Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**HER HIGHNESS MAHARANI SETHU PARVATHI BAI NSS COLLEGE FOR WOMEN**
Name of the head of the Institution	**DR. JAYASREE P**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04712490548**
Mobile no.	**8606140546**
Registered Email	**nsscollegeforwomen@hotmail.com**
Alternate Email	**subhaunni@gmail.com**
Address	**NEERAMANKARA KAIMANAM P.O**
City/Town	**TRIVANDRUM**
State/UT	**Kerala**
Pincode	**695040**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**SUBHA R NAIR**
Phone no/Alternate Phone no.	**04712495717**
Mobile no.	**9446210400**
Registered Email	**subhaunni@gmail.com**
Alternate Email	**unnii06@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.nsscollege4women.edu.in/aqar/

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.nsscollege4women.edu.in/ACADEMIC%20CALENDER%20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
1	**A**	**85**	**2004**	**03-May-2004**	**02-May-2009**
2	**A**	**3.02**	**2011**	**27-Mar-2011**	**26-Mar-2016**
3	**A**	**3.08**	**2017**	**30-Oct-2017**	**29-Oct-2019**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**11-Apr-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
RISING STARS- FINISHING SCHOOL	04-Jun-2018 5	18
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
UNNAT BHARAT ABHIYAN	UBA	CENTRAL	2018 365	50000
ADDITIONAL SKILL ACQUISITION PROGRAMME	ASAP	STATE	2018 365	40300
WALK WITH A SCHOLAR	WWS	STATE	2018 365	194400
NATIONAL SERVICE SCHEME	NSS	STATE	2018 365	45000
INNOVATION ENTREPRENEURSHIP DEVELOPMENT CENTER	IEDC	STATE	2018 365	200000
SCHOLAR SUPPORT PROGRAMME	SSP	STATE	2018 365	85500
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	5500

Year	2018

12. Significant contributions made by IQAC during the current year(maximum five bullets)

IQAC contributes dynamic ideas in enriching teaching-learning process in accordance with the guidelines of NAAC.

Rising Stars a finishing school programme organized yearly in association with the Model Finishing School, Govt of Kerala

Encourage faculty/student participation/paper presentation in seminars / conferences and symposia during the year as well as in organising them

Ensure proper functioning of the feedback/grievence -redressal/tutorial mechanisms for improving the academic/administrational atmosphere of the institution

Ensure Plastic free campus, campus hygiene, maintain proper documentation of various college level activities and take steps to ensure the proper implementation of Best Practices taken p by the institution

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Ensure Plastic free campus and other best practices	Plastic free campus
Documentation of the various programmes / activities leading to quality improvement	Timely submission of AQAR
Encourages students to participate in extra curricular and co-curricular activities	Two national, nineteen intercollegiate and thirteen university level achievements
Induct students into 'Rising Stars' a finishing school programme oraganized every year in association with the Model Finishing School, Govt of Kerala	Seventy Eight students completed the first phase and 18 students complete the second phase course successfully
Promote conducting of extension and outreach programmes by various departments and clubs.	Sixteen Extension and outreach programs by various departments, cells, committees, clubs, NSS etc.
Promoting faculty participation in seminars / conferences and symposia during the year	Three Publications in International Peer reviewed journals, twelve publications in National Journals 16 International, 25 national , 17 state level and 8 local level paper presentations

Collection and analysis of feedback from all stakeholders on quality related institutional processes, teaching and administrational aspects.	Analysis reports and Action taken reports in every department
Encourage conduct of short term courses by various departments	One short term course DCA

[View File]

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Council	17-Dec-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**

Date of Visit	**30-Oct-2017**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2019**

Date of Submission	**28-Feb-2019**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**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 eSolution is used to enter the student details, attendance, marks, and for report generation .**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As the college is affiliated to University of Kerala, all departments are

required to implement the syllabus prescribed by the University. The 'Timetable Committee' headed by the Principal and a senior Faculty Member draws up a detailed yearly timetable which efficiently deploys the units of time for academic and co-curricular purposes (theory, practical, tutorial, ICT, life-skill ,value education and add-on classes by various departments) thereby ensuring a balance between the different types of engagement a student is expected to participate in. The college calendar is prepared in accordance with the 'Academic Calendar' of the University of Kerala so as to ensure optimal allocation of working days and to incorporate various college level curricular and co-curricular activities in the academic year. Department level academic plans are prepared so as to meet the 'Course based Outcomes' and 'Program based Outcomes as prescribed by the syllabi. The work plan of each faculty member is recorded in their personal 'Work Diary'. Regular CLMC (College level monitoring committee) and DLMC(Department level monitoring committee meetings are conducted for efficient curricular delivery and monitoring. Interactive teaching is promoted through students' participation in group discussions, quizzes and seminars. Special lectures delivered by eminent scholars on topics related to the curriculum and the various talks and discussions conducted as part of Seminars/Workshops organised by the departments and IQAC further intensify students' learning experience. Moreover regular feedback collected from stakeholders including students and parents is analysed and remedial measures are taken to ensure quality maintenance. The college IQAC contributes dynamic ideas in enriching teaching-learning process in accordance with the guidelines of NAAC and sets an action plan by interacting with the management, teachers & students by focussing on the development of the institution through periodic meetings and discussions with the Heads of the various departments. Active monitoring by the Management and periodic Academic Audits help keep the system function with perfection.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
DCA	Diploma in Computer Applications	07/03/2018	30	Basic computing skills for front office management	Basic computing skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NA	03/06/2019
[View File](#)		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English	03/06/2019
BA	Malayalam	03/06/2019
BA	Hindi	03/06/2019
BA	History	03/06/2019

BA	Economics	03/06/2019
BSc	Physics	03/06/2019
BSc	Chemistry	03/06/2019
BSc	Mathematics	03/06/2019
BSc	HomeScience	03/06/2019
BA	Philosophy	03/06/2019
BCom	Commerce	03/06/2019
BA	Music	03/06/2019
BSc	Botany	03/06/2019
BSc	Zoology	03/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	26

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
AEROBIC COURSE	03/10/2018	72
FINISHING SCHOOL PROGRAMME RISING STARS	18/01/2018	18
WORKSHOP IN UMBRELLA MAKING	26/03/2019	55
FOUNDATION SKILLS IN ENTREPRENEURSHIP SKILLS	14/09/2018	140
HOW TO STARTUP ME AND MY IEDC	21/12/2018	140
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Economics	34
BSc	Chemistry	26
BSc	Zoology	31
BSc	Botany	36
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The feedback collection and analysis mechanism of the college is a continuous process conducted periodically to ensure quality enhancement and maintenance in the institution. Feedback is collected from students through feedback forms(questionnaires) developed to cover all curricular and administrative aspects pertaining to the institution, departments and faculty members. The questions are prepared in accordance with the SSS criterion of NAAC . Separate forms are issued for feedback on teachers and on the various aspects of the institution. Teachers are assessed based on their 1. Confidence, Communication, Continuous Learner, Leadership, Innovative skills, Ability to Engage a class, Ability to Empower etc. The students are asked to grade each teacher from a grade of 0(Poor) to a grade of 4(Excellent). Feedback on the institution is taken through a separate questionnaire in which questions pertaining to the academic/administrative aspects of the institution are provided. Students are asked to grade the facilities on a 04 grade point scale where 0 is poor and 4 is excellent. The feedback forms are filled by both UG and PG Students without disclosing their names during the final stage of the academic year and the feedback is analysed to identify the merits/limitations of each department and its faculty members. Remedial measures are taken after consultation with the Principal if the necessity arises and a report on the action taken is also prepared. Feedback is also collected from the parents during Parent Teacher Student Meetings (PTS) regarding the institution, department and faculty members. PTS meetings are conducted once in every semester to optimize communication between the teaching fraternity and parents. An active college level Parent teacher's Association functions in the college for the well being of the students and staff members. Suggestions and comments given by the parents/guardians are also taken into account for future development and the different areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in College council and IQAC for taking up necessary action. Feedbacks regarding significant aspects are also taken from the teachers through DLMC meetings, departmental meetings, College council meetings and Staff general body meetings. The opinions/ grievances of the teachers are addressed with gravity and are considered while planning future policies. Alumni meetings are conducted and reputed alumni members are invited to interact with students. Their opinions in further improving the facilities of the institution are also well honoured. Timely reporting of activities to the management and the University and their continuous interaction and involvement in various activities of the institution and its administration ensure their participation and feedback in its day to day affairs.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	ZOOLOGY	24	2994	31
[View File](#)				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of	Number of	Number of	Number of	Number of

	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2018	1895	91	76	0	30

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
76	65	121	28	4	3
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Mentoring System introduced in the college helps achieve the vision of holistic education. Through 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 of each department are allotted to students in a 1:26 ratio. Every faculty member is expected to create a rapport with the tutee, encourage her to ask questions, attempt to clarify doubts and facilitate counselling on different issues (if/when required). The essence of system is establishing a sustainable human relationship between the tutor and the tutee providing a feeling of self esteem and cared for feeling in the student, thus ensuring their holistic development. Tutorial meetings are conducted on the 20th of every month or on the next possible working day during which the tutors interact with students, thereby understanding of their academic, social and personal issues on a general basis or one to one basis as the need arises. Feedbacks/opinions are collected from the students on issues relating to the institution or faculty and are discussed in the department or on a more general platform and care is taken to discuss the decisions/ outcomes with the students during the subsequent meetings. 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.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1986	76	1:26

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
75	66	7	2	36

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	SREELEKSHMI S	Assistant Professor	FLAIR
2018	DR. SMITHA V P	Assistant	FLAIR

2018		Professor	
2018	DR. JAYALEKSHMI G	Assistant Professor	FLAIR
2018	DR. PRIYA A NAIR	Assistant Professor	FLAIR
2018	DR VINEETHA MOHAN	Assistant Professor	CERTIFICATE OF GRATITUDE FOR EXEMPLARY VOLUNTEERING FLOOD RELIEF EFFORTS BY GOVERNMENT OF KERALA
2018	DR. SREEKALA DEVI S	Assistant Professor	CENSOR BOARD OF FILM CERTIFICATION MEMBER

View File

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	220	1	26/03/2018	29/10/2018

View File

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

We adhere to the methodologies proposed by the University of Kerala under the Choice Based Credit Semester System(CBCSS) for continuous evaluation of students since its implementation in 2010. The students are given the syllabi in detail with the exact segregation of the portions for each internal assessment. The continuous formative assessment of the students, involving Centralized Internal Examination system, assignments, seminars as well as internal practical exams for science students is made use of for awarding internal scores. For the smooth implementation of the CBCSS in the college , a statutory body, the College Level Monitoring Committee (CLMC) is constituted for monitoring the procedures of internal evaluation. The Department Level Monitoring Committee (DLMC) in turn undertakes the responsibility of ensuring that the system functions flawlessly in the department. Grievances in assessment, if any, are resolved by DLMC through teacher interactions and Department level meetings at the primary level. Retest is conducted for those students who remain absent during the internal examinations owing to their participation in NCC, NSS, Sports, or other camps related activities or who are absent due to hospitalization so as to facilitate continuation of their studies without hindrance. The results of the internal examinations are declared within a week, enabling the students to raise any grievance and get it resolved before the marks are finally submitted to the university. The results are published in the notice board of all departments and department wise review meetings are conducted by the Principal to discuss the improvement of student's performance. The institution is keen on monitoring the performance of the students and such details are informed to the parents through regular Parent-teacher-student (PTS) meetings.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

> The academic calendar is prepared in accordance with the Academic Calendar of the University of Kerala at the beginning of every academic year, based on which the various curricular and extra curricular activities of the college are scheduled. It contains details about the working days, tentative dates of internal examinations and major programmes of the college. The Academic Calendar is approved by the college council and is distributed to every student. It is published in the college website for easy reference.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.nsscollege4women.edu.in/academics/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
159	BCom	COMMERCE	66	63	95.45

View File

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.nsscollege4women.edu.in/sss/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	60	GOVERNMENT OF KERALA	0.56	0.28

View File

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
RECENT CHANGES IN COMPANY LAW, IPR LAWS AND LABOUR LAWS	COMMERCE	10/01/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
SPECIAL JURY STATE AWARD FOR BEST FILM CRITIC	DR. RESMI G	STATE GOVERNMENT	08/08/2018	FILM CRITICISM
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	INNOVATION AND ENTREPRENEURSHIP DEVELOPMEN CENTRE(IEDC)	GOVERNMENT OF KERALA	IEDC CELL	ENTREPRENEURSHIP	03/10/2018
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
2500	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
ECONOMICS	1
PHILOSOPHY	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	ENGLISH	3	0
National	COMMERCE	4	0
National	MALAYALAM	5	0
International	STATISTICS	4	0.83
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
COMMERCE	1
ENGLISH	6
STATISTICS	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in	Number of citations excluding self

Title of the Paper	Name of Author	Title of journal	Year of publication			the publication	citation
On some aspects of a flexible class of A dditiveWei bull distr ibution	Dr. SUBHA R NAIR AND DR. C . SATHEESH KUMAR	Communic ations in Statistics - Theory and methods,	2018	0.845		UNIVERSITY OF KERALA	1
On the L og-Inverse Weibull Di stribution and Its Properties	Dr. Subha R Nair	American Journal of Mathematic al and Management Sciences	2018	0.83		University of Kerala	1
[View File](#)							

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
On some aspects of a flexible class of A dditiveWei bull distr ibution	Subha R Nair and Kumar C S	Communic ations in Statistics - Theory and methods	2018	42	1	University of Kerala
On the L og-Inverse Weibull Di stribution and Its Properties	Subha R Nair and Kumar C S	American Journal of Mathematic al and Management Sciences	2018	13	1	University of Kerala
[View File](#)						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Semi nars/Workshops	17	25	17	8
Presented papers	15	23	8	6
Resource persons	2	9	8	1
[View File](#)				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities

Relief operations in the aftermath of the Kerala Floods	NSS	2	140
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
FLOOD RELIEF OPERATIONS	CERTIFICATE OF GRATITUDE FOR THE EXEMPLARY VOLUNTERING	GOVERNMENT OF KERALA	110
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
SWATCH BHARATH	NSS	Swachh Bharat - Health Camp, Awareness Class to school students, blood donation, Plastic collection and segregation Wall paintings	2	145
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
CONSULTANCY	FACULTY	NIL	10
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
COLLABORATION	MOU	KERALA STATE COUNCIL FOR SCIENCE TECHNOLOGY AND	23/09/2018	22/09/2019	SCIENCE DEPARTMENTS OF THE INSTITUTION

		ENVIRONMENT			
COLLABORAT ION	MOU	CENTRAL MARINE FISHERIES RESEARCH INSTITUTE, VIZHINJAM	03/10/2018	02/10/2019	DEPARTMENT OF ZOOLOGY

<div align="center">No file uploaded.</div>

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
KSCSTE	23/09/2018	INTERACTION, SHARING OF RESOURCES, ASSOCIATION FOR WOMEN EMPOWERMENT PROGRAMMES, USE OF LABORATORY FACILITIES , OBSERVANCE OF DAYS	530
CMFRI	03/10/2018	TECHNICAL ADVICE, PROVIDE GUEST LECTURES AND RESOURCE PERSONS, PROVIDE COST FREE FACILITIES LIKE LEARNING RESOURCES, LIBRARY RESOURCES, OPPERTUNITY TO FAMILIARIZE MODERN LABORATORY TECHNIQUES.	102

<div align="center">No file uploaded.</div>

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1332347	1332347

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Laboratories	Existing
Campus Area	Existing
Class rooms	Existing

<div align="center">No file uploaded.</div>

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}			
Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
GRANDHA	**Partially**	**1.0.0.0**	**2018**

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	**41668**	**3107774**	**1101**	**267288**	**42769**	**3375062**

No file uploaded.

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	**NA**	**NA**	**Nill**

View File

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	**58**	**1**	**58**	**21**	**1**	**7**	**15**	**10**	**0**
Added	**9**	**0**	**9**	**0**	**0**	**1**	**0**	**90**	**0**
Total	**67**	**1**	**67**	**21**	**1**	**8**	**15**	**100**	**0**

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
493166	**493166**	**707238**	**707238**

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The policies followed by the college for maintaining and utilizing its physical, academic and support facilities such as admissions, conduct of classes and examinations etc. are in concurrence with the policies prescribed by the University of Kerala, the Government of Kerala, Kerala State Higher Education Department and the NSS Management. Being an aided institution, we utilize various Government /University/Higher Education Department/ UGC funds along with contributions from the Parent Teacher's Association for the development and maintenance of the academic and infrastructural facilities of the institution and for meeting the various expenditures associated with day to day activities. All these procedures and policies connected with students and other stakeholders are shared with them through the college calendar which is released every year and orientation programmes conducted on an yearly basis for newly admitted students and their parents. Moreover, all these information are available in the college website through the link https://www.nsscollege4women.edu.in/administration.php. The college calendar is a comprehensive document that contains detailed information regarding all the physical, academic and support facilities of the college including information regarding the College hostel, Academic conduct, Examination, Admissions, Placement, Counselling, Mentoring process, Extra curricular activities, Student discipline and the various Clubs and Committees functioning for the benefit of students. The holistic development of each student is the aim of the institution and the various committees and clubs functioning under the leadership of faculty members ensure that multitude of programmes are conducted every year for the mental, physical, academic and social well being of our students. An established system of collecting feedback from students, parents and other stake holders through various means like periodical feedback forms from students and parents, periodical visits from management representatives, college website, alumni feedback, grievance boxes, PTA secretarys report etc. help in evaluating and improvising the various policies and procedures implemented in the institution. The College Development Committee (CDC) and the IQAC ensures proper infrastructural development and maintenance of institutional quality while the yearly academic audit conducted by the NSS Management to evaluate and improvise the academic facilities ensure a flawless functioning of the whole system. Financial expenditures an administrative aspect are audited regularly by government agencies as per the norms and rules of the Kerala Government while annual audit of the PTA funds are conducted by registered auditors.

https://www.nsscollege4women.edu.in

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	ENDOWMENTS	48	82000
Financial Support from Other Sources			
a) National	SCHOLARSHIPS (STATE AND CENTRAL) AND FINANCIAL SUPPORT FROM KERALA STATE SPORTS COUNCIL	251	2039572
b)International	00	0	0

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
DIPLOMA IN COMPUTER APPLICATIONS	07/03/2018	26	COMMAND TEC CAD AND IT LTD.
BRIDGE COURSES BY EVERY DEPARTMENT	16/07/2018	563	FACULTY MEMBERS
WALK WITH A SCHOLAR	29/09/2018	60	DEPARTMENT OF HIGHER EDUCATION
SCHOLAR SUPPORT PROGRAM	12/09/2018	40	HIGHER EDUCATION DEPARTMENT
REMEDIAL TEACHING	29/11/2018	85	FACULTY MEMBERS

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	CAREER GUIDANCE AND PLACEMENT CELL	503	503	4	4
2019	CAREER GUIDANCE AND PLACEMENT CELL	511	511	0	0

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
6	6	14

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	WIPRO, UST GLONBAL	18	4

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	9	BA	MALAYALAM	HHMSPB NSS COLLEGE FOR WOMEN, TRIVANDRUM , GOVT. WOMENS COLLEGE, TRIVANDRUM KARYAVATTOM CAMPUS, UNIVERSITY OF KERALA UNIVERSITY COLLEGE, TRIVANDRUM	MA
2018	2	MA	MALAYALAM	UNIVERSITY OF KERALA	MPhill
2018	6	BA	MUSIC	DEPARTMENT OF MUSIC, UNIVERSITY OF KERALA,GO VERNMENT WOMENS COLLEGE, TRIVANDRUM	MA
2018	18	MA	ECONOMICS	KARYAVATTOM CAMPUS, UNIVERSITY OF KERALA, M G COLLEGE, TRIVANDRUM, WOMENS COLLEGE, TRIVANDRUM HIGHER EDUCATION INSTITUTIONS HIGHER EDUCATION INSTITUTIONS	MA
2018	10	MSc	BOTANY	KARYAVATTOM CAMPUS, UNIVERSITY OF KERALA, M G COLLEGE, TRIVANDRUM, WOMENS COLLEGE, TRIVANDRUM	MSc

2018	24	BCom	COMMERCE	VTM NSS COLLEGE, TRIVANDRUM, KARYAVATTOM CAMPUS, UNIVERSITY OF KERALA, M G COLLEGE, TRIVANDRUM, WOMENS COLLEGE, TRIVANDRUM	MCom
2018	3	BCom	COMMERCE	ST. GITTS COLLEGE	MBA
2018	1	BCom	COMMERCE	LAYOLA COLLEGE, SREEKARYAM	MSW
2018	8	BCom	COMMERCE	PRIVATE IN STRITUTIONS	CMA

(Top of first row continues: HIGHER EDUCATION INSTITUTIONS)

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	5
CAT	5

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
ONAM CELEBRATION	COLLEGE LEVEL	1895
ARTS FESTIVAL	COLLEGE LEVEL	1895
COLLEGE DAY CELEBRATIONS	COLLEGE LEVEL	1895
SPORTS DAY	COLLEGE LEVEL	1895

No file uploaded.

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	PARTICIPATION IN INDIAN CAMP FOR ASIAN	National	2	0	300	VRINDA V

2019	PARTICIP ATION IN INDIAN CAMP FOR ASIAN GAMES	National	2	0	299	VIDYA V

<div align="center">No file uploaded.</div>

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council (College Union) is an elected body which joins hands with faculty members and college administration playing a vital role in the overall development of the college. A healthy and active representation of students in decision making is the idea behind college union. Participation of students in the various activities of the institution through the students' council helps in the development of their organizational skills and gives them abundant opportunities to express themselves. The union members are given due representation in the decision making processes in the college. Representatives from the union are also members in various academic and administrative bodies and committees like IQAC steering committee, internal committee for students with disabilities, mess committee, hostel committee etc . Through this we ensure that the voices of the students are heard in all matters related to the college. The participation of union representatives in these committees also act as a platform for the students to address their concerns and present their ideas and suggestions. The College Union headed by the Chairperson is also a platform for the students to engage creatively in their campus life and learn to develop responsibility and leadership skills. Chairperson and the council members continuously interact with the Principal on issues related to the academic and administrative affairs of the college. Various programmes are organized and conducted under the union banner like arts club, sports Day, literary competitions, college magazine release, extension activities like blood donation camp, flood relief programmes, distribution of food and necessary items to the needy ones, encouraging and ensuring student participation in the university level competitions with enthusiastic involvement of teachers and non-teaching staff members of the institution. These programmes do play a major part in implanting traits like teamwork, sportsman spirit, the drive to stride for bringing the best in one's self etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

<div align="center">215</div>

5.4.3 – Alumni contribution during the year (in Rupees) :

<div align="center">0</div>

5.4.4 – Meetings/activities organized by Alumni Association :

<div align="center">2</div>

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution practices Decentralization and Participative Management and the success of the institution can be attributed to the combined efforts of all who work towards attaining the vision of the institution. Right from the President of the Management Committee to the staff and students, all the stakeholders have a role to play in building of the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees like the College Governing Council, IQAC etc. headed by the Principal have contributed to the growth of the college. The Parent - Teacher Association also plays a vital role in managing, uplifting and maintaining the academic and administrative atmosphere of the college and well being of the students. The Principal, Heads of the departments, teaching and non teaching faculty along with student union members, class student representatives together concentrate on fostering the progress of institution by sharing the responsibilities of the institution and to act according to its aims and objectives thereby ensuring the overall betterment of the Institution. The Principal is the head of the institution, the member secretary of the College Council, and chairperson of the IQAC. The Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student related, administrative and related policies. All academic and operational policies are based on the unanimous decision of the college council, the IQAC etc. and are implemented with concurrence of the college management. Faculty members take active participation in the administration and various college level activities as members of various committees functioning as per the norms of the University. The members are nominated by the College council in concurrence with the Principal and very year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different sub-committees which have been nominated by College' Council (2018-19) : a. Internal Quality Assurance Cell (IQAC) b. Library Management Committee c. NSS Committee d. Extension Activities Students Welfare Committee e. U.G.C. Affairs Committee f. Website Development committee g. College Annual Magazine Committee h. Alumni Association Monitoring Committee i. Students Grievance Redressal Committee j. Purchasing and Building Maintenance Committee k. Research Committee l. Canteen Committee m. Academic Committee n. Students Union Advisory Committee o. Admission Committee p. Research Monitoring Committee q. Sexual Harassment Prevention r. Women's Grievance Redresseal Committee s. Anti-Ragging Committee t. Parent -teachers Association u. Career Guidance and Placement Cell v. Examination Committee w. SC/ST Equal Opportunity Committee 3. Student Level Students are empowered to play important role in different activities pertaining to the college by being members and taking up responsibilities in various clubs and committees of the institution including many of the decision making bodies like the IQAC thus ensuring decentralization in the administrative process. The Students Union headed by elected/nominated student members actively involve in the various activities of the institution and in the overall welfare of students.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details

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
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
Examination and Evaluation	The continuous evaluation system constituting of internal assessment and end semester evaluation is followed in the institution in accordance with the guidelines of the University. Institutional activities aims at quality sustenance and increased learning outcomes of students. a. Outcome: Success in end-semester examination and Increased knowledge Strategies: Experiential Learning, Remedial/Peer Teaching , Seminars, Assignments, Guest Lectures, Language Labs, Group Learning, periodical test papers, Yoga-Meditation, Paper Presentations, Quizzing, IT enabled teaching, Projects, Industrial/Study Tours b. Outcome: Acquiring life enriching qualities Strategies: Participation in clubs, NSS, Women's Cell, Debates, Group discussions, Campus Legal Clinic, Anti-ragging Cell, Arts Festival, College Day
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
Library, ICT and Physical Infrastructure / Instrumentation	? Partially automated Library with access to online journals, INFLIBNET etc. ? Internet -wired and wireless (Wi-Fi) ? Extension of infrastructure using UGC, RUSA and PD funds. ? IT advisory committee- identifying, providing and maintaining reliable computing facilities, computing network environment, communication facilities and infrastructure. ? ICT- Centralised Admission Process, Official communications, Salary bills through SPARK, PF accounts through GAIN PF, scholarships, freeships, allowances etc. ? Staff for effective maintenance of infrastructure, facilities and equipment, with the approval from NSS management and PTA assistance. Major repairs executed during holidays. The CDC and Hygiene Committee monitor maintenance of infrastructure facilities.
Human Resource Management	Soft skill development for Administrative Staff: Action Plan: Arrange Workshops for Training in IT, Use of Malayalam as official language,Workshop for different avenues for quality upgradation- online PF, Gain PF, SPARK Improve Competence and efficiency: Action Plan: Participation in programmes, Computer training, In-service courses, Training in Office procedures, Enrolment in courses leading to diploma/degree, SPARK training Trainings for Librarian: Action Plan: Training for Digitization and development of digital library, Library software training
Industry Interaction / Collaboration	• Visit to business establishments and organizations related to subject of study. • Collaboration for campus placement activities • Seek opportunities 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
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. • Admission process is monitored by a committee with Principal as chair person. • The full rank lists and the list of candidates admitted are updated in the University website, as and when directed by the University • Involvement of PTA is ensured for the smooth completion of the process

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Student Admission and Support	The admission process is completely online and is carried out in a central manner by the University of Kerala. The list of admitted students and those obtaining TC are updated to the University as and when required. The enrollment, fee related matters, exam related matters, scholarships etc pertaining to students are completely managed through e-governance.
Examination	Being an aided college affiliated to the University of Kerala, all examination processes are carried out in accordance with the University system. Every process starting from the registration process of students for examinations to the publication of results and issue of mark-lists are maintained through e-governance system of the University. The attendance details and Internal assessment marks are uploaded to the University as and when required.
Planning and Development	The utilisation of funds from UGC/RUSA etc is managed through PFMS software.
Administration	The software e-Solutions is used for administrative process and effective functioning of the MIS.
Finance and Accounts	All salary related financial transactions are done through SPARK software while the PF related matters are dealt through the GAIN-PF software as per government norms.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	DR. AMBILIKUTTY AMMA P	REVISED NAAC GUIDELINES: WORKSHOP CONDUCTED BY THE DEPARTMENT OF COLLEGIATE EDUCATION HOSTED BY TKM COLLEGE KOLLAM	NA	750
2018	DR. ASHA PANICKER	REVISED NAAC GUIDELINES: WORKSHOP CONDUCTED BY THE DEPARTMENT OF COLLEGIATE EDUCATION HOSTED BY TKM COLLEGE KOLLAM	NA	750
2018	DR. SUBHA R NAIR	REVISED NAAC GUIDELINES: WORKSHOP CONDUCTED BY THE DEPARTMENT OF COLLEGIATE EDUCATION HOSTED BY TKM COLLEGE KOLLAM	NA	750
2018	DR. SUBHA R NAIR	UBA 2.0: WORKSHOP CONDUCTED AT MANNUTHY	NA	1500
2018	DR. ASHA DEVI	UBA 2.0: WORKSHOP CONDUCTED AT MANNUTHY	NA	1500
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	ONE DAY WORKSHOP	ONE DAY WORKSHOP	08/01/2019	08/01/2019	56	8

	ON IT ENHANCEMENT SKILLS	ON IT ENHANCEMENT SKILLS				

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
REFRESHER COURSE	1	28/01/2019	17/02/2019	21
SHORT TERM COURSE	3	24/10/2018	31/10/2018	7
SHORT TERM COURSE	2	18/07/2018	25/07/2018	7
REFRESHER	2	26/06/2018	16/07/2018	21
REFRESHER COURSE	1	08/10/2018	29/10/2018	21
ORIENTATION PROGRAMME	1	20/06/2018	17/07/2018	28
SHORT TERM COURSE	1	19/12/2018	27/12/2018	7

View File

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	9	0	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• 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	• Co-operative Society Membership • Staff Club • Loan facility • Advance to meet emergency needs • Festival allowance • Festival advance	• Endowments and scholarships • Co-operative Society Card, Remedial Teaching, WWS, SSP, Medical Camps and Free medical checkups, Subsidized Food from College Canteen, Access to clean and pure drinking water

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Being an Aided college, all official financial transactions are audited regularly by Government Agencies as per the norms of the UGC, the Government and the University of Kerala by a Government auditor appointed by the Department of Collegiate Education and Accountant General's Office. The funds

received from the UGC are properly utilized and utilization certificate along with the audited accounts prepared by a Chartered Accountant are sent to the UGC. The funds donated to the institution by the PTA, ALUMNI etc are audited annually by registered auditors.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
PARENT TEACHERS ASSOCIATION	2456600	DEVELOPMENT AND MAINTENANCE OF INFRASTRUCTURAL FACILITIES, PAYMENT FOR GUEST LECTURERS, PURCHASE OF SOME LABORATORY EQUIPMENT ETC.
No file uploaded.		

6.4.3 – Total corpus fund generated

2456600

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

An active Parents Teachers Association functions on campus with the aim of : 1. Fostering good relation between parents and teachers 2. Creating an ideal atmosphere among the students and teaching staff of the college 3. Providing Endowments to the meritorious students who excel in all activities of the college 4. Aiding in infrastructural development and maintenance of infrastructure and academic facilities of the institution 5. Active Involvement in placement activities 6. Participation in organizing social service programs 7. The PTA consists of a general body headed by an executive committee. The Principal is the PTA president while the Vice-President is selected from among the parent members. A teaching faculty is nominated as the PTA secretary. Yearly general body meetings and frequent executive committee meetings are organised. Parent Teacher Student Meetings are carried out for assessment of result analysis

6.5.3 – Development programmes for support staff (at least three)

The following programmes were conducted for the wellfare of support staff 1. IT training workshop for all staff members 2. Yoga Classes for physical and mental wellness 3. Medical check-up by MEDSEP for the staff members 4. Cancer awareness talk for staff members

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Initiated a finishing school programme for students in association with the Government Model School- RISING STARS for the overall personality development

of students • Planning and Organising short term courses and certificate courses- Started DCA course • Assisted Principal to send proposals seeking financial assistance from RUSA UGC : Obtained RUSA funding • Started IEDC entrepreneurship hub in the college

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	**Yes**
b)Participation in NIRF	**Yes**
c)ISO certification	**Nill**
d)NBA or any other quality audit	**Nill**

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	**FINISHING SCHOOL PROGRAMME FOR STUDENTS**	12/05/2018	12/05/2018	18/05/2018	18
2019	**STRESS BUSTING - FOR TEACHERS**	10/01/2019	10/01/2019	10/01/2019	65
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Elocution Competition on Gender parity and current challenges	08/03/2019	08/03/2019	20	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The college takes all possible efforts to nurture environment consciousness in the minds of the students. The entire gamut of activities in this direction can be divided into three categories – 1) we sensitize the students and make them appreciate the richness of the campus 2) we make them aware of the necessity for conserving the greenness by making eco-friendly choices and managing waste 3) we encourage them to initiate futuristic plans to make the campus yet more green.The college takes great care in instilling Environmental consciousness among its students and faculty members by adopting environmentally friendly initiatives like 1. Plastic free campus campaign. 2. Medicinal Plant Garden by the Bhoomitra Sens Club 3. Proper maintenance of Bio compost plant 4. Following Green protocol by banning the use of disposable glasses and plates 5. Strict usage of Steel plates and glass instead of disposable plastic alternatives 6. Installation and maintenance of Solar panels for producing electricity 7. Planting several trees in and around the campus. About 20 percent of the energy

needs of the college is met by 'Solar Energy' and a Bio-gas plant set up in the campus creates enough fuel for managing most of the laboratory needs of the Department of Zoology. Many environmentally friendly programmes are conducted by various departments in association with the Bhoomitrasena, Forestry Club, National Service Scheme and Nature Club for inculcating such values among students and to increase their sensitivity towards the issues of environmental protection. Periodical energy audits are conducted to ensure optimisation of energy consumption.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	12
Ramp/Rails	Yes	2
Rest Rooms	Yes	12
Scribes for examination	Yes	16

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	28/03/2019	1	Donaiton of Dress materials	Need	124

View File

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
COLLEGE CALENDAR	21/06/2018	THE PROFESSIONAL CODE OF CONDUCT THAT SHOULD BE FOLLOWED BY THE STUDENTS OF THE INSTITUTION IS INCLUDED IN THE COLLEGE CALENDAR WHICH IS PUBLISHED ON AN YEARLY BASIS FOR DISTRIBUTION AMONG THE STUDENTS AND VARIOUS STAKE HOLDERS.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Speech series:Speech Series on Vision on Indian Education	19/12/2018	19/12/2018	756

View File

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

> 1. Plastic free campus campaign. 2. Medicinal Plant Garden by the Bhoomitra Sens Club 3. Proper maintenance of Bio compost plant 4. Following Green protocol by banning the use of disposable glasses and plates 5. Strict usage of Steel plates and glass instead of disposable plastic alternatives 6. Installation and maintenance of Solar panels for producing electricityl 7. Planting several trees in and around the campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: "WAY TO WELLNESS" - Health Initiatives 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. 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. 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. 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 Name of the Principal: Dr. JAYASREE P. 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 Website: http://nsscollege4women.edu.in/ E-mail: nsscollegeforwomen@hotmail.com BEST PRACTICE 2 2. Title of the Practice: "KNOWLEDGE FOR LIFE" – Skill Enhancement Initiatives 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. 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. 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. 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, mehandi designing, glass painting, fabric painting and making LED lamps. 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. JAYASREE 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

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.nsscollege4women.edu.in

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The mission and goal of the college is to empower women by providing a holistic education that takes into account their intellectual, mental and physical betterment. The aim 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, the college tries to realize its mission. The vision and the mission of the college guide all the activities the 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 programmes that help enhance student quality The initiative of the IQAC - RISING STARS is an step taken by the institution in association with the MODEL Finishing School of the Government of Kerala towards achieving this aim. Students were given an orientation programme regarding the highlights of such a programme and interested students were enrolled. 78 students enrolled in the initial training phase of one week. The training was conducted at the Model finishing School campus and included classes on personality development, stress management, communication skills and language skills. Feedback taken from the students gave

exceptionally good reports which encouraged the IQAC to go for the second phase of training. A group of 18 students were selected for the second phase of the programme during which the students were given comprehensive training for improving their language skills, interviewing skills and overall personality enhancement. The students were rigorously trained for overcoming future challenges in career development as well as on interpersonal level. The program is taken up as a Flagship programme of the IQAC and its benefit is to be provided to every batch of students on an yearly basis.

Provide the weblink of the institution
https://www.nsscollege4women.edu.in

8.Future Plans of Actions for Next Academic Year

• Registration of ALUMNI Strengthening of ALUMNI activities. • Introducing more Value Added Short Term Courses • Facilitating better Placement opportunities for students by associating with MNCs in and around the city. • Adoption of more villages under various schemes like UBA, Swatch Bharath Abhiyan etc. • To work towards the potential for excellence award • To start enrichment programmes for students • To increase the number of seminars, workshops and projects by various departments for improving and facilitating research activities • Food bank programme for financially weaker students with the support from PTA, Staff Club etc. • Upgrading of library facilities and complete automation of libraries • Improving facilities of Department Libraries • Improving infrastructural facilities and Laboratory facilities • in-house and external Professional training and workshop for faculties and non teaching staffs • Submission of proposals for more Post Graduate courses and upgrading existing PG departments to Research centers • More number of ICT enabled classrooms • Setting up of continuous education Centre • Setting up Incubation centers • Motivating teachers to create e-contents and developing facilitation centers for creating e-resources