



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	HHMSPB NSS College for Women
• Name of the Head of the institution	Dr. Devika S
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04712490548
• Mobile no	9387644499
• Registered e-mail	nsscollegeforwomen.hotmail.com
• Alternate e-mail	principal@nsscollege4women.edu.in
• Address	NEERAMANKARA
• City/Town	TRIVANDRUM
• State/UT	KERALA
• Pin Code	695040
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	University of Kerala				
• Name of the IQAC Coordinator	Dr. Subha R Nair				
• Phone No.	9446210400				
• Alternate phone No.	7306756129				
• Mobile	9446210400				
• IQAC e-mail address	iqac@nsscollege4women.edu.in				
• Alternate Email address	subhaunni@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?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://nsscollege4women.edu.in/academic-calendar/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.02	2011	27/03/2011	26/03/2016
Cycle 3	A	3.08	2017	30/10/2017	29/10/2022
6.Date of Establishment of IQAC	11/04/2005				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	RUSA	Central Government	2020	1000000	
8.Whether composition of IQAC as per latest NAAC guidelines	Yes				
• Upload latest notification of formation of IQAC	View File				

9.No. of IQAC meetings held during the year	6	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes	
<ul style="list-style-type: none"> If yes, mention the amount 	18000	
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>COVID awareness and support programmes like Poster campaign, Awareness Quiz campaign etc to support the COVID awareness activities of the Government during complete lockdown as well as an inhouse training programme for faculty members for familiarizing them with online pedagogies like google classroom, google meet, forms, video recording and editing tools, audio recording and editing tools etc 2. An In-House training program on various online applications like Google classroom, Google Meet, Zoom, Screen recording apps, Sound and Video editing apps etc for all the faculty members was initiated by the IQAC for helping them cope better with the online mode of education 3. IQAC National Webinar Series incorporating every department of the college for academic improvement and exposure of students 4. IQAC International Webinar Series incorporating every department for motivating and familiarizing student community as well as faculty members by introducing them to the global academia and to bring the college into the international academic scenario 5. 'Awareness on Cybercrime and Misuse of Mobile Phone' seminars for the first year students and their parents of every department 6. 'SNEHADANAM- an initiative of the college IQAC to lend a helping hand to the less privileged . The programme distributed over 200 kilograms of food items to the Jwala foundation and Rs 25000/- worth of stationary items 'Anandanilayam' orphanage</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>Conduct tutorial hours regularly and collect and analysis of feedback from all stakeholders on quality related institutional processes, teaching and administrative aspects.</p>	<p>Due to COVID pandemic situation, feedback was taken from students of all classes during tutorial meetings and from parents through PTS meetings that were conducted online periodically. Their grievances were resolved at the tutorial level and the department level. Monthly reports on the online classes taken, the portions covered, the medium through which the classes were taken etc were collected by the Principal on a monthly basis and the reports were shared with higher authorities as and when necessary. Online meeting of the Education Secretary from NSS management and teachers was conducted for the review and analysis of results. All measures were taken at the institution level to ensure that teaching learning process was c</p>
<p>Empowering faculty and students to cope with the online system and encouraging faculty and students to take part in research-oriented activities</p>	<p>In spite of the limitations put forth by the COVID situation, the faculty members and students were continuously encouraged to involve in activities that will empower them academically . Almost all the faculty members enrolled in various online short term courses, trainings and programmes conducted by various universities in and outside the country</p>
<p>Promoting faculty participation in seminars / conferences and symposia during the year</p>	<p>The IQAC conducted a National Webinar Series and an International Webinar Series in association with all the departments of the institution</p>

<p>Ensuring optimal deliverance of knowledge through online medium</p>	<p>The IQAC took initiatives for providing facilities for online teaching learning process. A G-Suite account was created for the college and the facilities provided by the account including institution based email ids, 250 member Google meet conferencing, Meet recording facility etc were provided for the teachers for better management of online classes.</p>
<p>Promote conducting of extension and outreach programmes by various departments and clubs.</p>	<p>Extension activities were conducted by UBA, NSS, IEDC as well as various departments</p>
<p>Facilitating the creation of a learner centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process</p>	<p>Excellent results with pass percent much above university averages</p>
<p>Periodical conduct of academic and administrative audit and its follow up</p>	<p>Regular feedbacks on Online teaching gathered from teachers and consolidated at Principal level</p>
<p>Conduct COVID 19 social awareness programmes for students and society</p>	<p>Conducted a number of programmes - Stay at home awareness drive, COVID awareness Quiz, Webinars etc</p>
<p>Organise National level workshops/seminars/conferences every year incorporating every department</p>	<p>IQAC National level Webinar Series 2020-21</p>
<p>Organise International Level Webinar/Workshop/Conference series incorporating every department</p>	<p>IQAC International Webinar Series 2020-21</p>
<p>Introduce more number of extension programs with student</p>	<p>SNEHADANAM - donated nearly 200kg of food materials and Rs</p>

involvement	25000/- worth of stationery items to Jwala foundation and Anandanilayam orphanage
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13. Whether the AQAR was placed before statutory body?	Yes
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<ul style="list-style-type: none"> Name of the statutory body
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Name	Date of meeting(s)
College Council	31/03/2022

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2022	13/03/2022

Extended Profile

1. Programme

1.1 Number of courses offered by the institution across all programs during the year	388
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File Description	Documents
Data Template	View File

2. Student

2.1 Number of students during the year	2122
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File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	157
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File Description	Documents
Data Template	View File
2.3	757
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	79
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	79
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	50
Total number of Classrooms and Seminar halls	
4.2	9467801
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	49
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As the college is affiliated to the University of Kerala, all departments adhere to the syllabus prescribed by the University.

The college has a Timetable Committee, headed by the Principal and senior faculty, that draws up a detailed yearly timetable which efficiently allocates time for academic and co-curricular purposes, thereby ensuring that a balance is maintained between different types of activities in the life of a student.

Department level academic plans are prepared so as to meet the Course and Program based Outcomes as prescribed by the syllabi. Regular CLMC (College level monitoring committee) and DLMC (Department level monitoring committee) meetings are conducted for efficient curricular delivery and monitoring.

Owing to the COVID-19 pandemic, a good portion of teaching-learning activities were shifted to the online mode. The IQAC took the initiative in setting in place the infrastructures and methodologies through which online classes could be connected and the curriculum could be delivered effectively despite technological limitations.

Under the auspices of the IQAC, the college conducted national and international webinars in which eminent scholars delivered lectures on topics related to the curriculum in order to intensify students' learning experience.

There is active monitoring of performance by the management through the system of periodic academic audits, and regular feedback collected from stakeholders including students and parents is analysed and remedial measures are taken to ensure quality maintenance.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://nsscollege4women.edu.in/academics/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college prepares an academic calendar 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. The college has adhered to the guidelines of the University of Kerala under the CBCS system for CIE since 2010. 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. 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.

Due to the shifting of teaching-learning methods online, internal assessment was also conducted through this medium, with regular test papers and assignments conducted online in order to ensure maximum effectiveness of teaching pedagogies. The institution keenly monitors the performance of students and details of assessment are informed to parents through regular PTS (Parent-Teacher-Student) meetings.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.keralauniversity.ac.in/downloads/Academiccalendar2020-211611818410.pdf

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

14

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

20

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The University of Kerala has revised the syllabi of courses over the years to incorporate issues like professional ethics, gender, human values, environment and sustainability into the regular curriculum of degree level students. Accordingly a portion on 'Environmental studies' was included in the syllabi of 'English language' for science departments while the paper is taught as such for arts/commerce departments as a separate course. Most of the open courses of departments also address these topics.

Under the auspices of the National Service Scheme (NSS), the college conducted a programme on Experiencing Gender in Society, where the students were given the chance to interact with a member of the transgender community, Ms Shyama S Prabha, and learn about the challenges faced by the LGBTQ+ members of society. The curriculum as prescribed by the University of Kerala incorporates issues of gender and sexuality in its courses, including a paper on Environmental Studies and Disaster Management for all first year undergraduate students. The Department of Zoology offers an Open Course on Human Health and Sex Education that is designed to educate students on matters of gender identity and gender roles.

The NSS and the Nature Club focuses on activities that deeply evoke environmental consciousness among the students. Such programmes are further complemented through curriculum specific courses.

For sensitizing students about environment and climate change, various clubs such as Nature Club, Science Club, Energy and Environment club functioning in the campus take necessary steps by arranging talks, and celebrating various days of importance like Ozone Day, Environment Day, and Science Day. Collaborative activities of Nature Club, College Development and Hygiene Committee maintain an eco-friendly campus.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

14

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

218

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students

B. Any 3 of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://nsscollege4women.edu.in/sss
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://nsscollege4women.edu.in/sss/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

629

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

103

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The effective functioning of the mentor-mentee system allows to identify the learning levels of the students. Bridge programmes are conducted by the departments to bridge the gap between the students' previous knowledge and what they will be expected to learn, following which a test is conducted to assess the learning levels of students. This is also done through Continuous Internal Assessment (CIE). The slow learners thus identified are given remedial classes during which intensive coaching is given to them, enabling them to grasp difficult concepts. Advanced learners identified through the same process of evaluation are encouraged to further their grasp of the subject through measures such as Peer Teaching. Peer teaching is a system in which an advanced learner takes an active part in the teaching-learning process by teaching their classmates about concepts, which enhances their knowledge of the subject as well. Advance learners are encouraged to attend seminars and workshops conducted by other institutes and present papers. The students are also encouraged to participate in debate, group discussion, individual and group projects preparation and seminar presentations.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1HHacg7brApGCwtYJICoTL6u40FHcb2N1?usp=sharing
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2122	79

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The Department adopts Peer Teaching as a healthy strategy to ensure greater student participation in the teaching-learning transaction. Peer group teaching has considerably changed the outlook of the conventional teaching-learning process. Advanced learners from each class are identified and engage them to take classes for slow learners. Thus enabling mutual learning interaction atmosphere.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/drive/folders/1HHacg7brApGCwtYJICoTL6u40FHcb2N1?usp=sharing

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers use ICT enabled tools for effective teaching-learning process.

The teaching-learning process of the college is made interesting with unique features like ICT-enabled teaching. This has been made possible with facilities like a sophisticated audio-visual room, language lab, well-equipped seminar hall etc. It encourages both the faculty and the students to explore and exploit the potentialities of the available ICT facilities like audio-visual room, interactive classroom and e-learning through internet. The IQAC of the college convenes programmes like talks and discussions from time to time on the effective use of technological tools and e-resources to orient teachers for ICT-enabled method of teaching, which improves teaching-learning.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

79

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

79

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

45

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

690

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal examinations are conducted as per the guidelines issued by the University of Kerala.

Internal examinations are carried out as per the academic calendar and convenient dates announced by the college

The internal assessment of the department is thoroughly transparent and is comprehensively communicated to the various stakeholders' viz., students, parents, faculty and the Principal.

At the under graduate and post graduate levels, the total marks for the internals in a course is a composite of the marks for internal assessment examination and marks assigned to the students for an assignment or a seminar (either seminar or assignment for under graduates and compulsory seminar and assignment for post graduate students).

Monthly attendance status is communicated to the students. Students

with an attendance of below 75% may not be allowed to write the examination.

CE mark sheets are prepared within the stipulated time and signature of the students is obtained before uploading the same in the University website

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Students are free to approach the concerned teacher regarding any grievance related to evaluation, which will be dealt with appropriately.

Before uploading the internal marks in the University website, the mark lists are displayed on the department notice board. Thus, students have the right to know the marks scored for each criterion of assessment. Grievances, if any, are resolved in the department itself.

In case, the student doesn't get justice from her department, she can approach the Principal.

Regarding evaluation of university answer sheets, if there is any complaint, a student has the following options: apply for scrutiny, apply for revaluation or approach the University Adalat.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Being an affiliated college, the syllabi prescribed by the University of Kerala is adhered to by the college. The syllabi prepared by the Board of Studies (BoS) of each subject lists out the programme outcomes and course outcomes that should be attained by the students pursuing each course.

- DLMC and department meetings discuss the program and course outcomes in detail before the beginning of each semester so that the process of knowledge transmission can be done effectively
- These concepts are discussed in detail in the classrooms during induction programmes conducted at the beginning of the first semester so that the students will have a clear understanding of what they will achieve at the end of each course and the programme that they have chosen.
- The POs, PSOs and COs are uploaded in the website of college for easy reference and updation
- Programmes like SSP, WWS and remedial teaching ensure that the outcomes are attained in an all inclusive manner
- Clubs and committees like Placement cell, Coaching for entry into service, Civil service club etc also play an important role in ensuring that the students take curriculum and academic progression seriously.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.nsscollege4women.edu.in/academic/s/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- The college as well as the Management take serious efforts to ensure that the Programme outcomes as well as Course outcomes specified in the syllabi of various subjects are attained every year through direct and indirect methods.
- Direct methods of evaluation include conducting Regular Internal Assessments, End Semester Assessments, assignments, projects, seminars peer teaching etc.

- The continuous evaluation system followed by the college help in critically assessing the process of teaching learning continuously through assignments, seminars, projects, practical, assignments, participation in class activities, role in departmental activities, viva-voce etc. to ensure that the outcomes are reached from module level to programme level.
- Result analysis at department level, college level and management level is followed after every semester to evaluate the performance of each department. Moreover indirect method of evaluation through feedback taken from students, parents and stake holders too provide an insight into the effectiveness of the system. Meticulous result analysis is carried out following the semester examinations and feedback on the college takes scrupulous measures to gauge the levels of accomplishment of all the outcomes through direct and indirect methods.
- The institution provides space for students to discuss and raise doubts in their field of interest during the conduct of seminars, peer teaching, paper presentations etc. which motivates them to attain the outcomes as specified in the syllabus.
- The College Calendar gives details regarding each programme and course.
- The IQAC collects feedback from teachers, students and alumni concerning the syllabus and consolidates the same.
- The result analysis of the feedback was reported to the Board of Studies and appropriate action was initiated.
- Apart from the mandatory clubs, the institution encourage departments and faculty members as well as clubs to organise Certificate Courses and Value-Added Courses in such a way that students are enabled to attain the expected outcome.
- Lectures/Seminars/Webinars on curriculum related topics and related subjects as well as themes on personality development, competitive examinations, career counselling and soft skills etc helps the overall development of the students.
- Students are also encouraged to take part in competitions, seminars and conferences, research competitions, etc. Their performance within and outside the college in the various academic/extracurricular events are encouraged and they provide an index of their learning-levels.
- Tutorial meetings and Mentor - mentee system help teachers to evaluate and positively. Teachers provide critical inputs to the students on the basis of their performance which will encourage them to perform better during their external the external examinations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

526

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.nsscollege4women.edu.in/ssss/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

9

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution ensures an innovative, creative and participatory system of education. Numerous innovative practices are devised to

sharpen the skills of our students. In the academic front, practices like Peer teaching, student seminars, Group discussions etc provides them with opportunities to hone up their skills and to increase their knowledge regarding curricular and general topics. IQAC, in association with various departments conduct Seminars/webinars and workshops on the national and international level to provide opportunities for our students to look beyond their curriculum and have a glimpse of the developments happening in various subjects world wide.

Nature awareness campaigns, Energy awareness rallies, Quiz competitions, , Interdepartmental and inter collegiate competitions on environmental and health issues, eco-friendly practices of campus cleaning and cleaning of home premises, planting of saplings, exhibitions, extension activities taken up by the NSS, IEDC, EBSB club etc, College magazines, magazines of various departments(handwritten and printed), Field trips, activities of heritage club etc are other initiatives of the institution that ensure the overall development of the students and provide them with opportunities for creative and constructive participation. The extension activities of the NSS , College Union, various clubs and departments emphasize on fostering leadership qualities, interpersonal relationship, managerial capacities and team work which will help them in building their future career prospects. In addition to the internal mentoring sessions, Walk- With- a- Scholar programme, a specialized mentoring programme, for meritorious students, where they got motivational classes from external mentors. The Science Laboratories are well-equipped to provide the students with facilities for doing practical experiments. Students are encouraged to make use of the Department library facility, in addition to the College library for referencing and for project related works. The journals available in the library is yet another opportunity for students to know more about the latest in research and innovation

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/18Q26xCpCdjwbcAtP08ashb_cM9RahWwd?usp=sharing

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://www.nsscollege4women.edu.in/academic/s/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

14

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution gives much importance to conducting extension activities for the benefit of the society, both in the neighbourhood of the college and in the remote locations of the district. Activities sensitizing students to local issues like women empowerment, gender bias, environment protection, waste management, swachatha, health and nutrition etc are carried out by National Service Scheme, IQAC, UBA, Health club, various departments, value club etc. The lockdown provided a new opportunity to reach out to the society via online mode and many training programmes, talks and workshops were conducted for the society at large via Google Meet and Zoom during the academic year.

The UBA cell conducted a series of skill development training programmes for the women in the adopted villages under the name 'DISHA' with the aim of creating self sufficiency and entrepreneurship skills in them. The initiative of the Department of Physics "Online Services Awareness Program" on 20/3/2021 for the Kudumbasree members of Pallichal provided them insight into the various online services and facilities available to them for bill payment, ticket booking etc.

The initiative 'SNEHADANAM' of the IQAC wherein food items collected by students were donated to JWALA foundation and stationary items were donated to Anandanilayam Orphanage was another initiative carried out with the objective of sensitizing students to the realities of the world outside

During April 2020, the Department of Chemistry made and donated hand sanitizers to the neighbourhood houses and Auto drivers as a helping hand to meet the challenges fo COVID 19

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/18Q26xCpCdjwbcAtP08ashb_cM9RahWwd?usp=sharing
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

13

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

939

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution located in a 45 acre lush green campus campus is one of the most academically significant institutioions in Trivandrum city. The college is accredited for the third time with A grade by NAAC and has adequate academic infrastructure and physical facilities for teaching - learning process.

The science departments have state of art laboreatories that were upgraded using RUSA funding and a well equipped computer lab with internet facility. The college has Wi-fi connectivity in every classroom with speed of 400 Mbps.

All the departments are provided with sufficient number of computers with internet facility which enable the teachers and students to maximize their e-sharing resources. The computer lab which consists of 25 computers forms a common platform for all the students to use it for the various purposes. The college updates the UG labs in accordance with the syllabus revisions by the University and regular addition of equipment are done every year using the allotted Government and PTA funds. The general library, which consists of more than 39000 books, is automated with 'Grandha' Software.

- Partially automated Library with 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: Admission Committee
- 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has adequate facilities for sports and games activities of students. The Department of Physical Education, Sports Club, Health Club etc take up many initiatives to promote sports and health related activities among them. the following facilities available in the institution ensure the success of such initiatives. Indoor Badminton court, Indoor kabaddi court, Volley ball court, Basket ball court, Hand ball court, Multipurpose, Gymnasium, 100 mts play ground etc. Cultural activities of students are promoted by observing various days of cultural importance in the college as well as through programs and competitions conducted by the College Union and various clubs and committees. The Arts Festival competitions encourage healthy competition among students on their skills and talents and the winners are encouraged to participate in University level competitions. Onam, Christmas celebrations create an atmosphere of festivity and colour in the campus, thus providing opportunity for the students to stay in touch with their culture and tradition. NSSEBSB club conduct various programs encouraging students to embrace the cultures of various other states of the country.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/1J9gCBgI7AhVLcTrxZiLK5HicaOfS1Vyu/edit?usp=sharing&ouid=113088377853780756697&rtpof=true&sd=true
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

698760

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is semi automated

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

85854

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

18

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution takes care to update its IT facilities like computers, laptops, peripherals and Wifi connectivity periodically to ensure optimal availability of resources to promote teaching learning process and administrative ease.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

62

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

3779334

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The procedures for maintaining and utilising the physical, academic and support facilities of the institution is carried out under a comprehensive system of monitoring and updation at various levels, The college has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. Principal looks after the facilities and exercises authority through various Heads of the Departments, faculty, administrative staff, lab assistants, librarian, library assistants, etc. The comprehensive infrastructure of the College is constituted by elementary features like buildings, classrooms and playgrounds, and advanced attributes like ICT-enabled classrooms and laboratory facilities. The Classrooms are spacious, well-built and amply facilitated. The college has three smart classrooms. Facilities for curricular, co-curricular and extra-curricular activities are available and often maintained and managed in such a way that they are freely accessible to all the students. The activities are strictly monitored by a member of the faculty, who is in charge of the particular class and designated as their Tutor. The facilities of college include adequate number of classrooms, a library, an auditorium, a seminar hall, laboratories, a computer lab, play grounds, etc. The college auditorium can accommodate around 800 students and staff for organizing academic and cultural events. Most of the Departments have one classroom with ICT enabled facilities. Heads of the Departments and faculty are in charge of their respective department laboratory and they keep the stock register and monitor the use of labs. There are lab-assistants who are given the responsibility to assist the activities in the lab and they perform duties like opening and closing the laboratories, collecting the specimen needed

for experiments, maintaining instruments and equipment, preparing solutions / materials, etc. Lab-assistants are present during all sessions to provide the necessary support. The labs are maintained in clean and hygienic manner. The library of the college has a huge collection of books, which includes reference, journals, and NLIST databases. The standard infrastructure includes the wooden tables and chairs with appropriate ventilation, fans, lights, etc. A Library Advisory Committee which comprises teachers and students is constituted to give needed guidance and suggestions. The library extends its services to support research and conduct awareness programmes for accessing digital information. The books are indexed and categorized according to the content and subjects and they are arranged dictionary catalog method. The software employed in the library contains details about the author's name, title and publishing house and it helps the students to locate the book easily. Library is automated with the 'Grandha' software. The sports activities of the college are managed by the Physical Education Department. The college has adequate sports facilities and play grounds which are utilized by the staff and students to the maximum. Regular training is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials. They are trained and encouraged to participate in various competitions including intra-college events, inter-university events, national and international events. Intercollege events are also organized by the college to encourage the students to participate in sports activities. Computer lab is available to all staff and students. The college has enough class rooms/ seminar halls and the same are used effusively. Optimal use of electric lights/fans/projectors, etc. are ensured. Apart from this, all the departments, library, IQAC office and the College office also have computing facilities. All departments of the college have Wi-Fi facility. Campus is well maintained and plastic free. Rainwater harvesting is carried out. The college has adequate power backup and drinking water with purifier. There are security personnel round the clock in the campus who ensure the safety and security of all estate, infrastructure, entry points, etc. CCTV surveillance in the key positions of the main building and in some classrooms which serve as examination halls ensures more transparency and security. The major funds which aid in the enrichment and maintenance of infrastructural facilities are from the Management, the PTA, the government (PD, UGC, RUSA), Minor Research Projects and Major Research Projects. The college ensures optimum utilization of existing funds for infrastructure development through Planning Committee, Purchase Committee and IQAC. Budget allocation for augmentation and maintenance of physical and technical infrastructure are made available by the college. The PTA,

a statutory body of the college, supplements the maintenance of the facilities to a great extent. The IQAC monitors the totality of the modus operandi related to the optimal use and maintenance of the whole system. The bodies like Academic committee, Library committee, Technical committee, etc. ensure absolute use of the classrooms, library, IT tools, etc. The enhancement of infrastructure and reinforcement of the existing infrastructure on a continuous basis according to the growing need of the institution are our basic priorities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

186

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://nsscollege4women.edu.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

50

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

50

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

201

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The institution promotes conduct of activities involving active student participation. The College Union selected every year through the Presidential form of election is the student body that functions under the advice and supervision of faculty members. two National Service Scheme Units , EBSB club, IEDC, ED Club etc meticulously organise programs to promote the overall development and involvement of students Major activities conducted include Fresher's day Programme , Celebrations.of days of National, State importance like Onam, Christmas etc, Union Inauguration, Arts Festival, Film Festival, Association inaugurations and activities of various associations, Extension Activities by various clubs and committees, College Day Celebration., Charitable services through department , clubs National Service Scheme etc, Publication of annual magazine etc.

Due to COVID lockdown, Students Union was not formed during the 2020-21 academic year

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has department wise alumni meetings and alumni contributions are received in the form of active interventions in student support activities, distinguished Alumni Lectures etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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. Care is taken to instill civic values that make students dynamic and responsible citizens. All activities organised by the various clubs, committees and associations of the college including National Service Scheme, IEDC, Womne's Cell, EBSB Club, UBA etc as well as activities like remedial teaching, peer teaching, courses for self employment, personality development programmes, legal awareness classes, equal opportunity centre, scholarships and endowments are planned and executed with aims of ensuring the overall development of our students. A flag ship initiative of the IQAC - RISING STARS is yet another step taken by the institution in association with the MODEL Finishing School of the Government of Kerala towards achieving this aim. The IQAC also conducts regular counselling sessions for students and also organizes awareness programmes for the students and their parents on cyber crime and misuse of mobile. The IQAC also initiates philanthropic activities every year under the name Snehodayam where in charitable activities are taken up to develop a sense of social responsibility and empathy in students

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1QifSPk-mK_UU9rDtMucxqX74XcPwC03U?usp=sharing
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution practices a system of decentralised and participative management, in which there is a multi-layer structure that includes the NSS Management, the Principal and faculty members, and students. All academic and administrative processes are decentralized by delegation of powers. In this way, ideas, goals and necessary information can be effectively conveyed to all the stakeholders, and the decision making process is made smooth and efficient.

An example of this participative management structure can be seen in the flow of information pertaining to academics from the topmost level to the students.

Information that is given by the University is passed on to the college Principal, who passes it on to the CLMC (College Level Monitoring Committee). The information then flows to the Individual

Heads of Departments and the Department Level Monitoring Committee (DLMC), and through them to the various class tutors. The class tutors are teachers who form the link between the students and the DLMC, and it is through them that information from the University level is passed on to the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution's strategic plan involves a dedication to increasing Institutional Social Responsibility, tying in with the vision of making the students self-reliant, responsible individuals with a keen sense of connection with the community around them.

It is with this aim in mind that the college has been working to increase the scope of its extension activities so that they make a significant impact not only on the college's immediate locality but also on a broader scope. This includes undertaking activities and awareness programmes in the immediate community, student visits to villages adopted by the NSS Units of the college as well as the UBA, and working in the field of palliative care, and providing food packets to bystanders at Medical College, RCC, various old age homes etc. in Trivandrum district. Further, strategies have been developed and activities undertaken so that the institution, through its students, can provide academic support to students from weaker sections of society like orphanages and poor homes, conducting special classes and tutoring sessions for them.

Even during the onset of the covid-19 pandemic when activities could not be conducted in person, they were shifted to online awareness programmes and quizzes conducted online to spread awareness of the disease.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://drive.google.com/drive/folders/18Q26xCpCdjwbcAtP08ashb_cM9RahWwd?usp=sharing
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organogram of the college begins with the NSS Management, the governing body at the very top of the structure, followed by the NSS Colleges Central Committee, which looks after the functioning of all the institutions run by the NSS. It is the NSS Colleges Central Committee that also plays the primary role in the recruitment of teaching and non-teaching staff within the institution. The next level is the College Principal, following whom are two significant bodies that manage the day-to-day running of the institution - the IQAC and the College Council. The College Council, consisting of Heads of Departments, elected representatives of the teaching staff as well as the IQAC coordinator and Office Superintendent, delegates and supervises the next level - the Heads of the Department. The Heads manage the workings of individual departments and delegate duty to the other faculty members, specifically the class tutors, who manage the students of their classes. The administrative wing of the institution, comprising non-teaching staff, is overseen by the college superintendent, and also falls under the purview of the College Council. The IQAC ensures quality maintenance and also ensures the efficient functioning of the various clubs, cells and committees of the institution. The convenors of these clubs, cells and committees form the next level in this branch of the hierarchy, followed by the faculty members who are part of them, after which are the student members.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination **A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

For Teaching Staff:

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

For Non-teaching Staff::

Co-operative Society Membership • Staff Club (for teaching and non-teaching staff)• Loan facility from Co-operative society• Advance to meet emergency needs • Festival allowance • Festival advance

For Students:

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution carries out performance appraisal for teaching and non-teaching staff members through a multilevel mechanism on an yearly basis. 1.Student evaluation of teachers: The students feedback forms on teachers is reviewed by the Principal and IQAC 2.Self-Appraisal of Teachers: The PBAS sheds light on the research calibre of the teachers and the co-curricular as well as the extension activities undertaken by them. It is then reviewed by the Principal and IQAC.

3.Self-Appraisal of non-teaching staff: The Head of the institution gathers the required self-appraisal data from non-teaching staff, as per the directions from the Management

4. Annual reports: The annual reports of Departments contain all the activities organized in the department including invited lectures, seminars, as well as the major achievements of the students and the faculty members including result analysis

5. Academic Committee: The completion of the syllabus by the teachers is ensured by the Principal through the academic committee.

6. Review by IQAC committee: IQAC review the profile of teachers and put forward suggestions for improvement in their performance.

7. Management review: The governing body has a subcommittee for academic affairs, which review the academic activities in the campus every year.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1tglL_o_OSC6w2ckRWEEnNxSz7f51GWQgmB?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has transparent and well-planned financial management system and conducts external audits of all financial transactions on an yearly basis. External Audit is done by the directorate of Collegiate Education for all administrative expenses while the amounts received by the institution as donations from well wishers are audited by an external register auditor at the end of the financial year, which is then presented before a general body. Every effort was put in to maintain transparency in the financial records, and also to record corresponding documents of every financial transaction. The Accountant General, Kerala also conduct their periodic verification of all the accounts sanctioned by the Government. Their suggestions and directions are also incorporated in the further utilization of the funds.

The institution has a strong financial advisory board for Management Funds and all the accounts sanctioned is audited internally as well as externally. On behalf of the Management, all daily transactions are verified by the Secretary of the NSS Colleges' Central Committee. The internal audit of Management accounts is done by the Treasurer, NSS Colleges' Central Committee periodically. Any kind of objections and questions during the audit, are promptly addressed by presenting relevant documents to the auditors

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during

the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

4449300

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Financial support for academic and non academic activities, purchase and maintenance of resources, infrastructure development and support as well as construction activities are provided by both government and non-government bodies like RUSA, University of Kerala, donations from well wishers and stake holders (PTA) etc. All these fund mobilizations are done through carefully drafted proposals based on the requirement of the college as a whole and for the individual departments separately which are finalised after several rounds of planning and discussion by various committees and with concurrence from the management. Being a government-aided institution, it functions in accordance with the rules and regulations of the government and the management of the institution. All financial transactions are audited on an yearly basis.

The resource mobilization policies of the institution gives emphasis to infrastructural developments along with academic enrichment programmes for students. Weightage is also given to lab maintenance, library updation and campus cleanliness and hygiene.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC plays a quintessential role in maintaining the quality of academic as well as extracurricular and administrative activities of the college. The institution envisages a strategic plan of improving the academic performances of the students along with their social commitment and in enhancing the curricular aspects and student support activities. Keeping these in mind, the IQAC actively involves in collecting and analysing student and stake holder feedbacks on various academic, co-curricular as well as administrative aspects of the college, meticulously analysing them and taking corrective measures whenever necessary. The IQAC ensures the conduct of various programs by the departments as well as clubs and committees for the overall development of the students. Another important duty of the IQAC is to conduct yearly academic audit for effective implementation of teaching learning processes and proper documentation of all academic and administrative matters of each department. The internal academic audit is done by academic cell members every year. Proper documentation, consolidation of data and yearly AQAR submission is another important responsibility of the IQAC. The IQAC along with the NAAC working committee also takes initiative to carry out the pre accreditation works of the institute in a time bound manner. Moreover, the IQAC continuously motivates faculty members to participate in FDPs, workshops and seminars/webinars to keep themselves academically well informed.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/13R1Es4GndxzzctX3oNJqpcunXS-bDXJd?usp=sharing
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the

incremental improvement in various activities

The teaching learning process, structures & methodologies of operations and learning outcomes of the institution is periodically monitored by the IQAC through internal academic and administrative audit. As a part of comprehensive evaluation of the teaching learning and administration, Academic and Administrative Audit (AAA) is conducted regularly. The objective of AAA is to generate uniformity in the structure and methodology of curricular and co-curricular aspects of every department. The departments adhere to the norms formulated and initiated by IQAC regarding timetable, workload, syllabus division, timely completion of allotted portion. The extra-curricular aspects of the department are also monitored by IQAC. The committee verifies the records related to division of syllabus, preparation of academic calendar, timetable, ICT enabled teaching, internal examination, supporting aids to slow learners related to curricular aspects and the grievances and redresses issues regarding internal assessment. Departments have a practise of keeping proper records. The implementation of teaching learning reforms include the regular conduct of Seminar and workshops. Many of our teaching faculty served as resource persons in seminars/webinars conducted by the various institutions.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1bb7e_csdVrRimNEgvQwlIls5dGPJoV0c?usp=sharing
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://nsscollege4women.edu.in
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Being a 'Women's College' , with 99% female faculty members, providing empowerment and support to the students in their academic, co curricular, social as well as in developing their entrepreneurship capabilities is a priority . The well protected campus with CCTV coverage in every area and a 24 hour security,ensures safety of students and female faculty members. Uniform and ID cards are compulsory for students to ensure uniformity and feeling of equality and oneness among them.

Facilities like hygienic toilets, sanitary napkin vending machines, insinurators etc provide basic facilities. Programmes on gender sensitization, inclusiveness, entrepreneurship development and women empowerment are taken up by various clubs and associations like Women's Cell, National Service scheme, UBA, EBSB etc.

The COVID situation and lockdown provided new oppertunities for conducting online webinars and programmes and the college was able to rope in eminent female resource persons in various activities to motivate the students.

Programmes on Gender sensitization organised during the academic year 2020-21 are:

1, Experience session on 'Experiencing Gender through Society' by Ms. Syama S Prabha, State Project Officer, Directorate of Social Justice, Thiruvananthapuram who is a transgender woman. She shared her experiences and called for a more gender inclusive attitude from the youth.on 30/03/2021

2. Online Quiz programme on 'Gender swareness and sensitization' by National Service scheme on 30/03/2021

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/lm4myhgHgN5f-pileq0C7oUfBzPAKI82Z/edit?usp=sharing&ouid=113088377853780756697&rtpof=true&sd=true
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	1. Full time security staff

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Segregation of waste at source is practiced in the campus.

The campus is declared as a no plastic zone and students are mandatorily instructed not to bring food materials in throwaway plastic covers and containers.

Incinerators are installed in the ladies' rest room which provide clean environment friendly disposal of waste

Bio waste generated within the campus is used for bio gas generation which is then used in the Zoology lab.

Plastic waste generated is segregated at source by the cleaning

staff and are handed over to Government agencies and private bodies for recycling

E waste is categorised, stored and disposed off for recycling to vendors after completing proper procedures as required. Electrical and electronic items are put to periodic checks which ensure its proper functioning. Awareness is given to purchase equipment with good quality which guarantees its prolonged use.

Sewage tank facility is in use for liquid waste management. Chemical liquid waste generated in the lab is collected in separate underground pits which are located aloof from the water bodies. The liquid waste is composed of organic and inorganic materials. Inorganic wastes like concentrated acid or alkaline materials are neutralized before disposal. Double burette titration practices are also constantly used reducing chemical wastage. The effluent pits connected with toilets are located away from the water bodies. Waste water collected from canteen/hostel kitchen is used for the irrigation purpose in organic farming

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

A. Any 4 or all of the above

5.

**Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Being a women's only institution, the college take great efforts in nurturing an inclusive, tolerant and empathetic attitude in our students towards gender, culture and regional differences. Programmes are conducted regularly by various organisations like the National Service Scheme, Women's Cell etc for empowering women, and for sensitizing them on various gender issues. Members of the LGBTQ community are invited as resource persons for interactive sessions to facilitate a better insight into the various problems faced by them and to create a feeling of inclusiveness and empathy in the minds of students towards all human beings beyond gender reservations. The National Service Scheme, Women's Cell, EBSB clubs as well as departments take initiatives to conduct programmes and awareness classes for on issues relating to national integration, cultural and linguistic harmony and communal inclusivity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Awareness on human values, rights, duties and responsibilities among students and staff members is quintessential in today's scenario. The institution takes all efforts to ensure that such values are instilled in the student as well as staff members through various programmes taken up by cells/associations/committees.

The EBSB Cell, Department of History, National Service Scheme and Value club initiates programmes for sensitizing students and staff members in areas of constitutional obligations and human values and rights. Value based policies, departmental ethics, code of conduct etc. Walk-With-a Scholar and Scholar Support Programme, initiatives of Higher Education, give external mentoring sessions based on the values, rights and responsibilities to be held in society. The college furnishes the procedure about the scholarships to the students belonging to the economic backward community. NSS units motivate the students to offer a helping hand to disabled, bed-ridden, having severe illness, orphans etc. through its Palliative Care initiatives. Programmes on environmental protection, reforestation etc are periodically conducted by the nature club etc for ensuring the responsibility of our students in protecting nature.

File Description	Documents
Details of activities that inculcate values; necessary to render students into responsible citizens	https://docs.google.com/document/d/1-l0SgKCO2TRTYBwAHEqyD6ptekOZxzua/edit?usp=sharing&ouid=113088377853780756697&rtpof=true&sd=true
Any other relevant information	https://drive.google.com/drive/folders/18Q26xCpCdjwbcap08ashb_cm9RahWwd?usp=sharing

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. The Institution organizes professional ethics programmes for students, teachers, administrators and other staff.

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Celebration of national or international days and events are deemed necessary for the preservation of our culture and heritage. Commemoration of our great personalities augments the confidence levels of our students. • Celebrations of National festivals like Onam, Christmas, Holi help the students to understand and appreciate the traditional and cultural values and accommodate themselves to the comprehensive environment. • Independence Day and Republic day are celebrated every year in the college in an official manner including flag-hoisting and sweet distribution. Celebrations of World Environment day, International Ozone day, World wetlands day, Energy Conservation day, Dr. Salim Ali Day, World Mental Health day, World Mosquito Day, World AIDS Day, National Deworming day, World Wildlife week by conducting various programmes help to give an awareness about the importance of sustainable environment. • Space week, National Science Day and Pie Day celebrations are conducted to initiate motivation in scientific research and generate affinity of science among the interdepartmental students and the students from nearby schools. • All faculty members are honoured with wishes and gifts on Teachers' Day. All departments in association with NSS conduct various motivational talks on the occasion.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

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

The objective of our practice is to create a healthy community of women who can mould a society of healthy individuals. We have conducted, in our college, innumerable health related programmes to sensitize students to the prime importance of physical and mental health. Programmes for creating COVID awareness and for keeping a healthy and comfortable mentality amid lockdown was conducted on online mode for students and teachers. Awareness classes on misuse of mobiles and internet facilities were also conducted for students and their parents

2. Title of the Practice: "KNOWLEDGE FOR LIFE" - Skill Enhancement Initiatives

In spite of the restrictions of COVID lock down, the College conducted a series of webinars, including the IQAC National and International Webinar series, expert lectures and talks which expose students to current developments and the emerging trends in the academia. An empowered woman is a self-reliant and self-respecting woman who is economically independent. Programs organised by the IEDC, National Service Scheme, Women's Cell etc ensure such areas of student support. The Career Guidance and Placement Cell provides training to face challenges of the employment market or to take up self - employment ventures.

File Description	Documents
Best practices in the Institutional website	https://nsscollege4women.edu.in/committees-cells/
Any other relevant information	https://drive.google.com/drive/folders/18Q26xCpCdjwbcAtP08ashb_cM9RahWwd?usp=sharing

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Care is taken to instil 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 a step taken by the institution in association with the MODEL Finishing School of the Government of Kerala towards achieving this aim. The second and third phase of this program was completed during the academic year and certificates were issued for 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 to equip them with the required knowledge to face the challenges of today's world.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As the college is affiliated to the University of Kerala, all departments adhere to the syllabus prescribed by the University.

The college has a Timetable Committee, headed by the Principal and senior faculty, that draws up a detailed yearly timetable which efficiently allocates time for academic and co-curricular purposes, thereby ensuring that a balance is maintained between different types of activities in the life of a student.

Department level academic plans are prepared so as to meet the Course and Program based Outcomes as prescribed by the syllabi. Regular CLMC (College level monitoring committee) and DLMC (Department level monitoring committee) meetings are conducted for efficient curricular delivery and monitoring.

Owing to the COVID-19 pandemic, a good portion of teaching-learning activities were shifted to the online mode. The IQAC took the initiative in setting in place the infrastructures and methodologies through which online classes could be connected and the curriculum could be delivered effectively despite technological limitations.

Under the auspices of the IQAC, the college conducted national and international webinars in which eminent scholars delivered lectures on topics related to the curriculum in order to intensify students' learning experience.

There is active monitoring of performance by the management through the system of periodic academic audits, and regular feedback collected from stakeholders including students and parents is analysed and remedial measures are taken to ensure quality maintenance.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://nsscollege4women.edu.in/academics/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college prepares an academic calendar 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. The college has adhered to the guidelines of the University of Kerala under the CBCS system for CIE since 2010. 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. 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.

Due to the shifting of teaching-learning methods online, internal assessment was also conducted through this medium, with regular test papers and assignments conducted online in order to ensure maximum effectiveness of teaching pedagogies. The institution keenly monitors the performance of students and details of assessment are informed to parents through regular PTS (Parent-Teacher-Student) meetings.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.keralauniversity.ac.in/downloads/Academiccalendar2020-211611818410.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum

A. All of the above

development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

14

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

20

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The University of Kerala has revised the syllabi of courses over the years to incorporate issues like professional ethics, gender, human values, environment and sustainability into the regular curriculum of degree level students. Accordingly a portion on 'Environmental studies ' was included in the syllabi of 'English language' for science departments while the paper is taught as such for arts/commerce departments as a separate course. Most of the open courses of departments also address these topics.

Under the auspices of the National Service Scheme (NSS), the college conducted a programme on Experiencing Gender in Society, where the students were given the chance to interact with a member of the transgender community, Ms Shyama S Prabha, and learn about the challenges faced by the LGBTQ+ members of society. The curriculum as prescribed by the University of Kerala incorporates issues of gender and sexuality in its courses, including a paper on Environmental Studies and Disaster Management for all first year undergraduate students. The Department of Zoology offers an Open Course on Human Health and Sex Education that is designed to educate students on matters of gender identity and gender roles.

The NSS and the Nature Club focuses on activities that deeply evoke environmental consciousness among the students. Such programmes are further complemented through curriculum specific courses.

For sensitizing students about environment and climate change, various clubs such as Nature Club, Science Club, Energy and Environment club functioning in the campus take necessary steps by arranging talks, and celebrating various days of importance like Ozone Day, Environment Day, and Science Day. Collaborative activities of Nature Club, College Development and Hygiene Committee maintain an eco-friendly campus.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

14

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

218

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://nsscollege4women.edu.in/sss
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://nsscollege4women.edu.in/sss/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

629

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats))

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

103

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The effective functioning of the mentor-mentee system allows to identify the learning levels of the students. Bridge programmes are conducted by the departments to bridge the gap between the students' previous knowledge and what they will be expected to learn, following which a test is conducted to assess the learning levels of students. This is also done through Continuous Internal Assessment (CIE). The slow learners thus identified are given remedial classes during which intensive coaching is given to them, enabling them to grasp difficult concepts. Advanced learners identified through the same process of evaluation are encouraged to further their grasp of the subject through measures such as Peer Teaching. Peer teaching is a system in which an advanced learner takes an active part in the teaching-learning process by teaching their classmates about concepts, which enhances their knowledge of the subject as well. Advance learners are encouraged to attend seminars and workshops conducted by other institutes and present papers. The students are also encouraged to participate in debate, group discussion, individual

and group projects preparation and seminar presentations.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1HHacg7brApGCwtYJICoTL6u40FHcb2N1?usp=sharing
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2122	79

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The Department adopts Peer Teaching as a healthy strategy to ensure greater student participation in the teaching-learning transaction. Peer group teaching has considerably changed the outlook of the conventional teaching-learning process. Advanced learners from each class are identified and engage them to take classes for slow learners. Thus enabling mutual learning interaction atmosphere.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/drive/folders/1HHacg7brApGCwtYJICoTL6u40FHcb2N1?usp=sharing

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers use ICT enabled tools for effective teaching-learning process.

The teaching-learning process of the college is made interesting with unique features like ICT-enabled teaching. This has been made possible with facilities like a sophisticated audio-visual room, language lab, well-equipped seminar hall etc. It encourages both the faculty and the students to explore and exploit the potentialities of the available ICT facilities like audio-visual room, interactive classroom and e-learning through internet. The IQAC of the college convenes programmes like talks and discussions from time to time on the effective use of technological tools and e-resources to orient teachers for ICT-enabled method of teaching, which improves teaching-learning.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

79

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

79

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

45

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

690

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal examinations are conducted as per the guidelines issued by the University of Kerala.

Internal examinations are carried out as per the academic calendar and convenient dates announced by the college

The internal assessment of the department is thoroughly transparent and is comprehensively communicated to the various stakeholders' viz., students, parents, faculty and the Principal.

At the under graduate and post graduate levels, the total marks for the internals in a course is a composite of the marks for internal assessment examination and marks assigned to the students for an assignment or a seminar (either seminar or assignment for under graduates and compulsory seminar and assignment for post graduate students).

Monthly attendance status is communicated to the students. Students with an attendance of below 75% may not be allowed to write the examination.

CE mark sheets are prepared within the stipulated time and signature of the students is obtained before uploading the same in the University website

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Students are free to approach the concerned teacher regarding any grievance related to evaluation, which will be dealt with appropriately.

Before uploading the internal marks in the University website, the mark lists are displayed on the department notice board. Thus, students have the right to know the marks scored for each criterion of assessment. Grievances, if any, are resolved in the department itself.

In case, the student doesn't get justice from her department, she can approach the Principal.

Regarding evaluation of university answer sheets, if there is any complaint, a student has the following options: apply for scrutiny, apply for revaluation or approach the University Adalat.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Being an affiliated college, the syllabi prescribed by the University of Kerala is adhered to by the college. The syllabi prepared by the Board of Studies (BoS) of each subject lists out the programme outcomes and course outcomes that should be attained by the students pursuing each course.

- DLMC and department meetings discuss the program and course outcomes in detail before the beginning of each semester so that the process of knowledge transmission can be done effectively
- These concepts are discussed in detail in the classrooms during induction programmes conducted at the beginning of the first semester so that the students will have a clear understanding of what they will achieve at the end of each course and the programme that they have chosen.
- The POs, PSOs and COs are uploaded in the website of college for easy reference and updation
- Programmes like SSP, WWS and remedial teaching ensure that the outcomes are attained in an all inclusive manner
- Clubs and committees like Placement cell, Coaching for entry into service, Civil service club etc also play an important role in ensuring that the students take curriculum and academic progression seriously.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.nsscollege4women.edu.in/academics/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- The college as well as the Management take serious efforts to ensure that the Programme outcomes as well as Course outcomes specified in the syllabi of various subjects are attained every year through direct and indirect methods.
- Direct methods of evaluation include conducting Regular Internal Assessments, End Semester Assessments, assignments, projects, seminars peer teaching etc.
- The continuous evaluation system followed by the college help in critically assessing the process of teaching learning continuously through assignments, seminars, projects, practical, assignments, participation in class activities, role in departmental activities, viva-voce etc. to ensure that the outcomes are reached from module level to programme level.
- Result analysis at department level, college level and management level is followed after every semester to evaluate the performance of each department. Moreover indirect method of evaluation through feedback taken from students, parents and stakeholders too provide an insight into the effectiveness of the system. Meticulous result analysis is carried out following the semester examinations and feedback on the college takes scrupulous measures to gauge the levels of accomplishment of all the outcomes through direct and indirect methods.
- The institution provides space for students to discuss and raise doubts in their field of interest during the conduct of seminars, peer teaching, paper presentations etc. which motivates them to attain the outcomes as specified in the syllabus.
- The College Calendar gives details regarding each programme and course.
- The IQAC collects feedback from teachers, students and alumni concerning the syllabus and consolidates the same.

- The result analysis of the feedback was reported to the Board of Studies and appropriate action was initiated.
- Apart from the mandatory clubs, the institution encourage departments and faculty memers as well as clubs to organises Certificate Courses and Value-Added Courses in such a way that students are enabled to attain the expected outcome.
- Lectures/Seminars/Webinar on curriculum related topics and related subjects as well as themes on personality development, competitive examinations, career counselling and soft skills etc helps the overall development of the students.
- Students are also encouraged to take part in competitions, seminars and conferences, research competitions, etc. Their performance within and outside the college in the various academic/extracurricular events are encouraged and they provide an index of their learning-levels.
- Tutorial meetings and Mentor - mentee system help teachers to evaluate and positive Teachers provide critical inputs to the students on the basis of their performance which will encourage them to perform better during their external the external examinations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

526

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

9

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution ensures an innovative, creative and participatory system of education. Numerous innovative practices are devised to sharpen the skills of our students. In the academic front, practices like Peer teaching, student seminars, Group discussions etc provides them with opportunities to hone up their skills and to increase their knowledge regarding curricular and general topics. IQAC, in association with various departments conduct Seminars/webinars and workshops on the national and international level to provide opportunities for our students to look beyond their curriculum and have a glimpse of the developments happening in various subjects world wide.

Nature awareness campaigns, Energy awareness rallies, Quiz competitions, , Interdepartmental and inter collegiate competitions on environmental and health issues, eco-friendly practices of campus cleaning and cleaning of home premises, planting of saplings, exhibitions, extension activities taken up

by the NSS, IEDC, EBSB club etc, College magazines, magazines of various departments(handwritten and printed), Field trips, activities of heritage club etc are other initiatives of the institution that ensure the overall development of the students and provide them with opportunities for creative and constructive participation. The extension activities of the NSS , College Union, various clubs and departments emphasize on fostering leadership qualities, interpersonal relationship, managerial capacities and team work which will help them in building their future career prospects. In addition to the internal mentoring sessions, Walk- With- a- Scholar programme, a specialized mentoring programme, for meritorious students, where they got motivational classes from external mentors. The Science Laboratories are well-equipped to provide the students with facilities for doing practical experiments. Students are encouraged to make use of the Department library facility, in addition to the College library for referencing and for project related works. The journals available in the library is yet another opportunity for students to know more about the latest in research and innovation

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/18Q26xCpCdjwbcAtP08ashb_cm9RahWwd?usp=sharing

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards	
3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
0	
File Description	Documents
URL to the research page on HEI website	https://www.nsscollege4women.edu.in/academics/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
14	

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution gives much importance to conducting extension activities for the benefit of the society, both in the neighbourhood of the college and in the remote locations of the district. Activities sensitizing students to local issues like women empowerment, gender bias, environment protection, waste management, swachatha, health and nutrition etc are carried out by National Service Scheme, IQAC, UBA, Health club, various departments, value club etc. The lockdown provided a new opportunity to reach out to the society via online mode and many training programmes, talks and workshops were conducted for the society at large via Google Meet and Zoom during the academic year.

The UBA cell conducted a series of skill development training programmes for the women in the adopted villages under the name 'DISHA' with the aim of creating self sufficiency and entrepreneurship skills in them. The initiative of the Department of Physics "Online Services Awareness Program" on 20/3/2021 for the Kudumbasree members of Pallichal provided them insight into the various online services and facilities available to them for bill payment, ticket booking etc.

The initiative 'SNEHADANAM' of the IQAC wherein food items collected by students were donated to JWALA foundation and stationary items were donated to Anandanilayam Orphanage was another initiative carried out with the objective of sensitising students to the realities of the world outside

During April 2020, the Department of Chemistry made and donated hand sanitizers to the neighbourhood houses and Auto drivers as a helping hand to meet the challenges of COVID 19

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/18Q26xCpCdjwbcapP08ashb_cm9RahWwd?usp=sharing
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

13

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

939

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution located in a 45 acre lush green campus campus is one of the most academically significant institutioions in Trivandrum city. The college is accredited for the third time with A grade by NAAC and has adequate academic infrastructure and physical facilities for teaching - learning process.

The science departments have state of art laboreatories that were upgraded using RUSA funding and a well equipped computer lab with internet facility. The college has Wi-fi connectivity in every classroom with speed of 400 Mbps.

All the departments are provided with sufficient number of computers with internet facility which enable the teachers and students to maximize their e-sharing resources. The computer lab which consists of 25 computers forms a common platform for all the students to use it for the various purposes. The college updates the UG labs in accordance with the syllabus revisions by the University and regular addition of equipment are done every year using the allotted Government and PTA funds. The general library, which consists of more than 39000 books, is automated with 'Grandha' Software.

- Partially automated Library with 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: Admission Committee
- 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has adequate facilities for sports and games activities of students. The Department of Physical Education, Sports Club, Health Club etc take up many initiatives to promote sports and health related activities among them. the following facilities available in the institution ensure the success of such initiatives. Indoor Badminton court, Indoor kabaddi court, Volley ball court, Basket ball court, Hand ball court, Multipurpose, Gymnasium, 100 mts play ground etc. Cultural activities of students are promoted by observing various days of cultural importance in the college as well as through programs and competitions conducted by the College Union and various clubs and committees. The Arts Festival competitions encourage healthy competition among students on their skills and talents and the winners are encouraged to participate in University level competitions. Onam, Christmas celebrations create an atmosphere of festivity and colour in the campus, thus providing opportunity for the students to stay in touch with their culture and tradition. NSSEBSB club conduct various programs encouraging students to embrace the cultures of various other states of the country.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/1J9gCBgI7AhVLcTrxZiLK5HicaOfS1Vyu/edit?usp=sharing&ouid=113088377853780756697&rtpof=true&sd=true
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

698760

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
Library is semi automated	
File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
85854	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	

18	
File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution takes care to update its IT facilities like computers, laptops, peripherals and Wifi connectivity periodically to ensure optimal availability of resources to promote teaching learning process and administrative ease.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

62

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

3779334

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The procedures for maintaining and utilising the physical, academic and support facilities of the institution is carried out under a comprehensive system of monitoring and updation at various levels, The college has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. Principal looks after the facilities and exercises authority through various Heads of the Departments, faculty, administrative staff, lab assistants, librarian, library assistants, etc. The comprehensive infrastructure of the College is constituted by elementary features like buildings, classrooms and playgrounds, and advanced attributes like ICT-enabled classrooms and laboratory facilities. The Classrooms are spacious, well-built and amply facilitated. The college has three smart classrooms. Facilities for curricular, co-curricular and extra-curricular activities are available and often maintained and managed in such a way that they are freely accessible to all the students. The activities are strictly monitored by a member of the faculty, who is in charge of the particular class and designated as their Tutor. The facilities of college include adequate number of classrooms, a library, an auditorium, a seminar hall, laboratories, a computer lab, play grounds, etc. The college auditorium can accommodate around 800 students and staff for organizing academic and cultural events. Most of the Departments have one classroom with ICT enabled facilities. Heads of the Departments and faculty are in charge of their respective

department laboratory and they keep the stock register and monitor the use of labs. There are lab-assistants who are given the responsibility to assist the activities in the lab and they perform duties like opening and closing the laboratories, collecting the specimen needed for experiments, maintaining instruments and equipment, preparing solutions / materials, etc. Lab-assistants are present during all sessions to provide the necessary support. The labs are maintained in clean and hygienic manner. The library of the college has a huge collection of books, which includes reference, journals, and NLIST databases. The standard infrastructure includes the wooden tables and chairs with appropriate ventilation, fans, lights, etc. A Library Advisory Committee which comprises teachers and students is constituted to give needed guidance and suggestions. The library extends its services to support research and conduct awareness programmes for accessing digital information. The books are indexed and categorized according to the content and subjects and they are arranged dictionary catalog method. The software employed in the library contains details about the author's name, title and publishing house and it helps the students to locate the book easily. Library is automated with the 'Grandha' software. The sports activities of the college are managed by the Physical Education Department. The college has adequate sports facilities and play grounds which are utilized by the staff and students to the maximum. Regular training is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials. They are trained and encouraged to participate in various competitions including intra-college events, inter-university events, national and international events. Intercollege events are also organized by the college to encourage the students to participate in sports activities. Computer lab is available to all staff and students. The college has enough class rooms/ seminar halls and the same are used effusively. Optimal use of electric lights/fans/projectors, etc. are ensured. Apart from this, all the departments, library, IQAC office and the College office also have computing facilities. All departments of the college have Wi-Fi facility. Campus is well maintained and plastic free. Rainwater harvesting is carried out. The college has adequate power backup and drinking water with purifier. There are security personnel round the clock in the campus who ensure the safety and security of all estate, infrastructure, entry points, etc. CCTV surveillance in the key positions of the main building and in some classrooms which serve as examination halls ensures more transparency and security. The major funds which aid in the enrichment and maintenance of infrastructural facilities are from

the Management, the PTA, the government (PD, UGC, RUSA), Minor Research Projects and Major Research Projects. The college ensures optimum utilization of existing funds for infrastructure development through Planning Committee, Purchase Committee and IQAC. Budget allocation for augmentation and maintenance of physical and technical infrastructure are made available by the college. The PTA, a statutory body of the college, supplements the maintenance of the facilities to a great extent. The IQAC monitors the totality of the modus operandi related to the optimal use and maintenance of the whole system. The bodies like Academic committee, Library committee, Technical committee, etc. ensure absolute use of the classrooms, library, IT tools, etc. The enhancement of infrastructure and reinforcement of the existing infrastructure on a continuous basis according to the growing need of the institution are our basic priorities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

186

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://nsscollege4women.edu.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

50

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

50

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

<p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p>	<p>A. All of the above</p>
--	-----------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

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File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

201

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The institution promotes conduct of activities involving active student participation. The College Union selected every year through the Presidential form of election is the student body that functions under the advice and supervision of faculty members. two National Service Scheme Units , EBSB club, IEDC, ED Club etc meticulously organise programs to promote the overall development and involvement of students Major activities conducted include Fresher's day Programme ,Celebrations.of days of National, State importance like Onam, Christmas etc,Union Inauguration,Arts Festival,Film Festival, Association inaugurations and activities of various associations,Extension Activities by various clubs and committees,College Day Celebration., Charitable services through department , clubs National Service Scheme etc, Publication of annual magazine etc.

Due to COVID lockdown, Students Union was not formed during the 2020-21 academic year

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has department wise alumni meetings and alumni contributions are received in the form of active interventions in student support activities, distinguished Alumni Lectures etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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. Care is taken to instill civic values that make students dynamic and responsible citizens. All activities organised by the various clubs, committees and associations of the college including National Service Scheme, IEDC, Womne's Cell, EBSB Club, UBA etc as well as activities like remedial teaching, peer teaching, courses for self employment, personality development programmes, legal awareness classes, equal opportunity centre, scholarships and endowments are planned and executed with aims of ensuring the overall development of our students. A flag ship initiative of the IQAC - RISING STARS is yet another step taken by the institution in association with the MODEL Finishing School of the Government of Kerala towards achieving this aim. The IQAC also conducts regular counselling sessions for students and also organizes awareness programmes for the students and their parents on cyber crime and misuse of mobile. The IQAC also initiates philanthropic activities every year under the name Snehodayam where in charitable activities are taken up to develop a sense of social responsibility and empathy in students

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1QifSPk-mK_UU9rDtMucxqX74XcPwC03U?usp=sharing
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution practices a system of decentralised and participative management, in which there is a multi-layer

structure that includes the NSS Management, the Principal and faculty members, and students. All academic and administrative processes are decentralized by delegation of powers. In this way, ideas, goals and necessary information can be effectively conveyed to all the stakeholders, and the decision making process is made smooth and efficient.

An example of this participative management structure can be seen in the flow of information pertaining to academics from the topmost level to the students.

Information that is given by the University is passed on to the college Principal, who passes it on to the CLMC (College Level Monitoring Committee). The information then flows to the Individual Heads of Departments and the Department Level Monitoring Committee (DLMC), and through them to the various class tutors. The class tutors are teachers who form the link between the students and the DLMC, and it is through them that information from the University level is passed on to the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution's strategic plan involves a dedication to increasing Institutional Social Responsibility, tying in with the vision of making the students self-reliant, responsible individuals with a keen sense of connection with the community around them.

It is with this aim in mind that the college has been working to increase the scope of its extension activities so that they make a significant impact not only on the college's immediate locality but also on a broader scope. This includes undertaking activities and awareness programmes in the immediate community, student visits to villages adopted by the NSS Units of the college as well as the UBA, and working in the field of palliative care, and providing food packets to bystanders at Medical College, RCC, various old age homes etc. in Trivandrum district. Further,

strategies have been developed and activities undertaken so that the institution, through its students, can provide academic support to students from weaker sections of society like orphanages and poor homes, conducting special classes and tutoring sessions for them.

Even during the onset of the covid-19 pandemic when activities could not be conducted in person, they were shifted to online awareness programmes and quizzes conducted online to spread awareness of the disease.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://drive.google.com/drive/folders/18Q26xCpCdjwbcAtP08ashb_cM9RahWwd?usp=sharing
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organogram of the college begins with the NSS Management, the governing body at the very top of the structure, followed by the NSS Colleges Central Committee, which looks after the functioning of all the institutions run by the NSS. It is the NSS Colleges Central Committee that also plays the primary role in the recruitment of teaching and non-teaching staff within the institution. The next level is the College Principal, following whom are two significant bodies that manage the day-to-day running of the institution - the IQAC and the College Council. The College Council, consisting of Heads of Departments, elected representatives of the teaching staff as well as the IQAC coordinator and Office Superintendent, delegates and supervises the next level - the Heads of the Department. The Heads manage the workings of individual departments and delegate duty to the other faculty members, specifically the class tutors, who manage the students of their classes. The administrative wing of the institution, comprising non-teaching staff, is overseen by the college superintendent, and also falls under the purview of the College Council. The IQAC ensures quality maintenance and also ensures the efficient functioning of the various clubs, cells and committees of the institution. The convenors of these clubs, cells and committees form the next level in this branch of the

hierarchy, followed by the faculty members who are part of them, after which are the student members.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

For Teaching Staff:

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

For Non-teaching Staff::

Co-operative Society Membership • Staff Club (for teaching and non-teaching staff)• Loan facility from Co-operative society• Advance to meet emergency needs • Festival allowance • Festival advance

For Students:

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

31

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution carries out performance appraisal for teaching and non-teaching staff members through a multilevel mechanism on an yearly basis. 1.Student evaluation of teachers: The students feedback forms on teachers is reviewed by the Principal and IQAC

2. Self-Appraisal of Teachers: The PBAS sheds light on the research calibre of the teachers and the co-curricular as well as the extension activities undertaken by them. It is then reviewed by the Principal and IQAC.

3. Self-Appraisal of non-teaching staff: The Head of the institution gathers the required self-appraisal data from non-teaching staff, as per the directions from the Management

4. Annual reports: The annual reports of Departments contain all the activities organized in the department including invited lectures, seminars, as well as the major achievements of the students and the faculty members including result analysis

5. Academic Committee: The completion of the syllabus by the teachers is ensured by the Principal through the academic committee.

6. Review by IQAC committee: IQAC review the profile of teachers and put forward suggestions for improvement in their performance.

7. Management review: The governing body has a subcommittee for academic affairs, which review the academic activities in the campus every year.

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File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1tg1Lo_QSC6w2ckRWEEnNxSz7f51GWQqmB?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has transparent and well-planned financial management system and conducts external audits of all financial transactions on an yearly basis. External Audit is done by the directorate of Collegiate Education for all administrative expenses while the amounts received by the institution as donations from well wishers are audited by an external register

auditor at the end of the financial year, which is then presented before a general body. Every effort was put in to maintain transparency in the financial records, and also to record corresponding documents of every financial transaction. The Accountant General, Kerala also conduct their periodic verification of all the accounts sanctioned by the Government. Their suggestions and directions are also incorporated in the further utilization of the funds.

The institution has a strong financial advisory board for Management Funds and all the accounts sanctioned is audited internally as well as externally. On behalf of the Management, all daily transactions are verified by the Secretary of the NSS Colleges' Central Committee. The internal audit of Management accounts is done by the Treasurer, NSS Colleges' Central Committee periodically. Any kind of objections and questions during the audit, are promptly addressed by presenting relevant documents to the auditors

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

4449300

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Financial support for academic and non academic activities, purchase and maintenance of resources, infrastructure development and support as well as construction activities are provided by both government and non-government bodies like RUSA, University of Kerala, donations from well wishers and stake holders (PTA) etc. All these fund mobilizations are done through carefully drafted proposals based on the requirement of the college as a whole and for the individual departments separately which are finalised after several rounds of planning and discussion by various committees and with concurrence from the management. Being a government-aided institution, it functions in accordance with the rules and regulations of the government and the management of the institution. All financial transactions are audited on an yearly basis.

The resource mobilization policies of the institution gives emphasis to infrastructural developments along with academic enrichment programmes for students. Weightage is also given to lab maintenance, library updation and campus cleanliness and hygiene.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC plays a quintessential role in maintaining the quality of academic as well as extracurricular and administrative activities of the college. The institution envisages a strategic plan of improving the academic performances of the students along with their social commitment and in enhancing the curricular aspects and student support activities. Keeping these in mind, the IQAC actively involves in collecting and analysing student and stake holder feedbacks on various academic, co-curricular as well as administrative aspects of the college, meticulously analysing them and taking corrective measures whenever necessary. The IQAC ensures the conduct of various programs by the departments as well as clubs and committees for the overall

development of the students. Another important duty of the IQAC is to conduct yearly academic audit for effective implementation of teaching learning processes and proper documentation of all academic and administrative matters of each department. The internal academic audit is done by academic cell members every year. Proper documentation, consolidation of data and yearly AQAR submission is another important responsibility of the IQAC. The IQAC along with the NAAC working committee also takes initiative to carry out the pre accreditation works of the institute in a time bound manner. Moreover, the IQAC continuously motivates faculty members to participate in FDPs, workshops and seminars/webinars to keep themselves academically well informed.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/13R1Es4GndxzzctX3oNJqpcunXS-bDXJd?usp=sharing
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The teaching learning process, structures & methodologies of operations and learning outcomes of the institution is periodically monitored by the IQAC through internal academic and administrative audit. As a part of comprehensive evaluation of the teaching learning and administration, Academic and Administrative Audit (AAA) is conducted regularly. The objective of AAA is to generate uniformity in the structure and methodology of curricular and co-curricular aspects of every department. The departments adhere to the norms formulated and initiated by IQAC regarding timetable, workload, syllabus division, timely completion of allotted portion. The extra-curricular aspects of the department are also monitored by IQAC. The committee verifies the records related to division of syllabus, preparation of academic calendar, timetable, ICT enabled teaching, internal examination, supporting aids to slow learners related to curricular aspects and the grievances and redresses issues regarding internal assessment. Departments have a practise of keeping proper records. The implementation of teaching learning reforms include the regular conduct of Seminar and workshops. Many of our teaching faculty served as resource persons in seminars/webinars conducted by the various institutions.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1bb7e_csdVrRimNEgvOwlIls5dGPJoV0c?usp=sharing
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://nsscollege4women.edu.in
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Being a 'Women's College' , with 99% female faculty members, providing emposwerment and support to the students in their academic, co curricular, social as well as in developing their entrepreneuership capabilities is a priority . The well protected campus with CCTV coverage in every area and a 24 hour security,ensures safety of students and female faculty members. Uniform and ID cards are compusory for students to ensure

uniformity and feeling of equality and oneness among them.

Facilities like hygienic toilets, sanitary napkin vending machines, insinurators etc provide basic facilities. Programmes on gender sensitization, inclusiveness, entrepreneurship development and women empowerment are taken up by various clubs and associations like Women's Cell, National Service scheme, UBA, EBSB etc.

The COVID situation and lockdown provided new opportunities for conducting online webinars and programmes and the college was able to rope in eminent female resource persons in various activities to motivate the students.

Programmes on Gender sensitization organised during the academic year 2020-21 are:

1, Experience session on 'Experiencing Gender through Society' by Ms. Syama S Prabha, State Project Officer, Directorate of Social Justice, Thiruvananthapuram who is a transgender woman. She shared her experiences and called for a more gender inclusive attitude from the youth.on 30/03/2021

2. Online Quiz programme on 'Gender swareness and sensitization' by National Service scheme on 30/03/2021

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1m4myhgHqN5f-pileq0C7oUfBzPAKI82Z/edit?usp=sharing&oid=113088377853780756697&rtpof=true&sd=true
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	1. Full time security staff
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Segregation of waste at source is practiced in the campus.

The campus is declared as a no plastic zone and students are mandatorily instructed not to bring food materials in throwaway plastic covers and containers.

Incinerators are installed in the ladies' rest room which provide clean environment friendly disposal of waste

Bio waste generated within the campus is used for bio gas generation which is then used in the Zoology lab.

Plastic waste generated is segregated at source by the cleaning staff and are handed over to Government agencies and private bodies for recycling

E waste is categorised, stored and disposed off for recycling to vendors after completing proper procedures as required. Electrical and electronic items are put to periodic checks which ensure its proper functioning. Awareness is given to purchase equipment with good quality which guarantees its prolonged use.

Sewage tank facility is in use for liquid waste management. Chemical liquid waste generated in the lab is collected in separate underground pits which are located aloof from the water bodies. The liquid waste is composed of organic and inorganic materials. Inorganic wastes like concentrated acid or alkaline materials are neutralized before disposal. Double burette titration practices are also constantly used reducing chemical wastage. The effluent pits connected with toilets are located away from the water bodies. Waste water collected from canteen/hostel kitchen is used for the irrigation purpose in organic farming

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	B. Any 3 of the above
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File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	C. Any 2 of the above
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following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Being a women's only institution, the college take great efforts in nurturing an inclusive, tolerant and empathetic attitude in our students towards gender, culture and regional differences. Programmes are conducted regularly by various organisations like the National Service Scheme, Women's Cell etc for empowering women, and for sensitizing them on various gender issues. Members of the LGBTQ community are invited as resource persons for interactive sessions to facilitate a better insight into the various problems faced by them and to create a feeling of inclusiveness and empathy in the minds of students towards all human beings beyond gender reservations. The National Service Scheme, Women's Cell, EBSB clubs as well as departments take initiatives to conduct programmes and awareness classes for on issues relating to national integration, cultural and linguistic harmony and communal inclusivity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Awareness on human values, rights, duties and responsibilities among students and staff members is quintessential in today's scenario. The institution takes all efforts to ensure that such values are instilled in the student as well as staff members through various programmes taken up by cells/associations/committees.

The EBSB Cell, Department of History, National Service Scheme and Value club initiates programmes for sensitizing students and staff members in areas of constitutional obligations and human values and rights. Value based policies, departmental ethics, code of conduct etc. Walk-With-a Scholar and Scholar Support Programme, initiatives of Higher Education, give external mentoring session based on the values, rights and responsibilities to be held in society. The college furnishes the procedure about the scholarships to the students belonging to the economic backward community. NSS units motivates the students to offer a helping hand to disabled, bed-ridden, having severe

illness, orphans etc. through its Palliative Care initiatives. Programmes on environmental protection, reforestation etc are periodically conducted by the nature club etc for ensuring the responsibility of our students in protecting nature.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/1-lOSqKCQ2TRTYBwAHEgyD6ptekOZxzua/edit?usp=sharing&ouid=113088377853780756697&rtpof=true&sd=true
Any other relevant information	https://drive.google.com/drive/folders/18Q26xCpCdjwbcapP08ashb_cM9RahWwd?usp=sharing

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Celebration of national or international days and events are

deemed necessary for the preservation of our culture and heritage. Commemoration of our great personalities augments the confidence levels of our students. • Celebrations of National festivals like Onam, Christmas, Holi help the students to understand and appreciate the traditional and cultural values and accommodate themselves to the comprehensive environment. • Independence Day and Republic day are celebrated every year in the college in an official manner including flag-hoisting and sweet distribution. Celebrations of World Environment day, International Ozone day, World wetlands day, Energy Conservation day, Dr. Salim Ali Day, World Mental Health day, World Mosquito Day, World AIDS Day, National Deworming day, World Wildlife week by conducting various programmes help to give an awareness about the importance of sustainable environment. • Space week, National Science Day and Pie Day celebrations are conducted to initiate motivation in scientific research and generate affinity of science among the interdepartmental students and the students from nearby schools. • All faculty members are honoured with wishes and gifts on Teachers' Day. All departments in association with NSS conduct various motivational talks on the occasion.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

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

The objective of our practice is to create a healthy community of women who can mould a society of healthy individuals. We have conducted, in our college, innumerable health related programmes to sensitize students to the prime importance of physical and mental health. Programmes for creating COVID awareness and for keeping a healthy and comfortable mentality amid lockdown was conducted on online mode for students and teachers. Awareness classes on misuse of mobiles and internet facilities were also

conducted for students and their parents

2. Title of the Practice: "KNOWLEDGE FOR LIFE" - Skill Enhancement Initiatives

In spite of the restrictions of COVID lock down, the College conducted a series of webinars, including the IQAC National and International Webinar series, expert lectures and talks which expose students to current developments and the emerging trends in the academia. An empowered woman is a self-reliant and self-respecting woman who is economically independent. Programs organised by the IEDC, National Service Scheme, Women's Cell etc ensure such areas of student support. The Career Guidance and Placement Cell provides training to face challenges of the employment market or to take up self - employment ventures.

File Description	Documents
Best practices in the Institutional website	https://nsscollege4women.edu.in/committees-cells/
Any other relevant information	https://drive.google.com/drive/folders/18Q26xCpCdjwbcAtP08ashb_cM9RahWwd?usp=sharing

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Care is taken to instil 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 a step taken by the institution in association with the MODEL Finishing School of the Government of Kerala towards achieving this aim. The second and third phase of this program was completed during the academic year and certificates were issued for 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 to equip them with the required knowledge to face the challenges of today's world.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Incorporation of more society related extension activities as part of ISR. Registration of ALUMNI Strengthening of ALUMNI activities

- Conduct extension programmes under the concept of 'Institutional Social Responsibility'. 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, NSS, Swatch Bharath Abhiyan etc.
- To work towards the potential for excellence award
- To start skill 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 backward students