

**SREE NARAYANA COLLEGE FOR  
WOMEN, KOLLAM**

**Annual Quality Assurance Report (AQAR)**

**2010-2011**

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution	SREE NARAYANA COLLEGE FOR
1.2 Address Line 1	KOLLAM
Address Line 2	
City/Town	KOLLAM
State	KERALA
Pin Code	691001
Institution e-mail address	sncollegeforwomen@gmail.com
Contact Nos.	0474 2745644
Name of the Head of the Institution:	Dr. SHERLY P. ANAND
Tel. No. with STD Code:	0474 2745644
Mobile:	9495120695

Name of the IQAC Co-ordinator:

Dr. ANITHAKUMARY V.

Mobile:

9446855190

IQAC e-mail address:

iqacsncw@gmail.com

1.3 NAAC Track ID:

KLCOGN10208

1.4 Website address:

www.sncwkollam.org

Web-link of the AQAR:

<http://sncwkollam.org/main/NAAC/reports.asp>

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	78	2003	2008
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

07/01/2004

1.7 AQAR for the year (*for example 2010-11*)

2010-2011

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

- i. AQAR 2008-09 submitted to NAAC on 21-11-2011
- ii. AQAR 2009-10 submitted to NAAC on 21-11-2011

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

UNIVERSITY OF KERALA

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="10"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. Value added Library services in Colleges in the digital era.
2. Workshop on computer skills for Resource persons in Colleges.
3. A conference on barriers to interpersonal communication
4. A symposia on IT skills, Abilities and aptitudes among Women students

2.14 Significant Activities and contributions made by IQAC

1. Strengthened the extension activities so that women from society would be the beneficiaries.
2. Functioning of different clubs was strengthened.
3. Students were encouraged for competing in examinations for placements.
4. Organizing UGC/other agencies sponsored National seminars and Conferences.
5. Empowering lady staff and students with life skills through Women Development Centre.
6. Upgraded library by subscription to e-journals INFLIBNET.

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>The main attention of the IQAC was to impart high quality in the CBCS system introduced this year.</p> <p>To equip teachers in coping with the new situation of semester scheme and annual scheme parallel.</p> <p>To conduct the internal continuous evaluation programme in an effective manner.</p> <p>To constitute new clubs and monitor the activities of each club.</p> <p>To run the open courses in a very effective manner.</p> <p>To strengthen the extension activities so that women and children in the locality may become the beneficiaries.</p> <p>To strengthen library facilities. computerisation in an effective manner.</p> <p>To organise seminars and conferences.</p>	<p>The institution succeeded in accomplishing most of the objectives it had planned originally. The new choice based credit and semester system for degree courses was implemented successfully. The parallel existence of the annual and semester streams was a difficult situation, but the institution rose to meet the challenges successfully. The internal examination mechanism was strengthened to undertake the task of organizing two internal examinations per semester for each program. New clubs were initiated to provide opportunity to all the CBCSS students to participate in social and group activities. The institution also developed 15 open courses for the V semester students under CBCSS. Library was upgraded by introducing INFLIBNET</p> <p>3 National seminars, one state level</p>

	seminar and 3 college level seminars were organised
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\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

AQAR report was placed in the College council for approval. It was subsequently approved by the college council.
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## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	Nil	Nil	
PG	3	Nil	Nil	Nil
UG	14	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	2	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
<b>Total</b>				
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil



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

Pattern	Number of programmes
Semester	FDP in 14 UG courses.
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure  
See Annexure I and II*

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

Syllabus of UG program was totally revised due to introduction of CBCSS first degree program.

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
89	35	46	-	1

2.2 No. of permanent faculty with Ph.D.

31

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
13	7	-	-	-	-	-		13	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	12
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	39	8
Presented papers	3	7	2
Resource Persons	0	2	1

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

- Use of ICT in teaching learning process
- Teaching faculty and students are encouraged to use latest technology such as LCD, internet, etc., in the teaching learning process

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

198

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

For the annual scheme unit wise test papers are conducted and one half yearly examination and one model examination by the end of the academic year. The newly started CBCSS provide two internal exams for each semester.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

9

9

11

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	377	1.06	17.24	27.58	35.27	81.15
B. Sc.	228	1.75	62.28	23.25	7.45	94.73
B.Com	57	0	23	21	14	58
M.Sc	31	9.67	61.29	16.12	0	87.08

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

Substantial effort has been put by IQAC to ensure an environment of excellence in all aspects of teaching and learning and also focused on to improve the quality of education and evaluation. A system of internal auditing was formulated which involved the following steps.

1. All Heads of Departments will collect a teaching plan from the staff members of the respective Department, a copy of which was submitted to the Principal also.
2. Monthly reports were collected from the teaching staff in which whether target is achieved or not by the end of the month. If target was not achieved, the teacher may propose a plan for achieving the target by arranging special classes or likewise.
3. At the end of the academic year/semester the principal will audit the report submitted by the Head of the Department and Teacher. This helps to evaluate and improve the quality of teaching.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	7
UGC – Faculty Improvement Programme	8
HRD programmes	
Orientation programmes	8
Faculty exchange programme	1
Staff training conducted by the university	3
Staff training conducted by other institutions	7
Summer / Winter schools, Workshops, etc.	10
Others	2

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	42	2	Nil	Nil
Technical Staff	1	Nil	Nil	Nil

## Criterion – III

### 3. Research, Consultancy and Extension

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

- IQAC has taken initiatives in promoting a research climate in the institution.
- Faculty members were encouraged to publish research papers in journals of high repute.
- IQAC encouraged faculty members for collaborative research.
- Interdisciplinary research was encouraged.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	3	1	Nil
Outlay in Rs. Lakhs		31.30825	10	

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	3		
Outlay in Rs. Lakhs	0.65	3.76		

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	3	6
Non-Peer Review Journals			
e-Journals			
Conference proceedings	2	2	

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	UGC	7.12 Lakhs	3.80 Lakhs
Minor Projects	1.5	UGC	301000	205000
Interdisciplinary Projects	Nil			
Industry sponsored	Nil			
Projects sponsored by the University/ College	Nil			
Students research projects <i>(other than compulsory by the University)</i>	Nil			

Any other(Specify)	Nil			
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the  
Institution

Level	International	National	State	University	College
Number		3	1		3
Sponsoring agencies		Malabar Institute of Research and Development, UGC, PTA	PTA		PTA

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	nil
	Granted	nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	nil

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
4			2	1	1	

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

12

18

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

Nil

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="1"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="1"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="2"/>		
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="3"/>	Any other	<input type="text" value="3"/>

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

Under extension activities, two *projects were* under taken. Teachers and students planned to raise funds for building a house for a student from a very poor background (homeless) under the scheme "*sahapadikkoru veedu*"

Books and study materials were distributed to students of an adopted colony nearby.

Extension activity undertaken by the department of home science in organising housewives to enable them to earn during their free time by stitching, crafts etc.

Dept of Biochemistry arranged clinics to cheque clinical parameters such as blood grouping, Hb, sugar, cholesterol of staff and students.



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5 acre			5 acre
Class rooms	42			42
Laboratories	16 lab+1 research lab			17
Seminar Halls	1			1
No. of important equipments purchased ( $\geq 1-0$ lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others	auditorium		PTA	1

#### 4.2 Computerization of administration and library

Computerisation of Library: Bar coding of library collection is initiated.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	53701	8000000	894	154275	54595	8154275
Reference Books	1837	1750000	42	25785	1879	1775785
e-Books (INFLIBNET)	97000	5000			97000	5000
Journals	38	57900	2	1000	40	58900
e-Journals (INFLIBNET)	6000	5000			6000	5000
Digital Database (INFLIBNET)	5	5000			5	5000
CD & Video	20	15000	10	8000	30	23000
Others (specify)	50	30000	5	12000	55	31200
Periodicals						
Newspapers	9	12450	1	1250	10	13700

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	22	0	YES	1	10 Nos	3Nos.	4	5
Added	4				4			
Total	26				14			

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

Browsing centre with internet connectivity was introduced.  
A two day workshop on "General Informatics" for teaching and non-teaching staff was conducted on December 2010 sponsored by higher education council

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	65,000
ii) Campus Infrastructure and facilities	300000
iii) Equipments	100000
iv) Others	500000
<b>Total:</b>	<b>965000</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC takes special care in imparting quality education. The college organizes the workshops, seminars for all the students studying in different courses. A seminar series vision 2011 was organized with a view to provide awareness about their subject areas and to develop presentation skills for students. This was funded by the parent teachers association.

A career guidance cell is functioning in the college which helps students in choosing a career of their choice.

IQAC is keen to maintain good health for all students. For this the college organizes Yoga classes and runs a fitness centre by the department of physical education.

IQAC takes special care for attending students with Special Needs: College receives around 3 to 4 percent students who require special counseling and special care. Such students are identified well in advance and special attention is given to such students.

**Organizing Campus Placement:** The College organizes the campus placement programme to help students to seek the job when they are in the last phase of their program. Reputed institutes participate in this programme and many students find placement with this endeavour.

**Grievance redressal mechanism:** Student grievances are collected in the form of feedback with the help of class tutors. Issues are also discussed by the chairperson of the student union and it is considered by the grievance redressal cell working in the college. It is further brought to the notice of the college council which discusses the possible solutions of the issue.

#### 5.2 Efforts made by the institution for tracking the progression

Regular observation. Regular meetings and monitoring . Faculty involvement through counselling system. Regular feedback from students.
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5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2471	67	9	

(b) No. of students outside the state

(c) No. of international students

Men

No	%
	100

Women \_\_\_\_\_

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						654	362	11	1510	1	2530

Dropout % : 4.6

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

The college provides coaching for students belonging to SC ST & OBC for competing in examinations for entry in different service sectors. The program was funded by UGC funded by UGC

No. of students beneficiaries

8

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

Career and counselling cell is functioning in a very effective way. A number of programs are organised by the cell in which the main beneficiaries are students. Personality development classes for all students and orientation programs for first semester students are organised by the cell. Each department identifies students who need counselling and recommends to the cell. This service is rendered by a paid counsellor. Career guidance cell makes students aware of opportunities available for a good carrier. Career orientation programmes are also conducted under this cell.

No. of students benefitted

51

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

#### 5.8 Details of gender sensitization programmes

The college frequently organizes Gender sensitization programmes, by conducting seminars and workshops etc. The Women Study Cell functioning in the college is keen to host such programmes.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	109	750800
Financial support from other sources	4	10000
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## **Criterion – VI\_**

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

#### Vision and mission

To develop a passion for learning and academic excellence.  
To mould the minds of the young women by creating a desire to live a complete life in the modern society as respectable and worthy citizens.

To build a solid foundation for future learning of the students.  
To empower our students to recognize and optimize their full potential.

6.2 Does the Institution has a management Information System

Student data base is kept for reference.  
Database of faculty members and supporting staff is also maintained  
Various student support programs are also managed through the information system

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

6.3.1 Curriculum Development

As per the existing university regulations we have minimum flexibility for curriculum development.  
  
However certificate courses run by Department of Home science & Music are exceptions

6.3.2 Teaching and Learning

ICT enabled teaching methods impart effectiveness and more coverage of topics  
  
Teacher's study materials [Soft copy-PPT slides/PDF presentation etc are made available to students or shared with students

### 6.3.3 Examination and Evaluation

Each semester two internal exams and one end semester exam is conducted. A direct grading system is followed.

### 6.3.4 Research and Development

A research environment is created in the institution by organizing UCG Sponsored National Conferences frequently. Teachers are encouraged to apply for Minor & Major Research Projects. Proposals for National Conferences & seminars are sent to different sponsoring agencies regularly.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

#### **Library**

We have a fully computerized library with INFLIBNET facility, 54595 text books, 1879 reference books, 40 journals and ebooks.

#### **ICT Infrastructure**

LCD projectors, computers, printers, Internet connectivity.

#### **Sports**

The institute has several sports facilities like Gym, Hall, Play grounds, carom boards, chess boards, badminton kits, cricket kit, TT kit, volleyball, football, etc. are available.

### 6.3.6 Human Resource Management

- Time and Attendance
- Performance Appraisal

### 6.3.7 Faculty and Staff recruitment

Timely recruitment of faculty and staff is done by the management.

### 6.3.8 Industry Interaction / Collaboration

Many student projects are undertaken in collaboration with industries like KMMML and IRE.

### 6.3.9 Admission of Students

A candidate should possess the eligibility of 10+2 qualification from Board of state government or CBSE/ ISC or similar board examination recognized as equivalent there to for admission to first degree program. Admission is based on merit list prepared as per the existing regulations of the university. An admission committee is constituted in the college for supervising the admission procedure as per university norms.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done    Yes     No

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

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

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

For UG Programmes    Yes     No

For PG Programmes    Yes     No

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

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

The representation in university academic bodies enable our faculty to take active role in curriculum development.

6.11 Activities and support from the Alumni Association

We have an Alumni Association which functions in a very effective manner. The association is keen to support the institution in all aspects. The association has instituted cash awards for students who are toppers in different programmes. They promote poor students by implementation of different projects .



#### 6.12 Activities and support from the Parent – Teacher Association

Open house meetings of parents and students are conducted every semester. PTA shoulder many financial responsibilities for the prosperity of students. Parent feedback collected on all aspects and plans for improvement is formulated from the feedback.

#### 6.13 Development programmes for support staff

Computer Literacy program arranged for the support staff under different

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

NSS and NCC functioning in an effective manner in the institution are keen to maintain the cleanliness of our Campus. These organizations always look for making our Campus eco-friendly and plastic free. We are always maintaining its heritage by protecting trees in the campus. A medicinal plant garden maintained by department of botany is an addition to this drive. Rain water harvesting is another step forward to an environmental friendly system.

## **Criterion – VII\_**

### **7. Innovations and Best Practices**

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

The college has an eco-friendly campus which started in the year 1951. The college is keen to maintain its heritage buildings and campus. Trees and plants on the campus are documented. The department of botany maintains a medicinal plant garden . The college has rainwater harvesting facility . Eco-friendly practices include plantation drives, anti-plastic drives, documentary and movie screening, beach cleaning, , reusing paper to make paper bags and segregation of waste. College has a rainwater harvesting facility. Eco-friendly practices include plantation drives, anti-plastic drives, documentary and movie screening, beach cleaning, nature treks, cleaning of a natural spring, reusing paper to make paper bags and segregation of waste.

The institution has introduced various innovations which include a Reading Club, Photo Walks, e-Newsletter, Learning Management Skills and offering potted plants to guests. Two of our best practices include Faculty Enrichment Programme (FEP)

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

Annexure III attached

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

“Swanthanam” organized by Department of Music. A Music team visit the nearby Hospitals to console the ailing patients with sweet melodies in the evening

7.4 Contribution to environmental awareness / protection

NSS along with the Environmental club of the College organizes environmental awareness programs frequently.

7.5 Whether environmental audit was conducted? Yes  No

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

## 8. **Plans of institution for next year**

### **PLAN OF ACTIONS BY IQAC FOR NEXT YEAR**

IQAC have planned certain programs for the forthcoming academic year. They include:

- Internet connectivity to all departments
- More smart class rooms for running classes.
- Provision to video conferencing with eminent professors and scientists.
- Remedial Classes for SC/ST/OBC and other minority students.
- A sexual harassment cell comprising of teachers, nonteaching-staff and Parents .
- Centralized laboratory facility for Science students.
- Conduct more National and International seminars
- Research collaboration with state, national and international agencies.
- Upgrade library facilities.

Name: Dr Anithakumary V.

Name : Dr Sherly P. Anand

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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## **Annexure- I**

### **Student's feedback**

Sree Narayana College for Women aims to offer the best possible environment and learning experience to encourage students to perform to their full potential.

The student feedback exercise is entirely confidential and anonymous. Student response data is grouped together for the entire class for the purpose of data analysis. It is therefore impossible to associate comments and responses provided with any individual student. Lecturers receive a report which summarises all the information collated as percentage values.

Students play a crucial part in the evaluation, development and enhancement of the quality of this learning experience. Feedback from students allows our institution to evaluate how their teachers performance is evaluated by our students. Student feedback is a rich and valuable source of information for both formative and summative purposes Feedback can be very powerful if done well. The power of formative feedback lies in both cognitive and motivational factors at the same time. Usually responds of the students through feedback is collected twice annually. The IQAC committee in our college designed a tested feedback module in the form of questionnaires to be filled up by the student and analysed the results and prepared this report.

A student feedback mainly focuses on some aspects of their teachers especially the punctuality, topic coverage, sincerity, communication skill, lecturing methodology, lecturer attributes, method of assessment, overall assessment etc

From the results of students' evaluations it appeared that most teachers in our college were sincere, regular and punctual. It was also noted that 73 % of the students felt that the lecture method was very good and organised. Also we are happy to report that majority of teachers ie 90% approachable to students. Students felt that the teachers were, in fact, well equipped with knowledge.

The feedback helped our teachers and institution to provide students with the opportunity to comment on the quality of their learning experiences. Also to assess the success of academic provision in relation to the expectations of students this feedback was very useful. It provided feedback to lecturers in order to improve delivery and/or content of the study-unit.

## **Annexure-II**

### **Feedback from Parents**

For many students, college life is a wonderful time living an ideal existence. It is, in some way, an escape from the real world. In spite of the stress that many students experience over various issues, real financial worries, occasional social drama, and worries about career decisions once they graduate, college life has some benefits also. What is very important to note here is that discipline and learning which was initially and exclusively the responsibility of the parents, must now be shared between parents and teachers. The student begins to learn a lot of things. It is however a very important process because it is the only means by which a child can acquire formal education and training and gain financial independence in future.

The Parent teachers association in our college is a body comprising of parents and teachers of an institution of learning who meet at least twice in a year to discuss matters on the educational, moral and spiritual health of the students in our institution.

PTA is basically made up of two arms; the Executive and the General body. The general body meets once a year, while the executive meets as often as the need arises. Class wise PTA meetings are convened in every semester providing a platform for a close interaction between teachers and parents. These meetings are usually convened soon after the first internals so that the student can perform better. Usually when we organise the General PTA, a feedback form is circulated among the parents for their valuable comments and suggestions.

Parents feedback gives us correct details on performance of teachers, general facilities available in the campus such as Library, Canteen, Office, laboratories etc. Parent's feedback also comments on student politics, their sense of well-being as well as other factors influencing students' life while in college. We hope parents will share these ideas in the feedback form which will help us to improve the academic as well as the other facilities available in the campus.

According to the results of this study, nine factors in our institution emerged as important influences on education and well-being of our students.

1. Infrastructure and facilities were inadequate according to 66% of parents.
2. Teaching and teachers performance was rated excellent by 58%, good by 35% and satisfactory by 7%.
3. Canteen facility was unsatisfactory for most i.e. 63%.
4. Office was functioning in a smooth manner according to 46% but, about 50% expressed their concern about the time wasted in the office for getting some documents back.
5. Library facility was excellent according to 91% of parents.
6. The condition of the laboratories in our college was very good as to about 55% of parents although they suggested better infrastructure for the laboratories.

7. The general atmosphere in the college was excellent to 87% and very good to 7% only 3% were dissatisfied with it.

8. Student politics was also much less in this college according to parents.

9. The parents were very much happy and encouraging about the discipline and security in our college. It actually rated as high as 95%. Most of the parents, 64% often visited the college more than once a year. It happens as the teachers try to keep in touch with parents very often. Student attendance was also reported to parents more often by teachers itself. So they (78%) were very conscious of their wards attendance. An interesting fact we could obtain from parents feedback is that about 94% of parents did not support their ward being involved in student's politics.

This evaluation helped us to assess the functioning of the college, academic as well as co-curricular aspects. The institution wholeheartedly welcomed the valuable suggestions put forwarded by the parents to improve ourselves.

### ANNEXURE-III

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

POINT	ACTION TAKEN
Workshop/Seminars conducted	3 National seminars, one state level seminar and 3 college level seminars were organised.2010- 2011 being the diamond jubilee year a vision 2010-0211 seminar series was organised .
To impart high quality in the CBCS system	College level workshops were organised to equip faculty. New CBCS System for degree courses was implemented successfully
To constitute new clubs	20 Clubs were constituted and various activities were undertaken by these clubs. The environmental club conducted a seminar on “Recycling Of Waste Water”. Under the auspicious of Women Study Centre a seminar on “Carrier orientation and motivation” in collaboration with Kerala State Women Development Corporation
To strengthen library facilities	INFLIBNET connectivity enabled. More than 900 books and many e-resources were added.
To encourage co-curricular activities	College won team championships in athletics and represented many national events