

ANNUAL QUALITY ASSURANCE

REPORT of IQAC

2017-18



Govt. College for Women
Thiruvananthapuram

Government College for Women

Thiruvananthapuram-14

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL [NAAC]

BANGALORE

The Annual Quality Assurance Report (AQAR) of the IQAC-
2017 JUNE -2018 MAY

Part – A

1. Details of the Institution

1.1. Name of the Institution	Govt. College for Women
1.2. Address Line 1	Vazhuthacaud, Thycaud P.O.
Address Line 2	Thiruvananthapuram
City/Town	Thiruvananthapuram
State	Kerala
Pin Code	695014
Institution e-mail address	gcwtvpm@gmail.com
Contact Nos.	O: 0471 2324986
Name of the Head of the Institution:	Dr. G. Vijayalakshmi
Tel. No. with STD Code:	O: 0471 2324986
Mobile:	9495930502

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3. NAAC Track ID (*For ex. MHCOGN 18879*)

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

1.5. Website address:

Web-link of the AQAR:

1.6. Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	86.30	2005	5 years
2	2 nd Cycle	A	3.26	2015	5 years
3	3 rd Cycle				
4	4 th Cycle				

1.7. Date of Establishment of IQAC :

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

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

- i. AQAR 2014-15 20-01-2017
- ii. AQAR 2015-16 20-01-2017
- iii. AQAR 2016-17 31-01-2019

1.10. Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women
Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B
Grant-in-aid + Self Financing
Totally Self-financing

1.11. Type of Faculty/Programme

Arts Science Commerce Law

PEI (Phys Edu) TEI (Edu) Engineering

Health Science Management

Others (Specify)

1.12. Name of the Affiliating University (*for the Colleges*)

1.13. Special status conferred by Central/ State Government UGC / CSIR / DST / DBT / ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1. No. of Teachers

2.2. No. of Administrative/Technical staff

2.3. No. of students

2.4. No. of Management representatives

2.5. No. of Alumni

2.6. No. of any other stakeholder and community representatives

2.7. No. of Employers/ Industrialists

2.8. No. of other External Experts

2.9. Total No. of members

2.10. No. of IQAC meetings held

2.11. No. of meetings with various stakeholders: 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

Career guidance and counselling for students
Research methodology for research scholars
Students mentoring and Counselling for faculty members

2.14. Significant Activities and contributions made by IQAC

- | |
|---|
| <ol style="list-style-type: none">1. Improvement of infrastructure facilities in the college2. New teaching, learning and evaluation methods3. Thriving co-curricular talents in students |
|---|

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
To improve the infrastructure of the college.	Three academic blocks are under construction and are near to completion.
To promote interdisciplinary research discussions.	More class rooms being converted to smart class rooms. A state level instrumentation facility is under setting up.

* Attach the Academic Calendar of the year as Annexure II.

2.15. Whether the AQAR was placed in statutory body

Yes No
Management Syndicate Any other body

Provide the details of the action taken

College Council approved the report after discussion.

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	11	-	-	-
PG	17	-	-	-
UG	18	-	-	3
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	340	-	-	-
Others		-	-	-
Total	386	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

- 1.2. (i) Flexibility of the Curriculum: CBCSS with Core, Elective option and Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18 UG, 17 PG
Trimester	-
Annual	-

1.3. Feedback from stakeholders* (*On all aspects*)

Alumni Parents Employers Students
Mode of feedback Online Manual
Co-operating schools (for PEI)

**Analysis of feed back is provided in Annexures IV and V.*

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

Yes

Syllabus modified by the University of Kerala once in every 3 years, according to the discussions and decisions by the corresponding UG and PG board of studies.

The syllabus of the MA English Language and Literature, MA Philosophy, BA Hindi, BSc Zoology were modified with effect from 2017 admission. MSc Home Science (Extension Education) and MSc Food and Nutrition, B Com, MCom, MSc Zoology courses were modified and will come into effect in 2018-19 academic year.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1. Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
154	144	10	Nil	Nil

2.2. No. of permanent faculty with Ph.D.

63

Asst. Professors	Associate Professors	Professors	Others	Total
52	9	0	Nil	63

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

Associate/Assistant Professors	
R	V
nil	8

2.4. No. of Guest and Visiting faculty and Temporary faculty

14

2.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	31	159	28

Presented papers	18	52	5
Resource Persons	4	21	8

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

New smart class rooms were set up. Effective training was given to faculty members to use the “moodle” software which was uploaded in the college website as an aid for effective teaching and learning.

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

189

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

Collection of worked out previous university question papers were given to students. A question bank of final Degree syllabus was prepared and distributed to academically weak students.

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

48

2.10. Average percentage of attendance of students

90

2.11. Course/Programme wise distribution of pass percentage:

Department	UG		PG			
	Result (%)	University rank if any	Result (%)		University rank if any	
Botany	85	III	90		II	
Chemistry	90	II	91		III	
English	89	-	86		-	
Malayalam	91	-	90		II	
Industrial Microbiology	95	II, III	No PG course is offered by the department			
Physics	94	I	90		-	
Zoology	89	II	93		-	
Home Science	90	II	FN*	EE**	FN*	EE**
			89	92	I,II	II,III
Economics	85	-	EC*	BC**	EC*	BE**
			88	92	II	I
History	86	-	88		-	
Commerce	92	II	90		II	
Hindi	90	I	90		-	
Philosophy	89	I,II,III	89		I,II	
Psychology	93	I,II	90		I,II	

Mathematics	98	I	95	I
Music	94	I, III	96	II,III

*FN – Food and Nutrition, **EE – Extension Education

*EC – Economics, **BC – Business Economics

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

IQAC is very keen in organising meetings of College Level Monitoring Committee as well as Department Level Monitoring Committees, maintaining students' log books, teachers' diary. IQAC monitors interaction with parents by conducting the regular PTA meetings for all semesters. Also collects feedback from various stakeholders.

2.13. Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	19
UGC – Faculty Improvement Programme	2
HRD programmes	4
Orientation programmes	18
Faculty exchange programme	2
Staff training conducted by the university	0
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	18
Others (FLAIR)	3

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	61	2	0	2
Technical Staff	1	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- a. Purchase of new equipments for science research- advice in fund mobilization by IQAC
- b. Training to research students for online resources
- c. Support to research committee activities and publication of research journal

3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	0	0	0
Outlay in Rs. Lakhs	23.24	0	0	0

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	9	3	0	0
Outlay in Rs. Lakhs	10.78	5.2	0	0

3.4. Details on research publications

	International	National	Others
Peer Review Journals	25	18	0
Non-Peer Review Journals	0	4	1
e-Journals	0	0	0
Conference proceedings	6	8	0

3.5. Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2	KSCSTE	3424000	3424000
Minor Projects.	2	UGC		
Interdisciplinary Projects	1			
Industry sponsored	0			
Projects sponsored by the University/ College	NA	NA	0	0
Students research projects (<i>other than compulsory by the University</i>)	0	KSCSTE	0	0

Any other	NA			
Total			3424000	3424000

3.7. No. of books published i) With ISBN No.

ii) Without ISBN No. iii) Chapters in Edited Books

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	0	17	5	1	1
Sponsoring agencies	UGC, Department of Collegiate Education, University of Kerala, Kerala State Higher Education Council				

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

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

Nil

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

32

87

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

3

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

JRF

10

SRF

0

Project Fellows

2

Any other

15

3.21. No. of students Participated in NSS events:

University level

21

State level

28

National level

1

International level

3.22. No. of students participated in NCC events:

University level

Nil

State level

28

National level

6

International level

Nil

3.23. No. of Awards won in NSS:

University level

2

State level

Nil

National level

Nil

International level

Nil

3.24. No. of Awards won in NCC:

University level

Nil

State level

Nil

National level

1

International level

Nil

3.25. No. of Extension activities organized

University forum

College forum

3

NCC

NSS

3

Any other

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

A student motivational class was conducted by Smt. Smitha Sukumaran. International Yoga day was celebrated. A talk on How to combat cybercrime against women was conducted by social media activist Dhanya Raman. A Diet clinic was organized by Home Science PG students. A Workshop on banking was conducted. A corporation level cooking competition was organized by dept of social justice in association with Food and Nutrition Board and Dept of Home Science. A community and extension activity was done at Lenin Nagar by PG students.

The Dept. of Economics, Govt. College for Women, Thiruvananthapuram has adopted Amboori Panchayat, a place of socially and economically backwardness and with a high proportion of tribal settlements, for uplifting of tribes.

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	43099sq.m			43099sq.m
Class rooms	15000sq.m	Modenization Rs. 8,00,000/-	State Plan fund	15000 sq. m
Laboratories	2814sq.m.	Modenization Rs. 20,00,000/-		2814sq.m
Seminar Halls	Seminar Hall- 100 sq.m. Assembly Hall- 186 sq.m Auditorium- 1335 sq.m			100 + 186 + 1335
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		Nil	NA	
Value of the equipment purchased during the year				
Others				

4.2. Computerization of administration and library

Works has been started under RUSA fund.

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	91807		2795	11,68,106.1	94602	
Reference Books	4,812					
e-Books	N-LIST					-
Journals/magazines	55		12		67	
e-Journals			1		1	
Digital Database	yes					
CD & Video						
News papers	15	-			15	

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Smart class rooms
Existing	261	6	14	2	1	1	24	13
Added	15	0	0	0	0	0	0	3
Total	276	6	14	2	1	1	24	16

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

Nil

4.6. Amount spent on maintenance in lakhs:

i. ICT

1.05

ii. Campus infrastructure and facilities

17.44

iii. Equipments

1.62

iv. Others

0.4

v. Total

20.51

Criterion – V

5. Student Support and Progression

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

1. Regular meeting with Student IQAC members
2. Publication of college calendar and regular maintainance of college website
3. Utilization of moodle software uploaded in college website.

5.2. Efforts made by the institution for tracking the progression

- a. Yearly alumni meetings
- b. Annual OSA meetings
- c. Student progression register
- d. Intimating parents through e- mail and mobile phone.

5.3. (a) Total Number of students

UG	PG	Ph. D.	Others	Total
1976	518	89		2583

(b) No. of students outside the state

12

2

(c) No. of international students

No	%
0	0

Men

No	%
	100

Women

2016-17						2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1134	212	49	1087	10	2492	1170	230	54	1114	15	2583

DEMAND RATIO COURSE WISE

Course	PG			UG		
	No. Applied	No. Admitted	Demand Ratio	No. Applied	No. Admitted	Demand Ratio
Botany	298	11	27:1	3631	30	117:1
Chemistry	418	13	32:1	3951	41	96:1
Commerce	1835	16	115:1	2864	40	72:1
Economics	62	20	3:1	2935	63	47:1
Business Economics	58	13	4:1	No UG Course		
English Lit.	183	20	9:1	4765	39	122:1
English Honours	No PG Course			201	30	7:1
Hindi	318	22	14:1	1436	34	42:1
History	219	21	10:1	1932	63	31:1
Home Science (Food & Nutrition)	39	7	5:1	534	25	20:1
Home Science (Extension education)	29	4	7:1	No UG Course		
IMB	No PG Course			1865	27	69:1
Malayalam	157	21	7:1	548	34	16:1
Mathematics	289	20	14:1	2365	52	45:1
Music	18	18	1:1	19	13	1:1
Philosophy	105	18	6:1	468	61	8:1
Physics	423	12	35:1	3865	36	107:1
Psychology	28	9	4:1	1542	25	62:1
Statistics	No PG Course			324	31	10:1
Zoology	158	10	16:1	3875	31	125:1

COMPLETION RATE

Department	PG	UG
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	Comple tion rate	Drop out %	Comple tion rate	Drop out %
Botany	100	0	91	9
Chemistry	100	0	100	0
Commerce	100	0	100	0
Economics	94	6	88	12
Business Economics	92	8	-	
English Lit.	90	10	95	5
Hindi	100	0	90	10
History	93	7	100	0
Home Science (Food & Nutrition)	100	0	96	4
Home Science (Extension education)	100	0	-	
IMB	-		96	4
Malayalam	92	8	84	16
Mathematics	100	0	90	10
Music	100	0	81	19
Philosophy	88	12	92	8
Physics	90	10	100	0
Psychology	100	0	95	5
Zoology	100	0	97	3

5.4.
D
etails of
student
support
mechan
ism for

coaching for competitive examinations (If any)

- a. Walk with scholar programme supported by Department of higher education- benefitted to 95 students
- b. Scholar support programme supported by Department of higher education
- c. Coaching for civil services examination
- d. ASAP programme supported by department of higher education

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

- | |
|--|
| <ol style="list-style-type: none"> a) Student counselling at department of psychology- benefitted to 145 students b) Career Guidance cell that arranged 18 guidance sections and one recruitment inside the campus and 5 recruitments outside the campus |
|--|

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
3	145	5	18

5.8. Details of gender sensitization programmes

Seminars on gender sensitization, cyber crimes in social media, women empowerment etc were organised by Womens Cell of the college.

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

Scholarship/Financial Assistance	No. of students
Hindi scholarship	26
Suvarna Jubilee Merit Scholarship	78
Central Sector Scholarship	46
State Merit Scholarship	26
Muslim Nadar Scholarship	
Higher Education Scholarship	127
Scholarship for P.H 0./Blind	20
Aspire Scholarship	10
Cine workers Scholarship	
University Merit Scholarship	99
Fisherman Scholarship	24
Post Matric Scholarship	43
Muslim Girl Scholarship	
Inspire Scholarship	6

District Merit Scholarship	5
Acquire Scholarship	
Indira Gandhi Scholarship	11
Social Welfare Scholarship	29
Lakshdweep Scholarship	7
Sanskrit Scholarship	
PG Merit Scholarship	
KPCR	456
OBC	791
OEC	133
ST	48
SC	391
Total	2376
Percentage	92

	Number of students	Amount
Financial support from institution	25 endowments	
Financial support from government	As scholarships	
Financial support from other sources	Support from Alumni	1,20,000/-
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: No major grievances

Criterion – VI

6. Governance, Leadership and Management

6.1. State the Vision and Mission of the institution

Vision

The Government College for Women seeks to:

- Provide a sound education in basic science and humanities.
- Inculcate high values through liberal education.
- Promote research and learning at the PG level and beyond.
- Provide a broad range of non-formal educational services.
- Transform society through the empowerment of women.
- Provide inexpensive educational services to the weaker sections of the society and reinvent itself in response to the changing demands of society.
- Develop responsible women leaders for the future.

Mission

Our mission is

- To provide quality higher education to girl students to enable them face the challenges of the world with courage and confidence and mould them to be socially responsible citizens.
- To create an environment to excel in all activities.
- To impart knowledge and create intellectual power among the needy and deserving community.
- To develop a balanced personality development of students through a wide variety of curricular, co-curricular and extra-curricular activities.
- To impart ethical values for ensuring the harmonious functioning of the society.
- To develop courage, confidence and competitiveness in the changing global scenario.
- To imbibe and adopt successful governance practices for evolving sustained academia-industry linkage in order to match with the dynamic markets.
- To develop socially responsible, sensitive and committed citizens capable of delivering value added services to the society at large.\
- To motivate the faculty members in academic research and extension activities so as to equip the students with the sophisticated techniques and help them to find solutions to the current problems of the society.

6.2. Does the Institution has a management Information System

Yes

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

6.3.1. Curriculum Development

University of Kerala had revised both PG and UG syllabi from 2016 and 2017 admission onwards and the revisions were implemented. The teachers from all the departments were contributed to the syllabi revision tenure as members in board of studies and academic council.

6.3.2. Teaching and Learning

The teaching and learning process effectively functions in such a way that information is passed to students in conventional ways and using ICT enabled platforms. Teachers resort to the use of internet, e- books, e-journals, reference material, smart classrooms, ICT enabled language labs, ICT enabled practicals, ICT enabled teaching debates, field work and study tours. Students are provided exposure in reputed laboratories by arranging visits. Similarly, classes handled by experts are provided through EDUSAT facility available in the College. Students are exposed to emerging areas by arranging seminars/workshops and invited talks.

The “moodle” software is uploaded in the college website for the effective teaching learning process and easy access of teachers to students.

6.3.3. Examination and Evaluation

The college has a College Level Monitoring Committee (CLMC) and Department Level Monitoring Committees (DLMCs) to monitor the proper conduct of internal examinations, assignments and projects in connection with the CBCSS. As part of quality strategy, the College Council decided to conduct internal examinations in proper time as per university schedule for CBCS system. The timely declaration of results, its publication and settling of grievances are other strategies implemented.

6.3.4. Research and Development

- Information obtained from various sources regarding Research projects, schemes, funding agencies, application forms etc are made available to the staff as well as students.
- All possible facilities are provided.
- Details regarding Minor and Major Research Projects and Post-doctoral fellowships are intimated timely.
- Necessary steps are taken by the research committee for the timely procurement and release of funds.
- Facilities like lab, library etc. is provided for research scholars. Timely auditing, submission of utilization certificate to the funding authority are monitored by the research committee.

6.3.5. Library, ICT and physical infrastructure / instrumentation

The college has introduced INFLIBNET facility in the general library. Research scholars and teachers are highly benefitted by this. The computer lab of

the dept. of Mathematics has been equipped with networking facility. All the Science departments are connected by LAN facility.

6.3.6. Human Resource Management

All the teachers have been given additional charges of internal evaluation of one of the classes under CBCSS system and charges of new clubs started as a part of new curriculum. Some teachers are working as nodal officers for various new initiatives of the Government of Kerala such as Additional Skill Acquisition Programme (ASAP), Scholar Support Programme (SSP), Walk With a Scholar (WWS) etc and various committees like Planning Committee, Building Committee, Purchase Committee, Library Committee etc.

6.3.7. Faculty and Staff recruitment

The college has no role in recruitment as it is under Kerala government rules. All the recruitments are done by the Kerala Public Service Commission as per UGC guide lines. The guest lecturers are appointed by the college on the basis of merit and their performance in the interview, strictly following the rules and regulations of Govt. of Kerala.

6.3.8. Industry Interaction / Collaboration

Area of service	Name of the faculty /Department involved	Nature of service	Beneficiaries
Hindi Translation	Dept. of Hindi	Free	Various central government organisations
Statistical Analysis	Dept. of Statistics	Free	Medical professionals/ Economists/Research Scholars
Analyzing the samples for IR, UV Visible, magnetic susceptibility measurements, HPLC	Dept. of Chemistry		Various research and educational institutes in Kerala.
Psychological Counseling	Dept. of Psychology	Free	Students and referral patients from various clinics

6.3.9. Admission of Students

6.4. Welfare schemes for

Teaching	38
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Non teaching	65
Students	5

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	No		Yes	Department of Statistics
Administrative	Yes	Director of collegiate education Accountant General, Kerala Chartered accountants	Yes	Committee constituted by college council

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

6.11. Activities and support from the Alumni Association

College has conducts all the departmental alumni meetings every year. Two of the alumni are registered . They provide financial support for the education of poor students and also support in planning. administration and teaching in

6.12. Activities and support from the Parent – Teacher Association

1. First Aid and medical support to students
2. Maintenance of electrical, water supply and electronic goods
3. Endowments and prizes to toppers in exams, cultural events and sports
4. Financial support to cultural events

6.13. Development programmes for support staff

Training programmes for library and laboratory staff are regularly arranged by director of collegiate education at Institute of Management in Government.

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

Ban of plastic and non biodegradable materials in the campus, Reuse and recycle of materials in the campus. Use of biodegradable materials for agriculture

Criterion – VII

7. Innovations and Best Practicess

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

Biofriendly and ecofriendly campus that created environmental awareness among students. All teachers and students are instructed not to use plastic in the campus. The canteen and cafeteria are made plastic free through continuous instruction. In all seminars and programmes, the use of disposable items are restricted as far as possible.

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

1. Teacher assesment based ATR- collected from 5 % weaker teachers.
2. Environment friendly campus ATR- collected from the non participatory departments.

7.3. Give two Best Practices of the institution

1. Continuing Education Subcentre
2. Lab for Learning and Life Skills

**details are provided in Annexure III.*

7.4. Contribution to environmental awareness / protection

- 1) Plastic free campus
- 2) regular environmental awareness programmes
- 3) Green audit in the campus
- 4) generation of biogas and compost from biodegradabale waste.

7.5. Whether environmental audit was conducted? Yes No


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

NIL

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

- a) Equipping new library building with research an reading section
- b) Completion of the academic blocks under construction
- c) Purchase of more e-journals and online resources
- d) Making college 100% environment friendly and zero waste campus
- e) Converting more class rooms to smart class rooms.


Signature of the Coordinator, IQAC
Name : Dr. K V Dinesh Babu


Signature of the Chairperson, IQAC
Name : Dr. G. Vijayalekshmi





Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure II

COLLEGE CALENDER FOR 2017-18

Date of opening of the College for Academic Year	-	01-06-2017
Date of closing of the College for Onam holidays	-	02-09-2017
Date of re-opening of the College after Onam holidays	-	11-09-2017
Date of closing of the College for Christmas holidays	-	22-12-2017
Date of re-opening of the College after Christmas holidays	-	03-01-2018
Date of Closing of the College for Summer Vacation	-	28-03-2018

Annexure III

Best Practice 1.

Title: Continuing Education Subcentre, Govt. College for Women, TVPM

Goal: We have set for ourselves the target of educating every single student who enters the portals of this college and equipping her both for life and for a living. As the purpose of education is to mould an individual into a good human being, efforts have been taken by the college authorities to cultivate personal skills needed for a good life. As the saying goes, 'If you educate a man, you educate an individual, but if you educate a woman, you educate a family and a Nation'. Training the students (girls) for self-employment will not only help them but also their family. This awareness makes us regard the whole venture as very noble and edifying. We hence rededicate ourselves to our task at this juncture. In addition to class room teaching, we take special interest in nurturing the various skills left unnoticed in our students.

The Practice is designed not only for the students of this college but for the empowerment of women of all ages and different academic qualifications in the society also.

The Context: Around 750 new students join this college every year. Even though the college is situated at the heart of the city, most of the students come from rural areas and that too from poor economic background. We understand that they have no other means to develop their inborn talents. So we organize a wide range of courses and programmes for developing soft skills, life skills, and entrepreneurial skills, artistic and academic talents.

Continuing Education Sub Centre is an Institution run in the Government College for Women for the last sixteen years. This Sub Centre comes under the Government of Kerala Initiative, Centre for Continuing Education, Kerala. There are at present 14 teachers and three office staff under this sub centre which was started with the aim of equipping women employmentally self reliant. This sub centre is under the control of a 13 member advisory committee with the Principal of the College as President and a teacher of the College as Manager.

The Practice: Students who get enrolled in this college are welcomed with an induction meeting in which they are imbued with an awareness of the tradition and history

of the college, the various programmes that are offered as well as the rules and regulations to be observed in the campus. The Continuing Education Sub Centre of the college offers a large number of skill development courses. The sub centre is set up with the objective of conducting non-formal courses and to help women gain skills and knowledge, and to provide training that could lead to jobs or often self - employment. At present the sub centre offers 340 courses, which include training in various skills, interior decoration, toy making, embroidery and craft, beautician courses, fashion designing, spoken Arabic, English, French and German and numerous painting and computer courses. All these are self-financing courses. The sub centre thus generates its own resources and a share of the profit earned is given to the college, which in turn, is utilized for its development. Thus the students are getting double benefit out of the sub centre. They are equipped with skills which enable them to seek self-employment and to be responsible citizens who are useful to the society.

As there is no age limit for attending courses in this centre, students ranging from the age of 3 to 75 are undergoing training on various courses. In the IT sector, diploma in computer application and short term courses like MS office, Data entry, DTP and Tally are being conducted. All these are Govt. of Kerala approved courses, and students get benefit on KPSC appointments. The sub centre is conducting another Govt. approved diploma course on Beauty therapy and beauty parlour management, of duration three months. We got approval for a one year course of diploma in fashion designing and will be started in due course. In addition to these, several short term courses like painting, stitching, craft etc are also being conducted.

The students belonging to SC, ST and BPL categories are giving fee concession for Govt. approved courses. For the college going students, separate classes are being conducted during 7.30 to 9.30 am and 3.30 to 5.00 pm. As a result of this the students can come out of the college after studying a job oriented courses also. Apart from this, short-term courses like Cooking, Yoga and Music is being conducted for house wives.

All the courses conducted in this centre have separate syllabus. The syllabus followed for Govt. approved courses are directed and approved by CCEK and KPSC respectively. The syllabus for other programmes are being prepared by the concerned teachers of the sub centre and submitted to the CCEK for approval, after placing the Advisory Committee of the sub centre. The courses will be conducted after getting approval from the CCEK.

The examination pattern for the Govt. approved courses is as per CCEK, conducted by the Controller of Examinations of CCEK and the certificates are issued to the students by the centre directly. Examinations for other short term programmes are being conducted by the concerned Faculty members. Those who fail in the examination are given the chance to appear for the examination along with the next batch.

Evidence of Success: The centre is now conducting around 340 courses and about 14000 persons have successfully completed their studies from this centre. Several students who passed from this centre were able to start self employment. Many students have secured employment in various govt/ private firms.

Problems Encountered and Resources Required: The Income and Expenditure Statement of the sub centre is being got audited every financial year without fail. 15% of the amount acquired by the Sub centre every year as profit is being given to the CCEK. So also financial assistance for the developmental activities of the college as per the guidelines of

CCEK, is being given every year from the income of the Sub centre. The sub centre is completely self financing and is not getting fund from any other sources. So the remuneration of the faculties in the sub centre depends on the availability of students in each course and hence sometimes they cannot be remunerated properly.

Best Practice 2.

Title: LAB FOR LEARNING AND LIFE SKILLS (L³)

Goal :

Providing support for students on academic programmes is one of the key roles of a University teacher. It is not just about providing students with an engaging learning environment in which the conditions have been established for engaging students with the teacher, the content and with one another. It is about looking more specifically at what individual students might need by way of support. It is very important that you identify the learning needs of students in order to provide the right level, type and amount of support. Typical areas for support may include study skills (such as revising, planning learning, time management, using the library and online databases), academic writing, numeracy and data handling and writing in English. L³ – Lab for learning and life skills serves as a space for temporary or prearranged meetings and discussions with peers—perhaps to work on a project or group assignment, or to provide mentoring and support through the sharing of experiences and expertise. In short, L³ is a room designed and created for students, especially the post graduate students and research scholars to sit, relax and work in a relaxed environment, with all the infra structural and technological facilities. As far as a postgraduate student is concerned, it is highly mandatory that, they need to do seminars, presentations and have to identify their research areas and prepare research designs for a good research work. This requires a flexible and inductive learning environment other than a classroom where one can freely discuss her/his ideas with one or two friends and can correct them. Not all students are self-motivated and confident learners; some require more time to understand a subject and may need concepts defined in new ways or to be shown another approach to learning the material.

Understanding the necessity of such smart learning spaces in our campus, a group of FLAIR faculty members, who were interested in bringing innovations in classroom management and those who underwent an international internship, sat together and framed a 25 hour module programme on “Research Skills & Practice”. They represent the facilitating team of the hub. The aim of the programme offered through L³ ,is to assist the students to have sound

knowledge in research and to develop in them professional competencies needed for a researcher. Following learning objectives were thus identified:

- i) To familiarize the post graduate students about the research process & impart specific skills required to conduct research and life skills.
- ii) To assist the students to gain knowledge to conduct independent research.
- iii) To equip them for making research presentations.

A student who undertakes a programme on “Research Skills and Practice”, is expected to develop certain Key skills such as Critical thinking for research; Problem solving related to research; research & writing and communication skills, and certain life skills such as Critical thinking, Problem Solving, presentation and communication skills.

The Context:

Lab for Learning and Life skills is the first of its kind, among the Government Arts and Science Colleges in the State of Kerala. It was conceived and developed as a best practice by Dr.Sithara Balan V, Dept of Home Science and a FLAIR International Intern, who underwent her international internship at University of Southampton during 2013-14. Further it was developed as a project with the help of the Department of Home Science and College . It was funded by the Directorate of Higher Education Govt of Kerala and guided by the Office of the New Initiatives of Govt of Kerala and FLAIR Secretariate. L³ was officially inaugurated on 24, August 2015 by the then Director of Collegiate Education- Shri. M.Nandakumar IAS. Prof Sabu S Padmadas, Prof of Demography and Global health, University of Southampton, United Kingdom was the chief guest of the programme. The lab was designed and constructed by Habitat Group of Technologies, led by Padmashree R.Shankar.

All FLAIR Interns of the college, who underwent an international internship of four week duration, are voluntarily acting as facilitators for the programme. The facilitating team has been restricted to international interns, only because of their specific knowledge in developing and designing courses, the nature of training programmes that they underwent, interest and initiatives in bringing innovative changes in the classroom management, their willingness to work extra time without any additional benefits etc. However, any faculty who is genuinely interested for the welfare of the hub, can act as a resource person, to exchange their research ideas, share their experiences and facilitating the students to involve in the research process, are free to join.

The Practice:

A student who attends the programme on “**Research Skills & Practice**” should be able to:

1. Frame a research topic
2. Conduct literature review
3. Identify and apply appropriate research methodologies
4. Construct and implement a realistic research timetable
5. Deliver a presentation on a chosen research topic
6. Critically reflect on data produced & to disseminate the same

7. Critically reflect on the ethical considerations of their chosen research topic

Postgraduate students from third and fourth semesters are the target group of the L³. The hub provides them a flexible learning environment to sit, relax and work with peers in the preparation of seminars, presentations, research proposals, reviewing the literature, understanding the audience for scientific writing and preparation for student projects.

All postgraduate students of the college, who has a flair for research can apply to the programme offered by L³, irrespective of their discipline. However, the selection shall be based on the following criteria's:

- A proven track record of academic excellence
- Strong aspiration towards research
- Needy and deserving
- Positive approach and commitment
- Nominated by Head of the Department (one or two student from each department)

The final selection of the student will be done based on an Aptitude test and will be purely on the discretion of the L³ Facilitating team.

As a pilot phase, students from the parent departments of the facilitating faculties were given training during the academic year 2015-16 and the feedback was motivating. More and more students started approaching the hub and it was decided not to limit the programme to any disciplines, instead any student who is really interested in knowing more about research are given a chance. Five students each from the Department of Home Science, Economics, Psychology, Commerce and Philosophy were selected through the selection process. They were given 25 hour training on research skills, research review and presentation skills. A team of 5 faculty members from the University of Southampton, United Kingdom visited them and interacted and exchanged their ideas with the students. The students prepared charts and posters on research and they actively participated in all the deliberations carried over there.

During the academic year 2017-18; the module developed was redesigned using the principles of ADDIE model. Due to the over whelming responses from the students and frequent enquiries, all post graduate students who have flair in research, were given a chance to apply for the programme. A total of 25 applications were received this year. Ten students from the specializations of Chemistry, Psychology, Economics, Business Economics, Commerce and Philosophy were selected through aptitude test and interview. Each facilitator has been assigned a day for meeting the students and she is in charge for a particular module. Together with the students, they share, discuss and debate on the processes involved in research. Majority of the sessions were activity oriented and were given hands on experience on identifying a topic, reviewing the literature, scientific writing etc.

The present facilitating team:

1. Dr. Sithara Balan V- Home Science

2. Dr.Nimi Dev R- Commerce
3. Dr. Sruti Ramachandran – English
4. Ms.Indu Rajashekarani – English.
5. Mrs. Deepthi K.S- Industrial and Microbiology

Essential infra structure of the learning hub:

A computer, internet connectivity, comfortable working chairs, tables/ desks, quiet spaces, and screened-in areas for small work groups.

Future activities:

- Discussions with faculty members from both inside and outside the campus, who underwent higher studies on research through fellowships like- Raman fellowship, Fulbright, Kothari etc.
- Virtual collaboration with faculty and research scholars from both the Internship departments of the FLAIR Interns as well as through collaborations.
- Publishing annual newsletter based on the students insights on research.
- Talks with research scholars of the college, and also sessions on research methodology by the L3 students for other students of the college.

Evidence of Success:

Understanding the necessity of smart learning spaces and the need for introducing skill labs in the Colleges, many more colleges started replicating the concept of L3. The Academic Skill Hub of Govt College, Kottayam and the Skill Hub of All Saints College, Thiruvananthapuram are few examples.

Problems encountered and resources required:

Power supply failure and lack of permanent facilities and arrangements for internet and wi-fi are a major constraint for the hub. Since, the room was designed in the already existing space of a department library; the seating capacity for students is limited to 6 at a time. The number of students who are interested to attend the programme is increasing day by day, but the spacing and resources are a real matter of concern. A high speed internet facility and an LED TV for display are very essential for establishing and arranging skype interactions with eminent faculties across the globe. Lack of multidisciplinary journals is also a matter of concern.

Contact Details

Name of the Principal : Dr. G Vijayalekshmi

Name of the Institution : Govt. College for Women

City : Thiruvananthapuram
 Pin Code : 695 014
 Accredited Status : A
 Work Phone : 0471- 2324986 Fax : 0471- 2333496
 Website : gcwtvm.ac.in
 E-mail : gcwtvpm@gmail.com
 Mobile : 9495930502

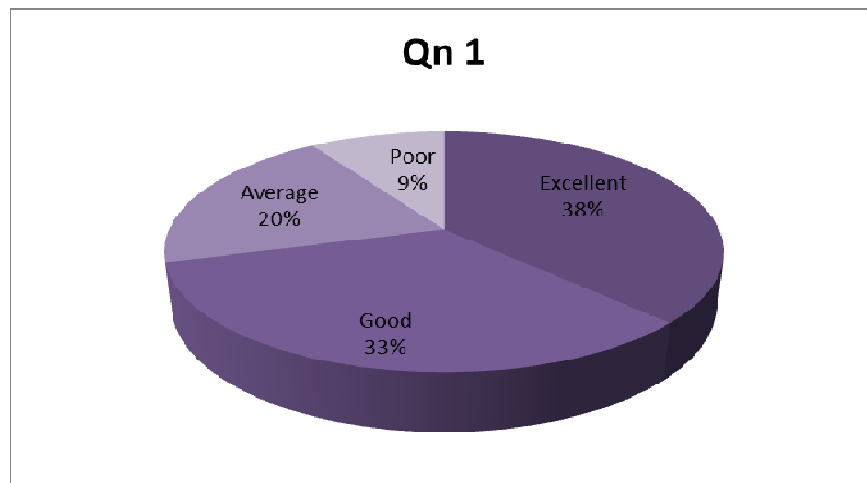
Annexure IV

FEED BACK FROM PARENTS 2017-18

Total No. of Parents participated – 375

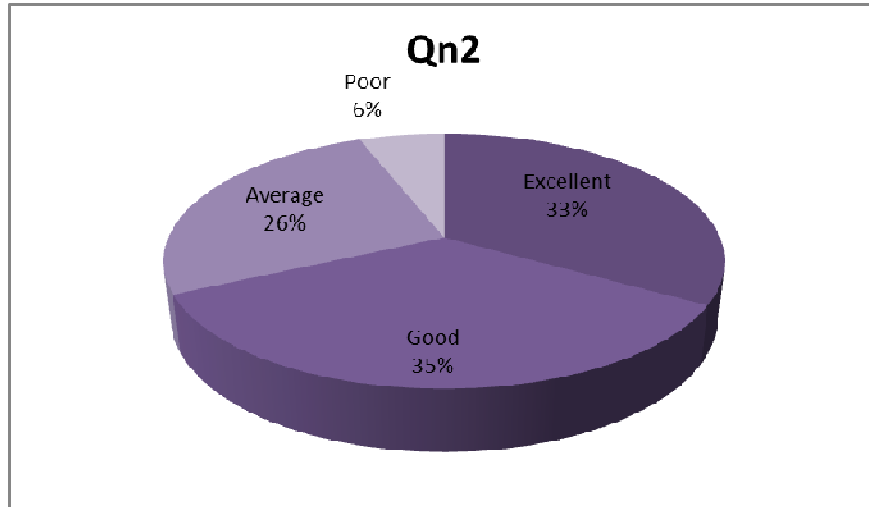
1. Your rating about the College discipline?

Excellent	Good	Average	Poor
140	125	75	35



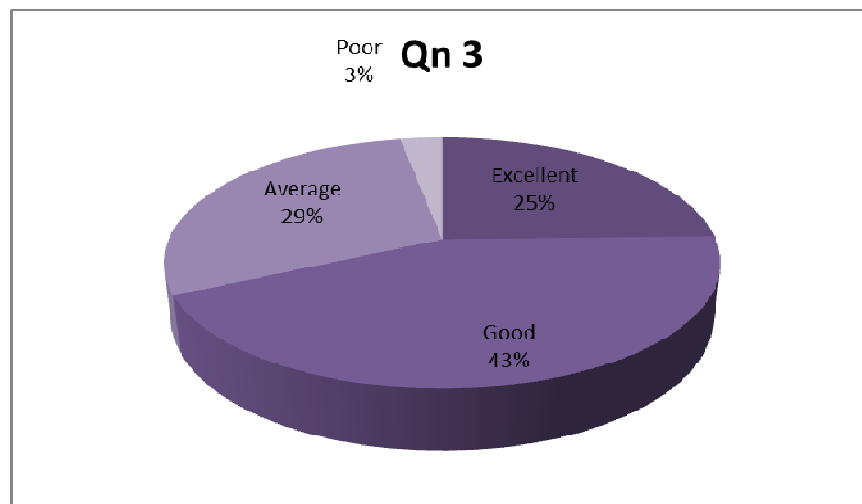
2. Your rating about the Teacher-Student relationship?

Excellent	Good	Average	Poor
125	130	98	22



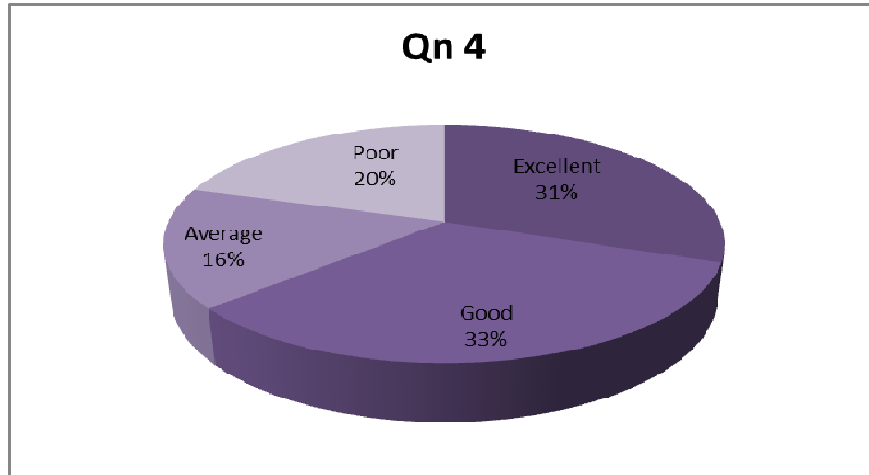
3. Teacher's approach towards parents?

Excellent	Good	Average	Poor
92	163	109	11



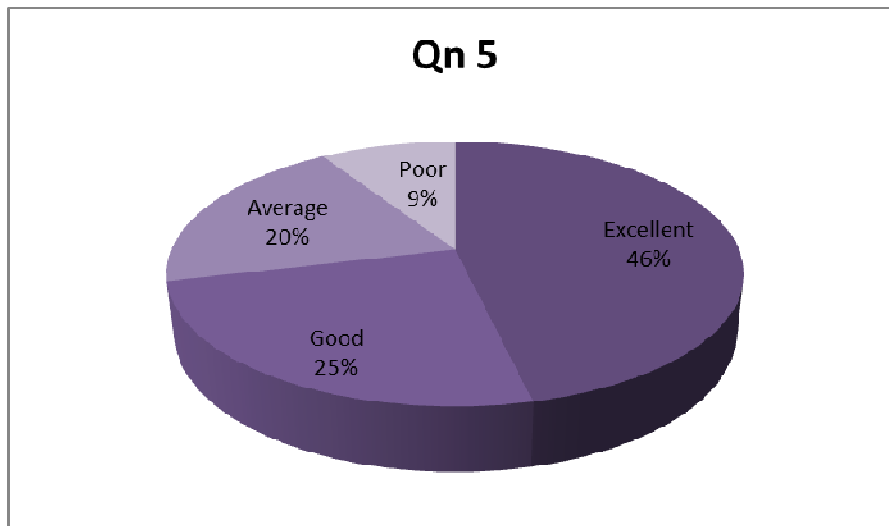
4. Evaluation about College's care in student's character building?

Excellent	Good	Average	Poor
114	124	61	76



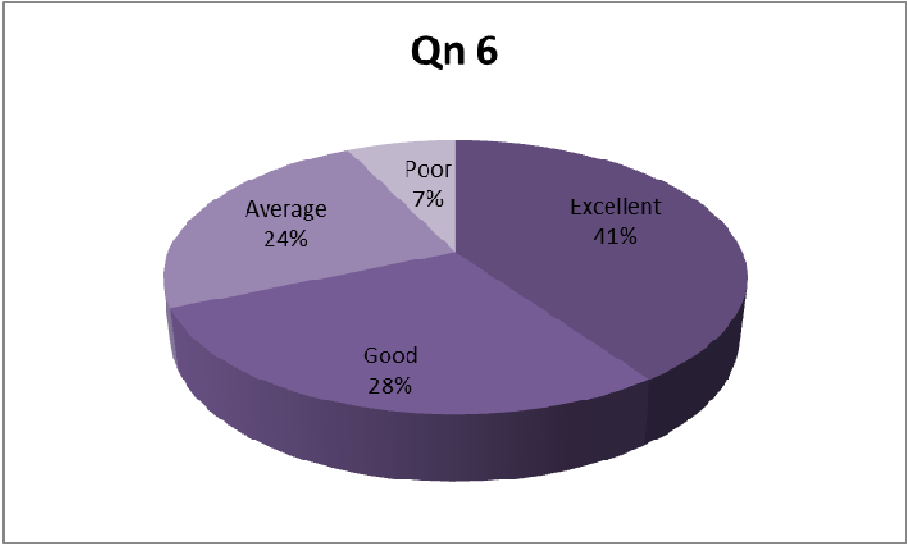
5. Individual attention given to the students?

Excellent	Good	Average	Poor
174	93	74	34



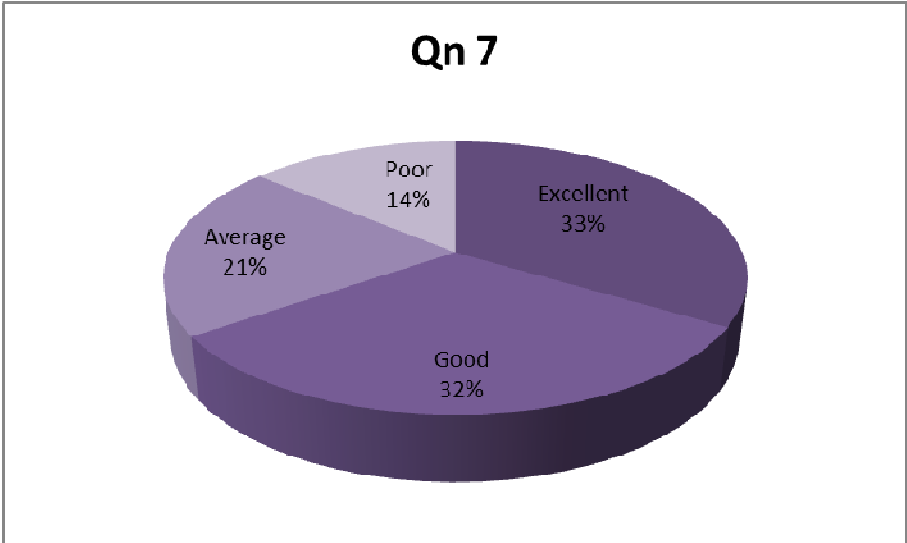
6. Clarification of classroom doubts?

Excellent	Good	Average	Poor
151	106	91	27



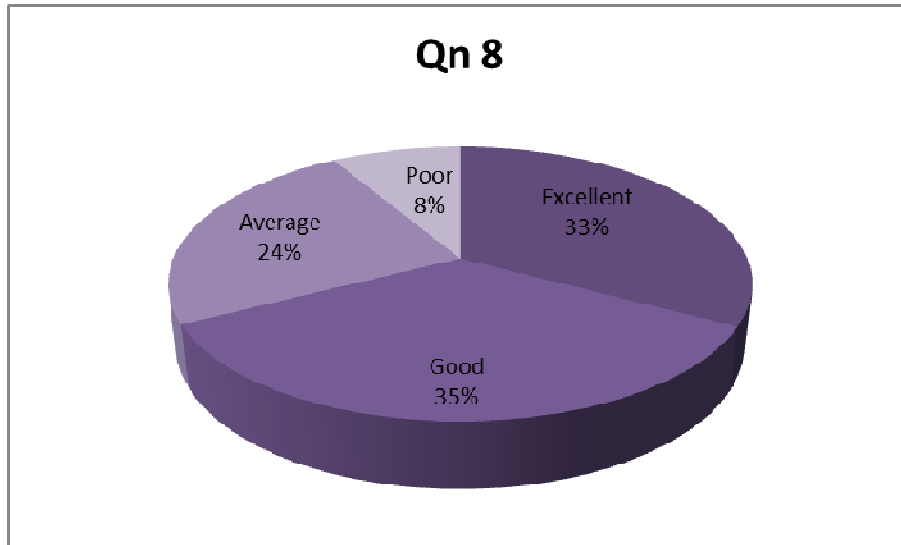
7. Your rating about the teaching methods adopted in the College?

Excellent	Good	Average	Poor
126	119	78	52



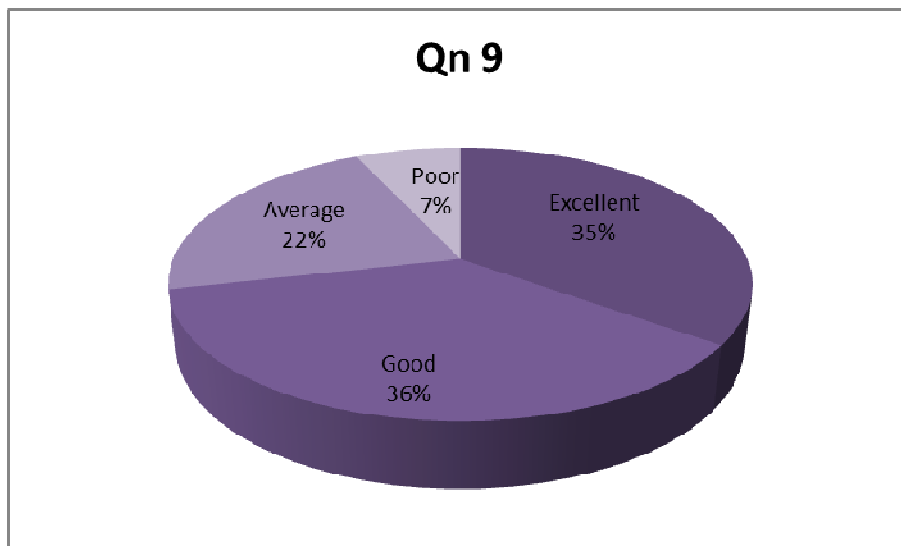
8. Assessment about the teaching/learning in the College?

Excellent	Good	Average	Poor
123	130	90	32



9. Co-curricular activities in the College?

Excellent	Good	Average	Poor
131	137	81	26

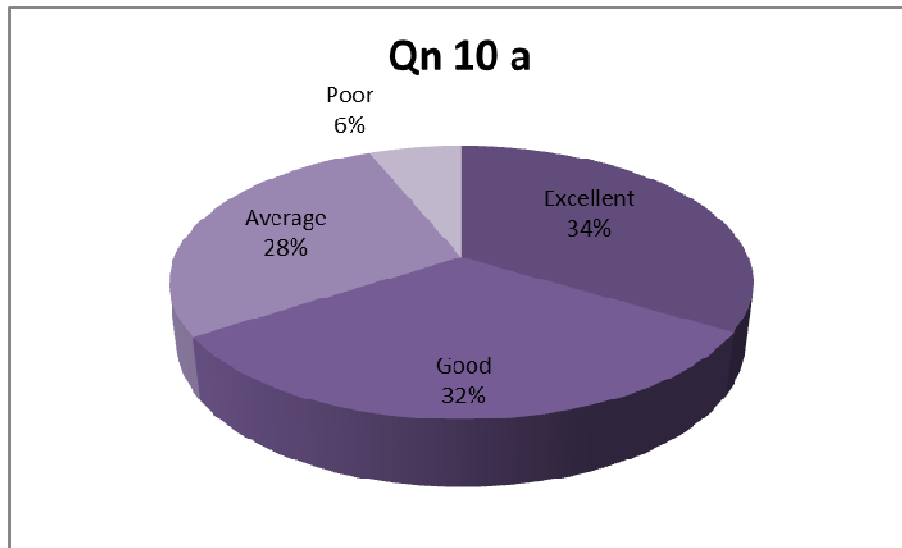


10. *Your feedback* about the facilities of the College?

a. Regarding Infrastructure?

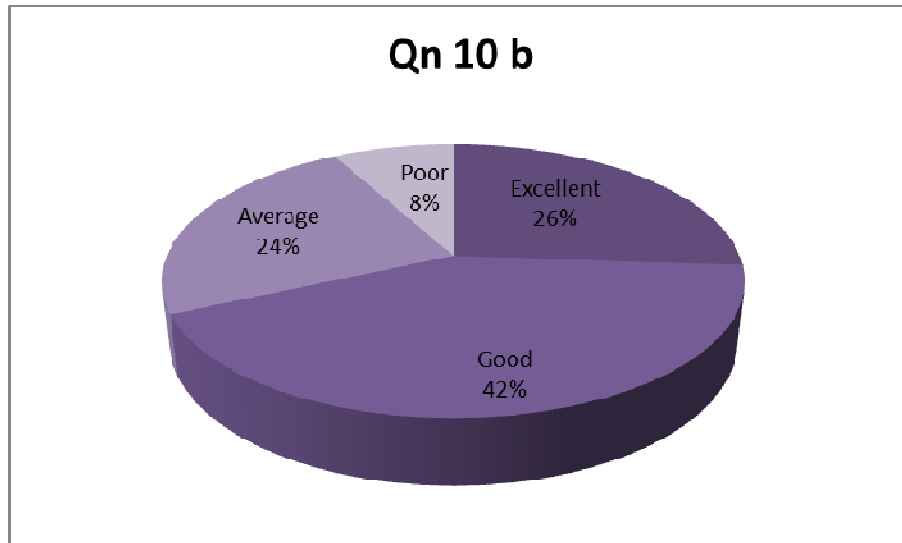
Excellent	Good	Average	Poor
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126	121	105	23
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b. Library?

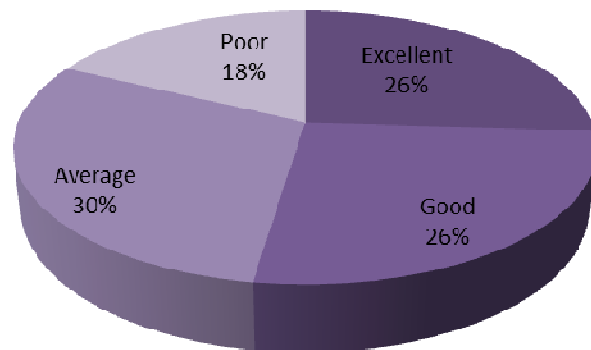
Excellent	Good	Average	Poor
98	158	89	30



c. Laboratory?

Excellent	Good	Average	Poor
60	61	69	41

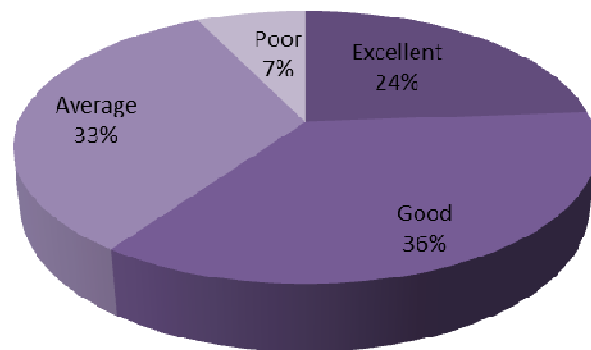
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d. ICT/ Computer/ Internet facilities?

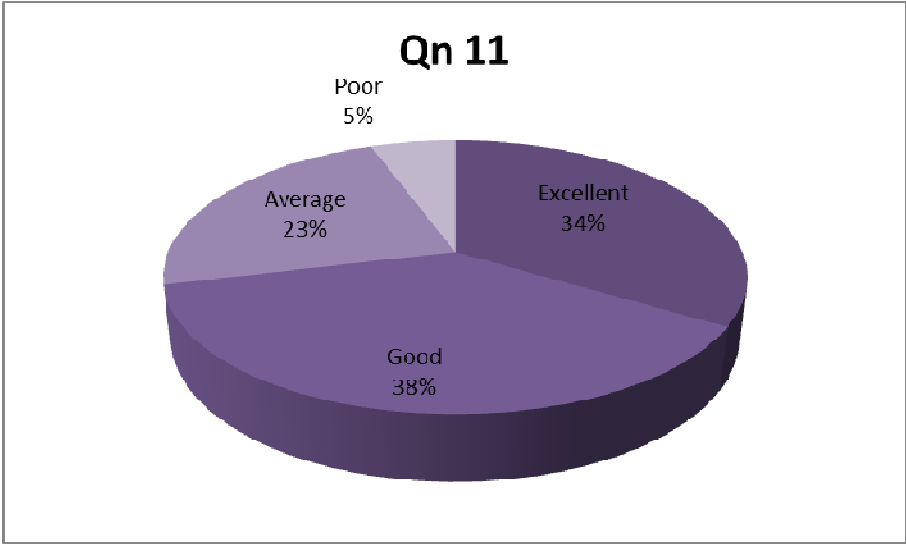
Excellent	Good	Average	Poor
89	135	124	27

Qn 10 d



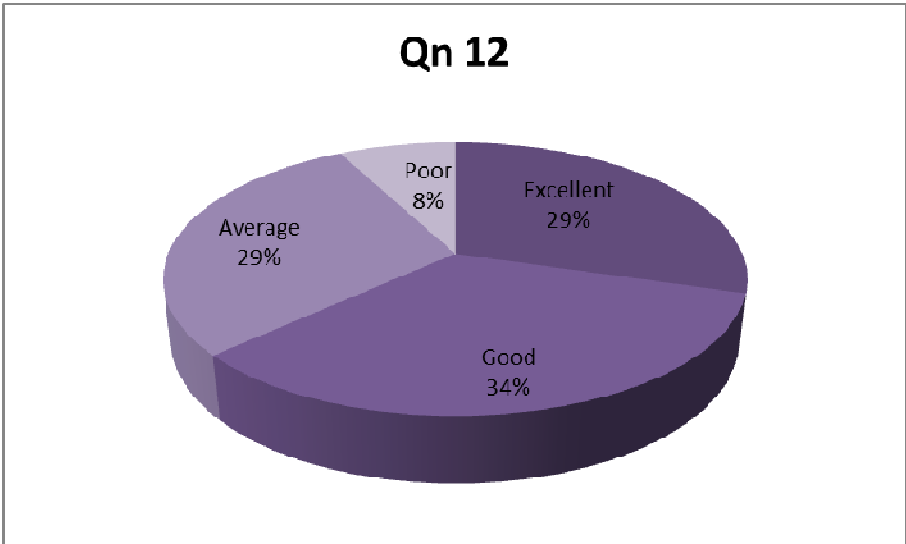
11. Importance given to the English language?

Excellent	Good	Average	Poor
89	135	124	27



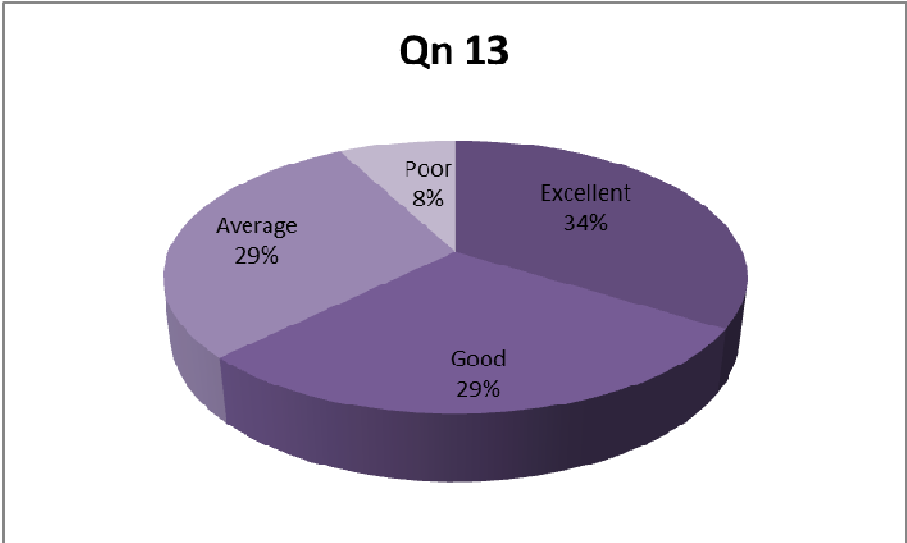
12. Your overall rating about the College?

Excellent	Good	Average	Poor
111	126	109	29



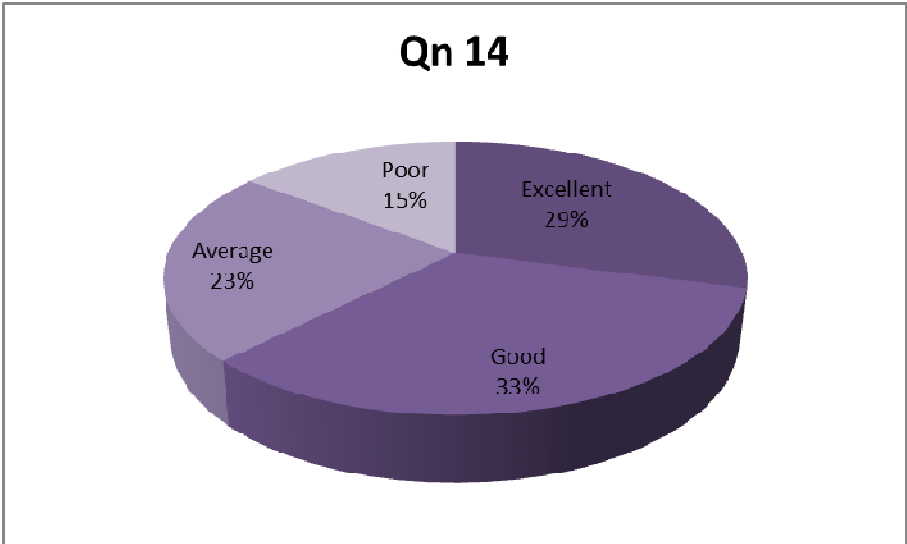
13. Your overall rating about our teachers?

Excellent	Good	Average	Poor
127	108	111	29



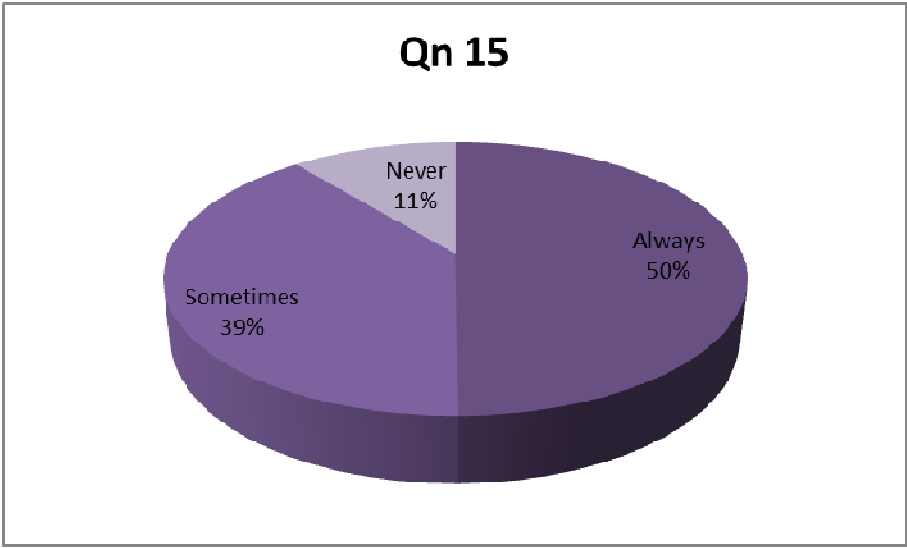
14. Personality development & other training programme is adequate?

Excellent	Good	Average	Poor
109	125	86	55



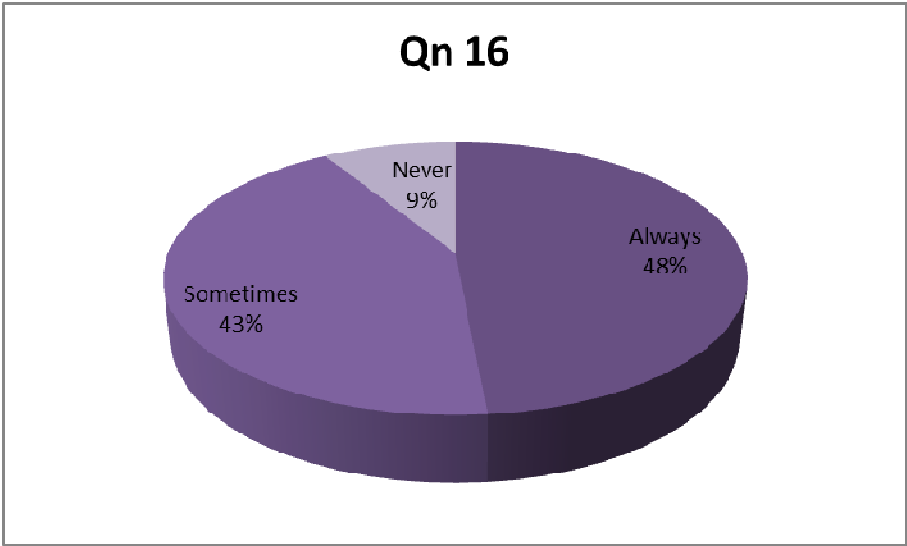
15. Do you feel free to approach the College authorities?

Always	Sometimes	Never
187	147	41



16. Do you get clarifications/ responses from the College authorities whenever demanded?

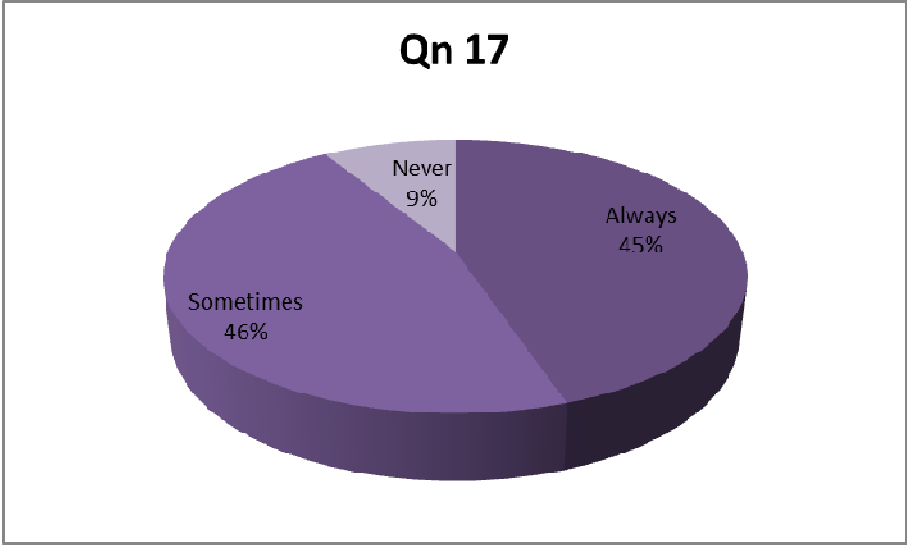
Always	Sometimes	Never
182	160	33



17. Do you think the College equips your child properly so as to face the future competitions in his Life and Career?

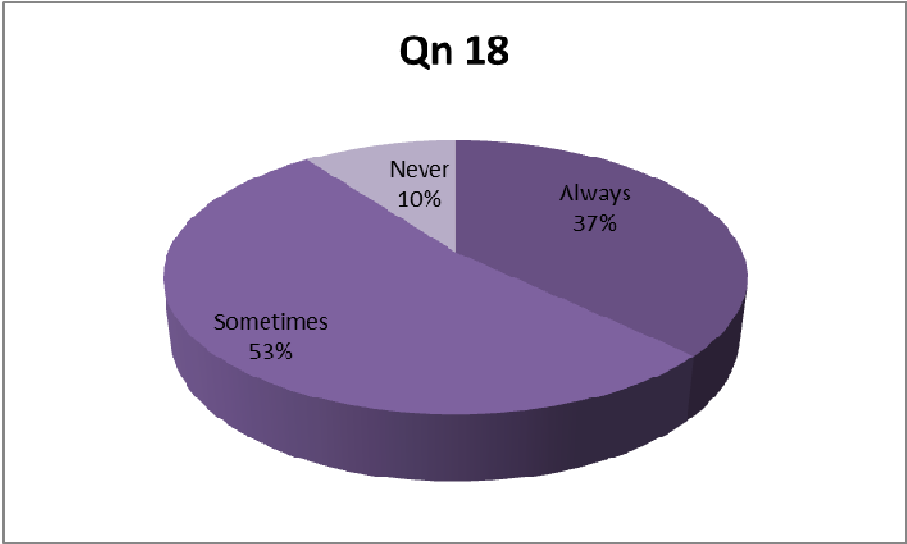
Always	Sometimes	Never

168	174	33
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18. Will you recommend this College to your friends/relatives? Why?

Always	Sometimes	Never
139	198	38



	FEED BACK FROM STUDENTS	
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Annexure V

ITEM	4 POINT SCALE GRADING (%)				SUGGESTIONS
	A	B	C	D	
Library	69	21	7	3	Need more working time
Laboratories	68	24	4	4	Need more maintenance
Syllabus	43	41	10	6	Not getting enough time to finish smoothly
ICT resources	74	19	5	2	Need to use smart class rooms more frequently
Class room	54	21	19	6	To be cleaned regularly
Toilets	32	33	31	4	Need more toilets
Reprographic services	87	9	2	2	Need more man power to operate photostat machines
Waiting room	21	22	22	35	Need waiting room with more facilities
Support from administrative staff	62	22	11	5	Need more speedy movement of files related to students' matters
Sports events	51	29	12	8	Hand ball court to be made fit for games
Cultural events	58	33	3	6	Competitions to be conducted frequently
First aid and medical support	84	10	5	1	Need the service of a doctor at least occasionally
Campus environment	79	18	2	1	Make it more eco friendly