Yearly Status Report - 2019-2020

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. Beena S**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04712490548**
Mobile no.	**9447075484**
Registered Email	**nsscollegeforwomen@hotmail.com**
Alternate Email	**principal@nsscollege4women.edu.in**
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	**Dr. Subha R. Nair**
Phone no/Alternate Phone no.	**09446210400**
Mobile no.	**9446210400**
Registered Email	**subhaunni@gmail.com**
Alternate Email	**subha@nsscollege4women.edu.in**

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	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.nsscollege4women.edu.in/image/CALENDAR%202019.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**A**	**3.02**	**2011**	**27-Mar-2011**	**26-Mar-2016**
3	**A**	**3.08**	**2017**	**30-Oct-2017**	**29-Oct-2022**

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

Student Counselling Support	03-Mar-2020 3	620	
Rising Stars : Finishing School Programme	06-Feb-2020 3	18	
Awareness program on Cyber Crime for students	29-Aug-2019 1	650	
One day seminar on revised accreditation process of NAAC	13-Nov-2019 1	78	
One day seminar on Seventh pay commission and related matters for Faculty members	15-Jan-2020 1	71	

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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
Walk with a Scholar	WWS	Stat	2019 365	137600
Scholar Support Program	SSP	State	2019 365	107000
Additional Skill Acquisition Progrm	ASAP	State	2019 365	10000
National Service Scheme	NSS	State	2019 365	45000
RUSA	RUSA	Central	2019 365	3500000

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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	**17546**
Year	**2019**

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

Rising Stars a finishing school programme organized yearly in association with the Model Finishing School, Govt of Kerala . Cyber Awareness classes for first year students and Student counselling facilities.

Encourage faculty/student participation/paper presentation in seminars / conferences and symposia during the year as well as in organising them IQAC contributes dynamic ideas in enriching teachinglearning process in accordance with the guidelines of NAAC. Encourage faculty members to involve in research related activities.

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

Ensure Plastic free campus and maintenance of campus hygiene. Proper motivation to students to maintain an environment friendly approach in life

Encourage the functioning of various cells and committees and maintain proper documentation of various college level activities and take steps to ensure the proper implementation of Best Practices taken up 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
Periodical conduct of academic and administrative audit and its follow up	Internal academic audit conducted
Encourages students to participate in extra curricular and co-curricular activities	Achievements in National/ State and Regional level in Sports/ Arts/Literature by students
Induct students into 'Rising Stars' a finishing school programme oraganized every year in association with the Model Finishing School, Govt of Kerala	18 students complete the course successfully
Facilitating the creation of a learner centric environment conducive to quality education and faculty maturation t adopt the required	Excellent results with pass percent much above university averages

knowledge and technology for participatory teaching and learning process	
Organization of a one day inter and intra institutional seminar on quality related theme and promotion of quality circles	Seminars/Workshops
Promote conducting of extension and outreach programmes by various departments and clubs.	40 Extension and outreach programs by various departments and NSS, IEDC, IBSB, UBA etc
Promoting faculty participation in seminars / conferences and symposia during the year	11 Publications in Peer reviewed journals, Chapters in 15 ,18 faculty members presented papers in international conferences and 33 presented papers in national weminars. a total of 3 presented papers in state level and local seminars.books,
Encouraging faculty and students to take part in research-oriented activities	Faculty members were resource persons to 6 international conferences out of which one member was an invited speaker in ICOSDA 2019 in USA. 12 Faculty members were resource person in national level seminars and 7 were resource persons in 7 state/local seminars.
Conduct tutorial hour sessions regularly on the 20th of every month or the nearest working day during which the tutors interact with each class to improve teacher students relationships and to ensure proper communication.	Tutorial reports and Remedial action taken reports from every class is maintained by the tutorial committee and IQAC
Collection and analysis of feedback from all stakeholders on quality related institutional processes, teaching and administrational aspects.	Analysis reports and Action taken repotrs in every department
[View File](#)	

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

Name of Statutory Body	Meeting Date
College Council	04-Jan-2021

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	2020
Date of Submission	31-Jul-2020
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 channeled through key constituents of the college. Every decision is made by or ratified by the college council headed by the principal with the permission of the management. The various academic matters are communicated to the Principal from the departments and back through the Hods/ CLMC members/ tutors through the GSuite facility currectly operational in our institution. The fully automated administrative office function excellently and promptly process various information needed for the optimal functioning of the insstitution. Students are informed every needed academic detail from the college office through the tutors and vice versa. The Document Committe helps in promptly documenting all the academic /nonacademic activites conducted in the college. The details are published on the college website for the use of all stake holders. Proper submission of AISHE, KSHEC and NIRF data is a priority of the institution. Nodal Officers of Scholarship sections, University Help Desk, CLMC and various clubs and committees see to it that every needed information is passed to all relevant sections in a time bound manner. can communicate directly to the tutors, The ICC and Grievance and redressel cells of the college also function round the clock to address any issues that may arise in the process. Attendance filing, Work Diary Result Analysis and publishing, systematic collection of feedback from stake holders ensure maintenance of academic, administrative and extracurricular standards.The following aspects are also taken care of: Webinars to host Academic Events, College Day, Merit Day, Onam, Christmas celebrations and Welcome/Farewell

Functions in the Departments. • Academic Management to facilitate the PwD students of the College •AISHE Data on MHRD Portal. • RTI Return Filing. • Displaying tender invitation notices online in college website for purchases The College uses Govt. of Indias Public Finance Management System (PFMS) and has implemented its Expenditure, Advance Transfer (EAT) Module. • The College receives grants from RUSA through PFMS •Payroll system via SPARK for preparation of Salary, Pension and other related financial management • Regular meetings to review academic /administrative matters and for preperation of action plans. College Calendar containing all rules and regulations of the institution and information regarding all curricular/extracurricular activities of that academic year. The college IQAC ensures the strict maintenance of institutional quality in every aspect.

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/entreprene urship	Skill Development
0	**0**	**Nil**	**0**	**0**	**0**

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year		
Programme/Course	Programme Specialization	Dates of Introduction
BA	**NA**	**Nill**
No file uploaded.		

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	**NA**	**Nill**

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	Diploma Course
Number of Students	**0**	**0**

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
Demonstration and Workshop on Disaster Management	**08/08/2019**	**1478**
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1.3.2 – Field Projects / Internships under taken during the year		
Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	**Botany**	**32**
BSc	**Zoology**	**34**
BSc	**HomeScience**	**26**
BSc	**Chemistry**	**88**
BSc	**Physics**	**26**
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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 by the IQAC 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 areasked 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
BA	English	30	4100	45

BSc	HomeScience	28	691	31
BSc	Mathematics	40	1724	50
BSc	Physics	28	2123	32
BSc	Chemistry	28	2285	31
BSc	Zoology	37	3195	39
BSc	Botany	37	2910	41
BA	Malayalam	40	1840	58
BA	Hindi	40	1097	57
BA	History	50	1818	73

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1871	87	43	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
73	67	115	8	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

1871	73	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
73	64	9	0	46

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
2019	DR. SREEKALA DEVI S	Assistant Professor	CERTIFICATE OF MEMBERSHIP- CENSOR BOARD OF FILM CERTIFICATION, MINISTY OF INFORMATION AND BROADCASTING
2019	Dr. Subha R Nair	Assistant Professor	UGC Travel Grants
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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
BA	130	1	06/12/2019	30/10/2020
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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
245	BSc	Botany	36	18	50
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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
Any Other (Specify)	5	UGC	1.54	1.54
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
Intellectual Property with Focus on Uses of IP	Commerce	02/03/2020

in Business and Industry		

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
Invited Lecture in ICOSDA-2019, Michigan , USA	Dr. Subha R Nair	UGC	23/10/2020	Travel Grant
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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	ENTREPRENEUR SHIP	03/06/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
	154741	

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

Name of the Department	Number of PhD's Awarded
0	0

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	Botany	2	0
International	Commerce	4	1.6
National	Malayalam	1	0
International	English	5	0
National	Englih	2	0
[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
Botany	2
Malayalam	8
English	4
[View File](#)	

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 the publication	Number of citations excluding self citation
NA	NA	NA	Nill	0	NA	0

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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
NA	NA	NA	Nill	0	0	NA

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

Number of Faculty	International	National	State	Local
Resource persons	6	12	6	1

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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
Blood Donation	National service scheme, Kerala Blood Donors Society	2	100

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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
National Service Scheme	Appreciation Certificate and Momento	Kerala Youth Welfare Board	2
National Service Scheme	Best Programme Officer	National Service Scheme, University of Kerala	100
National Service Scheme	Best Volunteer	National Service Scheme	1

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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	Name of the activity	Number of teachers participated in such	Number of students participated in such

	agency			activites	activites
College	P.G Department of English and ChinnammaMemmorial Girls Higher Secondary School, Poojapura, Tvm	Read and Grow		2	27

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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
Nill	Nill	Nill	1

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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
Job Training	Rubber Band and Finger Cap Making	Rubber Research Institute of India, Kottayam	Nill	Nill	1
Finishing School	Rising Stars	Model Finishing School, Govt of kerala	01/06/2019	31/03/2020	18
Internship	Financial Accounting using Tally	Kalvi Institute Private Limited	27/11/2019	26/05/2020	16

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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
Kalvi Institute Private Limited	27/11/2019	Internship	16
Directorate of Health Services	12/06/2019	Extension Activities for teachers and students	80

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
9.46	9.46

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Class rooms	Existing
Laboratories	Existing
Seminar halls with ICT facilities	Existing
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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	42769	3375062	1100	250000	43869	3625062
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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
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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	32	1	21	1	1	8	15	100	0

Added	7	1	7	1	1	0	0	100	0
Total	39	2	28	2	2	8	15	200	0

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

400 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	Nill

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
3.98	3.98	15.39	15.39

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	18	22000
Financial Support from Other Sources			
a) National	Scholarships	152	1712100
b)International	00	0	0
View File			

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
Counselling Program	03/03/2020	620	Praana Counselling and Wellness Center
Awareness Programme on Cyber Crime	28/08/2019	620	Cyber Cell and Cyber Forensics Lab, Vigilence and Anti Corruption Bureau.
View File			

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
2019	CAREER GUIDANCE AND PLACEMENT CELL	511	511	4	4
2020	CAREER GUIDANCE AND PLACEMENT CELL	495	495	0	0
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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
7	7	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
1	45	4	Nill	0	0
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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
2019	4	BA	Music	Govt. Womens College, Thiruvananthapuram	MA Music
[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	3
Any Other	1
No file uploaded.	

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

Activity	Level	Number of Participants
Maths Expo by Department of Mathematics	Inter collegiate	850
Mushroom Expo by IEDC	College Level	1857
Garment Expo by IEDC	College Level	1857
Onam Celebrations	College Level	1857
College Union Inauguration	College Level	1857
Arts Festival	College Level	1857
Cultural Fest by EBSB Club	College Level	1857
Bhojan Festival by EBSB Club	College Level	1857
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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	Asian Classic Junior Powerlifting Championship, Kazakisthan	International	1	Nill	22018121025	Jenifa J L
2019	National Women Classic Powerlifting Championship, Idukki	National	1	Nill	22018121025	Jenifa J L
2019	III Prize in Inter University National Youth Festival	National	Nill	1	130121676554	Krithi S Raj
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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:

0

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

1500

5.4.4 – Meetings/activities organized by Alumni Association :

NA

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)?

Yes

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
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. inviting companies/organisations for better campus placement
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, Inservice 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. Improvement of Online teaching Competencies: Action Plan: encourage teachers to participate in workshops/training programmes/FDPs based on virtual/online teaching pedagogies
Library, ICT and Physical	. Partially automated Library with

Infrastructure / Instrumentation	access to online journals, INFLIBNET etc. . Internet -wired and wireless (WiFi) . Extension of infrastructure using UGC, PTA , 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 Campus Hygiene Committee monitor maintenance of infrastructure facilities.
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
Curriculum Development	• Encourages departments to organise workshops which support current developments in academics/curriculum development/ 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
Research and Development	NSS Management is always supportive of 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

6.2.2 – 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.
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.
Administration	The software e-Solutions is used for administrative process and effective functioning of the MIS.
Planning and Development	The utilization of funds from UGC/RUSA etc is managed through PFMS software.
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.

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
2019	Dr. Subha R. Nair	ICOSDA 2019	Nill	154000
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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 Seminar	Revised Accreditation Process of NAAC	13/11/2019	13/11/2019	70	10
2019	One day Seminar	7th Pay Commission and related Matters	15/01/2020	15/01/2020	71	10
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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	4	05/12/2019	18/12/2019	14
[View File](#)				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	7	0	8

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 • Cooperative Society Card, Remedial Teaching, WWS, SSP, Medical Camps and Free medical checkups, Subsidized Food from College Canteen, Access to clean and pure drinking water. Counselling facilities

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	2369567	DEVELOPMENT AND MAINTENANCE OF INFRASTRUCTURAL FACILITIES, PAYMENT FOR GUEST LECTURERS, PURCHASE OF SOME LABORATORY EQUIPMENT , PAYMENT OF ELECTRICITY AND WATER BILLS ETC.
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6.4.3 – Total corpus fund generated

2369567

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)

Got constant support guidance from PTA members, to enhance both academic administrative quality of the institution. 1. Bought 150 chairs with writing pads for the smooth conduct of centralized exams. 2. Installation of CCTV cameras in the college premises for maintaining discipline security of the students. 3. Bought two water purifiers for the students of the college. 4. Installed an incinerator in the student's bathroom for the maintenance of hygiene. 5. Provided salary for adhoc teachers of various departrments staffs recruited for maintaining campus hygiene, office support security. 6. Met various other expenditures which include payment of electricity bills, water bills other maintenances from the donations of PTA.

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. Medical check-up by MEDSEP for the staff members 3.Cancer awareness talk for staff members

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

• Successfully continuing a finishing school programme for students in association with the Government Model School- RISING STARS for the overall personality development of students • Initiated student Counselling services by hiring a counsellor for the institution• Planning and Organising short term courses and certificate courses-• Assisted Principal to send proposals seeking financial assistance from RUSA UGC : Obtained RUSA funding • Continuing IEDC entrepreneurship hub in the college. Continuing RUSA initiatives

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

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
2020	Rising Stars a finishing school programme organized yearly in association with the Model Finishing School, Govt of Kerala	13/02/2020	13/02/2020	15/02/2020	18
2019	Awareness	29/08/2019	29/08/2019	29/08/2019	610

2019	Nurturing a Girls Dreams	26/09/2019	26/09/2019	26/09/2019	550
2020	Counselling and mentoring programme for first year students	04/03/2020	04/03/2020	12/12/2020	610
2019	One day seminar on Revised Accreditation Processs	13/11/2019	13/11/2019	13/11/2019	78
2019	One day Seminar on 7th Pay Commission	15/01/2020	15/01/2020	15/01/2020	71

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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
Essay writing competition on Contemporary issues in Gender Equality	06/02/2020	06/02/2020	86	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	10
Ramp/Rails	Yes	6
Rest Rooms	Yes	15
Scribes for examination	Yes	24

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	Nill	1	17/03/2020	1	Break the Chain Campaign	COVID 19	9
2020	Nill	1	16/02/2020	1	Nutrition community outreach programme	Health	66
2019	Nill	1	01/05/2019	1	Bus cleaning drive on May Day	Social Service	52
2019	Nill	1	25/09/2019	1	Blood Donation Camp	Social Service	7
2019	1	Nill	11/05/2019	1	Planting Saplings in and around the Campus as a part of World Environment Day Celebration	Environment Protection	102
2019	Nill	1	18/07/2	1	Kaithaa	Charity	102

			019		ngu-Charity drive for a Cancer Patient of Rs 25000		
2019	Nill	1	13/08/2019	2	Flood relief activity-Collection and distribution of house-hold items	Charity	605
2019	Nill	1	04/09/2019	1	Onam Sadya for the inmates of Asha Bhavan	Charity	102
Nill	Nill	1	14/12/2019	1	Training to Kudumbasree unit on LED Bulb Making	Social Service	102

[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	28/06/2019	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
Nyaya Yoga	06/10/2019	07/10/2019	856

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

Plastic free campus campaign. 2. Medicinal Plant Garden by the BhoomitraSena Club 3. Proper maintenance of Bio compost Plant 4. Following Green protocol by banning the use of disposable glasses and plates and using steel/glass plates and glasses within campus 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. 8. Conducting awareness classes for students to motivate them in environmental protection 8. Initiatives for ensuring a more paperless official system by encouraging usage of LMS for official, academic and administrative communications. 8. NSS, Nature club, Forestry club, UBA etc focusses on involving students in activities connected with environmental protection, waste management, recycling and reusing. 9. Innovative programs conducted by the institution to promote environmental awareness on a wider level by conducting intercollegiate competitions etc.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: "WAY TO WELLNESS" - Health Initiatives a. Goal: Healthy women create healthy societies, which is why we emphasise on the health of our students, in mind and in 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. b. 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. c. 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. d. 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. e. 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. 2. Title of the Practice: "KNOWLEDGE FOR LIFE" – Skill Enhancement Initiatives a. Goal: Our students are very special to us. We not only aim at making them perform exceptionally in the academic arena, but also ensure that they are capable enough to fend for themselves and their families once they move out of college. As we have already mentioned, majority of our students are from socially and economically disadvantaged families. Hence, we train them in entrepreneurship skills which will help them in generating an income either to sustain their livelihood or to support them in their education. Our goal, therefore is to make our students step out into the wide world with the confidence and courage. b. 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 through a series of activities and programs grouped under the banner 'Knowledge for Life'. The College organizes a number of talks, lectures, workshops, seminars and conferences on curriculum related areas to

support students in facing academic challenges. In addition, a series of workshops, training sessions and short term courses are designed and executed for empowering the students in entrepreneurship skills which will help them to ensure a safe future in case they opt not to go for higher education. c. 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. a. 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. b. 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. d. 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. e. 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.

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 initiatives 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. The third phase of this progrm was completed during the academic year and certificates were issued tor the participants. A student counselling programme was also initiated by the IQAC for ensuring the mental well being of our students and to motivate them to reach greater heights. Awareness programmes are also conducted regularly on various topics connected with cyber crimes and online threats to equip them with the required knowledge to face the challenges of todays world.

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 • Initiating more number of social inclusiveness programmes/extension activities • Setting up a Student Support System wherein financial help can be provided to economically back ward students