

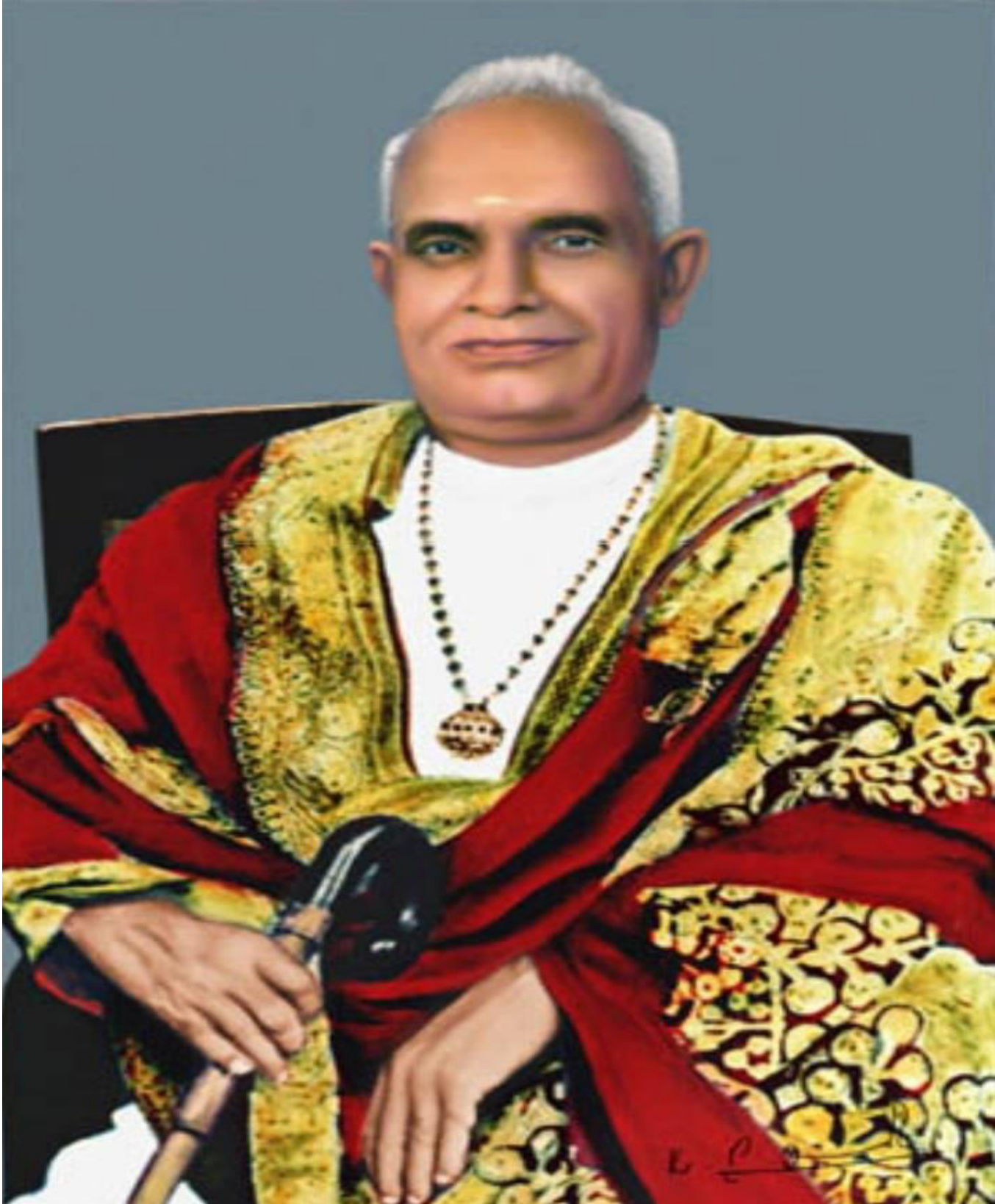


HER HIGHNESS MAHARANI SETHU PARVATHI BAI
N.S.S. COLLEGE FOR WOMEN
THIRUVANANTHAPURAM-40
www.nsscollege4women.edu.in

ANNUAL QUALITY ASSURANCE REPORT

SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)
December 2018

**OUR FOUNDER
PADMA BHUSHAN BHARAT KESARI
SRI MANNATHU PADMANABHAN**



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*Dr. P. Ambilikutty Amma
Principal
HHMSPB N.S.S. College for Women
Thiruvananthapuram -40*

3rd December 2018

*To
The Director
National Assessment and Accreditation Council
P.O. Box No. 1075, Nagarbhavi
Bangalore – 560072*

Sir

With great pleasure and pride, I submit the Annual Quality Assurance Report of our college H.H.M.S.P.B.N.S.S. College for Women, Thiruvananthapuram, for the year 2017-18. This report has been prepared as per the guidelines set down by the NAAC.

This report, submitted to National Assessment and Accreditation Council, is a performance audit of all our activities from April 2017 to March 2018. This includes

- Cover letter*
- Preface*
- Profile of our college*
- Criteria wise Analytical Report*
- Declaration*
- Annexure*

I hereby submit the Report and request you to kindly acknowledge the same.

Yours Sincerely

*Dr. P.Ambilikutty Amma
Principal*

PREFACE

Her Highness Maharani Sethu Parvathi Bai N.S.S. College for Women, Thiruvananthapuram, established in 1950 by the Nair Service Society is a private aided college affiliated to the University of Kerala. The mission and goal of the college to empower women by providing holistic education is carried out here, aiming at the intellectual, mental and physical betterment of students who are sent to our college. Named after the first Lady Pro Chancellor of the University of Kerala, Her Highness Maharani Sethu Parvathi Bai, this college is devoted to the ideal of educating and empowering women.

Our institution enjoys a unique position in the State, as a centre of learning excelling in academic, cultural and sports activities. All programmes and activities of the college are tuned in such a manner so as to reflect the institution's vision: Women Empowerment. Currently 1827 students are in the roll of the college in 14 UG and 3 PG programmes guided by a team of 85 faculty members and supported by 17 administrative staff. We have executed our duties with maximum efficiency and transparency, with utmost sincerity, with great emphasis on teaching-learning process, trying to meet the needs and expectations of our stakeholders. We have been focusing on quality education to generate a mass of educated and skilled positively different women of the future.

It is our meticulous planning that has helped us carve a niche of our own in curricular and cultural zones. Accolades come to our college every year in the form of ranks in examinations and prizes in cultural and athletic meets. All our efforts were acknowledged when we got accredited thrice in succession with 'A' grade by National Assessment and Accreditation Council, in 2004, 2011 and 2017. Our college prospers with the goodwill and patronage of the public and the helpful guidance of the Nair Service Society. We hope to scale greater heights in future with absolute dedication and determined efforts and with the blessings of our esteemed founder late Padmabhushan Bharat Kesari Sri Mannathu Padmanabhan.

The Annual Quality Assurance Report (AQAR) of 2017-18

Part – A

1. Details of the Institution

1.1 Name of the Institution

HER HIGHNESS MAHARANI SETHU PARVATHI BAI
NSS COLLEGE FOR WOMEN

1.2 Address Line 1

NEERAMANKARA

Address Line 2

THIRUVANANTHAPURAM

City/Town

THIRUVANANTHAPURAM - 40

State

KERALA

Pin Code

695040

Institution e-mail address

nsscollegeforwomen@hotmail.com

Contact Nos.

0471-2490548

Name of the Head of the Institution:

Dr. Ambilikutty Amma .P.

Tel. No. with STD Code:

0471-2491448

Mobile:

9447075574

Name of the IQAC Co-ordinator:

Dr.Asha Panicker

Mobile:

9495339950

IQAC e-mail address:

iqacnsskaramana@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN11244

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/28/A&A/81.3 dated 30-10-2017

1.5 Website address:

www.nsscollege4women.edu.in

Web-link of the AQAR:

http://www.nsscollege4women.edu.in/AQAR2017-18.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	90-95%	2004	2004-09
2	2 nd Cycle	A	3.02	2011	2011-16
3	3 rd Cycle	A	3.08	2017	2017-22
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

11/04/2005

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on (12-10-2011) Nil

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

University of Kerala, Thiruvananthapuram

1.13 Special status conferred by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Students Faculty

Non-Teaching Staff Alumni Others

2.12 Has IQAC received any funding from UGC during the year?

Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State
Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Introduced Green Protocol in the Campus
- Conducted Green Audit- Energy Audit, Campus Flora Fauna Audit
- Associated with HLL and Councillor for installation of Sanitary Napkin Vending Machine in the campus
- Took initiative to construct a house for one of our students
- Prepared Students, PTA and Alumni for the NAAC Peer Team visit
- Monitored the activities of Cells and Clubs
- Took initiative to improve campus infrastructure
- Organised Open Forums of teachers – every Tuesdays and Thursdays
- Was instrumental in getting **re accredited** for the third time with **A** grade and Grade point **3.08**
- Four short term courses were approved by Principal and IQAC
 1. Finishing School Programme in association with Model Finishing School, Govt. of Kerala (Flagship Program of IQAC, 2017-18)
 2. Disaster Management in association with State Disaster Management
 3. Diploma in Computer Application in association with Beautician Course
- Facilitated the signing of 3 MoUs:
 1. With Kerala State Council for Science, Technology and Environment

2. With Kerala Government Sports Council
3. With COMMANDTECH for providing Skill development training

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>Preparation for Re-Accreditation</p> <ul style="list-style-type: none"> • Dept level preparations- files, registers, presentation, infrastructure, displays.... • College level preparations- formation of committees in association with Peer Team visit, monitoring of campus development, common amenities <p>Post Accreditation</p> <ul style="list-style-type: none"> • Reconstitution of IQAC • Planning and Organising short term courses • Assisted Principal to send proposals seeking financial assistance from RUSA& UGC • Applied for NIRF ranking 	<p>Got Re- accredited with “A Grade and Grade Point 3.08</p> <p>Organised 3 short term certificate courses</p> <p>Rank 113</p>

* Academic Calendar of 2017-18 **Annexure 1**

2.16 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body: College council

Provide the details of the action taken

Scrutinized, approved and permitted to upload

CRITERION – I CURRICULAR ASPECTS

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG	3			
UG	14			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				4
Total	18	0	0	4

Interdisciplinary	Open Course			
Innovative	0			

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

(ii) Pattern of programmes:

Pattern	Number of programmes	
Semester	14-UG	3-PG
Trimester		
Annual		

1.3 Feedback from stakeholders*

Students

(On all aspects)

Alumni

Parents

Employers

Mode of feedback :

Online

Manual

Co-operating schools (for PEI)

Annexure 2-Sample Feed Back

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

Yes.

Subject	New topics introduced
Hindi	Eco-literature, Indian literature
Philosophy	Philosophical framework of religious pluralism, Inter religious dialogue
Music	Introduction to Indian Music
Chemistry	Pyrotechniques, Nobel prize winners of the year of study and their research projects

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

No

CRITERION – II

TEACHING, LEARNING AND EVALUATION

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
70	56	13	0	1 (part time)

2.2 No. of permanent faculty with Ph.D.

46

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	7	0	0	0	0	0	0	0	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

14

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	8	41	13
Presented papers	11	42	3
Resource Persons	0	7	0

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

Planning (Sketching) T-L-E Schedules: Academic calendar-spanning the entire academic activities is planned by the College level Academic committee at the very beginning of every scholastic year. This is based on the University Calendar. College Council approves the academic calendar.

Need based teaching- learning

- Encourages teachers to improve their quality through lesson planning and attending short term courses
- Ensures usage of ICT to enhance teaching –learning experience
- Interacts with stakeholders, collect feedback to develop strategies to bring transparency/objectivity/accountability in teaching –learning process
- transparency/objectivity/accountability in teaching –learning process
- Initiates student centric learning strategies - students acquire hands-on experience through industrial visits, projects, and surveys

The college practices the following innovative teaching-learning methods:

- Remedial courses
- Arranging Value Added Courses
- e-learning strategies- INFLIBNET is made available to all students and teachers
- Use of language resource centre
- Experiential learning
- Group discussions
- Presentations
- Seminars, workshops, symposia
- Quizzes, role-play
- Projects and study tours
- Peer-teaching, book-reviews
- Club activities

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

151

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

To ensure effective implementation of evaluation reforms at all levels, multiple mechanisms of reporting and monitoring are adopted by the institution. The process is as follows:

Assessment	Approaches	Impact
Formative Assessment (Ungraded Assessment)	<ul style="list-style-type: none">• Class tests• Discussions• Debates• Quizzing• Q & A sessions• Home work• Viva voce	<ul style="list-style-type: none">• Beneficial for slow, medium and fast learners.• Effective educational practice to improve academic achievement
Summative Assessment (Graded Assessment)	<ul style="list-style-type: none">• Unit tests• End-semester tests	Helps students <ul style="list-style-type: none">• to demonstrate conceptual understanding

	<ul style="list-style-type: none"> • Questionnaire • Surveys • Projects 	<ul style="list-style-type: none"> • to apply their understanding to solve problems • to think critically • to analyze and interpret data
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

10	3	4
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2.10 Average percentage of attendance of students

89.9%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme		Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
English	BA	39	10	21	8		82.05
	MA	17	14	13	1		82.35
Malayalam	BA	46	2	32	12		82
	MA	12	16.66	83.33	-	-	100
Hindi		43	60.46	9.30	4.65		74.41
History		60	-	10.0	28.33	8.33	46.6
Philosophy		44	4.5	43.18	2.27		50
Economics	BA	56	-	5.35	19.64	32.14	57.14
	MA	9	-	77.77	11.11	-	88.88
Commerce		66		19.69	56	19.69	95.45
Music		8	50.0	25.0	-	-	75
Mathematics		46	46	72	-	-	72
Physics		27	48.15	33.33	18.52	3.7	70.37
Chemistry		26	53.84	15.38	-	-	69.2
Botany		35	34.29	45.1	-	-	79.39
Zoology		31	48	52			80.65
Home Science		26	19.2	61.5	-	-	80.7

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

IQAC forms an integral part of the academics and administration of the college. All the activities in the college are under the guidance of the IQAC. IQAC contributes dynamic ideas in enriching teaching-learning process in accordance with the guidelines of NAAC. IQAC functions based on a policy stipulated on the vision and mission of our institution. Meetings are promptly and regularly organized to evaluate the activities and progress. Recommendations and strategies are sorted to improve the teaching-learning process in terms of organization of seminars, conducting workshops and inviting eminent scholars. IQAC also contributes towards advancing learning skills of staff and students by providing the required infrastructure and resources.

IQAC sets an action plan by interacting with the management, teachers & students by focussing on the development of the institution. Encourages both the faculty and the students to explore & exploit the potential of the available ICT facilities like the audio-visual room, interactive classroom and e-learning. It initiates steps to synergize interdepartmental, inter-collegiate activities and nurtures a progressive research culture among the faculty and students. The IQAC helps to build collaborations with various research and academic institutions. It encourages the faculty to identify their academic proficiencies. It makes necessary arrangements for obtaining feedback responses from the students, parents & other stakeholders for the improvement of the quality of the institution. It provides logical guidelines pertaining to the PTA meetings. It ensures proper maintenance of computers, smart class rooms, & other modern equipments as per demands of the departments. The IQAC prepares the Annual Quality Assurance Report (AQAR) which itself is an academic audit.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	9
Faculty exchange programme	-
Staff training conducted by the university	1
Staff training conducted by other institutions	-

Summer / Winter schools, Workshops, etc.	6
Others	2

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	15	0	0
Technical Staff	-	-	-	-

CRITERION – III

RESEARCH, CONSULTANCY AND EXTENSION

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

- Teachers were informed of details regarding various funding agencies
- Encouraged participation and presentation of research papers in International/National/Regional Seminars/workshops
- Urged teachers to register for faculty development programmes like, Short term courses organised by ASC and FLAIR by HEC

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	4
Outlay in Rs. Lakhs	0	4.0	1.6	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	0	0	4
Outlay in Rs. Lakhs	2.1	0	0	4.85

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	8	4
Non-Peer Review Journals	3	5	4
e-Journals	1	0	0
Conference proceedings	1	10	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	No of projects	Name of the funding Agency	Total grant Sanctioned (lakhs)	Received (lakhs)
Major projects	2017-18	1	ICSSR	4.0	1.60
Minor Projects	2015-17	1	UGC	0.85	0.55
Interdisciplinary Projects	-				
Industry sponsored					
Projects sponsored by the University/ College					
Students research projects (other than compulsory by the University)					
Any other(Specify)					
Total (in lakhs)		2		4.85	2.15

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE

Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	1			3
Sponsoring agencies	Nil	Nil			Nil

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows

of the institute in the year

Total	International	National	State	University	Dist	College
7	3	1	1	2	0	0

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

10

And students registered under them

34

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

0

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

JRF

9

SRF

3

Project Fellows

0

Any other

0

3.21 No. of students Participated in NSS events:

University level

2

State level

National level

International level

3.22 No. of students participated in NCC events: Nil

University level

0

State level

0

National level

0

International level

3.23 No. of Awards won in NSS: Nil

University level

State level

National level

International level

3.24 No. of Awards won in NCC: Nil

University level

State level

National level

International level

3.25 No. of Extension activities organized

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

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

The College ensures the involvement of the community in its outreach activities and adopts various strategies to contribute to the development of the community. The members of National Service Scheme visited the nearby colonies to inform people about programmes such as medical camps, awareness programmes, and environmental sensitive issues. NSS volunteers visited orphanages, interacted with the inmates. They raised money through Food festival and donated the money collected to Aadivaasi Girls Hostel at Kottur.

Major initiatives undertaken by the College are listed below.

- Red ribbon or AIDS awareness programme
- Blood donation Camps. Prepared Data bank of potential donors
- Training on detergent making and marketing by Department of Chemistry for students and their mothers
- Eye Care Camp by organised Women's Study Unit
- Celebrated World Water day in association with JALANIDHI- a Government of Kerala initiative
- ***Constructed a house of 305 sq.ft for a student of Home Science, who became orphaned during her period of study in this college. The house costed Rs.3,50,000. The money was raised by staff and students and also from well wishers and other stakeholders.***
- Visited palliative care centre hosted by Rajeswari Foundation, Trivandrum and distributed rice and donated money
- Associated with Trivandrum Corporation in cleaning the city after the big festival – Attukal Pongala
- Distributed study materials to the neighbouring lower primary school

CRITERION – IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	21 acres 33 cent	0		21 acres 33 cent
Class rooms	50	0		50
Laboratories	10	0		10
Seminar Halls	1	0		1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others: Extension of PG Block			UGC	12.0 lakh

4.2 Computerization of administration and library

Administration:

- e-college solutions
- PF section computerised
- Exam section computerised

Library:

- Annual upgradation of “Grandha” software

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	40702	28,48,605	966	2,59,169	41668	31,07,774
Reference Books	1077	4,85,620	12	5750	1089	491370
e-Books	e-books and e-journals are downloaded using INFLIBNET					
e-Journals						
Journals	37	70300	-	-	37	70300
Digital Database						

CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer in Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	78	39	77	1	4	7	17	15
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	78	39	77	1	4	7	17	15

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

- Total Computers = 78
- Internet access in all departments thru LAN
- INFLIBNET available in all departments

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,86,546
ii) Campus Infrastructure and facilities	6,98,041
iii) Equipments	2,46,607
iv) Others	9,15,306
Total :	2,046,500

CRITERION – V

STUDENT SUPPORT AND PROGRESSION

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC organises induction programme at the beginning of the academic year for the first year students in which they are made aware of various student support programmes. Members of the IQAC also help the Principal to revise the handbook, the college calendar which details all support services. IQAC monitors training programmes and awareness classes conducted by cells and committees functioning in the campus.

Following are the support services available to students

- As per the policy of government, reservation is given during admission (15% for SC and 5% for ST candidates)
- Information regarding various scholarship schemes for economically weaker sections are given in the college calendar and they are informed at the time of application of various scholarships
- Assists them in acquiring laptops from their respective Panchayats
- Fee concession
- Remedial coaching
- Book Bank facility in the departments
- Books distributed through SSP

Students with physical disabilities

- Reservation of seats
- Ramps
- Special toilet
- Personal attention
- Allotment of class rooms in the ground floor
- Allowing scribes for assisting in exams

Overseas students

- Hostel Facility
- Medium of instruction- English
- Personal attention/ counselling, if required

Students to participate in various competitions/National and International

Students are encouraged to participate in competitive events and are seen as critical for building students' self-confidence and drive for achievement. Information about forthcoming events and competitions at the college, university, state and national level are displayed on the department notice boards. Support services include:

- Membership in respective clubs functioning in the campus
- Provides Travelling allowances
- Arranges good coaches and trainers
- Timely notification of events, as and when received
- Due recognition to winners by way of awards and felicitations

- Leniency in Attendance – retests for writing exams or doing practicals
- Arranges accommodation
- Faculty members are deputed to accompany students

Medical assistance to students: health centre, health insurance etc.

- Clean, furnished sick room with toilet facility
- Compulsory Medical check-up for fresher and final year students at University Medical centre
- Health Insurance : Students need to pay only Rs. 5/- as premium for getting the benefit
- In case of any emergency, students can get attended at a reputed clinic close to the campus
- Health awareness programmes by expert doctors, clinical psychologists, NGOs
- Medical camps organized by college, NSS unit and college union

Organizing coaching classes for competitive exams

- Coaching classes organized by the Career Guidance and Placement Cell
- NET coaching class organized by the dept. of Malayalam
- Rank files for different competitive exams are made available in the department library.
- Sessions with former students who have cleared Competitive examinations

Skill development (spoken English, computer literacy etc.,)

- Language Research Lab
- MP & IT Mission sponsored Computer Lab with 40 nodes amply loaded with softwares
- Short term courses, Diploma Courses (DCA), IT training workshops
- Audio-Visual lab
- Add on courses -Paper bag making, Cloth Bag making, Jewellery Making,

Support for slow learners

- Remedial Teaching- UGC sponsored
- Higher Education Council sponsored-Scholar Support Programme
- Exercises on important topics during recess
- Bilingual teaching.
- Teachers are available 24x7 to clear any doubts. For this, each teacher's mobile number and e-mail id is available in the college calendar

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

- Talks arranged by Career Guidance and Placement Cell (CGPC)
- Science students are taken to NIIST on open day, to VSSC & Observatory during space week, to Science and Technology Museum
- Students of arts and humanities subjects visit the State Planning Board and Centre for Development Studies
- Students of Chemistry visits any Chemical Factory and submit a Factory Visit report
- Study Tours- students of Botany and Zoology have compulsory study tours in their

- curriculum to collect specimens
- Entrepreneurship Development Club organizes programmes with resource persons from start-ups, Kerala State Industries Department, and conducts seminar to promote entrepreneurship
- Many of our students do their project work at institutions of repute or visit NIIST Tvpm, VSSC etc with the consent of Principal. The Principal seeks the consent of these institutions for the projects.

5.2 Efforts made by the institution for tracking the progression

- Result Analysis after each end semester examination followed by remedial teaching for the needy which finally translates to meritorious pass in the end of the course exam
- One to one interaction helps to track progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1731	94	2	-

(b) No. of students outside the state

(c) No. of international students

Men

No	%
0	0

Women

No	%
1827	100

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC + OEC	Physically Challenged	Total	General	SC	ST	OBC + OEC	Physically Challenged	Total
1104	290	5	410	7	1809	1110	301	6	410	4	1827

Demand ratio: As it is Common admission process, cannot get the statistics

Dropout % - < 2 %

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

- UGC sponsored Training for Entry into Service – PSC tests and Bank test Coaching classes
- Coaching classes organized by the Career Guidance and Placement Cell
- NET coaching class organized by the dept. of Malayalam
- Rank files for different competitive exams are made available in the department library.
- Sessions with former students who have cleared Competitive examinations
- Skill Development through ASAP

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The college has counselling cell to meet the personal concerns of the students and to equip themselves to curricular and co curricular demands. Principal & teachers along with their parents try to meet the emotional needs of students. These non-formal meetings are not recorded. The academic progression of a student is continuously monitored and assessed. Parents are invited once in a semester to discuss the progress of their wards. Each department has a team of dedicated faculty to attend the problems faced by the students. They try to identify the academically weaker students in each of the classes and they are offered timely guidance and counselling. In addition to these, the tutorial system followed in the college is very helpful for the students to get timely guidance in solving their personal as well as psycho-social problems.

Academic Counselling: During the tutorial meetings tutors clarify the student's doubts with regard to higher studies and job opportunities. Each faculty of the department provide orientation and guidance in all the academic activities like internals, assignments, seminar presentations, Projects, University examinations etc. In order to overcome the scholastic

difficulties in studies, the students are being categorized as advanced learners and slow learners. The tutor keeps track of academic progress of the allotted students - marks, of the test papers, assignments, monthly attendance.etc.

Career Counselling: The students are given timely instructions regarding the various job opportunities and are given proper guidance and support in attending competitive examinations and to perform well in interviews. The Cell organizes talks with experts from various fields for the students to learn about prospective careers.

Personal Counselling: Psychological and emotional problems of the students are also addressed by the senior faculty members of the department. If unresolved, service of specialized persons will be invited. Dr. Arun, Dept of Psychiatry, Trivandrum Medical College took class on 'Stress Management' for the students of History Department. Guidance & Counselling Cell, Legal Cell and Human Rights Club of the institution arranges awareness classes for the students by inviting experts on various topics like civil rights, human rights, gender equality and domestic violations

The Career Guidance and Placement Cell shoulder the responsibility of preparing students for different competitive examinations. Students were asked to jot down a career of their choice and to talk about their dreams. This session was a revelation for us, which prompted us to initiate short term courses. During tutorial sessions and informal talk, teachers find out the calibre of their wards and this helps to give them guidance in the right direction. Most of our alumni, has later on remarked about the guidance they had received during their years of study in this college.

Additional skill acquisition programmes (ASAP), a major initiative of the Kerala Government offering employment avenues to the students. Students are selected for ASAP from socially weaker sections. Every year about 30 students get enrolled after going through a selection process. About 10-15 students get placement as communicative English teachers, programmers, and dieticians after the successful completion of the courses offered. The college takes every step to meet the emerging challenges in terms of students' employability. The college central library has a good collection of books to help students accomplish their dream.

As our institution offers only undergraduate study, students do not get special orientation for competitive exams. The Department of Malayalam conducted coaching classes for UGC-NET. This year, one of the students from the Dept of Chemistry cracked JAM exam, and is awaiting counselling to IIT/NIT.

On the very first day itself, while we speak about the scope of the courses to the students, these exams are mentioned. Students who aspire to join civil service or wish to appear for other exams are given the right guidance.

No. of students benefitted

1827

Programmes organised by Career Guidance and Placement Cell 2017-18

Civil Service orientation programme- ALS- 18-12-2017

Awareness of Higher Education- Bluesphere Education consultant-06-02-2018

What after graduation- CGP Academy- 9-2-2018

Career opportunities in Software testing 12-2-2018

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed	
1	150	51	0	

5.8 Details of gender sensitization programmes

Positive Attitude- Essence of Successful Living- Sri. George Pulikan
Cyber Crimes- awareness – Sri. Biju, Kerala Police

5.9 Students Activities

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

State/ University level

118

National level

8

International level

0

No. of students participated in cultural events

State/ University level

National level

0

International level

0

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

Sports : State/ University level

12

National level

8

International level	<input type="text" value="0"/>		
Cultural: State/ University level	<input type="text" value="6"/>	National level	<input type="text" value="0"/>
International level	<input type="text" value="0"/>		

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution/dept		
Financial support from government	New & Renewal	55,12,075
Financial support from government		
Financial support from other sources/coop. soc		
Number of students who received International/ National recognitions	10	

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
Exhibition:	State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

5.12 No. of social initiatives undertaken by the students

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

- Grievance regarding toilet hygiene – grievance addressed
- Grievance regarding stray dogs in campus - grievance addressed

CRITERION – VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 State the Vision and Mission of the institution

Vision and Mission

The vision of the college is WOMEN EMPOWERMENT which is attained by providing a holistic education to students who gain admission to our college. We aim at their intellectual, mental and physical betterment. The intent is to equip students with knowledge and to promote self reliance and self respect. Care is taken to instill civic values that make students dynamic and responsible citizens. By sensitizing students to the world around, by encouraging critical thinking and by providing role models, we try to realize our mission. The vision and the mission of the college guide all the activities of this college.

While planning activities, thrust is given to application, skill development, career planning, counselling and placement. Remedial teaching, peer teaching, courses for self employment, personality development, legal awareness, equal opportunity centre, scholarships and endowments are some of the ways that help enhance student quality.

6.2 Does the Institution have a management Information System ?

Yes. The college ensures a system of participative management whereby information flow and decision making processes are systematically channelled through key constituents of the college. Our fully automated administrative office can impart any information. The software *e-Solution* is used to enter the student details, attendance, marks, and for report generation .

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

There is an effective internal coordinating and monitoring mechanism in the college. IQAC, Staff Council, UGC committee, College Development Committee, Academic Committee and Research Committee are entrusted to coordinate and monitor the institutional activities under their purview.

6.3.1 Curriculum development

- Organise workshops which support current technology
- Workshops to train for future technology

- Promote participation and presentation of papers in seminars /workshops etc
- Encourage registered subject associations to train teachers regularly

6.3.2 Teaching and Learning

- Institutes an integrated academic and administrative infrastructure that make faculty support a priority.
- Effective Use of Technology in the Classroom
- Integration of IT into teaching
- Experienced faculty act as mentors in academic programmes
- Provides support for off-campus faculty development activities, including travel, conferences, and membership in professional organizations
- Sanction NOCs and Duty leaves for attending faculty enrichment programmes

6.3.3 Examination and Evaluation

All the programmes organized in the campus are in compliance with our vision & mission - **Women Empowerment**. The Academic Committee and the IQAC of the college aims at quality sustenance. Proposals from these committees help in framing action plans for increased learning outcomes.

Intended learning outcomes	Strategies adopted
Success in end-semester examination	<ul style="list-style-type: none"> • Experiential Learning • Remedial Teaching • Student Seminars • Assignments • Guest Lectures • Peer Teaching • Use of Language Labs • Group Learning • Repeated / periodical test papers • Yoga & Meditation classes
Increased knowledge in the chosen subject of study	<ul style="list-style-type: none"> • Seminars/ Workshops, Invited lectures, Lecture Demonstrations • Paper Presentations • Quizzing • Peer teaching • IT enabled teaching • Projects • Industrial visits • Study Tours
Acquiring life enriching qualities - confidence, self esteem, honesty, enthusiasm	<ul style="list-style-type: none"> • Membership in clubs in the campus • Women's Cell Activities • Membership in National Service Scheme • Debates, Group discussions • Campus Legal Clinic • Anti-ragging Cell

	<ul style="list-style-type: none"> • Arts Festival, College Day • Sports Day • Observing Days of Importance
--	--

6.3.4 Research and Development

NSS Management is always supportive for research development of faculty by way of

- Providing NOC for attending international seminars, for availing FDP/PDF
- Provides assistance to submit proposals to UGC under schemes like research projects and seminars
- Motivating the faculty to submit research projects to different funding agencies
- Providing financial support to organize quality improvement programmes for faculty
- Encouraging membership and active involvement in local, state, national and international professional associations
- Approach various funding agencies
- Organise Workshops in research methodology
- Conduct Skill enhancement programmes
- Collaboration with Research Institutes

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Internet –wired and wireless (Wi-Fi) for both students and research scholars.
- Access to online Journals.
- Extension of infrastructure by using the UGC and PD funds.

The **IT advisory committee** is responsible for identifying, providing and maintaining reliable computing facilities, computing network environment, communication facilities and related infrastructure to facilitate education, research, instructional services. The college PTA has appointed a DTP operator to assist the Principal and this committee. **AMCs** have been signed for proper maintenance. Planning & execution pertaining to **purchase** of hardware and software is done by the Principal based on requirements from department heads and also on availability of funds from UGC, PTA and Management. ICT plays crucial role

- During admissions- Centralised Admission Process
- For communications with University, Office of the Director of Collegiate Education (DCE), Dy DCE, Management, other offices
- Salary and related bills are presented through SPARK
- PF account of employees have become online-GAIN PF
- Student scholarships, freships, allowances are all online activities

- The college has appointed full time support staff – a gardener, sweepers and security guards for effective maintenance and upkeep of the infrastructure, facilities and equipment of the college, with the approval from NSS management and assistance of PTA.
- Major repairs and other extension works are executed during holidays so as not to interrupt the teaching-learning process. Periodic reviews are made by the Principal.
- Regular employees like laboratory staff see to it that the laboratories are kept clean and functional.
- For maintenance of electrical equipment, such as generators, air conditioners, photocopy machines, instruments in laboratories, annual service contracts are given to the concerned vendors. The respective laboratory staff supervises and looks after the day to day maintenance of equipments and instruments.
- Electrical trippers are installed at various crucial points to prevent sudden possibility of electrical surges and short circuit.
- Fire extinguishers are kept in the computer lab and chemistry lab.
- The College Development Committee and Hygiene Committee comprising of teaching staff monitor maintenance and upkeep of infrastructure facilities.

6.3.6 Human Resource Management

Segment	Functional areas identified	Action Plan
Office administrative staff	Soft skills	<ul style="list-style-type: none"> • Arrange Workshops for Training in IT • Use of Malayalam as official language • Workshop for different avenues for quality upgradation- online PF, Gain PF, SPARK
	Competence	<ul style="list-style-type: none"> • Participation in programmes organized by IMG , Directorate of Collegiate Education • Computer training • In-service courses • Training in Office procedures • Enrolment in courses leading to diploma/degree
	Accounting	Training in SPARK
Librarian	Library matters	Training for Digitization and development of digital library Library software training

6.3.7 Faculty and Staff recruitment

- Applications are advertised in leading newspapers.
- Applicants meeting eligibility criterion laid down by the UGC are called for interview.
- Members of management, external expert and government nominee constitute the selection panel for the interview.
- Faculty selection process completely adheres to the academic calibre and the performance of the candidate in interview.
- Guest lecturer vacancies are notified in leading newspapers and selection process is carried out by the interview panel comprising the Principal, concerned HOD and an external subject expert.

6.3.8 Industry Interaction / Collaboration

- Visit to business establishments and organizations related to subject of study.
- Seek permission for short term training in other institutes for hands on experience
- Invite eminent delegates from various organizations to share their experiences and to give an insight into the respective fields
- Approach institutions for infrastructure support
- Invite resource persons to throw light on socially relevant current affairs

6.3.9 Admission of Students

- Admission to various programs is done by the University by common admission process
- Publicity is ensured through prospectus, University/institutional website, leading newspapers etc.
- Admissions to Community Quota are processed and done in the college.
- Admission process is monitored by a committee with Principal as chair person.
- Rank list of applicants based on the index mark is published in the college notice board.
- Admission card is sent on the basis of rank list for all choices Under Certificate of Posting. The full rank lists and the list of candidates admitted are updated in the University website, as and when directed by the University

6.4 Welfare schemes for Teaching, Non Teaching Staff and students:

Teaching	<ul style="list-style-type: none"> • Co-operative Society Membership • Staff Club • Loan facility • Advance to meet emergency needs • Group Personal Accident Insurance Scheme • Group insurance Scheme. • State Life Insurance • Provident Fund • Festival allowance • Festival advance
Non teaching	<ul style="list-style-type: none"> • Co-operative Society Membership • Staff Club • Loan facility • Advance to meet emergency needs • Festival allowance • Festival advance
Students	<ul style="list-style-type: none"> • Endowments and scholarships • Co-operative Society Membership

6.5 Total corpus fund generated: Rs. Nil

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Management	Yes	IQAC
Administrative			Yes	Management

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- There is an Examination Committee in the college which monitors the proper conduct of all the examinations.
- The committee also sees to it that internal examinations are conducted smoothly in accordance with the academic calendar.
- University instructed the installation of CCTV cameras in the examination halls in order to check malpractice.
- Online publication of end of semester results.

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

NA

6.11 Activities and support from the Alumni Association

- Resource persons from alumni group are invited for lectures to motivate students.
- Received assistance and support from alumni to conduct exhibitions and demonstrations
- Financial support for the needy students.

6.12 Activities and support from the Parent – Teacher Association

- The parent teacher association in our college is very strong and supportive.
- PTA provides the financial assistance in recruiting guest faculty and other temporary staff
- Assists in all developmental activities of the college.
- The PTA executives meet regularly.
- Active participation of parents in the PTS meetings.

6.13 Development programmes to support staff

- The Staff Club and the Employee Co –operative society provide necessary support to the staff of the College
- Induction programmes and the introduction of new software systems

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

➤ **Energy conservation:** The energy crisis that the world faces today is caused primarily by bad practices such as overconsumption, wastage of energy, poor infrastructure for conservation of energy and so on. Recognizing the prime importance of energy conservation, the college sensitizes students and staff on the importance of saving energy. The following are some of the measures taken in this regard:

❖ The Energy and Environment Club functioning in the college organizes talks to create awareness about the need to conserve energy.

❖ A 'Biogas' plant has been set up, that recycles the biodegradable waste generated in the college. Slurry obtained is used for the medicinal plant garden (maruthua garden) and the biogas generated is utilized in the Zoology laboratory.

❖ The Dept of Chemistry uses microwave ovens in the laboratory to save on energy consumption.

❖ The message "Energy is life; conserve it!" is reinforced through healthy practices such as:

- Switching off electrical and electronic devices while not in use.
- Using CFL bulbs in the classrooms
- Using alternate sources like solar energy
- Following the system of carpooling which saves fuel
- Encouraging students to use public transport or the college bus instead of their own vehicle.

➤ **Use of renewable energy:** Renewable or alternative energy resources are the solution to the energy crisis of today. Recognizing the fact that solar energy is a viable form of alternative energy and that it is the energy of sustainable living, the college has set up a fully functional solar panel to tap sunlight and harness solar energy. The unit has the capacity to generate five KWA of energy which is sufficient to meet a good percentage of the energy needs of the college.

In addition to this, the Energy and Environment Club conducts programmes intended to create awareness about the need to use alternative forms of energy.

➤ **Water harvesting:** The well in the campus is a rich and almost perennial source of water which has a pH value of 7 that makes it safe for consumption. The well supplies quality drinking water during all seasons. The pond in the campus is a natural catchment area for rainwater. It serves to raise the groundwater level in the neighbourhood.

➤ **Efforts for carbon neutrality:** Rising levels of carbon dioxide and other greenhouse gases in the atmosphere lead to climate change and global warming which threaten nearly

every aspect of human life, from availability of food and water to sanitation and health. Efforts are taken to minimise carbon footprints and to achieve neutrality by maintaining a green and clean campus.

- The staff and the students contribute to cutting down carbon emissions through carpooling and by using public transport, as mentioned earlier.
- Entry of vehicles into the premises is discouraged and restricted in order to reduce pollution in the campus.
- An incinerator, which offers a relatively less-hazardous mechanism for burning waste, has been installed in the campus.
- Usage of paper is minimized as much as possible. E-registers are maintained, assignments are submitted online and study materials are circulated through blogs and email, wherever possible, to save paper.
- The Nature and Biodiversity Clubs, the Energy and Environment Club, the NSS units and various departments take up tree-planting ventures within the campus and outside to promote carbon neutrality.
- The Nature Club in association with "Friends of Trees" prepared and distributed saplings of the indigenous medicinal plant "Lekshmitharu" among students, faculty and the local community.
- Talks are organized to create awareness about the need to conserve biodiversity in order to reduce carbon footprints.
- **Plantation:** The campus has a rich diversity of plant species, as documented in the Tree Register. The coconut groves in the precincts of the college add to the green ambience of the place. Further, efforts are taken to augment the diversity by planting saplings of perennial and rare species. The Nature Club takes up tree-planting drives to promote afforestation inside and outside the campus. Medicinal plant varieties are also planted as part of this programme.
- **Hazardous waste management:** The green protocol of the college has resulted in a drastic reduction in the use of plastic products such as carry-bags, cups, plates, etc in the campus. Hence non-biodegradable plastic waste is considerably low in the campus.
- **e-waste management:** E-waste of discarded computers, printers and broken laboratory equipment are collected and stored in a godown allotted for the purpose. They are disposed of during the end of each academic year.

➤ **Other initiatives taken to promote eco-friendliness and eco-sensitivity include the following:**

- The college avoids the use of plastic and paper cups and plates, as part of its green protocol. There is a good collection of steel glasses donated by the students and faculty, used as and when necessary.

CRITERION – VII

INNOVATIONS AND BEST PRACTICES

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

- **The visit of International delegates from Steinhardt Institute for Higher Education , New York was the major highlight of 2017-18**
- One of the most significant innovations that has had a tremendous impact in modernising and facilitating both teaching-learning and administration is digitalization and ICT-enabled communication.
- ICT enhanced learning was introduced in order to bring learning into the 21st century. Every department has been provided with equipment for ICT enabled learning. This includes smart boards, projectors, access to Infilbnet database, and desktop and laptop computers.
- ICT has also been introduced in the management and administration of the institution. The institution maintains e-student profiles, cloud sharing of formative and summative assessment details, and feedback analysis. A great degree of inter-departmental communication and student-teacher communication is carried out through electronic means. The issuance of Transfer and Conduct Certificates has also been made fully electronic.
- The college has a high-tech language lab which functions as a Skill Resource Centre. It enables learners to hone their communicative skills. This, in turn, helps students to overcome inhibitions in the acquisition of English as a second language.
- The entire campus is Wifi-enabled and every department is connected on a common LAN.
- Classrooms that are used for conducting university examinations have been equipped with CCTV surveillance to prevent malpractice. There are 20 camera units in the CCTV network.
- The college has a Public Announcement System and an e-display panel in the foyer which is used to convey announcements and important notices to the students.
- The college library has also been made largely automated. The issuing of books takes place with computer assistance and the digital catalogue is available for perusal from any computer on the college network. INFLIBNET facility is made available which gives access to online journal databases.

- An IT Advisory Committee has been constituted to promote the ITC initiatives of the college.
- The Mentoring System introduced in the college helps achieve the vision of holistic education. In programmes such as SSP (Scholar Support Programme), WWS (Walk With a Scholar) etcetera, teachers play the role of mentors to the students. In addition to these, we also have a tutorial system where teachers are allotted students in a 1:15 ratio. All these programmes help mentors and tutors monitor students' academic progress and personal development, their involvement in co-curricular activities and so on. The system has had the positive effect of improving overall student performance, promoting discipline and strengthening student-teacher rapport.
- Participatory learning is the innovative methodology that makes the teaching-learning process more interactive and meaningful. Cooperative and collaborative activities, classroom discussions, demonstrations, presentations, role play, inquiry learning, peer tutoring, seminars, assignments, projects and workshops are part of this innovative methodology of teaching adopted in all the departments. Industrial visits for experiential learning are also a significant aspect of this learning process.
- ASAP (Additional Skill Acquisition Programme) initiated by the Department of Higher Education, Government of Kerala is conducted in the college and every year, many of our students successfully complete the programme and find placement as trainers in schools.
- There are several cells that function in the college for the welfare of students such as Women's Cell, Grievance and Redressal Cell, Campus Legal Clinic, Anti-Ragging Cell, Anti-narcotic Cell etc.
- Career Guidance and Counseling Cell functions to enhance career prospects of students. It conducts a number of programmes that educate students on job requirements and that equip them with additional skills for employment. Some of our students have been recruited through the campus placement programmes.
- Several clubs such as Nature Club, Forestry Club, Electronics Club, Science Club, Energy and Environment Conservation Club, Health Club, Music and Dance Club, Folklore Club, Entrepreneurship Development Club, Tourism Club, Heritage Club, Consumer Protection Club, Human Rights Club, Bhoomitra Sena organize various co-curricular and extra-curricular programmes throughout the academic year.
- Keeping in mind the college's vision of women empowerment through curricular and co-curricular activities, various short-term courses have been conducted by the different departments of the college, which are listed in Best Practice No.2.

- A feedback system that ensures quality enhancement is in place in the campus. The SWOC survey conducted through the administration of questionnaires to the stakeholders elicits stakeholder response to aspects of infrastructure, administration, student support system, student-teacher relationship and academics. The analysis of the same are made available to the stakeholders for quality improvement.
- The academic planner that is prepared at the beginning of every semester ensures the syllabus is taught systematically and, wherever applicable, in a uniform manner.
- The Research Committee has been constituted and it monitors research initiatives and ensures timely submission of applications for MRPs to funding agencies.
- A series of seminars, expert talks and lectures were conducted to enhance knowledge and promote research aptitude in students.
- A unique initiative of the college is the adoption of a green protocol, which is aimed at minimizing the use of products that have an adverse impact on the environment as well as promoting activities that lead to environmental protection and conservation. The Students' Union sought to replace paper and plastic cups on the campus with steel tumblers with a view to preserve the environment. As a part of this, all students and faculty were invited to contribute a glass to the initiative. This has resulted in reduced waste and an almost plastic-free campus.
- ANPU, an initiative to help the needy with financial assistance, was registered as a charitable society in 2015.
- Every department is strongly committed to the welfare of society and to the inculcation of a strong sense of social responsibility in the students. This is carried out through various student participatory activities.
- The College Union members visited Alzhimier's centre, spent a day with the inmates and donated money
- The Department of Chemistry conducted a charity drive through soap and detergent making and sale, to raise money to buy a water bed and a wheelchair for inmates of the Regional Cancer Centre, Trivandrum.
- The Department of English collected and donated bed sheets to the inmates of the Government Care home at Pulayanarkotta and held an entertainment programme for the benefit of the inmates.
- As a part of value education, NSS volunteers visited the palliative Care Centre at Rajeswary Foundation and donated money

- A Surprise Inspection Squad has been constituted, as per government directive, to enforce the ban on mobile phones in the campus
- The college is committed to the maintenance of good physical and mental health. With this in mind, several of the departments have taken initiatives to educate and inculcate good health practices among the students, and to spread this awareness to their immediate community.
- The Department of Commerce has begun Friday Market as a way to develop the spirit of entrepreneurship among the students.
- ‘Wednesday Radio,’ an initiative of the Department of English, is very popular with students and faculty alike.
- The Campus Hygiene Committee works hand in hand with the NSS units and the College Union to ensure good hygiene and sanitation in the campus.
- Safe drinking water facility which includes four units has been set up in the college.
- A biological waste disposal unit is operational and is an efficient waste management system.
- An incinerator has been installed for the disposal of solid waste
- Two sanitary napkin disposers have been placed in the student toilets.
- There is an efficient power back-up system which includes solar power panel, generators and UPS.

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

- To start ICT enabled seminar presentation by PG students – enabled successfully.
- To start short term courses – conducted successfully.
- Computerisation of Office Administration – successfully done.

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

BEST PRACTICE 1

1. Title of the Practice: “WAY TO WELLNESS” - Health Initiatives

2. Goal: Healthy women create healthy societies. This is why we lay emphasis on the health of our students, in mind and body. The objective of our practice is to create a healthy community of women who can mould a society of healthy individuals. A healthy mind can

rest only in a healthy body. Sustaining the health of the body and the mind is achieved through healthy living practices. This being our goal, we have conducted, in our college, innumerable health-related programmes to sensitize students to the prime importance of physical and mental health.

3. The Context: A large majority of our students hail from rural and semi-urban places and belong to socially and economically disadvantaged families. Many of them have very little exposure to healthy living practices. It is also not possible for them to spend money on health and fitness activities. The feedback from students during student-tutor interactions indicates that most of them underestimate the importance of good health. This is why we have initiated the “Way to Wellness” programme.

4. The Practice: A series of initiatives were taken to inculcate health and fitness consciousness and to develop a physically and mentally healthy and fit community of students, for a better future.

5. Evidence of Success: The enthusiastic participation of the students in all the programmes and their assurance to the programme co-ordinators that they will continue the practices even after they leave the college is definitely a sign of success of the programmes.

6. Problems Encountered and Resources Required:

Lack of Time: The Semester system followed by the University of Kerala makes it difficult for the students of all the classes to participate in the programmes at any time of the academic year. Some students, though they are very much interested, have to keep away from the programmes.

Lack of Funds: We have only limited funds at our disposal. The students of the college, being largely from the low income group, can hardly contribute financially. We have capitalized on the commitment and enthusiasm of our students to make the “Way To Wellness” programme a big success.

Contact Details

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Name of the Institution: HHMSPBNSS College for Women, Neeramankara

City: Thiruvananthapuram

Pin Code: 695040

Accredited Status: A (Thrice accredited with A Grade in 2004, 2011 and 2017)

Work Phone : 0471-2491448

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E-mail: nsscollegeforwomen@hotmail.com

BEST PRACTICE 2

1. Title of the Practice: “KNOWLEDGE FOR LIFE” – Skill Enhancement Initiatives

2. Goal

Our students are very special to us. We not only aim at making them score high marks but we also want to assure ourselves that when they go out of the college, they will be able to fend for themselves. As we have already mentioned, majority of our students are from socially and economically disadvantaged families. Hence, we train them in skills which may fetch them some money to support themselves and their studies, if they want to continue that at some point in their lives. Our goal, therefore is to make our students step out into the wide world with the confidence that they can face life and stand on their own.

3. The Context

The students who step out of our college can be divided into two groups - a) those who wish to pursue higher studies, and b) those who wish to make a living for themselves. We support and cater to, both these needs under the banner of Knowledge for Life. The College organizes a number of talks, lectures, workshops, seminars and conferences on curriculum related areas to make it easy for students to face tough competition in the higher education sector. We also conducted a series of workshops and short term courses which train students in acquiring self-employment skills. Those who do not choose to go for higher studies thus make a small income out of their skills and talents.

4. The Practice: This practice has a two-pronged dimension. Component I is aimed at enhancing academic and research aptitude. Component II promotes life skills and employability skills.

Component I: The College conducts a series of seminars, expert lectures and talks which expose students to current developments and the emerging trends in the academic field. This not only widens the horizons of knowledge but also promotes students’ awareness of the immense research possibilities in their respective subjects.

Component II: The vision and mission of the college are oriented towards providing holistic education for women empowerment. An empowered woman is a self-reliant and self-respecting woman who is economically independent. The activities envisaged under this component of our best practice provide opportunities to our students to enhance their employability. The Career Guidance and Placement Cell provides training to face the challenges of the employment market or to take up self employment ventures.

5. Evidence of Success:

Every year, our students bag several ranks in the University examinations. A good number of our students get selection for higher studies. There are many who make use of their knowledge to earn a living and are engaged in fashion designing, mehendi designing, glass painting, fabric painting and making LED lamps.

6. Problems Encountered and Resources Required

After the introduction of CBCSS, time has become a great hurdle for conducting co-curricular and extra-curricular activities. Lack of funds in the college is also a problem.

Contact Details

Name of the Principal: Dr. Ambilikutty Amma P.

Name of the Institution: HHMSPBNSS College for Women, Neeramankara

City: Thiruvananthapuram

Pin Code: 695040

Accredited Status: A grade (Thrice accredited with A Grade in 2004, 2011, 2017)

Work Phone: 0471-2491448

Website: <http://nsscollege4women.edu.in/>

E-mail: nsscollegeforwomen@hotmail.com

7.4 Contribution to environmental awareness / protection

Refer answer to Q.6.14

- Plastic free campus.
- Environment awareness classes
- Planting seedlings to promote the importance of maintaining the ecological balance

7.5 Whether environmental audit was conducted? Yes No

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

SWOC ANALYSIS

Periodical SWOC analysis is being conducted in our institution for maintaining the quality standards and for investigating avenues of improvements in the areas of academics, administration, and student support, co-curricular and extracurricular activities etc. Questionnaires are circulated among all the students of the college and the information collected is analysed statistically to identify the areas of strengths, points of weakness, opportunities for improvisations and challenges faced in the above areas. Remedial measures are taken to strengthen the core areas of weakness and the institution is gearing to take up the opportunities and to face the key challenges that materialise from the analysis.

FOR SWOC ANALYSIS

I. Strength

Represent your opinion in the box as Yes/ No using the symbol Y/N.

- | | |
|---|--------------------------|
| 1. The college has a good strength of qualified teachers and non teaching staff. | <input type="checkbox"/> |
| 2. Students from socially- educationally- backward area take admission in our institution' | <input type="checkbox"/> |
| 3. The involvement in NSS programs and club activities make radical changes in the behavior of students | <input type="checkbox"/> |
| 4. All the activities of this college point to our motto- Women Empowerment. | <input type="checkbox"/> |
| 5. Various student support programs are an additional attraction for students to opt for this institution | <input type="checkbox"/> |
| 6. Sufficient sports and games infrastructure | <input type="checkbox"/> |
| 7. In parent-teacher-students meetings, correct feedback is provided. | <input type="checkbox"/> |
| 8. PTA has good involvement in the general development of the college. | <input type="checkbox"/> |
| 9. Financial-aids. endowments/ scholarships for the students is yet another strength | <input type="checkbox"/> |
| 10. Transparency of the college office and speedy implementation of various UCC programmes. | <input type="checkbox"/> |
| 11. Safe campus - is an attraction of parents to prefer the college tor higher education. | <input type="checkbox"/> |
| 12. Parents at the time of admission, are aware of the fees structure of the college though the Prospectus | <input type="checkbox"/> |
| 13. The transparency of the college office and timely intimation of all academic and non academic matters related with students are an attraction for students and parents. | <input type="checkbox"/> |
| 14. This is a premier education hub for women students even though there are other colleges in the vicinity | <input type="checkbox"/> |

Represent your opinion in the box as Excellent/Good/Poor using the symbol E/G/P.

- | | |
|---|--------------------------|
| 15. Opportunity for students to attend seminars on relevant topics and meet eminent personalities | <input type="checkbox"/> |
| 16. The student-teacher relationship as the strength of this institution. | <input type="checkbox"/> |
| 17. General academic atmosphere | <input type="checkbox"/> |
| 18. University Exam results | <input type="checkbox"/> |
| 19. Encouragement received in extra-curricular activities | <input type="checkbox"/> |
| 20. Accessibility of teachers during and after class hours | <input type="checkbox"/> |

2. Weakness

Represent your opinion in the box as Yes/ No using the symbol Y/N.

- | | |
|---|--------------------------|
| 1. No PG programs in Science | <input type="checkbox"/> |
| 2. Absence of Research Departments | <input type="checkbox"/> |
| 3. No job oriented courses | <input type="checkbox"/> |
| 4. Dependence of majority of students on Public Transport system which has inherent limitations | <input type="checkbox"/> |
| 5. Majority of students being day scholar's limited scope for activities outside normal working hours | <input type="checkbox"/> |
| 6. Inadequate time for finishing the syllabi due to semesterisation | <input type="checkbox"/> |
| 7. Congested schedule of the college limits the scope of experimenting with innovations among students and Teachers | <input type="checkbox"/> |
| 8. Limited scope for institution - industry interactions | <input type="checkbox"/> |
| 9. Insufficient funding for extra-curricular programs | <input type="checkbox"/> |
| 10. Curriculum too stretched for additional activities. | <input type="checkbox"/> |

3. Opportunities

Represent your opinion in the box as Yes/ No using the symbol Y/N.

1. The institution being a Women's college has special programs for the betterment of the fair sex.
2. Availability of adequate infrastructure and qualified staff for starting PG programs and research.
3. Proximity of the institution with research institutions like NIIST, SCIST, RIBT may be used to develop academic-research interactions
4. The available hostel facilities may be expanded to accommodate more students and initiate job oriented programs for girl's students outside the normal working hours.

4. Challenges

Represent your opinion in the box as Yes/ No using the symbol Y/N.

1. The institution offers programs in basic sciences and humanities only. It is not able to attract bright students who are attracted to professional courses
2. No scope for innovations in curriculum and over dependence on syllabus
3. The Head of institution is overburdened with administrative duties, as a result of which she is not able to devote sufficient time to academic matters.
4. Deviation from announced dates of exams by the University. Causes delay in announcement of results which in turn affects the students' opportunities.
5. Insufficient incentives for faculty development

REPORT ON SWOC ANALYSIS

The questionnaire consisted of 39 questions divided into different categories so as to facilitate a better understanding of the strengths, weakness, opportunities and challenges faced by the institution. Of them, 20 questions pertained to the strengths of the college in areas of general ambience, administrative ease, academic atmosphere and student teacher rapport. The next 10 questions were regarding the weaknesses of the institution in areas of academics, research and administration. 4 questions were asked about the opportunities of improvement and the last 5 questions were about the challenges faced by the institution in it's strive for betterment.

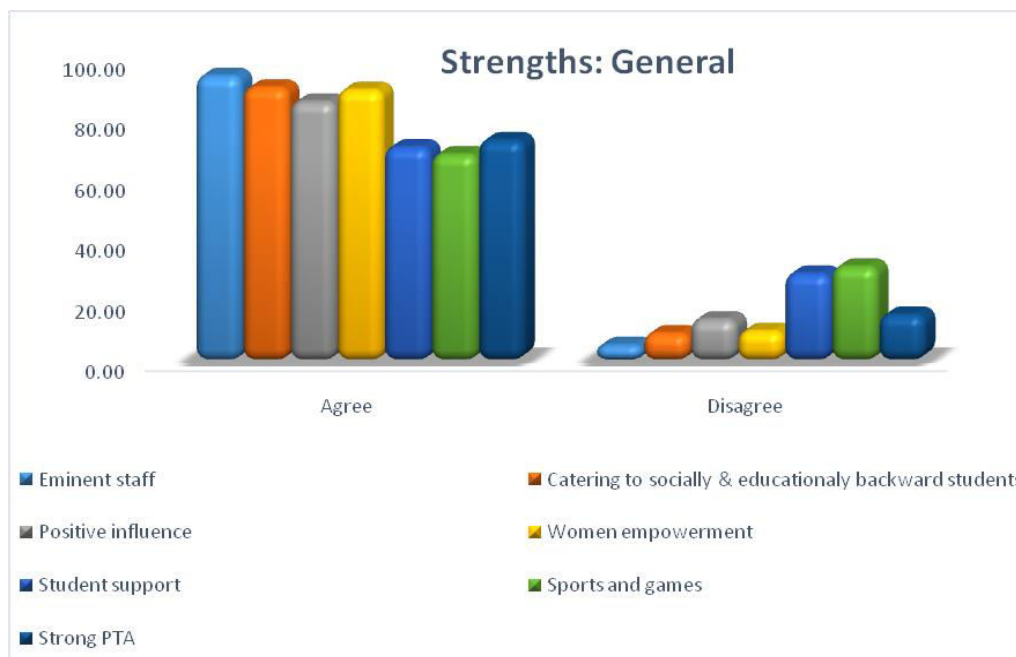
Feedback forms were collected from the entire student community and proportional samples of appropriate sizes were calculated for each of the 14 departments depending on the student strength of that department. Using the method of proportional allocation, stratified sampling technique was used to collect a sample of size 140, which was analysed to get a clear cut idea. This was done by the faculty member of Statistics.

STRENGTHS

Of the 20 questions in this category, students were asked to agree or disagree to 14 questions relating to the general atmosphere of the college and administrative efficiency. The remaining 6 questions focussed on the student-teacher relationship and academic excellence. They were given graded responses as "Excellent", "Good" and "Poor" of which one was chosen by the students. The analysis of the responses can be consolidated as below:

a) Questions (1) to (8): Pertaining to general academic ambience.

An average of 90.31 percent of the students agreed to the statement that the presence of eminent teaching faculty and qualified administrative staff members is a substantial strength of the institution and that the college aims to attain its motto of ‘Women empowerment’ through constructive positive influences aiming at creating radical changes in the minds of the students. They also agreed to the fact that the institution caters to students from the socially / educationally backward part of the community which is also a strength in achieving the motto. About 70.23 percent of the respondents agreed to the fact that the system of student support, opportunities for sports and games and a strong well informed Parent – Teacher Association which takes a keen interest in the welfare of the institution are additional strengths.

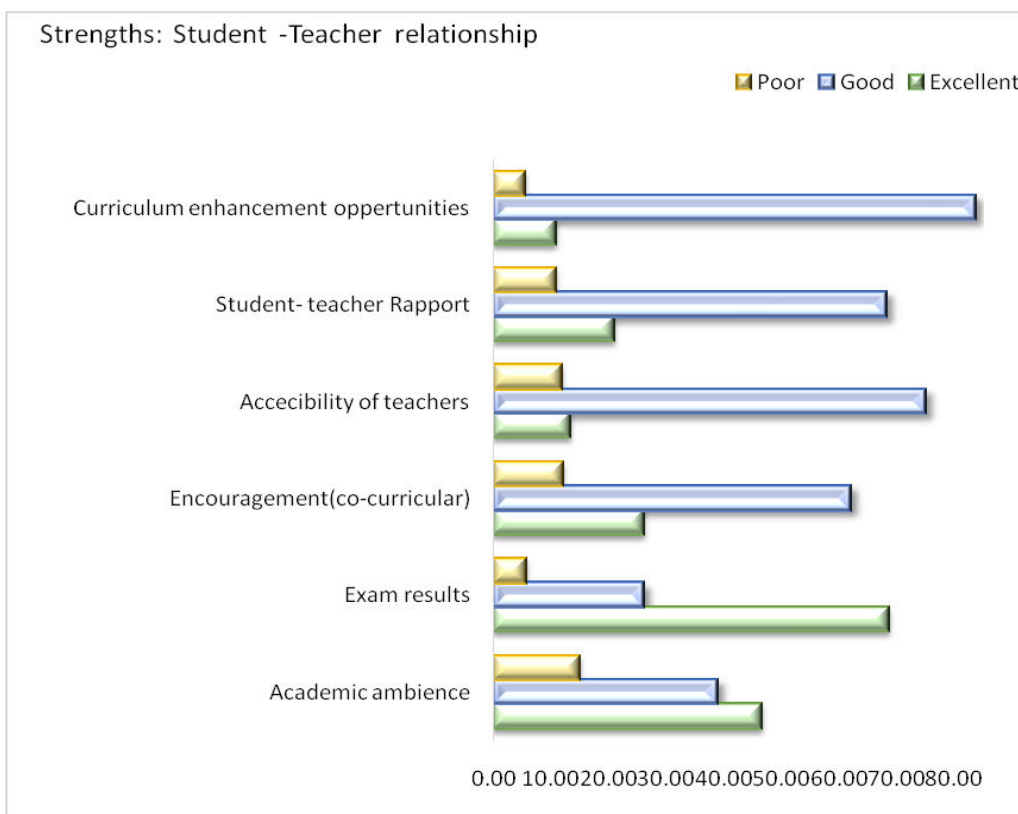


(b). Questions (9) to (14): Pertaining to administrative ease and transparency.

About 87.5 percent of the respondents agreed to the fact that the institution facilitates scholarships and financial aid for students which is a great merit and social responsibility. The transparency in administrative as well as financial dealings, timely intimation of facts and the atmosphere of safety inside the campus was attributed as strengths by nearly 81% of the respondents.



c). Questions (15) to (20): Pertaining to student teacher relations



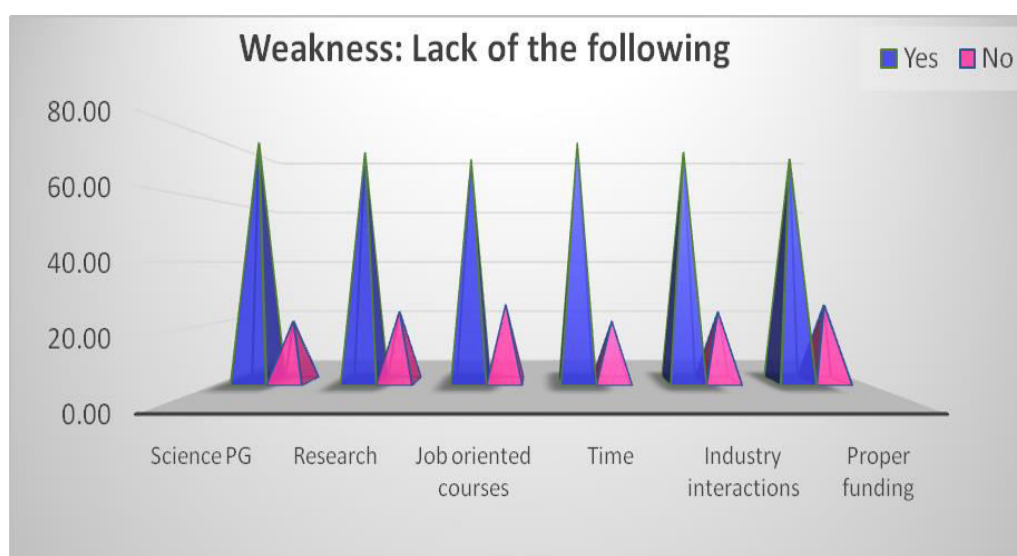
The institution was rated high in its evaluation of student – teacher relationship and academic atmosphere. About 31 percent of the respondents were of the opinion that the college had an **excellent** student teacher rapport and academic atmosphere. 58.95 percent rated it as good while a very low 10.05 percent rated these as poor.

Of all the 20 points put forth as strengths of the institution, the students rated the ‘feeling of safety’(91.47%), ‘catering to students from socio-educational backward areas of society’ (90.07%) and the efforts taken by the institution to ensure ‘women empowerment’ (89.92%) as the key strengths.

An average of 89% were of the opinion that the college fared good or above in terms of student teacher relations and academic ambience which is a great achievement.

Weakness

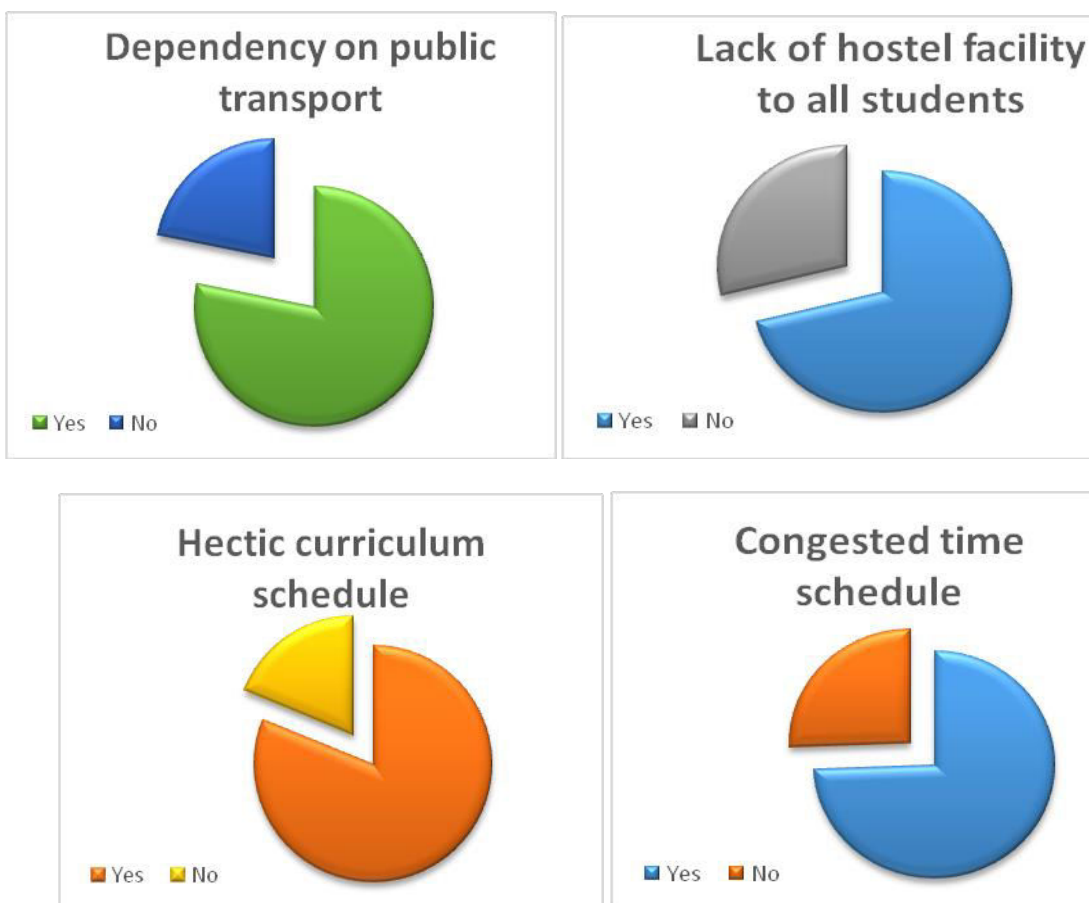
Student feedback was solicited to identify the areas of weakness of the college. Ten points were put forth including the absence of Science Post graduate departments, absence of research departments, lack of job oriented courses, lack of industry interactions etc.



There was almost unanimous support to these deficiencies as the key weakness of the institution.

Responses to some other major weakness of the college were as follows:

About 78.13 percent of the students felt that the dependency of students on public transport system was a major weakness while 71.09 percent felt that the fact that majority of the students being day-scholars limited the scope of activities beyond the regular working hours. Nearly 74.42 percent blamed the insufficient time due to semesterisation and the hectic curriculum schedule as weaknesses.

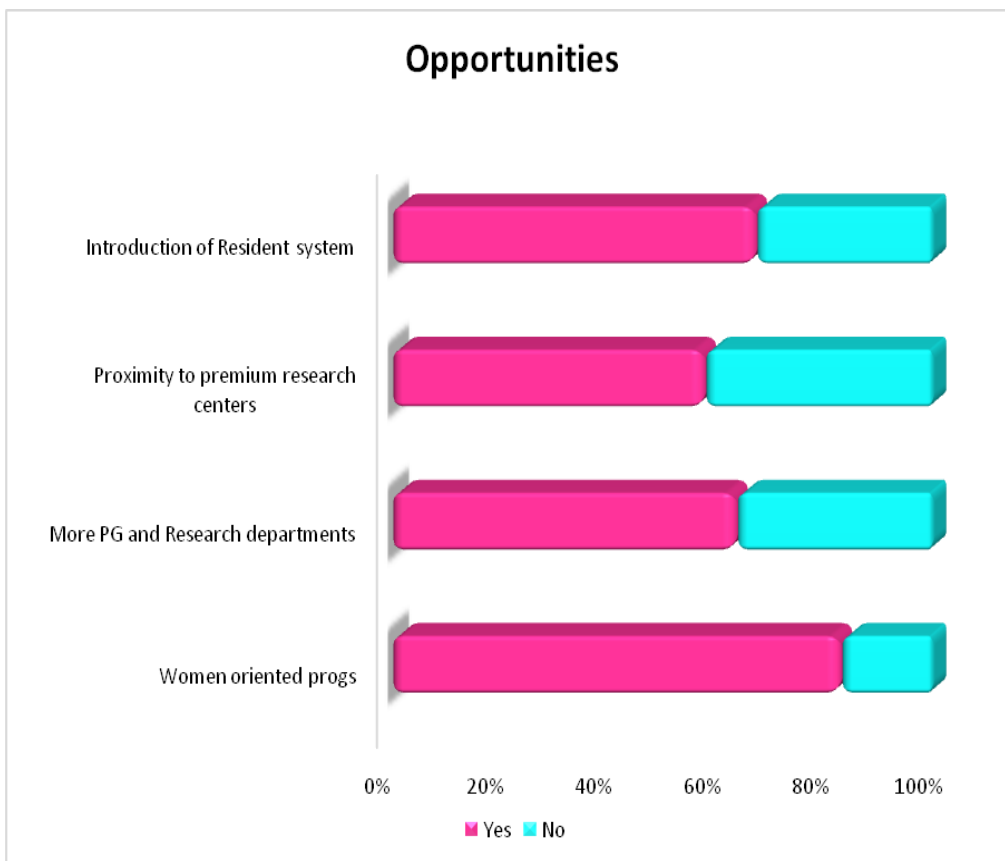


The analysis helped in identifying the areas of weaknesses of the institution and the management and staff have decided to take remedial measures to rectify these defects.

Opportunities

Four questions were asked in this regard which were either agreed upon or disagreed by the respondents. The overall response of the students on these can be consolidated as below.

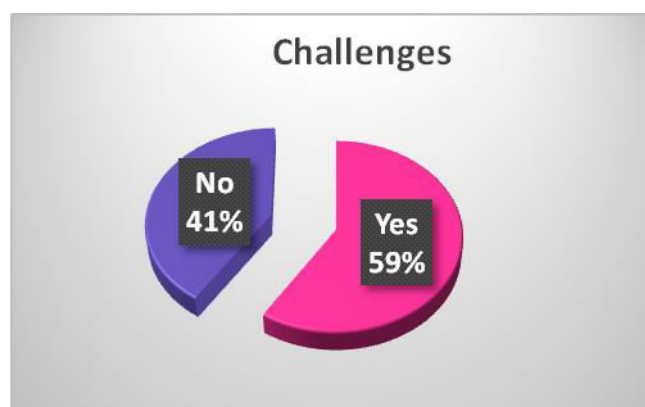
Opportunities	Yes	No
Women oriented programs for women empowerment	82.93	17.07
Better infrastructure for incorporating more PG and Research departments	63.64	36.36
Proximity to premium research centres will facilitate research	57.80	42.20
Expand hostel facility and introduce job oriented training	67.23	32.77



About 83 percent of the respondents identified that the institution has a great opportunity in introducing more women empowering programs aiming at the welfare of the fairer sex which is a boost to the motto of the institution.

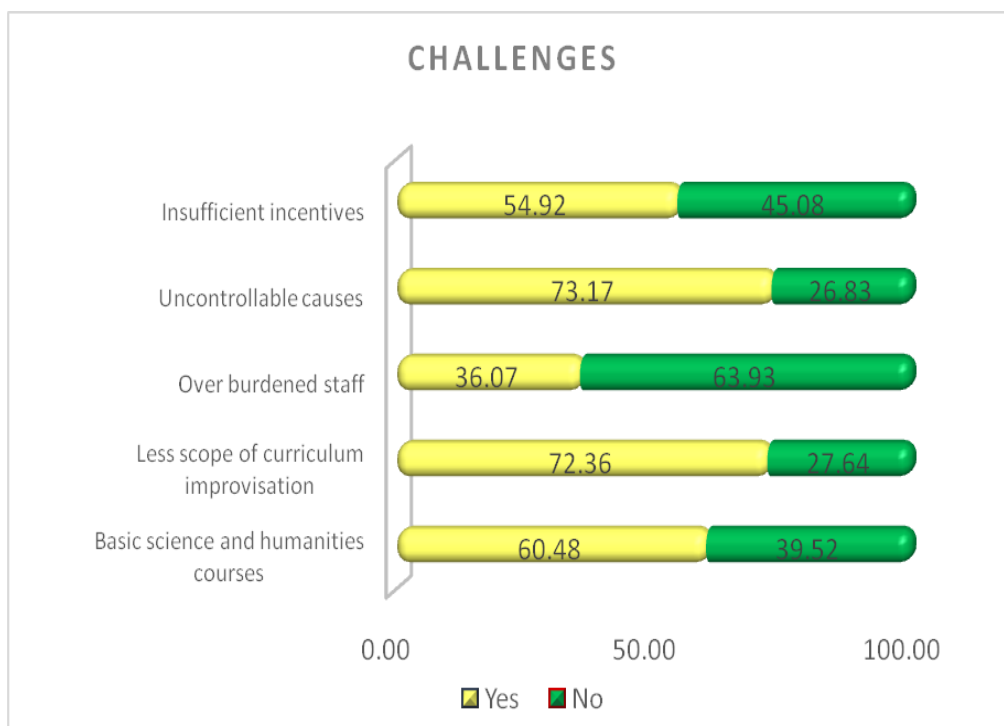
Challenges

Five points were identified as the key challenges that are faced by the institution in its struggle for achieving academic and administrative excellence.



Nearly 59% of the respondents agreed that fact that the institution offers basic science and humanities programmes, over dependency on syllabi, delays of exams etc are the challenges faced by the college.

A specific point by point feedback can be consolidated as follows.



Majority agreed that the absence of scope for curriculum and syllabi innovations was a real challenge in attaining academic excellence.

7.7. Plans of institution for next year

- Uploading the AQAR for the current year
- Improve NIRF rank. Present rank is 113.
- Apply for funds from RUSA
- Give more emphasis to research. Publish in UGC approved Journals
- Introduce LMS
- Establish Incubation Centre in the Campus
- Depute more teachers for programmes organised by HEC
- Encourage linkages with other institutions and industries
- Purchase and commission a high end generator suitable for the requirement of the whole college
- Encourage students to participate in more cultural and sports events
- Strengthen Alumni association

Declaration

I certify that the data included in this Report are true to the best of my knowledge.

Dr.Asha Panicker

Dr.Ambilikutty Amma P.

Signature of the Coordinator, IQAC

Signature of the Chairperson

HHMSPB NSS COLLEGE FOR WOMEN, NEERAMANKARA

ACADEMIC CALENDAR

2017-18

JUNE 2017		
01	Thu	Re-opening Day
02	Fri	Second set test paper for S ₂ PG
03	Sat	
04	Sun	
05	Mon	World Environmental Day – Poster exhibition by Nature Club, Second set test paper for S ₂ PG
06	Tue	Second set test paper for S ₂ PG
07	Wed	Second set test paper for S ₂ PG.
08	Thu	Second set test paper for S ₂ PG, World Oceans Day
09	Fri	
10	Sat	
11	Sun	
12	Mon	Anti – Child Labour Day
13	Tue	
14	Wed	World Blood Donation Day
15	Thu	
16	Fri	
17	Sat	
18	Sun	Father's Day
19	Mon	
20	Tue	
21	Wed	World Music Day – Quiz Competition by Dept. of Music
22	Thu	
23	Fri	
24	Sat	
25	Sun	Ramadan
26	Mon	
27	Tue	Model Exam-S ₄ & S ₂
28	Wed	Commencement of PG S₃ Classes, Model Exam-S₄ & S₂
29	Thu	Model Exam-S ₄ & S ₂
30	Fri	Model Exam-S ₄ & S ₂
JULY 2017		
01	Sat	
02	Sun	
03	Mon	Model Exam-S ₄ & S ₂
04	Tue	Model Exam-S ₄ & S ₂
05	Wed	Commencement of UG S₁ Classes
06	Thu	
07	Fri	
08	Sat	
09	Sun	

10	Mon	
11	Tue	
12	Wed	Commencement of UG S₄ ESE
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	Commencement of UG S₂ ESE
21	Fri	
22	Sat	
23	Sun	Karkadaka Vavu
24	Mon	
25	Tue	
26	Wed	First set test paper for S ₃ PG
27	Thu	First set test paper for S ₃ PG
28	Fri	First set test paper for S ₃ PG
29	Sat	
30	Sun	
31	Mon	Commencement of UG S₅ Classes
AUGUST 2017		
01	Tue	First set test paper for S ₃ PG
02	Wed	First set test paper for S ₃ PG
03	Thu	
04	Fri	
05	Sat	
06	Sun	Hiroshima Day
07	Mon	
08	Tue	
09	Wed	Commencement of ESA for S ₂ M. A.
10	Thu	Commencement of UG S₃ Classes
11	Fri	
12	Sat	
13	Sun	International Youth Day
14	Mon	
15	Tue	Independence day
16	Wed	Commencement of PG S₁ Classes
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	Ganesh Chaturthi

26	Sat	
27	Sun	
28	Mon	Ayyankali Jayanthi
29	Tue	Sanskrit Day
30	Wed	Inauguration of Club Activities
31	Thu	Onam Celebrations, College closes for Onam Vacation
SEPTEMBER 2017		
01	Fri	Bakrid, Commencement of National Nutrition Week
02	Sat	
03	Sun	First Onam
04	Mon	Second Onam
05	Tue	Third Onam, Teachers Day
06	Wed	Forth Onam
07	Thu	
08	Fri	International Literacy Day
09	Sat	
10	Sun	
11	Mon	
12	Tue	Sreekrishna Jayanthi
13	Wed	College re-opens after Onam vacation
14	Thu	
15	Fri	First set test paper for S ₁ PG
16	Sat	First set test paper for S ₁ PG, Ozone Day
17	Sun	
18	Mon	First set test paper for S ₁ PG
19	Tue	First set test paper for S ₁ PG
20	Wed	First set test paper for S ₁ PG
21	Thu	Sree Narayana Guru Samadhi Day, Navarathri
22	Fri	Ozone Day Celebrations by Science and Nature Clubs
23	Sat	
24	Sun	NSS Day
25	Mon	Inauguration of Association Activities
26	Tue	CSIR Foundation Day
27	Wed	
28	Thu	Durga ashtami
29	Fri	Mahanavami, World Heart Day
30	Sat	Vijayadasami, Muharam World Deaf Day
OCTOBER 2017		
01	Sun	
02	Mon	Gandhi Jayanthi, Commencement of Biodiversity Week
03	Tue	
04	Wed	Regional Seminar on Wild life by Dept. of Botany
05	Thu	World Teacher's Day, Merit Day
06	Fri	
07	Sat	
08	Sun	
09	Mon	

10	Tue	World Mental Health Day
11	Wed	International Girl Child Day
12	Thu	
13	Fri	
14	Sat	
15	Sun	International Day of Rural Women
16	Mon	World Food Day
17	Tue	Anti Poverty Day
18	Wed	Deepavali
19	Thu	
20	Fri	Second set test paper for S ₃ PG,
21	Sat	
22	Sun	
23	Mon	Second set test paper for S ₃ PG
24	Tue	UN Day, Second Set test paper for S ₃ PG
25	Wed	Second set test paper for S ₃ PG
26	Thu	Second set test paper for S ₃ PG, Model Exam UG S ₁
27	Fri	Second set test paper for S ₃ PG, Model Exam UG S ₁
28	Sat	
29	Sun	
30	Mon	Model Exam UG S ₁
31	Tue	NSS Flag Day, Model Exam UG S ₁
NOVEMBER 2017		
01	Wed	Kerala Piravi, Model Exam UG S ₁
02	Thu	College Union Elections
03	Fri	Commencement of PG S₃ ESE , Model Exam UG S ₁ Model Exam UG S ₅
04	Sat	
05	Sun	
06	Mon	Model Exam UG S ₅
07	Tue	Model Exam UG S ₅
08	Wed	Commencement of UG S₁ ESE , Model Exam UG S ₅
09	Thu	Model Exam UG S ₅
10	Fri	Model Exam UG S ₅
11	Sat	
12	Sun	
13	Mon	Commencement of UG S₅ ESE
14	Tue	Children's Day, World Diabetes Day
15	Wed	
16	Thu	World Philosophy Day
17	Fri	
18	Sat	
19	Sun	
20	Mon	Commencement of PG S₄ Classes
21	Tue	
22	Wed	Commencement of UG S₆ Classes
23	Thu	
24	Fri	Commencement of UG S₂ Classes

25	Sat	
26	Sun	Commencement of Study Tours for III DC
27	Mon	
28	Tue	
29	Wed	
30	Thu	Model Exam UG S ₃
DECEMBER 2017		
01	Fri	World AIDS Day, Model Exam UG S ₃
02	Sat	
03	Sun	
04	Mon	Model Exam UG S ₃
05	Tue	Model Exam UG S ₃
06	Wed	Model Exam UG S ₃
07	Thu	Model Exam UG S ₃
08	Fri	
09	Sat	
10	Sun	Human Rights Day,
11	Mon	Commencement of UG S₃ ESE
12	Tue	
13	Wed	
14	Thu	
15	Fri	Second set test paper for S ₁ PG
16	Sat	
17	Sun	
18	Mon	Second set test paper for S ₁ PG
19	Tue	Second set test paper for S ₁ PG
20	Wed	Second set test paper for S ₁ PG
21	Thu	Second set test paper for S ₁ PG
22	Fri	Christmas Celebrations, Closing Day
23	Sat	
24	Sun	
25	Mon	Christmas
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	
JANUARY 2018		
01	Mon	New Year Eve
02	Tue	Mannam Jayanthi – Founder’s Day
03	Wed	College re-opens after Christmas vacation
04	Thu	Commencement of PG S₁ ESE
05	Fri	Commencement of UG S₄ Classes.
06	Sat	
07	Sun	
08	Mon	
09	Tue	

10	Wed	
11	Thu	Inauguration of College Union and Clubs
12	Fri	National Youth Day
13	Sat	
14	Sun	Pongal
15	Mon	Army Day
16	Tue	First set test paper for S ₄ PG
17	Wed	First set test paper for S ₄ PG
18	Thu	First set test paper for S ₄ PG
19	Fri	First set test paper for S ₄ PG
20	Sat	First set test paper for S ₄ PG
21	Sun	
22	Mon	Commencement of PG S₂ Classes.
23	Tue	
24	Wed	
25	Thu	Quiz Competition by Dept. of Botany
26	Fri	Republic Day
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	
FEBRUARY 2018		
01	Thu	
02	Fri	World Wetlands Day
03	Sat	
04	Sun	
05	Mon	
06	Tue	
07	Wed	
08	Thu	
09	Fri	
10	Sat	
11	Sun	
12	Mon	First set test paper for S ₂ PG
13	Tue	Maha Sivaratri
14	Wed	First set test paper for S ₂ PG
15	Thu	First set test paper for S ₂ PG
16	Fri	First set test paper for S ₂ PG
17	Sat	
18	Sun	
19	Mon	First set test paper for S ₂ PG
20	Tue	
21	Wed	International Mother language day
22	Thu	
23	Fri	
24	Sat	
25	Sun	Mannam Samadhi

26	Mon	Arts Festival
27	Tue	Arts Festival
28	Wed	National Science Day,
MARCH 2018		
01	Thu	
02	Fri	Attukal Pongala, Holi
03	Sat	
04	Sun	
05	Mon	Film Festival
06	Tue	
07	Wed	
08	Thu	International Women's Day,
09	Fri	Second set test paper for S ₄ PG, Model Exam UG S ₆
10	Sat	
11	Sun	
12	Mon	Second set test paper for S ₄ PG, Model Exam UG S ₆
13	Tue	Second set test paper for S ₄ PG, Model Exam UG S ₆
14	Wed	Second set test paper for S ₄ PG, Model Exam UG S ₆
15	Thu	Second set test paper for S ₄ PG, Model Exam UG S ₆
16	Fri	Model Exam UG S ₆
17	Sat	
18	Sun	
19	Mon	
20	Tue	College Day
21	Wed	World Poetry Day, International day for Forests
22	Thu	World day for Water
23	Fri	Farewell and Passing the Torch
24	Sat	
25	Sun	
26	Mon	Commencement of PG S₄ ESE
27	Tue	Staff Club Send off
28	Wed	College Closes For Summer Vacations
29	Thu	Maundy Thursday
30	Fri	Good Friday
31	Sat	

SAMPLE TEACHER EVALUATION BY STUDENTS

Performance appraisal of Teachers of the Department of Chemistry 2017-18

1. Confidence

Every teacher needs to have confidence, not only in themselves but in their students and their colleagues. A confident person inspires others to be confident, and a teacher's confidence can help influence her students.

2. Communication

A teacher has to communicate with students and colleagues clearly. She should be able to talk clearly to get her point understood.

3. Continuous Learner

Teaching is a lifelong learning process. There is always something to learn when one is a teacher. The world is always changing, along with the curriculum and educational technology. A teacher who is always willing to go that extra mile to learn will always be an effective, successful teacher.

4. Leadership

A teacher is a mentor and knows how to guide her students in the right direction. She leads by example and is a good role model. She encourages students and leads them to achieve higher planes of success.

5. Innovative

A teacher should be willing to try new things, try new educational apps to enhance teaching skills. Being innovative means not only trying new things, but questioning students, making real-world connections and cultivating a creative mindset.

6. Ability to Engage

In this digital age, it is essential to find materials and resources for students that will keep them interested. This means keeping up to date on new learning technologies and apps, and browsing the web and connecting to fellow teachers.

7. Ability to Empower

Teachers should be able to inspire, that's just one of the qualities that come along with the title. She should be able to empower students to think critically, be innovative, creative, adaptable, passionate, and flexible.

In tune with the above thoughts, the following attributes of teaching were tested.

STUDENT FEEDBACK ON TEACHERS

Department:

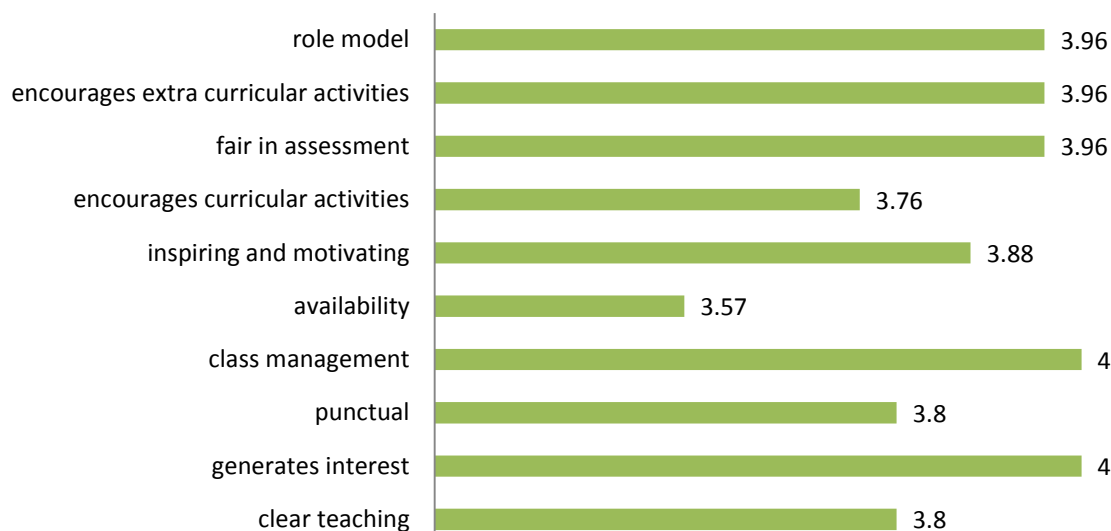
Year:

Rate the following attributes of teachers in the four point scale

1-Poor 2-Average 3-Good 4-Excellent

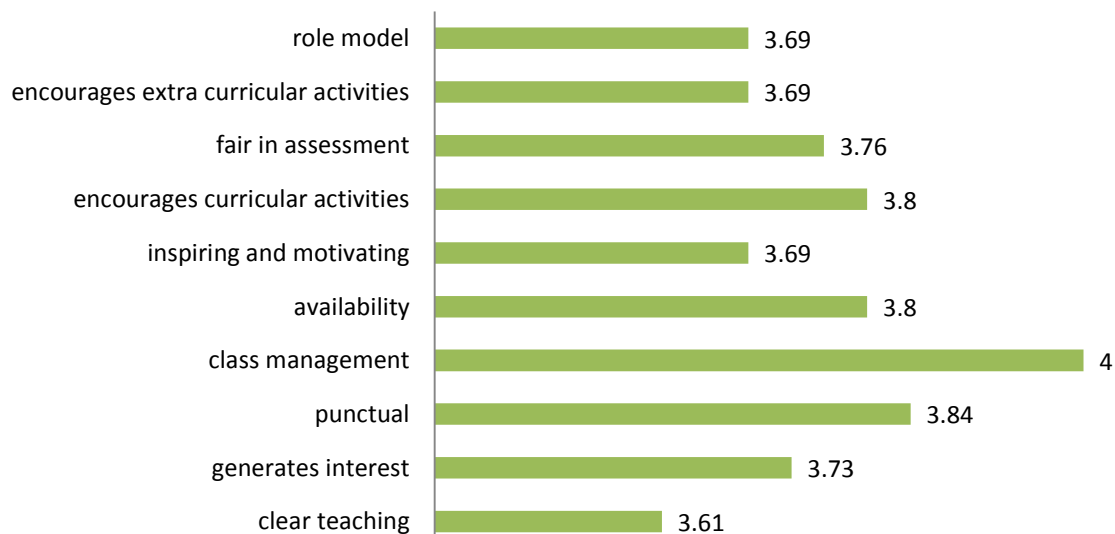
	Name of the teacher										
1	Teacher teaches her subject clearly										
2	Teacher is able to generate interest in her topic										
3	Teacher is punctual										
4	Teacher is able to manage her class										
5	Teacher is available always										
6	Teacher is able to inspire and motivate her students										
7	Teacher encourages discussion and responds to questions										
8	Teacher is fair in her internal assessment										
9	Teacher encourages you to participate in extra-curricular activities										
10	Teacher is your guide, mentor and role model										

Performance Analysis of Dr. Asha Panicker



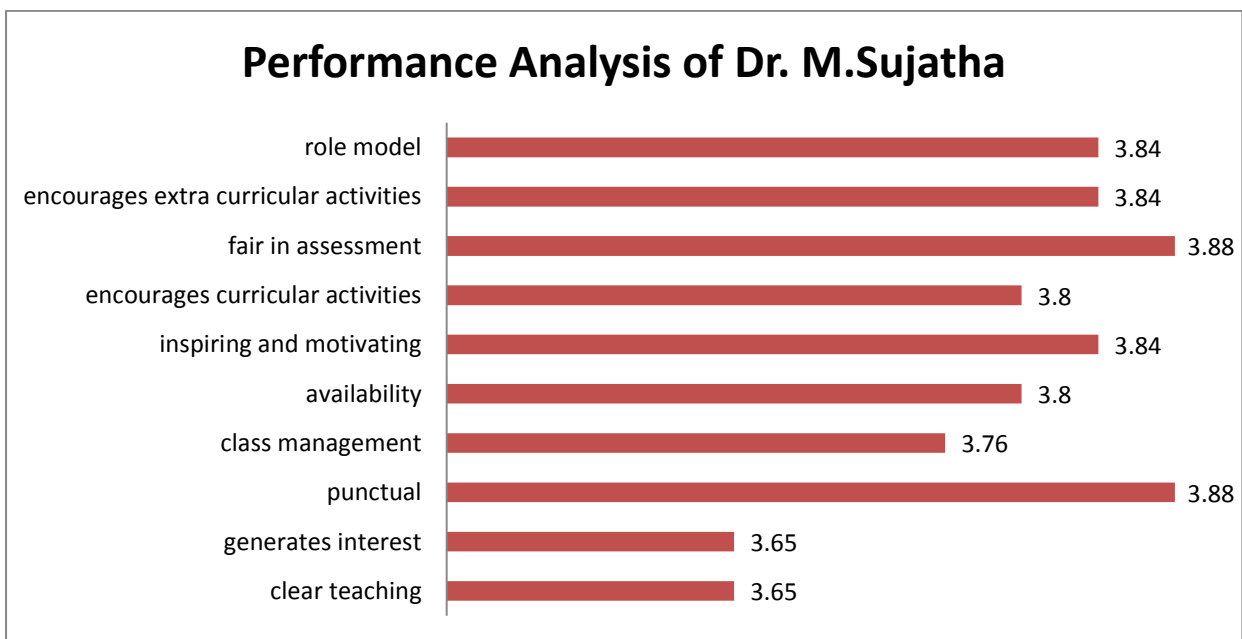
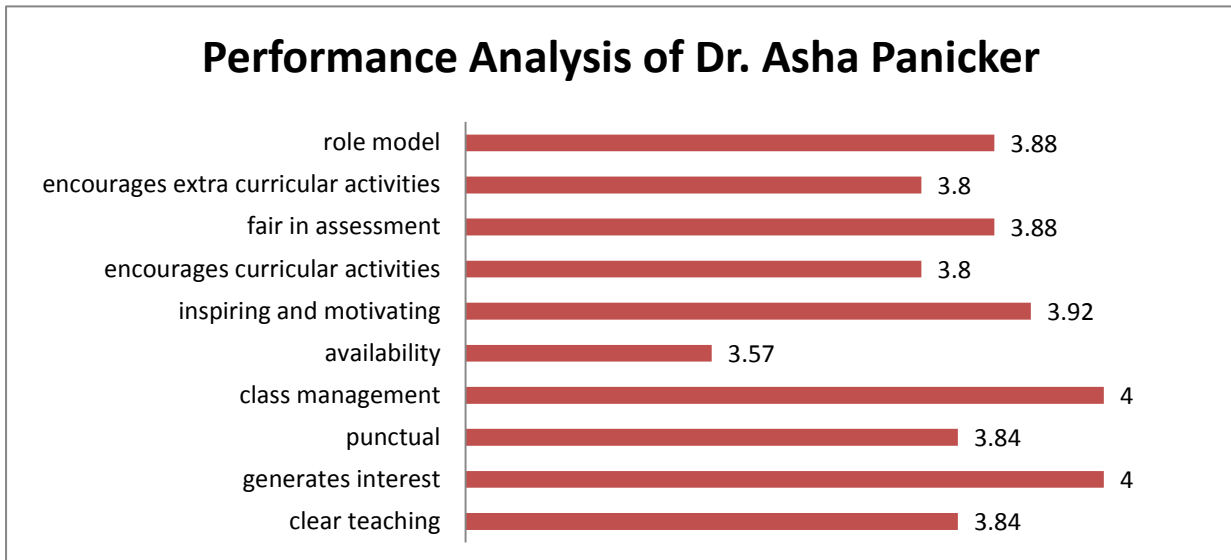
From the data sheet, it can be seen that Dr. Asha Panicker

Performance Analysis of Dr. Priya A Nair

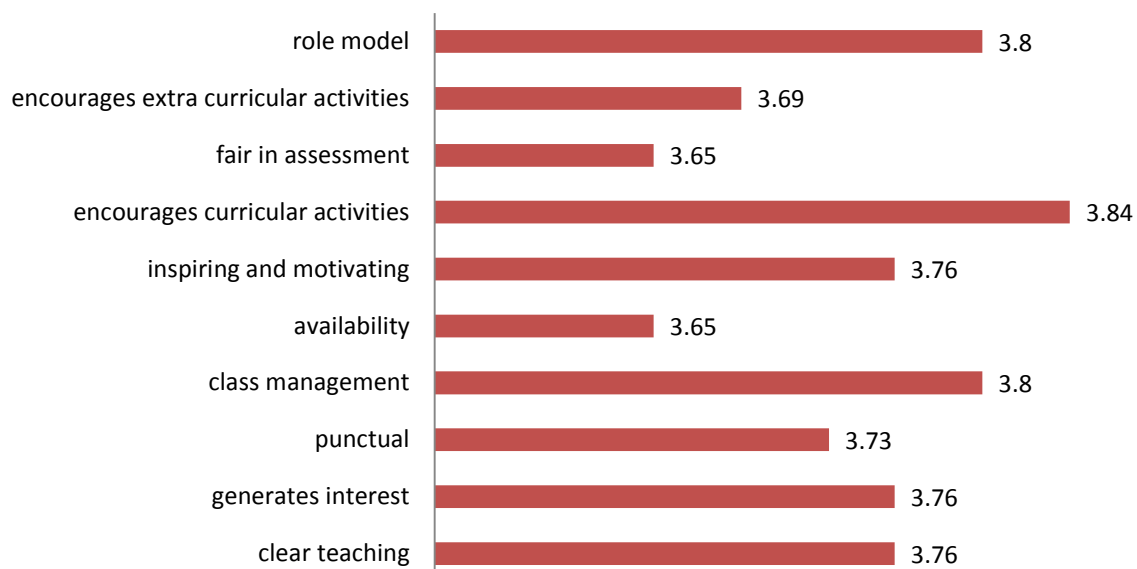


Feed back on ten attributes pertaining to teaching, class room management and internal assessment were collected from students of **semester 2 of 2017-18**. Dr. Asha Panicker and Dr. Priya A Nair were assessed. The maximum score is 4.0. Both the teachers were endorsed good scores. Dr. Asha Panicker should make herself more available in the department. Dr. Priya A Nair scored maximum for her ability to manage her classes. She has to pay slightly more attention to the first teaching attribute: clarity in teaching. She has been selected for FLAIR – a training for young teachers with less than 5 years of service.

Feed back on ten attributes pertaining to teaching, class room management and internal assessment were collected from students of **semester 4 of 2017-18**. Dr. Asha Panicker, Dr. M. Sujatha and Dr. Archana Nair were assessed. The maximum score was 4.0. All the teachers were given excellent scores.



Performance Analysis of Dr. Archana Nair



It is seen from the above feed backs that students are satisfied. This analysis was discussed in the department meeting. The reports were sent to the Principal.

Analysis Report

It is interesting to note that the teachers are rated highly. Our students are satisfied with the knowledge base, sincerity and commitment of their teachers. This revelation has made us proud and we will continue with our good efforts.

STUDENT SATISFACTION SURVEY 2017-18

HHMSPB NSS COLLEGE FOR WOMEN, NEERAMANKARA

STUDENT SATISFACTION SURVEY (SSS)

Department:

Class:

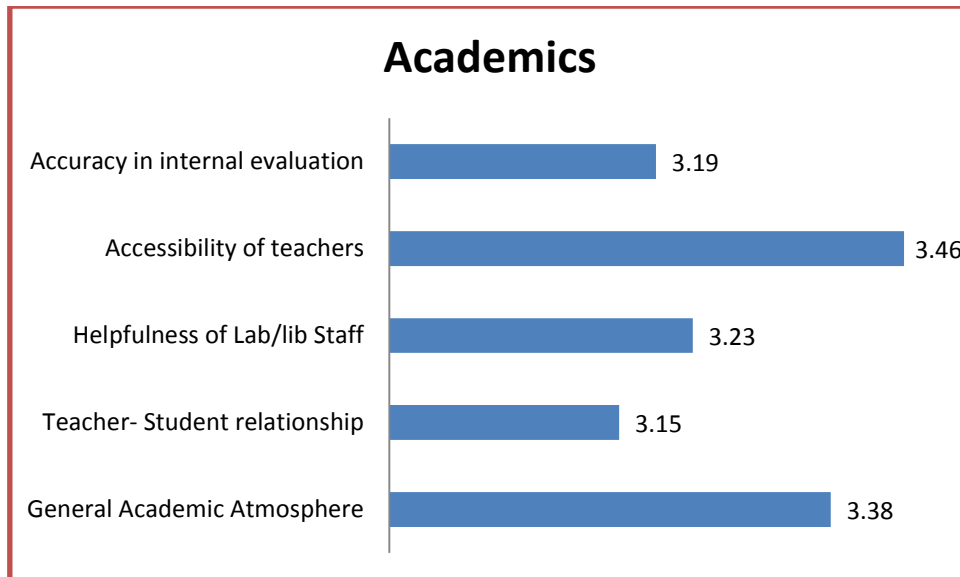
Year:

A few criteria that describe the various experience in the campus are given below. Rate these on a five point scale. 0-Poor 1-Fair 2-Good 3-Very Good 4-Excellent

	Criteria	0	1	2	3	4
1	General Academic Atmosphere					
2	Teacher-Student Relationship					
3	Efficiency of the College Office					
4	Helpfulness of the Lab/Lib Staff					
5	Library Facilities					
6	Laboratory Facilities					
7	Accessibility of teachers during and after class					
8	Participation in programs inside the campus					
9	Encouragement received in extra and co-curricular activities					
10	Participation in Sports					
11	Accuracy and correctness in internal evaluation					
12	Campus safety					
13	Food/Canteen Services					
14	Campus Cleanliness					
15	Opinion regarding your department					

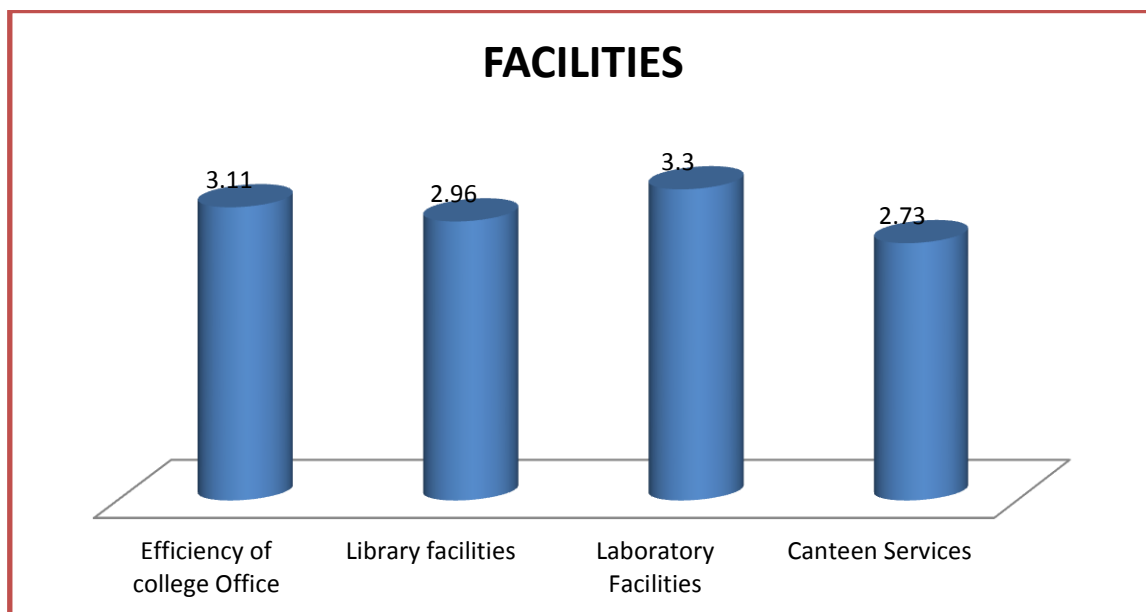
Students were asked to rate their experiences on a 5 point scale, from 0-4. Students had to assess Academics, Facilities, Teaching, Opportunities, Administration, Department, Empowerment and the Institution through 15 questions randomly set. The results are as follows

On Academics:



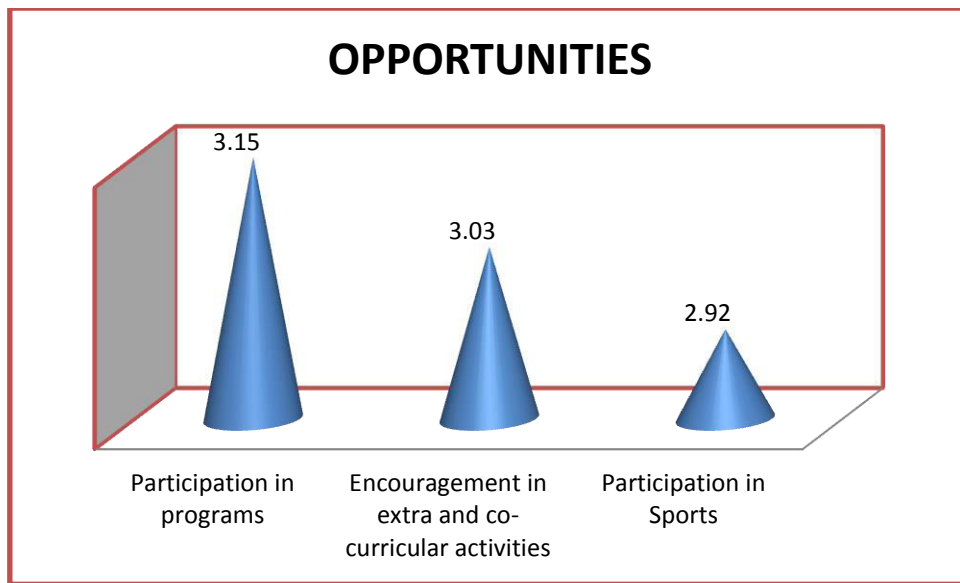
All the four parameters scored more than 75%. The highest score was for accessibility of teachers. Teacher student relationship has to improve. Actually this is a contradictory evaluation. While the score received for accessibility of teachers is high, that for teacher student relationship is low.

On Facilities provided by the college:



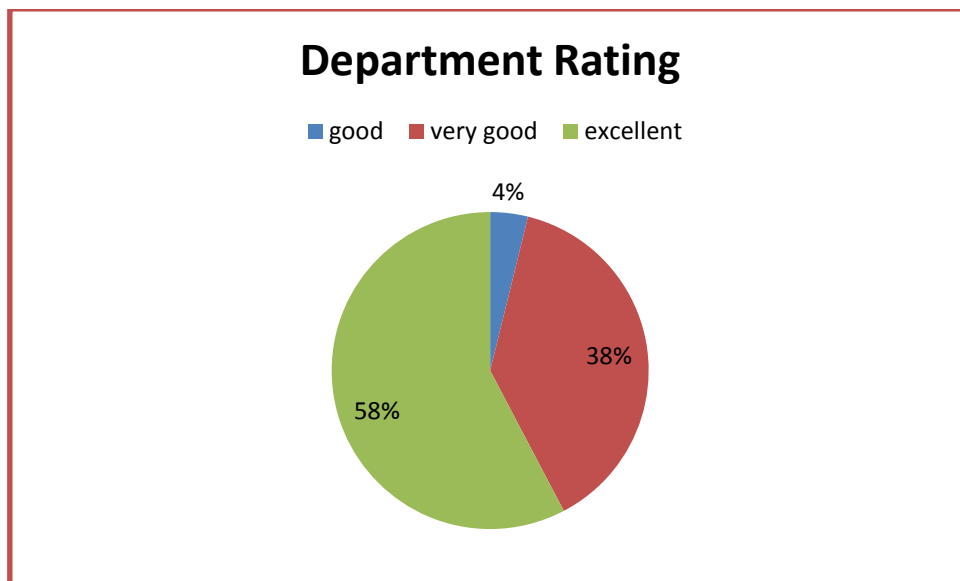
Library facilities and Canteen Services need further improvement.

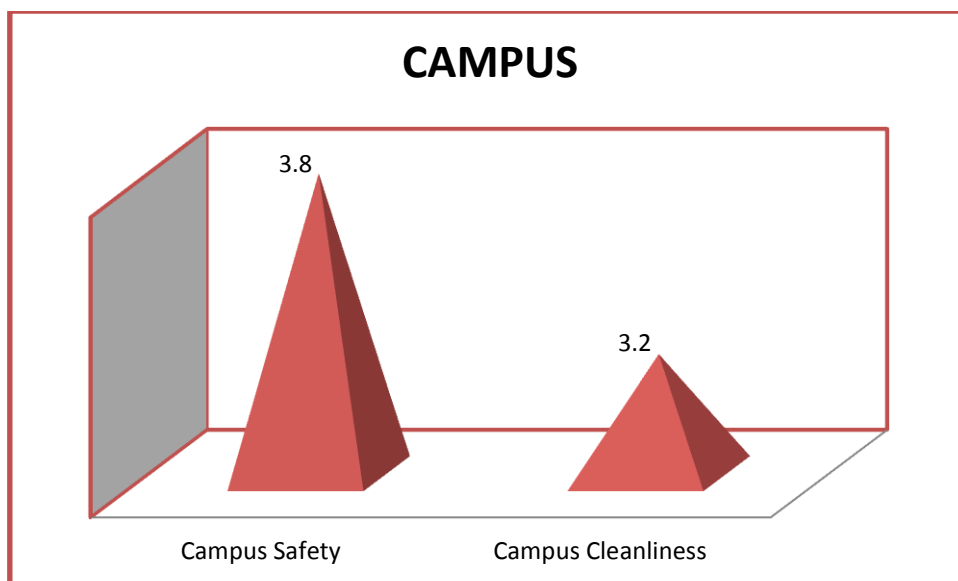
Opinion on opportunities they got while in the campus:



Our students are quite happy with the opportunities they get in the campus. May be they need more in the field of sports.

Opinion about their Department:





Students are fully satisfied about the safety and security of the campus. More 75% are happy with the campus cleanliness.

Analysis of this rating

Score sheets were collected from the students of 2017-18. The average score was found out. Only three parameters, opportunity in sports, canteen services and library facilities scored less than 80%. This was discussed in the department meeting and the report was sent to the principal's office for further action, to be initiated.