

SREE NARAYANA COLLEGE FOR WOMEN, KOLLAM



Annual Quality Assurance Report (AQAR)

2011-2012

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

1.2 Address Line 1

KOLLAM

Address Line 2

City/Town

KOLLAM

State

KERALA

Pin Code

691001

Institution e-mail address

sncollegeforwomen@gmail.com

Contact Nos.

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Name of the Head of the Institution:

Dr. SHERLY P. ANAND

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Name of the IQAC Co-ordinator:

Dr. ANITHAKUMARY V.

Mobile:

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IQAC e-mail address:

iqacsnew@gmail.com

1.3 NAAC Track ID:

KLCOGN10208

1.4 Website address:

www.snewkollam.org

Web-link of the AQAR:

<http://snewkollam.org/main/NAAC/reports.asp>

1.5 Accreditation Details

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

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

07/01/2004

1.7 AQAR for the year (*for example 2010-11*)

2011-2012

1.8 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

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

UNIVERSITY OF KERALA

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

Nil

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="8"/>

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

1. Adolescent Mental Health by NRHM
2. Seminar on an environmental issue “Water Dreams”
3. Adolescent Reproductive Health by NRHM

2.14 Significant Activities and contributions made by IQAC

1. Created a research culture in the campus.
2. Strengthened the placement cell.
3. Individual attention to each student through better parent teacher interaction and personal counselling of the needy.
4. Organised programmes that promotes community services and awareness programmes.
5. Organizing UGC/other agencies sponsored National seminars and Conferences.
6. Equipped both UG and PG students in technology.
7. Upgraded the computer center by installing more computers.
8. Provided financial assistance to students from very poor backgrounds.
9. Staff empowerment programme for non-teaching staff
10. The IQAC has also undertaken an exercise on mapping of some of important administrative and teaching related processes. On completion of this exercise, it is planned to streamline the important administrative and academic-administrative processes.

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
<p>Internet connectivity to all departments. To invite eminent personalities to interact with faculty and students. To pay individual attention to all students. To run remedial Classes for SC/ST/OBC and other minority students in a very effective manner. To upgrade the student computer ratio by installing more number of computers. Conduct more National and International seminars. Upgrade library facilities Sexual harassment cell comprising of teachers, nonteaching-staff and Parents. To improve laboratory facilities in all science departments.</p>	<p>Internet connectivity was provided in all departments Eminent scientists and personalities visited the institution and delivered talks benefitting both faculty and students Individual attention to each student through better parent teacher interaction and personal counselling of the needy Remedial coaching classes were effectively handled benefitting SC/ST/OBC students. The computer centre was upgraded by installing 15 computers under MPLAD fund. A skill enhancement women resource centre by KSITM was introduced and 9 computers were installed in the IT mission lab. Library was upgraded by adding 537 texts books, 34 reference books and two journals. An 11 member sexual harassment cell was constituted, Principal being the chairperson. An amount of 25 lakhs were spent for the purchase of equipments to different science departments</p>

* Academic Calendar of the year attached as as Annexure I.

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.

Part – B

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	1	Nil	Nil	Nil
PG	3	Nil	Nil	Nil
UG	14	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	2	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total				

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	FDP in 14 UG courses and 3PG courses
Trimester	Nil
Annual	Nil

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

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

**Please provide an analysis of the feedback in the Annexure
See Annexure I and II*

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

Syllabus of UG program was totally revised due to introduction of CBCSS first degree program and certain corrections were added this year.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
87	37	39	0	1

2.2 No. of permanent faculty with Ph.D.

36

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
1	10	-	-	-	-	-		1	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	12
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	32	19
Presented papers	4	13	4
Resource Persons	0	1	0

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

As part of the technology upgradation students were encouraged to do their presentations using LCD projectors. No. of ICT enabled class rooms were increased.

2.7 Total No. of actual teaching days during this academic year

197

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

For the annual scheme unit wise test papers are conducted and one half yearly examination and one model examination by the end of the academic year. The newly started CBCSS provide two internal exams for each semester.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

7

7

16

2.10 Average percentage of attendance of students

94

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	403	2.48	16.63	30.77	36.72	86.6
B. Sc.	277	5.41	56.68	22.38	6.5	90.97
B.Com	56	0	21.42	32.14	19.64	73.2
M.Sc.	26	7.69	50	15.38	0	73.07

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

Substantial effort has been put by IQAC to ensure an environment of excellence in all aspects of teaching and learning and also focused on to improve the quality of education and evaluation. A research culture was developed in the institution

1. The college has developed a comprehensive evaluation programme to collect data from teachers at the end of each semester. Based on that all Heads of Departments will collect a teaching plan from the staff members of the respective Department, a copy of which was submitted to the Principal also.
2. At the end of the academic year/semester the principal will audit the report submitted by the Head of the Department and Teacher. This helps to evaluate and improve the quality of teaching.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	4
HRD programmes	0
Orientation programmes	4
Faculty exchange programme	0
Staff training conducted by the university	2
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	8
Others	3

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	39	1	Nil	Nil
Technical Staff	1	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- A number of faculty members submitted proposals for minor research projects and a new JRF fellow has joined the research centre.
- Several faculty members published their work in reputed journals.
- The research department of chemistry purchased and installed new equipment – Electrochemical Workstation worth Rupees Seven Lakhs.
- An exhibition on the life and works of Madam Cuire hosted by the department of chemistry with a view to motivate the students to peruse a research career.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	4	Nil	Nil
Outlay in Rs. Lakhs		41.30825		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		3		
Outlay in Rs. Lakhs		3.76		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	1	7
Non-Peer Review Journals			
e-Journals	4		
Conference proceedings	6	3	2

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	1.5	UGC	200000	150000
Interdisciplinary Projects	Nil			
Industry sponsored	Nil			
Projects sponsored by the University/ College	Nil			
Students research projects <i>(other than compulsory by the University)</i>	Nil			

Any other(Specify)	Nil			
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			1		2
Sponsoring agencies			PTA		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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil

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
2			2			

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

13

22

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

Nil

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 State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="1"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="2"/>		
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="5"/>	Any other	<input type="text" value="1"/>

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

Under extension activities, two *projects were* under taken. Teachers and students built a house for a student from a very poor background (homeless) under the scheme "*sahapadikkoru veedu*" which was the goal fixed last year.

A free medical camp was organised for the detection of cancer under auspicious of RCC Thiruvananthapuram. Many people from the locality were benefited by the camp. In collaboration with Energy Management Centre of the state, the college organised programmes on Energy conservation.

Amritha Varshini is a program extended to patients in hospitals intended to give solace and mental peace to the patients suffering from various diseases through a music therapy conducted by the department of music.

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	42			42
Laboratories	16 lab+1 research lab			17
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		CCD Camera	UGC	1
Value of the equipment purchased during the year (Rs. in Lakhs)		299694		
Others	auditorium		PTA	1

4.2 Computerization of administration and library

Computerisation of Library: Bar coding of library collection is completed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	54595	8154275	537	93420	55132	8247695
Reference Books	1879	1775785	34	50262	1913	1826047
e-Books (INFLIBNET)	97000	5000	Through INFLIBNET		97000	5000
Journals	40	58900	2	1000	42	59900
e-Journals (INFLIBNET)	6000	5000	Through INFLIBNET		6000	5000
Digital Database (INFLIBNET)	5	5000	Through INFLIBNET		5	5000
CD & Video	30	23000	5	2000	35	25000
Others (specify)	55	31200	3	1000	58	32200
Periodicals						
Newspapers	10	13700	1	2550	11	16250

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	0	YES	1	10 Nos	3Nos.	4	5
Added	34	2	YES	2	23	10	16	2
Total	59	2	YES	3	33	13	20	7

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

A skill enhancement women resource centre by KSITM was introduced in the college providing a certificate course on computer .
Organised seminars and training programmes for enhancing computer skills of non-teaching staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT	50,000
ii) Campus Infrastructure and facilities	350,000
iii) Equipments	1,00,000
iv) Others	5,00,000
Total:	10,00,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC takes special care in imparting quality education by reinforcing the culture of excellence. The college organizes the workshops, seminars for all the students studying in different courses. A seminar series vision 2012 was organized with a view to provide awareness about their subject areas and to develop presentation skills for students. This was funded by the parent teachers association.

A career guidance cell is functioning in the college which helps students in choosing a career of their choice.

IQAC encourages students to participate national and international competitions through Physical Education Department. IQAC encourages its students to publish materials like college magazine, wall magazines. The students are motivated to express their talent through articles, paintings, graffiti. Their creativity is given a free flight.

Organizing Campus Placement: The College organizes the campus placement programme to help students to seek the job when they are in the last phase of their program. Reputed institutes participate in this programme and many students find placement with this endeavor.

Grievance redressal mechanism: Student grievances are collected in the form of feedback with the help of class tutors. Issues are also discussed by the chairperson of the student union and it is considered by the grievance redressal cell working in the college. It is further brought to the notice of the college council which discusses the possible solutions of the issue.

5.2 Efforts made by the institution for tracking the progression

Formative evaluation is used continuously to track the student progression
Regular monitoring system.
Faculty involvement through counselling system.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2373	59	10	

(b) No. of students outside the state

3

(c) No. of international students

Men

No	%
	100

Women _____

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
654	362	11	1510	1	2530	623	338	13	1425	5	2432

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

The college provides coaching for students belonging to SC ST & OBC for competing in examinations for entry in different service sectors. The program was funded by UGC funded by UGC.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Career and counselling cell is functioning in a very effective way. A number of programs are organised by the cell in which the main beneficiaries are students. Personality development classes for all students and orientation programs for first semester students are organised by the cell. Each department identifies students who need counselling and recommends to the cell. This service is rendered by a paid counsellor. Career guidance cell makes students aware of opportunities available for a good carrier. Career orientation programmes are also conducted under this cell.

No. of students benefitted

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
1	170	27	Nil

5.8 Details of gender sensitization programmes

The college frequently organizes Gender sensitization programmes, by conducting seminars and workshops etc. The Women Study Cell functioning in the college is keen to host such programmes.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	125	1183999
Financial support from other sources	4	10000
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision and mission

To develop a passion for learning and academic excellence.
To mould the minds of the young women by creating a desire to live a complete life in the modern society as respectable and worthy citizens.

To build a solid foundation for future learning of the students.
To empower our students to recognize and optimize their full potential.

6.2 Does the Institution has a management Information System

Student data base is kept for reference.
Database of faculty members and supporting staff is also maintained
Various student support programs are also managed through the information system

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

6.3.1 Curriculum Development

As per the existing university regulations we have minimum flexibility for curriculum development.
However certificate courses run by Department of Home science & Music are exceptions

6.3.2 Teaching and Learning

ICT enabled teaching methods impart effectiveness and more coverage of topics
Teacher's study materials Soft copy-PPT slides/PDF presentation etc are made available to students or shared with students

6.3.3 Examination and Evaluation

Each semester two internal exams and one end semester exam is conducted. A direct grading system is followed.

6.3.4 Research and Development

INFLIBNET facility available in the library enable the students and faculty to access e-Journals and other e-Resources promoting research activity in the campus.

A research environment is created in the institution by organizing UCG Sponsored National Conferences frequently.

Teachers are encouraged to apply for Minor & Major Research Projects Proposals for National Conferences & seminars are sent to different sponsoring agencies regularly.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

We have a fully computerized library with INFLIBNET facility , 55132 text books , 1913 reference books 42 journals and ebooks

ICT Infrastructure

LCD projectors ,Smart Board, computers, printers, Internet connectivity

Sports

The institute has several sports facilities like Gym. Hall, Play grounds, carom boards, chess boards, badminton kits, cricket kit, TT kit, volleyball, football, etc. are available

6.3.6 Human Resource Management

- Time and Attendance
- Performance Appraisal

6.3.7 Faculty and Staff recruitment

Timely recruitment of faculty and staff is done by the management

6.3.8 Industry Interaction / Collaboration

Many student projects are undertaken in collaboration with industries like KMML and IRE.

6.3.9 Admission of Students

A candidate should possess the eligibility of 10+2 qualification from Board of state government or CBSE/ ISC or similar board examination recognized as equivalent there to for admission to first degree program. Admission is based on merit list prepared as per the existing regulations of the university. An admission committee is constituted in the college for supervising the admission procedure as per university norms.

6.4 Welfare schemes for

Teaching	PF, Gratuity provided by government
Non teaching	PF, Gratuity provided by government
Students	Scholarship schemes for students

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				
Administrative	Yes			

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

Many of our faculty members are involved in university curriculum development as they are members of Board of Studies.

6.11 Activities and support from the Alumni Association

Alumni Association functions in a very effective manner extending support to all our activities. Association finds funds to help the needy students by supplying books and uniforms . The association has instituted cash awards for students who are toppers in different programmes. They promote poor students by implementation of different projects .

6.12 Activities and support from the Parent – Teacher Association

Open house meetings of parents and students are conducted every semester. PTA shoulder many financial responsibilities for the prosperity of students. Parent feedback collected on all aspects and plans for improvement is formulated from the feedback.

6.13 Development programmes for support staff

Computer Literacy program arranged for the support staff under different schemes.

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

NSS and NCC always raise slogans to keep our Campus eco-friendly. It is a plastic free campus also. The institution is keen to maintain the cleanliness of our Campus. . We are always maintaining its heritage by protecting trees in the campus. A medicinal plant garden is maintained by department of botany is an addition to this drive. Rain water harvesting is another step forward to an environmental friendly campus.

Criterion – VII

7. Innovations and Best Practices

The institution is always in forefront for innovations and best practices. The department of music is conducting a unique program for helping the patients under the title Amritha Varshini. The environment friendly campus is another best practise with an effective waste disposal system. Morning assembly once in a week is another best practise we uphold.

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

Annexure III attached

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

Annexure V attached.

7.4 Contribution to environmental awareness / protection

NSS along with the Environmental club of the College organizes environmental awareness programs frequently.

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

PLAN OF ACTIONS BY IQAC FOR NEXT YEAR

IQAC has planned many programs for the forthcoming academic year. They include:

- ICT enabled classroom for all departments
- To conduct more seminars and workshops.
- Inviting eminent professors and scientists to our institution.
- Remedial Classes for SC/ST/OBC and other minority students.
- To apply for more PG programs
- Centralized laboratory facility for Science students.
- Conduct more National and International seminars
- To enhance Infrastructural Research facilities.
- Upgrade library facilities.
- Encourage faculty members to engage in more research activities

Name: Dr Anithakumary V.

Name : Dr Sherly P. Anand

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

**Annexure- I
Academic Calendar**

**NARAYANA COLLEGE FOR WOMEN, KOLLAM
Academic Calendar 2011-12**

Day	June	July	August	September	October
Sun					
Mon			1		
Tue			2		
Wed	1		3		
Thu	2		4	1	
Fri	3	1	5	2	
Sat	4	2	6	3	1
Sun	5	3	7	4	2
Mon	6	4	8	5	3
Tue	7	5	9	6	4
Wed	8	6	10	7	5
Thu	9	7	11	8	6
Fri	10	8	12	9	7
Sat	11	9	13	10	8
Sun	12	10	14	11	9
Mon	13	11	15	12	10
Tue	14	12	16	13	11
Wed	15	13	17	14	12
Thu	16	14	18	15	13
Fri	17	15	19	16	14
Sat	18	16	20	17	15
Sun	19	17	21	18	16
Mon	20	18	22	19	17
Tue	21	19	23	20	18
	22	20	24	21	19
	23	21	25	22	20
Fri	24	22	26	23	21
Sat	25	23	27	24	22

Onam
Holidays

Gandhi
Jayanthi

Maha
Navami

Vijaya
dasami

Independence
day

Guru
Samadhi

					7				2
Sun	26		24		28		25		23
Mon	27		25		29		26		24
Tue	28		26		30	Iddulfither	27		25
Wed	29		27		31		28		26
Thu	30		28				29		27
Fri			29				30		28
Sat			30	Karkidaka vavu					29
Sun			31						30
Mon									31

SREE NARAYANA COLLEGE FOR WOMEN, KOLLAM
Academic Calender 2011-12

Day	November	December	January	February	March
Sun			1		
Mon			2		
Tue	1		3		
Wed	2		4	1	
Thu	3	1	5	2	1
Fri	4	2	6	3	2
Sat	5	3	7	4	3
Sun	6	Bakrid	8	5	4
Mon	7	Founders Day	9	6	5
Tue	8		10	7	6
Wed	9		11	8	7
Thu	10		12	9	8
Fri	11		13	10	9
Sat	12	10	14	11	10
Sun	13	11	15	12	11
Mon	14	12	16	13	12

Tue	15		13		17		14		13
Wed	16		14		18		15		14
Thu	17		15		19		16		15
Fri	18		16		20		17		16
Sat	19		17		21		18		17
Sun	20		18		22		19		18
Mon	21		19		23		20		19
Tue	22		20		24		21		20
Wed	23		21		25		22		21
Thu	24		22		26	Republic day	23		22
Fri	25		23	X mas holidays	27		24		23
Sat	26		24		28		25		24
Sun	27		25		29		26		25
Mon	28		26		30		27		26
Tue	29		27		31		28		27
Wed	30		28				29		28
Thu			29						29
Fri			30						30
Sat			31						31

Annexure- II

Student's feedback

A student feedback mainly focuses on some aspects of their teachers especially the punctuality, topic coverage, sincerity, communication skill, lecturing methodology, lecturer attributes, method of assessment, overall assessment etc

The student feedback exercise is entirely confidential and anonymous. Student response data is grouped together for the entire class for the purpose of data analysis. It is therefore impossible to associate comments and responses provided with any individual student. Lecturers receive a report which summarises all the information collated as percentage values.

Students play a crucial part in the evaluation, development and enhancement of the quality of this learning experience. Feedback from students allows our institution to evaluate how their teachers performance is evaluated by our students. Student feedback is a rich and valuable source of information for both formative and summative purposes Feedback can be very powerful if done well. The power of formative feedback lies in both cognitive and motivational factors at the same time. Usually responds of the students through feedback is collected twice annually. The IQAC committee in our college designed a tested feedback module in the form of questionnaires to be filled up by the student and analysed the results and prepared this report.

A student feedback mainly focuses on some aspects of their teachers especially the punctuality, topic coverage, sincerity, communication skill, lecturing methodology, lecturer attributes, method of assessment, overall assessment etc

From the results of students' evaluations it appeared that most teachers in our college were sincere, regular and punctual. It was also noted that 75 % of the students felt that the lecture method was very good and organised. Also we are happy to report that majority of teachers are approachable to students. Students felt that the teachers were, in fact, well equipped with knowledge.

The feedback helped our teachers and institution to provide students with the opportunity to comment on the quality of their learning experiences. Also to assess the success of academic provision in relation to the expectations of students this feedback was very useful. It provided feedback to lecturers in order to improve delivery and/or content of the study-unit.

Annexure-III

Feedback from Parents

For many students, college life is a wonderful time living an ideal existence. It is, in some way, an escape from the real world. In spite of the stress that many students experience over various issues, real financial worries, occasional social drama, and worries about career decisions once they graduate, college life has some benefits also. What is very important to note here is that discipline and learning which was initially and exclusively the responsibility of the parents, must now be shared between parents and teachers. The student begins to learn a lot of things. It is however a very important process because it is the only means by which a child can acquire formal education and training and gain financial independence in future.

The Parent teachers association in our college is a body comprising of parents and teachers of an institution of learning who meet at least twice in a year to discuss matters on the educational, moral and spiritual health of the students in our institution.

PTA is basically made up of two arms; the Executive and the General body. The general body meets once a year, while the executive meets as often as the need arises. Class wise PTA meetings are convened in every semester providing a platform for a close interaction between teachers and parents. These meetings are usually convened soon after the first internals so that the student can perform better. Usually when we organise the General PTA, a feedback form is circulated among the parents for their valuable comments and suggestions.

Parents feedback gives us correct details on performance of teachers, general facilities available in the campus such as Library, Canteen, Office, laboratories etc. Parent's feedback also comments on student politics, their sense of well-being as well as other factors influencing students' life while in college. We hope parents will share these ideas in the feedback form which will help us to improve the academic as well as the other facilities available in the campus.

According to the results of this study, nine factors in our institution emerged as important influences on education and well-being of our students.

1. Infrastructure and facilities were inadequate according to 40 % of parents.
2. Teaching and teachers performance was rated excellent by 80%, good by 15% and satisfactory by 5%.
3. Canteen facility was unsatisfactory for 30 % of parents.
4. Office was functioning in a smooth manner according to 46% but, about 50% expressed their concern about the time wasted in the office for getting some documents back.
5. Library facility was excellent according to 91% of parents.
6. The condition of the laboratories in our college was very good as to about 55% of parents although they suggested better infrastructure for the laboratories.
7. The general atmosphere in the college was excellent to 87% and very good to 7% only 3% were dissatisfied with it.
8. Student politics was also much less in this college according to parents.

9. The parents were very much happy and encouraging about the discipline and security in our college. It actually rated as high as 95%. Most of the parents, 64% often visited the college more than once a year. It happens as the teachers try to keep in touch with parents very often. Student attendance was also reported to parents more often by teachers itself. So they (78%) were very conscious of their wards attendance. An interesting fact we could obtain from parents feedback is that about 94% of parents did not support their ward being involved in student's politics.

This evaluation helped us to assess the functioning of the college, academic as well as co-curricular aspects. The institution wholeheartedly welcomed the valuable suggestions put forwarded by the parents to improve ourselves.

ANNEXURE-IV

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

POINT	ACTION TAKEN
Internet connectivity to all departments	This was achieved .
To invite eminent personalities to interact with faculty and students	College level workshops were organised to equip faculty. In this connection many eminent personalities visited and motivated our students
To upgrade the student computer ratio by installing more number of computers	This was achieved. Our students were much benefitted by availability of more computers.
To upgrade laboratory facilities	We have purchased major equipments such as electrochemical work station, CCD Camera etc, for improving facilities in science departments.
To strengthen library facilities	INFLIBNET connectivity enabled. More than 1000books and many e-resources were added.
To constitute a Sexual harassment cell comprising of teachers, nonteaching-staff and Parents.	College constituted the cell and is functioning effectively

ANNEXURE-V

Best Practice

1. **Title:** Pata sala

2. **Goal**

To give musical training to those who have talented in music in the society.

3. **The Context**

There are lot of people, especially economically backward women talented in music who never get the opportunity to study and perform music.

4. **The Practice**

Music is the food of love. So music cannot be separated from women who are the makers of food and fountains of love. So we thought about giving music lessons to outside the campus. Thus we are engaged in giving music classes to the economically and socially marginalized women of our society. Yearly music programme are conducted in the college auditorium for entire students of the college and the members of this pata sale.

5. **Evidence**

Candidates of patasala presents a yearly music programmes in which each and everyone of the members participate.

6. **Contact Details**

Name of he Principal : Dr. Sherley. P. Anand

Name of the institution : SNCW

City : Kollam

Pin Code : 691001 Mobile :

Accredited of Status : B+ Email :

Work Phone : 0474 2745644 Fax :

Website : snewkollam.org

Best Practice II

1. **Title:** Amritha Varshini

2. Goal

To give solace and mental peace to the patients suffering from various diseases through music therapy.

3. The Context

Since the patient and his family is forced to face the huge expenses of the treatment, the music gives him relaxation and comfort.

4. The Practice

Realising the value of music therapy we have decided to visit the patients at palliative care centre, District Hospital, Kollam, to give them solace, comfort and love through music. This monthly music programme is now just like life blood to many patients. The power of music over men and nature is a universally accepted truth and music therapy will be the most effective medicine of the coming years in curing both physical and mental illness.

5. Problems encountered and resources required

Lack of awareness of the hospital authorities and transportation of the students.

