

## PREFACE

Sree Narayana College for Women is a premier institution for women's education in southern Kerala. This prestigious institution has rendered quality education for the past six decades and is marching onwards to its platinum celebrations with steadfast interest for the overall development of the student community.

The College was accredited by NAAC in 2003 and was awarded B+ Grade. As per the direction of the NAAC, the college has instituted the IQAC for steering the activities of the College and to equip it to meet the dynamic challenges in the field of education. Our effort for reaccreditation has given us an opportunity for introspection, which has paved the way for strengthening our merits and rectifying our defects.

This self-study report throws light on the academic, non-academic, financial and social audit of the institution. It highlights the innovative practices carried out in the college, the involvement of the faculty in teaching learning and evaluation process, coupled with the commitment and efforts of the faculty in mentoring, coaching and counselling our students. It also indicates the involvement of the alumni in improving quality enhancement projects and social outreach programmes. The college endeavours to instill value based education and to inspire the student fraternity to strive for equity, social justice and excellence.

We have received whole hearted co-operation from the stake holders for furnishing all the relevant details. We submit this self-study report earnestly anticipating your visit to validate our claims and assess our move towards attaining excellence in the quality of education.

**Dr Sherly P Anand**

*Principal*

*Sree Narayana College for Women*

*Kollam*

*Kerala-691001*

## **INTRODUCTION**

Sree Narayana College for Women is a premier institution for women's education in southern Kerala. Sri R Shankar, eminent statesman and Chief Minister of Kerala, who imbibed the ideals of Sree Narayana Guru, the great social reformer, philosopher and educational thinker, set out to establish colleges in 1951 named after the great Guru to realise his dreams of social upliftment through education. Sree Narayana Guru's slogan "Enlightenment through Education" has struck deep roots in the society of Kerala. The great Guru views education as a means of socio-economic progress, material advancement, political, moral and ethical development of individuals in society. The Guru's message "One Caste, One Religion and One God for mankind" is of universal relevance. The Sree Narayana College for Women embodies the Guru's ideals in our motto.

The management of the college is vested in Sree Narayana Trusts, Kollam, one of the leading educational institutions in the state. It runs 48 educational institutions including 14 aided arts and science colleges, 13 self financing colleges, teacher education colleges, engineering colleges and public schools across the state. Secretary of the Trusts is the manager of the college. Sri Vellapalli Natesan is the present manager.

For the past six decades the College has been catering to the needs of women belonging to all strata of society by opening up avenues to knowledge which in turn has led to their empowerment. The curriculum combines liberal learning, professional preparation and research orientation which equip the students for lifelong learning, achievements and service. This innovative model of higher education stimulates reflection, develops insight and sharpens their power of judgement. Beyond the classroom our students get plenty of opportunities to showcase their passions and talents. The value based education imparted to them helps to mould them as socially responsible citizens.

IQAC

IQAC		
S No	Name	Position
1	Dr Sherly P. Anand, Principal	Chairman
2	Dr Anithakumary V, Associate Professor, HOD Chemistry	Convenor
3	Dr S Y Ganga Associate Professor, English	Joint Convenor
4	Sri. Mohan Sankar, Executive member, Sree Narayan Trusts	Management Nominee
5	Prof. S. Sulabha ,Standing Committee Chairman	Nominee of LSG
6	Dr K.Leenakumari Associate Professor, HOD Mathematics	Member
7	Dr Nisha J. Tharayil Associate Professor, HOD Physics	Member
8	Smt.A.Lalitha Kumary Associate Professor, HOD Commerce	Member
9	Sri Prabhakaran (Office Supdt.)	Member
10	Smt. Radha I (Librarian )	Member
11	Ms. Nimisha.M	Student Representative
12	Sri. Sujith Prabhakar Asst. Professor, Phy. Edn., Secretary PTA	Member
13	Smt. A.K.Jaya Associate Professor, HOD Economics	Member

## **EXECUTIVE SUMMARY**

### **CRITERION I**

#### **CURRICULAR ASPECTS**

1. The College has a clear vision of “Enlightenment through Education” and it executes its mission of “Empowerment of Women through Education”. The vision and mission of the institution is communicated to society through different channels such as college website, handbook published, outreach programmes and prospectus.
2. The institution runs 15 UG programmes, 4 PG programme along with a research Department.
3. The effective curriculum delivery is achieved through a number of practices such as feedback, self-learning, group learning, project, seminar, industrial visits and remedial courses, free access to computer labs and internet. Faculty advisors/tutors take care of both weak and bright students and focussed on the core values of NAAC.
4. Our faculty members participate in curriculum design through representation in academic bodies. We have 15 members representing the various academic bodies of the University. Workshops and seminars organized by the institution, Kerala State Higher Education Council etc. provide opportunity for faculty members to familiarize with the curriculum as well as any changes introduced to the existing curriculum.
5. With the introduction of the Choice Based Credit and Semester System (CBCSS) there has been an expansion of academic options available to students as well as greater flexibility and inter-disciplinary nature.
6. The curriculum is translated into practical forms for the holistic development of the students which is achieved through different steps taken by the institution and enriched by value added education, study tour and field work to provide hands on experience to students.

### **CRITERION II**

#### **TEACHING-LEARNING AND EVALUATION**

1. The criteria of admission are strictly in accordance with the regulations of the university and the policy of the Government following a transparent procedure. The marks obtained in the qualifying examination are the main criteria for selection. The rank list is prepared on the basis of merit and the reservation policies of the Government.
2. Students belonging to the SC/ST, OBC and Minority community categories including the differently abled are admitted and the institution caters to their diverse needs. Based on the aptitude of students different teaching strategies which cater to the needs of students are framed. Remedial coaching, bridge courses, compulsory attendance, internal assessment and follow up, project, field

work and industrial visits, counselling, tutorial system and student mentoring are the key programmes.

3. The IQAC is the academic body of the institution which monitors, evaluates and inspires the academic processes. IQAC chart out working plan for the functioning of different clubs as well as the different committees such as CLMC, PG monitoring committee, Research committee etc. in accordance with guidelines of NAAC oriented towards maintaining the quality of education.
4. With the introduction of CBCSS, teaching-learning has become more student-centric and interactive. Introduction of ICT enabled teaching has created opportunity for thorough understanding of concepts and principles. There are 16 social/extension activity clubs besides NCC and NSS to tap the creative energy of the students and shape them into better citizens of our motherland.
5. Teacher quality is ensured by appointing the best available faculty. Out of 93 permanent faculty members 30 are Ph.D. holders and 33 are experienced associate professors. Frequent updating of knowledge is achieved through refresher courses, orientation programmes and workshops. The institution provides facility for improving quality of faculty through FDP and motivates them to take up major and minor research projects.
6. Teacher evaluation is done through student feedback and self-appraisal. The student feedback is analysed in a systematic manner and measures are taken by the heads of Departments to improve the weak points of a teacher. This mechanism is monitored by IQAC.
7. Students Parents and Faculty are fully aware of the evaluation process and transparency is maintained in the process. The academic calendar provides least opportunity for speculation in the conduct of examinations. The valued scripts are returned to the students immediately after evaluation providing a chance for redressal of grievances.
8. The College expects from the students by the time of completion of their programme- self-reliance, skills in communication, coordination, planning, management, academic writing, and presentation skills besides their basic understanding of the concerned discipline offered by the programmes.
9. Continuous evaluation under CBCSS is useful in ensuring the achievements and learning outcomes of the students. Grading system, exposure to curricular and co-curricular activities on a regular basis, analysis of results etc. point towards achievement of learning outcome of the students.

### **CRITERION III**

#### **RESEARCH, CONSULTANCY AND EXTENSION**

1. The institution has taken several measures to maintain a research culture in the campus. Research committee actively take steps to promote research activities of faculty and students.. Institution offers laboratory and library facilities for Research scholars and faculty members. The department of chemistry is a recognised research centre of the university of Kerala There are ten research

students enrolled for PhD. There are ten research guides in other departments actively guiding students.

2. Teachers are encouraged to take up minor and major research projects thereby mobilizing funds for research activities. 3 major and 11 minor research projects have been completed and 7 on-going minor research projects amounts to a total funding of 60.08 lakhs. Institution provides laboratory as well as library facilities to faculty members for promoting research.
3. Research activities, including major and minor projects, workshops, seminars, conferences, publications and research guidance are motivated and monitored by the Research Committee.
4. We support our staff involved in research by helping them to secure FDP, providing library facilities, laboratory facilities, computer and internet facilities and adjustment of lecture timings.
5. *Jnanabhoomika*, the research journal published by the institution provides a platform for the dissemination of updated work in various disciplines.
6. The faculty has produced 109 research publications in various peer reviewed International and National journals.
7. The Department of Zoology, Biochemistry, Chemistry Home Science and Botany offer consultancy services in the areas of blood group analysis, sugar, cholesterol, ESR monitoring, mushroom cultivation, electro analytical techniques.
8. Many departments actively participate in community services. Department of music offers Music Therapy “Amritha varshini” to give solace and mental peace to patients in palliative care units. Monitoring growth of primary school children, nutritional counselling and diet counselling, visiting old age homes and supplying clothes and money in a regular basis etc are some of them.
9. The students of NSS & NCC involve in a series of extension activities and outreach programs.
10. The institution has signed MoU with Kerala state IT Mission to run a collaborative programme “Skill women resource centre”. Department of zoology in collaboration enhancement with NRHM conducts health survey and state health system resource centre collaborates on a study of water quality and sanitation at schools.

#### **CRITERION IV**

##### **INFRASTRUCTURE AND LEARNING RESOURCES**

1. We have well-lighted, well-ventilated, spacious class rooms with proper seating arrangement and well equipped labs. All Departments have ICT enabled class rooms.
2. We have a central library providing state of the art facilities comprising of 58837 books, 40 journals and 60 periodicals and more than 6000 e-books and e-journals made available through N-List.

3. We have a seminar hall and an auditorium for holding meetings.
4. Our well-equipped gym with modern equipment is used widely by students.
5. Our play grounds include shuttle court, basketball court, volley ball court and are used for regular practice and also for Inter-University matches.
6. Continuous electricity supply is guaranteed by stand by generators.
7. Campus is Wi Fi enabled. We have an institutional website [www.sncwkollam.org](http://www.sncwkollam.org) and 3 computer laboratories and a language lab.
8. Among our important resources are staff rooms, protected and covered vehicle parking, rest-room, canteen, store, hostels and reprographic centre.
9. We ensure optimum utilization of our infrastructure through resource sharing and our Management gives us all support and guidance in the matter of infrastructure augmentation.
10. Campus facilities are maintained with the help of management and PTA.

## **CRITERION V**

### **STUDENT SUPPORT AND PROGRESSION**

1. Details of all student support services are communicated through notice board, public address system, prospectus, hand book, web site and morning assembly.
2. Institution has signed MoU with Kerala State IT Mission for providing a Skill Enhancement Women Resource centre
3. We produce excellent results, with a very low dropout rate. Our students generally do better than the university average in all areas and secure ranks in many disciplines.
4. The Physical Education Department provides coaching for students to excel themselves in sports
5. Majority of our students are coming from socially and economically disadvantaged background.
6. Slow learners are supported through remedial coaching.
7. 89.62% of our students are getting one or other scholarship or fee concession from the government/university/college.
8. The college conducts UGC-sponsored coaching programmes to equip students who appear for competitive examinations.
9. There are 16 social service/extension activity clubs including NCC, NSS, Science Club, Performing Arts Club, Sports Club, Anti-ragging Cell, Womens' Study Centre and Sexual Harrassment Protection Cell.
10. We have vibrant College Union, Parent Teacher Association, Alumni Association and Forum of Retired Teachers.
11. There is significant student progression from UG to PG, from PG to MPhil/PhD and from study to employment.

12. We have an effective career and counselling cell.
13. The tutorial system identifies the slow learners, the average students and the exceptionally bright students and takes steps to look after each of them.

#### **CRITERION VI**

##### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

1. The management of the college is vested in Sree Narayana Trusts Kollam, one of the leading educational agencies in the state.
2. The institution envisions the empowerment of women through education. In tune with the national education policy, the institution aims to remove disparity in society and to promote equality in educational opportunity.
3. Governance and leadership is through the Management, the Principal, the HODs and the various bodies such as College Council, IQAC, Staff Council, Admission Committee, Examination Committee and Research Committee.
4. Grievances are solved through the Grievance Redressal Cell.
5. Very strong and supportive management help us to run the institution effectively, in line with our Mission and Vision.
6. The institution tries its best to attract and retain talented faculty members.
7. A number of welfare measures have been put into operation for the well-being of the students and the staff.
8. Students are encouraged to take part in cultural activities and they often secure top positions in university level competitions
9. The value added education through Sree Narayana study centre inculcates social responsibility and helps to foster holistic development.

#### **CRITERION VII**

##### **INNOVATIONS AND BEST PRACTICES**

1. The college is an eco-friendly institution, which is keen to maintain its heritage buildings and surroundings.
2. Being a women's college, girls are given adequate information on gender issues to make them more vigilant outside the campus.
3. A uniform dress code for the students provides them a harmonious feeling of equality and security.
4. A series of innovations were introduced in the institution which include effective waste management system, free mid-day-meal scheme etc.
5. We have rainwater harvesting facility, effective waste management system through a biogas plant which fuels the incinerator.
6. Solar energy tapping for lighting the campus at night



7. Many innovative efforts such as Wi-Fi campus, Green Audit , Kitchen Garden, Medicinal Plant Garden etc. promote an ambience of creativity
8. Weekly morning assembly and the Morning Prayer “Daiva Dashakam”, verses of Guru, tuned and sung by the students and faculty of department of music are some of the healthy practices of the institution.
9. The Institution is following many best practices showing its inclination towards problems in society. “Karuna” and “Amruthavarshini” are the practices worth mentioning here. Patients in palliative care units are consoled by music therapy by a team of students and teachers under the initiative of the Department of Music. “Karuna” regularly collects fund from the staff and students and helps the needy in emergency situations. Both the students and staff receive the helping hand from the scheme.

## SWOC ANALYSIS

### Strengths

1. Well Qualified, Dedicated and Experienced faculty.
2. Excellent Academic results with ranks obtained at the University level.
3. Well-equipped state of the art centralized library
4. Value education programme on a regular basis for the students
5. Highly supportive and motivating management
6. Well-disciplined campus
7. ICT enabled classrooms for strengthening the teaching-learning process.
8. Wi-Fi enabled campus.
9. Seminars organized at the State and National level.
10. Social Outreach Programs.
11. High record of Sports achievements.
12. Regular interaction of the Principal with staff members.
13. Teaching-learning through innovative modes.
14. Excellent performance in cultural and co-curricular activities.
15. Career oriented course and soft skill development programmes (Skill Enhancement Women Resource Centre)
16. NCC unit with two platoons(52 & 54 cadets), ANO trained from Gwalior
17. Two active NSS Units with 200 students
18. In-house Publications.
19. Clean, calm, peaceful and Environment friendly campus.
20. The College is well placed in the main part of the city.
21. The College runs courses of rarity Music and Home Science.
22. Mentorship and Counselling facility.
23. Supportive Parent Teacher Association (PTA) involvement.
24. Dynamic Alumni Association.

### Weakness

1. More teachers need to pursue doctoral research.
2. Less number of PG courses
3. Less number of research departments.
4. Lack of centralised instrumentation facility

### Opportunities

1. Introducing newer courses with a focus on employability.

2. Emerging priority to Basic Science education and research
3. Consultancy and extension services.
4. Vocational programmes for industrial collaboration.
5. Greater participation in research related efforts.

**Challenges**

1. Space constraints for further expansion
2. Increase in running cost and budget reductions by govt. agencies for education.
3. Difficulty to serve the needs of all applicants.
4. Disposal of e-waste and chemical waste.

## PROFILE OF THE AFFILIATED /CONSTITUENT COLLEGE

### 1. Name and address of the college:

Name : SREE NARAYANA COLLEGE FOR WOMEN
Address: KOLLAM
City: KOLLAM                      Pin: 691001                      State: KERALA

### 2. For communication:

Designation	Name	Telephone No with STD code	Mobile	Fax	Email
Principal	Dr. Sherly P. Anand	0474 2745644	9495120695	0474 2745644	sncollegefor women@gmail.com
Vice-Principal					
Steering Committee Coordinator	Dr. Anitha kumary V	0474 2745644	9446855190	0474 2745644	<a href="mailto:iqacsncw@gmail.com">iqacsncw@gmail.com</a>

### 3. Status of the of Institution :

Affiliated College	<input checked="" type="checkbox"/>
Constituent College	<input type="checkbox"/>
Any other (specify)	<input type="checkbox"/>

4. *Type of Institution:*

a. By Gender

i. For Men

ii. For Women

iii. Co-education

√

b. By Shift

i. Regular

ii. Day

iii. Evening

√

5. *Is it a recognized minority institution?*

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

6. *Source of funding:*

Government	<input type="checkbox"/>
Grant-in-aid	<input checked="" type="checkbox"/>
Self-financing	<input type="checkbox"/>
Any other	<input type="checkbox"/>

7. a. *Date of establishment of the college:* September 1951

b. *University to which the college is affiliated /or which governs the college (If it is a constituent college)*

UNIVERSITY OF KERALA

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f) *	1968	
ii. 12 (B)*	1968	

\*The College has UGC recognition under 2f and 12B, but the communication granting this recognition could not be traced. However the College began to receive UGC grant from 1968

d. Details of recognition/approval by statutory/regulatory bodies other than UGC

(AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Nil

8. Does the affiliating University Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes  No

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes  No

b. for its performance by any other governmental agency?

Yes  No

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. mts.	20234.3 sq. mts. (5 Acres)
Built up area in sq. mts.	12140.6 sq. mts. (3Acres)

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- \* *Auditorium/Seminar complex with infrastructural facilities*
  - a. An Audio Visual Seminar Hall having a seating capacity of 200 with LCD projector, Amplifier with cordless and collar microphones, and furniture.
  - b. An open air auditorium with seating capacity of 1500.
- \* *Sports facilities*
  - \* *Play ground*
    - a. Grounds for outdoor games with basketball court and badminton court.
    - b. Indoor games: Table tennis boards, chess boards,
      - We have a Robert propelling machine which is machine which propels balls automatic for practice.
  - \* *Swimming pool*- No
  - \* *Gymnasium*
    - a. The college has a Health and Fitness Centre with a Gymnasium for students and faculty members.
    - b. Weight lifting & power lifting equipments.
      - Hostel
  - \* *Girls' hostel*
    - i. Number of hostels-2 ( campus hostel Inaugurated on 7<sup>th</sup> November 2010)
    - ii. Number of inmates- It can accommodate 50 students in campus hostel and 100 students in old hostel.
    - iii. Facilities (mention available facilities)  
Fully furnished rooms, TV, prayer hall, kitchen, dining hall, sufficient number of toilets, furniture and recreation area.
  - \* *Working women's hostel* – The College does not have a working women's hostel, but a private Working Women's Hostel is available just 400 meters away from the college and another working women hostel owned by Sree Narayana Trusts management is available 1Km from the college.
    - *Residential facilities for teaching and non-teaching staff* (give numbers available -- cadre wise)  
Not Available
    - *Cafeteria*- No. we have a full-fledged canteen.
    - *Health centre* – Though the college does not have a permanent health centre, health services are provided to the students in alliance with the Hospital owned by Sree Narayana Trusts which is just 2 kms away.
    - *Facilities like banking, post office, book shops*
  - \* A Student's Cooperative Society is functioning in the college, which supplies text books, snacks and stationary items.
  - \* A Post box is installed in the college by the Kollam Post Office.
  - *Transport facilities to cater to the needs of students and staff*  
As the college is located close to the National Highway and Railway station there is no requirement for special transport facilities.
  - *Animal house*- available in Department of Zoology
  - *Biological waste disposal*- A biogas unit is installed in the college campus for biological waste processing.
  - *Generator or other facility for management/regulation of electricity and voltage*  
The college has the following facilities to manage power supply:

- \* Two 2.4 KVA generators
- \* One 1.3 KVA generator, One 1 KVA and three 0.55 KVA UPS are installed in the Chemistry research Lab
- \* One 2.4 KVA generator and six 0.55 KVA UPS are installed in Physics Laboratory
- \* 3 KVA UPS is installed in Central library
- \* Administrative Office is equipped with nine 0.55 KVA UPS and an inverter with output 1500 VA
- \* Sixty three 0.55 KVA UPS are installed in various Departments of our College.

*Solid waste management facility*

The campus is plastic free. We dispose biodegradable waste biologically.

- *Waste water management*

With the help of proper sewage and drainage system the waste water is channeled to underground tanks.

- *Water harvesting*

A tank with capacity of 12000 Ltr. is available in the campus for rainwater harvesting.

12. *Details of programmes offered by the college* (Give data for current academic year)

Sl. No	Program Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ Student strength	No. of students admitted *
1	Under-Graduate	1. English 2. Hindi 3. Malayalam 4. History 5. Economics 6. Music 7. Commerce 8. Physics 9. Chemistry 10. Biochemistry 11. Botany 12. Zoology 13. Mathematics 14. Home science	3 years (6 semesters)	10+2	English	70 52 65 75 140 20 52 53 53 29 53 53 60 48	72 52 65 78 145 20 52 53 53 29 53 53 60 48
2	Post-Graduate	1. Chemistry 2. Physics 3. Home Science 4. English	2 years (4 Semesters)	B.Com/ BA/B.Sc	English	12 12 8 15	12 12 8 15
3.	Ph.D.	1. Chemistry		M.Sc			

\*The variation between sanctioned strength and intake is due to the additional seats permitted for sports

13. *Does the college offer self-financed Programmes?*

Yes

No



14. *New programmes introduced in the college during the last five years if any?*

Yes	√	No		Number	1
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15. *List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)*

Disciplines	Departments	UG	PG	Research
Science	Physics	Physics	Physics	Chemistry
	Chemistry	Chemistry	Chemistry	
	Biochemistry	Biochemistry	Homescience	
	Botany	Botany		
	Zoology	Zoology		
	Mathematics	Mathematics		
	Homescience	Homescience		
Arts	English	English	English	Nil
	Hindi	Hindi		
	Malayalam	Malayalam		
	History	History		
	Economics	Economics		
	Music	Music		
Commerce	Commerce	Commerce	Nil	Nil

a. *Number of Programmes offered under*

b. annual system                      Nil

c. semester system                      14

d. trimester system                      Nil

16. *Number of Programmes with*

a. Choice Based Credit System

14
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b. Inter/Multidisciplinary Approach

Nil
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17. Does the college offer UG and/or PG programmes in Teacher Education?

Yes  No

18. Does the college offer UG or PG programme in Physical Education?

Yes  No

19. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty <sup>#</sup>						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University			4	29	5	44	33	5	1	
Yet to recruit						10				

\*(Excluding the Principal)\*M-Male \*F-Female

20. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
<b>Permanent teachers</b>							
<b>D.Sc./D.Litt./ Post doctoral</b>							
<b>Ph.D.</b>	Nil	Nil	3	14	2	11	30
<b>M.Phil.</b>	Nil	Nil		7		8	15
<b>PG</b>				9	3	23	38
<b>Temporary teachers</b>							
<b>Ph.D.</b>					1		1
<b>M.Phil.</b>							
<b>PG</b>						9	9
<b>Part-time teachers</b>							

21. Number of Visiting Faculty /Guest Faculty engaged with the College:

10

22. Furnish the number of the students admitted to the college during the last four academic years.

Categories	2010-11		2011-12		2012-13		2013-14	
	Male	Female	Male	Female	Male	Female	Male	Female
SC		362		338		385		391
ST		11		13		12		13
OBC -Hindu		1510		1425		1378		1408
General		654		623		556		555
Religious Minority								

23. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG
Students from the same state where the college is located	99.88%	100%
Students from other states of India	0.08%	
NRI students	0.04	
Foreign students	Nil	
Total		

24. Dropout rate in UG and PG (average of the last two batches)

UG  PG

25. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component

(b) Excluding the salary component

26. Does the college offer any programme/s in distance education mode (DEP)?

Yes  No

The college is a Study Centre of the School of Distance Education of Kannur University

27. Provide Teacher-student ratio for each of the programme/course offered

Sl. No.	programme	Teacher-Student Ratio	
		UG	PG
1	Physics	1:18	1:10
2	Chemistry	1:18	1:10
3	Biochemistry	1:18	
4	Botany	1:18	
5	Zoology	1:18	
6	Mathematics	1:25	
7	Homescience	1:18	1:10
8	English	1:40	1:15
9	Hindi	1:40	
10	Malayalam	1:40	
11	History	1:40	
12	Economics	1:40	
13	Music	1:40	
14	Commerce	1:40	

28. Is the college applying for Accreditation :

Cycle 1  Cycle 2  Cycle 3  Cycle 4

Re-Assessment:

29. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

21-03-2003

30. Number of working days during the last academic year.

220 Days

31. Number of teaching days during the last academic year

210 Days

## **CRITERION I**

### **CURRICULARASPECTS**

#### **1.1 Curriculum Planning and Implementation**

State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

##### **Vision**

Sree Narayana College for Women, which imbibes the teaching “Enlightenment through Education” of the mystic philosopher, visionary, social reformer and poet Sree Narayana Guru is a pioneer in the education of women. The college envisions the empowerment of women by stimulating their intellectual pursuits, expanding the horizon of knowledge, broadening their perspective and preparing them to be responsible global citizens. The college disseminates the message of universal brotherhood of man by upholding the ideal of the great Guru ‘One caste, one religion, One God for mankind’.

##### **Mission**

The college aims to provide quality education by promoting scholarship, innovation, curiosity, intellectual challenges and hard work.

The mission of the institution is:

Empowerment of women through education

To achieve innovations in teaching learning, research, extension & co-curricular activities and promotion of knowledge output for human development.

To facilitate optimum use of human and limited infrastructural facilities available for quality sustenance and improvement

To create awareness on human rights, values, culture, heritage, scientific temper and environment

Through a host of curricular and co-curricular activities, the college supports and champions women’s intellectual and social development. The college intends to mould the students as liberally educated women with keen self-knowledge, lively imagination, lifelong intellectual and cultural interests, leadership qualities and to in still in them the ability to make socially responsible choices about the future.

The vision and mission of the institution is communicated to society through different channels such as college website, handbook published, out reach programmes and prospectus.

#### **1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).**

The institution plans and develops for effective implementation of curriculum sticking to its goal ‘Enlightenment through education’. At the beginning of each semester all departments convene meetings so as to prepare a schedule of work for the

semester ensuring effective implementation of curriculum. The head of the department encourages the teachers of the respective department to deliver this through effective classroom interactions comprising of lectures, presentations, assignments, seminars, group discussions, study tours, industrial visits apart from regular teaching methods. Faculty and students make use of the E-learning facility through the N-List programme (INFLIBNET) to further ensure effective delivery of curriculum. A regular monitoring of the quality of education is ensured through the Internal Quality Assurance Cell. Based on the feedback received from various stake holders enrichment programs are planned and implemented

**1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and /or institution) for effectively translating the curriculum and improving teaching practices?**

The College is affiliated to the University of Kerala and it follows the University designed curriculum. When the University announces a change in the pattern on existing syllabi, University itself offer opportunity for teachers to update themselves by attending the workshop sponsored by both University and the institution. The College prepares an academic calendar which fixes the curriculum to be taught, the date of commencement of the internal exams, external exams etc. The institution receives information regularly from the University regarding any change or modification in the curriculum. The latest trends in teaching pedagogy such as use of ICT, creative reading, blended learning etc. are provided to faculty while updating themselves by attending refresher courses organized by UGC Academic Staff College. The faculty members are encouraged to publish their research outputs in Journals of high repute. Faculty members are often deputed to faculty development programs. Student feedback on teachers is collected in a regular basis and monitored by IQAC is another operative tool for effectively translating the curriculum.

**1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.**

The following components practiced in the institution effectively manage curriculum delivery and transaction on the curriculum provided by the University.

- Academic Calendar and Schedule of work.
- Implementing ICT based pedagogical tools.
- By integrating Hands-on work experience in almost all the practical Subjects.
- Assigning projects.
- Organizing workshops.
- Organizing interdisciplinary and interdepartmental programmes.
- Organizing Industrial Visits and study tours.

**1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?**

Effective operationalization of the curriculum is made possible by the interaction with the beneficiary such as industry, research bodies and university.

## Research Bodies

Resource persons from different reputed institutes visit and interact with students of our college during seminars and conferences hosted by the institution. Research scholars from the research bodies and research centres visit on such occasions providing opportunity for our students to interact with them. Most of our faculty members participate in conference, workshop at State, National and international levels thereby acquiring ability for curriculum development and its effective operationalization.

## Industry Academic Interface

The student projects are carried out in industrial firms which provide an industry academic interface.

## University

Many of the faculty members participate in formal board of study meetings conducted by the University thus providing a network between institution and university for the effective operationalization of the curriculum.

### **1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (Number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.**

As per the existing pattern the institution has only a minor role in designing and restructuring of courses designed by the University. More than 15 faculty members get opportunity to be a part of this process as they are members of the Board of Studies of the University. Two faculty members from our institution (Dr. K.G. Ushadevi, Dept. of Chemistry, Dr.K.Meera Dept. of Hindi) were Chairing the UG Board in 2010 and they were heading the curriculum development in connection with the newly introduced CBCSS programme.

### **1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.**

Yes. The institution has developed a curriculum for the certificate course run by the department of Home Science. The curriculum is need based as it offers employability for women. Till 2012 add on courses in Veena (Music), Journalism and Mass Communication were run by the institution.

### **1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?**

The main goal of the institution is to impart higher education to all sections of women in the society irrespective of cast and creed. The effective implementation of the stated objectives of curriculum is made possible through the following strategies.

- Student Feedback on Teachers
- Student Feedback on Curriculum
- Parents' feedback on Curriculum
- Student Performance and Result Analysis
- Quality Enhancement of Faculty through participation in national and international workshops, seminars, conferences, discussions etc.
- Achievements of Faculty
- In-house Research activities through major and minor projects.
- Overall Performance of the Institution
- Extension Activities- Participation in social outreach and extension activities

## 1.2 Academic Flexibility

### 1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

Our institution is a pioneer in women education in Kerala for the past 63 years. The institution's goal is to 'empower women through quality education' and we are keen to address the present day needs of the society. In this direction the institution runs few certificate and skill oriented courses to groom the pass outs to find ample placements in the job market.

**Certificate Courses in Crafts and Tailoring:** The College offers regular cost-effective certificate course targeting young women who cannot take up academic programmes affiliated to the university. These courses equip the learners with vocational skills that are helpful in setting up of their own small entrepreneurships or working in small units.

**Skill Enhancement Women Recourse Centre:** Keeping in view the significance of effective communication skills, behavioural skills and fluency of spoken English and knowledge of computer in today's competitive world, the college in collaboration with Kerala State IT Mission is offering a certificate course to provide our students a cutting edge over others and brighten their career prospects.

### 1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If 'yes', give details.

No

### 1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to student's in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

We are following a common curriculum designed by the University of Kerala to which the college is affiliated. As per the existing rules and regulations we have provided opportunity for the students to select her 'Open Course'. As per the 'Choice Based Credit and Semester System' the following Open Courses are available for the students to choose from.



Sl No.	Department	Open Course
1	English	Communicative Application in English
2	Malayalam	Chalachitra Padanam (Film Studies)
3	Hindi	Translation Theory and Practice
4	Commerce	Fundamentals of financial Accounting
5	Economics	Human Resource Management
6	History	History of Human Rights Movement
7	Music	Simple Musical Forms
8	Physics	Energy Physics
9	Chemistry	Essentials of Chemistry
10	Biochemistry	Lifestyle Diseases
11	Botany	Mushroom Cultivation and Marketing
12	Zoology	Human Health and Sex Education
13	Home Science	Principles and Practice of Counselling and guidance
14	Mathematics	Operational research
15	Physical Education	Health and Fitness Education

Range of Core/Elective options offered by the University and those opted by the college

<u>Subject</u>	<u>Course 1</u>	<u>Course 2</u>	<u>Course 3</u>	<u>Course 4</u>	<u>Course 5</u>
<b>English</b>	Translation Studies	Copy Editing	Creative Writing	Health and Fitness Education	
<b>Malayalam</b>	Tharathmya Sahithyam	Bhasha Sahithya Samvathangal	Keraleeya Kalakal	Thirakatha Rachana Sidhanthavum Prayogavum	Malayala Pathrapravar thanam
<b>Hindi</b>	Journalism and Hindi	Journalism in Kerala			
<b>History</b>	Society and Culture in Ancient India	History of Indian National Movement	Contemporary World		
<b>Economics</b>	Agricultural Economics	Mathematical Economics	Industrial Economics	Course Econometrics	

<b>Music</b>	Compositions of different Composers				
<b>Mathematics</b>	Mechanics	Complex Integration	Fuzzy Mathematics		
<b>Physics</b>	Electronic Instrumentation	Space Science	Photonics	Nanomaterial Science	Computer hardware and Networking
<b>Chemistry</b>	Supra molecular nanoparticles & Green Chemistry	Computational Combinational and Physical Organic Chemistry	Polymer Chemistry	Biochemistry	
<b>Botany</b>	Biotechnology and Nanotechnology				
<b>Zoology</b>	Economic Zoology	Ornamental fish production and Management	Dairy farming and Broiler Farming		
<b>IMB</b>	Immunology				
<b>Home Science</b>	Microbiology				
<b>Commerce</b>	Income Tax law and Practice				

### **Choice Based Credit System and range of subject options**

Courses are offered according to credit and semester system outlined by university. The Students have a wide range of subjects to choose from core of B.A., B.Sc. or B.Com

### **Courses offered in modular form**

Courses are offered in modular form.

### **Credit transfer and accumulation facility**

Credit transfer and accumulative facility exists.

### **Lateral and vertical mobility within and across programmes and courses**

No lateral mobility within and across the programmes exists, however, vertical mobility exists.

### **Enrichment courses**

The college has a full-fledged and advanced students support centre that Include:

Skill Enhancement Women Resource Centre

Counseling Centre - helps enrich student's personality by offering courses in Personality Enhancement

Entry in Service- coaching is provided for students in competitive exams

**1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**

No

**1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.**

Yes

Students are benefitted by

**Skill Enhancement Women Recourse Centre:** Keeping in view the significance of effective communication skills, behavioural skills, fluency of spoken English and knowledge of computer in today's competitive world, the college in collaboration with Kerala State IT Mission is offering a certificate course to provide our students a cutting edge over others and brighten their career prospects.

**1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice? If 'yes', how does the institution take advantage of such provision for the benefit of students?**

No

### **1.3 Curriculum Enrichment**

**1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?**

As the University provides the curricula of different courses the institution has only a minor role to supplement the same. Curricula of different courses are framed by the Boards of Studies with the approval of the Academic Council of the University. Innovative teaching learning procedures are adopted by the institution for most of the subjects with ICT tools. Faculty improvement programmes, organization of seminars, short term training program for teaching and non-teaching staffs etc. are provided by the institution enabling the faculty to supplement the University curriculum.

**1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?**

- Keeping in view the significance of effective communication skills, behavioural skills, fluency of spoken English and knowledge of computer, a certificate course is provided to students to cope with the employment market.
- Deputation of teachers for orientation/refresher courses, workshops on curriculum development, examination reforms etc. are undertaken by the institution.
- Basic science students are compulsorily sent to field visits surveys, industrial visits hands on training and project work which enrich the students to compete in a dynamic employment market .
- Development of ICT enabled teaching learning process is another favourable contribution to cater the present day needs.

### **1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, IC Tetc., in to the curriculum?**

- Our institution being a women's college always aim to empower women through education. The Women's Forum functioning in the college organizes a number of programs to achieve this goal.
- The institution takes efforts to provide awareness to staff and student community about the environmental issues by hosting a series of programs through NSS and Environmental Club. Our campus is plastic free and eco-friendly.
- Through human rights forum awareness programs are often organized. A technical session was conducted by Adv. Karthika G. Krishnan, Legal advisor to Govt. of Kerala on 'Human Rights in the Era of new Technological Inventions'. Legal literacy classes are often conducted jointly by NSS and human rights forum.
- Introduction of ICT oriented curriculum has contributed to skill development of students, and efforts are taken by the institution to upgrade the ICT facilities available subsequently each year.

### **1.3.4 What are the various value-added courses /enrichment programmes offered to ensure holistic development of students?**

§moral and ethical values

With an intension to provide value added education to our students, institution follows a number of steps. The daily Morning Prayer(Daiva Dasakam), verses of Guru, tuned and sung by faculty and students of department of music of our college itself inculcates discipline and moral values in students. The efforts of Sree Narayana Study centre in this direction is remarkable.

§employable and life skills

Institution provides opportunities for students to develop life skills and employability through skill enhancement programme conducted by IT Mission. UGC sponsored coaching centre for entry in service is another move of the institution in this direction.

§better career options

Department of Biochemistry offers a career related UG programme Biochemistry and

Industrial Microbiology.

Career and counselling cell functioning in the institution is very effectively providing better career options. KSITM functioning in the College also offers better career options to students.

§community orientation

The NSS Unit functioning in the College is dedicated to Community service. Many projects are organized for supporting the community such as construction of 'home for our classmate', free medical camp etc.

### **1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?**

The feedback of students on on-going curriculum is collected and important points are brought to the notice of Board of Studies through the faculty members in Board of Studies. As per the feedback received from students during the introduction of CBCSS, the curriculum of FDP Chemistry, the foundation course offered was changed considerably by representing that to Board of Studies. Similarly a change in the curriculum in English has been modified as per the recommendation based on student feedback.

### **1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?**

- IQAC is effectively functioning in the College from 07-01-2004.
- IQAC is keen to monitor and evaluate the curricular and co-curricular aspects.
- Seminars and Workshops are organized in connection with semesterization and grading.
- Planning Board, Research committee, Admission committee etc. work in co-ordination with IQAC.
- IQAC analyses the reports of feedback received from all stakeholders and provides support required for quality sustenance and quality improvement in teaching research and administration

## **1.4 Feedback System**

### **1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?**

As an affiliated college, the institution has to abide by and follow the curriculum designed by the University of Kerala. However, the faculty members participate in curriculum development through Board of Studies and other academic bodies of the University. Some teachers of College take active part in framing and modifying and the implementation of the university syllabi of the degree courses as Chairman of the Board of Studies

### **1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the**

**University and made use internally for curriculum enrichment and introducing changes/new programmes?**

Yes.

The faculty members always maintain contacts with members of the University bodies such as Syndicate, Senate, Board of Studies, academic council so that the feedback from students are collected and conveyed in an effective way to the University and get an opportunity to express the desired changes in curriculum.

**1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)**

Any other relevant information regarding curricular aspects which the college would like to include.

A new PG programme in English was started in 2013-2014. An under graduate programme B.Sc. Geography has been started in 2014-15. The ever-growing demand for College

## **CRITERION II**

### **TEACHING-LEARNING AND EVALUATION**

#### **STUDENT ENROLMENT AND PROFILE**

##### **2.1.1 How does the College ensure publicity and transparency in the admission process?**

Publicity in the admission process

The announcement of the various dates of the stages of the admission process by the University and the appearance of the notifications in the newspapers is the main source of publicity involved in the admission process. The prospectus published by the institution afresh every year is also a significant tool to ensure publicity besides the college website which is regularly updated. These two significant tools ensure wide publicity as well as transparency in the admission process followed by the institution

#### **Transparency in the Admission Process**

A transparent admission procedure is followed as per the guidelines of the university. An admission committee is constituted in the college with Principal as the Convener, a senior faculty as the co-convener, and all HODs as members. The admission process begins soon after the Higher Secondary and degree results are published. It is mandatory that all students seeking admission to both UG and PG courses register online under online admission portal [www.admission.keralauniversity.ac.in](http://www.admission.keralauniversity.ac.in) of Kerala University. Students seeking admission under community and management quota should submit their application in the college. Based on the merit, a rank list is prepared for both community and management quota as decided by the government regulations. The rank list for such quota is compiled by the admission committee and then displayed on the notice board. Prospective students, both on the Community merit list and waiting list, are duly intimated through registered post. In the absence of a candidate, the student who succeeds in the rank list (including waiting list) is admitted. A copy of the list is also sent to the University. On the day of the admission, students whose admissions have been confirmed are required to meet the Principal and the tutor concerned for a personal interview. No candidate is ever admitted to any of the courses without an interview held in the presence of the candidate's parent/guardian. This is the occasion when the student is counselled on the choice of the programme that suits her and also on what is expected of her in the campus in terms of character, conduct and academic performance.

All the necessary documents and mark lists are verified and the candidate is admitted after payment of fees. The college office is in possession of authentic and transparent records of the admissions to various courses under various categories. They are required to present a detailed resume to the tutor. An orientation programme is conducted by the IQAC for the fresh students and their parents.

Regarding admissions under reservation category the institution follows the guidelines issued by the Govt. of Kerala. We announce in our regularly updated website the entire process of admission. In order to ensure transparency, the list of students containing three times the number of available seats under each category in the order of their index marks is exhibited on the notice board and also in the college website on the date prescribed by the University. Interview cards are sent to the applicants concerned and admissions are made in the order of merit as per rules governing the interview for admission.

**2.1.2.Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.**

### **Criteria Adopted and Process of Admission**

#### **Criteria**

The criteria of admission are strictly in accordance with the regulations of the university and the policy of the Government. The marks obtained in the qualifying examination are the main criteria for selection. The rank list is prepared on the basis of merit and the reservation policies of the Government.

Allotments of seats for different categories are given below:

<b>Sl.No.</b>	<b>Category</b>	<b>Percentage of seats</b>
1	Open merit quota (One seat in each discipline is reserved for sports students)	40
2	Community quota	20
3	Management quota	20
4	SC/ST (One seat in each subject is reserved for students from Lakshadweep irrespective of their caste and religion)	20

Applications submitted by candidates directly to the University of Kerala are centrally processed on the basis of Merit and choice of institutions indicated by the student. The students allotted by the University to the college are required to appear for an interview, and subject to satisfactory performance and presentation of authentic records in proof of academic qualifications and other claims made, students are admitted to various courses.

#### **i) UG Admissions:**



The admission process is carried out keeping in mind principles of justice, equity and inclusiveness by strictly adhering to the government and University norms. Admission to all the programme is governed by an agreement signed between the Government and the Private College Managements years ago.

## ii) PG Admissions

The key criterion for admission to PG courses is the percentage of marks obtained in the relevant subject at the qualifying degree examinations. University has fixed a minimum of 55% for admission to PG programmes with the usual relaxations for backward class students. Due weightage is given to students who have served in NCC/NSS or have won laurels in the University level arts and sports meets. The selection process is similar to that of UG.

## iii) PhD programmes

Applications in the prescribed form are invited by the university twice a year, in June and December. Only candidates who have qualified the entrance test conducted by the University of Kerala or National Eligibility Test conducted by the UGC/CSIR /GATE or MPhil Degree in addition to a Master's Degree with not less than 55% mark are considered eligible to apply for registration for Ph.D.

Students can register through the online facility available at the research portal of the university in consultation with the research guide depending on the number of vacancies. During registration the students are required to submit a research proposal and a synopsis and appear before the Interview board constituted by the University. The selected candidates are admitted to the research department.

### 2.1.3 Minimum and Max % of marks for admission at entry level (UG)

Courses	Max/ min	2009-10	2010-11	2011-12	2012-13	2013-14
Maths	Max	91	93	93	94	97
	Min	61	45	54	68	65
Botany	Max	90	95	92	95	96
	Min	44	45	65	63	66
Chemistry	Max	92	90	95	93	92
	Min	65	69	64	60	65
Physics	Max	95	98	96	96	97
	Min	64	63	68	62	65
Zoology	Max	88	85	92	93	95
	Min	65	68	64	62	66
English	Max	90	92	97	96	95
	Min	45	48	62	58	60
Commerce	Max	92	94	96	95	97

	Min	62	65	68	62	60
Economics	Max	95	90	97	98	96
	Min	55	54	60	62	63
History	Max	85	88	85	90	92
	Min	60	75	63	61	64
Music	Max	69	80	75	72	78
	Min	55	45	52	43	44
Hindi	Max	90	95	87	90	92
	Min	70	73	54	56	55
Malayalam	Max	85	87	89	92	94
	Min	65	68	63	61	62
IMB	Max	90	91	93	92	95
	Min	65	64	69	70	68
Home science	Max	85	90	80	80	86
	Min	45	50	45	50	45

**2.1.4. Is there a mechanism in the institution to review the admission process and student profiles annually? If ‘yes’, what is the outcome of such an effort and how has it contributed to the improvement of the process?**

Yes, The College conducts a meeting of the review committee after the admission procedure is completed. The review of the admission committee helps to ensure 100% enrolment. The vacant seats of SC/ST students are allotted to OEC students as per the direction of the University.

The student profile helps to analyse the socio-economic and educational status of the students. This helps the institution plan its student support programme for the year and seek assistance from stake holders and external agencies. The student profile also contributes to the effective conduct of the tutorial system followed in the institution.

**2.1.5. Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the national commitment to diversity and inclusion**

Students belonging to the SC/ST, OBC and Minority community categories including the differently abled are admitted to the sanctioned strength every year. No seat under these categories has remained vacant during the past 10 years. The institution is totally dictated by the policies of the government and the University as per the regulations for the direct pay agreement between the Government and the Management. Our attempt is to infuse more of diversity into the admission process without compromising our quest for excellence. Economically-weaker sections are helped in all possible ways by the college. The college also gives necessary assistance to these students to procure the

various stipends and scholarships as per Central and State Government rules. The reservation policy of the Government is adhered to in the case of SC/ST, OBC, Community, etc. The seats assigned for merit and reservation are strictly as according to the regulatory authorities like the Government and University. The seats allotted for community merit by the Government caters to the minority segment of which the College is a part. The economically and socially backward students benefit from both Institutional and Governmental free ships and other schemes for food and accommodation in the hostel.

**2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends i.e. reasons for increase/decrease and actions initiated for improvement.**

This institution is the only one women’s college in Kollam District which comes under University of Kerala. There is always high demand for seats in this college. The table given below shows the ratio of number of applications received to available seats.

**Details for various programmes offered by the institution during the last four years**

Course	2010-11			2011-			2012-13			2013-14		
	NA	SA	DR	NA	SA	DR	NA	SA	DR	NA	SA	DR
Music	206	27	1: 8	210	11	1:20	93	6	1:16	95	6	1:16
Physics	1280	52	1:25	1432	54	1:27	287	10	1:28	295	10	1:30
Chemistry	1100	46	1:24	1264	47	1:27	290	10	1:29	295	10	1:30
Botany	780	45	1:18	815	48	1:17	263	11	1:24	271	11	1:25
Zoology	900	47	1:20	896	49	1:19	250	11	1:23	253	11	1:23
Home Science	200	25	1:8	198	26	1:8	190	9	1:22	195	9	1:22
Maths	1456	52	1:28	1516	57	1:27	275	11	1:25	280	11	1:26
Malayalam	270	53	1:6	297	51	1:6	262	10	1:26	271	10	1:27
Hindi	345	45	1:8	262	42	1:7	260	10	1:26	278	10	1:28
English	1600	58	1:28	1596	60	1:27	293	12	1:25	300	12	1:25
Commerce	1522	52	1:30	1700	52	1:33	292	12	1:25	350	12	1:30
Economics	1531	156	1:10	1812	128	1:15	945	25	1:38	970	25	1:39
History	1120	62	1:19	981	67	1:15	285	12	1:24	295	12	1:25
IMB	215	23	1:10	229	29	1:8	120	5	1:24	130	5	1:26

**NA-No. of Application    SA- No. of Students Admitted    DR-Demand Ratio**

\*From 2012 onwards the Institution receives applications for Community Quota only. The University through online application fills merit quota.

Sree Narayana College for women has continued to have an impressive demand- seat ratio even when students are aspiring for professional courses. Humanities and Commerce provide opportunities in the sectors of Banking, Insurance and other

Government/non-Government organizations hence experience a high demand ratio. We have students aspiring for teaching profession in schools and colleges, some who want to be professionals in banks and IT companies and some interested in research fields. The ideal teaching learning atmosphere in the campus attracts them.

This institution is the only one women's college in Kollam comes under University of Kerala. There is always high demand for seats in this college. The table given below shows the ratio of number of applications received to available seats.

## 2.2 Catering to Student Diversity

### 2.2.1 How does the institution cater to the needs of differently abled students and ensure adherence to government policies in this regard?

The institution has shown great regard in catering to the diverse needs of students since the institution stands for the upliftment of the socially and economically marginalized, especially SC/ST, OBC, SEBC, minorities and women.

#### Catering to the Needs of the Differently Abled

We follow all the Govt. regulations and policies while admitting the differently abled students. The college implements timetable changes and shuffles class room allotments for easy access of differently abled students. The college also arranges scribes for the visually challenged students.

Special attention is given to help them avail of incentives and scholarships. At present, all the differently abled students of our college receive scholarships. Remedial classes are conducted for the needy disabled students. Special care is given to these students and they are encouraged to participate in almost all the activities of the college. Fellow students are encouraged to assist the differently abled. Not a single instance of misbehaviour towards the differently abled has been reported in the campus so far.

### 2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Yes, the college has developed mechanisms to ensure that the students make the best use of the available infrastructure and the academic environment of the campus.

#### Orientation Programmes

IQAC of the college organizes Orientation Programme separately for students and newly joined faculty. This Orientation Programme aims to explain the rules and regulations, facilities available, the academic plan and assessment methods of the college. Students are made aware of the evaluation process and the various support systems available for them to enhance their learning process. Students are informed of the existence of a state of the art library in the campus and of the need to make use of the same as a vital learning resource.

A programme is conducted by the Sree Narayana Study Centre on the vision of the institution and the ideals propagated by the great seer Sree Narayana guru.

### **Tutor-Ward System**

After the commencement of classes, a detailed bio-data is collected from the students and maintained throughout the entire duration of study. After receiving this data the Group Tutor enquires about all academic and non-academic matter in detail and they are also recorded. This help to understand whether a student needs remedial teaching or counselling by the Guidance and Counselling centre.

### **Intelligence cum Aptitude Test**

#### **Identification of advanced learners and slow learners**

An intelligence cum aptitude test is conducted soon after the admission to identify students on their respective intelligence areas and thereby develop different teaching strategies which cater to the needs of students. The teaching plan thus framed will enable the students to grasp the subjects. All the details regarding their academic as well as non-academic details are collected and filed by the group tutor.

#### **2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.)**

There are various strategies deployed to bridge the knowledge gap. These measures address the students both individually and collectively. Following are the steps taken by the college

- The aptitude test conducted at the beginning of the academic year enables to identify the advanced learners in a class.
- Training on Communication, Technical & Behavioural skills are given to students in association with Kerala State IT Mission during their course of studies.
- Classes on Value Education are organized by Sree Narayana Study Centre to inculcate values among the students .
- Remedial Coaching is given to students belonging to SC/ST, OBC categories .
- The identified slow learners are also given the same after the college working hours
- Concept clarification and problem solving exercise are given to students
- Simplified versions of books are recommended to students.
- Revision of topics & special tests are conducted for the students periodically

#### **2.4 How does the College sensitize its staff and students on issues such as gender, inclusion, environment etc.?**

The university syllabus shows an increased awareness of these issues and has integrated them into its content. The college also gives highest priority to issues like gender, environment and inclusion.

### **Gender sensitization**

Being a women's college, girls are given adequate information on gender issues to make them more vigilant outside the campus. We have introduced a uniform dress code for the students in order to give them a harmonious feeling of equality and security.

### **Women's study centre**

This centre works towards sensitizing students on gender issues. There is a committee working under the Health club to ensure health and hygiene to the students. It ensures that adequate sanitation facilities are available. They arrange for routine check-ups and awareness classes.

### **Tutorial system**

It provides students the necessary guidance in academic matters and personal matters.

### **Sponsorships**

Some of the needy students are sponsored by Alumni and other well-wishers of the college.

### **Co-ordinator for scholarships**

The socially and economically backward sections are integrated through various supportive and promotional measures like scholarships both at government and institutional level. Prompt dissemination of information and dispensing of scholarships and financial assistance are carried out.

### **Department Assistance**

Every department maintains a fund to meet the exigencies of students. The disabled students are monitored and assisted.

### **Environment awareness**

NSS unit of the college do extensive work towards inculcating environment awareness among students and staff. They regularly organize anti-plastic campaigns by distributing paper bags. We keep the campus free of plastic as far as possible. Students are given instructions to clean their class rooms, switch off electric gadgets after use, and to minimize the wastage of water.

The Environment Club conducts quiz competition and poster designing related to environmental protection. A programme "Astamudikkuoru Vandanam" was organized under the auspices of the club on June 5<sup>th</sup> 2014 to spread the message of environmental protection. A seminar "Wonders of Biosphere" to inculcate environmental values, the importance of its protection and to spread light on the burning truth that environment is neglected and is degrading at an alarming rate.

### **2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?**

Firstly they are identified from the rank list prepared at the time of admission. The teacher in charge is able to analyze such students through personal interview and Intelligence cum Aptitude test.

### **Promotional programmes**

Based upon the personal interview and Aptitude test, students are directed to formulate their goal. The students will be given extrinsic motivation from their group tutors and other faculty members. Continuous supports from the faculty members are ensured to bring out their hidden talents. Other measures taken are as follows

- Students are given challenging assignments which serve as a platform to enhance their core competency area.
- The students are encouraged to prepare for competitive exams like Civil Service UPSC, NET, GATE, ACS, CA, and ICWAI right from the beginning of their degree course.
- They are also given the opportunity and responsibility of helping slow learners in the class.
- They are motivated to participate in the seminars, workshops and quiz competitions organized by other colleges.
- The PTA honours the students who excel in academics, sports, or other events. Proficiency prizes are distributed on the merit day which is a motivation for the winners and participants.
- Special books of more advanced level are recommended to them.
- Students are given avenues to present their papers in Seminars conducted by the college.

**2.2.6 How does the institute collect, analyse and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society etc.)?**

#### **Collection, Analysis and Use of Data**

An efficient system prevails to continuously monitor the students through internal examinations, seminars and assignments.. Special attention is given to the disadvantaged sections. A list of slow learners is prepared and subsequent action is taken to overcome their weakness.

- Class coordinators prepare the consolidated mark list and evaluate the students' performance by comparing the marks obtained in the previous exam. Special attention is given that students make an improvement on their studies.

Following measures are taken to uplift students belonging to disadvantaged sections of society, physically challenged, slow learners, and economically weaker sections

- Scholarships and Fee concessions are given to the students.
- Peer groups are directed to help the physically challenged students in their studies
- Tutorial, special and remedial classes are organized for slow learners.
- Daily homework is checked to monitor slow learner's progress.
- Personal, academic and social counselling are conducted

Free books, student welfare fund and financial assistance are provided for economically weaker students.

#### **Students at Risk of Drop out**

Tutors note the probable dropouts, coming from unfavourable backgrounds. A major reason of dropout is getting married during their course. Such students are given individual as well as family counselling thereby motivating them to continue their studies.

## **2.3 TEACHING-LEARNING PROCESS**

### **2.3.1 How does the College plan and organize the teaching, learning and evaluation schedules (Academic calendar, teaching plan, evaluation blue print, etc.)?**

#### **Academic Calendar**

The University provides academic calendar at the beginning of every academic year. Specified dates for the commencement of classes, last date of registration of the course, last date for sending the list of registered students to the University, last date for allotting topics of assignments/conduct of seminars, conduct of test papers, publication of results and also end semester evaluation are given. The teaching and assessment schedule is planned based on the academic calendar of the University. The college calendar and handbook is prepared by the calendar committee of the college and it is distributed to the teachers and students at the beginning of the academic year. Information on the programmes offered by the college, college bye-laws, co-curricular and extra-curricular activities, facilities available in the campus, committee for the development of the college, on-going research activities etc. are furnished in the college calendar and handbook.

#### **Teaching Plan**

The teaching plan of each discipline is prepared by the concerned head of the department in consultation with the teachers in the department. Based on the workload, a department level time table is prepared to engage the classes. A teacher's work diary is provided to each faculty and they need to record the classes engaged.

#### **Evaluation**

The Student's academic and non-academic activities are accounted for evaluating the overall performance. The academic excellence is evaluated through periodic test papers, attendance, assignments, presentations, and non-academic performance is appraised through their participation in club activities, sports & games, arts etc.

#### **Blue Print**

Examination based on the schedule of the university and internal examination based on the schedule of the examination subcommittee, a time frame is prepared for conducting all internal exams, evaluation, result announcement, and results submission. Thus the systematic planning, organisation and implementation of teaching learning is possible within the total scheme of the university schedule.

### **2.3.2 How does IQAC contribute to improve the teaching-learning process?**



IQAC monitors and ensures the quality of teaching learning process in the institution. This is implemented through different steps such as organizing meetings with various stake holders to establish a co-ordination among them. IQAC takes initiatives to organize seminars and conferences which provide opportunity for faculty and students to update in their respective area. Feedback mechanism operating in the institutes enables IQAC to identify the weak points and takes steps to improve those points at institutional level. It is the initiative of the IQAC to organize faculty development programs in co-ordination with external agencies such as higher education council Department of Science and Technology and other similar agencies of the governments. IQAC ensures and evaluate the quality of teaching through ICT enabled tools available for the faculty. Opportunity for the staff members to update the technological skills are also provided by IQAC. IQAC take initiatives to monitor the following facilities in the campus.

- Infrastructural research facilities were enhanced by adding more instruments and computers
- Library facilities were upgraded.
- To bring eminent scientists and personalities to the institution.
- Individual attention to each student through better parent teacher interaction and personal counselling of the needy.
- Remedial coaching classes for slow learners among SC/ST/OBC students.
- 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.

### **2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

Students are fortunate enough to have an exposure to various multimedia which is a backup for their studies. The students are encouraged to express their views on their topic and they are assigned to take seminar. Apart from the use of blackboard as a teaching aid, the students are encouraged to use various ICT tools to present their ideas. Participation of the students in the planning and execution of the programmes are made compulsory. Through this, the students develop a feeling of confidence and it enhances their co-operative work.

To develop interactive learning among students a seminar series, “Vision” is being conducted every year which provides them a platform for exhibiting their skills through paper presentations, debates and discussions.

The college provides ample opportunities for independent learning through well-equipped library, IT Lab and language lab with internet facilities which enable the students to develop independent thinking and self-expression.

To develop the skill of collaborative learning students are given individual and group activities like project works, assignments, seminars etc.

Resource persons and other educational experts are invited to deliver lectures and share their valuable knowledge with the students.

To equip faculty for imparting student centric learning process teachers themselves update their knowledge in respective areas by attending orientation/ refresher courses/ workshops and seminars and share their knowledge skills with the students. To promote research activities among students teachers are encouraged to avail FIP to do MPhil/ PhD programmes.

### **2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

#### **Critical Thinking**

Students are encouraged to participate in various extra-curricular activities that evoke their critical thinking capacity. Sree Narayana Study Centre and the Debate club are functioning in the college which provides a medium for the students to express their views.

#### **Creativity**

A bunch of opportunities are before the students to bloom their creativity. Various clubs are there to discover as well as to nurture the talents of the students and it includes Performing Arts and Music club, Media club, Environmental club, Science club, Sports club, Theatre club, Entrepreneurship/Consumer club, Nature club, Literary club and Book club. Club wise competitions are conducted to bring to light the hidden talents of students.

#### **Scientific Temper**

Inorder to widen the horizon of knowledge of the students, the departments conduct regional as well as national seminars, workshops etc. Eminent resource persons handle the various sessions and the students are enlightened through their informative speech.

### **2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Example, Virtual laboratories, e-learning -- resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.**

The institution has a digital class room and the teachers take classes for students using power point presentations. The internet facility is availed by the students and teachers for extra reference. A Reprographic facility is available in the institution. All UG and PG Science Departments have well equipped laboratories.

### **2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?**

The knowledge of the students and faculty are raised to an advanced level through the conduct of seminars, workshops etc. Moreover, the departments organize lecture class of experts in their respective discipline and various journals are subscribed so that latest advancement in each field is brought to the hands of the students and faculty. A well-equipped library is functioning in the college. The college subscribes INFLIBNET.

In addition to lecture class, a blended learning which utilizes the computer and internet facilities to improve the interest of the students in learning and also to acquaint them with the latest developments are adopted.

Many enrichment programmes are organised for students to enhance the learning experience.

<b>Sl. No</b>	<b>Name of the enrichment programme</b>	<b>External experts conducting the class</b>	<b>Year of conduct</b>
1.	Orientation programme for the students of the First Degree programme	Career and Personality development directors	2010-14
2.	Orientation programme for the students of the Post graduate programme	Career and Personality development directors	2010-14
3.	Workshop on Space deisgning and drafting of building plans	Civil engineer	2010-2014
4.	Workshop on jewellery making	Jewelley designers	2010-14
5.	Pre marital counselling	Psychologist cum Counsellor	2010-14
6.	Effective learning techniques	Psychiatrist	2010-14
7.	Strengthening womanhood	Gynaecologists and Dieticians	2010-14
8.	Entrepreneurial skill development	Successful entrepreneurs	2010-14
9.	Food consumption tips for healthy living	Nutritionists	2010-14
10.	A workshop on “Skin and Trichology Problems Related to Abuse of Cosmetics”	Beauty Therapist	2011
11.	A one day seminar on Kerala’s Eating Habit Taking a Wrong Turn”	Nutritionist	2011
12.	A one day seminar on Emerging Trends in Home Science – Horticulture Therapy	Beauty Therapist	2011
13	Dental camps	Orthodontist & Peridontist	2010-14

### **2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/mentoring/academic advise) provided to students?**

#### **Tutorial system**

A tutorial system is functioning at the UG and PG level and for each class, a tutor is assigned. The tutor-in -charge of the students collect their bio- data and all their academic and non-academic matters are settled through the concerned tutor. Open house meetings are conducted by the tutors, and the performance level of the students are discussed with the parents to invite their valuable suggestions.

#### **UGC Career and Counselling Cell**

The college has launched the Career and Counselling Cell for the benefit of the students. To keep pace with the present stiff competition, the cell conducts seminars, mock interviews, communicative English classes, personality development programmes etc. The cells offers guidance in higher education and other career opportunities apart from giving orientation programmes for the newly admitted students.

#### **Fitness Centre**

A gymnasium under the guidance of the Department of Physical Education is functioning in the campus. Various programmes to ensure the physical fitness of staff and students are also conducted.

#### **Remedial Coaching Centre**

UGC Remedial Coaching Centre was started in the college during the year 2009-10. It gives coaching to those students who are backward in their studies especially to SC/ST and OBC.

### **2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

- The college has introduced an innovative and latest teaching methods to enhance the learning and participatory approach of the students. They are being trained in ICT –enabled learning instead of the chalk and talk method.
- We follow an interactive method of blending the theory classes and practical sessions by introducing field visits, socio economic survey method, lab assignments, expert lectures and the use of audio-visual aids.
- Computers with internet facilities are provided to all the departments.
- Students are encouraged to participate in seminars and conferences organised by the college and other institutions. PTA and IQAC organize such events in the institution.
- PG students are assigned to take classes for the UG students
- Advanced learners are given chance to teach slow learners one hour per month is allocated for the purpose.

### **2.3.9 How are library resources used to augment the teaching-learning process?**

The college has a central library and is automated with LIBSOFT and barcoding system and students and teachers have facilities for browsing. The library has a collection of 58837 books, 40 journals and 60 periodicals. The staff and students can access e-books, e-journals through the INFIBNET facility.

### **2.3.10 Does the institution face any challenges in completing the curriculum and calendar? If 'yes' elaborate on the challenges encountered and institutional approaches to overcome these.**

The teachers are encountered with the problem of completing the portions of UG classes which are semesterised and time constraint is the main reason put forwarded by the teachers. Internal exams, assignments, seminars etc need to be completed within a short period of time. The problem gets doubled at times due to unexpected hartals and strikes. However, the teachers make necessary arrangements like extra classes to compensate the lost working days.

### **2.3.11 How does the institute monitor and evaluate the quality of teaching-learning?**

- Teachers Evaluation proforma are distributed to the students in order to assess the quality of teaching of the faculty.
- The Head of the Department evaluates the quality of teaching by checking the work diary and supervising the classes.
- Collection of feedback from parents through parent-teacher meetings.
- Evaluation of students through test series and practical examinations.

## **2.4 Teacher Quality**

### **2.4.1 Provide the following details and elaborate on the strategies adopted by the College in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum**

Teachers are recruited as per the norms of the UGC and University, and the vacancies are calculated on the basis of hours of workload. Special orientation programmes are provided to the newly appointed teachers and In-service teachers are sent for training while implementing new courses and curriculum revision.

Recruitment and retention strategies of Human Resource:

Being an aided college, recruitment of teaching and non-teaching staff are done as per the University, government and UGC norms. For the appointment of teachers applications are invited initially through advertisements in Media. The number of vacancies in concerned subjects, eligibility, etc. is also mentioned in the notification. After the scrutiny, the qualified candidates are shortlisted and informed of the date of interview. The interview is conducted by a panel consisting of the manager, the principal, the govt. nominee and the subject expert. The interview results are published and selected candidates are informed

### **Appointment of ad-hoc faculty**

Ad-hoc faculty are appointed as per the UGC/Govt. norms. Applications are invited through advertisement. The interview is conducted by a committee including a management nominee and two faculty members of the department including the HOD. Only these candidates who have registered in the Directorate of Collegiate Education are appointed.

### **2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.**

- As the senior faculty members are retiring from service, it becomes a matter of losing some experienced hands. During the last 5 years, 20 Faculty members have retired from service and 35 teachers were appointed.

#### **Steps taken by the institution to meet the challenges are:**

- The institution with the assistance of the Kerala State Higher education council has conducted workshop on Informatics course at UG level, to make the faculty aware of the subject.

1. Special training programmes and workshop in practicing PowerPoint Presentations and online classes are practiced.
2. Newly appointed faculty are encouraged to participate in orientation programmes.
3. Faculty members are encouraged to attend seminars, workshops, conferences and lectures organized by other colleges & institutions in the emerging areas.
4. Experts and senior teachers are invited to take lectures on their area of expertise.

Steps are taken by the institution for the Quality improvement of faculty. The UGC scheme of FIP has been effectively implemented for the completion of PhD programme

### **2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality Participation in Staff Development Programme**

Our institution is very conscious to enhance the qualities of teachers by sending faculty to the skill enhancement programmes such as refresher course, workshops etc.

**Staff development programmes attended by the Faculty members during the year**

<b>Staff Development Programmes</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
Refresher Courses	7	4	25	4
UGC–Faculty Improvement Programme	8	4	5	2
Orientation Programmes	8	4	7	8
Staff training Conducted by the university	3	2	2	8
Staff training Conducted by other institutions	7	0	1	4
Summer/Winter Schools, Workshops etc.	10	8	8	12
Others	2	3	2	0

**Faculty Participation in Conferences and Symposia**

<b>No: of Faculty</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-2013</b>	<b>2013-14</b>
Invited as resource persons in Workshops /Seminars/Conferences organized by external professional agencies	3	3	3	0
Participated in external Workshops / Seminars/Conferences recognized by national/ international professional bodies	55	57	33	74
Presented papers in Workshops / Seminars/Conferences conducted or recognized by professional agencies	12	21	23	40

**b. Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning.**

- Training for Using Smart Board
- Student feedback on teacher in the prescribed format
- ICT oriented teaching learning training
- Classes by retired experts
- Orientation by IQAC for CBCSS Programme Structure and evaluation

**2.4.4 What policies/systems are in place to recharge teachers? (e.g.: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

The institution encourages the faculty to attend Orientation Courses, Refresher Courses, Training Programmes and Workshops

The faculties are granted Duty Leave for attending national/ international Seminars organized by the reputed institutions

College provides support for the departments to organise State/National/International level Seminars, Conferences and Workshops.

College encourages faculty to apply for grants for research projects from various funding bodies.

The institute encourages research by faculties, by granting FIP and liberal leave with full pay is given to pursue research.

Faculties who are invited as resource person or visiting faculties in other institution are granted duty leave.

**2.4.5 Give the number of faculty who received awards/recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty?**

- Dr. T M Bhavana, faculty Music receive best play back singer award of the state.
- **Dr VANITHAKUMARY** received 'Best Paper Award' for research presentation at the International Conference on Advanced Nano Materials held at IIT Madras.
- Dr B.T. Sulekha was awarded as Best NSS Programme Officer at State level.

**2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

1. At the end of each semester, feedback form is given to students for evaluating the teachers. It is collected and analysed by the principal. The feedback forms are then handed over to the heads of departments and an evaluation on feedback is made. With the help of the heads of departments the teachers are expected to change themselves to cope with the needs of the students.
2. The self-evaluation of the faculty at the end of the each semester helps to make introspection by the faculty members and helps to improve them in the area of inadequacy.
3. Parents feedback on teaching learning are collected through personal interaction and open discussion in PTA meeting. Suggestion box and complaint box are placed in the college office for complaints and suggestions.
4. The suggestions and complaints collected are analysed and discussed at department levels.



5. External peers in the form of visiting Professors and experts visits the College during Workshops/Seminars/Conferences. Some of them interact with teachers and convey their opinion which leads to an informal evaluation of teachers by the external peers.

## **2.5 EVALUATION PROCESS AND REFORMS**

### **2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

Detailed information about the evaluation method is given in the college calendar. First year Students as well as their parents are given an orientation about the programme structure and evaluation methods. Students are advised to check the website hosted by the university regularly to keep them updated about their Programme Schedule.

### **2.5.2. What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its**

**A new system of** evaluation process was initiated by the University of Kerala in the year 2010-2011 with the introduction of Choice Based Credit Semester System. . The entire evaluation *system* based on marking system was replaced with the grading system in external and internal examinations. According to this system, instead of marks, each course is evaluated by assigning a letter grade (A, B, C, D, and E) to the answer by the method of direct grading

Internal evaluation comprises two written tests, assignments, seminars and attendance in respect of theory course based on written test, lab work/record, viva and attendance in respect of practical course. The internal and external components of the course are separately graded and then combined to get the cumulative grade of the course. An aggregate of 'D' grade (external and internal put together) is required in each course for a pass in each course. Evaluation methods adopted by the university is implemented and followed by the college. The college, in itself, cannot implement any examination reforms at institutional level since it is affiliated to University. .However, the Institution insists on various other methods of assessment regarding the Internal Assessment of students, especially those who are differently-abled. The students who have

Difficulties in making an impressive presentation due to physical ailments are exempted from the trauma of making a presentation. Instead, she is directed to other methods of evaluation like quizzing and written presentation. Individual teacher makes use of different methods to measure the academic calibre of her students.

### **2.5.3. How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

College Level Monitoring Committee (CLMC) is constituted at college comprises of Principal, acoordinator and faculty advisors from each department for ensuring effective implementation of the new evaluation system based on grading. The Coordinator of CLMC is a member of ULMC (university Level Monitoring Committee) in regular touch with the university by attending meetings. The discussions made in the meeting will be communicated to faculty advisors. Any queries ,confusions regarding evaluation system at the institutional level is discussed in meeting conducted at the college level

**Moreover** an orientation programme on the Syllabus Restructuring and grading system was arranged for the faculty members. This was highly effective in sensitizing the faculty and students regarding the various components of the system. The university has stipulated 2 internal examinations for all programmes, the dates for, which are notified by the university to the college through academic calendar. The internal assessment includes seminar, assignment and attendance. According to the academic calendar provided by the university, the council discusses the date duration and conduct of the internal tests, and also the class for the announcement of results. The result is conveyed to the parents through their answer sheet. They are to be returned to the tutor within a week with the signature of the guardian. Both internal and external result records are maintained by the departments for all the courses in the programme. The internal weightage is calculated according to the university direction and is sent to the university online. The consolidated marks are displayed on the student notice board before being submitted to the university.

**2.5.4. Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.**

**Formative evaluation:**

The institution follows both formative and summative evaluation approach at curricular, co-curricular and extracurricular front. Formative evaluation, programs or projects are typically assessed during their development or early implementation to provide information about how best to revise and modify for improvement. This type of evaluation often is helpful for monitoring the progress of on-going programs. In summative evaluation, programs or projects are assessed at the end of an operating cycle, and findings t are used to help decide whether a program should be adopted, continued, or modified for improvement.

**A. Curricular Front**

**Formative**

1. Special Test for Differently abled students, Advance learners, Slow learners
2. Regular internal assessment through test papers, Projects, seminars, Quiz, Debates, Discussion

**Summative**

1. University examination at the end of each semester

**B. Co-Curricular Front & Extra-curricular Front (Sports, Arts, Music and others)**

**Formative**

1. Debates, Quiz, Singing, Dancing and Elocution contests, Sports trial
2. Students selected are trained

**Summative**

1. Trained students appear in competitions at district, state and national levels

**A few examples which have positively impacted the system**

It is observed that number of pass percentage in university has been increasing. The students had bagged prizes in cultural and sports at state and national level. Motivated by this system, the students of Commerce have evolved a New Business idea “e-wash” and prepared the model with the help of students from science stream .

**2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offer**

The college monitors and communicates the progress and performance of students throughout the duration of programme through classroom lectures, internal class tests, assignments, attendance .Results are communicated to the students and their parents by the tutor .Every year department conducts PTA meeting .It has been beneficial to parents as well as teachers as an effective feedback for the parents and teachers on which they could take timely and appropriate action.

**Analysis of the student’s results/achievements**

**Pass percentage and achievements of UG and Courses during the last 5 years.**

Subject	2009 – 10	2010 – 11	2011 – 12	2012 – 13	2013 – 14
B.A. ENGLISH	65%	100	100	100	99
B.A. MALAYA	78%	83	68	80	96
B.A. HINDI	87%	90	91	100	98
B.A. HISTORY	77%	58.96	88	86	96
B.A. ECONO	68%	82	70	78	92
B.A. MUSIC	50%	66	90	100	100
B.COM	76%	58	73	94	100
B.Sc. MATHS	96%	95	98	96.42	96
B.Sc. PHYSICS	90%	87	88	98	98
B.Sc. CHEMISTRY	72%	89	81	75	94
B.Sc. BOTANY	74%	93	93	96	96
B.Sc. ZOOLOGY	52%	100	100	83	91
B.Sc. HOME SCIENCE	52%	88	79	79	100
B.Sc. BIOCHEMISTRY	73%	100	86	100	100
M.SC					
APPLIED CHEMISTRY	64%	70	41.67	73	100
PHYSICS	67%	81	82	85	85
HOMESCIENCE	89%	100	100	100	100

## ANALYSIS

It is evident that, the academic performances of students are excellent throughout the period. Most of the department achieved 100 % success. Consistency in academic excellence may be attributed to several distinct reasons, some of which are listed below

- Legacy of a work culture that does not compromise on quality and sincerity
- Faculty constantly motivated through Orientation/Refresher Courses.
- Inculcation of research culture both in staff and students
- Meritorious students opt for SN College for Women due to its long standing reputation
- No loss of teaching hours due to student unrest
- Excellent library and other learning resources/facilities

### **2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.**

The CLMC committee ensures 100% transparency in the internal assessment. Weightage for internal assessment is based on university regulations. Consolidated weightage is based on two internal examinations, attendance, seminar and assignment for theory papers. For practical examination weightage is given as per the university norms. Assignments and seminars provide scope for assessing independent learning and communication skills. Two internal examinations are conducted in a formal and systematic way. Date of examination, portions for study, question paper settings, are all meticulously planned and followed up. Evaluated answer papers are returned to the students. Students may approach the teacher concerned for any corrections. The marks are recorded in the department. Consolidated internal marks are displayed on the notice board and the same will be signed by the students before being submitted online to the university. Students may also register their grievances with the college level monitoring committee if their grievances are not solved satisfactorily at the departmental level. Students who excel are arts and sports both at national and state levels are given consideration by conducting retests.

To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester is put up on the notice board at least one week before the commencement of external examination. Each student is asked to verify her internal marks and acknowledge it.

### **2.5.7. Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.**

Different methods of evaluation are in practice in the institution

- Aptitude cum Intelligence test is conducted among the students soon after the commencement of programme helps to assess their aptitude and domain intelligence area

- Class tests are conducted to check if the students grasping the subject well or she needs special attention.
- Consistent evaluation through oral tests like debate, discussion, on the spot test.
- Two internal examinations with prescribed portion.
- One university examination/semester
- Assignments are given to the students to induce a self-learning habit in students
- Paper presentations
- Project
- Vivavoce examination

Grades/marks obtained on assignment/evaluation are considered as one of the indicator for evaluating student performance. The model examinations are aimed at preparing the students for the university exam. The internal assessments made at the department level are designed based on the learning outcome to be fulfilled by the students at the end of the programme. The results of each semester are analysed by the department.

#### **2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the College and University level?**

Students are addressed individually regarding their performance for internal examinations of the college. The answer scripts are shown to the students to let them see their drawbacks and mistakes and suggestions are given to improve their performance. If the students have any complaints regarding marks and grades, they can consult grievance redressal all. The institution has set up the monitoring committee at the department and college level .The college level monitory committee comprises Principal as chairperson, a senior teacher coordinator, college union secretary and a student representative nominated by the union. The subcommittee at department level comprises the department head, a teacher co-ordinated for each class and two representative students. Student issues regarding internal assessment, personal problems, public affairs etc. are handled with utmost care. Matters associated with University results including results withheld, grades published wrongly etc. may be solved with the help of Grievance Redressal Cell.

### **2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES**

#### **2.6.1 Does the College have clearly stated learning outcomes? If ‘yes’ give details on how the students and staff are made aware of these?**

Yes, The College has clearly stated learning outcomes stated in vision and mission statement of the College enshrined in the College prospectus, i.e. the empowerment of women by stimulating their intellectual pursuits, expanding horizon of knowledge, broadening their perspective and preparing them to be responsible global citizens. By grooming girls into confident, well equipped, culturally conscious, socially modern and globally competent person, the College translates learning outcomes into reality. The students and staff are made aware of these through the Prospectus and college’s website.

## **2.6.2 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

### **Teaching Strategy**

The strategies adopted for teaching, learning and assessment in this institution is formally planned and monitored by the CLMC for CBCSS. The Timetable Committee provides a clearly defined framework of working hours across the week. A common period is set aside for Tutorial. Modular Courses and other enrichment courses like skill enhancement are conducted before or after the regular working hours. Each Dept. prepares Action plan at the commencement of each semester. Teacher concerned for each course prepares a Teaching Plan which is a blueprint of work schedule for each month. This includes the Portions to be covered each month, the Assignments, Seminars, Test Papers, and any other academic activity the teachers would like to incorporate individually. Students are informed of this schedule beforehand. So the students and Teachers are committed to round off the work in the stipulated time. The Head of the Department is to monitor the same in the Department Meeting which is held every month. The Action Plan of the Dept., together with the Teaching Plan determines the Learning Outcome.

### **Learning and Assessment Strategy**

The students are given two internal examinations before they appear for End semester examination .the teachers focus on article wise tests through question answering sessions, assignments, and seminars. They evaluate the students on the basis of their performance in these events and review the result of each student. The students' strengths are assessed and special classes are designed for them according to the result outcomes. The support needed to the student is provided to improve their calibre in the respective subject. It enhances the confidence of students and prepares them to face the final examinations without getting nervous. The Departments that achieve excellent result in the University Examination are formally acknowledged at the staff meeting and council meeting. The student achievers are honoured at the PTA Merit Day and College Day, The learning outcome is also assessed comparing the result of the previous batches.

## **2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered**

Recognizing the need for higher level of skills and competencies required to support national development, especially in the era of globalization, the college provides wholesome programmes for holistic development of its students. Skill Enhancement Programme have been designed with the help of Kerala State IT Mission to fulfil the needs of students in the contemporary competitive scenario.

- The College laboratories and libraries help the students inculcate innovation by allowing them to explore and experiment innovatively
- The College magazines provide them platform to give expression to their innovative and creative flight.
- The College organizes industrial visits and interactive talks delivered by industrial executives to instil entrepreneurship amongst students.

- The College NSS Wings regularly organize programmes to enhance the social relevance of the courses.
- Computer classes are provided to the students on applications like MS Word, Excel, Power Point etc. Peer teaching is recommended as there are some students with excellent computer skills.
- There are many students who are interested in non-academic activities like Embroidery, Ornaments Making etc. Exhibition Cum sale is conducted in the college campus aiming to promote entrepreneurship and employment. The students who are interested can sell their products during such meals.
- Food Fest is also conducted in the college .The students are given creative license to end up setting up a food stall representing each department with variety of dishes. It has inspired the students to start their own business in Catering.

#### **2.6.4 How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning**

The learning outcomes students are collected through Internal Assessment, University Examination results, feedback from students, feedback from alumnae etc. Personal interaction between teachers and students is practiced in the college. The Academic and non-academic performance of the students is observed through these methods. The results obtained in the class tests in each courses are analysed by the department faculty members together. Suggestive measures will be taken by the teachers if they find learning outcome is not achieved. All tutors have been directed to give special care and provide all assistance, encouragement and motivation to the differently abled students.

#### **2.6.6 What is the graduate attributes specified by the college/affiliating university? How does the College ensure the attainment of these by the students?**

The aim of this college is to expose the students to good educational and moral training so as to help them with necessary potential for career advancement in the field of science and technology as well as in other branches of knowledge. It stands for “Enlightenment through Education” and view education as an instrument of socio economic progress, material advancement and political, moral and ethical development of individuals in the society.

The College tries to enable the students to mould their personality by developing their talents and skill. All the faculty members of the institute are also aware of their responsibilities and obligations to the society and nation. They work hard to impart moral, cultural, intellectual, social and spiritual knowledge among the students. All the activities of the institute bear some social, cultural, moral, spiritual or national relevance. The College strives to make the students responsible citizens of the nation. Such efforts of the College have resulted positively which is reflected in the quality of alumni and their achievements.

#### **2.6.7 Any other relevant information regarding Teaching-Learning and Evaluation which the College would like to include**

The teaching learning and evaluation outcomes during the previous year is taken into consideration for the further improvement of students in terms of fostering their creative potential to meet the requirements in research institutions and employment market .

### CRITERION III

#### RESEARCH CONSULTANCY AND EXTENSION

##### 3.1 Promotion of research

##### 3.1.1 Does the institution have recognized research center/s of the affiliating university or any other agency /organization?

Yes.

The Department of Chemistry is a recognized research centre of the University of Kerala. The Department was raised to the status of a Research Department in the year 2008. Department of Physics has applied for recognition as research centre. The college deliberately inculcates research as a culture among faculty and students. Nearly 35% of the permanent faculty are Ph.D. holders. In the next three to five years, we aim to raise the figure to 70%.

- 10 of our faculty members are recognized Ph.D. Guides in various streams
- 8 students have registered for Ph.D. under Dr Anithakumary V, Department of Chemistry and out of which two students have submitted thesis.
- The Department of Chemistry has produced its first Ph.D. this year and two students have already submitted thesis.
- Dr. Nisha J Tharayil, Department of Physics is guiding 4 students.
- Dr. Sheela P, Department of Sanskrit has 3 Research Scholars and one student was awarded Ph.D. in the current academic year.

##### 3.1.2 Does the Institution has a research Committee to monitor and address the issues of research. If so, what is its composition? Mention a few recommendations made by the Committee for implementation and their impact.

Yes. The College has a Research Committee representing various departments with Principal as chairperson of the Committee.

Chairperson : Dr Sherly P.Anand (Principal,SNCW,Kollam)

Convenor : Dr.V.Anitha Kumary (HOD, Department of Chemistry), SNCW, Kollam.

- Members
1. Dr Nisha J Tharayil, HOD Dept. of Physics, SNCW, Kollam.
  2. Dr Deepak Nand, Assistant Professor, Dept. of Physics SNCW, Kollam.
  3. Dr P G Chitra, Associate Professor,Dept. of Chemistry SNCW Kollam.
  4. Dr K.Vijayakumari, Associate Professor, Dept. of Hindi, SNCW, Kollam.
  5. Dr S.Sudhakaran HOD Dept. of Hindi, SNCW,Kollam.



6. Dr Sheela, Associate Professor, Dept. of Sanskrit, SNCW, Kollam.
7. Dr S.Usha, Assistant Professor Dept. of Zoology, SNCW, Kollam.

The committee facilitates monitors and coordinates research activities of various departments of the college. The Committee informs and encourages the teaching Committee to take up research projects, both minor and major and gives advice regarding the various funding agencies, the time of submission of the application etc. At present, there are 10 on-going Minor projects, 1 Major Project, 32 M.Phil./Ph.D. Holders, 44 UGC JRF qualified teachers, 11 Research Guides and 4 teachers on FIP deputation for pursuing Ph.D.

Our College publishes a Research Journal “Jnana Bhoomika” where teachers contribute research articles and reviews

### **3.1.3 What is the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects.**

The principal investigators of the project is enjoying full autonomy to pursue research of their interest. The research grants are released to the PI without any delay. The Institution encourages the faculty by providing infra structural facilities, human resource support, duty leave, transportation and accommodation facilities. This institution helps in sending the audit reports and utilization certificates to the funding agency on time. The College library supports the research projects by extending its resources mainly journals and other reference materials. We have got a fully computerized centralized library with gate registry facility and book searching facility. There are 56489 books, 2305 reference books 47 journals 40 CD's, 62 periodicals and 13 newspapers

### **3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?**

Recently, The University of Kerala has introduced research methodology as a topic in First Degree programme. This enables the teachers to instil interest in the students towards research. As part of the programme the S6 students have to do a team project. Project guidance given to students helps them to develop research skill. Industrial visit included in the curriculum helps the students to know about the processes at the degree level itself. Moreover in the PG level, they have to do individual projects. Students develop an inclination towards research as a result of these two exposures. As part of their programme, the final MSc students have to visit reputed R&D institute. We take our students to NIIST, IISER, IIST IRE, KMML etc. This proves to be very useful in developing research aptitude among our students.

### **3.1.5 Give details of faculty involvement in active research (guiding student research, leading research projects, engaged in individual/collaborative research activity)**

The Department of Chemistry is an approved research centre of the University of Kerala. There are 10 students enrolled for Ph.D. under two research guides Dr. Anithakumary V and Dr. Reena Raveendran. Eight other faculty members are also recognized Ph.D. Guides in various streams.

- 8 students have registered for Ph.D. under Dr. Anithakumary V, Department of Chemistry and out of which two students have submitted thesis. The Department of Chemistry has produced its first Ph.D. this year.
- Dr. Anithakumary V, Department of Chemistry has successfully completed one major research project.
- The Department of Chemistry presently runs six minor research projects.
- Pavitha P A and Renjini S, research fellows (CSIR -JRF) in Department of Chemistry have subsequently joined as faculty members and continuing as part-time research scholars under the guidance of Dr. Anithakumary V in the same Department.
- Dr. Nisha J Tharayil of Department of Physics is guiding 4 students.
- Dr. Sheela P, Department of Sanskrit is guiding 3 students and one student was awarded Ph.D. in the current academic year.

**3.1.6 Give details of workshops/training programmes/sensitization programmes conducted/organised by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.**

The research committee of the institution regularly meet, plan and encourage faculty to apply for various seminars on the research methodologies and training programmes in instrumentation. The institution provide opportunity for faculty and students to interact with the resource persons which results in promoting a research culture in the institution among faculty and students.

**3.1.7 Provide details of prioritized research areas and expertise available with the institution**

Sl No	Name of guide	No. of Research Scholars	Research Area
1	Dr V.AnithaKumary	8	Material science, sensors and biosensors, energy storage devices
2	Dr. Sherly P Anand	5	Environmental science
2	Dr Nisha J Tharayil	4	Nano materials
3	Dr S.Sudhakaran	3	Novel
4	Dr K Vijayakumari	1	Poetry
5	Dr. Sheela P	3	Vedantha
6	Dr Asha S Kumar	1	Nano materials in photovoltaics

**3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students.**

The Institution takes special care to organise seminars and workshops with eminent researchers from different parts of the Country to provide an academic ambiance in the Campus. Some of the activities conducted by the college are as follows

- a. A seminar was organized by the Dept of chemistry on “Conducting Polymers”
- b. An exhibition was organized celebrating International Year of Chemistry
- c. A stage show was performed based on the life of Madam Curie
- d. Quiz competition was also organized.
- e. Institution conducted a seminar series “VISION” providing opportunity for all Departments to host seminars. In this series Department of Physics organised the themes “Solar Magnetic Storm”, “Nano Fibre Technology” and “Astronomy”.
- f. Two day National Seminar on “Ethnic Knowledge of Biological Resources in Contemporary Plant Sciences” was conducted in 28 and 29 August 2014.
- g. Department of Physics conducted a UGC sponsored National Seminar on “Recent Trends in BioNano Photonics” in 2013
- h. Department of English conducted a UGC sponsored National Seminar on “Alienation and self-Assertion in the politics of Dalit literature” 2013/2014.

In connection with these events, many eminent persons visited and interacted with the faculty and students as listed below.

#### **Department of Physics**

1. Dr V.M.Murukeshan—Prof—Nanyang Technological University, Singapore.
2. Dr Jacob Philip—Director STIC, CUSAT
3. Dr George Varghese—Director, KSCSTE, Thiruvananthapuram
4. Dr M K Jayaraj—Professor Dept. of Physics, CUSAT
5. Dr R.Raveendran—Principal, SN Trust College, Shornur
6. Dr Jojo P.J—Associate Professor, Dept of Physics, FMN Kollam
7. Dr E.V.Wilson—Retd HOD, Dept of Physics, FMN College, Kollam.

#### **Department of Chemistry**

1. Dr KG KWarrier - Senior Scientist ,NIIST,Thiruvananthapuram
2. Dr A Ajayaghosh - Senior scientist, NIIST, Thiruvananthapuram (recipient of Bhatnagar Award and Infosys Award)
3. Dr J.D.Sudha –Scientist, NIIST, Thiruvananthapuram
4. Dr A JayaKrishnan—Former ViceChancellor, University of Kerala.
5. Prof H.S.Mony—Former HOD Dept of Chemistry, SN College, Kollam.
6. Dr M.S Vasantha Kumar, Associate Professor, Dept. of Chemistry S N College, Kollam.
7. Dr.M.R Sudarsana Kumar, Associate professor, Dept. of Chemistry, MG College, Thiruvananthapuram
8. Dr I.G Shibi, Associate Professor, Dept. of Chemistry, SN College, Chempazhanthi.

### **Department of Mathematics**

1. Prof Vijayadharan, Retd HOD, SN College, Kollam
2. Dr Darsanambika, HOD, FMN College, Kollam.
3. Prof N.Jayadevan, Retd HOD, SN College, Varkala.
4. Dr Beena, HOD, NSS College Nilamel.
5. Dr B.Ambili, Associate Professor, SN College, Kollam.

### **Department of Botany**

1. Dr.P.Pushpangadan (recipient of Padmashree award), Former Director TBGRI, Palode, Thiruvananthapuram.
2. Dr G.M.Nair, Retd HOD, University of Kerala, Karyavattom.
3. Dr Ashaletha S Nair, HOD, Dept. of Botany, Karyavattom.
4. Dr Hemaprabha, Scientist, Sugar Cane Research Institute, Coimbatore.

### **Department of Zoology**

1. Dr P.S.Rakesh, District Epidemiologist
2. Dr UdayakumarJ. Geologist, TKM College of Engineering, Kollam.
3. Prof C.K.Thankachi, Secretary, People for Animals Forum
4. Dr Manoj K.Narayanan, Assistant Professor, Sree Buddha College of Engineering, Nooranad, Pattoor.
5. Sri Mohanan Vaidyan ,Ayurveda Physician.

### **Department of Home Science**

1. Dr Chandra Prasad Sridhar, Former Professor, Institute of Management in Government, Thiruvananthapuram
2. Dr A.Suriakanthi, Rtd Professor, Gandhigram Rural Institute, Deemed University, Gandhigram.
3. Dr UdayaKumarJ, Assistant Professor in Civil engineering, TKM College of Engineering, Kollam.
4. Dr C.Sadhanand, Consultant psychiatrist, ARCEES Hospital, Erode Tamil Nadu.
5. Dr Radhakrishnan M.P Associate Professor in Psychiatry, Azeezia Medical College, Meeyanoor, Kollam.
6. Dr K.S.Pushpa, Prof and HOD, Dept. of Home Science, Gandhigram Rural Institute, Gandhigram.

### **Department of Economics**

- 1) Dr.S.Iyyampillai, Professor, Dept of economics, Bharathidasan University Tiruchirappalli
- 2) Sri Stanly chacko, Deputy Director E&T section, Office of the principal agricultural officer Kollam
- 3) Dr Manchu .S. Nair, Associate professor, Dept of economics, University of Kerala
- 4) Sri Mohanan, Assistant general manager, NABARD Regional office, Thiruvananthapuram
- 5) Dr K.C Baiju, Associate professor, Dept of economics, Central university of Kerala, Kasargod

### **Department of Commerce**

1. Dr Satheesh Kumar, Associate Professor, Department of Commerce, Govt. College, Attingal.(Chairman ,Board of Studies).
2. Prof Haridas, Retd Professor, S.N.College, Kollam.
3. Dr M.N.Dayanandan, Associate Professor, Dept. of Commerce, TKM College, Kollam.
4. Prof. P.RaviChandran, Former HOD ,Dept. of Commerce, SNCW, Kollam.
5. Prof Mary Dasan, Former Assistant Professor of Commerce, FMN College and former PSC member

### **Department of English**

1. Dr V.Vinod Kumar, Assistant Professor, Dept of English, Bharathidasan University, Trichy.
2. Dr Sadasivam Prabhakaran, Prof, MS University, Thirunelveli, Tamil Nadu.
3. Prof M Dasan, Prof of English (Retd),Kannur University.
4. Dr P.P.AjayaKumar, Chief Editor, Litt Crit and Prof of English, School of distance education, University of Kerala.
5. Dr Subhash Chandran, Formerly Reader, PG and Research Dept.t of English, SN College, Kollam.

### **Department of Malayalam**

1. Sri C.L.Jose, Script writer
2. Sri Thomas Jacob, Senior journalist, Malayala Manorama.
3. Sri Gouri Dasan Nair, Senior Journalist, THE HINDU
4. Dr Biju, Film Director
5. Dr V.K.Adarsh, Writer on information technology.

6. Sri M R Jayageetha, poet
7. Sri Kureepuzha Sreekumar, poet
8. VijayaKumari Madhavan, Cine artist
9. Parvathy devi, journalist

#### **Department of Hindi**

1. Dr Vaidyanath Prasad, Reader, Punjab University.
2. Dr V.V.Viswam, Retd HOD, University College, Thiruvananthapuram, Chairman, Hindi Vidyapeeth.
3. Dr Satheesh, HOD, FMN Kollam.
4. Dr N .Suresh, Retd Professor, University of Kerala, Thiruvananthapuram
5. Dr Umadevi, Retd HOD, Dept of Hindi ,University of Kerala, Karyavattom.

#### **Department of Music**

1. Her Highness Gouri Lakshmi Bhai, Princess of erstwhile Travancore State
2. Sri.Soorya Krishnamoorthy
3. Ms.Gayathri Ashok, play back singer
4. Smt Abhradhitha Banerjee, Veteran in hindusthani music
5. Sri Ramesh Narayanan ,Veteran in hindusthani music
6. Dr K Omanakkutty, Veteran in classical music
7. Dr Sajitha Bhadrans, Ayurveda doctor
8. Sri Janardhanan Puthussery, Expert in folk music

#### **3.1.9 What percentage of the faculty has utilized sabbatical leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

Nearly 15% of the faculty have availed FIP in order to get Ph.D. degree. The exposure which they received during the programme has been beneficial to the student community. As part of the degree and PG programme, students have to do minor projects. The experience in the research fields which the teachers received were put to use here. They could suggest problems for the project, and they were able to draw scientific conclusions based on the analysis data. These projects helped the students to develop interest in the vast research area.

#### **3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)**

- The research projects undertaken by the faculty members have proved beneficial to students and community.
- Their findings have made significant contributions to the governmental and non-governmental organization to meet their needs and solve the problems faced by the society.
- The faculty of the institution regularly publishes their research findings in peer reviewed journals.
- There are more than 100 paper presentations by the faculty for the past four years.
- The Department of Botany conducted mushroom cultivation training for the local people. This provided the students ample opportunity in interacting with the local people and also received the knowhow of the mushroom cultivation.
- Department of Home Science had conducted Fashion Designing Course with student support. They had also conducted Crafts and Tailoring course.
- The Department of Zoology has project collaboration with the State Health Department and also collaboration in research sharing facilities.

### **3.2 Resource Mobilization for Research**

#### **3.2.1 What percentage of the total budget is ear marked for research? Give details of major heads of expenditure, financial allocation and actual utilization**

The institutional budget has some provision for funding student research projects. The research committee provides information about various funding agencies to faculty members to procure funds for research. UGC provides grant for laboratory equipments, journals and provides scholarships for UG and PG students.

#### **3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty for research? If so specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?**

The institution does not provide seed money for research work. The teachers make use of the assistance of agencies like UGC, CSIR, KSCSTE, etc. for promoting research activities. The faculty members pursuing research activities are provided facilities like duty leave to attend conferences and seminars as per the existing provisions.

#### **3.2.3 What are the financial provisions made available to support student research projects by students?**

The college facilitates students' projects through providing laboratory support as well as library service through INFLIBNET and reprographic facility. The financial needs required for carrying out research oriented projects are met by KSCSTE, CESS etc.

#### **3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter disciplinary research? Cite examples of successful endeavours and challenges faced in organising interdisciplinary research**

Many faculty members are engaged in interdisciplinary research activities. The research department of chemistry has undertaken research in material science which is interdisciplinary integrating Physics, Chemistry, Biology and Mathematics.

- Dr. Anithakumary V. Department of Chemistry is working in the area biosensors for sensing biological molecules like dopamine, glucose which is interdisciplinary in nature, integrating Electro Chemistry and Biology.
- Dr. K.R. Kavitha, Department of Botany is engaged in an interdisciplinary project funded by BARC titled “Utilization of Low Cost Natural Products through Electron Beam Induced Polymerization Techniques”.
- Dr. S Suja, Department of Chemistry is involved in research projects linked to environmental problems faced by the nearby lake, “Impact of Coconut Husk Retting on the Water Quality, Sediment Characteristics and Concentration of Heavy Metals in the Biotic and Abiotic Components of Paravur Backwaters”.

### 3.2.5 How does the institution ensure optimal use of various equipments and research facilities of the institution by its staff and students?

Institution ensures the optimal use of various equipments through the modern teaching learning aid. It follows the standardized protocols mentioned in various laboratories and research institutes. The facilities available are made accessible to both students and faculty members to carry out their research effectively. The research laboratories are kept open even during holidays. The laboratory facilities are available for carrying out the on-going research projects headed by faculties. Given below is the list of equipments available in various Departments.

No.	Name of the equipment	Cost of the equipment (Lakhs)	Date of Purchase	Department
1	UV-visible Spectrometer	11	2014	Chemistry
2	Electrochemical Workstation	7	2012	Chemistry
3	CCD Camera	3	2012	Physics
4	Borosil Double Distillation Unit	0.5	2012	Chemistry
5	Water Quality Analyser	0.75	2012	Chemistry
6	Water Quality Analyser	0.75	2012	Zoology
7	Electronic balance Shimdzu Model- 220AUX(2 No.s)	0.9		Chemistry
Other Minor Equipments				
8	Turbidimeter			Zoology
9	Microscope with e- Camera Attachment			Zoology
10	Refrigerator			Zoology
11	Magnez(3)microscope			Zoology



12	Cathode Ray Oscilloscope	Physics
13	Spectrometer (10 No.s)	Physics
14	Function Generator	Physics
15	Michelson's Interferrometer	Physics
16	Handicam(Sony DCR DVD)	Botany
17	Cyber Shot (Sony DSC-P100)	Botany
18	Marine Pack(Sony MPK-PHB)	Botany
19	Electronic balance Shimdzu Model- B L220H(1)	Botany
20	Pathological Binocular Microscope (4 No.s) Model- RXL-4B inclined tube type with coaxial focusing.	Botany
21	Magnetic Stirrers	Chemistry

**3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.**

Kerala State Council for Science Technology and Environment has funded an amount of one lakh rupees for the project 'Biogas- A solution for Waste management' undertaken by the Department of Zoology.

**3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.**

Sl. No.	Nature of the Project	Duration In Year From To	Title of the Project	Funding agency	Amount (Rs.)
1	Major	2009-2012	Development of Catalytic Electrode Materials for Hydrogen Evolution Reaction(completed) PI: DrAnitha Kumary V., Chemistry	UGC	Rs. 7,12,000/-
2	Major	2010-2013	Algal Biodiversity of Silent Valley and the Adjoining Areas PI: Dr. P. Ampili, Botany	KSCSTE	Rs. 1,00,000/-
3	Major	2010-2013	Utilization of Low Cost Natural Products through Electron Beam Induced Polymerization Techniques ( Completed). PI: Dr. K.R. Kavitha, Botany	Dept: of Atomic Energy, B.A.R.C	Rs. 20,20,025/-
4	Minor	2013-2014	Biogas- A solution for fuel crisis and waste management. PI: Dr. Sherly P Anand, Principal	KSCSTE	2,00,000/-

5	Minor	2011-13	Comparative Morphology and Interspecific Relationships of Cyprinid Genus Puntius in Kerala PI: Dr. Sherly P Anand, Principal	UGC	1,00,000/-
4	Minor	2009-2010	Phytochemical Screening of Five Wild Solanum Species PI: Dr. K. Anirudhan, Botany	UGC	Rs. 96,000/-
5	Minor	2011-2012	Synthesis, Characterization and Application of Some Nanomaterials PI: Dr. Chithra P.G, Chemistry	UGC	Rs. 140,000
6	Minor	2011-2012	Structural and Photovoltaic Properties of Binary Oxides of Lanthanides PI: Dr Asha S Kumar Chemistry	UGC	Rs1,45,000
7	Minor	2013-2014	Electrochemical Applications of Metal Oxides Based Nano Composites PI: Dr. Asha Bhanu A.V Chemistry	UGC	Rs. 1,90,000/-.
8	Minor	2013-2014	Impact of Coconut Husk Retting on the Water Quality, Sediment Characteristics and Concentration of Heavy Metals in the Biotic and Abiotic Components of Paravur Backwaters PI: Dr. S. Suja, Chemistry	UGC	Rs. 1,50,000/-.
9	Minor	2013-2014	Optimization of Stocking Density and Evaluation of the Influence of Bacterial Load on the Production and Spat Settlement Pattern of the Indian Pearl Oyster <i>Pinctada Fucata</i> (Gould) Seed PI: Dr. S.K. Subhash, Chemistry	UGC	Rs. 1,60,000/-.
10	Minor	2013-2014	Commodifying Women in Malayalam Film Songs PI: Hima S.S, English	UGC	Rs. 50,000/-
11	Minor	2013-2014	Virtue-vice Dichotomy in Children's Literature PI: Radhika B., English	UGC	Rs. 40,000/-
12	Minor	2012-2013	Eco-Aesthetic , Dalith, Feminist aspects in P. Valsala's works PI: Dr. R.S. Jaya, Malayalam	UGC	Rs. 50,000/-.
13	Minor	2013-2014	Poetry Translation and Cultural Genuinity PI: Dr. Henalal S, Malayalam	UGC	Rs. 60,000/-
14	Minor	2012-2013	Study on Fuzzy Matrix Games PI: Dr. K. Leena Kumari, Mathematics	UGC	Rs. 2,00,000/-
15	Minor	2010-2011	Synthesis and Characterization of Some Nanometal Oxides PI: Dr. Nisha J. Tharayil, Physics	UGC	Rs. 65,000/-

16	Minor	2012-2013	Synthesis of Nano Structures Using Biomolecules and its Characteristics PI: Dr. Nisha J. Tharayil	UGC	Rs. 1,20,000/-
17	Minor	2013-2014	Synthesis of Metal Nano Structures Using Bioinspired Materials and Characterization PI: Smitha S, Physics	UGC	Rs.1,90,000/-
18	Minor	2012-2013	Study of Water Quality and Sanitation in Kollam District PI: Dr S. Usha, Zoology	District Medical Office, Kollam.	No funding
19	Minor	2013-2014	Bioaccumulation of Heavy Metals in an Economically Important Fish <i>Atroplex Suratensis</i> of Ashtamudi Lake and its Impact on Health Status of People of Kollam”. PI: Dr S. Usha, Zoology	UGC	Rs.1,20,000/-
20	Minor	2013-2014	“Electrochemical behaviour of Nano Ceria Incorporated Aluminium Alloy Sacrificial Annode in Aggressive Condition” PI: Archana S.R., Chemistry	UGC	2,00,000/-

### 3.3 Research Facilities

#### 3.3.1 What are the research facilities available to the students and research scholars within the campus?

Department of Chemistry is an approved research centre with four research guides and ten research scholars and also the Department produced two PhDs. The major equipments in the Department of Chemistry like Electrochemical workstation, UV –Visible spectrometer and CCD Camera are available for research. The library is enriched with enormous number of books and journals with multiple copies. Library provides the most useful tool for researchers through N-list program, a part of INFLIBNET which provides e- books and e- journals. The entire campus is enabled with high speed internet connectivity.

#### 3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The college has a broad vision to promote research among faculty and students. Faculty members are encouraged to apply for financial assistance from UGC and other funding agencies in the form of major and minor research projects. With reference to public relevance and the new emerging areas of research, the institution is planning to provide separate infrastructural facility to meet the key research areas. Besides funds for instrumentation are also fully utilized in enhancing the facilities.

**3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If “yes” what are the instruments/facilities created during the last four years**

As part of the research projects funds have been allocated from the funding agencies for the purchase of equipments books and journals .The institution also received financial assistance from funding agencies viz CSIR as research fellowships.

Year	Financial grant received from	Amount	purpose
2009-10	CSIR	2,00000	For research
2009-10	CSIR	1,50000	For research
2012-13	CSIR	1,33000	For research
2013-14	Kerala State Council for Science Technology and Environment	1,00000	Biogas-For waste management

**3.3.4 What are the research facilities made available to the students and research scholars outside the campus/other research laboratories?**

The facilities range from library referencing to usage of experimental laboratory facilities. Post graduate students of chemistry utilize the laboratory facilities of STIC Cochin, NIIST Thiruvananthapuram, IRE, KMML Kollam. Library facility from VSSC is a commendable contribution in this area.

**3.3.5 Provide details on the library/information resource center or any other facilities available specifically for researchers?**

The Library is a part of the institute wide network and has adequate computing infrastructure catering to the needs of the students. N-LIST through INFLIBNET & Wi-Fi facilities is available through which the staff and students can access e-journals and e-books. In addition to faculty rooms, the various post graduate departments have independent research rooms for carrying out research activities. There are 56489 books, 2305reference books 47 journals 40CD’s, 62periodicals and 13 newspapers and access to 6000 e-journals.

3.3.6.What are the collaborative research facilities developed/created by the research institutes in the college. For ex. laboratories, library, instruments, computers, new technology etc.

The institution does not have MoU with research institute but we are availing the facilities of NIIST, STIC-Cochin, IIST-TVM, KMML etc.

### 3.4 Research Publications and Awards

#### 3.4.1 Highlight the major research achievements of the staff and students in terms of patents obtained and filed (process and produce)

##### (i) Patents obtained and filed (process and product):

Though many of our faculty members are involved in active research, so far we have not obtained patents.

##### (ii) Original research contributing to product improvement:

Presently we have completed a major research project in chemistry on development of Catalytic electrode Materials for Hydrogen evolution reaction. It has contributed to product improvement as Hydrogen can be produced at a comparatively low cost.

##### (iii) Research studies or surveys benefiting the community or improving the services?

Several research projects of College faculty are related with the problem of the region. Their finding is beneficial for local people & industry. The reports of projects are submitted to funding agencies well in advance for further action.

##### (iv) Research inputs contributing to new initiatives and social development.

- Research in the area of sensors and Bio sensors can contribute to advanced diagnostic methods beneficial to the society.
- Research based on the production and applications of Nano materials results in new initiatives in medicines, industry, environmental science .

#### 3.4.2 Does the Institution publish or partner in publication of research journal(s)? If “yes”, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

Yes. The Institution is publishing a research journal named “Njanabhoomika”.

Managing editor : Dr. Sherly P. Anand, Principal.

Chief editors : Aswathy Chandrabhanu , Assistant Professor in English.

Indu K, Assistant Professor in English.

It provides a platform for the faculty to contribute research papers, reviews and other findings.

#### 3.4.3 Give details of publications by the faculty and students:

Number of papers presented in international seminars by faculty -18

Number of papers presented in national seminars by faculty -40

Number of papers presented in state level seminars by faculty -13

Total Number of papers presented by faculty -71

Number of papers published in peer reviewed journals (national / international) – 35

Total Number of papers published– 109

Books Published – 5

Popular articles by faculty - 15

Released a CD on Classical Music by Dr. Arundhathi, Department of Music. Presently she is pursuing post-doctoral research

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#### **3.4.4 Provide details (if any) of research awards received by the faculty**

- **Research awards received by the faculty**

Seven faculty members secured PhD during the period 2009-2014.

- **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**

**Dr. Sulekha**, Dept. of Zoology was awarded the Best Programme Officer of NSS. of 2011-2012.

**Dr T.M. Bhavana**, Faculty of Music, was awarded the Best Play Back Singer by government of kerala

**Dr T.M. Bhavana**, Faculty of Music, was awarded Thulaseevana Puraskaram in 2010

**Dr B. Arundathi**, Faculty of Music, was awarded -

- Madras Music Academy Awards (Best Concert & Best Raga Alapana) – 2005
- Thulaseevana Sangeetha Puraskaram – 2008
- Kerala Sangeetha Nataka Academy Award – 2009
- MLV Sangeetha Puraskaram – 2010

**Dr Anithakumary V.** Department of Chemistry – Refere of Elsevier Journal Electrochemica Acta

**Dr Anithakumary V.** Department of Chemistry – Refere for Analytical Methods (RSC)

### **3.5 Consultancy**

#### **3.5.1 Give details of the systems and strategies for establishing institute-industry interface**

We have three post graduate departments in science. As part of the syllabi the students have to do project work. For that we make collaborations with nearby industries such as IRE, KMML, Cashew export lab, BARC sub centre etc. where we get opportunity to operate high cost instruments like XRD, FTIR, UV, SEM, TEM, AFM etc. This will flourish the scientific temper in our students. Besides this, after their studies the students get a gateway to these industries.

#### **3.5.2 What is the stated policy of the institution to promote consultancy. How is the available expertise advocated and publicized?**

The management of our college upholds the motto –“Whatever we have should be share with the society”. With this view most of the departments offer some kind of consultancy services. For providing better consultancy, we have well equipped

laboratory facilities, sports facilities and expertise of faculty members. The small revenue generated from consultancy service is utilised for service and maintenance of equipments.

The expertise of the faculty and the facilities in the college are publicized

- through website
- through information on the notice board
- through press release etc...

### **3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

Each Department is given freedom to execute consultancy services to impart the knowledge acquired through research to the community/society. The principal of the institution recognises those teachers who are ready to give consultancy service and they are encouraged to give their expertise to the society. Some of the teachers are willing to extend their research consultancy to improve their academic career by publishing papers in peer-reviewed journals. The Higher Education Department of the state is planning to give incentives to such faculty members.

### **3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years?**

<b>Name of Faculty</b>	<b>Department</b>	<b>Service</b>
M. Remadevi	Botany	Medicinal plant identification
Dr. Preetha P.S	Botany	Mushroom cultivation
Dr. S Usha	Zoology	Water quality analysis
Mrs Remya A.S.	Bio Chemistry	Blood group analysis, Sugar, cholesterol and ESR checking
Dr Anithakumary V.	Chemistry	Electro Analytical Techniques
Dr. Nisha J Tharayil	Physics	Research consultancy
Dr. Seetha Thankappan	English	Project Guide to IDE students
Dr. Sujith Prabhakar	Physical Education	Softball training

Twice in every year, we are giving training in mushroom cultivation to the house maids of nearby villages. The water quality analysis is carried out in collaboration with NRHM. The Physical education department organizes summer camp training to school and college level students. Some of our faculty members participate as resource persons in programs outside the institution. Revenue is not generated, as the service provided is free of cost. However, the college has proposed to set up a committee comprising of

some teachers to identify the areas where the consultancy can be provided at an affordable cost.

**3.5.5 What is the policy of the institution in sharing the income generated through consultancy (Staff involved: institution) and its use for institutional development?**

The small revenue generated from consultancy service is utilised for service and maintenance of equipments. Most of the consultancy services by the faculty are rendered free of charges.

**3.6. EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)**

**3.6.1. How does the institution promote institution – neighbourhood community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

Many departments have actively participate in community services for helping the needy. The students of the Master Programme of the Department of Home Science of our campus regularly conduct growth monitoring sessions to the primary school children of the locality. Their growth pattern is periodically monitored and the parents of the children are informed about the pace of their growth. Nutritional counselling and diet counseling are given to the mothers of these school children in helping them to understand the nutritional needs of their growing children. Methods of effectively addressing their nutritional needs are also disseminated to these young mothers. Individual counselling is given to the mothers of children noticed to have growth deficits. Focus group discussions are conducted with the mothers as and when required to alleviate their doubts and concerns. These interactions help the students of our campus to put their knowledge and expertise to good use, benefitting the community. This exercise besides, ensuring the knowledge update of our students also help them to experience life beyond our campus and help them to be of helpful service to the community with far reaching positive consequences.

Every year, the students of the Home Science department visit old age home located in the district and spend a day with the inmates. The deserted souls in these old age homes feel happy and worthy to be visited by our young girl students. The elderly people exchange their life experiences and this in turn, help our students to gain insights into the sunset phase of life. The experiences drawn from these visits are shared by our students with people in their neighbourhood. The ill feeling nursed by the elderly people occupying the old age homes are thus articulated by our students to the community at large so as to raise the conscience of our people against admitting their elderly family members to institutional care.

Our students periodically collect household linen and dresses from their homes and distribute in orphanages. Every year, our students visit an orphanage in the town and serve them food. Additionally, they spent a day with them interacting in ways that benefit the orphans. Skills on drawing, painting and craft are shared by our student with these less fortunate souls deprived of a family.

The students and faculty members of our department regularly serves in disseminating life based knowledge through lectures and demonstrations in connection with the community beneficial programmes run by the social organizations like Rotary Club and other service clubs.

**3.6.2. What is the institutional mechanism to track students' involvement in various social movements /activities which promote citizenship roles?**

These are the following institutional mechanisms to track students involvement in various social movements/activities which promote citizenship roles. The main activities of the institution are channelized through two active organisations- NCC and NSS.

NSS- There are 2 units with a total of 200 students.

NCC is the - There are 2 Platoons with a total of 106 cadets

Women forum

Students Union

Kannan Devan Nature Club

**3.6.3. How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

The institution solicits stakeholder perception on the overall performance and quality of the institution through students, parents and alumni.

The college solicits students' perception through their feedback every year.

The college solicits parent's perception through interaction with them in the Parent Teacher meeting.

The college solicits Alumni's perception through interaction with them at Alumni meets etc.

**3.6.4. How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years list the major extension and outreach programmes and their impact on the overall development of students.**

The institution plan and organize its extension and outreach programmes through the following programmes

1. Department of Biochemistry in collaboration with NSS organized a medical camp which comprises the detection of blood group, Hb count, blood sugar and lipid profile. This is intended to create an awareness among people to become health conscious and to reduce the risk of life style diseases like diabetes, atherosclerosis, obesity, cancer, etc.
2. The Women's cell makes students aware of their social responsibilities and gives them mental support to fight against sexual harassment of women.



3. The physical education department offers a course on health and fitness education which imparts a need for fitness feeling among students. Also the department is providing facilities for work outs for faculty members and students.
4. Under the auspices of the science club, the need for energy conservation was emphasized and awareness programmes were conducted among the students and the general public.
5. The dept. of Zoology had carried out a project for water analysis in the well water and nearby water bodies to determine the percentage of heavy metal poisoning and awareness programmes were conducted to the local public to minimize the harmful effects.
6. Commemorating the 100<sup>th</sup> birth anniversary of Madam Curie ,quiz competitions were conducted among school children and a science exhibition was organized under the initiative of the chemistry department.

### **3.6.5. How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?**

#### **NSS**

The NSS unit of the institution has many noteworthy points to its credit. The former programme officer Dr.B.T.Sulekha receive the best programme officer award of the University in 2011-12. The unit has built a home for a homeless student of the institution by raising funds from faculty members and well-wishers from the society. The unit has been continuously involving in many community oriented programmes frequently. This year the unit has conducted cancer detection camp in collaboration with Regional Cancer Centre medical team. The campus houses two NSS units comprising 200 student cadets. The students of the campus are given inspirational classes by NSS programme officers initially and are motivated to join the programme.

The extension activities carried out by the NSS unit of our college involve the students in the various activities which serve to enhance their organizational, interpersonal and leadership skills. This serves to in still a positive service mindedness among the student community and encourage them to take up more community activities with socially relevant causes in future.

#### **NCC**

All the students of our college are given motivation classes as they are enrolled into our campuses. These motivational classes are delivered by Commanding officers and Administration officers of the NCC. Some of the representations of cadets include:

- 1) HarithaKumari one of our second B.A. student participated in the National Level THL SAINIK CAMP (TSC) at NewDelhi 2013-14.
- 2) Kaya K Vasanthan one of our second B.A. student participated in the national Integration Camp (National Level)

### **Red Ribbon Club**

Under this club a database of blood group of NSS volunteers is available, making use of which blood is donated for needy in case of emergency

#### **3.6.6. Give details on social surveys research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of the society.**

- i) Department of Zoology had collaboration with NRHM, Kollam achieving sharing facilities staff exchange etc. to conduct a health survey, the result of which has been published.
- ii) Another collaborative effort of department of Zoology was under taken with District Medical Officer, Kollam to conduct a minor research project- A cross sectional study on contamination risks of wells in Kollam district, Southern India. Junior Health inspectors from DMO office and five of our students were engaged in field works. A report of the above study has been submitted to the DMO entitled “Study on water quality and sanitation at schools: A cross sectional study from Kollam district. “State Health System Resource Centre, Kerala, funded the above project.

In collaboration with NRHM department of Zoology conducted a water quality analysis of Hepatitis affected area in Paravur, Kollam.

The department of Home Science runs a 6 month certificate course on Crafts and Tailoring Course for home makers in and around the district. This course addresses the women folk from the marginalized sections of the society and encourages them to take up tailoring as a source of livelihood. The skills inculcated to them through this course have helped them to steer through the odds of compromised financial resources and serve as the source of supplementary income to their families.

The faculty members of the Department of Home Science are actively involved for the past one decade in handling classes for the economically and socially marginalized mothers on the importance of nutrition through *Anganwadis* which are the nodal points of service rendered by the Integrated Child Development Services, a scheme run by the Central Ministry for Human Resource Development.

The Department of Mathematics conducts classes on Vedic mathematics (easy mathematical calculation) to primary school students in the community.

#### **3.6.7. Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement student’s academic learning experience and specify the values and skills inculcated.**

The department of Biochemistry offers a paper on lifestyle diseases, which helps to generate awareness in the students about the allowed limits of blood pressure, blood sugar etc. This also helps them to suggest suitable food habits according to the person. The programme B.Sc. Biochemistry and IMB offer employability for students. An out reach programme extends to society by the department helps the poor in conducting their routine blood analysis.

As part of the curriculum, the department of Home Science offers a mini project to set up a house within a speculated time frame and budgetary constraints. This helps the students to develop a skill in home making and also in money management. Skills in leadership quality accompany this.

**3.6.8. How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities.**

The Department of Music of our college is the only department offering degree programme in Music in Kollam district. It often conducts musical programmes in various cultural forums in and around Kollam. The musically inclined population outside the campus are often inspired by these musical concerts and they contact the Department of Music for lessons and they are given free music tuitions in the campus after regular class hours.

The Department of Home Science of our college is the only centre in Kollam district offering Bachelors course in Home Science. The M.Sc. Home Science offered by our college is the only Masters Programme specializing in the area of Family Resource Management under the University of Kerala.

The science club of the college in association with Kerala State Electricity Board has organised many programmes to educate students the importance of saving power. Quiz competition and lectures were often organised in this regard. The students

**3.6.9. Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.**

and staffs were encouraged to switch on to other non-convectional source of energy such as solar

The Department of Physics has a tie up with the Science and Technology Museum and runs an ASTRO Club, which serves as a platform for astronomy related matters. The club functions in our campus catering to our student community. The information exchanges through these clubs are taken to the members of the community outside the college premises.

**3.6.10. Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.**

Dr.Sulekha.B.T, the Assistant Professor in the Department of Zoology and the NSS Programme officer of our college was awarded the best NSS Programme officer in the University of Kerala for the NSS activities during the academic year 2009-2010. She also received the State Level Best Donor Motivator promoting voluntary blood donation in the academic year 2009-2010. The awards were instituted by the State NSS cell.

### 3.7 Collaboration

The institution as such has no collaboration or MoU with any research institution, but we are availing the instrumental facilities of these reputed institutions. The Department of Chemistry makes use of the lab and instrumental facilities of IRE, KMML, STIC and similar organizations. The department of Botany has collaboration with the State Health Department.

The Department of Physics and the Department of English have conducted UGC sponsored national seminars on relevant topics.

- a. A seminar was organized by the Dept of chemistry on “Conducting Polymers”
- b. An exhibition was organized celebrating International Year of Chemistry
- c. A stage show was performed based on the life of Madam Curie Quiz competition was also organized.
- d. Institution conducted a seminar series “VISION” providing opportunity for all Departments to host seminars. In this series Department of Physics organised the themes “Solar Magnetic Storm”, “Nano Fibre Technology” and “Astronomy”.
- e. Two day National Seminar on “Ethnic Knowledge of Biological Resources in Contemporary Plant Sciences” was conducted in 28 and 29 August 2014.
- f. Department of Physics conducted a UGC sponsored National Seminar on “Recent Trends in BioNano Photonics” in 2013
- g. Department of English conducted a UGC sponsored National Seminar on “Alienation and self-Assertion in the politics of Dalit literature” 2013/2014.

#### **3.7.1 How does the institution collaborate and interact with research laboratories, institutions and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**

All the staff members collaborate and interact with a number of research institutions and laboratories at Kerala .University, M.G University, Cochin University, NIIST etc. on research and teaching strategies.

- iii) Department of Zoology had collaboration with NRHM, Kollam achieving sharing facilities staff exchange etc. to conduct a health survey, the result of which has been published.
- iv) Another collaborative effort of department of Zoology was under taken with District Medical Officer, Kollam to conduct a minor research project- A cross sectional study on contamination risks of wells in Kollam district, Southern India. Junior Health inspectors from DMO office and five of our students were engaged in field works. A report of the above study has been submitted to the DMO entitled “Study on water quality and sanitation at schools: A cross sectional study from Kollam district. “The above project was funded by State Health System Resource Centre, Kerala.
- v) In collaboration with NRHM department of Zoology conducted a water quality analysis of Hepatitis affected area in Paravur, Kollam.
- vi) Many student projects and minor research projects of faculty members avail facilities from institutes of high reputes such as IIT Bombay, IIT Madras, NIIST TVM, STIC Cochin etc.

**3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.**

The institution has signed MoU with Kerala State Information Technology Mission to run a collaborative programme “Skill Enhancement Women Resource Centre”. This has been a very productive effort.

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.,**

- The institution in collaboration with Kerala State Information Technology Mission launched a “Skill Enhancement programme in connection with we were able to achieve infrastructure as well as instrumental facilities costing around rupees 12 lakhs . This venture resulted in placements of students.
- Up gradations of academic facilities were initiated using funds under MPLAD scheme.

**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

- Department of Physics conducted a UGC sponsored National Seminar on “Recent Trends in BioNano Photonics” in 2013. Dr. V.M Murukeshan, Professor, Nanyang Technical University, Singapore
- Natuional seminar on Supra molecular chemistry and nano chemistry Dr A. Ajay Ghosh- Senior scientist ,NIIST,Thiruvananthapuram
- Natuional seminar on Supra molecular chemistry and nano chemistry Dr.K.G.K Warriar Senior scientist ,NIIST,Thiruvananthapuram
- Two day National Seminar on “Ethnic Knowledge of Biological Resources in Contemporary Plant Sciences” was conducted in 28 and 29 August 2014. Dr.Pushpangadan, Padmasree Awardee Director General, AIHBPD, Thiruvananthapuram.
- Dr. A Jayakrishnan, Vice Chancellor, University of Kerala addressed the students in connection with the inauguration of Diamond Jubilee celebrations of the College.

**3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated**

The institution in collaboration with Kerala State Information Technology Mission launched a “Skill Enhancement programme in connection with we were able to achieve infrastructure as well as instrumental facilities costing around rupees 12 lakhs . This venture resulted in placements of students. Upgradations of academic facilities were initiated using funds under MPLAD scheme.

**3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.**

It is the main objective of every department to upgrade themselves to the status of a research department. Planning of inter disciplinary research is another thrust area. A centralised instrumentation lab is yet another objective, whereby the purpose of interdisciplinary research will be promoted. Also, it is aimed to collect a small fee from outsiders while providing these facilities with which the maintenance cost will be met. The institution plans to launch collaborative research with other reputed institutes

## CRITERION IV

### INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 Physical Facilities

##### 4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

For making teaching and learning effective, proper infrastructure is essential. The College is always keen to enhance the infrastructure facilities such as well-equipped laboratories, classrooms, seminar halls, smart classrooms for effective teaching-learning process. Infrastructure is upgraded to facilitate the newly introduced programmes. Every effort is made to get funds from the UGC and other funding agencies for this purpose.

Individual departments submit their requirements to the Principal who sanctions it after consultation with the Management. Projects which require substantial funding are brought before the Staff Council, the IQAC and the Managing Trust (SN Trusts). When it is sanctioned, it is effectively implemented through fund allocation Committee.

##### 4.1.2 Detail the facilities available for

**a. Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

The college is spread over 5 acres, which has 17 departments (including geography) and one campus hostel with associated facilities for the effective conduct of curricular, co-curricular and extracurricular activities. All modern technology assisted aids and models are facilitated to improve teaching and learning and it is improved annually as per the requirement of the curriculum. The college is situated at the heart of the Kollam city with all transportation facilities (railway station, bus stop and bus station) for the students from far off places of Kollam district. The college is sought out by students from across the State due to the residential facilities (college hostel within the campus) and excellent academic performance of the institution.

\* **Class rooms:** The College comprises 45 classrooms apart from departmental rooms, seminar hall, science laboratories, language laboratories and IT-enabled computer laboratories. Each classroom is capable of accommodating 50 students. A smart class room with advanced facilities like audio-visuales, multimedia facilities like LCD projector, laptop, speaker etc. to help students acquaint themselves with the new technologies in the field of education is provided. All the classrooms are well-lit and properly ventilated.

\* **Library:** A fully automated centralised library is an asset of this college with a reading room annexed to it. Students and teachers can freely access the vast collection of books, journals, periodicals pertaining to various disciplines. A browsing centre is

also provided in the library for the students and teachers to help them keep abreast of the latest developments in their chosen field. The library has taken up the role of “Knowledge Provider” and full-text e-journals and e-books are at the disposal of the students of various disciplines. The N List programme through INFLIBNET facility has helped the faculty and students in research activities to a larger extent.

\* **Computer Laboratories:** There are two well-equipped IT-enabled computer laboratories of which one is air-conditioned. The entire college is LAN enabled. All departments have separate computers with internet facilities which help the students and teachers to browse and download study materials.

**Table 4.1.2 (a)**  
**Infrastructure for Curricular/ Co-curricular Activities**

<b>Description of the Facility</b>	<b>Number</b>
Classrooms	45
Intercom linked departments	14
Research Centre	1
<b>Administrative Section</b>	
Principal’s Office	1
Administrative Offices	1
IQAC Office	1
<b>Technology enabled learning spaces</b>	
College Computer Centre	1
IT Mission room	1
Conference Hall with smart board(seminar hall)	1
Network Resource Centre	1
Digital room	1
Tutorial space- classrooms are used as tutorial spaces	
<b>Laboratories</b>	
Science Laboratories	16
Research lab	1
Pattern Making and Draping Lab	1
Home Science Cottage	1
Computer lab	3
<b>Specialized Facilities and equipment for teaching Learning and Research</b>	
Research centre	1
Lap tops	2
LCD Projector	17
OHP	5
Science Museum	2
Examination Centre	1
General Library	1
Herbarium	1
Herbal Garden	1
Mushroom House	1
Museum	1
Language Lab	1



\* **Seminar hall:** The college seminar hall is provided with audio-visual multimedia facilities which include LCD projector, white board, Public Address System and a good seating arrangement for optimum viewing.

**(b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

**Table 4.1.2 (b)**

**Facilities available**

Description of the Facility	Number
<b>Sports</b>	
Basket Ball Court	1
Volley Ball Court	1
Hand ball Court	1
Gymnasium	1
Health Club	1
NSS Office	1
NCC Office	1
<b>Cultural Activities</b>	
Auditorium (capacity-600)	1
Television sets	1
Public speaking	2
Communication skill development	1
Community health club	1
<b>Support Facilities</b>	
Student Hostels	1
Guest room	1
Mess Hall	1
Canteen	1
Water coolers	2
Student Amenity Centre	1
Counselling Centre	1
Reprographic centre	1
Information centre	1
Public telephones	1
Vehicle parking shed	1
College store	1
Generator	2

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).**

RDC (Regional Development Council) of the S N Trust enquires and analyse the infrastructure requirements at the beginning of the academic year. The building committee of the S N Trust implements new addition to the existing infrastructure in line with the development of the college.

The science laboratories of the college are constantly upgraded with advanced pieces of equipment for the smooth conduct of practical classes. Well-established computer laboratories are at the disposal of both students and faculties of the college.

The institution facilitates one seminar hall with LCD projector and one smart class. Various departments of the college utilize these facilities to conduct various activities like career-oriented training programmes, club functions, workshops, seminars, soft skill programmes, leadership training programmes etc.

A research lab open to faculty from other institutions is set up in the Department of Chemistry. The instruments and pieces of equipment purchased as the part of minor projects are also shared interdepartmentally. One room is set apart for conducting the centralized paper valuation camp of the university. The auditorium with a seating capacity of 600(can be extended up to 1200) is used for common programmes.

A basketball court, volley ball court, badminton court etc. are utilized for sports tournaments. Seminar hall is utilized for conducting exhibitions as a part of the extension activities of various departments like Home Science etc. The exhibits include handmade ornaments, stitched and embroidered garments and sarees. UGC sponsored Remedial Coaching Classes and coaching classes for entry in service examinations for SC/ST/OBC students also are conducted in the seminar hall.

The college makes available its infrastructure facilities for conducting PSC examinations, NCC certificate examinations, examinations for privately registered candidate of the University, GATE examinations etc. The college campus is utilized for NCC National Integration camp and NSS camps.

The college offers computer courses for off campus students. The courses offered were PGDCA and DCA. An audio visual digital lab was set up to train students in phonetics and communication skills.

The canteen of the college has been renovated recently. The college was a venue for the university youth festival.

### ***Future Expansions Planned***

A new block has been proposed to construct to keep pace with requirements for classrooms for new courses applied for and started.

**Table 4.1.3****Facilities Developed and the Amount Spent during the Last Five Years**

<b>Year</b>	<b>Facilities added</b>	<b>Amount Spent</b>
<b>2010-11</b>	1.Construction of women's hostel within the campus(UGC sponsored)	8500000/-
	2. Equipments (departmental)	88688/-
	<b>Total</b>	<b>8588688/-</b>
<b>2011-12</b>	1. IT Mission lab	1200000/-
	2.MP sponsored computer lab	592642/-
	3. Equipments(departmental)	1053647/-
	<b>Total</b>	<b>2846289/-</b>
<b>2012-13</b>	1. Renovation of seminar hall	150000/-
	2.Renovation of canteen	65000/-
	3. Digital class room	150000/-
	4.New website	40000/-
	5.Water filters(6 numbers)	55000/-
	6.Incinerator	50000/-
	7. Digital intercom	40000/-
	8. Equipments(departmental)	1511443/-
	<b>Total</b>	<b>2061443/-</b>
<b>2013-14</b>	1. Renovation of IQAC room	258000/-
	2. LAN(departments)	60000/-
	3.Renovation of gymnasium	21000/-
	4.Installation of communication systems	69000/-
	5. Equipments(departmental)	132694/-
	<b>Total</b>	<b>540694/-</b>

**4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

The college makes sure that the classes are arranged on the ground floor for students with physical disabilities. Facilities like provisions for scribes, separate seating arrangements and extra time are provided during examinations. They are also provided with special toilet facilities, low level sinks in the washing area etc.

#### **4.1.5 Give details on the residential facility and various provisions available within them:**

There is one two storeyed hostel inside the college campus with eleven rooms and one dormitory. Each room is shared by four students and dormitory provides space for ten students. There are altogether thirteen bathrooms – nine in the first floor and four in the ground floor. The dining room is spacious enough to accommodate sixty students. The kitchen is run by three members who reside in the hostel itself. One separate room is given for them. Warden and deputy Warden accommodates one room and another room is for matron. There is one office room and a guest room in the hostel.

The hostel provides recreational facilities like TV, games, basketball court etc. The inmates can use college gymnasium and health club. There are annual outings in the hostel. Important festivals like Onam, Christmas etc are celebrated. Cultural, literary and sports competitions are conducted to boost the talent of inmates. Value education sessions and counselling facilities are arranged for the inmates. Hostel provides safe drinking water standards. The hostel is situated inside the campus and has 24x7 security arrangements. In case of medical emergencies, there are two hospitals nearby, one of which is managed by our own trusts, S N Trust and a medical officer is made available in case any inmate is not well. The inmates can access the college library from 3.30pm to 5.00 pm on working days and from 9.00am to 4.30pm on Saturdays. They can also avail internet and wi- fi facility from the library.

#### **4.1.6. What are the provisions made available to students and staff in terms of health care on the campus and off the campus?**

A community health club and a health club are functioning in the college. Both the clubs organise awareness programmes regarding health issues and preventive measures of communicable diseases. A diet counselling centre of the Home Science department enables students to check their BMI and gives advice on food and nutrition requirements. The NSS and NCC units of the college conduct blood group detection / donation camp in association with District Government Hospital. The women study unit organised a seminar on “Obesity and infertility”. The Zoology department conducted a seminar on “ Mazhakala Rogangal”( Diseases spread during rainy season). The Home Science department organises a Dental Camp every year. First aid kits are provided in respective departments itself and in case of emergency medical aid are provided in the nearby hospital.

#### **4.1.7. Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

**IQAC:** The IQAC office is equipped with computer with internet, printer and sufficient filing facilities. The main aim of IQAC is to plan and implement quality initiatives and also to evaluate. The schedule of meetings and quality agenda is strictly so as to complete the work on time. Filing of minutes is promptly done. All activities of IQAC are well documented.

**Grievance Redressal unit:** The college has a “Grievance Redressal Cell” to redress the grievances of the students regarding their academic matters, financial matters, health etc. Timely measures are taken to solve the problems of the students.

**Women's Cell:** The Women's Study Cell aims at giving thrust to areas of women empowerment, awareness of gender justice and allied matter. The cell creates awareness among students about their social responsibilities and gives them mental support to fight against sexual harassment. The cell also takes steps to give guidance and counselling for the students.

**Counselling and Career Guidance:** The College has launched a career and counselling cell for the benefit of students. The cell is functioning full time in the student amenity centre. The cell provides the much needed life skills to students and helps them to grab opportunities in life. The cell emphasises on enhancing the capabilities of students by conducting seminars, mock interviews, communicative English classes, personality development programmes and leadership skill enhancement programmes so that they can cope better with the demands and pressures of the present stiff competition in different fields.

**Coaching for entry level examinations:** A coaching centre that was started in the academic year 2009-10 aims to prepare students belonging to SC/ST and minority communities for entry in to central and other state services. The centre is sponsored by UGC and is equipped with a very good collection of reference books and other facilities to help students to prepare for different competitive examinations. The college also provides an employment information cell for providing information about various competitive examinations in the area of its operation.

**Canteen:** A canteen is functioning in the campus with about 50 seating capacity and a kitchen is associated with it. In the canteen there is separate space for staff and students. Vegetarian as well as non-vegetarian foods are provided to the staff and students at reasonable rates. Institution offers facilities for safe drinking water

**Cooperative store:** A co-operative store is functioning in the campus with all necessary items for students and staff. A full time Reprographic centre is functioning in the campus.

The campus is WiFi enabled.

Rain water harvesting facility is available

Effective waste management system

Tapping solar energy for lighting the campus.

## 4.2. Library as a Learning Resource

### 4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The library is advised by a committee of faculty members in different disciplines. The library committee is constituted of seven members consisting of the Principal, as the chairman of the committee, four heads of the department of the PG course and the HOD of the Malayalam department, the librarian as the secretary of the committee and the college union chairperson as the student representative. The committee meets three times a year.

The Committee advises and helps the librarian in the following matters:

1. Formulation of rules and regulations in the library.
2. To allocate the book funds as per the needs of the various departments
3. To collect, verify and approve the list of books and journals to be purchased by the various departments
4. Timely steps are taken to conduct the stock verification of books
5. To recommend writing off the missing books in the library and to weed off the damaged books of the library.

The librarian meets all the new comers and briefs them about the rules and regulations of the library. All students are given user orientation at the beginning of the academic year. They are given training to access the e- resources through the N-LIST programme of the INFLIBNET. They are given awareness about the web – OPAC (online public access catalogue) whereby they can search the details of the books through the web site [www.sncw.libsoft.org](http://www.sncw.libsoft.org). Feedback are collected from the users and rectified regularly in the advisory committee. Book club is functioning in the library. Our library operations have become paperless as the students and teachers enter the library by punching the ID card with barcode at the gate entry. They search the computers kept at the entrance to know about the details of the books in the library. The books are issued and returned speedily with the barcode facility. The list of new arrivals of books is displayed at the noticeboard. The new books are displayed at the entrance of the library for a month and the users are given facility to reserve books.

#### 4.2.2 Provide the details of the following

- Total area of the library (in sq. mtrs) – 420 sq.mtrs
- Total seating capacity – 100 seats
- Working hours :  
On working days : 9:00 am to 5:00 pm  
On Saturdays : 9:30 am to 4:30 pm  
During examination : 9 am to 5:00 pm  
During vacation : 9:30 am to 4:30 pm
- Layout of the library

Library holding	2010-11		2011-2012		2012-2013		2013-2014	
	Year - 1		Year - 2		Year - 3		Year - 4	
	No:	Total cost	No:	Total Cost	No:	Total cost	No:	Total cost
<b>Text books</b>	894	154275	537	93420	663	238295	994	171517
<b>Reference books</b>	42	25785	34	50260	52	72200	40	35575
<b>Journals/ periodicals</b>	40	58900	42	59900	45	60500	47	61750
	50	30000	58	32200	60	33200	62	34000
<b>e-resources</b>	N - LIST	5000	N - LIST	5000	N - LIST	5000	N - LIST	5000
<b><u>Any other (specify)</u></b>	10	13700	10	13700	12	16250	13	17250
<b>Newspaper CD</b>	25	25000	30	28000	35	30000	40	38000

The college library is centrally situated which is easily accessible from all the departments of the college. It is a centralised library with a total collection of 58837 books. It is a fully automated library working with the library software 'LIBSOFT'.

The library is functioning in three separate sections. The ground floor is used to stack the Science books and Reference books. The issue counter and the gate register and OPAC are functioning here. The first floor is stacked with Humanities, Arts and Literature books. A browsing centre with six computers is functioning here. Reading room is adjacent to the library where Journals, Popular magazines, Newspapers, Career related books and Previous years university question papers are available. For relaxed reading, television and CD's of films are provided.

A browsing centre is functioning on the first floor of the library with six computers for accessing the e-resources (internet and INFLIBNET). A separate periodical section is functioning where the users can get access to 11 dailies, 60 popular magazines, 45 subject journals and about 25 complimentary copies of periodicals from institutions like NAAC, NBT, RBI, Hindi Sahitya Prachar Sabha etc. Previous university question papers are available for reference.

About 200 – 250 students make use of this section. A Gate entry register is maintained.

#### **4.2.3. How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.**

At the beginning of the academic year library advisory committee meets and allocates the fund for the purchase of books, e-journals and other reading materials for the various departments as per the necessity from the P D account and the UGC fund.

#### **4.2.4. Provide details on the ICT and other tools deployed to provide maximum access to the library collection?**

OPAC - yes

- Electronic resource management package of e – journals- of N –LIST programme of the INFLIBNET is available.
- Through INFLIBNET students and staff can search journals in multiple databases.
- There is a web site for library as a part of the college website.
- CDs are provided as in house facility. N-LIST, Internet facilities are provided to users as remote access to e- publication.
- Fully automated with library software – LIBSOFT.
- Total number of computers for public access - Five.
- Total numbers for printer for public access - Two
- Internet band width - 512 kbps
- Institutional repository – proceedings of the seminar, workshops, and PhD thesis of faculty members and research scholars, and magazines and hand books of this college from the beginning has been bound and preserved for future reference.
- N –LIST for content management and e- learning.
- Through INFLIBNET participation in resource sharing network happens.

#### **4.2.5. Provide details on the following items:**

- Average number of walk-ins - 400/day ( library & reading room)
- Average number of books issued/returned – 300 books issued and 290 returned
- Ratio of library books to students enrolled - 20:1
- Average number of books added during last three years – 1894
- Average number of login to OPAC – 100 users to OPAC
- Average number of login to e-resources - 75 users
- Average number of e-resources downloaded / printed - 100 pages
- Number of information literacy trainings organized – 2 programmes per year.
- Details of “weeding out” of books and other materials

Stock verification is conducted once in 3 years and the missing books are written off by the management with the advice of the library committee as per the Government norms. The damaged books are “weeded off” by the advice of the advisory committee and the list is send to the Government. After getting sanction the books are “weeded off” by auction. About 1000 books which are damaged due to constant handling are preserved by rebinding those books.

#### **4.2.6. Give details of the specialized services provided by the library**

- Manuscripts - nil
- Ready reference and long range reference are provided as per the queries from the users.
- Photocopier service provided by collecting nominal fee from the user.
- Book from the library are given as loans to outsiders if they approach the library through proper channel.
- List of new books are displayed for the information of users and they can reserve those books. Newspaper clipping are displayed on important days on the notice board. Course and career related information from the periodicals like Employment News, PSC Bulletin; University Career Guidance etc. are displayed.
- Downloading Facility - Internet and N –LIST



- Printing of documents is available if needed.
- **Reading List** – It is done by display of list of new arrival of books in the notice board and on the book racks. Bibliography compilation is done through OPAC.
- For in-house/ remote access to e –resources, CDs are given as references and also through N –LIST and internet.
- Orientation and awareness is given to the students at the beginning of every academic year. Students are given training to search N -LIST and their e- mail ID is collected and password are provided to search the e – books and e – journals and databases are available through N - LIST.
- There are INFLIBNET & IUC facilities.

#### **4.2.7. Enumerate on the support provided by the Library staff to the students and teachers of the college.**

Open access system is followed so that the users can use the library and select their books by searching the online public access catalogue. Since open access system is followed the users usually misplace the books and it is the duty of the library staff to rearrange the books as per their classification number and this is carried out on a daily basis. Every day about 150 to 200 books are returned to the library and library stack the returned books in their respective shelves. The users are given training to use the OPAC. User orientation is also given to students. Library tour is also conducted to get awareness to different sections in the library. Library functions throughout the working hours without any break or interval.

#### **4.2.8. What are the special facilities offered by the library to the visually/ physically challenged persons? Give details.**

The staffs of the library provide all assistance to the differently abled students to make the maximum use of the library facility. The librarian and staff help these students to search the catalogue of books in the library and retrieve the books listed by the student from the shelves for their use. If the student cannot come to the library due their special physical condition their ID –cum—library card with barcode can be sent to the library via another person so that she could borrow the books of her interest. They can also access the online public access catalogue (OPAC) from anywhere and make a list of needed books which can be brought/ sent to the library. On receiving the list the staff of the library will do the needful.

Visually challenged students are also given support on using the library facilities. The books issued to these students are read out to them by the staff of the library and also by their friends. Old magazines and newspapers are given to the visually challenged students so that they could practice braille script on them.

#### **4.2.9. Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)**

Feedback and suggestion register is maintained in the library. The users can enter their feedback and suggestions in the register which are discussed in the advisory committee and necessary steps are taken to improve the facility at the earliest.

### 4.3 IT Infrastructure

#### 4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- **Number of computers with Configuration (provide actual number with exact configuration of each available system)**

All departments require ICT enabled teaching - learning, so purchase and up gradation of hard ware and software is carried out every year.

**Table 4.3.1**

#### IT Infrastructure in the College

Sl.No	Item	No.	Specifications
1	Computer	81	Chirag PC-NUEDGE D29 C-WO Desktop computer ,Intel core i 5 Intel pendium dual core processor, Intel core 2 duo2.9, intel genuine m/b 4GB DDRII,HDD-320 GB LCD monitor, intel Duo core 2.7,2 GB RAM, DVDRW LCD Monitor 320 GB HDD
2	HUB	5	
3	Laptop	2	
4	PRINTER	20	
5	Scanner	6	1 ball LS 162
6	LCD	7	
7	UPS	67	
8	Licensed software		Windows 7, Windows 2000, Windows XP, Linux SQL server, Tally 9, Visual Studio-6, MS office 2007,2010, Adobe photoshop, Macromedia Flash, Coral draw 9, Abode pagemaker 6.5, software for college Library
9	Photocopier and interactive board	2 +2	

- **Computer-student ratio**

Total no of students = 2349

Total no of computers (nodes) = 81

Ratio = 1:29

### **LAN Facility**

All the Departments in the college are connected with wired connectivity (LAN ).

### **Wi-Fi Facility**

Wi Fi facility is available in the entire college campus.

### **Licensed software**

- Windows 7, Windows XP,
- Kaspersky Antivirus

### **Number of nodes/ computers with Internet facility**

### **Xerox Facility**

Provision for taking photocopies is available at concessional rates. Binding, colour printing, photo printing, and lamination also are provided.

### **Document Scanning**

Facility for scanning of documents is available for both staffs and students. Scanner provided in the computer laboratory is made use of to scan the documents.

### **4.3. 2. Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

In the campus 18 computers are LAN connected. The College has two computer labs with internet connection, of which 15 computers are in IT lab and 15 computers from MP LAD Scheme. Students and faculty have access to it during working hours, and beyond, if necessary. Apart from these, there was a computer centre (SREE NARAYANA COMPUTER CENTRE) with 12 computers which offered various computer courses to students on and off campus. The library has 5 computers and of these, two are connected with LAN. The library provides browsing facility with 4 computers. The college hostel has computer facility. Wi fi facility is available in the college. All departments are provided with computers with internet connection.

### **4.3.3. What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

A System Administrator has been entrusted with the deploying of IT resources. Log books are maintained in the library and students belonging to all streams avail of IT facilities in the general lab as well as the UGC network resource centre. Upgraded versions of existing software and hardware are installed as required, and new and advanced software in keeping with curriculum revisions and new courses are installed when necessary.

### **4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

	2010-11	2011-12	2012-13	2013-14
Procurement and up gradation of computers	1,73,340	12,30,000	12,83,340	Nil
Maintenance of computers	75,000	1,25,000	1,30,000	1,15,000

#### 4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

To encourage and facilitate extensive use of ICT resources in teaching and learning, all departments are equipped with computers and internet connection. Seminar hall and most of the departments have been provided with computers and LCDs. Software and hardware are purchased and updated as per the requirement. A smart class room also is at the disposal of the staff and students.

**Table 4.3.5.**

#### **Details of ICT resources for teaching learning**

Sl no.	Item	Amount utilised (Rs)
1	Internet	10000
2	Website	40000
3	Audio visual aids	113060
4	Teaching aids(LCD)	42000
5	Software	84000
6	TV(LCD)	42000

#### 4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching – learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

Skill enhancement, soft skills and computer training programmes were conducted for students by trained teachers of IT mission. New software has been installed and updated to make the teaching-learning process more effective. Audio-visual aids are used in teaching and the students are advised to present seminars using ICT. Seminar hall is equipped with interactive smart board. The college library is automated with the help of the software, LIBSOFT. The users can log in to the website of INFLIBNET using their credentials in order to have access to the e-books and e-journals.

**4.3.7. Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

The institution avails the National Knowledge Network Connection through Kerala University. The institution avails of the INFLIBNET service.

**4.4. Maintenance of Campus facilities**

**4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

A substantial amount is allocated in the institutional budget every year for maintenance of infrastructure and learning resources so as to provide the best facilities for stakeholders.

**Table 4.4.1**

**Details of budget allocated during last four years**

Items	2010-11	2011-12	2012-13	2013-14	Total
Building	85,00,000	Nil	3,65,000	2,79,000	91,44,000
Furniture	1,00,000	1,00,000	Nil	1,00,000	3,00,000
Equipment	88,688	10,53,647	15,11,443	1,32,694	27,86,472
Computers	1,73,340	12,30,000	12,83,340	Nil	26,86,680

**4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?**

The purchase committee and departments chalk out requirements in maintenance and upkeep of infrastructure facilities and equipments. Funds available from external resources such as UGC and State government are availed of and utilized to the maximum. Extra expenses are met by management and other bodies. For example, running charges of the generator and maintenance of intercom facilities are met by the PTA and staff association. Fulltime technicians are available in the campus for the maintenance of ICT equipments and electrical works whenever necessary.

**4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?**

Annual checking of laboratory equipments and stock verification are regular practices at the end of every year. This is verified by faculty concerned, head of the department and faculty members from other departments. This is again verified by principal and government auditors on an annual basis.

Calibration and precision measures are taken up for instruments by the faculties, lab assistants, and mechanic of the department concerned. If major repair is required, the

suppliers or service providers are approached. All computers in the campus have UPS facility.

**4.4.4. What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?**

The college has two generators which supplies power in laboratories and seminar hall, during power failure. All electrical and electronic pieces of equipment are provided with voltage stabilizers to protect them during voltage fluctuations. All computers have back up facility. Two wells and the rain water harvesting mechanism ensure constant supply of water.

## CRITERION V

### STUDENT SUPPORT AND PROGRESSION

#### 5.1 Student Mentoring and Support

##### **5.1.1 Does the institution publish its updated prospectus/ hand book annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

Yes. The Prospectus of the college is prepared for UG and PG separately. It is updated every year and given to applicants along with the application form. It contains the courses offered, eligibility and facilities available which help the student to choose the desired course in the institution.

The hand book is revised every year and distributed to every student, faculty and office staff at the beginning of every academic year. It contains all the information required for the students for an effective college life. It includes

- Brief history of the college, vision and mission of the college, prayer, pledge etc.
- Information regarding the founder of the college and succession list of managers
- Programmes of study and curriculum -- UG and PG
- Faculty department and staff
- College bye laws
- Schedule of fees
- Endowments
- Co-curricular and extracurricular activities
- Facilities available in the campus
- Committees for the development of the college
- Academic calendar with examination schedules, specimen copies of forms and applications
- Details regarding on-going research activities

##### **5.1.2 Specify the type, number and amount to institutional scholarships/ free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?**

The institution ensures the availability of various kinds of scholarship/ free ship/ concession to the students. They are mainly of two types: Government/ University sponsored and College-Sponsored. The Student Support Cell functioning in the College ensures that the scholarships are disbursed without delay. The following list furnishes the details of scholarships awarded by various agencies during the last four years.

**Table 5.1.2**  
**Scholarships Awarded by Various Agencies**

Type of Financing Support	Source	2010-11		2011-12		2012-13		2013-14	
		No. of Students	Amt	No. of Students	Amt	No. of Students	Amt	No. of Students	Amt
Central Sector Scholarship	Govt. of Kerala	5	50,000	12	1,20,000	4	40,000	24	24,000
Post Metric Scholarship	Govt. of Kerala	18	45,180	-	-	-	-	19	68,400
State Merit Scholarship	Govt. of Kerala	4	5,000	3	3750	-	-	14	17,500
Hindi Scholarship	Govt. of Kerala	6	30,000	5	25,000	4	20,000		
Suvarna Jubilee Scholarship	Govt. of Kerala	12	1,20,000	22	20,000	22	2,20,000	27	2,70,000
Scholarship to the Blind	Govt. of Kerala	1	4000	-	-	4	16,000	2	8,000
Scholarship to Muslim Girls	Govt. of Kerala	10	30,000	11	44,000	10			
Indira Gandhi Single Child Scholarship	Govt. of Kerala	3	60,000	2	40,000				
Lakshadeep Scholarship	Govt. of Kerala	3	29,620	1	23,249				
Higher Education Scholarship	Govt. of Kerala	27	3,24,000	29	5,22,000	33	7,14,000		
Bhaskar Memorial Scholarship		4	10,000	4	10,000	4	10,000		
University Merit Scholarship	Govt. of Kerala	20	53,000	38	1,06,000	28	70,000		
Inspire (Dept. of Science and Technology)	Govt. of Kerala	2	80,000	2	80,000				
District Merit Scholarship	Govt. of Kerala							2	2500
C H Muhammed Koya Scholarship								31	1,24,000



### 5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

**Table 5.1.3**

**Financial assistance received**

Sl. No.	Student Category	Percentage
1	KPCR	33.7
2	OBC	12.8
3	SC/ST	14.6
4	OEC	0.006
5	Fishermen	0.008
6	SEBC	0.004
7	Forward Cast	0.001

429 students have received financial assistance from State Government/University through Scholarships and 33 students have received financial assistance from other National Agencies.

### 5.1.4 What are the specific support services/facilities available for

- **Students from SC/ST, OBC and economically weaker sections.**

Full free scholarships /free ships, admission reservation, marks–relaxation for admission stipends, Remedial coaching, financial assistance for study tour etc. are made available to students from SC/ST, OBC and economically weaker sections.

- **Students with physical disabilities**

Ground floor class rooms are arranged to those students who suffer from physical disabilities. In addition to this, the College arranges scribe for the needy at the time of examination.

- **Overseas students**

Nil

- **Students participation in various competitions/ National and International**

College assistance is available to students to participate in various competitions at the National level.

- **Medical assistance to students: Health centre, Health Insurance etc.**

There is a “Students Aid Fund” in our college. This fund is available to those students who belong to financially backward families and to those who require medical assistance.

In case of medical emergency, the students are immediately moved to the nearby hospital. Each Department maintains a First Aid box.

• **Organizing coaching classes for competitive exams and Skill development (Spoken English, Computer Literacy etc.)**

Full UGC support is available to the College for organizing coaching classes for competitive exams and Skill Development.

IT Mission course supported by the Government of Kerala was started in the College in the year 2011. Students are trained in the following skills:

1. Behavioural and Interpersonal Skills
2. English Communication Skills
3. Computer Skills

**Table 5.1.4**

**Personal Enhancement and Development by Women Study Centre**

Sl No.	Year	Topic
1	2010-2011	Seminar on “Career Orientation and Motivation” by Ms Sreevidya Santhosh, Head of club FM 94.3 on 19.10.2011. Workshop on Jewellery-making by Mrs Alamelu Hariharan on 26.02.2011. Seminar on “Emerging Issues in Women’s Security” by Ms Anithakumari P, Circle Inspector of Police on 08.03.2011.
2	2011-2012	Video programme and Interactive Seminar on Gender Awareness Campaign by Kerala State Women’s Development Corporation on 16.08.2011. The programme was led by Dr Mallika Sarabhai & Dr Jancy Jose.
3	2012-2013	Exhibition titled “Women in History” on 18.01.2013 organised by AIMSS. Seminar on “Atrocities against Women” by Mr Xavier TS, Assistant Commissioner of Police and Mrs Sreekumariyamma, Vice President of Officers’ Association, KSEB on 14.02.2013. Workshop on Jewellery-making by Mrs Alamelu Hariharan on 02.03.2013. Seminar on “Vardhichu Varunna Sthree Chushanavum Nashikkunna Samskaravum” by Mrs (Justice) D Sreedevi on 06.03.2013.

- **Support for “slow learners”**

Support in the form of remedial coaching is provided for slow learners. Advanced learners are taking classes for slow learners once in a week.

- **Exposures of students to other institution of higher learning/corporate/business house etc.**

Students are often taken to institutes of high reputes so as to provide exposure to modern instrumentation and technologies.

- **Publication of student magazines**

Publications of the college annual magazine are a regular practice under the supervision of teachers. A research journal titled “Jnana Bhoomika” is also published from the college. Campus newsletters of various departments are also published periodically.

### **5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

To facilitate entrepreneurship skills in students the Department of Commerce organizes seminars and industrial visits. There is an EDP club functioning in our college which conducts a variety of programmes for developing the entrepreneurship skills of students. Following are some of the activities of EDP.

**Table 5.1.5**  
**Activities organized by EDP**

<b>Sl. No</b>	<b>Year</b>	<b>Activities</b>
1	23-12-2010	Club Members Participated in the Food Fest Organized by the Department of Home Science
2	29-01-2011	Conducted a Workshop on Toy Making for the Club Members as well as for the outside Women.
3	04-03-2011	Conducted a Seminar on Entrepreneurship in the College under the auspices of District Industries Centre. The keynote address was delivered by Sri K.B. Radhakrishnan.
4	26-03-2011	Club Members visited some industries located in the nearby industrial estate.

On every Tuesdays classes on women entrepreneurship were conducted for the club members.

In addition to EDP club, various departments of the institution promote entrepreneurial and soft skills through various enrichment and vocational programmes.

**5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, quiz competitions, debate and discussions, cultural activities etc.**

- **Additional academic support, flexibility in examinations**

To encourage students to participate in co-curricular and extra-curricular activities they are given due consideration in respect of attendance and special classes. The institution has to strictly adhere to the examination time table of the affiliating university. So there is no scope for deviation from the examination schedule. However recommendation of the institution enable them for obtaining grace marks

- **Special dietary requirements, sports uniform and materials**

There is a Physical Education Department functioning in our college to encourage students in sports and games. It provides coaching and proper accommodation to the students. They are provided with sports uniform and sports equipment .The students are given healthy refreshment after practice session. A Gymnasium is provided in keeping with the current trend in investment in fitness and health

- **Any other**

The winners at the various competitions are honoured with Prizes and certificates at the Annual Day Celebrations. The State and National level winners are given grace marks which enable them to get admission for higher studies.

**5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive examinations, give details on the number of students appeared and qualified in various exams such as UGC-CSIR-NET,UGC-NET,SLET,ATE /CAT /GRE /TOFEL /GMAT /Central /State services, Defence, Civil Services, etc.**

**Table 5.1.7**

**Appearance in Competitive exams**

Sl. No.	Competitive exams	Number of students appeared and qualified
1	SET	16
2	NET	31
3	JRF	6
4	MAT	1
5	CA	3
6	PSC	18

### 5.1.7 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

To attend to the problems faced by the students, the college has constituted a team of dedicated faculty. The Faculty Advisors identify the academically weaker students and are given timely counseling and guidance regarding academic matters there by their confidence level rises.

The Counseling Cell of the College arranges experts' lectures to create awareness among the students about the misuse of mobile phones and internet, the evil effects of dowry system and the disadvantage of early marriages.

The Career Guidance and Counseling Cell instructs the students about the various job opportunities and are given proper guidance and support in attending competitive examinations and facing interview boards

### 5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If yes, detail on the Services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

There is a Career Guidance Cell functioning in our college which effectively supervise the carrier options available to students in consultation with various agencies. The cell often organises workshops and classes for updating the status of available opportunities.

**Table 5.1.9**

**Details of Placement**

Year	% of students	Name of employer	Name of programme
2012	16	Sansensorium	Computer course
2013	35	Muthoot	Banking
2014	20	ASAP	University

### 5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

A Student Grievance Redressal Cell has been effectively functioning on this campus since the last four years and the grievance redressal data are given below.

**Table 5.1.10**  
**Redressal of Grievances**

Sl. No	Grievances	Redressal
1	Poor canteen facility	Renovation of the college canteen was done and the floor was subsequently tiled
2	Deposit of wastes near the college premises	Adequate measures were taken for waste disposal. An incinerator was installed in the campus premises.
3	Instant need of the students for stationery materials	A co-operative society has been started in the campus to cater to the needs of the students at concessional rate
4	Inability of the students to communicate with the parents in case of emergency	A coin box has been installed in the campus
5	Problems related to waste disposal at the toilets	An incinerator was planted for waste disposal
6	Scarcity of drinking water	This problem was addressed by installing Central Drinking Water facility in the campus. Rain water harvesting has been adopted.
7	Difficulty of students who travel by train to reach the college campus on time	Re-scheduled the college working time so that the students can make use of the train service
8	Economically backward students	Free mid-day meals were provided
9	The basic problems of students	A complaint box has been installed for the students. The collected complaints will be discussed in the council and proper solutions will be announced in the college assembly meeting.
10	Stress and strain faced by students during examination	Regular counseling sessions by experts are arranged for solving the problems

**5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?**

As this is a women's college, there are no incidences of sexual harassment reported. Yet complying with the statutory provision a special cell has been formed for dealing with problems related to sexual harassment. A complaint box has been installed for addressing complaints of students.

**5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

We have an Anti-Ragging Committee functioning effectively in the college. At the time of admission a Declaration related to anti-ragging is obtained from the students duly signed. Since this is a women's college no such instances have been reported for the last four years.

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**

Student Support Cell working in our college aims at the all-round welfare and well-being of the students. The schemes are listed below in detail.

**Orientation**

New students are briefed on matters pertaining to the programme/courses, Fees, Accommodation and the rules and regulations of the college.

**Counselling**

Counseling services on academic and non-academic matters are available to all students.

**Assistance from FSA**

Free uniforms, mid-day meals and books are contributed by the FSA the students coming from poor backgrounds.

**Financial Assistance**

In addition to the assistance offered to the students by the government, the College has a "Student Aid Fund". This fund is available to those students who need medical treatment. In addition to assistance offered to the students by the Government, the College has its own schemes by which the poor and the needy can get financial assistance not only for academic purpose but also for personal and family needs. An amount of Rs 1,30,000 was contributed by the college for the heart surgery of the student under "Karuna" scheme of the college

**NSS**

The NSS Unit of our college has built a home under the scheme "Sahapatikkoru Veedu" for a homeless student.

**Browsing centre**

UGC – Sponsored Browsing Centre is functioning at the first floor of the college library providing computer and internet facilities to the students.

## Hostel and Canteen facilities

A college hostel started functioning in the campus with the sponsorship of UGC. Hostel facilities for fifty students are made available in the campus. Canteen provides vegetarian and non-vegetarian foods at reasonable rates.

## Others

Remedial Coaching Centre, UGC Career and Counseling cell, Fitness centre etc., are functioning in the campus for the welfare of the students.

### 5.1.1 Does the institution have a registered Alumni Association? If 'Yes', what are its activities and major contributions for institutional, academic and infrastructure development?

Yes. The Alumni Association is functioning since 1983 to build up long-standing links with our Alma Mater. Every old student of the college is encouraged to become a member of this association. Meeting of the Alumni Association is held every year. It provides financial aids to poor and meritorious students. Every year a food fest is held in the college where food is offered to students and teachers at reasonable rates. The association also conducts a yearly programme, "Guru Vandanam" to felicitate retired teachers of this college. As part of campus beautification a garden has been set up by the effort of the Association. Scholarships, Awards for university-toppers, free uniforms, mid- day meals and books are contributed by the FSA.

## 5.2 Student Progression

### 5.2. Providing the percentage of students progressing to higher education or employment (for the last four batches). Highlight the trends observed.

Table 5.2.1

Details of Student Progression

Student progression	Percentage
UG to PG	38.61
PG to M.Phil.	0.645
PG to Ph.D.	0.15
Employed	12.21

### 5.2. Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise / batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

The details of programme-wise percentage for the last four years are presented in the table below.



**Table 5.2.2**  
**Programme-wise Pass Percentage**

SI No.	Department	Course	Year			
			2010-11	2011-12	2012-13	2013-14
1	Mathematics	BSc	95	98	96.42	84.48
2	Chemistry	BSc	89	81	75	87.5
		MSc	70	41.67	73	100
3	Physics	BSc	100	84.6	87	98.21
		MSc	67	86	82	85.71
4	IMB	BSc	73.91	85.71	100	100
5	Botany	BSc	91.6	100	88.7	89.36
6	Hindi	BA	40	91.4	100	95.12
7	Malayalam	BA	83	96.4	96.2	94.34
8	Commerce	B.Com	58	73	94	-
9	Home Science	BSc	88	79	79	78
		MSc	100	100	100	83.3
10	Zoology	BSc	100	100	98	91
11	Music	BA	66	90	100	100
12	English	BA	100	100	100	100
13	Economics	BA	82	70	78	75
14	History	BA	58.9	88	85.9	86.5

### 5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The institution facilitates student progression to higher level of education and/or towards employment in the following ways.

- Personal counseling, tutorial system, remedial coaching.
- Regular conduct of internal and semester exams, preparation of progress reports, open house programmes with parents etc.,
- For enhancement of soft skills and IT among students, the college with the aid of Kerala State IT Mission has set up a Skill Enhancement Women's Resource Centre and a total of 450 students are trained every year. Job placements are facilitated for the students in IT industry with the help of suitable tie-up with industry and placement agencies.

#### **5.2.4 Enumerate the special support provided to students who are at risk of failure and dropout?**

The decline in the attendance of the students reveals the possibility for drop-outs. The tutor takes special note of students who are irregular in the class. These students are specifically attended to join back college in the following ways:

- i. The students who happen to discontinue due to marriage are encouraged to join the next session and continue their studies.
- ii. The data relating to the students who are at risk of dropping out are analysed and necessary steps to inform the parents are taken at the appropriate time to enable them to continue on the rolls of the college.

### **5.3 Student Participation and Activities**

#### **5.3.1 List the range of sports, games, cultural and the extracurricular activities available to students. Provide details of participation and program calendar.**

The institution has given great importance to student participation in the areas of sports, games, cultural and other extracurricular activities.

#### **Sports and Games**

A high record of achievements of our students in sports enable this institution to occupy top most position in the university as well as in state. Many of our students represented national as well as international events. This year alone our athletics team won three gold medals, three silver medals, one bronze medal and also a fourth medal. Our college team participated in Taekwondo championship and secured two bronze medals. In softball our student Kripa A. participated in All India Softball Championship and secured second place. Our institution has a high percentage of participation as well as victories in many intercollegiate championships and inter-university meets. The details of which are available in the table below

**Table 5.3.1**  
**Sports and Games**

Level of Game		Participation of students				Outcome			
		Year				Year			
	Game	2010-2011	2011-2012	2012-2013	2013-2014	2010-2011	2011-2012	2012-2013	2013-14
Regional (Inter Collegiate)	Cross Country					First			
	Volley Ball	12	12	3	12	Second	First		
	Basket Ball	12	12	12	1	First	First	First	
	Soft ball	15	15	15	15	Fourth		Third	
	Hockey	15	3			Second			
	Athletics					Champions	First	3 gold	7
	Boxing	2	2						
	Taekwondo			3	2			3	
	Base ball	16	16	16	16				2
	Half marathon			1				first	
Handball				1					
State	Cross Country								
	Volley Ball				2				
	Basket Ball			4	1				
	Soft ball	7			1				
National (Inter-University And Open Nationals)	Cross Country	3							
	Volley Ball	2	5	3					
	Basket Ball	3	6	4	1				
	Soft ball	3	2	2	3				
	Hockey	5	2						
	Athletics	3	3	2	5			2	
	Boxing	2	1						
	Base ball	4	3	3	4				
	Handball				1				
Taekwondo				2				2	

**Cultural activities and other extracurricular activities**

The College organises various cultural and extracurricular activities to provide a platform for the students to showcase their talents.

Every year intercollegiate literary competitions are held on the Founder's Day, November 7.

Our students participate in the flower show conducted by the Government of Kerala in Kollam.

Every year as part of the celebrations on “Kerala Piravi” day the Department of Malayalam provides a rare opportunity to the students of this College to view the traditional art form of Kerala, the “Kathakali”.

A musical tribute is offered to the great saint and philosopher, Sree Narayana Guru every year on the birthday of the Guru.

As part of Navarathri celebrations, the students of the Department of Music present musical concert at the “Sarada Mutt” every year.

The NSS and NCC units of the College organise and conduct community-oriented programmes and activities.

All the activities are focused on themes like Health and Hygiene Awareness, Cooperative Awareness, Rural Development Schemes, AIDS awareness and National Integrity.

The various clubs of this college are actively engaged in extension activities. These clubs include Blood Donation Club, Red Ribbon Club, Human Rights Club and Environmental Education Club.

A minimum of 30% of students in the college shall participate in the activities conducted at the University/ State level.

The college has conducted various activities through forums, clubs and associations successfully apart from the above mentioned activities.

**5.3.2** Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University/ State/ Zonal/ National/ International, etc. for the previous four years.

2010-11				
Sl No	NAME	EVENT	Prize	LEVELS
1	Archana Raj	Elocution- “Nauranade Haneef” Elocution competition	First	State

2	Archana Raj	Essay Writing-Kripa Cultural Forum	First	State
3	Volga R	Malayalam Recitation-Kerala University Youth Festival	Second	University
4	Volga R	Malayalam Recitation – Vayalar Poetry Recitation Competition	First	Zonal
5	Volga R	Malayalam Recitation-Thirunalloor Poetry recitation competition	First	State
6	Swetha R Mohan	Malayalam Recitation – “Daivdashakam” Recitation conducted by SNDP Union	First	State
7	Meenu T	Malayalam Recitation – “Daivdashakam” Recitation conducted by SNDP Union	Second	State
8	Swetha R Mohan	Reality Show conducted by Kairali T V	reached Finals	State
9	Soumya R	Reality Show conducted by Amritha T V	reached pre-finals	State
10	Aparna Ajith	English debate – Kerala University Youth Festival	First	University
11	Roshni John	English Recitation -- Kerala University Youth Festival	Third	University
12	Najumi N	Reading competition	Second	State
13	Ashapournami	Thiruvathira	Third	University
14	Raichel Sabu	Thiruvathira	Third	University
15	Sajna.N	Thiruvathira	Third	University
16	Aswathy Radhakrishnan	Thiruvathira	Third	University

2011-12				
SI No	NAME	EVENT	Prize	LEVELS
1	Vijitha S. K & Akshaya Chandran	Quiz Competition conducted by KSEB	Third	Zonal
2	Bhavya Dev	NSS Blood donation	Best Blood Donor Award	State
3	Hessa Shammad	Innovative Business Ideas	Best Innovative Idea Award	State & National
4	Roshni John	English Recitation – Kerala University Youth Festival	Third	University
5	Ardhana S P	Essay Writing - Keraloltsavam	First	State
6	Ardhana S P	Essay Writing – Velappan Smaraka Susriti Essay Competition	First	State
7	Prasieja J K	English Versification - Kerala University Youth Festival	First	University
8	Ashapournami	Thiruvathira	Second	University
9	Raichel Sabu	Thiruvathira	Second	University
10	Sajna.N	Thiruvathira	Second	University
11	Aswathy Radhakrishnan	Thiruvathira	Second	University

2012-13				
SI No	NAME	EVENT	Prize	LEVELS
1	Anupama M S	Tent pitching Competition conducted by NCC	Second	State
2	Jyothis G S	Light Music - Keralolsavam	First	State
3	Sangeetha Sadanandhan, Leksmi Y V, Nisha S, Soumya S	Group Dance -- Kerala University Youth Festival	Second	University
4	Sangeetha Sadanandhan, Leksmi Y V, Nisha S, Soumya S	Thiruvathira--Kerala University Youth Festival	Second	University
5	Third Degree students of Music	Music Quiz- Conducted by Salil Chowdary Foundation, Kollam	Complementary	Zonal
6	Nayana Prakash	Drama Competition	Third	South Zonal
7	Suchithra & Aiswarya	Drama Competition	Third	University
8	Sinjitha V	NSS mega Camp conducted by Central University of Jharkand	Participant	National
9	Thancy T	Drama	Third	University
10	Lini.L	Drama	Third	University

2013-14				
Sl No	NAME	EVENT	Prize	LEVELS
1	Jeena Varghese & Anooja J	Quiz Competition – LUMOS 2014	First	Zonal
2	Simi Mol	English Short story writing –ShajJahan Memorial Award	Best Short story	State
3	Neethu Thyagarajan	Essay competition organised by SBT	First	State
4	Lekshmi L	Quiz competition- Kerala University Youth Festival	Third	University
5	Arya V	Quiz competition organised by Ayyappa Panicker Foundation	Third	Zonal
6	Haritha Kumari	Thal Sainik Camp [TSC]	Participant	National
7	Kavya K Vasanthan	National Integration Camp	Participant	National
8	Sruthi P R	NCC National Integration camp-II at Kasna Greater Noida	Participant	National

### 5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The institution has a permanent system of collecting feedback from the alumnae and the employers. The collected information serves as a quality indicator for regular academic and non-academic updating. The performance and quality of the provisions/facilities of the institution are regularly updated on the ground of the number and level of placement of outgoing students as well. During the last four years the rate of degree holders from this institution sought by Government/ Non-government organizations for employment is on the rise. Employers have expressed their satisfaction regarding the performance of our alumnae. As per the feedback, the number and frequency of training classes and research programmes and facilities have increased.



**5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.**

The institution extends support and encouragement in the publication of the college magazine. It provides the students a platform to exhibit their latent talents through contributing articles, essays, poems etc. Students are also encouraged to write wall magazines and News Bulletin. The college also encourages the students to participate and publish papers in departmental and regional seminar.

**5.3. Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

The Students Union is constituted strictly in accordance with the rules and regulations framed by the University of Kerala. It is a constructive Body in the college elected by the students every year. They elect chairman, vice chairman, general secretary, university union counsellors and the union is being formulated with Lingdoh committee recommendations. The students union takes care of the curricular and co-curricular activities of the college.

**5.3.6 Give details of various academic and administrative bodies that have student representatives on them.**

Details of various academic and administrative bodies that have student representatives on them are as follows:

1. Magazine committee
2. The Student council
3. Students' Grievances Redressal cell
4. Department Association committee

**5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.**

SN College for Women always functions in collaboration with its Alumni and former Faculty. They form an inseparable part of the institution and partake in every important function like the College Day, Staff Day, Send-off, Meeting etc. The online networking facilities are widely used to remain in touch with them. The alumni and the former staff are formally invited to attend every important functions hosted by the department or by the college. They are invited for the college day, and the college magazine is sent to them annually.

The institution keeps a close bond with the Former Faculty in various ways. The members of the existing faculty and staff join the former members whenever there is a celebration in their household or whenever they confront a mishap. A Core Group of Retired Teachers' Association meet once in every month in the college campus. A contact person keeps in touch with the Staff Association. The retired faculty are invited for Staff Retirement day every year.

## **CRITERION VI**

### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

The management of the college is vested in the hands of the Sree Narayana Trusts, Kollam, one of the leading educational agencies in the state. The college management upholds the vision of 'Guru' Enlightenment through Education. The College aims at empowering young women by imparting quality education. The programs and courses offered by the college are chosen accordingly. The principal has an active role in the management of the college. The quality of education is maintained through various initiatives from the part of college authorities. It has a participative management system which include the top management, principal, college council, HODS, faculty, staff, student union, PTA and alumni

#### **6.1. Institutional vision and leadership**

**6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?**

Sree Narayana college for women envisions the empowerment of women by stimulating their intellectual pursuits, expanding the horizon of knowledge, broadening their perspective and preparing them to be responsible global citizens. Keeping these objectives in mind the founders have developed well defined and carefully formulated directives. The college aims to provide quality education by promoting scholarship innovation, curiosity, intellectual challenges and hard work. The college disseminates the message of universal brotherhood of man by upholding the ideal of the great 'GURU' One caste, One God for mankind. Through a host of curricular and co-curricular activities the college supports and champions women's social and intellectual and social development. The institution upholds academic excellence and as well as human values and scientific temper. Our commitment permeates our entire student community irrespective of caste creed or socio economic background. In tune with the national educational policy the institution aims to remove disparity in society and to promote equality through educational opportunity.

The fruitful implementation of the vision and mission of the institution is realized through the following steps

1. students are selected and enrolled on the basis of merit through a transparent procedure
2. adequate flexibility for co-curricular modules for the social, economic, cultural, moral, spiritual growth of students
3. to develop a wholesome human being
4. to mould the students personality and culture besides their skills
5. promoting research in the field of art and science

**6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality, policy and plans?**

The management has always stood for fulfilling its motto enlightenment through education. The higher education scenario of the state is indebted to the efforts of Sree

Narayana Trusts to impart the possibility of higher education to the weaker sections of the society more than six decades back.

The college management transforms its commitments to action through its faculty who are professionally competent and committed to their vocation. The selection of the faculty is in strict compliance with the university norms and regulations of government.

The selection of students based on university norms provide opportunity for backward students through management quota. Even though the management is always at the apex of affairs, the functioning of the college through the leadership of the principal whose is heading all academic and non-academic activities creating an environment conducive to effective teaching learning process. The management encourages the faculty through staff development programmes at higher levels by enabling them to attend workshops, seminars, orientation, and refresher programmes. Faculty members are encouraged to utilize the faculty development programme available for effective up gradation of quality. Moreover the faculty are encouraged to undertake minor and major research projects.

The college administration also stands committed to development of quality policy and plans of the institution. The Principal, college council, IQAC and all staff are always stepping together for designing and implementation of the quality policy.

### **6.1.3 What is the involvement of the leadership in ensuring?**

The policy statements and action plans for fulfilment of the stated mission

Regular meetings and orientation programmes for the faculty and staff are conducted by the principal to communicate the action plans at the beginning of the academic session. Supported by the management and staff the head of the institution plays a leading role in the governance and management of the institution. The head of the institution is the unifying force and co-ordinating link among the various internal and external agencies, holding meetings with various stake holders from time to time for the better working of the college.

Formulation of action plans for all operations and incorporation of the same in to the institutional strategic plan

While formulating the action plan the thrust areas are identified meeting the academic demand. Teaching Plans, time table arrangements, examination schedule, sports and cultural programs are planned and executed. Various committees are initiated into their defined roles in formulating and achieving the strategic plan.

### **6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?**

The Principal and the Internal Quality Assurance Cell (IQAC) monitors and evaluate the functioning of the institution and suggest measures for improvement. Meetings at various levels are held to modify the policies and plans and recommendations are implemented and its effectiveness is evaluated from time to time.

### **6.1.5 Give details of the academic leadership provided to the faculty by the top management?**

The Principal of the college is provided with adequate freedom by the Management to plan and execute academic programmes and makes available means to achieve desired results. The staff members are given the authority, responsibility and freedom for preparing required learning material, to formulate plans for supporting poor learners, organizing various programmes for curricular and extracurricular abilities, encouraging potential students for professional competency and for taking up minor research projects, to complete the desired academic task in the best possible manner within the stipulated time.

The Principal with the help of teaching and non-teaching staff under the guidance of management govern the institution within the preview of the rules and regulations framed by the government and the affiliating university. The discipline, commitment and devotion to work and active participation of the staff generated a sense of belonging and dedication among them and towards the institution.

#### **6.1.6 How does the college groom leadership at various levels?**

##### **Faculty:**

The College grooms leadership among the faculty members by involving them in various activities related to the development of the college. The faculty members are appointed as convenors/co-convenors of the various cells/associations/clubs. All committees are constituted with judicious mix up of junior and senior faculty members and non-teaching staff as members, to ensure the smooth organization of academic, cultural, sports, admission process and conduct of examinations. Faculty members are also given opportunities to take part in government work like election duty and encouraged to independently organize seminars and workshops. Some of our faculty members are invited to institutions at the State level as Experts / Resource persons.

##### **Students:**

The college promotes the students participation in various co-curricular and extra-curricular activities. Participation of NCC cadets in many National camps and parades foster patriotism and develops an eagerness to serve the nation. Service to society through National Service Scheme (NSS) helps students to acquire experiential learning which sensitizes them to work for the society and thus contribute to nation building. The participation of students in debates, quizzes, group discussions, mass media programmes also groom their leadership qualities.

##### **Administrative/Supporting Staff:**

Special sessions on motivation are also conducted for non-teaching staff where their interest is continually renewed and their work proficiency is enhanced. They manage admission, examination and results.

#### **6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?**

A decentralized functioning mechanism, empowers the departments and individual faculty with a great level of flexibility in academic administration, and helps the faculty in making decisions.

The College has formed various committees/bodies under the leadership of college teachers who are authorized to plan and implement the activities as per objectives of the committees/bodies in consultation with other members. Various co-curricular and extra-curricular activities are conducted through student committees. Organization of such activities by students enhances their capabilities under the advisory ship of faculty member.

The Heads of Departments monitor the functioning of the various departments. Assignment of workload, planning and purchase of departmental requirements are done at the Departmental level. Each Department plans and organizes the academic activities related to their subject, in consultation with departmental staff.. They are given freedom to frame time-tables of practicals, choosing and inviting guest speakers, accompanying students for field trips and other events outside the college. Physical Education Professor, Librarian, NCC and NSS Programme officers are also independent to perform their duties.

The office administration of the College is headed by the office superintendent under whom there are Head Accountant, Head Clerks, Senior Clerks, Junior Clerks and other Class III and Class IV Staff. The Office superintends in consultation with the Principal co-ordinates the day-to-day activities.

The Principal conducts periodic meetings of both teaching and non-teaching staff to review and monitor programs and activities.

**6.1.8 Does the college promote a culture of participative management? If yes, indicate the levels of participative management.**

The Management always promotes a culture of participative management. The principal monitors, controls and coordinates all the administrative, curricular and co-curricular activities in the college. Meetings of the faculty, IQAC, various committees, Departments and Student Council are regularly held where issues are discussed.

The work of administrative affairs such as admission procedure, examination, implementation of various UGC programmes, accreditation process etc. are ensured participative management by constituting committees and appointing its coordinators for the smooth conduct and functioning of them. The planning and proposals made by the Faculty under the leadership of principal is submitted to the management of the college.

The decisions taken by the management are communicated and implemented effectively through regular review meetings with HODs, Coordinators and the teaching and non-teaching faculties. The representatives of the Student Union suggest solutions to student problems on campus. They function in close association with the class representatives and the Management. They communicate the decision taken by the management and the opinion of the Principal to the entire student body.

**6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT**

**6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?**

The policy on quality is continuously monitored and periodically reviewed. Our College has a quality policy as stated in the vision and mission of the institution to impart quality education to the youth enabling them to develop the right attitude,

professional competence and inculcating the right ethical values. The policy is developed by the Management, RDC and Principal of the college on the basis of our Founder Manager's vision and aspirations. It is implemented by principal through various committees such as IQAC, curricular, extracurricular and academic committees of the college in systematic manner. The Principal takes initiative to ensure effective co-ordination between and among the functionaries of the College and a regular follow-up is maintained, thereby encouraging greater support and co-ordination..

The review is undertaken by evaluating the departmental reports, College annual reports, directives from the University of Kerala and Higher Education Department, Government of Kerala, recommendations from peer group of NAAC, feedback from the stakeholders and the actual students' performance in various fields which forms the basis for the future plan of action.

**6.2.2 Does the Institute have a perspective plan for development? If so, give the Aspects considered for inclusion in the plan.**

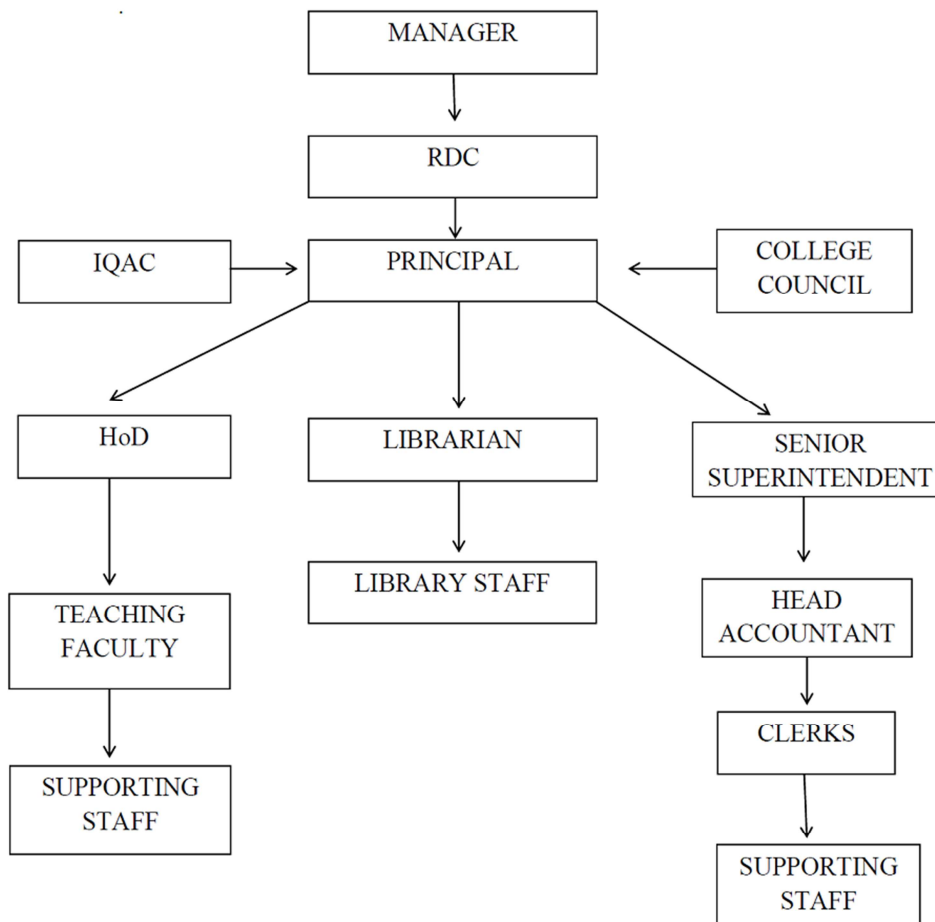
Yes. The following aspects are covered by the perspective plan for development:

To start new courses both at UG and PG level in all streams.

- Support academic activities through purchase of books, scholarly journals and latest laboratory equipment.
- Streamline the infrastructure using ICT based teaching and learning system.
- Encourage students to acquire computer knowledge and basic skills in communication.
- Organise more interdisciplinary, inter-collegiate workshops/ seminars/
- Conferences at both national and international level.
- Undertake minor/major research projects.
- Enhance the financial support from agencies like UGC, DST, KCSTE.
- Serve the society through extension activities.
- Introduce staff welfare schemes with the support of management

Committees headed by faculty members are constituted in order to implement the plans developed. Whenever the situation demands, students and Management representatives like RD Care involved.

**6.2.3 Describe the internal organizational structure and decision making processes.**



**Internal organization**

**Top Management**

**Regional Development Committee (RDC)**

**Principal**

The Principal sees to it the implementation of the plans developed for the smooth functioning of all the activities of the College. Based on feedback from convenors, teaching and non-teaching staff she ensures that the day-to –day operations are carried out effectively and modifications are made wherever necessary.

**College Council**

The College Council consists of the Principal, the Heads of all Departments, two elected teaching staff representatives, the librarian and the office Superintendent. It is the statutory body for taking decisions in academic and non-academic matters directly related to the institution.

## **IQAC**

It is headed by the Principal as Chairperson. A faculty with well-defined vision and mission of the college is the coordinator with seven other faculty members, one student representative, one management representative and one representative of alumni. It has two external members also. It conceives and executes plans and programmes for quality improvement and sustenance.

### **Heads of Departments**

It is through Head of the Departments the decisions taken by the Council is delivered to staff members.

The decision making process is transparent and democratic.

The Principal of the college takes decisions regarding day-to-day activities of the college. With regard to the departments, the Head of the department takes decisions in the departmental meetings. Sometimes these meetings are also chaired by the Principal. Regarding the organization of co-curricular and extra-curricular activities, the decisions are taken by the Principal in the council.

The major decisions regarding infrastructure developmental activities, providing additional facilities to staff and students would be discussed in the council meeting convened by the Principal and final decision would be taken in the M.C. meeting headed by the Manager.

### **6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following.**

#### **Teaching-Learning**

The College is committed to provide quality education to the students to equip them to face the challenges of competitive world. Teaching plans are prepared based on the syllabus and scheme of examination issued by the University of Kerala/UGC and implemented. The teaching-learning process makes use of the expertise of qualified, trained and experienced faculty. Apart from attending class-room lectures, students are encouraged to use library and internet facilities to widen their horizon of knowledge. Tutorial system is followed where the tutors maintain students' profile, record the daily instructions delivered practical conducted, results of examinations and allied activities. Regular monitoring is done to assess the effectiveness of teaching-learning process. Feedback of students, results of internal tests, quality of assignments submitted / seminars conducted final results of term/semester examinations form the basis for such monitoring. The concerned faculty then make plans for those areas which are in need of improvement.

The members of faculty are constantly encouraged to be part of quality improvement programmes conducted by the university and the UGC. Teachers also engage in ICT supportive teaching methods. Following strategies are adopted to attain the Teaching & Learning process more student-centric.

- \* State-of-the art learning resources in Central Library
- \* Advanced planning and updated methods of teaching-learning other than the traditional method.
- \* Development of student support material
- \* Organisation of Remedial classes



- \* Conduct of pre-placement training classes
- \* Structured course files and lab manuals on all courses
- \* Continuous improvement of resources

### **Research and Development**

Our institution is keen to impart a research culture among faculty and students in the campus. Based on this view many seminars and workshops are organized by the College to provide an overview on research methodology. The College has a Research Promotion Cell which supports the professional development of the faculty and encourages them to undertake major and minor research projects and to participate in Seminars, Workshops, Orientation courses, Refresher course, Conferences, Faculty Development Programmes etc.

At present there are ten PhD guides in our institution with nineteen students pursuing research under them.

Post Graduate Department of Chemistry is the recognised Research centre under the University of Kerala.

With a view to encourage the research culture the institution has launched a multi-disciplinary journal “Jnanabhoomika”.

### **Community Engagement**

The institution, being an integral part of the society is committed to serve the society. To achieve this goal we encourage the staff and students in the participation of programmes organised by NSS and NCC Units functioning in our college. They co-ordinate various extension activities and students are encouraged to undertake community-oriented activities like Social work, literacy, environmental awareness, health and hygiene awareness, drug addiction etc. Numerous programmes like Seminars, blood grouping and blood donation Camps, AIDS awareness programmes, leadership/capacity building Camps, anti-drug campaigns, anti-ragging camps, tree planting, plastic and waste removal programmes, legal literacy programmes, campus cleaning programmes, nature camps, annual seven day camps, awareness creating programmes etc. were successfully undertaken. The NSS units also observed the International Blood Donor's Day, National Blood Donation Day, World AIDS Day, Gandhi Jayanthi Day, NSS Day, etc. with many innovative programmes. Besides this environmental club, women's forum, community health club and department of home science take active role in this direction.

### **Human Resource Management**

The institution supports and ensures the professional development of the faculty through various programmes. To equip the non-teaching staff with computer awareness and skills a continuous programme was organised under UGC funding. Through KSITM functioning in our college students are provided with soft skills which is the need of the hour. The Principal along with the IQAC has taken up measures to accomplish quality assurance by constantly encouraging faculty members to attain the required Academic Performance Indicator (API) through academic, co-curricular and extra-curricular activities on the basis of the UGC regulations.

## **Industry Interaction**

Acquiring practical knowledge complements the theoretical understanding of any subject. An industry interface providing hands on training in a field of their choice comes in handy for a student after completion of the course. Carrying out collaborative projects with industries provide an opportunity for the student in this direction. Thus the students are sent to various industries and organizations and reputed research institutes for implementation of the projects.

### **6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?**

Continuous monitoring of the progress and execution of activities in the college is done by the Principal. Feedback of academic activities is collected from the faculty by the Heads of the departments. Evaluation of various aspects of College facilities by the students is encouraged and improvement plan is chalked out based on this and put into practice. Wherever possible, the institution plans for meeting with parents for briefing them regarding progress of students. Parents' feedback gives us correct details on performance of teachers, general facilities available in the campus such as library, canteen, office, laboratories etc. The parents' feedback also comments on students' politics and suggestions to improve academic as well as other facilities available in the campus. The brief summaries of feedback received are discussed in the HOD meetings, council meetings and in IQAC meetings and placed before the top management for future action and improvement. The principal also submit the annual report of academic and non-academic activities of the college conducted during the year to the management.

### **6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the Institutional processes?**

The management encourages the teachers and staff to remain at their best and serve the institution in the best possible manner. The Management through the Principal encourages the staff members to involve in various activities related to the development of the college. The staff members involve through a number of committees such as Admission Committee, Discipline Committee, Anti-ragging Committee and Planning and Purchase Committee in the administrative development of the college.

### **6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

The Management committee meets the Principal and the staff of the College to attend the needs of the institution. Some of the resolutions that were taken to enhance institutional performance were:

Committee	Month and Year	Decisions Taken
MC	July 2013	<ul style="list-style-type: none"> <li>To submit proposal to Start PG English from academic year 2013-14 .</li> <li>To submit proposal to Start UG Geography from academic year 2014-15 .</li> <li>To send major and minor project proposal to UGC.</li> <li>To start the construction of Ladies Rest Room.</li> <li>To apply for accreditation processes.</li> <li>To modernise and upgrade facilities in the science laboratories.</li> <li>Maintenance of existing infrastructure</li> <li>To carry out maintenance work of the existing infrastructure.</li> </ul>
	<b>Year</b>	<b>Status of implementation of the resolutions.</b>
MC	January 2014	<ul style="list-style-type: none"> <li>M.A. English was started in the academic year 2013-14 as the govt. sanctioned the course.</li> <li>B.Sc. Geography was started in the academic year 2014-15</li> <li>Sanctioned Major and minor UGC projects</li> <li>Self Study Report for re- accreditation processes is about to be submitted.</li> <li>To modernise and upgrade facilities in the science laboratories</li> <li>Completed the renovation work of office and painting of the buildings.</li> <li>The construction of Ladies' rest room is in progress.</li> </ul>

**6.2.8 Does the affiliating university make provision for according the status of autonomy to an affiliated institution? If yes what are the efforts made by the institution to bring autonomy?**

Yes. No efforts have been made by the institution towards obtaining autonomy.

**6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?**

The College has a Grievance Redressal Cell to redress the grievances of stakeholders. The cell was formulated with Principal as chairman; a senior faculty member as convenor and four other members. Grievances regarding academic matters, library, health services, canteen facilities etc. are brought to the notice of the cell by the

students. Parents also use this opportunity to share their grievances share with the teachers on a one-to-one basis at the Parent Teacher Meetings.

Grievances addressed in the last four years are:

Sl.No	Grievances	Redressal
1	Poor canteen facility	Renovation of the college canteen was done and the floor was subsequently tiled
2	Deposit of wastes near the college premises	Adequate measures were taken for waste disposal. An incinerator was installed in the campus premises.
3	Instant need of the students for stationery materials	A co-operative society has been started in the campus to cater to the needs of the students at concessional rate
4	Inability of the students to communicate with the parents in case of emergency	A coin box has been installed in the campus
5	Problems related to waste disposal at the toilets	An incinerator was planted for waste disposal
6	Scarcity of drinking water	This problem was addressed by installing Central Drinking Water facility in the campus. Rain water harvesting has been adopted.
7	Difficulty of students who travel by train to reach the college campus on time	Re-scheduled the college working time so that the students can make use of the train service
8	Economically backward students	Free mid-day meals were provided
9	The basic problems of students	A complaint box has been installed for the students. The collected complaints will be discussed in the council and proper solutions will be announced in the college assembly meeting.
10	Stress and strain faced by students during examination	Regular counseling sessions by experts are arranged for solving the problems

- Provision of library software for the easy accessing of books in the library.
- Provision of computer with internet facility to each department.
- Provision of Ladies Rest Room.
- House keepers were told to clean wash rooms and classrooms more frequently.
- Blackboards, benches, fans and water supply system are repaired timely as per the

Problem Reporting Forms.

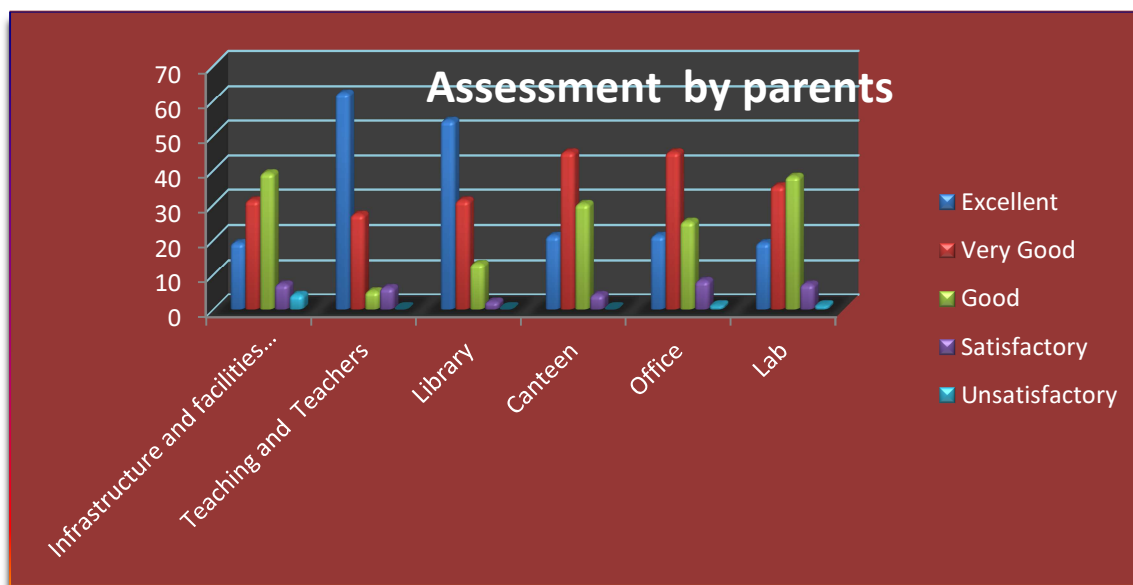
- Well-being of all members at the campus is an important concern and therefore mechanisms to address and redress the grievances of students and staff are maintained.-
- Both teaching and non-teaching staff of the college has separate staff representatives, who bring their grievances to the principal of the college and the principal in turn constitute a committee to redress the grievances.

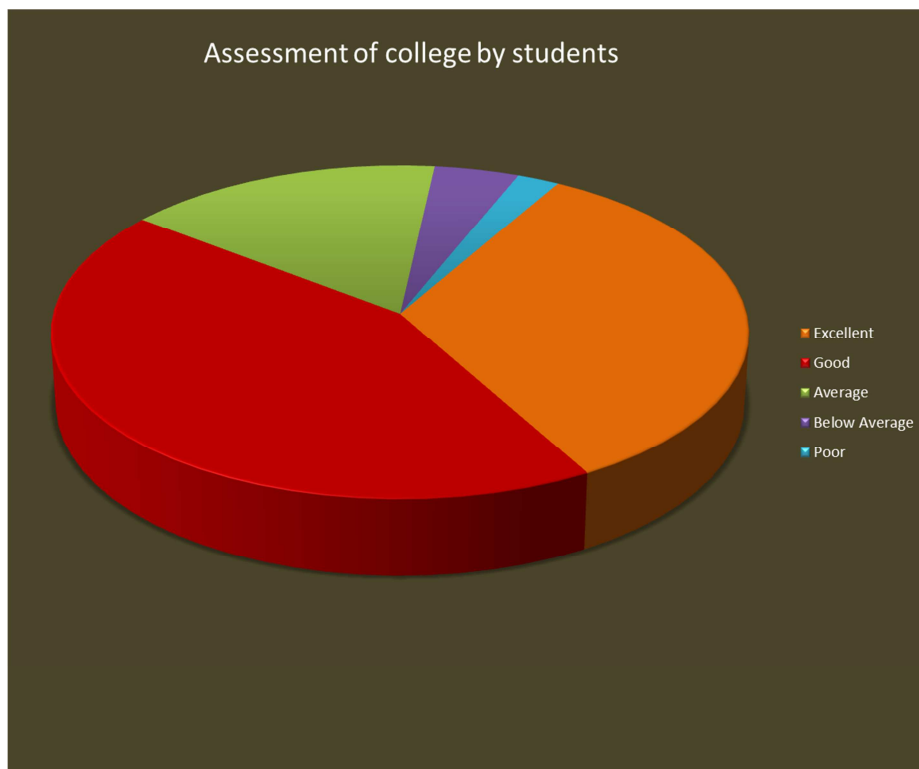
**6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these.**

No, there is no court cases filed by or against the institution so far.

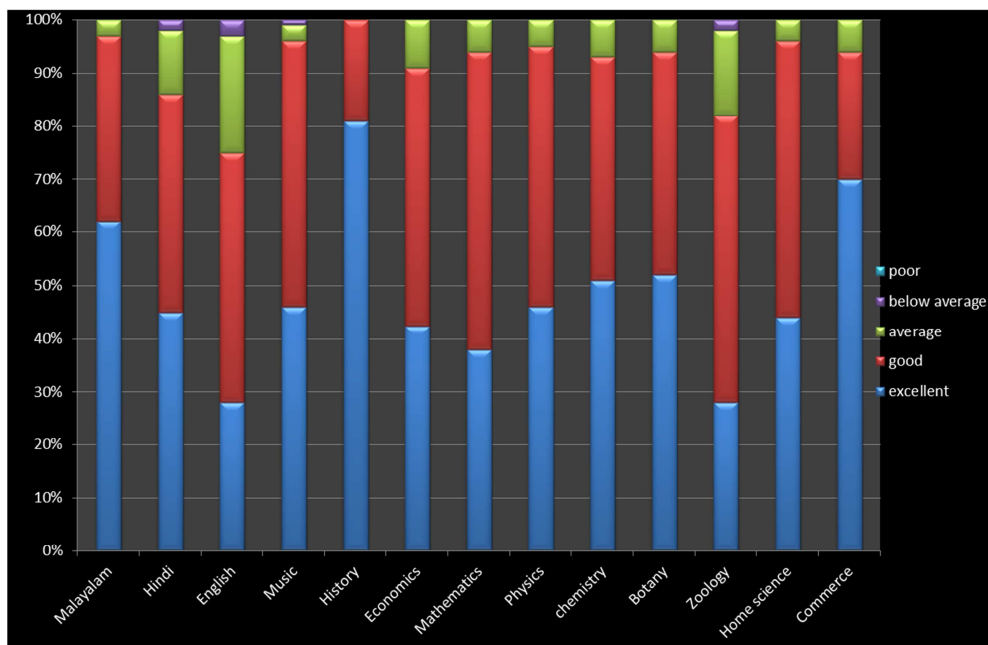
**6.2.11 Does the institution have a mechanism for analysing student feedback on institutional performance? If yes, what was the outcome and response of the institution to such an effort?**

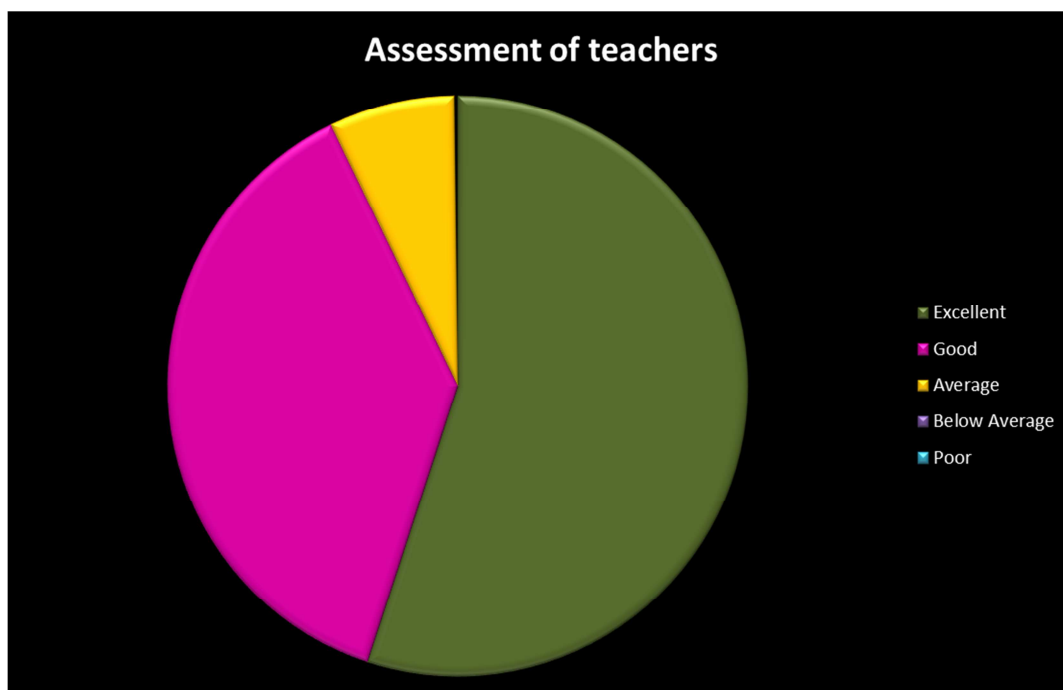
Yes. The institution has developed a feedback mechanism where the students are given forms and they are asked to fill up these feedback forms for assessment of the faculty members as well as the subjects taught by them. Forms are then analysed confidentially and the faculty members who need improvement according to the feedback from the students, are counselled and guided by the Principal. The feedback of the students regarding the performance of the teachers is analysed by IQAC. The principal discusses the feedback with the concerned teacher and advises him/her to make necessary improvements.





### Assesment of Departments by students





### 6.3 FACULTY EMPOWERMENT STRATEGIES

#### 6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

The Institution promotes Faculty improvement programmes like refresher courses orientation programs short term courses. Institution encourages faculty members to undertake minor and major research projects and publish their research articles in journals.

Institution promotes participation of students, faculty and staff in all co-curricular activities. Efforts are taken by the institution to provide improved facilities of ICT resource for effective teaching learning outcome. Institution support non-teaching staff to update technologically.

#### 6.3.2 What are the strategies adopted by the institution for faculty empowerment through raining, retraining and motivating the employees for the roles and responsibility they perform?

Institution provides support to staff members to ensure their professional development in many ways. A decentralized administrative pattern is followed in which the Principal is at the apex. The Principal assigns various duties related to curricular and co-curricular aspects through circulars, notices or by written orders. Duties as IQAC Coordinator, Tutors, Staff Advisor to the college union, Convenors of various Clubs, Returning officer of the College Union Election, Magazine advisor etc. is assigned to faculty members by the principal. Staff members discharge these duties effectively in a responsible manner.

#### 6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Performance evaluation of faculty members is made possible with the help of self-appraisal reports duly filled and submitted by teachers for each academic year. Teachers fill up self-assessment forms while placement is done at higher scales. Accordingly the Expert Committee for placement and promotion interviews the teacher candidate and recommends for placement/promotion. Necessary improvements in required areas are advised by the members of the Expert Committee during the interview.

**6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?**

The outcome of the review of performance appraisal reports is communicated to the appropriate stakeholders. Evaluating the reports the principal takes into consideration the strengths and limitations of the individual staff members and allocate assignments to overcome the limitations.

**6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

Staff members are receiving all supports similar to that of government employees which includes insurance, housing loan facilities, medical leave and other attractive benefits. The entire staffs are receiving such benefits. Besides the college has a practise of raising funds for teaching and non-teaching staff to help in emergencies

- Salary paid on the second working day of every month.
- Some of the welfare schemes available for the teaching and non-teaching are festival advance, GPF Loan, Housing Loan etc. The Management organizes a farewell function for retiring employees where they are felicitated and their service is sincerely acknowledged and appreciated. Staff members are provided facility to avail loans.

The following welfare measures have been taken by the Institution

- ❖ Festival Advance is availed by the staff regularly
- ❖ PF, EPF, ESI, GIS are provided to faculty, cadre-wise.
- ❖ six months of Maternity Leave is provided for the female staff

**6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?**

The existing vacancies are advertised in the national dailies, to attract eminent faculty and the appointment is done purely on merit basis. The institution takes special care to appoint talented people as the faculty. The appointments of meritorious candidates have sustained the quality of teaching staff.

**6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION**

**6.4.1 What is institutional mechanism to monitor effective and efficient use of available financial resources?**

The college is a government aided college. Salaries of the staff are fully paid by the



government. The Management, the Principal as well as the representatives of the teaching and non-teaching staff monitors the efficient use of available financial resources. The main source of funds are UGC grants, government grants, special fee and college funds. Financial matters such as fee collection and salary disbursement are taken care by the Management through the college office. Payments are authorised by the Principal and are transferred through cheques or drafts. Records are maintained to this effect in the form of receipts and audited.

There is fully computerized finance section in the college. The college maintains three types of accounts

- Receipts & Payment Accounts.
- Income & Expenditure Accounts.
- Balance Sheets

All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through cheques. Only duly authorized persons can operate.

For efficient use of the financial resources, the budget is prepared. The financial resources are efficiently utilised by maintaining a separate budget

**6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

As per the government rules the accounts of the college are regularly audited.

Internal audit is carried out by auditors appointed by the Principal. The external audit is done by the government of Kerala, DDCE and AG. Last audit was done by AG on 10.01.2014.

There was no serious irregularities.

**6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and reserve fund/ corpus available with institutions if any.**

The government provides financial support to the college. Salary Grant is also provided by the government

The major source of institutional receipts from tuition fees, contribution from various grants of state government, M.P funds and M.L.A. funds. are listed below

Type of grant(Rs.)	2010-11	2011-12	2012-13	2013-14
	7,65,89,633	8,58,43,922	8,24,32,803	9,50,54,172
Non Salary Grant	23,09,090	23,58,565	24,06,170	26,02,540
Scholarship Grant	8,40,800	8,73,999	10,50,000	10,90,400

**6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).**

Various efforts are made by the college in securing additional funding. The College

applies for grants to UGC under College Development Grant, Minor and Major Research Project Grant, Seminar Grant.

The UGC has also allocated funds for catch-up grants (building, books & journals and equipments), establishment of network resource centre (computer, printer, UPS, software, and internet connectivity), Equal Opportunity Centre, Remedial coaching Cell, Career Guidance and Placement Cell make use of such grants. The college has also received funds from UGC under Additional Assistance Scheme XI plan

Scheme	Funds Sanctioned (Rs)	Funds Received (Rs)	Funds Utilized (Rs)
UGC			
Merged & Development	42.39 lakhs	36.24361lakhs	36.1879
Women's Hostel	100 lakhs	76.5 lakhs	76.5 lakhs
Common room & toilet	2 lakhs	1.6 lakhs	1.6 lakhs
Additional Assistance Grants	24.915 lakhs	23.22642 lakhs	22.4276 lakhs
Additional Grants XII Plan Advance	24.29 lakhs	22.24 lakhs	Being Utilised.

The total grants received from major and minor projects amounts to Rs.60.08 Lakhs.

## 6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

### 6.5.1 Internal Quality Assurance Cell (IQAC)

**a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If yes, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

Yes, an IQAC Cell is functioning in the college on the basis of the guidelines set forth by NAAC. IQAC is an effective internal coordinating and monitoring mechanism for enhancing the quality of education and offers quality enhancement measures aimed at the holistic development of students.

The, Internal Quality Assurance Cell (IQAC) of the College has formulated an effective plan taking into consideration the Management strategies, the goals and objectives of the college and the inputs from stakeholders. Student feedback mechanism, self-appraisal by teachers, introduction of teachers work diary, encouragement to teachers for research and organising seminars are some of the measures taken for quality sustenance and enhancement.

**b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?**

All important decisions of the IQAC have been approved by the Management and almost all of them are implemented.

**c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**

The IQAC has one external member on its committee and he has made significant contribution to the college through valuable suggestions.

**d. How do students and alumni contribute to the effective functioning of the IQAC?**

Students contribute to the efficient functioning of IQAC by giving feedback on the teaching learning process. The feedback from parents are also collected at the time of Parent-Teacher meeting. The Alumni voice their suggestions through annual meetings and some of them through e-mail.

**e. How does the IQAC communicate and engage staff from different constituents of the institution?**

IQAC is regularly monitoring the needs of various departments and fulfils their requirements by consulting HODs and other faculty members. IQAC mainly communicates its decisions through the Principal at staff meetings. It also conducts orientation/seminars on quality enhancement for the faculty

**f. Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If yes, give details on its operationalization.**

Yes, the college has IQAC and various other committees comprising members of teaching and non-teaching staff for quality assurance of the curricular, co-curricular, extracurricular and extension and administrative activities.

For maintaining quality assurance of the academic and administrative activities the college has an IQAC and various other committees consisting of the members of teaching and non-teaching members

- The IQAC & College Council collect inferences from the learners and various committees through participatory interactions, based on which it proposes comprehensive perspective plans for effective implementation.
- The Principal monitors and ensures the proper implementation of the plans and a fair representation of learners ensures transparency in the process.
- The administrative activities are monitored by the Principal and the office superintendent.

**6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If yes, give details enumerating its impact.**

Yes, the institution provides training to its staff for effective implementation of the quality assurance procedure for effective performance and smooth performance of their duties and responsibilities. The college arranges staff meetings to discuss the implementation of the quality awareness. The impact of such meetings helps every staff to involve in the NAAC accreditation process. The non-teaching staffs were given computer application training. They are also given orientation programmes on Kerala Service Rules.

**6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If yes, how are the outcomes used to improve the institutional activities?**

The institution conducts Academic audit under the supervision of the Principal and the Head of the Department. The Principal verifies the academic records, work diaries, teaching schedules and attendance registers.

Feedback from all stake holders (students, alumni, parents, industry representatives) is another important yardstick by which to review the academic performance. It has helped teachers to modify teaching techniques to suit student's requirements. The university exam results are the ultimate touch stone to gauge the academic performance of the institute. Academic audit is also conducted on monthly students' attendance, Training programmes to students, faculty development programmes and their impact on teaching – learning process. Based on the report of internal academic audit, the course of actions beings followed are reviewed and suitable remedial measures are taken.

#### **6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?**

The internal quality assurance mechanism IQAC was formed in accordance with the directions of UGC and NAAC. Continuous interaction with University of Kerala ensures the incorporation of State Governments suggestions and UGC guidelines in our developmental programmes. UGC guidelines are also adhered to start new courses and add-on courses and to implement major and minor projects.

The college follows the rules of the Higher Education department, in the case of work load, number of students per division, student-teacher ratio, allocation of optional papers, subjects etc. The college strictly follows the syllabus prescribed rules of admission as well as exam schedule of the University of Kerala. Periodical recommendations of NAAC peer team visited for accreditation and report of AQAR submitted to the NAAC provide opportunity to take stock of its strengths, weaknesses, opportunities and challenges every year. Suggestions from alumni have been of great value to IQAC planning.

#### **6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?**

To measure and review the teaching learning process the institution has an IQAC Committee, College Council and the Head of the institution. The teaching –learning process is facilitated through qualified and trained faculty .It can be effectively implemented through class interactions, seminars, assignments, test papers, participation in curricular, extracurricular and extension activities

The methodologies of operations are as follows:-

- Preparing academic calendar and teaching plans.
- Internal examinations/periodic class tests /assignments,
- Arranging extra classes.
- Remedial coaching classes for weaker section of the students.
- Maintaining work diary by faculty members.
- Special attention to lagging students.
- Adopting ICT based teaching-learning system.

**6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various external and internal stake holders? Any other relevant information regarding governance, leadership and management which the college would like to include**

The internal stake holders (students and staff) are made aware of the quality assurance policies and mechanisms through different platforms like staff meetings and council meetings. The college communicates its quality policies to the external stakeholders like, Management through R.D.C. meetings, Alumni through Alumni Association meetings and Parents through Parent-teachers meetings. The College calendar, notice board and college website are also used for communication of quality assurance policies.

The institution constantly looks for opportunities leading to improvement in Quality Management System. Data from various sources are collected, analysed and actions initiated. The following are reviewed after collecting data:

- Quality Policy, Quality Objectives and its monitoring.
- Audit findings (External and Internal).
- Management review meetings.
- Corrective and Preventive action.
- Student's feedback.

Based on the above data action plans are initiated and their status is monitored.

**6.6 Other Relevant Information**

- The institution conducts Academic Audit to improve the institutional activities
- Several committees are constituted by the principal for overall management of the admission, conduction of examination, promotion of research and extension activities, encouraging cultural activities and maintenance of healthy campus life
- Involvement of others in decision making by the principal has led to empowerment and development of leadership qualities

## CRITERIA VII

### INNOVATIONS AND BEST PRACTICES

#### 7.1 Environmental Consciousness

##### 7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The college conducts green audit of the campus every year with the help of students and faculty of Department of Botany. A record of different types of plants is prepared and kept for reference.

There are different clubs taking care of all environmental issues related to the campus.

- Students of nature club, environmental club and NSS volunteers are actively involved in environmental issues through different activities such as visit various places, water bodies and lakes for restoration of the glory of these bodies.
- The college has taken initiatives for planting varieties of species on a large scale, “Nammudemaram programme” in collaboration with social forestry department.
- Botany department is maintaining a medicinal plant garden with the help of their students.
- An effort was made by Department of Botany in naming the trees and plants in the campus to give awareness to students of the college about the importance of plants.
- Waste generated in the campus, is disposed of from time to time in a scientific way.
- The college organizes seminars & lectures on environmental issues to increase the environmental awareness of the students.
- The college also organizes regular Scientific Exhibition and Environmental & health awareness camps.
- A Seminar on “Global Warming” was conducted by the Department of Botany.
- The campus is almost free from pollution and plastics.

##### 7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

In view of energy conservation-The bulbs in the college are replaced by CFL and LED

Use of renewable energy

Water harvesting

A rain water harvesting system is built in the campus.

Check dam construction

Not needed in the campus as there is no sufficient empty land.

Efforts for Carbon neutrality

Out of the limited space available, everywhere we have planted trees. The students are restricted from throwing waste in the campus hence lunch boxes alone are allowed.

Hazardous waste management

The college classrooms are well lighted and airy. The college strictly observes to see that no electric equipments run unnecessarily. Enough measures are taken to use electricity carefully.

## **7.2 Innovations**

### **7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.**

Besides taking due care of the activities aimed at overall curricular, co-curricular and extra-curricular activities of the college, the management is quite conscious about the innovations having a positive impact on its functioning. Here, reference may be made of some related innovations made over the last four years.

One of the innovations of the college is the biogas plant, which fuels the incinerator making use of the waste produced in the Campus. The Department of Home Science maintains a kitchen garden for producing organic vegetables. This conveys a message to our students to maintain a kitchen garden in their home. The medicinal plant garden is another innovation of the institution by Department of Botany.

## **7.3 Best Practices**

### **Best Practice I**

1. **Title:** Amritha Varshini

2. **Goal**

Amrita Varshini is an effort of Department of Music, which comprises of classically trained singers of our college who gives solace to the patients of palliative care through their mellifluous voice

3. **The Context**

Since the patient is suffering from immense pain due to the illness, 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.

## Best Practice II

1. **Title:** “Karuna”

2. **Goal :**

To create a mind of kindness and a helping hand.

3. **The Context :**

Most of the students are coming from very low financial status. They can't even afford their food. They will stand in front of major diseases with a question mark. “karuna” help them in this situation.

4. **The Practice :**

The College has a mechanism to collect a small amount monthly from the teachers as well as a one-time collection from students generates a fund for this purpose. The most needy is identified and render help. This year we helped a student of VI semester B.Com who was suffering from a heart ailment and who had to undergo a surgery. The student who has recovered from her illness is now pursuing studies.

5. **Evidence**

The student is now undergoing her studies in a healthy manner.

6. **Contact Details**

Name of the Principal : Dr. Sherly. P. Anand

Name of the institution : Sree Narayana College for Women

City : Kollam

Pin Code : 691001 Mobile :

Accredited of Status : B+ Email :

Work Phone : 0474 2745644 Fax :

Website : [www.sncwkollam.org](http://www.sncwkollam.org)



## **EVALUATIVE REPORT OF THE DEPARTMENTS**

- **ECONOMICS**
- **PHYSICS**
- **BOTANY**
- **HINDI**
- **HOME SCIENCE**
- **MALAYALAM**
- **MUSIC**
- **HISTORY & POLITICS**
- **CHEMISTRY & BIOCHEMISTRY**
- **MATHEMATICS**
- **ZOOLOGY**
- **ENGLISH**
- **COMMERCE**

### ECONOMICS

1. Name of the department : ECONOMICS
2. Year of Establishment : 1957
3. Names of Programmes / Courses offered  
(UG, PG, M.Phil., Ph.D., Integrated  
Masters; Integrated Ph.D., etc.) : B.A ECONOMICS
4. Names of Interdisciplinary courses  
and the departments/units involved : Open course- Human Resource  
Management
5. Annual/ semester/choice based  
credit system (programme wise) : Choice Based Credit System
6. Participation of the department in the  
courses offered by other departments : Open course offered by various  
Departments
7. Courses in collaboration with other universities,  
industries, foreign institutions, etc : Nil
8. Details of courses/programmes  
discontinued (if any) with reasons : Nil
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors		
Associate Professors	1	1
Asst. Professors	5	5

**10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Jaya A.K	M.A, M Phil	Associate Professor	Cashew Industry- Employment and Living Conditions of Cashew Workers	32	Nil
Aswathy. R	M.A,(on FIP)	Assistant Professor	Change in Consumption pattern of different income groups	9	Nil
Prabhavathy.C	M.A, M Phil	Assistant Professor	Demand for drinking water- a Socio- economic Analysis	4	Nil
Aparna Das	MA	Assistant Professor	Agricultural Economics and Rural Development	4	Nil
Parvathy.A.V	M.A	Assistant Professor	Performance of Cashew Industries in Kerala –A Case study of CAPEX	2	Nil
Anila Kumary R	M.A , M.Ed	Assistant Professor	Women Empowerment	2	Nil

**11. List of senior visiting faculty** : Nil

**12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty** :

2010-11	Nil
2011-12	Nil
2012-13	Nil
2013-14	33%

**13. Student -Teacher Ratio (programme wise)** : 70 : 1

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled** : Nil

**15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.**

DSc/D.Lit	0
Ph.D	0
M.Phil	2
PG	6

**16. Number of faculty with ongoing projects from**

**a) National b) International funding**

**agencies and grants received** : Nil

**17. Departmental projects funded by DST - FIST;**

**UGC, DBT, ICSSR, etc. and total**

**grants received** : Nil

**18. Research Centre /facility**

**recognized by the University**

: Nil

**19. Publications:**

a) Publication per faculty : Nil

Number of papers published in peer reviewed journals (national /

international) by faculty and students : Nil

Number of publications listed in International

Database (ForEg: Web of Science, Scopus,

Humanities International Complete,

Dare Database - International

Social SciencesDirectory, EBSCO host, etc.) : Nil

Chapter in Books : Nil

Books Edited : 1. Engineering Humanities

2. Environmental Studies and Technical Communication

Books with ISBN/ISSN numbers with details of publishers : Nil

Citation Index : Nil

SNIP : Nil

SJR : Nil

Impact factor : Nil

h-index : Nil

20. **Areas of consultancy and income generated** : No

21. **Faculty as members in a) National committees  
b) International Committees c) Editorial Boards** : Nil

22. **Student projects** :

a) Percentage of students who have done in-house projects including inter departmental/programme : 100%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : Nil

23. **Awards / Recognitions received by faculty and students**

- Sabeena of Final year Economics received Bhaskar Foundation Award in 2011.
- Asha Pournami second year, Raichal Sabu , Sajna N and Aswathy Radhakrishnan, first year secured III rd prize in the Thiruvathira competition of the kerala university Youth Festival in 2011.
- Asha pournami final year,Raichal Babu second year, Sajna.N final year and Aswathy Radhakrishnan secondyear secured II prize in the Thiruvathira competition of the kerala university Festival in 2012.
- Aswathy Radhakrishnan participated in the Group dance competition in the Kerala University Youth Festival and won IInd prize.in 2012
- Anjumol G first year and Anjaly KG second year were members of the college volley ball team which won the kerala university volley ball championship in 2012
- Sini Alex second year won IInd prize in 100 m and 200m, in 2013
- Smitha L.first year got III rd prize in 400m Athletic meet.
- Hema Yogesh First first year won IIIrd Prize in 5000m in the kerala university Athletic meet.
- Thancy .T and Lini.L(both of IDC)participated in the drama competition of Kerala University Youth Festival where their drama titled "**Pulijanmam**" won 3<sup>rd</sup> prize.

❖ **Greeshma RP** received an award for securing the **1<sup>st</sup> rank** in the BA Degree (Economics) Examination of 2012 from Kerala university .She also received awards from the Former Students Association and Retired Teachers Association of this college

❖ **Gopika Varma** IBA student secured following prizes

- Light music I Prize
- Malayalam Recitation I Prize
- Essay Writing III Prize. in connection

All India Loco Running Staff Association of Railway Kollam Unit.

I prize in Recitation

(Thunchazhuthachan Malayalam Sarvakalasala Thirur)

### III prize in Essay Writing

- ❖ Nayana P. K. first year secured
  - I prize in Quiz Competition,
  - II prize in Malayalam Elocution Extempore and
  - Essay writing in the competition held in connection with Sree Narayana Gurudeva Jayanthi.
- ❖ Reshma Rajeevan first year secured
  - III prize in Malayalam Essay Writing in the same competition.
  - In connection with the Vigilance Awareness week State Bank Of Travancore conducted Essay competition in English in which Reshma Rajeevan secured III place.
  - She also won III prize in the elocution competition held in connection with the Death Anniversary of Sri. R. Sankar.
  - In the Essay competition held in connection with AIDS Day Reshma Rajeevan got I prize.
  - She also secured III prize in the District level Essay Writing Competition held in connection with the Golden Jubilee Celebration of Vigilance and Anticorruption Bureau.
- ❖ Kavary. D. Chandran of second year secured I prize in the inter- state competition held at Kozhikode by the Kerala and Lakshadweep Directorate In The National Integrated Awareness Programme from 20-12-2013 to 31-12-2013.

### Achievements in Sports

- ❖ Sinu Alex final year Economics- secured
  - I prize in 100m and II prize in 200m in the State Interclub Athletic Meet.
  - I prize in 100m, 200m and 4x100m Relay in the University Athletic Meet.
  - I prize in 4x100m Relay and II prize in 100m in the South Zone National Athletic Meet.
  - I prize in 100m, II prize in 4x100m Relay and III prize in 400m in the State Junior Athletic Meet.
  - I prize in 4x100m Relay in the National Junior Athletic Meet.
- ❖ Smitha L second year won II prize in the 4x100m Relay in the Junior Athletic Meet.
- ❖ Annie KR first year won II prize in the 4x100m Relay in the Junior State Meet and I prize in the University Athletic Meet.
- ❖ Sinu Alex first year won I prize in the 4x100m Relay and II prize in 200m in the University Athletic Meet.
- ❖ Aswini KS first year won I prize in 4x100m Relay , II prize in 400m Hurdles and III prize in 100m Hurdles at the University Athletic Meet.
- ❖ Reema Nath first year won I prize in Discus Throw at the Interclub Athletic Meet and University Athletic Meet. She also secured II prize for Discus Throw at the Junior Athletic Meet.
- ❖ Shiji George and Lekshmi T second year and Rajimol P of first year were part of the team which won Kerala University Inter college Basketball Championship.

- ❖ Anjumol G second year was judged the Best Player in the team which won the Youth National Volleyball Tournament.
- Annie K R won I prize in 200m  
III prize in 400m  
I prize in 4x100m Relay.
- Aswini KR won II prize in 100m and 100m hurdles
- Smitha. L won III prize in 200 m
- Reema Nath won I prize in shotput and Discus Throw
- Sradha V won II prize in Taekwondo
- Rajimol P second year bagged III prize in the Junior National Basketball Championship held at Puthucherry.
- In the M. K. Joseph Memorial 10<sup>th</sup> Interclub Kerala State Athletic Championship held at Ernakulam, Reema Nath got I prize in Discus Throw and Aswani. K. S. Got III prize in 100m hurdles and IV place in 400 mtrs Hurdles.
- In the Kerala State PYKKA Athletic Championship held at Cherthala on 07-10-2012, Aswani K S of second year won IInd prize in 100 m Hurdles and third prize for 4x100 m relay. Reema Nath of second year won Silver in Discus Throw.
- In the 56<sup>th</sup> Kerala State Junior Athletic Meet held at Kochi from 11-10-2012 to 14-10-2012, Reema Nath bagged gold for Discus Throw and Aswini K S got Bronze medal for 100m hurdles. Aswini also got Bronze medal in 100m hurdles at the National Pykka Women Athletic Meet held at Chennai from 6- 12-2012 to 7- 12-2012.

The following students of the department won prizes in the Kerala University Athletic Meet held at Thiruvananthapuram.

- Sintu Anna Koshy final year- Volley Ball- Inter Collegiate III Prize, Base Ball Intercollegiate II Prize
- Annie. K. R final year- Athletics South Zone 4x400 relay I Prize,  
Intercollegiate 400m II Prize  
Intercollegiate 4x400 relay I Prize
- Aswani K. S. final year- Athletics Intercollegiate 100m hurdles I Prize,  
Intercollegiate 100m III Prize,
- Reema Nath final year- Athletics Intercollegiate Shotput II Prize,  
Intercollegiate Discus Throw I Prize
- Adheena S. final year- Volley Ball Intercollegiate III Prize,  
Base Ball Intercollegiate II Prize
- Sradha second year Volley Ball Intercollegiate III Prize,  
Base Ball Intercollegiate II Prize,

**Taikondo Intercollegiate Silver II Prize**

- Noora second year Volley Ball Intercollegiate, Base Ball Intercollegiate II Prize
- Arya Nath first year- Intercollegiate 100m II Prize, Intercollegiate 4x100m I Prize  
In the Kollam District Athletic Championship held at L B Stadium, Kollam.
- Aswani K S of second year won gold in 100m hurdles and 200m race. Annie K R of second year won gold in 400m and 800m. Reema Nath of second year also secured gold in Shotput and Discus s throw

**24. List of eminent academicians and scientists /visitors to the Department :**

- Dr.Iyyam pillai( Bharati Dasan university)
- Dr.Jayaprakas (Director of College Development Council,University of Kerala)
- Dr.Manju.S.Nair (Kerala university),Dr.suresh kumar (Government college Attingal)
- Dr.Anitha (Kerala university)
- Dr.K.C Baiju( Central university of Kerala)
- DR.V. Mohanan, (Asst. General Manager, NABARD )
- Sri. Stanley Chacko Deputy director E&T section ,Principal Agricultural Office ,Kollam)
- Dr. K. Maya .( SN College Kollam)
- Dr. S.P. Kumar(S.N. College, Kollam)

**25. Seminars/ Conferences/Workshops organized & the source of funding:**

❖ **Conducted a UGC Sponsored national seminar on “ Inclusive Growth- The Role of Agriculture” (6<sup>th</sup> And 7<sup>th</sup> March 2014)**

b) International: Nil

**26. Student profile programme/course wise:**

<b>Name of the Course/programme (refer question no. 4)</b>	<b>Applications received</b>	<b>Selected</b>	<b>Enrolled (F)</b>	<b>Pass percentage</b>
2010-11				
2011-12				
2012-13				
2013-14	100	100	F	

\*M = Male \*F = Female



## 27. Diversity of Students

Name of the Course B A Economics	% of students from the same state	% of students from other States	% of students from abroad
2010-11	99.33	0.67	Nil
2011-12	100	Nil	Nil
2012-13	100	Nil	Nil
2013-14	99.33	0.67	Nil

## 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Five of our former students are working as **civil servants**. They are

- Kundavi ( IAS)
- Veena panicker(IAS)
- Veena Raj( IPS,IRS,)Opted
- Veni Raj(IRS)
- Mini Chandran ( IRS)
- Almost fifty Former students are working as **Assistant professors** in various colleges.
- More than 20% of outgoing students ,from this Department qualified NET.
- 51 students from our Department are working as **plus two lecturers**.
- 22% of our outgoing students are now working in the various **Government Departments**.
- 10% of our students are working in the **banking field**.

## 29. Student progression

Student progression	Against % enrolled			
	2010-11	2011-12	2012-13	2013-14
UG to PG	16	20	22	
PG to M.Phil.				
Ph.D. to Post-Doctoral				
<b>Employed</b>				
• <input type="checkbox"/> Campus selection				1.47
• Other than campus recruitment	40	45	45	45

Entrepreneurship/Self-employment	10	10	10	15
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**30. Details of Infrastructural facilities**

- a) Library : Centralised Library
- b) Internet facilities for Staff & Students : Yes
- c) Class rooms with ICT facility :Yes
- d) Laboratories : Nil

**31. Number of students receiving financial assistance from college, university, government or other agencies**

Year	Number of students
2010 -11	32
2011 -12	43
2012 -13	37
2013 -14	46

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:**

- 2010-11:Seminar was delivered by Dr. P. Suresh Kumar (Associate Prof Govt. College Attingal) on “Development Issues Of Kerala Economy”
- 2010-11: Dr. Anitha. V (Assistant Prof S N college, Sivagiri) delivered a seminar on “Myths and Realities On The Way to Success”
- 2011-12: Seminar was delivered by Dr. Manju S Nair (Associate Prof Department of Economics University of Kerala) on :Trends in Macro Economics”
- 2012-13: Dr.S. P. Kumar (Assistant Prof S N college, Kollam) delivered a seminar on :”Research Methodology”
- 2013-14: An UGC Sponsored National Seminar was conducted on “Inclusive growth : The role of Agriculture”.

**33. Teaching methods adopted to improve student learning**

- Lecture and Demonstration
- Seminars , Assignments and Discussions
- Project work
- Debate and Quiz
- Peer tutoring
- Group Discussion
- PowerPoint Presentation

#### **34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

Various activities are conducted under the auspices of the planning forum like seminars, debates, quiz competition etc. Students actively participate in NSS, NCC, Planning forum, Human Rights, Nature Club etc.

#### **35. SWOC Analysis of the Department and its Future plans**

##### **Strength:**

- We have well-disciplined, obedient, punctual, regular and very attentive students. So the quality of our students is excellent.
- Qualified, approachable and efficient teaching faculty is available here.
- Classrooms are provided with advanced digital facilities so that students can easily grasp the subject and can have access to more informative resources.
- We have a well equipped library with academic, informative and competitive references that help the students to achieve their goals.
- N-list through INFLIBNET and e- journals available in the library is beneficial to both the faculty and the students of our Department.
- The Department is actively participating in the waste management strategies of our college.
- As part of energy conservation, use of solar energy is encouraged for lighting purposes in the campus.
- Centralised drinking water facility is available.
- The introduction of CBCSS system helps the students to improve their problem solving ability and also helps to conduct further research activities in future.
- Skill Enhancement Women Resource Centres have been set up in the college and the teachers are given training for the IT and other skill enrichment programmes for the students.

**Weakness:** No Post Graduation for Economics

**Opportunity:** High Potential for job opportunity.

**Challenges:** Students- teacher Ratio is high, poor socio-economic background of the parents and shortage of time.

A few students of our Department is discontinuing their studies because of marriage due to the lack of awareness of their parents.

**Future Plans:** . We have a strong desire to raise the Department to PG and research Department and so that the bright students can continue their studies in this Department itself. We encourage more students to do power point presentation. Encourages them in attending Personality Development Programmes and Leadership Skill Enhancement Programme so as to enable them to face interviews, group discussions etc.

## PHYSICS

1. Name of the department: PHYSICS
2. Year of Establishment : 1951
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph,D etc.) : UG &PG
4. Names of Interdisciplinary courses and the departments/units involved: Open course – Energy physics
5. Annual/ semester/choice based credit system (programme wise):
  - B.Sc - Choice Based Credit & Semester system
  - M.Sc - Semester system
6. Participation of the department in the courses offered by other departments – Open courses offered by other departments
7. Courses in collaboration with other universities, industries, foreign institutions etc.- Nil
8. Details of courses/programmes discontinued (if any) with reasons - Nil
9. Number of teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	Nil	Nil
Associate Professors	1	1
Asst. Professors	9	7

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.) :

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Nisha J Tharayil	Ph D	Associate Professor	Nano materials	20	4
Veena V S	MSc	Assistant Professor	Electronics	3	Nil
Dr Deepak Nand	PhD	Assistant Professor	NMR	2	Nil
Prabha Jyothi P S	MPhil	Assistant Professor	Electronics	2	Nil
Jayasree K	MPhil	Assistant Professor	Nano	2	Nil
Remya M	MSc	Assistant Professor	Condensed matter	2	Nil
Kavitha M V	MSc	Assistant Professor	Electronics	2	Nil
Smitha S	MSc	Assistant Professor	Electronics	2	Nil

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 20% of the UG classes and 20% of the UG practicals are handled by temporary faculty.

13. Student -Teacher Ratio (programme wise) : 1:18 for degree course  
: 1:5 for PG courses

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : one mechanic and 2 lab assistants.

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:

Qualification	Faculty
Ph.D	2
M.Phil	2
M.Sc	4

16. Number of faculty with ongoing projects from a) National b) International funding. agencies and grants received : National funding -2.

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : UGC funded minor projects having a fund of 1.20+ 1.90 lakhs.

18. Research Centre /facility recognized by the University: Not an approved research centre but work is carrying out in the existing lab.

19. Publications:

a) Publication per faculty

Number of papers published in peer reviewed journals (national / international) by faculty and students :

***Detailed publication list by the faculty are provided in Annexure 1.***

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

Monographs : Nil

Chapter in Books : Nil

Books Edited : Nil

Books with ISBN/ISSN numbers with details of publishers : Nil

Citation Index : Nil

SNIP : Nil

SJR : Nil

Impact factor : Upto 10.

h-index : Nil

20. Areas of consultancy and income generated : Nil

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards.... : Nil

22. Student projects

a) Percentage of students who have done in-house projects

Including inter departmental/programme : 100% of P.G students

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies : Nil

23. Awards / Recognitions received by faculty and students :

- In the elocution competition conducted in memory of “Nauranade Haneef”, Archana Raj final year B.Sc student secured the second place. Sri Adoor Gopalakrishnan presented the award at the function organized in the Sopanam Auditorium,2010-11.
- Essay writing competition held in memory of Bhagat Singh by Kripa Cultural forum and Social welfare board, Archana Raj won the first prize,2010-11.
- In the Kerala University Arts Festival 2010 Volga.R, Our B.Sc student secured the second prize in Malayalam poetry recitation,2010-11.
- In the Vayalar Poetry recitation competition conducted by the public library Volga.R won the first prize,and it was awarded to her at the function held at the Sopanam Auditorium by eminent literary Critic Sri Thomas Mathew. She also bagged the first prize in the Thirunalloor Poetry recitation Competition ,2010-11.
- Vijitha S.K of 1<sup>st</sup> M.Sc Physics and Akshaya Chandra (II DC) has participated power quiz competition and secured first prize in college level and secured fourth place in district level conducted by KSEB,2012.
- The NCC Cadet Anupama.M.S of 2<sup>nd</sup> DC Physics got 2<sup>nd</sup> prize in Tent Pitching competition held in the Inter Group competition(TSC) state level held at Kozhikode 2013.
- Jyothis G S of III<sup>rd</sup> DC Physics got 1<sup>st</sup> prize in ‘Light Music’ in the ‘Keralolsavam’ held at Govt.Boys HSS, Thevally.
- Jyothis G S of III<sup>rd</sup> DC Physics participated in College level Youth Festival and received 1<sup>st</sup> prize in ‘Classical Music’ and 2<sup>nd</sup> prize in ‘Light Music’.
- Our III<sup>rd</sup> DC student Poojamol received 1<sup>st</sup> prize in ‘Hindi Recitation Competition’ in College Youth Festival,2013.
- Jeena Varghese and Anooja J from III<sup>rd</sup> DC participated in “LUMOS-2014” – Intercollegiate Quiz Competition in physics (Venad zone) and received first position.
- Simimol of III<sup>rd</sup> DC Physics secured ‘Shajahan Memorial Award’ for the best Short Story at the state level, 2013.
- Kripa.A of 1<sup>st</sup> MSc Physics secured 1<sup>st</sup> prize in softball state championship ,2<sup>nd</sup> prize in all India senior softball championship and participated in all India inter university championship,2013.

24. List of eminent academicians and scientists / visitors to the Department:

- Dr. V.M Murukeshan, Professor, Nanyang Technical University, Singapore visited the department as a part of the National Seminar organized by our department in 2013.
- Dr.Premlet an eminent Scientist and Associate professor of TKM College of Engineering, Karicode, Kerala has visited the department and gave an exciting talk on Chaos in the year 2012.
- Dr.B.Jayachandran retired Associate professor (Rtd) , S.N College , Sivagiri, Varkala and a scientist of international reputation visited the department and had an excellent interaction session with our students in the year 2010.

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National : UGC sponsored National Seminar

b) International : Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *	M *F	Pass percentage
Open course (Energy physics)	100	90		50	Full

\*M = Male \*F = Female

27. Diversity of Students : Nil

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Sc. Physics	100		
M.Sc Physics	100		

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

**6 students**

29. Student progression

Student progression	Against % enrolled
UG to PG	50%
PG to M.Phil.	20%
PG to Ph.D.	10%
Ph.D. to Post-Doctoral	
<b>Employed</b>	
• Campus selection	20%
• Other than campus recruitment	60%
Entrepreneurship/Self-employment	



30. Details of Infrastructural facilities

- a) Library : College has a central library
- b) Internet facilities for Staff & Students : Available in the department
- c) Class rooms with ICT facility : One smart room for the department
- d) Laboratories : One PG lab, One UG lab and a Computer lab

31. Number of students receiving financial assistance from college, university, government or other agencies : 20% of the students.

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts : Workshops for practicals, virtual lab simulations, seminars on relevant topics by experts.

33. Teaching methods adopted to improve student learning :  
IT enabled classes with visualisation in different topics.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities  
: NSS,NCC programmes

35. SWOC analysis of the department and Future plans

**Strength**

- Committed, enthusiastic faculty willing to go the extra mile to acquire and impart knowledge.
- This is the only college in kollam district where only girls are studying.
- UG courses started since 1951 and PG courses started since 1998 and it has has a historical importance for educating socially and economically backward women in the outskirts of Kollam and nearby districts.
- A well-equipped laboratory with separate labs for PGand UG, elecetric lab, computer lab covering costly equipments like CCDcamera, Michelson interferometer, CROs function generators etc.
- Strong Management
- A pass percentage of 98 maintained in the last 10 years.
- Most of the faculty members have academic national records.
- Even though the department is not a research centre, a quantum of research work is carrying out by the faculty members.

**Weakness**

- Inadequate infrastructure due to in dilapidated condition of old buildings and laboratories established in 1951.
- Lack of state of the art IT enabled classes and existing class rooms need immediate renovation
- Insufficient toilet facility for women students

- Need advance equipments and smart class rooms.
- Research funding sources are less.
- Capacity of college hostel is inadequate.
- Inadequate canteen facility.

### **Opportunities**

- Start new class rooms and laboratories
- Frequent faculty improvements should arrange.
- To find research grants from industry and government agencies
- Develop more interdisciplinary research / projects.
- A central instrumentation facility unit can be made beneficial to all departments and outside institutions if necessary funding is available.
- Tie up with various industries for Training & placement.

### **Threats**

- Lack of proper infrastructure may lead to migration of students to other institutes.
- Less financial support by the state and university.
- Decreased funding for e-resources.
- Loss of expertise through retirement of senior faculty.
- High variance in student ability and experience.

**BOTANY**

1. Name of the department : BOTANY
2. Year of Establishment : 1959
3. Names of Programmes / Courses offered : U.G.
4. Names of Interdisciplinary courses and the departments/units involved : -  
Open course offered to all departments- Mushroom cultivation and marketing
5. Annual/ semester/choice based credit system (programme wise) - :  
Choice based credit and semester system
6. Participation of the department in the courses offered by other departments : -  
Open course
7. Courses in collaboration with other universities, industries, foreign institutions, etc.  
Nil
8. Details of courses/programmes discontinued (if any) with reasons : Nil
9. Number of Teaching posts - 5

	<b>Sanctioned</b>	<b>Filled</b>
Professors	Nil	Nil
Associate Professors	1	1
Asst. Professors	4	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
M.Remadevi	M.Sc,M.Phil	Associate Professor	Phycology	31	Nil
Hima.R	M.Sc, M.Ed.	Asst. Professor	Environmental Sciences	8	Nil
Dr.Preetha.P.S	M.Sc, B.Ed, Ph.D	Asst. Professors	Molecular taxonomy	3.5	Nil

11. List of senior visiting faculty Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty - 25% of lectures and 20% of practical classes handled by temporary faculty

13. Student -Teacher Ratio (programme wise): 30:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled - One lab assistant and one herbarium keeper.

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. : P.G -1, M.Phil - 1, Ph.D.- 1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received 3

18. Research Centre /facility recognized by the University NA

19. Publications: Details are provided in annexure I

a) Publication per faculty - International Journal Publication

Number of papers published in peer reviewed journals (national /international) by faculty and students

Number of publications listed in International Database (For eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

Monographs Nil

Chapter in Books Nil

Books Edited Nil

Books with ISBN/ISSN numbers with details of publishers Nil

Citation Index Nil

SNIP Nil

SJR Nil

Impact factor Nil

h-index Nil

20. Areas of consultancy and income generated NA

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards.... Nil

## 22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme - 100% U.G students

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies - 16%

## 23. Awards / Recognitions received by faculty and students -Libiya Varghese- III B.Sc. Botany

1. Inter Collegiate Meet- Basket Ball, held at Thiruvananthapuram Won I Place. (2010)
2. South Zone Inter- University Basket Ball Championship held at Kanur- Participation only (2010)
3. Senior State Basket Ball Championship, held at Wyanad, won 3<sup>rd</sup> place. (2010)

### **Sunitha.A-III B.Sc.Botany**

Taekwondo Senior Championship under 46 Kg Weight category, won 3<sup>rd</sup>Place (2011)

Taekwondo Senior Championship under 48 Kg Weight category, won 2<sup>nd</sup>Place (2012)

University Inter-Collegiate Athletic Meet- Walking won 3<sup>rd</sup> place. (2011)

University Inter-Collegiate Athletic Meet- Walking won 2<sup>nd</sup> place. (2012)

University Inter-Collegiate –Hockey meet, won 1<sup>st</sup> Runner up.

University Inter-Collegiate Volley Ball won 1<sup>st</sup> place

University Inter-Collegiate Base Ball won 3<sup>rd</sup> place

College Athletic Champion – 2011

- Participated in **National Soft Ball Championship** for Colleges (2012)
- Selected for **Taekwondo Senior Poomsea National Championship.** (2012)
- Participated in **State Soft Ball Championship.** (2012)

**Reshma J**-University Inter-Collegiate –Base Ball won 3<sup>rd</sup> place.

Participation in Junior Soft Ball Competition.

## **Scholarships**

### **U.G.C Scholarship –Suvarna Jubilee Scholarship:**

#### **III B.Sc. Botany(2012)**

Unnimaya. G	10,000/- per Year
Soumya. A	10,000/- per Year
Rakhi.R.	10,000/- per Year
Lekshmy.M	10,000/- per Year
Saranya.S	10,000/- per Year
Dhanya. I	10,000/- per Year

#### **II B.Sc. Botany (2012)**

Shalini Joseph 10,000/- per Year  
 Bhagyalekshmi 10,000/- per Year  
 Rengitha 10,000/- per Year  
 Shibina 10,000/- per Year

**Muslim Scholarship:-**

**Beema Buhary** 4000/- per Year  
**Sajina. N** 4000/- per Year  
**Anziya. S** 4000/- per Year

**Central Sector Scholarship**

Sreelekshmi (2014) 10,000/- per Year

**University merit Scholarship**

Soumya (2014) 2500/- per Year  
 Nisha 2500/- per Year

24. List of eminent academicians and scientists / visitors to the Department

Padmashri Dr.P Pushpangadhan, Director AIHBPD, T.V.M,  
 Dr. G.M Nair, Former Head Dept. of Botany and Biotechnology, Kariyavattom  
 Dr. Ashalatha.S.Nair, Associate Professor Dept. of Botany , Kariyavattom,  
 Dr.M.Sivaprakash, Scientist, TamilNadu Agricultural University, TamilNadu.  
 Dr.G. Hemaprabha, Principal Scientist Sugar Breeding Centre , Coimbatore.

25. Seminars/ Conferences/Workshops organized & the source of funding

- a) National - Two UGC sponsored seminars conducted in 2007& 2009  
 2007- Bio Fuels  
 2009 -Emerging Trends in Green Biotechnology  
 b) International Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *	*F	Pass percentage
Open Course Mushroom Cultivation and Marketing	150	50		50	100

\*M = Male \*F = Female

27. Diversity of Students NA

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
FDP in BOTANY	99	1	

28. How many students have cleared national and state competitive examinations  
Such as NET, SLET, GATE, Civil services, Defense services, etc. - SET - 9

29. Student progression

Student progression	Against % enrolled
UG to PG	20%
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<b>Employed</b>	
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	
Entrepreneurship/Self-employment	10%

30. Details of Infrastructural facilities

a) Library - Central Library , good library with sufficient books for reference.

Fully Automated with LIBSOFT, INFLIBNET, and access to e- publication.

b) Internet facilities for Staff & Students - Available in the Department

c) Class rooms with ICT facility - one

d) Laboratories - one

31. Number of students receiving financial assistance from college, university, government or other agencies 30%

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts - seminar with external experts

33. Teaching methods adopted to improve student learning - Power point presentation

34. Participation in Institutional Social Responsibility (ISR) and Extension activities –

N.S.S/ N.C.C., environmental club, nature club activities

35. **SWOC** analysis of the department and Future plans

**Strength**

1. Out of three, one faculty member is Ph. D holder.
2. Another member has almost completed her thesis work and will submit soon.
3. Our department has a well maintained medicinal plant garden with about 200 species
4. We give remedial coaching to weak students.
5. Our department has a good collection of herbarium

**Weakness**

1. Lack of permanent faculty (only three in place of five)
2. Lack of laboratory with good infrastructure.

**Opportunity**

1. Under graduates can join post-graduation in Botany Biotechnology, Environmental sciences, Microbiology and Bioinformatics, after that they can qualify NET and select teaching profession or research field.
2. Since we are giving training in mushroom cultivation, they can take mushroom cultivation as a self-employment programme in future.
3. Since they are aware of large number of medicinal plants, they can cultivate and sell them to institutions or persons to manufacture Ayurvedic medicine.
4. As Horticulture is a part of the curriculum, they can start nursery and earn money in future.

**Challenges**

1. We are not getting bright students for learning such conventional courses, since plenty of seats are available for Engineering and other courses in the private sector.

**Future plans**

1. We have planned to cultivate mushrooms in a moderate level and give training in mushroom cultivation to our final year students and also to students from other departments.
2. We have also decided to open a sales counter once in a week for the sale of mushrooms inside the campus and to utilise a part of the profit to help financially weak bright students.



**HINDI**

1. Name of the department : HINDI
2. Year of Establishment : 1981
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved: NIL
5. Annual/ semester/choice based credit system (programme wise) : CBCS
6. Participation of the department in the courses offered by other departments : NIL
7. Courses in collaboration with other universities, industries, foreign institutions, etc.  
NIL
8. Details of courses/programmes discontinued (if any) with reasons NIL
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	NIL	NIL
Associate Professors	3	3
Asst. Professors	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specialization</b>	<b>No. of Years of Experience</b>	<b>No. of Ph.D. Students guided for the last 4 years</b>
Dr.S.Sudhakaran	PhD	Associate professor	Modern Literature (Novel)	27	4
Dr.K. Vijayakumari	PhD	Associate professor	Poetry	20	1
Dr.T.Hemalatha	PhD	Associate professor	Poetry(Comparative Literature)	20	-
Dr.K.R. Lavanya	PhD	Assistant professor	Modern Drama	6	-
Dr.M.R.Sheeba	PhD	Assistant professor	Novel	6	-

11. List of senior visiting faculty NIL
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty 12.5
13. Student -Teacher Ratio (programme wise) UG 24:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled ONE
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. PhD- 5
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: NIL

18. Research Centre /facility recognized by the University:

Though our Dept. is not a Research Centre Three of our Faculty members are Research Guides.

Dr.S Sudhakaran has produced a PhD and Three Research Scholars are working under his guidance for PhD.

Dr.K VijayaKumari is Guiding One Research Scholar

19. Publications:

a) Publication per faculty :

Number of papers published in peer reviewed journals (national /international) by faculty and students: NIL

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.): NIL

Monographs	NIL
Chapter in Books	NIL
Books Edited	NIL
Books with ISBN/ISSN numbers with details of publishers	NIL
Citation Index	NIL
SNIP	—
SJR	—
Impact factor	—
h-index	—

20. Areas of consultancy and income generated: NIL
21. Faculty as members in : NIL
- a) National committees b) International Committees c) Editorial Boards....: 1
22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme : 100% project work as part of curriculum.
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: NIL
23. Awards / Recognitions received by faculty and students : Dr. S.Sudhakaran received letter of appreciation from the Controller of Examinations, University of Kerala for his performance as Chairman, Board of Examiners, Final B.A. Hindi April 2014.
- 1) HarithaKumari(NCC) one of our second B.A. student participated in the National Level THL SAINIK CAMP (TSC) at NewDelhi 2013-14.
- 2) Kaya K Vasanthan (NCC) one of our second B.A. student participated in the national Integration Camp (National Level)
- 3) Anjana Prasad S (1129007), Yasmin S (1129043) Aruna Raj (1129008), Jeethumol R P (1129018) of our final year B A Students were placed in 1<sup>st</sup> 2<sup>nd</sup>, 3<sup>rd</sup>&4<sup>th</sup> position respectively in University Examination held in April 2014.
24. List of eminent academicians and scientists / visitors to the Department:
- Dr.Baijnath Prasad , Reader , Dept .of Hindi Punjab University.
- Dr.KrishnaPanicker , Rtd. Asst. Director , Official Language
- Dr. V V Viswam Rtd. Head Dept of Hindi University College TvpM & Editor “Sangradhan”
- Dr. S Thankamani Amma Rtd. Head Dept of Hindi, University of Kerala
- Dr. N Suresh Rtd. Professor and Director of Translation Studies , Dept of Hindi University of Kerala.
- Dr. M S Vinayachandran , Head , Dept of Hindi University College , TvpM
25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National: NIL
- b) International: NIL
26. Student profile programme/course wise: NIL

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *	M *F	Pass percentage
Open course					
Translation Theory and Practice	21	21		F-21	100%

\*M = Male \*F = Female

27. Diversity of Students      NIL

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA	99	1 from Lakshadweep	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

NET- Two(2)

29. Student progression

Student progression	Against % enrolled
UG to PG	40
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<b>Employed</b>	NIL
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	60
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

- a) Library- : college has a central library
- b) Internet facilities for Staff & Students: Available in the department
- c) Class rooms with ICT facility- : Available
- d) Laboratories : NIL

31. Number of students receiving financial assistance from college, university, Government or other agencies : 70%

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Seminars on relevant topics by experts.

33. Teaching methods adopted to improve student learning: Remedial classes

34. Participation in Institutional Social Responsibility (ISR) and Extension activities : NSS Programmes

35. SWOC analysis of the department and Future plans

### **Strength**

- Well qualified, experienced and dedicated faculty members.
- All faculty members are PhD. Holders. Three of them are research guides.
- As 100% students are girls, it is easy to maintain discipline, which adds to good academic atmosphere.
- For the last 10 years our pass percentage in university exam is above 95.
- In 2014 our final year student bagged first four ranks in the university examinations.
- Our college is using solar energy for lighting the campus.
- We have centralised purified drinking water supply system inside the campus.
- We got bio-gas plant and advanced waste disposal system.
- A central library with good number of books, internet facility and e-journals provides good exposure to our faculty members and students.

### **Weakness**

- Majority of the students are coming from poor socioeconomic background.
- No PG Programme

### **Opportunities**

- P.G. course can be started.
- P.G. Diploma course in Translation and Journalism will be appreciated.
- Frequent faculty improvement programme will be rewarding.

### **Challenges**

- Lack of space for expansion

High dropout rate as students get married during the course.

## HOME SCIENCE

1. **Name of the Department:** HOME SCIENCE
2. **Year of Establishment:** UG-1952, PG-1964.
3. **Names of Programmes /Course Offered:** UG-Home Science, PG-Family Resource Management
4. **Names of interdisciplinary courses and the department /units involved:**
  - a) Statistics and Computer Application-Dept of Mathematics
  - b) Consumer buyer Economics - Dept of Economics
5. **Annual/Semester/Choice based credit system (Programme wise)**

Semester system—MSc Home Science

Choice based credit system----BSc Home Science

### 6. Participation of the department in the courses offered by other departments

First degree programme semester V students attends open courses offered by departments other than the mother department.

### 7. Courses in collaboration with other universities, industries, foreign institutions, etc

We are planning to have collaboration with certain industries & institutions( Textile - KINFRA, Nutrition –CTCRI, Interior Decoration – interior decoration firms, Extension training centres, ICDS etc) in the near future.

### 8. Details of courses/programme discontinued (if any) with reasons:

An UGC sponsored Add On course on “Fashion Designing” was conducted during 2005-2010. The course was discontinued due to lack of fund. We had to mobilize fund for the teaching faculty and we were finding it very difficult to mobilise fund for it.

### 9. Number of Teaching Post:

Post	Sanctioned	Filled
Professors	0	Nil
Associate Professor	0	Nil
Assistant Professor	7	7

**10. Faculty profile with name, qualification, designation, specification, (D.Sc/D.Litt/PhD/MPhil)**

Name	Qualification	Designation	Specialisation	No of years of experience	No of PhD students guided for the last 4 years
Aswathy Sugunan	MSc	Assistant Professor	Family Resource Management	13 years	-
Dr S Selsa	MSc PhD	Assistant Professor	Family Resource Management	13 years	-
Seena Gopinathan	MSc MPhil	Assistant Professor	Family and Community Science	13 years	-
Dr Rekha V V	MSc PhD	Assistant Professor	Family Resource Management	13 years	-
Sandhya Suresh	MSc	Assistant Professor	Family Resource Management	13 years	-
Indu Suresh	MSc	Assistant Professor	Foods and Nutrition	2 years	-
Seema Gopinathan	MSc, MPhil, B.ed	Assistant Professor	Family and Community Science	2 years	-

**11. List of senior visiting faculty:**

- Mrs. Sindhu D K, Asst Professor (Civil Engineer) S N Polytechnic, Chathanoor

**12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty: NA**

**13. Student –Teacher Ratio (programme wise): MSc : 1:3, BSc: 1:15**

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:**

Technical staff Sanctioned -3, Filled -2

Administrative staff: Nil

**15. Qualifications of teaching faculty with MSc/D.Litt/PhD/MPhil/PG.**

PG-7, MPhil-2, PhD-2

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:** In the near future we will be taking up major and minor research projects.

**17. Departmental projects funded by DST-FIST;UGC,DBT ,ICSSR ,etc and total grants received:** Nil

**18. Research Centre /facility recognised by the university:** Not an approved research centre .Planning to become one in near future.

**19. Publications:**

**Details given in Annexure I.**

**20. Areas of consultancy and income generated:** Consultancy services are rendered to students off the stream and faculty in areas of interior decoration, apparel designing, jewellery making and fabric painting. Different food processing methods including squashes, jams, jellies and pickles are also rendered.

**21. Faculty as members in**

**a) National Committees:**

**1. Indian Adult Education Association:**

Dr.S.Selsa, SeenaGopinathanan, Dr.Rekha V V, Sandhya Suresh

**2. Indian Dietetics Association:**

Aswathy Sugunan, Dr.S.Selsa, Seena Gopinathanan, Dr.Rekha V.V, Sandhya Suresh, Indu Suresh

**3. Home Science Association:** Seena Gopinathan , Seema Gopinathan

**4. Nutrition Society of India:** Indu Suresh

**b) International Committees** Nil

**c) Editorial Board** Dr S Selsa

**22. Students Projects**

**a) Percentage of students who have done in –house projects including inter departmental/programme :**100 percent of UG &PG Students

**b) Percentage of students placed for project in organisations outside the institutions ie in research Laboratories/Industry/other agencies:** Nil

**23. Awards /Recognition received by faculty and students:** 1 (PhD)

**24. List of eminent academicians and scientists/visitors to the department.**

- Dr.Thara.S, Clinical Psychologist, Wellness Mental Clinic,Kollam .
- Dr V Girija Devi, Reader (Rtd),department of Home Science, Govt Womens College, Thiruvananthapuram .Presently Regional Director IGNOU .
- Dr.Radakrishnan MP, Associate Professor in Psychiatry,Azeezia Medical College ,Meeyyanoor.



- Dr K S Pushpa ,Professor and Head, Department of Home Science ,Gandhi Gram Rural Institute, Gandi Gram.
- Dr.Suryakanthi, Retd Professor, Department of Home Science , Gandhi Gram Rural Institute,Gandigram.
- Manjusha V Thambi ,Dietician,SIMS Hospital,Kollam.
- Dr.Sreejith N Kumar,Consultant in Medicine and Diabetology, Diabetic care center,Trivandrum.
- Dr Anil Vijayakumar ,Assistant Professor ,Department of Medicine ,Azeezia Medical College ,Meeyanoor.
- Dr M Kamamma,Retd Professor and Head, Department of Home Science ,Gandhi Gram Rural Institute,Gandi Gram.
- Dr Chandra Prasad Sridhar ,Former Professor,Institute of Mnagement in Government,Thiruvanathapuram.
- Dr.UdhayaKumar J ,(Geology)Assistant Professor in Civil Engineering ,TKM College of Engineering Kollam.
- Dr C Sadanandh , Consultant Psychiatrist ARCEES Hospital ,Erode,Tamilnadu.

#### 25. Seminars /conferences / workshops organised and the source of funding

a. **National:** 1 Coping With Academic Stress – Need of the Hour (February 2014)  
Funded by UGC.

b. **International** NIL

#### 26. Student profile programme / course wise

Name of the course/ programme (Refer question No.4)	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
<b>Open Course</b>					
Principal and Practices of Counselling and Guidance	<b>82</b>	<b>60</b>		<b>55</b>	<b>100</b>

#### 27. Diversity of students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
B.Sc Home Science	100%		
		NIL	NIL
M.Sc Home Science	100%		

**28. How many students have cleared national and state competitive examinations such as NET, SET, GATE, Civil services, Defense services etc.**

Sl.No	Name of the examination cleared	Number of students
1.	NET	2
2.	SET	3
3.	Civil services	NIL
4.	Defense services	NIL

**29. Student progression**

Student progression	Against % enrolled
UG to PG	50%
PG to M.Phil	NIL
PG to Ph.D	5%
Ph.D to Post doctoral	NIL
Employment <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	5
Entrepreneurship /Self employment	7

**30. Details of infra structural facilities**

**a. Library**

In addition to the general library of the college which caters to journals, books and magazines related to the core and complementary courses offered by the B.Sc. and M.Sc. programmes of the department, a separate library is maintained by the department exclusively for the B.SC project and M.Sc. dissertations produced so far, since the inception of the Department of Home Science. The library also maintains a soft copy of the projects and dissertations. Our library is fully automated with Bar coded access .

**b. Internet facilities for staff and students**

The internet facility including access to INFLIBNET is available to the students and staff of the department from 8a.m. to 5 p.m. Copying of relevant reading materials in USBs and print out facility is made available to the students and staff alike.

Additionally, the general library of the college also offers internet facilities to the students and faculty members.

**c . Class rooms with ICT facility**

The classrooms for the students attending the different programmes offered by the department is equipped with LCD facilities enabling the staff members of the department to supplement their lectures with power point presentations. In our departments one class is equipped with LCD projectors.

**d. Laboratories**

UG- 3 PG -1 ,Full fledged laboratories equipped with necessary amenities are available for all practical courses included in the B.SC and M.Sc programme offered by the department

**31. Number of students receiving financial assistance from college, university, government or other agencies.**

Sl.No	Source of financial assistance	Number of students
1.	College	
2.	University	8
3.	Government	
4.	Other agencies	

**32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts**

Sl. No	Name of the enrichment programme	External experts conducting the class	Year of conduct
1.	Orientation programme for the students of the First Degree programme	Career and Personality development directors	2010-14
2.	Orientation programme for the students of the Post graduate programme	Career and Personality development directors	2010-14
3.	Workshop on Space deisgning and drafting of building plans	Civil engineer	2010-2014
4.	Workshop on jewellery making	Jewelley designers	2010-14
5.	Pre marital counselling	Psychologist cum Counsellor	2010-14

6.	Effective learning techniques	Psychiatrist	2010-14
7.	Strengthening womanhood	Gynaecologists and Dieticians	2010-14
8.	Entrepreneurial skill development	Successful entrepreneurs	2010-14
9.	Food consumption tips for healthy living	Nutritionists	2010-14
10.	A workshop on “Skin and Trichology Problems Related to Abuse of Cosmetics”	Beauty Therapist	2011
11.	A one day seminar on Kerala’s Eating Habit Taking a Wrong Turn”	Nutritionist	2011
12.	A one day seminar on Emerging Trends in Home Science – Horticulture Therapy	Beauty Therapist	2011
13	Dental camps	Orthodontist & Peridontist	2010-14

### 33. Teaching methods adopted to improve student learning.

Sl.No	Methods adopted
1.	Special tutorial sessions are given to weak students
2.	Teaching aids are used to complement lectures
3.	Hands on experience are given to students to enhance their learning
4.	Students are asked questions to verify if they have learned

### 34. Participation in institutional Social Responsibility (ISR) and Extension activities

Actively participated in Blood donation camps conducted by IMA and NSS unit of college, Extension Activity, NSS, NCC Programme.

### 35. SWOC analysis of the department and future plans

#### Strength

- Dedicated and committed teachers ready to guide and impart knowledge and assist the students to the frontiers of knowledge in all fields.

- Out of seven faculty members two are Ph.D. degree holders, another three faculty members already submitted their Ph.D. thesis.
- A PG Department with 50 years of tradition.
- A well-equipped laboratory with separate labs for PG and UG.
- Pass percentage of above 80 for UG and 100% for PG is maintained.
- Focus on women empowerment through extension activities.
- Only college offering Home Science under Sree Narayana Trusts.
- Very supportive management.
- The extension programme helps weaker sections of women to become economically independent.
- Many of the former students are now entrepreneurs.
- We not only help in education but also help them in co-curricular activities, socially beneficial behavior and developing leadership quality.

### **Weakness**

- Majority of the students are opting for professional courses and students joining in the arts and science colleges are not competent enough to cope with the syllabus offered.
- Since most of the students are from poor socio economic background, they often face difficulty in communicating and expressing their ideas in English.
- Time constraints limit our extension activities.

### **Opportunities**

- Start new courses in interior decoration, fashion designing, child psychology, pre-school education.
- Find research grants from government agencies.
- Tie up with various industries for training and placement specially in interior decoration and catering management.

### **Challenges**

- Less financial support
- Decreased funding for e-resources and development of laboratories.

### **Courses Offered**

#### **1. BSc Home Science**

#### **2. MSc Home Science (Family Resources Management)**

**MALAYALAM**

1. Name of the department - **MALAYALAM**
2. Year of Establishment - **1964**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)- **UG**
4. Names of Interdisciplinary courses and the departments/units involved  
**- open course- Film Studies**
5. Annual/ semester/choice based credit system (programme wise)  
**- Choice based credit system**
6. Participation of the department in the courses offered by other departments -  
**Open Course - Film Studies**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.-  
**NIL**
8. Details of courses/programmes discontinued (if any) with reasons - **NIL**
9. Number of teaching posts : 8

	<b>Sanctioned</b>	<b>Filled</b>
Professors	NIL	NIL
Associate Professors	2	2
Asst. Professors	7	4

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.) Separate sheet attached

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr.R.Sunil Kumar	MA,MPhil,Ph.D	Associate professor	Film studies	17	NIL
Dr.Lekshmi .V.S	MA, MPhil,PhD BEd	Assistant professor	Folklore	4	NIL
Vidya D.R	MA ,BEd	Assistant professor	Film studies	4	NIL
Remya .R	MA,BEd	Assistant professor	Linguistics	4	NIL
Rekha S	MA ,BEd	Assistant professor	Informatics	2	NIL
Dr.P.Sheela (Sanskrit)	MA,BEd,PhD	Associate professor	Vedanta	26	1

11. List of senior visiting faculty -

1) Dr. C.R. Rajagopal(Prof. Department of Malayalam, University of Kerala, Kariavattom)

2) Dr. Padmarao(Prof. and Head, department of Malayalam, University of Kerala Kariavattom)

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty - 12.5

13. Student -Teacher Ratio (programme wise) 60:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : one

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

PhD	3
Mphil	2
P.G	8

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received –

1) Dr . S.Henalal, Assistant Professor ,minor project –“poetry translation and cultural genuinity”-2013-2014

2) Vidya D.R.- Assistant Professor ,got a minor project - “changes in the food habits of malayalees-a study based on cultural ,cinema & literature”2013-2014

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received :

18. Research Centre /facility recognized by the University - NIL

19. Publications:

a) Publication per faculty - 7

Number of papers published in peer reviewed journals (national / international) by faculty and students - NIL

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

Monographs NIL

Chapter in Books NIL

Books Edited NIL

Books with ISBN/ISSN numbers with details of publishers NIL

Citation Index NIL

SNIP NIL

SJR NIL

Impact factor NIL

h-index NIL

20 . Areas of consultancy and income generated : NIL

21. Faculty as members in : NIL

a) National committees b) International Committees c) Editorial Boards.... NIL

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : 100



b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies -NIL

23. Awards / Recognitions received by faculty and students

- 1) Dr Lekshmi V. S.,Assistant Professor, Won 3<sup>rd</sup> Prize In The “Bhashasudhi Competition “Conducted By Kumbalathu Sankupillai Smaraka Grandhasala , Karunagapally.in 2013-2014
- 2) Geethu ,Student of 2<sup>nd</sup> Semester, has Participated In Inter Collegiate Softball Champion Ship Held In Andrapradesh On January 2013

3) Geethu Secured 2<sup>nd</sup> prize in the inter-collegiate baseball champion ship held at medical college Thiruvananthapuram in 2013.

24. List of eminent academicians and scientists / visitors to the

Department -

- 1) C.L. Jose –Dramatist,given seminar on “DRAMA”
- 2) Dr P K Biju- Film Director,given seminar on “NEW GENERATION FILM”
- 3) Kureppuzha sreekumar, Poet,given seminar on “ MODERN POETRY”
- 4) KP Ramanunni- Novelist, given a talk on the “art of writing a novel”
- 5) Dr C.R.Rajagopal – Professor, Department of Malayalam ,university of Kerala , Kariyavattom, given a class on Malayalam folklore
- 6) Dr .I Thomas Kutty, HOD , Department of Malayalam, University of Calicut, delivered a lecture on post –modern Malayalam poetry
- 7) Vattaparambil Peethambaran ,Kadakali Artist, Performed A Well Known Attakada”Nalacharitham Attakada Onnam Divas Am”

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National UGC Sponsored Two days National Seminar-“Changing the World and Changing in the Media”2014-March 4,5

b) International

26. Student profile programme/course wise: -

<b>Name of the Course/programme</b>	<b>Applications received</b>	<b>Selected</b>	<b>Enrolled *</b>	<b>M *F</b>	<b>Pass percentage</b>
<b>2010-11</b>					
2011-12					
2012-13	95	64		F	64
2013-14	90	65		F	65
2014-15	100	65		F	

\*M = Male \*F = Female

27. Diversity of Students

<b>Name of the Course/programme BA malayalam</b>	<b>% of students from the same state</b>	<b>% of students from other States</b>	<b>% of students from abroad</b>
<b>2010-11</b>	100	NIL	NIL
2011-12	99	1	NIL
2012-13	100	NIL	NIL
2013-14	100	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

- 1) Thingal (NET)
- 2) Saranya S (NET)
- 3) More than 60% of former students working as assistant professors, plus two lectures and high school assistant
- 4) 10% of outgoing students are working in different Govt. Services

29. Student progression

Student progression	Against % enrolled			
	2010-11	2011-12	2012-13	2013-14
<b>UG to PG</b>	<b>25</b>	<b>30</b>	<b>30</b>	
PG to M.Phil.				
PG to Ph.D.				
Ph.D. to Post-Doctoral				
Employed Campus selection				
Other than campus recruitment	10	10	10	10
Entrepreneurship/Self-employment	20	22	15	20

30. Details of Infrastructural facilities

a) Library

b) Internet facilities for Staff & Students **Available**

c) Class rooms with ICT facility **- Yes**

d) Laboratories **NIL**

31. Number of students receiving financial assistance from college, university,  
Government or other agencies

YEAR	NO OF STUDENTS
2010-11	55
2011-12	58
2012-13	62
2013-14	55

32. Details on student enrichment programmes (special lectures / workshops /seminar)  
with external experts -

- 1) Dr .M.R Shelly , Hod , malayalam department FMNC ,presented a paper on “Malayalam used in media”
- 2) Dr .G Padma Rao give a talk on “ Language used in media”
- 3) Prof .O.G. Oleena ,presented a paper on ‘Women in kerala society”
- 4) Mr.Raju Mathew,Subeditor ,malayalamanorama ,give a talk on “Media and society”
- 5) Parvathi Devi ,Journalist and social worker ,give a talk on “Media and society”
- 6) V.K. Adersh ,Technology writer give a talk on “Introduction to cyber world”

### 33. Teaching methods adopted to improve student learning

#### 1) Debate and quiz

- 1) Debate on is “Child marriage come back to kerala society conducted in connection with world womens day
- 2) Quiz programme was conducted on the environmental day
- 3) Essay Competition Was Conducted On”Maduram Malayalam” As The Part Of Keralapiravi
- 4) ”Knowing Ramayana” Quiz Competition Was Conducted As A Part Of Ramayana Masam(Karkkidaka Last Month Of Kollavarsham)
- 5) Debate on “indian independence in 2014” was conducted as part of independence day

#### Seminars

- 1) An Orientation class aimed at the mental health of students had conducted DR ANIL PRABHAKAR psychologist has taken a class on “Problems In Learning And Stress Management”
- 2) A class on research methodology was taken by R.S Rajeev ,HOD ,D.B. college sasthan cotta

### 34. Participation in Institutional Social Res ponsibility (ISR) and Extension activities NSS,NCC programmes

### 35. SWOC analysis of the department and Future plans

#### Strength

- Our UG Course Started in 1964
- Well experienced and dedicated teachers.
- Regular and systematic teaching and learning process
- Necessary help and advice from the management, principal and other departments
- Regular and punctual students
- Centralised library with academic, informative and competitive references which helps the students to achieve their goals
- Conducted class seminars and project works for student to improve their academic skills

- Conducting weekly test papers to assess learning process .
- The college have wifi net connection available
- An introduction to cbss system helps the students to understand about the strategies of degree course and to improve their personality skills
- Women resource centres helps the students to understand the power in them and the opportunities they got in the society
- IT orientation classes conducted with the help of Kerala IT MISSION Helps Students to aware about the information technology

### **Weakness**

- Few students of our department is discontinuing their studies because of marriage due to the lack of awareness of their parents

### **Opportunities**

- Qualified students can seek employment as teachers in schools ,colleges and universities
- Since film study is being included in the syllabus the students can find opportunities in film industry
- Students can seek employment as anchors ,script writers ,news readers in TV and radio.
- Students will get opportunities in the field of journalism
- Students will get opportunities in the field of Malayalam software

### **Future plans:**

- We are trying to raise the department to pg and research department
- We will conducted personality development programmes and subject oriented seminars
- We plan to modify all class rooms as smart classrooms

**MUSIC**

1. Name of the department- Music
2. Year of Establishment- 1979
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)- UG-BA music
4. Names of Interdisciplinary courses and the departments/units involved - Nil
5. Annual/ semester/choice based credit system (programme wise)- CBCSS
6. Participation of the department in the courses offered by other departments- Open course- Music club
7. Courses in collaboration with other universities, industries, foreign institutions, etc.- Nil
8. Details of courses/programmes discontinued (if any) with reasons

Theory of South Indian Music

Musical form (practical)

Subsidiary 1<sup>st</sup> Veena

Subsidiary 2<sup>nd</sup> sanskrit

9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors	3	3
Asst. Professors		

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr B Arundhathi	M.A .Ph .D	Associate Professor	South Indian Music	30	5
Dr T M Bhavana	M.A.Ph. D	Associate Professor	South Indian Music	29	nil
B Vanajamma	M.A. M phil	Associate Professor	South Indian Music	29	nil

11. List of senior visiting faculty -Nil
12. Percentage of lectures delivered and practical classes handled(programme wise)by temporary faculty
13. Student -Teacher Ratio (programme wise) -5 : 1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled - Nil
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. - Ph.D -2  
- M phil-1
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received – Post Doc Fellowship for Dr.B.Arundhathi
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received -Nil
18. Research Centre /facility recognized by the University - Nil
19. Publications:
  - a) Publication per facultyNumber of papers published in peer reviewed journals (national /international) by faculty and students  
Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)  
Monographs  
chapter in Books  
Books Edited  
Books with ISBN/ISSN numbers with details of publishers  
Citation Index  
SNIP  
SJR  
Impact factor  
h-index
20. Areas of consultancy and income generated
21. Faculty as members in

a) National committees b) International Committees c) Editorial

Boards.... -Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies -Nil

23. Awards / Recognitions received by faculty and students

B .Arundhathi -Theatre play back singer 1992, Thulassevanam Award, Kerala Sangeetha Nataka Academy Award.

T.M.Bhavana -Best Playback Singer(state award) -1997,Thulassevanam award.

24. List of eminent academicians and scientists / visitors to the

Department

Soorya Krishna Moorthy, Pandit Remesh Narayanan, Gouri Lakshmibhai, Sunil Bhat, Chandav Kumar, Abhraditha Banerji, Dr.Sajitha Bhadrav, Dr.Omana Kutty, Neyyattinkara Mohanachandran, Gayathri Ashok- Playback singer, Kaithapram Damodaran Namboodiri, Shahabas (film composer and singer), Perumbavoor.G.Reveendranath, Kudamaloor Janardanan, Janardan Puthusseri

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National : Nil

b) International : Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *	M *F	Pass percentage
B A Music	22	15		N A	100%
	18	11		N A	85%
	17	10		N A	100%

\*M = Male \*F = Female



27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA Music	94%	6%	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.

NET -2 students

29. Student progression

Student progression	Against % enrolled
UG to PG	80%
PG to M.Phil.	N A
PG to Ph.D.	N A
Ph.D. to Post-Doctoral	N A
<b>Employed</b>	
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

a) Library : 700 music books including journals and music CD's

b) Internet facilities for Staff & Students

c) Class rooms with ICT facility

d) Laboratories

31. Number of students receiving financial assistance from college, university, government or other agencies

(2010-11) - 2 students

Scholarship (2011-12)-2 Students

(2012-13)-1 student

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

- 1) Ajith Namboodiri (swathi sangeetham)
- 2) Abraditha (Hindusthani music)
- 3) Dr N Mini (Navavidha bakthi krithi)
- 4) Dr Sajitha (Music therapy)
- 5) Janardanan Puthusseri (Folk music)
- 6) Jalaja Varma (kshetra krithi's)

33. Teaching methods adopted to improve student learning

Every student has given attention and care especially in the music practical and veena classes .We can evaluate and correct them while teaching itself .The students are given weekly an hour hearing concert of great musicians. special lecture classes are conducted to improve the standard of students.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

*Padashala* is an extentional activity introduced by our department for the women those who are talented and interested in music.

*Amrithavarshini* is a music programme conducted by the students in association with the palliative care unit of district hospital

#### **Achievements of Students:**

1 Rank-sreekala, geethamany .sreedevi ,sivadarsana, swetha mohan

2 Rank-deepthi .s.unnithan,meenu ,soumya, sanchu

Participation in University youth festivals

Soumya M.S-1 prize –oppana 2012

Ashitha, -2 Prize-Thiruvathira 2012

Sangeetha Sadanandan--2 Prize-Groupdance 2012

Ammu B.S-2<sup>nd</sup> in classical music 2013

Sonia vijayan-winner of 1<sup>st</sup> gandharva sangeetham, film playback singer.

Swetha mohan-winner of star singer ,kairali TV-film playback singer

Shabnam – playback singer

Nayana- 1 st prize in kadhakali sangeetham[haridas memoria 1 conducted by vendar kadhakali sangham

Ammu B.S-1 st in classical music-keralotsavam

Contribution of teachers

35. SWOC analysis of the department and Future plans

**Strength**

1. Music is a performing art
2. Talented and experienced faculty members
3. Faculty members are very popular in society and recipients of many awards
4. Music in the form of 'Amrithavarshini' is extended to patients in palliative care unit.
5. Produced ranks in University examinations.

**Weakness**

Absence of PG programme in the college

**Opportunities**

Can be upgraded to a PG department.

Certificate courses can be started

**Challenges**

Unable to admit all students having aptitude for music.

**Future Plans**

Upgrade the department to a Post Graduate and Research Centre.

### HISTORY & POLITICS

1. Name of the department : HISTORY & POLITICS
2. Year of Establishment : 1964
3. Names of Programmes / Courses offered  
(UG, PG, M.Phil., Ph.D., Integrated  
Masters; Integrated Ph.D., etc.) : B.A HISTORY
4. Names of Interdisciplinary courses and the departments/units involved  
: Open course- Human Rights movements
5. Annual/ semester/choice based credit system (programme wise) :  
Choice Based Credit System
6. Participation of the department in the courses offered by other departments  
: Open course offered by various Departments
7. Courses in collaboration with other universities, industries, foreign institutions, etc  
: Nil
8. Details of courses/programmes discontinued (if any) with reasons : N.A
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors		
Associate Professors		
Asst. Professors	4	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Lalini. M	M.A, M Phil, B.Ed, UGC- NET	Assistant Professor	Kerala History	1	Nil
Deepa M.S	M.A,B.Ed UGC-NET,	Assistant Professor	Kerala History	1	Nil
Pradeep. S	M.A, M Phil, UGC-NET	Assistant Professor	International Politics	2	Nil

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty :

2010-11	22
2011-12	22
2012-13	22
2013-14	11

13. Student -Teacher Ratio (programme wise) : 70 : 1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

DSc/D.Lit	0
Ph.D	0
M.Phil	2
PG	3

16. Number of faculty with ongoing projects from

a) National b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre /facility recognized by the University : Nil

19. Publications:

a) Publication per faculty : Nil

Number of papers published in peer reviewed journals (national / international) by faculty and students : Nil

Number of publications listed in International

Database (ForEg: Web of Science, Scopus, Humanities International Complete,

Dare Database - International

Social SciencesDirectory, EBSCO host, etc.) : Nil

Chapter in Books : Nil

Books Edited : Nil

Books with ISBN/ISSN numbers with details of publishers : Nil

Citation Index : Nil

SNIP : Nil

SJR : Nil

Impact factor : Nil

h-index : Nil

20. Areas of consultancy and income generated : No

21. Faculty as members in a) National committees

b) International Committees c) Editorial Boards : Nil

22. Student projects :

a) Percentage of students who have done in-house projects including inter departmental/programme : 100%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : Nil

23. Awards / Recognitions received by faculty and students : **2010-11**

1. Arya S.R II DC History got 3<sup>rd</sup> Prize in the Elocution competition conducted in connection with Sree Narayana Guru Jayanthi and she also secured first prize in Essay competition organized by retired Teachers Association

2 .Anjali Krishnan, II BA History, the member of the college team got Cross Country Championship, Mareena Issac II BA, got selection in Basket Ball in University Team, Vasantha Kumari, III BA the Member of the college Basket ball team won Kerala University Basket ball Championship, Sandhya M, II BA got selection in Kerala University Hockey Team and participated in All India Inter University Hockey Championship

### **2011-12**

1. Arya S.R III DC, got first prize in the Elocution competition and debate organized by Dr.B.R Ambedkar study Centre and she also got first prize in elocution competition organized EMS Grandasala Pavumba

2. Amala B.R I DC got second prize in Inter university Taekwondo Championship and she also secured Gold Medal in State Taekwondo senior Championship, Aswathy. U II DC achieved first place in Womens State Championship

### **2012-13**

1. Suchithra, Aiswarya (both of III DC) participated in the drama competition of Kerala University Youth Festival where their drama titled "*Pulijanmam*" won III<sup>rd</sup> prize.

### **Achievements in sports**

Amala B.R IIDC got Gold Medal in National South Zone Taekwondo Championship and she also secured third prize in Inter College Soft Ball Tournament

### **2013-14**

Sports : Amala B.R III DC, secured Gold Medal in 3<sup>rd</sup> South Zone Poomsar Taekwondo Championship

24. List of eminent academicians and scientists /

visitors to the Department : Nil

25. Seminars/ Conferences/Workshops organized & the source of funding :

a) National: Nil

b) International: Nil

26. Student profile programme/course wise:

<b>Name of the Course/programme (refer question no. 4)</b>	<b>Applications received</b>	<b>Selected</b>	<b>Enrolled (F)</b>	<b>Pass percentage</b>
2010-11				
2011-12				
2012-13				
2013-14	100	100	F	

\*M = Male \*F = Female

27. Diversity of Students

<b>Name of the Course B A Economics</b>	<b>% of students from the same state</b>	<b>% of students from other States</b>	<b>% of students from abroad</b>
2010-11	100	Nil	Nil
2011-12	100	Nil	Nil
2012-13	100	Nil	Nil
2013-14	100	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

<b>NET (Economics)</b>	<b>No. of Students qualified</b>
2010-11	Nil
2011-12	Nil
2012-13	1
2013-14	1



29. Student progression

Student progression	Against % enrolled			
	2010-11	2011-12	2012-13	2013-14
UG to PG	28	30	31	
PG to M.Phil.			1	
PG to Ph.D.				
Ph.D. to Post-Doctoral				
<b>Employed</b>				
• Campus selection				
• Other than campus recruitment	20	25	5	
Entrepreneurship/Self-employment	5	3	7	

30. Details of Infrastructural facilities

- a) Library : Centralised Library
- b) Internet facilities for Staff & Students : Yes
- c) Class rooms with ICT facility : Nil
- d) Laboratories : Nil

31. Number of students receiving financial assistance from college, university, government or other agencies

Year	Number of students
2010 -11	49
2011 -12	43
2012 -13	39
2013 -14	46

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts:

2010-11: Seminar was delivered by Dr. Sathya Raj (Associate Prof FMN College, Kollam) on “Medicinal Herbs and Ayurvedic Treatment in Travancore”

2011-12: Seminar was delivered by DrUdaya Kumari (Retd. HOD SNC Kollam) on Women and Local Self Govt. In Kerala

2013-14: Adv. D Jayakumar, a selected person by SEBI delivered a seminar on Money Management

33. Teaching methods adopted to improve student learning

- Lecture and Demonstration
- Seminars , Assignments and Discussions
- Project work
- Debate and Quiz
- Peer tutoring
- Group Discussion
- Powerpoint Presentation

34. Participation in Institutional Social Responsibility (ISR) and Extension activities :

Various activities are conducted under the auspices of the Human Rights Club like seminars, debates, quiz competition etc. Students ,actively participate in NSS, NCC, Human Rights, Nature Club etc.

35. SWOC analysis of the department and Future plans

#### **Strength**

- Qualified Teaching faculty
- Hardworking students
- Well established Library
- Very good working atmosphere.

#### **Weakness**

- Lack of infra structural facilities

#### **Opportunity**

- High Potential for job opportunity, Personality Development

#### **Challenges**

Students- teacher Ratio is high, Poor socio-economic background of the parents and shortage of time.

#### **Future Plans**

We encourage more students to do power point presentation. Encourages them in attending Personality Development Programmes and Leadership Skill Enhancement Programme so as to enable them to face interviews, group discussions etc.

## CHEMISTRY AND BIOCHEMISTRY

1. Name of the department : Chemistry and Biochemistry
2. Year of Establishment : 1957
3. Names of Programmes / Courses offered :
  - UG - i) Chemistry,
  - ii) Biochemistry and Industrial Microbiology (Career Related Course)
  - PG - (M.Sc Applied chemistry)
  - Ph.D - (Chemistry)
4. Names of Interdisciplinary courses and the departments/units involved
  1. Complementary course for Department of Physics, Botany, Zoology, Home science and Microbiology
  2. Open course for students of other Departments –
    - i) Essentials of Chemistry
    - ii) Life style diseases.
5. Annual/ semester/choice based credit system (programme wise):
  - B.Sc. : The degree programme of chemistry(CBCSS) and biochemistry(CBCSS-Carrer related) comes under choice based credit system comprising of six semesters with an overall credit of 120.The students of VIth semester has to submit a project report based on their experimental findings.
  - M.Sc : The programme is under credit based system .The course consists of four semesters including 4 theory papers, three practicals and a project dissertation. The overall credit for the programme is 80
6. Participation of the department in the courses offered by other departments –The students of chemistry attends common courses handled by department of English, Hindi, Malayalam and Sanskrit. The student of UG classes has to attend the classes of complementary subjects like Physics, Mathematics. The biochemistry students under UG programme has to attend complementary (chemistry), vocational (microbiology) subjects. The Vth semester students have to appear for the open courses in other disciplinaries which are cited in the table below:

Sl No.	Department	Open Course
1	English	Communicative Application in English
2	Malayalam	Chalachitra Padanam(Film Studies)
3	Hindi	Translation Theory and Practice
4	Commerce	Fundamentals of financial Accounting
5	Economics	Human Resource Management
6	History	History of Human Rights Movement
7	Music	Simple Musical Forms
8	Physics	Energy Physics
9	Chemistry	Essentials of Chemistry
10	Biochemistry	Lifestyle Diseases
11	Botany	Mushroom Cultivation and Marketing
12	Zoology	Human Health and Sex Education
13	Home Science	Principles and Practice of Counselling and guidance
14	Mathematics	Operational research
15	Physical Education	Health and Fitness Education

7. Courses in collaboration with other universities, industries, foreign institutions etc.

The students of PG courses have to submit a project report at the end of semester IV. The students has to do their project work by making use of the facilities of research institutions like NIIST-TVM , STIC-CUSAT ,CEPC-Kollam, IIT Bombay, IIT Madras

8. Details of courses/programmes discontinued (if any) with reasons

All the programmes in our department are running smoothly.

9. Number of Teaching posts : 16

Posts	Sanctioned	Filled
Professors	NIL	NIL
Associate Professors	3	3
Asst. Professors	12	12
Guest Lecturer	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.) :

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Anithakumary.V	Ph D	Associate Professor	Material science Electrochemistry Corrosion	33	7
Dr. V. Amitha	Ph D	Associate Professor	Inorganic Chemistry	33	Nil
Dr Chithra P .G	MPhil , PhD	Associate Professor	Nanoscience	17	Nil
Dr Nisha. V	Ph D	Assistant Professor	Inorganic Chemistry	17	Nil
Dr S Suja	Ph D	Assistant Professor	Environmental Chemistry	10	Nil
Dr Asha S Kumar	MPhil ,Ph D	Assistant Professor	Inorganic Chemistry	10	Nil
Dr Asha Bhanu A V	MPhil, Ph D	Assistant Professor	Inorganic Chemistry	3	Nil
Pavitha P A	MSc	Assistant Professor	Corrosion Science	3	Nil
Archana S R	MPhil	Assistant Professor	Physical Chemistry	3	Nil
Dr V Vijayalekshmi	Ph D	Assistant Professor	Polymer Chemistry	2	Nil
Shibitha Thampi R S	MSc	Assistant Professor	Applied Chemistry	2	Nil
Renjini S	MPhil	Assistant Professor	Material Science	1	Nil
Remya A S	MSc	Assistant Professor	Biochemistry	3	Nil
Vishnu S L	MSc	Assistant Professor	Biochemistry	3	Nil

Lakshmi Gopidas	MSc	Assistant Professor	Microbiology	3	Nil
Dr S K Subhash	Ph D	Assistant Professor	Microbiology	3	Nil

11. List of senior visiting faculty :

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 5% of the UG classes

13. Student -Teacher Ratio (programme wise)

<b>Programme</b>	<b>Student –teacher ratio</b>
B.Sc.Chemistry	1:18
B.Sc IMB	1:18
M.Sc.Chemistry	1:10

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled :

No of technical staff	3
Sanctioned strength	3

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Ph.D – 9

MPhil- 2

MSc- 5

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : National funding -7

Name of the faculty	Funding Agency	Title	Amount sanctioned
Dr.Anitha Kumary V	UGC	Development of Catalytic Electrode Materials for Hydrogen Evolution Reaction	7.14 lakhs
Dr.S.Suja	UGC	Impact of coconut Husk retting on the abiotic and biotic components of paravur kayal	1.50 lakhs
Dr.Asha SKumar	UGC	Structural and photovoltaic properties of binary oxides of lanthanides	1.45 lakhs
Dr.Asha Bhanu A.V	UGC	Electro Chemical Applications of Metal Oxide Based Nano Composite	1.9 lakhs
Archana S R	UGC	Electrochemical Behaviour of nano Ceria incorporated Alumunium alloy sacrificial anode in aggressive condition	2lakhs
Dr.S.K.Subhash	UGC	Optimization of stocking density and evaluation of the influence of bacterial load on the production and spat settlement pattern of the Indian pearl oyster <i>Pinctadafucata</i> (gould) seed"	1.6 lakh
Dr.P.G.Chitra	UGC	Synthesis characterization and applications of some nano materials	1.40lakhs

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total

grants received : The department avail a total of 15.59 lakhs as part of the UGC minor projects .The project fund has been utilised for the development of research and basic infrastructure development of our department.

18. Research Centre /facility recognized by the University: Our department is an approved Research centre of Kerala University with 10 research students doing their research works.

19. Publications: Refer Annexure I

a) Publication per faculty :

Number of papers published in peer reviewed journals (national / international) by faculty and students :

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

Name of the faculty	Impact factor	Citation Index	h-index
Dr.Anitha Kumary V	4.433-1.956		
Dr.Chitra P.G			
Dr.S.K.Subhash			
Dr.Vijayalekshmi V			

20. Areas of consultancy and income generated:

The department offers consultancy in electroanalytical techniques.

Using the facilities of our department the water analysis of outside samples were done such as soil pH , hardness of water alkalinity etc.

21. Faculty as members in

a) National committees: Member ISC

b) International Committees

c) Editorial Board : one of our faculty member is a referee of international journals

1. Electrochimica acta (Elseiver)

2. Analytical Methods (RSC)

3. Central European Journal of electro analytical chemistry

4. Suprachimica acta part A: Molecular and biomolecular spectroscopy

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : 90%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : 10%

23. Awards / Recognitions received by faculty and students :

a) Anju V.R bagged the second position in the CBCSS examination during the year 2014.



b) Anitha Kumary .V and Mary Nancy T.E ,”Sensor Applications of Solar Graphene Nano Composite “ ANM 2012 ,4<sup>th</sup> international conference on Advanced Nano Materials,IIT Madras.

24. List of eminent academicians and scientists / visitors to the Department

Dr.K.G.K.Warrier(SeniorScientist)NIIST,TVM,DrA Jayakrishnan (Former V C Kerala university) Dr.A.Ajayghosh ( Recipient of prestigious Infosys and Bhatnagar Award) Dr. T.Pradeep Scientist IIT ,Madras, , Dr.Shyjumon Scientist IISER, TVM,), Dr. Kuruvila Joseph Prof. IIST, TVM Dr I G Shibi(Associate Professor, Dept of Chemistry S.N.College Chempazhanthi), Dr M S Vasanthakumar , (Associate Professor, Dept of Chemistry, S.N.College Kollam) Dr B Sudha,Scientist NIIST,TVM ,Prof H S Mony (Retd Professor) Dept of Chemistry,S N College, Kollam), , Dr.Benny, Scientist, VSSC TVM ,Dr. Saji Viswanathan visiting research fellow , University of Adelaide, Australia.

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National : UGC sponsored National Seminar

b) International: Not Applicable

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	No of students admitted	No of Students registered for examination	Enrolled		Pass percentage
			*M	*F	
Open course					
Essentials of Chemistry	70	70	-----	70	100
Life style diseases	55	55	-----	55	100

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Sc Chemistry	100%	Nil	Nil
B.Sc BioChemistry	100%	Nil	Nil
M.Sc Chemistry	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Four students qualified NET

29. Student progression

Student progression	Against % enrolled
UG to PG	50
PG to M.Phil.	10
PG to Ph.D.	20
Ph.D. to Post-Doctoral	Nil
<b>Employed</b>	
• Campus selection	20
• Other than campus recruitment	60
Entrepreneurship/Self-employment	50

30. Details of Infrastructural facilities

- (a) A research lab with equipments such as Electrochemical Work station, Fibre Optic UV-Visible Spectrophotometer, electronic balances, systronics UV-Visible spectrophotometer, sonicator etc
- (b) Library: The College has a centralised library . Our department provides books for reference to the students who are enthusiastic in learning chemistry. The department is processing a well-established research lab with internet facility.
- (c) Internet facilities for Staff & Students : The department is processing a well-established research lab with internet facility.
- (d) Class rooms with ICT facility : Yes, our department has two ICT enabled class rooms.
- (e) Laboratories: The department of chemistry is having two PG labs, two UG labs

31. Number of students receiving financial assistance from college, university, government or other agencies : Majority of our students belong to marginalised sections of the society of which most of the students avail scholarships from SC/ST stipend, KPCR etc. 30% of the students avail fee concessions.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:

Name of the expert	Title of the lecture
Dr A.Ajayaghosh	Supramolecular chemistry
Dr J.D.Sudha	Conducting polymers
Dr M.S.Vasanth Kumar	Life history of Madam Curie
Dr A P Lipton	Emerging trends in marine biology

33. Teaching methods adopted to improve student learning: Usually conventional methods are adopted for the teaching learning process. In order to improve the mode of teaching audio visual aids and models are adopted for the presentations of topics. Students are trained to use modern softwares and instruments related to their studies. E-learning materials and CDs are used. When the situation demands, power point presentations are employed.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The students actively participate in NCC and NSS activities. Smt Lakshmi Gopidas and Dr. S.K.Subhash of Department of Biochemistry who acted as programme officers of NCC and NSS conducted and coordinated different programmes on social issues.

35. SWOC analysis of the department and Future plans

### **Strength**

- Our department is a recognised research centre of the University of Kerala with well-qualified, efficient faculty, willing to acquire and impart knowledge.
- We have 16 experienced and qualified teaching faculty and 3 technical hands. Our faculty consists of 9 Ph.D. holders and the four others are about to submit their Ph.D thesis.
- Our department is a post graduate and research department
- UG courses started since 1961 and PG courses started since 2001 and it has a historical importance for educating socially and economically backward women in the outskirts of Kollam and nearby districts.
- There are three research guides in our department
- There is a well- equipped laboratory with separate labs for PG, UG and Research. A pass percentage of not less than 85 is maintained in the last 10 years. Most of the top university positions and ranks were secured by our students.
- Continuous assessment of teachers by the students and faculty by the Head of the department.

- The faculty members of our department have published their works in national and international journals and presented papers in national conferences.
- . The PG students of our department participated in various seminars and workshops as part of their curriculum and have enriched themselves with the latest scientific findings.
- Our college is situated in the heart of the city and it is an eco-friendly campus .The waste management is properly done and the college is hailed a green campus.
- The department comprises of a well established research lab with sophisticated instruments , computers and N-list facility.

### **Weakness**

- The Student/teacher ratio should be minimised for effective teaching.
- Lack of sophisticated –central instrumentation facility.
- Low Communication skills of students.

### **Opportunities**

- Frequent faculty improvement is required.
- To find research grants from industry and government agencies.
- Conduct more interdisciplinary research / projects.
- A central instrumentation facility unit can be made beneficial to all departments and outside institutions if necessary funding is available.
- Tie up with various industries for training & placement.
- Engage in extension activities like water analysis, identification of food adulterants etc.
- Conduct programmes like walk with the scholar.
- Remedial teaching is given for weaker students.

### **Challenges**

- Less financial support by the state and university.
- Decreased funding for e-resources.
- Loss of expertise through retirement of senior faculty.
- High variance in student ability and experience due to their low socio economic background.
- Lack of space.

### **Future plans**

- Centralised instrumental facilities should be required
- Increase in remedial coaching classes.
- To increase the number of e-journals.
- More research activities
- Facilities of lab should be improved.

## MATHEMATICS

1. Name of the department: Mathematics
2. Year of Establishment: 1951
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): UG
4. Names of Interdisciplinary courses and the departments/units involved : NIL
5. Annual/ semester/choice based credit system (programme wise) CBCSS
6. Participation of the department in the courses offered by other departments  
Open Course- Operation Research
7. Courses in collaboration with other universities, industries, foreign institutions, etc.  
NIL
8. Details of courses/programmes discontinued (if any) with reasons NIL
9. Number of teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	NIL	NIL
Associate Professors	1	1
Asst. Professors	3	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr.K.Leenakumari	M.Sc,B.Ed, M.Phil,Ph.D	Associate Professor and Head	Fuzzy Matrix and Bi-matrix Games	31	Nil
Dr. Bijo.S.Anand	M.Sc,B.Ed, Ph.D.	Assistant Professor	Graph Theory	4	NIL
Smt. Divya.A	M.Sc,B.Ed	Assistant Professor		1	NIL
Smt. S. Aswathy	M.Sc, M.Phil	Guest Lecturer		1	NIL

11. List of senior visiting faculty NIL
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 25% of the UG Classes are handled by temporary faculty.
13. Student -Teacher Ratio (programme wise) 1:30 for UG Class
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D --2/ MPhil-1 / PG- 1.
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received National-1, Funding-UGC, Rs.1,50,000
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total Grants received  
UGC-1, Rs.1,50,000
18. Research Centre /facility recognized by the University NIL
19. Publications:
- a) Publication per faculty
- Number of papers published in peer reviewed journals (national /international) by faculty and students
- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- Detailed list of publications of all the teachers is already sent to the NAAC Co-ordinator
- |   |     |
|---|-----|
| Monographs  | NIL |
| Chapter in Books  | NIL |
| Books Edited  | NIL |
| Books with ISBN/ISSN numbers with details of publishers | NIL |
| Citation Index  | NIL |
| SNIP  | NIL |
| SJR   | NIL |
| Impact factor   | 0.8 |
| h-index   |     |

20. Areas of consultancy and income generated NIL

21. Faculty as members in

a) National committees b) International Committees c) Editorial

Boards.... NIL

22. Student projects

a) Percentage of students who have done in-house projects

including inter departmental/programme 100%

b) Percentage of students placed for projects in organizations

outside the institution i.e.in Research laboratories/Industry/

other agencies NIL

23. Awards / Recognitions received by faculty and students

Awarded two Ph.D.

24. List of eminent academicians and scientists / visitors to the

Department NIL

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National NIL

b) International NIL

26. Student profile programme/course wise:

Name of the course/programme (refer question no. 4)	Applications received	Selected	Enrolled	M *F	Pass percentage
Open Course-Operations Research	30	22		22	100

\*M = Male \*F = Female

27. Diversity of Students: 1 student from Nagaland

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Sc. Mathematics	98.33	1.6	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? 5

29. Student progression NA

Student progression	Against % enrolled
UG to PG	90
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
<b>Employed</b>	
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	40
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

- a) Library : College has a central Library
- b) Internet facilities for Staff & Students: Available in the Department
- c) Class rooms with ICT facility: Available
- d) Laboratories : One computer lab

31. Number of students receiving financial assistance from college, university, government or other agencies :30%

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:

Seminar on relevant topics by experts: Dr. Mary George, Mar Ivanios College Thiruvananthapuram, Dr. Darsanambika, Fatima Matha National College, Kollam, Dr. Shylaja Kumariam, S.N. College Kollam.

33. Teaching methods adopted to improve student learning: IT enabled classes with visualization in different topics

34. Participation in Institutional Social Responsibility (ISR) and Extension activities  
NSS, NCC



### 35. SWOC analysis of the department and Future plans

#### **Strengths**

- Systematic, Punctual, Methodical and Committed faculty willing to acquire and impart knowledge.
- In Kollam district this is the only department where only girls are studying.
- UG courses started in 1951. This department has a major role in educating socially and economically backward women all over Kerala.
- Well-equipped Computer lab with internet facility.
- On an average 98 % of pass for the last 10 years
- Most of the faculty members have national academic records
- Our department is not a research centre; even then the faculty members are carrying out research work by doing minor projects and publishing papers in the journals.

#### **Weakness.**

- Lack of facility of infrastructure since the building is very old as it was established in 1951.
- Insufficient canteen facility
- All the class rooms should be renovated with modern facilities.
- Need more toilets for women students
- Research funding sources should be increased.
- Strength of the college hostel should be increased.

#### **Opportunities**

- Studying LaTeX help the students to earn money by doing some sort of project works.
- Awareness of computer will help the students their future progress.
- All students will get opportunities in their future life either by securing a job or they can take private tuitions.
- Since mathematics is the queen of all sciences, no students have to wander here and there.

#### **Challenges**

- Financial support is very less from the state and universities.
- Decreased funding for e-resources.
- Owing to the lack of senior faculty, expertise are losing
- High variance in student ability and experience

## ZOOLOGY

1. Name of the department - **ZOOLOGY**
2. Year of Establishment - **1951**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - **UG**
4. Names of Interdisciplinary courses and the departments/units involved  
- **Open Course-Human health and sex education.** (Botany, Home Science, Economics, Physics)
5. Annual/ semester/choice based credit system (programme wise) - **Semester**
6. Participation of the department in the courses offered by other departments  
- **Open Courses**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.  
- **Nil**
8. Details of courses/programmes discontinued (if any) with reasons - **No**
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors		
Associate Professors	1	1
Asst. Professors	4	4

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Sherly P Anand	M.Sc., Ph. D	Associate Professor	Environmental Biology	17	4
Dr. S. Usha	M.Sc., Ph. D	Assistant Professor	Fisheries	9	Nil
Dr. Sreeja. P. Sreedhar	M.Sc., Ph. D	Assistant Professor	Haematology	6	Nil
Dr. Leji. J	M.Sc.,MPhil Ph. D	Assistant Professor	Ecology	6	Nil
Smt. Jisha. S	M.Sc.	Assistant Professor	Ecology	2	Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty **-NIL**

13. Student -Teacher Ratio (programme wise) **-15:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled **-2:2**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

**Number of Faculty having-Ph.D- 4 MPhil-2, P.G. -5**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received-**National- 1**

**UGC Minor project grant Rs. 70,000/-**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received-

**Completed:**

a. UGC minor project “ Evaluation of well water quality in relation to health status in Kollam corporation, Kerala “- Total amount received Rs.1,90,000/-

b. Project from District Medical Office Kollam “Study of water quality and sanitation in Kollam district.”

**Ongoing :**

a. UGC minor project “Bioaccumulation of Heavy metals in an economically important fish *Etroplus suratensis* of Ashtamudi lake and its impacts on health status of people of Kollam corporation, Kerala.”

18. Research Centre /facility recognized by the University - **Nil**

19. Publications:

a) Publication per faculty

(Details are provided in Annexure -1)

Number of papers published in peer reviewed journals (national /international) by faculty and students - **27**

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) - **4**

Monographs -Nil

Chapter in Books -Nil

Books Edited -Nil

Books with ISBN/ISSN numbers with details of publishers -Nil

Citation Index -Nil

SNIP -Nil

SJR -Nil

Impact factor - upto 3.586

h-index -

20. Areas of consultancy and income generated

21. Faculty as members in

a) National committees b) International Committees c) Editorial

Boards etc - a) National committees-3 faculty b) International Committees-1 faculty

a) National committees b) International Committees c) Editorial

Boards...

a. Life members of Global Energy Parliament –Dr. S. Usha, Dr. Sreeja P Sreedhar and Dr. J. Leji

b. Dr. S. Usha, Life member of Journal Ecoscan

c. Dr. S. Usha, Life member of FANSA in Kerala Chapter 3

## 22. Student projects

a) Percentage of students who have done in-house projects

including inter departmental/programme -**100%** Final BSc Students

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/ Industry/ other agencies - **20%** Final BSc Students

## 23. Awards / Recognitions received by faculty and students-

a. Dr. B. T. Sulekha (Faculty)- Best blood donation promoters award, 2012

b. Dr. B.T. Sulekha (Faculty) - Best N.S.S Coordinator Award, 2012

c. Surya Subramanyan (Final BSc) - UGC merit Scholarship

d. University merit scholarship- 2013- Saifa Salim, Sujitha, Aswathy, Ayna, Sreelekshmi S, Sruthy, Jayakumari, Nehila (Final year BSc).

e. Aswathy Krishnan R.B (Final BSc) - Second prize in intercollege baseball competition

f. Jayalekshmi(First BSc) -Bhaskar foundation award of the year 2013

g. NSS Volunteers- Jyothilekshmi, Bhagyadev(final BSc)- Best blood donors award, 2012

## 24. List of eminent academicians and scientists / visitors to the Department

- Dr. V R Prakasam, Associate Professor and Head of the Department of Environmental Sciences, Thiruvananthapuram
- Dr. Kala. S, Oncologist, Regional Cancer Centre, Thiruvannathapuram
- Dr. Renu Chandran, General Physician, Prathibha Hospital, Kollam
- Dr. Shibu S, Associate Professor in Zoology, S N college, Kollam
- Dr. Mini A, Assistant Professor, department of Community Medicine, Travancore Medical College, Kollam
- Dr. Udayakumar. J, Assistant Professor, Department of Civil engineering, TKM College of Engineering, Kollam
- Dr Rakesh P S, District Epidemiologist, NRHM, Kollam
- Dr Manoj Narayanan, Sree Buddha College of Engineering, Karunagappally
- Dr Indulekha P Sudhakaran, Senior Research Fellow, Centre for Biological Sciences, Bangalore.
- Professor C K Thankachy, Director, People for Animals, Kollam.

## 25. Seminars/ Conferences/Workshops organized & the source of funding

a) National

1. Seminar on “Preventive Cardiology” on 09/12/2009 funded by PTA

2. Seminar on “Global Environmental issues” on 01/02/2010 funded by PTA

3. Seminar on “Health and Modern Life style” on 16/03/2011 funded by Zoology Department

4.Seminar on “Mazhakkala Rogangal” conducted by NRHM, Kollam on 15/06/2013 funded by NRHM and Zoology Department.

b) International

- Nil

**26. Student profile programme/course wise:**

Name of the Course/programme B.Sc. Zoology	Applications received	Selected	Enrolled	M /F	Pass %
2010-2011	278	40	40	F	86
2011-2012	326	41	41	F	82
2012-2013	410	50	50	F	78
2013-2014	450	54	54	F	91

\*M = Male \*F = Female

**27. Diversity of Students**

Name of the Course B.Sc Zoology	% of students From the same state	% of students From other States	% of students From abroad
2010-2011	97.5	2.5	NIL
2011-2012	100	NIL	NIL
2012-2013	100	NIL	NIL
2013-2014	100	NIL	NIL

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?**

Rohini Krishnan Final BSc.2012 qualified NET

### 29. Student progression

Student progression	Against % enrolled
UG to PG	33%
PG to M.Phil.	Nil
PG to Ph.D.	4%
Ph.D. to Post-Doctoral	2%
<b>Employed</b>	
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	3 students were selected in IT Mission campus drive
Entrepreneurship/Self-employment	3%

### 30. Details of Infrastructural facilities

- a) Library - A well-established central library in college and a library in our department
- b) Internet facilities for Staff & Students - Internet available for staff and students in our department
- c) Class rooms with ICT facility - 2 rooms in department of Zoology
- d) Laboratories - 2 Laboratories

### 31. Number of students receiving financial assistance from college, university, government or other agencies(2013-14) - University - 3, Government - 2

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts -

- Seminar on Preventive Cardiology
- Health survey activity in connection with minor project
- Seminar on “Global warming” by Dr. V. R. Prakasam
- Seminar on “Biodiversity” By Dr. Shibu. S
- Dr. Manoj from Sree Budha Engineering College on topic “ Career perspectives of Life Science”
- Arranged a seminar on “Chair Yoga” in the department of Zoology for teachers and students
- Professor C K Thankachi, Co-ordinator for Welfare for animals took a lecture in the Department of Zoology

33. Teaching methods adopted to improve student learning - Modern facilities are used including ICT, Soft ware making for statistical analyses and Project preparation in computer etc. We apply LCD presentations in our classes

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- 1) A diabetes survey was carried out by our students
- 2) Water quality analysis conducted in Hepatitis affected area of Paravur
- 3) Water quality project taken up along with District Health Office, Kollam
- 4) Visit and supply food to Orphanage
- 5) Done a health survey of 100 homes with the help of NRHM

35. SWOC analysis of the department and Future plans

### **SWOC Analysis**

#### **Strengths**

- More graduating students each year (low failure and high first class rate).
- Liberal use of audio visuals in teaching process.
- Nodal officers for IT Mission course and MHRD survey in our department
- Well established central library with INFLIBNET facility, e-journals, CD collection
- A browsing centre in our Department
- Strategic plan for growth in research and teaching which emphasizes research.
- Teaching collaboration with existing synergistic activities on campus and honorary faculty for taking special topics especially related to environment
- Continuous assessment of teachers by students and its evaluation by head of the department
- Strong faculty qualification i.e. out of a total of five teachers 4 are PhD holders.
- Talented, dedicated, knowledgeable and cooperative faculty.
- Great collaboration and good communication among faculty.
- Develop more national/state level grant proposals for research and related seminars
- High quality faculty having expertise in a broad range of modern ICT enabled teaching.
- Three research guides in the department with strong research potential with proven records of high quality research in collaboration with health department and UGC.
- Active faculty publication activities.

#### **Working Environment**

- Strong department level support for faculty research activities
- Supportive working environment among department members
- Excellent administrative support



- Excellent secretarial work, committed laboratory staff.
- Well defined program assessment (including program objectives, course learning
- Outcomes, and instruction assessments).
- Flexible curriculum management with devoted teachers.
- Applied for an innovative course in collaboration with Physics, Chemistry and Botany departments.
- Numerous research/independent study opportunities for students
- Large number of students associated to department projects and events including field study and seminars
- Easy to involve students in projects via independent study
- Good computing environment (Computers and internet in the department).
- Adequate laboratory facilities with numerous equipments
- Close relationships with local communities giving health awareness and taking seminars
- Collaboration with health officials of the area doing research activities for needed people

**Weaknesses:**

- No Masters and Ph.D program in the Department of Zoology.
- Research funding sources are less.
- Less national/state level project proposals sanctioned.
- Not enough time for undergraduate students to pursue more research fields
- Less number of distinction students
- No collaborative research/projects among the faculty member.
- No website for the department
- Less technical support from outside of Zoology laboratory.
- No full time specimen collector
- No faculty for teaching computer course.
- Insufficient money for new research development (equipment, research assistants) or matching funds for proposed research at the department level.

**Opportunities:**

- Gain new masters i.e. MSc in Applied Zoology and other programs such as three main courses
- Opportunities to find research grants from industry and government agencies
- Increase engagement/external funding through new centre of excellence
- Tremendous opportunity to team up with other universities
- Develop more interdisciplinary research / projects.
- Develop collaborative grants proposals and projects among Zoology faculty
- Offers ample opportunities in many fields such as Dairy farming, Pest control, Bio monitoring of pollution, Apiculture, Sericulture, Aqua culture for food as well as ornamental purpose, Vermicomposting, Biogas production, Water quality management and Nanobiotechnology
- Explore joint projects/programs with other departments/universities

- Develop emerging program/courses such as IT and mobile computing

**Challenges:**

- We have not enough time in the day to do everything especially research
- Loss of expertise through retirement of senior faculty
- Balancing teaching quality with research
- Not able to attract new faculty member in computer education
- Less teaching and research resources including space
- Academic rigor among students decreased.
- Difficulty of integrating credits for transfer students.
- High variance in student ability and experience.
- Decreased funding for travel and fieldwork

**Future Plans**

- We plan to extend our activities in water quality testing and offer the service to public.
- We are planning to do pond culture and produce fish seeds in a moderate level and give training to our final year students, students from other departments and public.
- We have decided to start a collaboration with fisheries department for the sale of fish seeds.
- We have decided to start a training programme in Sericulture, Apiculture and Vermicomposting

**ENGLISH**

1. Name of the department : ENGLISH
2. Year of Establishment : 1951
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG and PG
4. Names of Interdisciplinary courses and the departments/units involved:  
Communicative applications in English
5. Annual/ semester/choice based credit system (programme wise):  
BA - Choice Based Credit and Semester System  
MA - Semester System
6. Participation of the department in the courses offered by other departments: Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc.:  
Nil
8. Details of courses/programmes discontinued (if any) with reasons: Nil
9. Number of teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	Nil	Nil
Associate Professors	4	4
Asst. Professors	11	6

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. S Anitha	PhD	Associate Professor	28	Nil
Dr Seetha Thankappan	PhD	Associate Professor	28	Nil
B Mini	MA	Associate Professor	26	Nil
Dr S Y Ganga	PhD	Associate Professor	26	Nil
Radhika B	MPhil	Assistant Professor	4	Nil
Aswathy Chandrabhanu	MA	Assistant Professor	4	Nil
Parvathy K S	MA	Assistant Professor	2	Nil
Indu K	MA	Assistant Professor	2	Nil
Jayalekshmi	MA	Assistant Professor	2	Nil
Hima S S	MA	Assistant Professor	4	Nil

11. List of senior visiting faculty:

- Dr S Sreenivasan, Sahitya Academy Award Winner and former Head Of The PG and Research Department of English, S N College, Kollam
- D Dasan, Reader, University of Kannur
- Dr Ajaykumar, Director of Distance Education, University of Kerala
- Dr C Ajayan former Head of the PG Department of English, S N College, Chempazhanthy
- Dr Subash Chandran, Research Guide S N College, Kollam
- Dr Devakumar, former Principal SN College, Chempazhanthy

- Dr Parvathy, Research Guide and Associate Professor, Fatima Matha National College, Kollam
- N Raveendrasnath former Head Of The PG and Research Department of English, S N College, Kollam

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 30%

13. Student -Teacher Ratio (programme wise) : BA: 15:1

MA: 5:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15. Qualifications of teaching faculty with DSc: Nil

D.Litt: Nil

Ph.D:3

MPhil:1

PG:6

16. Number of faculty with on-going projects from

a) National funding agencies: Two (grants received: Rs40000 and Rs 50000 respectively)

b) International funding agencies: Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: UGC Funded 2 Minor Research Projects of grants Rs40000 and Rs 50000 respectively

18. Research Centre /facility recognized by the University: Nil

19. Publications:

a) Publication per faculty: details provided in Annexure 1

Number of papers published in peer reviewed journals (national /international) by faculty and students: details provided in Annexure 1

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil

- Monographs Nil
- Chapter in Books: Nil
- Books Edited: Nil

- Books with ISBN/ISSN numbers with details of publishers: Nil
- Citation Index: Nil
- SNIP: Nil
- Impact factor: Nil
- h-index: Nil

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

a) National committees b) International Committees c) Editorial

Boards.... : Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: 100%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23. Awards / Recognitions received by faculty and students:

Students achievements

<b>Name</b>	<b>Year</b>	<b>Achievement</b>
Veena Lekshmi U R	2010-11	First rank in Kerala University BA degree examination
Arsha S S	2010-11	Third rank in Kerala University BA degree examination
Aparna Ajith	2010-11	Fourth rank in Kerala University BA degree examination
Aparna Ajith	2010-11	First prize in English Debate Kerala University Youth Festival
Soorya Lakshmi	2010-11	100,200 & 4X100mts relay in Kerala University Athletic Meet and Individual Champion of the meet
Shamna	2012	Best actress, Kerala University Youth Festival
Prasieja	2013	First prize in poetry writing, Kerala University Youth Festival
Kaveri Chandrakumar	2012	Second rank in Kerala University BA degree examination
Aswathy Das	2011	Second rank in Kerala University BA degree examination

Milan John	2011	First Prize in inter Collegiate Volleyball Championship, Women's state Volleyball Championship and all India Inter Sai Volleyball Championship
Anjali P G	2011	First Prize in Inter Collegiate Basketball Championship
Soorya Lekshmi K S	2011	First Prize in Inter University Hockey Championship and Women's State Hockey Championship
Roshni John	2011	Third Prize for recitation, inter collegiate Youth Festival
Ardhana S P	2011	First Prize in Essay Writing, International SN Study Centre. Third prize in, Wildlife District Level elocation

Students of the Department also bagged several prizes in many other competitions in arts and sports.

24. List of eminent academicians and scientists / visitors to the Department:

- Dr S Sreenivasan, Sahitya Academy Award Winner and former Head Of The PG and Research Department of English, S N College, Kollam
- D Dasan, Reader, University of Kannur
- Dr Ajaykumar, Director of Distance Education, University of Kerala
- Dr C Ajayan former Head Of The PG Department of English, S N College, Chempazhanthy
- Dr Subash Chandran, Research Guide S N College, Kollam
- Dr Devakumar, former Principal SN College, Chempazhanthy
- Dr Parvathy, Research Guide and Associate Professor, Fathima Matha National College, Kollam
- N Raveendrasnath former Head Of The PG and Research Department of English, S N College, Kollam
- Dr Premaletha Gopinath, Head Of The PG and Research Department of English, S N College, Kollam
- Mr. Harikrishna, Associate Professor and Senate Member, NSS College, Pandalam

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: 2

b) International: Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *	M *F	Pass percentage
Communicative applications in English	90	60		60	100%

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA	100	Nil	Nil
MA	100	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : 67(NET)

29. Student progression

Student progression	Against % enrolled
UG to PG	85
PG to M.Phil.	10
PG to Ph.D.	20
Ph.D. to Post-Doctoral	2
<b>Employed</b>	
• Campus selection	20%
• Other than campus recruitment	50%
Entrepreneurship/Self-employment	10%



30. Details of Infrastructural facilities

a) Library: A fully automated central library, with N-list INFLIB-NET facility providing access to – e-journals and e-books is functioning in the college and it is extensively used by the students of the Department of English.

b) Internet facilities for Staff & Students: internet facility for staff is available in the Department and Computer Centre provides internet facility for our students

c) Class rooms with ICT facility: A smart class room with ICT facility is functioning for the benefit of the students of English literature.

d) Laboratories: Language lab facility available

31. Number of students receiving financial assistance from college, university, government or other agencies: 72

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Spoken English club was started, with international participation in order to horn the communicative skill of our students. Many eminent academicians are invited at regular intervals to enlighten our students. Refer Qn 24

33. Teaching methods adopted to improve student learning: Tutorial methods is adopted to pay individual attention to students. Regular test papers are conducted and academic progress of the students is closely monitored. Remedial Coaching Programme and Scholar Support Programmes are actively pursued to help the low graders. Film studies being part of the curriculum, students are exposed to realm of world classics. Every year students are taken to Chitranjali, a high tech film studio set up by the Government of Kerala. In relation to journalism course, regular visits are done to different studios and channels like the Doordarsan, Malayala manorama etc.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: our students are active participants in the NCC and around 15 of our students are NCC Cadets.

35. SWOC analysis of the department and Future plans

**Strength:**

- Owing to the growing relevance and significance of English as a global language, a large number of students are attracted to the English UG and PG courses.
- The department comprises a bunch of vibrant, enthusiastic, hardworking and student friendly teachers, who are ever willing to meet the academic and non academic needs of the students.
- Students flock to the Department of English, due to the wide repute of scholarly teachers, who enrich their knowledge and communicative skills.
- Of the 15 members of the faculty three are PhD holders and the rest NET qualified.
- Four of our teachers are ASAP (Additional Skill Acquisition Programme) trained.

- The centralised library with state of the art facilities which functions round the clock is a chief resource tool for the academic pursuits of our students and teachers.
- The department is equipped with a smart class room, which facilitates e-learning.
- There is a spoken English Club functioning under the auspices of the English Department.
- Our teachers are engaged in different research activities – PhD, Minor research Projects etc.
- The students of the department have come out with flying colours in the University examination maintaining a pass percentage of 97.

**Weakness:**

- Of the 15 sanctioned strength of the department there are only ten permanent teachers and five are temporary lecturers.
- The department experiences space constraint, without sufficient number of classrooms.
- Due to the lack of ministerial staff to assist the department the teachers have to run errands.

**Opportunities:**

- The department of English opens up a window to the world.
- Campus recruitments made available.
- Wide exposure to gain practical knowledge in the fields of film and journalism.

**Challenges:**

- Lack of space and infrastructure facilities is a perceived threat to the college as a whole.
- Erosion of expertise due to retirement of senior faculty.

**Future Plans:**

- To upgrade the PG department of English to the status of a research department.
- To conduct seminars and workshops on various disciplines at timely intervals
- To organise lectures by eminent scholars
- To arrange coaching classes for competitive exams like JRF and NET
- To offer career guidance
- To empower the students through self-employment

## COMMERCE

1. Name of the department : COMMERCE
2. Year of Establishment : 1979
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.) : B.Com, Finance
4. Names of Interdisciplinary courses and the departments/units involved:  
Names of Interdisciplinary courses: Fundamentals of Financial Accounting,  
Name of departments/units involved: Economics, History, English, Malayalam  
Hindi, Mathematics, Botany, Home science, Chemistry, Music, and Physics
5. Annual/ semester/choice based credit system (programme wise): CBCSS
6. Participation of the department in the courses offered by other departments:  
Economics, Hindi, Home Science, English, Physical Education, Malayalam, mathematics
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
8. Details of courses/programmes discontinued (if any) with reasons:  
B.com Actuarial Science was introduced in the year 1997 supported by UGC Fund  
However this course discontinued after it has completed 3 yrs due to non demand for the course, and non availability of fund from UGC during successive years
9. Number of teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	Nil	Nil
Associate Professors	1	1
Asst. Professors	1	1
Part time Law Lecturer	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
A.Lalitha Kumary	M.Com, M.Phil	Asso. Prof	Finance	32	Nil
Berny B Raj	M.com, MBA, B.Ed,	Asst. Prof	Finance, Human Resource Management	2	Nil
Anuji.S	M.Com, B.Ed,	Asst .Prof	Finance	2	Nil
Ganga .M.R	M.Com	Asst. Prof	Marketing	2	Nil
Reghu Varma	MA,LLB	Part time Law Lecturer	Civil Laws	32	Nil

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : Nil

13. Student -Teacher Ratio (programme wise): 32:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.: M.Phil:1, PG: 5

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received :Nil

18. Research Centre /facility recognized by the University : Nil

19. Publications:

a) Publication per faculty : Nil

Number of papers published in peer reviewed journals (national /international) by faculty and students : Nil

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) :Nil

Monographs : Nil

Chapter in Books : Nil

Books Edited: Nil

Books with ISBN/ISSN numbers with details of publishers: Nil

Citation Index : Nil

SNIP: Nil

SJR: Nil

Impact factor: Nil

h-index: Nil

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

a) National committees b) International Committees c) Editorial Board :NIL

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : 33%

23. Awards / Recognitions received by faculty and students:

A group of Students from the department was Awarded for “Best Innovative business Idea “ at State level and National Level Competition.

24. List of eminent academicians and scientists / visitors to the Department :

Prof .E Mary Dasan- Former PSC Member,kerala

Prof.P Ravichandran - Rtd.Professor in Commerce

Prof. P.Haridas - Rtd Professor in Commerce & Service Consultant

Prof .M .N.Dayanandan – Rtd.Professor in Commerce ,Certified Resource Person of SEBI for organising Financial Education

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National : Nil

b) International : Nil

Institutional Level

i) Seminar on “Entrepreneurship Development”

ii) Seminar on “Orientation to Consumer Protection Act “

Both the seminar was funded by PTA

26. Student profile programme/course wise:

<b>Name of the Course/programme</b> (refer question no. 4)	<b>Applications received</b>	<b>Selected</b>	<b>Enrolled *</b>	<b>M *F</b>	<b>Pass percentage</b>
Fundamentals of Financial accounting		52	52	F	100%

\*M = Male \*F = Female

27. Diversity of Students

<b>Name of the Course</b>	<b>% of students from the same state</b>	<b>% of students from other States</b>	<b>% of students from abroad</b>
B.Com	98 %	1.5 %	.5 %

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

- NET : 10
- CA Final: 2
- CA Inter: 2
- ACCA (UK)I : 1
- ACS Inter : 1
- ICWAI Inter : 2
- Recruitment Board :1
- Bank Test Conducted by Nationalised and Schedule Banks :Above 25
- SLET-10
- Accounts General test by Central Govt of India-2

29. Student progression

<b>Student progression</b>	<b>Against % enrolled</b>
UG to PG	43%
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
<b>Employed</b>	: Nil
• Campus selection	:5
• Other than campus recruitment	:5
Entrepreneurship/Self-employment	:Nil

### 30. Details of Infrastructural facilities

a) Library : Central library with 1300 books

b) Internet facilities for Staff & Students :In Department and Library

c) Class rooms with ICT facility : One

d) Laboratories :Nil

31. Number of students receiving financial assistance from college, university, government or other agencies :109

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts :

- Seminar on commerce education and Career Opportunities
- An orientation to CA Course by Institute of Chartered Accountants Kollam Unit
- Consumer Awareness Programme by Kerala State Consumer council ,
- People's planning Programme
- Financial Education Workshop by SEBI

33. Teaching methods adopted to improve student learning :

- Lecture cum Discussion Method
- Group Learning through Projects
- Problem Solving Method

- ICT enabled Learning
- Peer to Peer learning
- Remedial coaching for Slow learners and students belonging to Reservation groups
- Source Methods
- Tutorial system,
- Open house.
- Challenging Assignments for Advanced Learners
- Feed Back and Evaluation

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Consumer Club, Entrepreneurship Club, People's Planning Programme club are functioning under the Department.

A workshop on Toy making was conducted among House wives of kollam for self employment.

35. SWOC analysis of the department and Future plans :

**Strength**

- Meritorious students
- Committed Faculty for students Support and Progression
- Resourceful Library enabling the students to access Books, journals ,e- resources
- Less Absenteeism of Students and Faculty
- Offering Fundamentals of Accounting as Open course for Non Commerce students

**Weakness**

- [Though the department has produced university Rank holders and achieved good results through out years with committed and experienced faculty members, there is no Faculty with Phd. However research work has initiated by newly appointed teachers.
- The campus is not Wi-fi ,hence ICT enabled learning is not in its full swing.

**Opportunities**

- Possibility to get good students owing to the formation of Post Graduate Course in Commerce
- Women empowerment is made possible
- Convenient location
- Proximity to Commissioner of Income tax department, District Industrial Centre, Industrial Estate, and other commercial offices to get First hand experience.



### **Challenges**

- Retirement of experienced hands
- Organising co curricular and extra curricular activities within the constraints of space, time and infrastructure.

### **Future Plans:**

- To organize National as well as International Seminar in forthcoming Academic years.
- To Undertake Research and other extension activities
- Instilling entrepreneurship Skills to students as well society for self-employment
- Plan to start a P.G Course in Commerce and the proposal for the same is now with the University.
- Plan to strengthen Alumni to conduct more job fairs, training camps for career guidance.
- To provide experiential core to academic knowledge through industry exposure
- To develop analytical and interpersonal skills in students so as to mould them into effective manpower par excellence in a borderless world.

## POST ACCREDITATION INITIATIVES

This section highlights the efforts taken by the institution with a view to overcome the shortcomings pointed out by Peer Team in the report.

### **Curricular Aspects**

The introduction of CBCSS by the university enabled the institution to provide flexibility in curriculum. The institution has introduced certificate courses in Crafts and Tailoring and adds on courses in Veena (music), journalism and mass communication (English) etc. to enhance their academic competence and employability. The faculty members present in board of studies took active role in designing the curriculum during the introduction of CBCSS.

### **Teaching Learning and Evaluation**

The feedbacks from the students are statistically analysed and necessary measures are taken to inform teacher about the feedback. Moreover feedback from parents are also collected and analysed and their grievances if any are redressed. Teachers update themselves by attending conferences and seminars and involve in research and publications in peer reviewed journals.

### **Research Consultancy and Extension**

The research potential of the teaching faculty was considerably increased. The number of Ph.D. holders increased from 7% to 33%. Major and minor research projects are undertaken by faculty members funded by UGC, KSCSTE, BARC. In addition to that department of Chemistry is upgraded to a research centre of the university.

### **Infrastructure and Learning Resources**

As there was no hostel facility in the Campus earlier a new Campus hostel has been constructed. The library has increased its number of books & journals and e-resources and it is fully computerised with gate registry facility. Science laboratories are renovated especially the Department of Chemistry has been installed with modern equipment such as electro chemical workstation, UV- Visible Spectrophotometer etc. the office is now computerised and fully automated. An auditorium that can accommodate 1200 students has been added to the infrastructure. Many ICT enabled class rooms and digital class rooms are also added. The number of computer labs is increased.

### **Student Support and Progression**

The alumni association has been functioning in a very supportive manner promoting students by providing endowments and awards to outstanding students. They provide helping hands to students from very poor backgrounds. An effective mechanism has been introduced to collect and analyse the feedback from all stake

holders. The college publishes a research journal of its own. The college has launched an Institutional website [www.sncwkollam.org](http://www.sncwkollam.org).

### **Governance Leadership and Management**

The management of the Institution is vested in Sree Narayana Trusts which is very supportive in all activities of the Institution. PTA plays a significant role in the overall functioning of the College. Grievance redressal cell has redressed many issues raised by the students.

### **Innovations and Best Practices**

The College conducts a series of programmes related to environmental issues to ensure over all eco-friendly atmosphere. Green Audit, rain water harvesting, effective waste management system etc. are some of the innovations followed by the institution. Many healthy practices such as uniform dress code, weekly morning assembly daily Morning Prayer etc. are followed by the institution. The two best practices “Karuna” and “Amruthavarshini” are keen in rendering a helping hand to the destitute and decrepit people in our society.

The NAAC Peer team put forwarded the following recommendations:

1. In relevance to the recommendation that “Consultancy activity wherever possible may be encouraged”. Department of Zoology is providing consultancy by way of analysing water sample received from public as well as from NRHM. The Department of Botany provide the consultancy for mushroom cultivation to public. The Department of Biochemistry has offered a programme for testing routine blood checking. Department of Chemistry is providing Research consultancy in electro analytical techniques.
2. The second recommendation “college may explore the possibility of establishing an Internal Quality Assurance Cell and a Placement Cell” the College constituted IQAC from 07-01-2004 and the activities of the cell are effectively discharged by sending AQAR’s and monitoring and ensuring quality of education in the Institution.
3. Alumni Association is activated and registered which is an integral part of the Institution now.
4. In response to the recommendation that the post-graduate departments of the college need to be upgraded. The laboratory requirements of the department of Chemistry in particular may be attended to immediately, the Institution has taken the following steps.

The Post graduate Department of Chemistry is improved and upgraded with new equipment and elevated to a research Department of the University and 10 students are pursuing research in the centre. The first Ph.D. of the Department of Chemistry has been produced this year. Other laboratories were also upgraded with instruments.

5. The services of the Computer centre are to be expanded so that the students, teaching staff and office staff learn the basic uses of computer.

There are three computer labs in the College besides the computers in all Departments and library and the Campus is now Wi-Fi enabled. Special computer courses were organised for office staffs.

6. Research activities may be encouraged to a greater extent. Teachers may apply to the UGC for major / minor research projects.

Department of Chemistry has been upgraded to a research Department. 31% of the total faculty of the Institution are Ph.D. holders. Number of publications by the faculty in reputed peer reviewed journals indicates the quantum of research activities taking place in the Institution. There are 11 research guides working in the institution. Major and Minor research projects are under taken by the faculty and the resources generated out of research projects amounts to approximately 60 lakhs.

7. Introduction of short term certificate courses, as also desired, is a felt need. The college may consider initiating steps to design and start these in a phased manner:

- (i) Fashion Design
- (ii) Hotel Management and Tourism
- (iii) Journalism and Communication
- (iv) Microbiology
- (v) Aquaculture
- (vi) Industrial Biotechnology
- (vii) Software Development Course

Soon after accreditation the institution took initiatives to implement short term certificate courses. Department of Home Science runs a Certificate course in “Crafts and Tailoring”. Add-on course in Veena (Music) and “{Journalism and Mass Communication” in English.

A skill enhancement women resource centre is offering Certificate course in collaboration with Kerala State IT Mission.

8. In teaching - learning processes, modern teaching aids like OHP, Computer, LCD projector and other Audio-Visual aids may be extensively used. A centralized Audio-Visual room with all these equipment may be set up.

A centralized Audio-Visual room with all these equipment has been set. Besides all Departments have ICT enabled class rooms to promote modern teaching. There are 17 LCD projectors for use in various Departments.

9. The college may encourage the teaching staff to attend conferences/seminars in their respective subjects by providing the necessary financial assistance.

Many faculty development programmes are organised within the College through Higher education Department and IQAC during introduction of the CBCSS programme. These workshops have helped the faculty to familiarize with grading and semesterisation.

The faculty are constantly encouraged by the Institution to attend conferences and seminars to update themselves. The number of paper presentations indicate their active participation.

10. Faculty development / improvement programmes may be introduced in the college, on a periodic basis.

Faculty development programmes were organised at regular intervals.

11. Some academic linkages with national / international bodies for training / research may be considered.

National research institution like NIIST, STIC Cochin etc. offer instrumentation facilities to our faculty and students engaged in research. Faculties from National, International research organisations visit our institution and interact with our students and faculty members.

12. The college may consider organizing at least one national seminar each year to inspire the teachers and the students.

The institution is conducting three to four national seminars yearly. In the current academic year the Institution hosted the following national seminars.

1. Two Day National seminar on “Ethnic Knowledge of Biological Resources in Contemporary Plant Sciences” organised by the Department of Chemistry 2014.
2. Department of English conducted a UGC sponsored National Seminar on “Alienation and self-Assertion in the politics of Dalit literature” 2013/2014.

Department of Physics conducted a UGC sponsored National Seminar on “Recent Trends in Bio Nano Photonics” in 2013

## **DECLARATION BY THE HEAD OF THE INSTITUTION**

I certify that that the data included in this Re-Accreditation Report (RAR) are true to the best of my knowledge.

This RAR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this RAR during the peer team visit.

Signature of the Principal

Place:

Date:



## Quality Profile

Name of the Institution : Sree Narayana College for Women  
Place : Kollam, Kerala

Criterion	Criterion Score (Ci)	Weightage (Wi)	Criterion X Weightage (Ci x Wi)
I. Curricular Aspects	70	10	700
II. Teaching-learning and Evaluation	80	40	3200
III. Research, Consultancy and Extension	70	05	350
IV. Infrastructure and Learning Resources	75	15	1125
V. Student Support and Progression	80	10	800
VI. Organisation and Management	80	10	800
VII. Healthy Practices	82.5	10	825
		100	$\Sigma C_i W_i = 7800$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{7800}{100} = 78.00$$

*Arpita*  
Director