

## **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**

<b>1.1 Name of the Institution</b>	<b>SREE NARAYANA COLLEGE FOR WOMEN</b>
<b>1.2 Address Line 1</b>	<b>KOLLAM</b>
<b>Address Line 2</b>	<b>Kollam</b>
<b>City/Town</b>	<b>KOLLAM</b>
<b>State</b>	<b>KERALA</b>
<b>Pin Code</b>	<b>691001</b>
<b>Institution e-mail address</b>	<b>sncollegeforwomen@gmail.com</b>
<b>Contact Nos.</b>	<b>0474 2745644</b>
<b>Name of the Head of the Institution</b>	<b>DR. SHERLY P ANAND</b>
<b>Tel. No. with STD Code;</b>	<b>0474-2745644</b>
<b>Mobile;</b>	<b>9495120695</b>
<b>Name of the IQAC Co-ordinator;</b>	<b>DR. NISHA J THARAYIL</b>
<b>Mobile</b>	<b>9447013374</b>
<b>IQAC e-mail address;</b>	<b>iqacsncw@gmail.com</b>
<b>1.3 NAACTrack ID</b>	<b>KLCOGNI020B</b>
<b>1.4 NAAC Executive Committee No. &amp;Date;</b> <i>(For Example EC/32/A&amp;A/143 dated 3-5-2004. This EC no.is available in the right corner- bottom of your institution's Accreditation Certificate)</i>	<b>EC(SC)11/A&amp;A/2.2 dated 19-01-2016</b>
<b>1.5 Website address;</b>	<b>www.sncwkollam.org</b>
<b>Web-link of the AQAR;</b> For ex. <a href="http://www.ladykeanecollege.edu.in/AQAR2012-13.doc">http://www.ladykeanecollege.edu.in/AQAR2012- 13.doc</a>	<b>www.sncwkollam.org/AQAR2017-18.doc</b>



1.6 Accreditation Details					
Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	7B	2003	2008
2	2 <sup>nd</sup> Cycle	B	2.6B	2016	2021
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				
1.7 Date of Establishment of IQAC ; DD/MM/YYYY				07/01/2004	
1.8 AQAR for the year (for example 2010-11)				2017-18	
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 v. AQAR 2016-17 submitted to NAAC on 02-02-2018					

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

(e.g. 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(PhysEdu)   
TEI(Edu)  Engineering  Health Science  Management   
Others(Specify)

1.12 Name of the Affiliating University (for theColleges)

UNIVERSITY OF KERALA

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

Autonomy by State/Central Govt. / University

University with PotentialforExcellence  UGC-CPE

DST Star Scheme

UGC-Special Assistance Programme DST-FIST

UGC-InnovativePGprogrammes  Any other(Specify)

UGC-COP Programmes

**2. IQACComposition andActivities**

2.1 No. ofTeachers

2.2 No. of Administrative/Technicalstaff

2.3No. ofstudents



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.	<input type="text" value="8"/>	Faculty	<input type="text" value="2"/>
Non-Teaching Staff	<input type="text" value="2"/>	Students	<input type="text" value="2"/>
Alumni	<input type="text" value="2"/>	Others	<input type="text" value=""/>

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

- Research methodology
- Vector borne diseases
- Orientation for non-teaching staff
- Orientation for students
- Orientation on API for the faculty
- Workshops/Training for students



#### 2.14 Significant Activities and contributions made by IQAC

- Restructuring of Research Cell
- Initiated new certificate course on Capacity building in Information Technology for girls to equip them in computer technology
- Took initiative for the preparation of API score and the promotion of teachers.
- The campus is made plastic free and zero waste.

#### 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 \*

<b>Plan of Action</b>	<b>Achievements</b>
To achieve good results in the internal and University examinations	The College achieved good results
To organize Staff Development for teaching as well as non teaching staff	Conducted an Orientation programme for the non teaching staff in computer skills. Conducted a workshop on API score for teachers.
To equip the Guest lecturers with the needs of the present system.	Lectures, talks and practical workshop by subject experts have been conducted by many departments
Enhancement of infrastructure	Improved the infrastructure of the Physics Department. CCTV security system has also been installed in all the classrooms of the college.
Extension programmes	Students are encouraged to conduct and participate in social projects and community out-reach programmes. Several programmes were organised to celebrate international days such as World Aids Day, Environment Day, Ozone Day etc.
Organizing conferences, seminars and workshops	Many academic programmes were organised by the departments of Botany, Zoology, Physics, Chemistry, Home Science, Music, English etc.
Placement	Many students of this college gained employment in different organizations. The placement cell has started a database of students who are interested in campus recruitment
Workshop in Literature	The Department of Malayalam conducted a workshop to commemorate the famous poet ONV Kurup. Seminars on "MalayalalipiylChilaParishkaranaNirdeshanga" and "BharanaBhashaMathrubhasha" were conducted.

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



2.16 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

### I. Curricular Aspects

#### I.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
<b>Total</b>	<b>21</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil



- 1.2 (i) Flexibility of the Curriculum: CBCSS/Core/Elective option / Openoptions  
(ii) Pattern of programmes;

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

- 1.3 Feedbackfromstakeholders\* (On all aspects)
- Alumni  Parents  Employers  Students
- Modeoffeedback : Online  Manual  Co-operating schools (forPEI)

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

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

Revision of the syllabus was carried out by the University of Kerala for the improvement of the semestersystem

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

Capacity building in IT for Girls in collaboration with information Technology Mission, (KSITM), Government of Kerala.

## Criterion – II

### 2. Teaching, Learning and Evaluation

- 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
66	55	11		

- 2.2 No. of permanent faculty with Ph.D.

29

- 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during theyear

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	20								

- 2.4 No. of Guest and Visiting faculty and Temporary faculty

20

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:

The teachers of all the departments conduct:

- Class room debates
- discussions
- literature reviews interaction
- seminars, lectures and presentations, hands on training
- tutorial and remedial classes
- soft skill development
- workshops and seminars
- industrial and institutional visits and field trips
- Reviewing of films

❖ All the departments make extensive use of OHP, LCD projectors, the Edu-Sat room and Conference room, and the library with Internet facility to provide the students with additional resources for their studies.

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

180 days

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

Open book examination.

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

13	5	
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2.10 Average percentage of attendance of students

92.6





2.11 Course/Programme wise Distribution of passpercentage:

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.ScIMB	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. The IQAC has organized several seminars and workshops for teachers and students to enhance the teaching and learning process.
2. The coordinator of the IQAC is a member of all the committees in the college so that the focus of the events conducted by them is oriented towards better learning outcome.
3. In pursuance of the mandate given to the IQAC, smart boards and LCD projectors in classrooms, better laboratory equipment, library up-gradation, etc., were installed and implemented.



### 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

<i>Category</i>	<i>Number of Permanent Employees</i>	<i>Number of Vacant Positions</i>	<i>Number of permanent positions filled during the Year</i>	<i>Number of positions filled temporarily</i>
Administrative Staff	23	11		
Technical Staff	1			

## Criterion – III

### 3. Research, Consultancy and Extension

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

1. Research committees initiate new research topics in our research departments
2. Research in the college is promoted through the approved guides of the college

#### 3.2 Details regarding major projects

	<i>Completed</i>	<i>Ongoing</i>	<i>Sanctioned</i>	<i>Submitted</i>
<i>Number</i>				
<i>Outlay in Rs. Lakhs</i>				

#### 3.3 Details regarding minor projects

	<i>Completed</i>	<i>Ongoing</i>	<i>Sanctioned</i>	<i>Submitted</i>
<i>Number</i>		1		
<i>Outlay in Rs. Lakhs</i>		70000		



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	1	UGC	70000	
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				

3.6 No. of books published

i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.7 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.8 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 resourcepersons

12

3.13 No. of collaborations

International

1

National

3

Any other

30

3.14 No. of linkages created during this year

2

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 theyear

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

14

37

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

2

Project Fellows

Any other

15

3.21 No. of students Participated in NSS events;

University level

State level

5

National level

International level

3.22 No. of students participated in NCC events;

University level

State level

10

10

National level

International level

10

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

State level

National level

International level

4

3.25 No. of Extension activities organized

University forum

College forum

3

NCC

NSS

Any other

1



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

- The NCC and NSS wings of the College have officially adopted immediate surroundings of the College for cleaning
- The NSS wing of the College conducted a Blood donation Camp
- The NSS and the Department of Zoology provided community service like free medical camp and arranged a seminar on gynecological issues.
- NSS conducted a programme to create awareness on Cancer for the college and school students in the city
- Seminar on Wetland protection was organized by the department of Botany
- The students belonging to NSS extended their services to people and children staying in old age homes and orphanages.
- The college in collaboration with KSITM conducts annual IT courses for the students.
- Water quality assessment was carried out by the Department of Zoology
- The Department of Zoology also conducted a Blood group analysis camp.
- Planted trees on World Environment Day.
- Imparting basic education to the illiterate people of nearby villages.
- Took efforts to make the campus plastic free.
- A one day camp on "Laser- a Non-conventional Tool for the diagnosis and treatment of Cataract" was conducted by the department of physics.

#### 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	Smart room	PTA	18
Seminar Halls	1			1
No. of important equipment purchased (≥ 1-0 lakh) during the current year.	CCD Camera			
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 centre – 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) Equipment	1000000
iv) Others	200000
<b>Total:</b>	<b>1900000</b>

### Criterion – V

#### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Conducting special reason at the student orientation for newly admitted, notice board etc.
- Face book group of former students and teachers are created.

5.2 Efforts made by the institution for tracking the progression

- Monitoring the attendance by the tutor
- Student performance in class tests and practical were recorded in register and later compared them with internal examinations. This helped to identify the weak students so that remedial classes should be given to them.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2476	100	3	0

(b) No. of students outside the state

Nil

(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	385	12	1378	5	2349	450	380	4	1745	6	2579

Demandratio

Dropout %: 3.00

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

- The students support cell and IQAC conduct coaching classes for competitive examinations such as SET, NET, etc.
- Spoken English classes and Computer literacy programmes, Communication skills development programmes and various workshops were conducted for all students.

No. of students beneficiaries

5

5.5 No. of students qualified in these examinations

NET	10	SET/SLET	5	GATE	1	CAT	
IAS/IPSetc		StatePSC	2	UPSC		Others	

5.6 Details of student counselling and careerguidance

- Counselling classes are given for behaviour problems, family issues, peer dominance, individual personality development.
- The College also has a students support cell which organizes programmes meant for career development from time to time.

No of students benefitted;

1000

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes



- Seminars and Sessions on Women Empowerment were conducted by the Womencell.
- Created awareness on the bad influence of social media on womenpower
- Health education classes were conducted for girls
- Classes on self protectionwere conducted for girls

### 5.9 Student Activities

#### 5.9.1 No of students participated in Sports, Games and otherevents

State/Universitylevel                      Nationallevel                      International level

                                          

#### No. of students participated in cultural events

State/Universitylevel        Nationallevel        International level   

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

State/Universitylevel        Nationallevel        Internationallevel   

Cultural: State/Universitylevel        Nationallevel        Internationallevel   

### 5.10 Scholarships and FinancialSupport

	Number of students	Amount
Financial support from institution	20	40000
Financial support from government	1400	₹400000
Financial support from other sources	150	750000
Number of students who received International/ National recognitions		

### 5.11 Student organized /initiatives

Fairs: State/Universitylevel        Nationallevel        International level   

Exhibition: State/Universitylevel        Nationallevel        Internationallevel   

5.12 No. of social initiatives undertaken by thestudents   

5.13 Major grievances of students (if any) addressed





## **Criterion – VI**

### **B. Governance, Leadership and Management**

*B.1 State the Vision and Mission of the institution*

*Our Vision*

- *Enlightenment Through Education*
- *Empowerment of Women*
- *Social Upliftment*
- *Universal Brotherhood*

*Our Mission*

- *Expel the darkness of ignorance by spreading the flaming light or true wisdom.*
- *Freedom through education*
- *Develop inherent talents.*

*B.2 Does the Institution has a management Information System*

*Yes.*

- *A website which is regularly updated by a faculty incharge*
- *The IQAC monitors all the activities of the college and informs the staff and students*
- *The measures to improve teaching – learning process*

*B.3 Quality improvement strategies adopted by the institution for each of the following:*

*B.3.1 Curriculum Development*

- *This area falls under the purview of the affiliating university*

All departments do not follow the same pattern of teaching and learning. Each department adopts methods that are best suited for their students. Some of them are:

- Continuous Assessment and periodical tests
- Industry Exposure and field study
- Guest lectures by experts from different subjects and fields
- Seminars and presentations by the students
- Group discussions and role plays
- Project work and assignment

### 6.3.3 Examination and Evaluation

- The college internally conducts End semester examination in a semester as per the instructions of the University. Apart from that, most departments follow a continuous pattern of assessing students through class test, work assignments and projects and class seminars.

### 6.3.4 Research and Development

- The College has made available all the resources of the library laboratories and computers for encouraging research activities of both students and staff.
- Grants and leaves are sanctioned to the teaching faculty for attending research programmes and undertaking research activities in collaboration with various agencies.
- The College, through the various departments organizes workshops, conferences and seminars from time to time. In this regard, the college has formally signed MoUs for collaborative research projects with leading institutions

### 6.3.5 Library, ICT and physical infrastructure /instrumentation

#### **Library**

- Many text and reference books were purchased during 2017-18

#### **ICT**

- The old black and white boards were replaced with digital interactive boards in many class rooms.

#### **Physical Infrastructure/Instrumentation:**

- The music department received more number of instruments, especially Veena.
- A new first aid room became functional during the year.
- The college canteen was renovated
- Entrance gate, driveway and parking lot were renovated.
- Waste management system was improved.



### 6.3.6. Human Resource Management

- *Capacity building in IT for Girls in collaboration with Kerala State Information Technology Mission, Thiruvananthapuram*
- *Adequate Guest faculty and temporary staff are appointed*
- *The College deputed faculties to different schools for providing them assistance in quality development by training their teachers and students.*
- *The different clubs of the college are encouraged to take up visits and organize seminars etc.*

### 6.3.7 Faculty and Staff Recruitment

- *Government, University and UGC norms were followed for recruitment of necessary staff. The Faculty and Staff recruitment is done in the following manner: Thorough interview by the experts*

### 6.3.8 Industry Interaction / Collaboration

- *College encourages all departments to undertake industry exposure trips whenever and wherever possible. Resources and facilities for the same are provided as and when required. All departments are encouraged to invite experts from various industries to visit the college. Some of them are:*
- *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*
- *Vijaya Mohini Mills, Thiruvananthapuram*
- *Kerala State Institute of Design, Chandanathop, Kollam*
- *Central Tuber crops Research Institute, Thiruvananthapuram*



**6.3.9 Admission of Students**

Online applications and processing of admissions was done by Kerala University Admission portal at UG and PG level. The process of admitting students to the different departments is aided by the Admission Committee which comprises the management and some of the teaching as well as non-teaching staff members.

**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 declare 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?

College follows 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?

None so far

6.11 Activities and support from the Alumni Association

- The Alumni association of the College has a Scholarship Fund to distribute to the deserving students every academic year. The Alumni Association also provides free coaching to the financially weak students of the College.
- Merit evening for students is conducted by the alumni every year.
- For honoring senior retired teachers "Guruvandanam" was conducted by the alumni association

6.12 Activities and support from the Parent – Teacher Association

- The Parent-Teacher meetings are regularly held and this provides the Management and the Departments with relevant feedbacks and suggestions on how to support the students in their learning process.

6.13 Development programmes for supporting staff

- The College, through the IQAC and various departments organised trainings, workshops and Computer trainings for non-teaching staffs.

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





- *A green audit was conducted by the Department of Botany*
- *Energy audit was conducted by the Department of Physics*
- *Ensured the disposal of waste materials properly in garbage bins placed at every corner of the campus*
- *Tree-sapling are planted in all parts of the campus to create a greener and more eco-friendly atmosphere*
- *The staff and students are instructed to make judicious use of energy*
- *Rain water is harvested and stored*
- *Various methods LCD or TFT were adopted to conserve energy.*
- *Animal Diversity register for the college is prepared*
- *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.*

- *Solar panel for energy conservation*
- *All departments and campus Wi-Fi enabled.*
- *Students are directed not to throw lunch wastes in campus area*
- *Waste management through the implementation of biogas plant*
- *Department of Home science conducted workshops on fabric painting*
- *Introduction of Value Education along with the main curriculum.*
- *Co-operative Society*
- *The daily waste output (both bio-degradable and non-biodegradable) is collected in colour coded waste bins placed at appropriate locations in and around the College Campus. The segregated wastes are then sealed into bags and kept in the waste collection area. The bio-degradable waste is transferred to the vermi composting units while the non-bio-degradable waste is taken care of by the cleaners of the college*
- *The college had organized and conducted hands-on training on block printing and fabric painting for students*

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



the beginning of the year

- Orientation for first year student by the principal
- Spoken English classes by outside resource persons in various departments
- Computer classes for second and first year students
- Final year students of the college have to attend classes on environmental science which sensitises them on the importance of preserving a green and healthy environment.
- Implementation of proper and safe waste disposal system to ensure a clean and healthy environment.
- Cleaning programmes of the class rooms and surroundings by student volunteers
- Remedial Classes for SC/ST/OEC and other minority community students
- Implementation of CCTV camera in class rooms and premises
- Extension programmes conducted
- Organized conferences, seminars and workshops by the departments
- Increase in job placement
- Organizing a Staff Development programme by the IQAC

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

Midday meal programme and Karuna for financially poor students.  
Capacity building in IT, free computer classes for reservation students in collaboration with KSITM

*\*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**

- A prestigious institution in the area where girls from backward classes are given maximum access to education and other developmental activities.
- value based education
- efficient and high profile teachers in all departments
- All students are given equal opportunity in education irrespective of their castes.

**Weakness**

- lack of computer courses
- less participation of girls in sports activities
- less space for outdoor activities of students

**Opportunity**

- Better academic atmosphere
- Two research departments indulging in active research in various innovative fields
- very enthusiastic Alumni

**Threat**

- Delay in the conduction of examination which affect higher studies opportunities of students



**B.Plans of institution for next year**

1. IQAC of the college will plan methods to improve and maintain good results in the university examinations.
2. A plan to construct a Science block is already submitted as part of infrastructure development. A centralised computer room and a research room are also planned.
3. Departments will conduct more invited talks, lectures and seminars in the forthcoming year
4. More campus recruitment processes will be conducted in collaboration with efficient agencies
5. The college plans to publish a journal to impart more knowledge to students and teachers
6. More extension activities including exclusive Gynaecology medical camps and health awareness programmes will be conducted for women as community service
7. The college will establish more collaboration works and research with external agencies.
8. Energy audit and green 'audit will be conducted regularly
9. More time and energy will be spent on sports and other extra curricular activities of our girls for their holistic development.

*Name Dr. Nisha J. Tharayil*

*Name Dr. K. Anirudhan*

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*Signature of the Coordinator, IQAC IQAC*

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*Signature of the Chairperson,*

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**Abbreviations:**

CAS	-	Career AdvancedScheme
CAT	-	Common AdmissionTest
CBCS	-	Choice Based Credit System
CE	-	Centre forExcellence
COP	-	Career OrientedProgramme
CPE	-	College with Potential forExcellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate AptitudeTest
NET	-	National EligibilityTest
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level EligibilityTest
TEI	-	Teacher EducationInstitution
UPE	-	University with PotentialExcellence
UPSC	-	Union Public ServiceCommission

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