help towards getting it done. Through this program, each class are having to create a strong bonding with the institution and so we have a much more meaningful and worthy event that takes place. The students get to know, understand and realize the needs and requirements of the institution and so they can plan out the ways and means by which it could be initiated and fulfilled for the institution.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

The following are the initiatives planned for the academic year 2022-23:

1. Naipunnya Endowment Lecture
2. World Records
3. Campus TV
4. Mega Expo
5. Counselling Centre- Open to students and parents
6. E-Assist Program -Computer Literacy Program
7. Miyawaki Forest - Kindness tree plantation
8. Permission of Health walk in campus to local residents
9. Library access to public
10. Foreign Language Cell