

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1.Details of the Institution

1.1 Name of the Institution	SREE NARAYANA COLLEGE FOR WOMEN
1.2 Address Line 1	KOLLAM
Address Line 2	Kollam
City/Town	KOLLAM
State	KERALA
Pin Code	691001
Institution e-mail address	sncollegeforwomen@gmail.com
Contact Nos.	0474 2745644
Name of the Head of the Institution	DR. SHERLY P ANAND
Tel. No. with STD Code:	0474-2745644
Mobile:	9495120695
Name of the IQAC Co-ordinator:	DR. NISHA J THARAYIL
Mobile	9447013374
IQAC e-mail address:	iqacsncw@gmail.com
1.3 NAAC Track ID	KLCOGN10208
1.4 NAAC Executive Committee No. &Date: <i>(For Example EC/32/A&A/143 dated 3-5-2004. This EC no.is available in the right corner-bottom of your institution's Accreditation Certificate)</i>	EC(SC)11/A&A/2.2 dated 19-01-2016
1.5Website address:	www.sncwkollam.org
Web-link of the AQAR: For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc	
1.6Accreditation Details	

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	78	2003	2008
2	2 nd Cycle	B	2.68	2016	2021
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY	07/01/2004
1.8 AQAR for the year (for example 2010-11)	2016-17
1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))	
i. AQAR 2008-09 submitted to NAAC on 21-11-2011 ii. AQAR 2009-10 submitted to NAAC on 21-11-2011 iii. AQAR 2010-11 submitted to NAAC on 19-07-2014 iv. AQAR 2011-12 submitted to NAAC on 01-08-2014	

1.10 Institutional Status

University State Central/Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid +Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI(Phys Edu)

TEI (Edu) Engineering Health Science Management

Others(Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

UNIVERSITY OF KERALA

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2.IQACComposition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

- Awareness of Performance Based Appraisal System for teachers
- About Funding Agencies in India and Abroad for teaching staffs, PG and Research scholars.

2.14 Significant Activities and contributions made by IQAC

- Internal academic Audit for evaluating the result
- Uploaded the guidelines for various clubs and identified their best practices.
- Orientation programme for the newly recruited teachers by the National intern of Flair Dr.S.K.Subhash of our college.
- Designed new feedback forms for students to evaluate teaching.
- Department level action plan on the basis of Academic calendar from the University

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Prepare and get approval for feedback from various stake holders.	Achieved
Result Evaluation- conducted internal/academic audit	Academic audit conducted and the result evaluated by the IQAC
Steps are taken to upload internal marks online through the website	Achieved
Each department is trying to establish an e-learning platform.	On the Process of final finishing stage.
Strengthening remedial coaching and entry into service for the benefit of the students.	Cent percentage success
Higher studies awareness programme	Awareness given by International reputed Scientists Tony Teddy Fernandez
Strengthen extension and outreach programmes for the benefit of students and society	Achieved
International faculties visited the college and shared their experiences and higher studies opportunities in abroad / various scholarships	Achieved

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR report was placed in the College council for approval. It was subsequently approved by the college council.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2	Nil	Nil	NA
PG	4	Nil	Nil	Nil
UG	15	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	21	Nil	Nil	Nil
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19 (UG&PG)
Trimester	Nil
Annual	2PhD

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure (Feed back form enclosed as annexure)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The syllabus is prepared by the University and the periodic revision of the syllabus is done by the Board of Studies of the University of Kerala.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
76	66	10		

2.2 No. of permanent faculty with Ph.D.

31

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	17								

2.4 No. of Guest and Visiting faculty and Temporary faculty

17

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	42	10
Presented papers	2	17	
Resource Persons		2	1

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Video lecturing using animation
 2. Residence course
 3. ICT enabled seminar on presentations by students.
 4. Virtual lab in physics.
 5. Faculty Exchange programme
 6. Remedial Coaching.
 7. Visit of science of students in National Institute of Inter disciplinary Science and Technology/ Research Institute/Industry.
 8. Micro scale experiments in UG level practical. (Chemistry)
 9. Peer learning system is adopted.
 10. Hands on training in mushroom cultivation.
 11. CBCS curriculum with added weightage to continuous evaluation.
 12. As a part of chalachithra padanam films were shown.
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13. Historical places were visited
 14. Students are motivated to present research papers.
 15. Provision for interested students to do PG level projects in off campus labs.
 16. Lectures by research scholars in their area of research were promoted.
 17. ASAP Model teaching.
 18. News paper review.
 19. A forum of journalism students were formed to conduct debate and quiz.
 20. Short film making.
 21. News journal.
 22. Manuscript Magazine.
 23. Newsletter 'Thanmathra' published by research department of Chemistry.
 24. Reviewing of films as part of film studies.
 25. To identity the different cultures in India by portraying a map of India and Kerala by using sprouted grass.

2.7 Total No. of actual teaching days

180 days

during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As decided by the University.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

13

5

45

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

95.3

2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA English	60	6.66	45	38	10.34	89
BA Malayalam	58	5.17	30	25.23	29.6	90
BA Hindi	50	2	20	25	37	82
BA History	68	2.94	25	33.1	25.96	87
BA Economics	130	3.07	17.2	25.3	46.43	92
BA Music	13	15.38	23	28	27.62	94
B.Com	53	9.43	33.25	48	1.32	92
B.Sc Mathematics	57	5.26	45	28.2	8.54	87
B.Sc Physics	48	4.16	30	29	25.84	89
B.Sc Chemistry	50	4	25	32	27	88
B.Sc Botany	53	7.54	22.3	23	32.16	85
B.Sc Zoology	48	6.25	22.1	30.3	25.35	84
B.Sc Home Science	38	5.26	20	23	33.74	82
B.Sc IMB	25	12	15	20	45	92
B.Sc Geography						
M.Sc Physics	13	7.69	12	23	47.31	90
M.Sc Applied Chemistry	13	0	15	29	47	91
M.Sc Home Science	8	0	42	38	13	93
MA English	20	10	20	20	42	92

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

1. Quarterly meeting of IQAC were conducted to discuss or monitor major issues in teaching and learning process and suggestions were proposed in the staff council.
2. Monitoring teaching and learning through student's feedback.
3. Guidelines to conduct seminars and workshop.
4. Class wise PTA meeting once in a semester.
5. Give proper advice to all academic governing bodies.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	21
UGC – Faculty Improvement Programme	7
HRD programmes	
Orientation programmes	6
Faculty exchange programme	2
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	12
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff				
Technical Staff	76	17		

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Research committee supervises and promote the research activities by giving classes for availing different funds for undertaking various projects. Classes on research methodology to enable the scholars to face the coursework examination. Multi disciplinary journal was published. IQAC place a key role in organizing guest lecturers by eminent teachers prominent acadamitions in different fields.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	8	1
Non-Peer Review Journals			10
e-Journals	2		
Conference proceedings		8	1

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	50000	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>			27000	
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			5		12
Sponsoring agencies			KSCSTE		Management and PTA

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	1
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
	1	3	2			

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="5"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="10"/>	State level	<input type="text" value="10"/>
National level	<input type="text" value="10"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="4"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="3"/>		
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other	<input type="text" value="1"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Organized a cataract camp in the morning session in related lecture class on Lasers
- Extended PG projects to other colleges
- Visited Kodaikanal astronomical centre with PG students and innovated them for astronomical research
- Participated in innovative lab workshop organized by IASA
- Book keeping training to shops at free of cost
- Book lending process
- Conduct a seminar on financial assistance to women entrepreneurs
- Classes conducted in Juvenile home
- Donate dresses and old textbooks to poor students
- Mushroom cultivation training to inter departmental students
- Maintenance of medical garden in campus
- Conduct of best musician competition in the campus
- Conduct a music programme for the relaxation of mentally retarded children
- Congregational singing programme in unity in diversity
- Impart nutrition education among pre-school children and women
- Awareness campaign on community nutrition
- Workshop on standardisation and preparation of low cost recipies and therapeutic recipies
- Conduct class for 'Anganavadi' teachers
- Activity associated with ICDS in conducting a cooking competition with Amritham Powder
- Conducted a socio-economic survey among the tribes of Kulathupuzha and a report was prepared
- Actively involved in the activities of 'Pakalveedu', a day care for elderly women organized by Sree Narayana Samithi, Kollam.
- A training for data entries by using computers were given to the small entrepreneurs in the locality
- Training programme for school students under the aegis of department of Mathematics
- Antimicrobial suspension were made in our laboratory and supplied to the farmers for their hatcheries and farms.
- Water quality assessment were carried out in nearby shrimp/molluscan/fish hatcheries
- Blood group analysis were conducted in the department of IMB for students of nearby schools to identify the anemic students
- Studied and prepared a report on sinking of Munro Island
- Water quality and microbiological studies were carried out by the teachers and research scholars at Ashatmudi Lake and Munro Island in association with NGOs
- Conducted awareness class gynaecological issues of our students
- National Hindi day was celebrated. Literary competition were conducted on behalf of this day
- Care and support rendered to the homeless aged and sick people residing in shelter homes
- Importing basic education to the illiterate people of nearby villages
- Visited English medium school and aware them about our mother language Malayalam.
- Awareness class about the history of Malayalam language and literature was conducted.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5 acre			5 acre
Class rooms	43			
Laboratories	16 lab+1 research lab	1 research lab	PTA	18
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	CCD Camera Impedance analyser			
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Library is already computerized, running with LibSoft, WEB - OPAC based. Administrative wing is almost computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	55495	8385990	4163	832600	59658	8588560
Reference Books	2265	1826249	520	182970	2785	2009219
e-Books	99200	5000	Through INFLIBNET		99200	5000
Journals	45	60500	5	2500	50	63000
e-Journals	6000	5000	Through INFLIBNET		6000	5000
Digital Database	5	5000	Through INFLIBNET		5	5000
CD & Video	37	26000	4	2000	41	28000
Others (specify)	12	16250	2	4000	14	20250

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	66	2	YES	3	3	13	16	15
Added	15					3	12	
Total	81	2		3	3	16	28	15

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computer training is arranged for students through a State Government established center – IT Mission resource center for Women Empowerment. Adequate training is given to office staff for accessing files and papers through e-platform.

4.6 Amount spent on maintenance in lakhs :

i) ICT	200000
ii) Campus Infrastructure and facilities	500000
iii) Equipments	1000000
iv) Others	200000
Total :	1900000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Different committees were formed for students support services. Each committee was headed by teacher coordinator.
- Equal Opportunity Cell of the college ensures support to all especially to the students belonging to the socially and economically backward communities.
- Career development programmes are conducted and it is ensured that the benefit of the programme reaches all the students

5.2 Efforts made by the institution for tracking the progression

- Alumni and retired teachers association keep us informed of the progression of students.
- Face book group of former students and teachers are created.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2476	100	3	0

(b) No. of students outside the state

(c) No. of international students

Men

No	%

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
556	38 5	12	1378	5	2349	450	380	4	174 5	6	2579

Demand ratio

Dropout %: 3.00

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- UGC supported NET coaching provided
- Entry into service classes conducted
- Coaching for NET, SET, GATE are conducted by the respective departments

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="10"/>	SET/SLET	<input type="text" value="5"/>	GATE	<input type="text" value="1"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text" value="2"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

- A counselling centre is functioning in the college which caters to solve the problems encountered by the students. A part time counsellor is deputed for this purpose.
- The various departments have organised special training programmes to equip the students to appear for various competitive examinations
- Career guidance seminars are conducted to the final year students by each department led by eminent personalities in those fields.
- Counselling classes were given to improve the academic performance as well as their psychological needs of the students.

No of students benefitted 1000

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

- Women Cell of the college has celebrated International Womens day on 6th March 2017.
- Talks were conducted on Women Empowerment .
- Legal awareness class on sexual harassment was conducted
- Women cell conduct classes to sensitise the girls to the various social issues , how to tackle it and how they can be moulded into socially responsible women.
- The students were made aware of the dangers inherent in the misuse of social media.

5.9 Student Activities

5.9.1 No of students participated in Sports, Games and other events

State/ University level

28

National level

16

International level

No. of students participated in cultural events

State/ University level

12

National level

4

International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level

28

National level

12

International level

Cultural: State/ University level

National level

International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	20	40000
Financial support from government	1400	8400000
Financial support from other sources	150	750000
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level

1

National level

International level

Exhibition: State/ University level

1

National level

International level

5.12 No. of social initiatives undertaken by the students

30

5.13 Major grievances of students (if any) redressed: __ NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

1Sree Narayana College for Women envisions the empowerment of women by stimulating the intellectual pursuits ,expanding the horizon of knowledge broadening their perspective and preparing them to be responsible global citizens.The college aims at enlightenment through education. It is the leading institution for higher education and research for women. It aims to provide quality education by promoting scholarship ,innovation,research and hardwork . Our institution stands for intellectual liberation and our motto is freedom through education. The college offers excellence, education and prudence.

The college enriches students to develop their unlimited inherent talents to get an opening into the world of new possibility. Acting as a catalyst of change and enlightenment,serving as an instrument of social justice and providing education to all especially backward classes of women.

6.2 Does the Institution has a management Information System

Yes.

- The college has an official website which is regularly updated.
- IQAC brings out annual report incorporating major events and achievements of the year.
- We have a digital library and interactive website, WhatsApp group of teachers “Nammude Kallayam”.
- Different WhatsApp groups with class tutors
- Through these systems the dissemination of information is achieved.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Many teaching faculty are members of Board of studies, faculty of Science/Arts and Academic council.
- They are regularly attending the meetings conducted by the University and steps were being taken to improve the curriculum for the year.

6.3.2 Teaching and Learning

- Implementation of ICT oriented teaching methods in various departments.
- Many smart boards were installed.
- Many digital rooms are there to facilitate better learning platform to students.
- Peer learning system is followed
- Evaluation and feedback from the students is practiced.
- DLMC charts the programme according to the academic calendar and ensures that the target is achieved every semester.
- Remedial courses are conducted
- ICT enabled teaching method.

6.3.3 Examination and Evaluation

- The college conducts examinations as per the Kerala University calendar.
- Continuous assessment is being done for effective evaluation
- Centralised valuation for UG and PG as per university orders
- To conduct internal assessment the college has an examination committee
- Tutors regularly register and upload internal marks to university website for examination
- Open course meeting are conducted to access the performance of students and inform the parents of their academic performances
- Practical oriented assignments are given to the students to improve creative thinking.

6.3.4 Research and Development

- Two research departments are in the college and students projects receive external funding (Kerala state council for science, technology and Environment, Government of Kerala.)
- Socially relevant topics are taken for dissertations and PhD programmes
- Work shop conducted for PG students as apart of course work in Research Methodology
- Faculty members are encouraged to attend seminars/workshops/present papers/to publish papers in peer reviewed journals.
- The college provides whole support for the research and development like sanctioning duty leaves, encouraging the faculty from the institution to interact with national and international experts thus paving the way for expanding their horizon of knowledge

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library upgraded with facilities for students
- Several e-journals and e books are being issued
- Class room lectures supplement with audio visual presentation
- IT Mission of Kerala state government has enabled a computer course “ Skill Enhancement Women Centre for the students
- Working hours of library extended catering to student requirement
- OPAC software is introduced in the library with INFLIBNET facility
- An open access browsing centre functions in the library from 8 am to 5 pm
- Book exhibition of renowned writers is carried out annually
- Notice board displaying career opportunities is put up in the library
- Read for a book programme is conducted every year
- The reading room of the library has been enlarged to facilitate maximum number of students.

6.3.6. Human Resource Management

- Women cell organised skill enhancement and income generation programme for students
- Effective career development programmes were conducted by the college such as computer course
- Appointment of guest faculty, office staff and other staff
- Human resource management is effectively done by the college council
- Orientation programme is conducted periodically for teaching and non teaching staff to improve their quality of work
- Different committees are formed to manage various activities like sports, arts ,anti ragging etc

6.3.7 Faculty and Staff recruitment

- Government, University and UGC norms were followed for recruitment of necessary staff.
- Additional security staff were appointed in the college

6.3.8 Industry Interaction / Collaboration

- Many invited lectures were conducted from various research areas and industry.
- Capacity building of students of various departments by participation in training programmes conducted by
 - Central plantation crops research institute, Kayamkulam CPCRI,
 - Cashew export promotion council of india, CEPCI,
 - Technical laboratory at Kollam, Kerala minerals and metals, Chavara,
 - Pollution control board , Kollam,
 - VijayaMohini Mills ,Thiruvananthapuram
 - Kerala State Institute of Design, Chandanathop , Kollam
 - Central Tuber crops Research Institute Trivandrum,
 - Extension training centre, Kottarakkara.
- In collaboration with biodiversity board seminars were conducted
- In collaboration KSCSTE mangroves saplings were planted for wetland day celebrations
- Industrial Microbiology department frequently visiting the industries or research institutions to strengthen the students.
- In collaboration with Bharat Petroleum ENCON club conducts seminars for conservation of environment

6.3.9 Admission of Students

- Online applications and processing of admissions was done by Kerala university Admission portal at UG and PG level

6.4 Welfare schemes for

Teaching	Staff cooperative Society, Cooperative bank and Store
Non teaching	Cooperative bank and Store
Students	Cooperative Store and Canteen Midday meal programme. Scholarship for students. Counseling Center

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	Principal, .IQAC&HOD of Concerned departments
Administrative	Yes	Deputy DCE and AG	Yes	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No No

For PG Programmes Yes No No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

College follow the timely instructions from University regarding this matter

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Government and University are promoting autonomy

6.11 Activities and support from the Alumni Association

- Founders day Quiz completion
- Mid day meals for deserving students
- Annual meetings
- Merit evening for students
- Teachers were felicitated for their meritorious achievements
- Guruvandanam was organised for senior retired teachers
- The college website has reserved a special page for updating their activities.

6.12 Activities and support from the Parent – Teacher Association

- Regular meetings were conducted to discuss various activities in college
- Endowments were distributed to meritorious students
- Give financial support to college

6.13 Development programmes for support staff

- Well equipped cooperative society which provide household and stationary at a reasonable price
- Computer literacy is provided to the support staff.
- Measures are taken to improve their communication skills.
-

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Environment club functioning very effectively
- Environmental day, Ozone day, wetland day, Science day were celebrated in collaboration with STEC
- Green protocol enforced in college
- Energy audit conducted annually
- Nature club engaged green audit
- Faunal biodiversity register for college prepared by Zoology
- The campus follows three Rs Reduce, Reuse and Recycle

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Web based information is made available to the students
- Wi-fi campus
- To maintain the campus eco friendly students are advised to bring their lunch in Tiffin boxes
- Tapping for solar energy solar panel were implemented with 1KW
- Bio gas plant
- Proper installation of incinerator
- Self employment opportunity is provided by the Home Science department by conducting fabric painting, block printing, acrylic painting, baking and confectionary, paper bag making
- To promote the Government policy of Malayalam as the official language and to acquaint the students with Malayalam language
- A poster presentation corresponding Malayalam words was conducted
- Major programmes were initiated in college in collaboration with ASAP, WWS and SSP

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Tapping alternative energy sources.
- More smart class rooms for running classes.
- To submit application for starting new courses
- To improve facilities like wash room, rest room, toilets
- Provision to video conferencing with eminent professors and scientists.
- Remedial Classes for SC/ST/OBC and other minority students..
- Centralized laboratory facility for Science students.
- Conduct more National and International seminars
- Research collaboration with state, national and international agencies.
- Upgrade library facilities by including CCTV .

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

“Amirthavarshini”- Is an effort of the department of music which comprises of classically trained singers of our college who gives solace to the patience of palliative care through their mellifluous voice.

“Karuna”- To create a mind of kindness and helping hand to the students

WINGS- A Napkin unit is functioning in our college to cater the needs of the students

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes No ✓

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength

- Sole college imparting higher education to women in the district
- Imparting value based education
- Ragging free campus
- To prevent caste based discrimination a cell is formed

Weakness

- Due to space constraint PG courses cannot be added
- Lack of field for outdoor activities and sports events
- Lack of centralised lab facility

Opportunity

- Excellent academic environment
- Research and innovation
- Active alumni participation

Threat

- Delay in the publication of results caused denied opportunities to students

8.Plans of institution for next year

- To establish a full-fledged e -Platform for students and teachers
- To upgrade the college to the status of star college
- Motivate teachers to acquire maximum number of major and minor projects
- To upgrade the Home Science and English departments to a research centre
- Expecting FIST grant if so we intend to put up a centralised lab which facilitates both the students as well as the public
- Documentation of each and every activities of the staff made compulsory to enable them to present their achievements for API score
- Activities of the various clubs to be broadened to the benefit of the community

Name Dr.Nisha J.Tharayil

Name Dr.Sherly P Anand

Signature of the Coordinator, IQAC
IQAC

Signature of the Chairperson,

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
