ST. JOSEPH'S COLLEGE (AUTONOMOUS)

IRINJALAKUDA, THRISSUR – 680121, KERALA

College with Potential for Excellence
NAAC Accredited at A Grade in the 3rd Cycle

Internal Quality Assurance Cell (IQAC)

ANNUAL QUALITY ASSURANCE REPORT

AQAR : 2017-2018

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
(An Autonomous Institution of the University Grants Commission)
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

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.

Part – A

AQAR for the year

2017-18

1. Details of the Institution

1.1 Name of the Institution

St. Joseph's College (Autonomous)

1.2 Address Line 1

Irinjalakuda

Address Line 2

Thrissur District

City/Town

Irinjalakuda

State

Kerala

Pin Code

680121

Institution e-mail address

info@stjosephs.edu.in

Contact Nos.

0480-2825358

Name of the Head of the Institution:

Dr. Sr. Lissy Anto P

Tel. No. with STD Code:

0480 2825358

Mobile:

9995459240

Name of the IQAC Co-ordinator: Dr. Asha Thomas

Mobile: 9447815724

IQAC e-mail address: iqac@stjosephs.edu.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* KLCOGN10080

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)*

EC/65/RAR/69 dated 25
October 2013

1.5 Website address: www.stjosephs.edu.in

Web-link of the AQAR: http://www.stjosephs.edu.in/upload/naac_nirf/c39c8bc58931e85eee8d333da7680f36.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	Three star		2000	2007
2	2nd Cycle	B++		2007	31/03/2012
3	3rd Cycle	A	3.10	2013	24/10/2018

1.7 Date of Establishment of IQAC : DD/MM/YYYY 01/06/2004

1.8 AQAR for the year *(for example 2010-11)* 2017-18

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

   i. AQAR 2012-13 submitted to NAAC on 25/09/2013
   ii. AQAR 2013-14 submitted to NAAC on 05/08/2014
   iii. AQAR 2014-15 submitted to NAAC on 25/10/2015
   iv. AQAR 2015-16 submitted to NAAC on 05/10/2016
   v. AQAR 2016-17 submitted to NAAC on 15/09/2017

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) | .Value Added Certificate Courses |

1.12 Name of the Affiliating University *(for the Colleges)* | University of Calicut |

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

Autonomy by State/Central Govt. / University | Autonomy granted by UGC in March 2016 |

University with Potential for Excellence   [ ]   UGC-CPE | (CPE Granted in April 2016) |

DST Star Scheme   [ ]   UGC-CE   [ ]

UGC-Special Assistance Programme   [ ]   DST-FIST | YES |

UGC-Innovative PG programmes [ ]   Any other (*Specify*) | ASAP
(Additional Skill
Acquisition Programme)
by State Govt. |

UGC-COP Programmes   [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers | 6+1(Principal) |

2.2 No. of Administrative/Technical staff | 2 |

2.3 No. of students | 2 |

2.4 No. of Management representatives | 2 |

2.5 No. of Alumni | 2 |

2. 6 No. of any other stakeholder and

     community representatives | 2 |

2.7 No. of Employers/ Industrialists | 2 |

2.8 No. of other External Experts | 2 |

2.9 Total No. of members | 21 |

2.10 No. of IQAC meetings held | 45 |

2.11 No. of meetings with various stakeholders: No. | 36 | Faculty | 25 |

           Non-Teaching Staff Students | 3 | Alumni | 3 | Others | 5 |

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

     If yes, mention the amount | NA |

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. | 19 | International [ ]   National | 1 | State | 3 | Institution Level | 15 |

(ii) Themes	Autonomy Initiatives – Feedback on autonomy and CPE – curriculum and syllabus restructuring - addition of micro modules – e-content development – revised Healthy and Best Practices – Inputs for SSR Preparation in the new format - Inter departmental and environmental courses - Academic and Administrative Audit for Quality Enhancement - How to improve Teaching, Learning, Evalution- Quality Enhancement in PG Programmes – Faculty Quality Benchmarking - Performance Parameters – Research Methodology – Revised Accreditation Framework – SSR Preparation 4th Cycle – Moodle Platform

2.14 Significant Activities and contributions made by IQAC

- Vision & Mission statements of the IQAC

    Vision - Excellence Through Consistent Quality Sustenance And Enhancement

    Mission –
    * Formulate and implement a programmed action to improve academic and administrative quality performance
    * Internalize and institutionalize innovative and best practices
    * Facilitate timely ICT upgradation for a learner centric environment
    * Co-ordinate Teaching, Research, Extension & Consultancy activities
    * Spear head the feedback mechanism on the institutional processes
    * Assimilate and document the various programmes and activities organized in the institution.

    a) IQAC's day-to-day functions on the campus include support and provision of a conducive atmosphere for the following:

- Publishing a quarterly IQAC newsletter, 'Quality Quest' for dissemination   of information on quality sustenance and enhancement, among the stakeholders of the college and academic peers, and preparation of the annual Newsletter, 'Campus Tidings'
- Preparation and submission of Annual Quality Assurance Report (AQAR) to the NAAC, and SSR at the end of the stipulated Period
- Preparing and forwarding proposals for schemes such as RUSA, Star College, Block Grant etc.
- Giving directions to the research monitoring committee of the college GRACE (Guidance for Research and Assistance for Consultancy and Extension)
- Conducting periodic meetings of the Department Heads and discussing ways and means for quality sustenance and enhancement in each department
- Analysis of feedback on all aspects of the institutions' teaching and learning and feedback on syllabus stakeholders.
- Participation in the academic audit of the functioning of all Departments every year as well as in the administrative & Green audits
- Preparing and forwarding proposals for selected candidates for the awards of University, State, AIACHE etc.

- Preparation of the year-plan targeted at the timely conduct and quality improvement of various functions of the college; preparation of the academic calendar of the college based on the year-plan thus prepared
- Ensuring that activities entrusted to the various committees and clubs are carried out according to the Year Plan
- Organizing of ICT upgradation sessions in order to bring about enhancement in technology oriented teaching and learning practices
- Arranging faculty-student council interaction on academic and non-academic issues to gauge student- reaction to the day-to-day working of the college
- Tutorial and mentoring planning including Student Home Visits by the faculty
- Career Path Inquiry in collaboration with Career Counseling Cell
- Participatory and supporting role in every event of the campus life including the seminars conducted by various departments, assisting functions like preparation of brochures, identifying resource persons etc.
- Designing of cross-cultural experience to enrich campus life
- Ensuring support structures and systems for faculty and administrative staff
- Being vigilant to the timely instructions and directives of NAAC, UGC, State Higher Education Department and the University
- Conducting annual SWOT analysis, and finding ways and means to overcome the weaknesses by taking up challenges and making full use of opportunities.
- Encouraging the departments and all the faculty to apply for relevant minor, major projects, National, International seminars and helping them to approach various funding agencies

Significant and specific activities undertaken and contributions made by the IQAC include the following :-

1. Preparing the proforma and assisting in the tabulation of credit points for the Best Teacher / Researcher awards
2. Facilitating for the conduct of Administrative, Academic (both Internal & External) and Green Audit
3. Providing necessary directions to the Autonomy Committee and CPE Cell for the implementation of the same
4. Providing sufficient directions to various associations such as Women Club, Value Education Committee, Fine Arts & Culture Club, Biodiversity and Nature Clubs, Academic Excellence committee, HRD etc.
5. Coordinating the allotment of students / classes to be included in various clubs and monitoring their performance with the assistance of club/ committee co-ordinators
6. Co-ordinating the ASAP activities for the year and the three week summer skill camp
7. Providing necessary directions to WWS & SSP activities organized by the Academic Excellence Committee

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
New Programmes / Courses	Nil
New Faculty / Staff recruitment	Newly recruited faculty – 8
Organising PTWA meetings, Meet – the Parents & Faculty@Students' Homes	PTWA meeting – 5 Faculty @ Students Homes - 230
Celebration & Observance of Important Days of National & International Significance	World Environment Day, Teachers Day, International Youth Day, World Elder's Day, Hiroshima & Nagasaki Day, World Population Day, AIDS Day, Earth Day, Mother's Day, Father's Day, Human Rights Day, Independence Day, Republic Day, Onam, Christmas, Ramzan, St. Joseph's Feast, Mother Mariam Thresia Day, World Mental Health Day, Wetland Day, International Women's Day, Gandhi Jayanthi , Ozone Day etc.
Existing Healthy Practices 1. Learn with Nature	Ensures student involvement in environment friendly initiative
2. Campus Community Connect	Coordinatess academic and non academic extension programs of societal benefit
3. Connecting Through Computer	An initiative of the Dept. of Computer Science for the computing empowerment of students, faculty and in particular the women from the under privileged section of the society
4. Campus Campus Connect	For faculty and student exchanges for academic purpose, consultancy and linkages.
5. Higher Focus Course	Coordinates and implements a package of multiple skills for students aimed at their final finishing and polishing
6. Faculty@Students' Home	For the holistic development of students, facilitating closer bonds between faculty, students and their families

Best Practices	
1. Faculty@students home has been incorporated into Campus Community Connect	Academic and non-academic extension activites for benefit of local community.Teachers visit all their students at their homes at least once in the time span of their academic studies in the college (UG- 3 years, PG-2 years). About one-third of the houses are visited per year by the faculty.
2. Green Campus, Clean Campus has been updated to 'Learn with Nature'	Green policy framed and Green protocol followed.Campus divided into zones and each zone allotted to each department, the co-ordination was undertaken by the Nature Club. Green audit initiatives undertaken by the Nature Club and the Dept. of Botany, Biodiversity club & Zoology Dept. undertook the biodiversity activities
Conduct of Green Audit	Recommendations of Green Audit Implemented
More Research–Oriented Activities (Seminars, Projects, Journals etc)	Seminars-24 ,Projects – 11 , Journals – 25
Courses/ Classes for the Faculty	18
Strengthening Campus Placement	44 students selected

Other more specific plan of action include the following:-

- Collection of data and preparations for 4th Cycle Accredetation
- Collection and coordination of data and documents in May, August, November, 2017 and February 2018 for Quality Quest
- Conducted Academic Audit, Administrative Audit and Green Audit in Feb-March 2018
- Internal Audit conducted on 18th & 19th December 2017.
- External Audit conducted on 14th & 15th March 2018.
- IQAC Annual Plan Discussion -02 June 2017
- Meet the legend -25 July 2017
- NIRF ranking celebration (42nd position)-25 july 2017
- Revised manual for SSR submission-reading sessions started August 2017
- Autonomy progress report sent-08 august 2017
- The highlighted functions of the cell in the academic year were planned & co-ordinated in view of the 4th cycle assessment and accreditation by NAAC in 2018.
- On 17th June 2017, the IQAC organized a seminar on 'Academic Performance Parameters', with Dr. Mohammad Salim of Farook College, Calicut, as the resource person.
- The IQAC also launched, an innovative program titled 'Distinguished Speaker Series', 'Voice @ SJC', in order to bring to the campus, the best minds from all walks of life, beyond the boundaries of disciplines and spaces to share their compelling stories and unique perspectives. The inaugural lecture was delivered on 25th July 2017 by Prof. Dr.

Rajan Gurukkal, Chairman, Kerala State Higher Education Council on the topic "Quality Assured Teaching & Learning: Teaching How to Learn: Serious Learning is Systematic Unlearning".

- On 27th & 28th July 2017, the IQAC organized a National Workshop for Research Scholars, "Scholar Summit", on Initiatives for Excellence in Academic Research. The Workshop was inaugurated by Dr. M Nasser, Director of Research, Calicut University. Other resource speakers comprised Dr. N.B. Ramachandra from University of Mysore, Dr. Muraleedharan T. from Chethana College of Media & Performing Arts, Thrissur, Dr. Aju K Narayanan from M G University and Dr. Surendran Cherukodan from CUSAT.
- On 7th November, 2017, the IQAC conducted a workshop for faculty & staff, led by Dr. Rajan Varghese, Director, MCMAT, Perumbavur on 'Quality Indicators for Revised NAAC Assessment & Accreditation Process.
- Submission of the AQAR
- Uploading the institutional details for National Institutional Ranking Framework (NIRF) 2018 to the MHRD (97th Rank) NIRF 2018.
- Preparing Stakeholder feedback forms regarding Syllabus – Curriculum Restructuring
- Drafting a 'Student Satisfaction Survey' format & a 'Teacher Self-Evaluation' format
- Conducting online Student Satisfaction Survey
- Forwarding of proposals for Teacher Awards like Ghani Award & Berchman's Award
- Facilitating 'Student Feedback' on Faculty, Staff, and the various institutional processes.
- In view of the scheduled uploading of the SSR in July, the IQAC is preparing the report in the revised format.
- The IQAC conducted the Academic & Administrative Audits, and in association with the Dept. of Botany also conducted a Green Audit.
- The cell also organized department wise Power Point Presentations for faculty on 24th / 25th January & for students on 7th February 2018 on the topic "Your Dept., Your College" in connection with the anticipated NAAC visit for 4th cycle Assessment & Accreditation
- Campus Tidings released in March 2018
- Moodle Platform – Traning for faculty

Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ✓   Syndicate ☐   Any other body ✓

Provide the details of the action taken

> The AQAR prepared as per the guidelines of the UGC was placed in the statutory body for reading and evaluation. The suggestions were taken into consideration and those that seemed necessary were incorporated. The pre-final copy was placed for the perusal of the faculty and staff. Their corrections and suggestions were also given consideration before the final copy approved by the Management was submitted to NAAC. Some of the recommendations and suggestions included augmenting placement drives, strengthening technology based teaching–learning, conducting seminars, workshops, academic, administrative & Green audit and other quality initiatives.

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	4			
PG	13		8	
UG	18		7+1	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	30			
Others				3
Total	55	1	16	

Interdisciplinary				
Innovative	1 (Higher Focus course)			

1.2   (i) Flexibility of the Curriculum: CBCSS/Core/Elective option / Open options

After the award of autonomy in March 2016, the freedom to create its own curriculam and syllabus in order to tackle the menace of rote learning, resting within the confines of the university regulations at the implementary years, is taken seriously by the institution. E-content development, addition of micromodules, inter –departmental tie-ups for quality enhancement, further promotion of the existing culture of research, strengthening of the self-financing stream and augmentation of the aided   programmes is in line with the stated aims and objectives upon the implementation of autonomy. Curriculum restructuring is reviewed by the Departments, Boards of Studies and the Academic Council. The syllabus – content is discussed and prepared by the department in view of the feedback from the various stakeholders. This is presented before the Boards of Studies which review it and also decide on the evaluation method and the panel of examiners. The decisions of the Board are approved by the Academic Council. The syllabus for the academic year 2018-19 will include twenty percentage revision as stipulated by the University.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	31
Trimester	
Annual	

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

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

E-content development, addition of micro modules and inter – departmental tie-ups were initiated by departments in the first year of the implementation of autonomy. This is complying with the university regulation that no major changes to the curriculum and syllabi should be made in the initial year. The Boards of Studies and the Academic Council have met and discussed changes to be implemented from the academic year 2018-19 onwards.

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
64	50	14		

2.2 No. of permanent faculty with Ph.D.

30

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
8	3							8	3

2.4 No. of Guest and Visiting faculty and temporary faculty

80   2   -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	8	36	16
Presented papers	6	18	1
Resource Persons			11

2.6 Innovative processes adopted by the institution in Teaching and Learning:
The innovative features adopted by the College in Curriculum Teaching and Learning are given below:
- Introduction of micro modules to the syllabus, preparation of e-content for teacher - learning assistance
- The Subject Aptitude Test (SAT) to evaluate the new students and find out the high & low performers
- Maximum application of the ICT in the teaching-learning process
- Training in Courseware CD preparation and LCD projection for all UG and PG students.
- Annual Visits by students to reputed research institutions and industrial establishments related to their area of study as an integral part of the scheme of study in addition to the mandatory internship in factories or industrial units wherever applicable.
- Student Projects to develop investigation faculties and writing skills
- WWS (Walk With a Scholar) and SSP (Scholar Support Programme) helps to support High and Low Performers
- Interactive Sessions with Experts and Resource Persons

- Each-One-Teach-One Programme where top students support the weak ones
- Academic Excellence Committee monitors teaching and student performance
- Exclusive programs like Rural Camps, Mini Research, Community Oriented Programs, Article Reviews and discussions that fine-tune the students' mind set
- ASAP for skill acquisition
- Weekly tasks and Regular Test Papers for all undergraduate students
- The Tutorial System, one of the best practices followed in this institution since 1990
- An additional period every day (Zero hour) gives exposure to programmes that enrich curriculum teaching and learning

2.7 Total No. of actual teaching days
      during this academic year | 191 |

2.8 Examination/ Evaluation Reforms initiated by the Institution | 2 |
(for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum
      restructuring/revision/syllabus development | 6 | 12 | 38 |
      as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students | 91% |

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	A+	A	B	C	No. of Failures	Pass %
B.Sc. Mathematics	48	4	6	8	11	8	83%
B.Sc. Physics	42	1	12	13	4	12	71.42%
B.Sc. Chemistry	49	4	20	11	4	11	78%
B.Sc. Zoology	39	1	9	16	4	5	87%
B.Sc. Botany	36	1	12	8	2	13	63.8%
B.Sc. Biotechnology	34	-	3	16	1	8	76%
B.A. English Lang. & Lit.	38	-	4	20	11	3	92%
B.A. Economics	57	-	1	4	18	20	47.37 %
B.A. History	53	-	-	13	2	28	35%

B.Com. Finance (Aided)	61	-	14	33	12	2	97%
B.B.A.	32	-	4	9	14	3	94%
B.Com with C A	30	-	-	6	10	10	66.67%
B.C.A.	28	-	-	6	7	13	53.57%
B.Sc. Psychology	31	-	12	12	5	1	97%
B.Com. Finance	78	-	2	26	28	15	81%
B.S.W.	15	-	-	4	4	2	86%
B. A. English	21	-	2	6	8	2	90.47%

PG Result not yet published

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

A culture of continuous review and improvement underpins our approach at departmental, faculty and institutional level.

- Orientation Classes and Refresher classes are arranged for the faculty every year to plan the teaching / learning process
- The Departmental Diary given to every department in print format provides for recording the actual hour-by-hour work done by each faculty.
- The Institution analyses the feedback on teaching and learning obtained from different sections of stakeholders.
- Internal Academic Audit, monitored by the IQAC by means of stakeholder feedback, is an in-depth term-wise review led by departmental peers.
- IQAC team always monitors teaching-learning, observes and checks whether the faculty is making use of ICT teaching devices and whether enough e-content is developed and used in the classroom context.
- The college has introduced department-level appreciative peer review of learning and teaching.
- A highly confidential evaluation of the teacher is collected from the students by the Principal
- The assessment made by the Principal based on the student responses is invariably passed on to the teacher for improvement every year.
- Self – Appraisal report is collected from the faculty based on the criteria and norms formulated by the IQAC (Teacher Mirror).
- The 'Teacher of the Year Award' and the 'Researcher of the Year Award' are given by the CHF Pavanatma Educational Society after evaluating the performance of faculty.
- The Subject Aptitude Test (SAT), a mechanism to assess the skill and knowledge of the students at the entrance/admission stage after an immersion module (bridge course) is conducted every year.
- SC/ST, OBC, minority and economically backward students are given remedial coaching after class hours.
- Specific programmes are arranged for advanced/slow learners by the Academic Excellence Committee.

- Effective tutorial/mentoring of students is undertaken by the faculty.
- Faculty visit the houses of students under their mentorship, help them and provide facilities for improvement.
- Financially weak students are given help from the PTWA/ Management Fund or granted freeships and scholarships.
- WWS, Walk With Scholar, a Kerala Govt initiative is introduced to high performance students. SSP, Scholar Support Programme, an initiative to support the Low Performers is introduced.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	10
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	12
Faculty exchange programme	2
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	8
Others	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	21	10	-	10
Technical Staff	1	-		

Criterion – III
3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution
- 24 research oriented workshops/seminars (1 International, 11 National & 12 Regional) were organised for the faculty, PG and research students of various departments.
- The Research Centre of Mathematics has two research guides and 7 research scholars.
- The Centre for Commerce has three research guides and 16 research scholars.
- The Department of Chemistry has six guides and 1 research scholar
- The Department of Zoology (CDRL) has one research guide and 7+1 research scholars
- The Centre for Research in English has one research guide and four research scholars
- The Department of Hindi has one research guide
- Two faculty have research guideship in other Universities.
- Consultancy Assistance is given to the faculty by GRACE, the fully functional R&D centre of the college, for applying for Major and Minor Projects.
- Seven funded minor projects undertaken by the faculty are ongoing)
- Four major projects funded by the UGC/KSCSTE/DST were undertaken by the faculty during the period (4 is ongoing)
- A total of 7 (International) & 18 (National) paper presentations were made in International/ National Workshops/ Seminars/ Conferences
- A total of 19 paper publications in International journals, 11 proceedings of national/ international seminars were made by faculty during this period.
- A total of 6 paper publications in International Journals by students
- A total of 4 chapters in edited books.
- A total of 2 books were published
- Two faculty have life membership in international organizations
- Four faculty are reviewers of International databases, American Mathematical Society, Zentrablatt Math, Germany, African Journal of Biotechnology and Biomediationa, UNV, WoS &Scopus.
- The annual interdisciplinary research journal VISTAS is a compendium of research articles by the faculty of our institution as well as other Higher Education Institutions in multidisciplinary academic fields. It is a Print and Online journal of International status with ISSN No. 2319-5770

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		4		
Outlay in Rs. Lakhs		7196200		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		7		
Outlay in Rs. Lakhs		401000		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	25		
Non-Peer Review Journals			
e-Journals	1		
Conference proceedings	1	14	

3.5 Details on Impact factor of publications:

Range | 2-8 | Average | 2.5 | h-index | 7 | Nos. in SCOPUS | 2 |

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		KSCSTE, DST, UGC	7196200	32225
Minor Projects		KSCSTE, UGC	401000	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)		PDF, JRF		2475217
Total				

3.7 No. of books published   i) With ISBN No. | 2 | Chapters in Edited Books | 4 |

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 | Awarded in March 2016 |

           CPE | Awarded in April 2016 |

DBT Star Scheme [ ]   INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy | 31650/- |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	11	12		
Sponsoring agencies	-	3	3		

3.12 No. of faculty served as experts, chairpersons or resource persons - 26

3.13 No. of collaborations   International [ ]   National [ ]   Any other [11]

3.14 No. of linkages created during this year | 44 |

3.15 Total budget for research for current year in lakhs :

   From Funding agency | 25.40 | From Management of University/College | 1.22 |

   Total | 26.62 |

3.16 No. of patents received this year - 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
2	2					

3.18 No. of faculty from the Institution | 14 |
     who are Ph. D. Guides

   and students registered under them | 36 |

3.19 No. of Ph.D. awarded by faculty from the Institution   1

- Mr.Saju M I,Asst. Professor, St.ThomasCollege , Thrissur, under the supervision of Dr. Sr. Lilly P L was awarded Ph.D

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

JRF 10   SRF   Project Fellows 1   Any other 1

3.21 No. of students Participated in NSS events:

International level   National level 2
University level 3   State level 8

3.22 No. of students participated in NCC events:

International level   National level 5
University level   State level 30

3.23 No. of Awards won in NSS:

International level   National level
University level 3   State level

3.24 No. of Awards won in NCC:

International level   National level
University level 1   State level

3.25 No. of Extension activities organized

University forum   College forum 28
NCC 8   NSS 10   Any other

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

Some of the major extension activities and activities of institutional social responsibility are listed below:

- Dr. Sr. Rose Anto, Associate Professor, Department of Hindi became life donor by donating her kidney to an underprivileged man
- A National Conference on Human Rights with Smt. Dayabai as resource person
- A one –Day workshop where the transgender activist, Sheethal Shyam, was the resource person
- A Legal Awareness class
- Conscientisation talks & seminars are conducted with the assistance of experts and resource persons
- Environment related activities, cleaning campaigns are organized by associations like NSS, Nature Club, Biodiversity club, Department Associations etc.
- Planting and greening drives are undertaken
- Active participation in the Swatch Bharat, Save Energy Campaigns and the Haritha Keralam Project of the Kerala Govt.
- Release of the manuscript 'Haritha' & 'Thusharam'
- De-plasticised campus where use of plastic bags, cups and plates are restricted
- Campus divided into Zones and entrusted to various departments for cleaning and greening
- Green Campus with fruit trees, ornamental plants, medicinal garden, botanical garden, & space for cultivation of crops and organic farming
- Celebration of World Environment Day, World Forest Day, Wetland Day, Ozone Day & Clean – up Days
- Production and sale of bio-control agents, bio – pesticides, & bio – fertilizers
- Distribution of Paper Bags
- Composting
- Mushroom Cultivation from wastes
- Timely disposal of all types of waste after sorting biodegradable and non- biodegradable wastes
- Solar energy upgradation
- A Green Brigade has been set up
- Celebration of environment protection week every year
- A course on Environment protection is offered to the 3rd & 4th semester students
- URVARA – a project of organic farming , Plantain @ Home program and Save Energy Campaign by the NSS Volunteers
- one day training on Mushroom cultivation was organized for Kudumbashree workers and parents
- 'International Day for Poverty Eradication and ' Poverty week 'observance
- Talk on 'Global Warming' in connection with World Environment Day
- 'Peace March' to commemorate Hiroshima and Nagasaki Day
- Poster Exhibition on 'War & Peace' on UN Day
- Talk on Kerala Culture
- Workshop on 'Devadasi System'
- Distribution of study materials for school children
- Diploma Course in Ecological studies
- 'Prakriti Samrakshana Sandesa Rally' in connection with International Environment Day

- 'A Tree for Every Home' Project in association with Kerala Forest & Wild Life Department
- Awareness Talk on Palliative Care & Amrith Palliative Homecare Program
- Free Tuition for school slow learners & Proficiency Scholarship distribution to outstanding school students
- 'Love Locks Mission', a hair donation campaign for cancer patients.
- 'Fast A Meal, Feast A Meal' program for the poor
- Summer Coaching Camp for 60 school students selected and given year – long coaching
- Promotion of Organic Farming Campaign
- Awareness Program on 'Cyber Crime' and 'Cyber Ethics'
- Street play on 'Cyber Crimes'
- Exposure visits to various Social Welfare Agencies
- Children's Camp called 'Changathikootam' organized
- Celebrated Elders' Day and conducted an Eye –Camp
- Awareness class on 'Alcoholism and Drug Abuse'
- AIDS Day Observance
- Environment Protection Month celebration
- Invited Lecture and Interaction on Cancer
- Ozone Day observance
- Talk on 'Monsoon Fevers in Kerala'
- Talk on 'Tumour Micro Environment'
- Blood Group Detection Campaign
- Classes on 'Cashless Transactions'
- Seminar on 'Suicide Prevention Among College Students'
- Green Commerce activities
- Promotion of Health Awareness through Lecture Series 'Sastralokam'
- Haritha Keralam Celebration
- International Yoga Day Celebration
- Swatch Bharath Mission activities
- NSS activities (Ithirivettam , Snehasparsam, Home for the Homeless, adoption of Nadavarambu Colony, Plantain for the village, Organic farming, Blood donation camp, Save Energy Campaign, Anti-Plastic Campus)
- Alcoholic Anonymous Program
- Classes in tailoring, book binding, typewriting, chalk making, frame printing etc. for poor and needy women of the locality
- Conduct of a Student Social Survey
- Funds for the Blind Orchestra
- CASP – Community Aided Sponsorship Program
- Entrepreneurial Development Club activities
- We for Women Club activities
- Nature & Biodiversity Clubs
- Faculty as volunteers at 'Prathyasa' a suicide prevention centre, and at 'Justice Forum'– a dispute settling centre
- Darsana – Govt approved counseling centre
- Health Fitness & Yoga Centre activities
- Anti – Ragging & Anti – Substance – Abuse Clubs
- National Cadet Corps activities

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	76983.17 m^2	-	Management	76983.17 m^2
Class rooms	85	-	Management	85
Laboratories	22	2	Management	24
Seminar Halls	5	2	Management	7
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	36	1	Management	37
Value of the equipment purchased during the year (Rs. in Lakhs)	107.64	15.97	Management	123.61
Others	10.68 lakhs	1.60	Management	12.28 lakhs

4.2 Computerization of Administration

Office and Libray are automated. Information about College and Library are available in the College Website. The administration wing of the college was renovated with separate built-in-cabins for the staff and equipped with computer and internet connectivity. Examination section and Bill-section are fully computerised. There is a separate Examination block for the autonomous section. All the departments are net-connected, and wi-fi facility is available in most of the campus.The following facilities are available in the campus for smoother administration: College Web-Portal, Electronic file system and automated workflow, Digitalised personal file, Payroll and software package, Student Database, E-mail accounts for students and employees, Smart classrooms and teaching devices etc. Support staff, are provided software such as SPARK, encouraged to attend training programmes organised by KSHEC, DEC & the University.

Library Computerisation
The Central Library, the core Learning and Teaching Resource Centre of the college with 63001 books, 286 journals, 1259 CDs and 33 Maps/Globe supports teaching, learning and research across a wide range of all disciplines.
An increasing amount of resources are now available online, both on and off campus, including images and full-text journal articles. Enough number of computers with internet and reprographic facility help the students download or copy any required information.
The college also provides to all the faculty and students personal ID to gain access to the INFLIBNET N-List site that offers 605 e-books and 10000 e-journals in full text form. This facility is a boon to the research scholars.
Access to the library is managed electronically by producing the smart card. Library is open for use from 8.30a.m. to 5.00 p.m. Users can easily search and locate reading materials with the help of user friendly software. CCTV cameras installed ensure disciplined and effective use of the library.
Part of our Digital Library Initiative - the Digital Repository Service (DRS) - provides a set of professionally managed services to store, preserve, and provide access to digital objects over time. A relevant online listing of websites of manuscripts, archives, rare books, historical photographs and other primary sources for research is available for the research scholars.

4.3 Library services:

	Existing (as on 31-3-2017)		Newly added (from 01-4-2017 to 31-3-2018)		Total	
	No.	Value in Rs.	No.	Value in Rs.	No.	Value in Rs.
Text Books	18523	297032	805	4,47,764.72	19328	744796
Reference Books	4267	14,64,899.57	37	85,691.52	4304	15,50,591.09
e-Books	605	35100	-	-	605	35100
Journals	280	289082	6	10,000	286	299082
e-Journals	10000	26500	-	-	10000	26500
Digital Database	Inflibnet (N-list)				Inflibnet (N-list)	
CD & Video	1,266	1,41,805.00	2	200.00	1,268	1,42,005.00
Others (specify)	53	8,674.91	-	-	53	8,674.91

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	224	100	5 broad band connections, WiFi (195 computers)	1 centre (19 computers)	2 centres	20 (computers)	40 computers	38
Added	10	-	Reliance Jio (2 GHz, and 5GHz	1	-	4	1	4
Total	234	100		20	-	24	41	42

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

- The college provides computing facility to the staff, faculty and the students with its 234 computer systems and an equal number of allied accessories and internet connectivity. Its computer centre is of the stand-alone kind, but LAN connected.
  Wi-fi facility is available in all areas of the campus
  Available internet bandwidth
  [Types of connection lines available to access internet]
  o Reliance Jio (2 GHz, and 5GHz)- it is available in 12 locations – WiFi Access
  o BSNL – 16 MBPS
  o BSNL Central Government Educational Server – NMEICT – 10 MBPS
  o Wi Fi is available in the campus with security –
  o (Limited Access)Office, Library, Departments
  o BSNL – Computer Science 10 MBPS
  o Annex – BSNL 10 MBPS
  o Library – BSNL 10 MBPS

- The management is particular that the technological resources of the college must be upgraded to keep pace with the fast growing techniques in various fields of advanced education. With this end in view the administrative machinery of the college has been automated by this time.
- The Library of the college is also fully computer enabled. As more educational data are now available on CD's, CD Library is kept updated.
- The college can boast of a wide variety of the state of the art audio visual teaching aids such as Overhead Projectors, Liquid Crystal Display Units, Educational Compact Discs and Cassettes in addition to a good number of Computers and Smart class rooms and Seminar Halls.
- Traning programmes for e-content development, Digital Marketing and Moodle platform were given to the faculty.

4.6 Amount spent on maintenance in lakhs :

i)   ICT

| 549753 |

ii) Campus Infrastructure and facilities

| 2342930 |

iii) Equipments

| 1025849 |

iv) Others

| 527275 |

Total :

| 9196807 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The Prospectus of the college is prepared for UG and PG separately, updated every year and can be downloaded by the applicants along with the application forms. It contains the vision & mission,statemented of the evolution details of courses offered, eligibility, and facilities available which help the students to choose the desired course in this institution.

The Handbook is revised every year and distributed to every student, faculty and staff at the beginning of the academic year. It contains all the information required for the students for a smooth and effective college life.

UGC and institutional support is available to the college for organizing coaching classes for competitive exams and skill development (Spoken English, ASAP, computer literacy, coaching for Civil Service and NET etc.).Remedial coaching for slow learners is also provided by the college.

- Orientation class for freshers by IQAC and an introduction to the various cells/ committes and support systems of the college.
- Value Orientation & Education classes are conducted for all students on a regular basis.
- Special orientation is given to freshers regarding the proper use of library and other infrastructure & support facilities available.
- The Academic Excellence Cell also has free appropriate special coaching and guidance schemes for slow learners and advanced learners.
- WWS (Walk With a Scholar) and SSP (Student Support Programme) under the auspices of DCE, Govt. of Kerala, provides additional, personalized assistance, the former to academically strong students and the latter to weak students.
- Visits and interactions with experts from relevant institutions, industry and corporate houses are conducted, internships in reputed institutions are encouraged for students of all departments as opportunities for higher experiential learning.
- Publication of the College Annual Magazine is a regular practice, funded by the combined effort of the management, faculty and students.   In addition, every department brings out its own subject-related student manuscripts.
- IQAC also coordinates counselling services such as academic counselling, personal psycho-social counselling and career counselling. An effectively functioning Vocational & Enrichment Programmes, Value added courses, Grievance Redress Cell, Anti-Ragging Committee, Mentoring Tutorial System, Medical Aid, an on-campus Professional Counselling Centre-Darsana, the Innovative Programme – Faculty @ Students' Homes, Student Welfare Scheme, We for Women Club etc. also come under the monitoring and supervision of the IQAC in its responsibility of students' support and progression.
- Another IQAC initiative was mandatory participation of students in various club activities during the sixth hour set apart for the same. Details are provided in the chart given below

UG						
Sl. No	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI
Monday	Diploma Enrichment Courses/ Speak English	Diploma Enrichment Courses/ Speak English	Diploma Enrichment Courses/ Environmental Studies	Diploma Enrichment Courses/ Environmental Studies	Outreach Program/ House Visits	Finishing College/ Outreach Program/ House Visits
Tuesday	Diploma Enrichment Courses/ Association Activities	Diploma Enrichment Courses/ Association Activities	Diploma Enrichment Courses/ Association Activities	Diploma Enrichment Courses/ Association Activities	Outreach Program/ Association Activities/ House visit	Finishing College/ Outreach Program/ Association Activities/ House visit
Wednesday	Fine Arts & Culture / Sports & Games/ NCC/ NSS/ We for Women	Fine Arts & Culture / Sports & Games/ NCC/ NSS/ We for Women	Fine Arts & Culture / Sports & Games/ NCC/ NSS/ We for Women	Fine Arts & Culture / Sports & Games/ NCC/ NSS/ We for Women	Fine Arts & Culture / Sports & Games/ NCC/ NSS/ We for Women/ HFC	Fine Arts & Culture / Sports & Games/ NCC/ NSS/ We for Women/ HFC
Thursday	Fine Arts & Culture / Sports & Games/ NCC/ NSS/ We for Women	Fine Arts & Culture / Sports & Games/ NCC/ NSS/ We for Women	Academic Excellence / Remedial	Academic Excellence / Remedial	HRD/ Soft Skill/ HFC	HRD/ Soft Skill/ HFC
Friday	Value Education	Value Education	Value Education	Value Education	Value Education	Value Education

PG				
Sl. No	Sem I	Sem II	Sem III	Sem IV
Monday	Speak English / Association Activities	Speak English / Association Activities	Speak English / Association Activities	Speak English / Association Activities
Tuesday	Library	Library	We for Women club	We for Women club
Wednesday	Fine Arts & Culture / Sports & Games/ We for Women	Fine Arts & Culture / Sports & Games/ We for Women	HRD/ Soft Skill	HRD/ Soft Skill
Thursday	HRD / Soft Skill	HRD / Soft Skill	Academic Excellence / Tutorial/ House Visits/ Outreach	Academic Excellence / Tutorial/ House Visits/ Outreach
Friday	Value Education	Value Education	Value Education	Value Education

5.2 Efforts made by the institution for tracking the progression

The institution facilitates student progression to higher level of education/ employment in the following ways:

*   Documentation of programme wise course completion rate & pass percentage
*   Analysis of the results of UG & PG programmes
*   Conduct of career seminars and campus recruitment drives
*   Personal counselling, mentoring and tutorial system instilling confidence and achievement drive in each and every student
*   Regular conduct of internal and end semester exams, preparation of progress reports, open house programmes with parents etc., orients the student towards fulfillment of goals.
*   Campus atmosphere of study, research, interaction with eminent persons, exposure to various programmes etc., encourage student progression
*   Guidance sessions through career orientation classes given to the graduate and undergraduate students
*   Guidance in selecting organizations for student internship eventually leading to placement
*   Linkages with Government/Non government Organizations leading to employment (ACE- a Franchisee of TALLY Solutions, Bangalore)
*   Coaching/ special training provided for writing examinations such as UGC/CSIR/NET/JRF and Entrance level examinations for the posts of clerk/officer in Nationalized /Scheduled Banks, tests conducted by Public Service Commission-Government of Kerala, Coaching for Entry Level Examinations of Civil Service, and CPT for CA provided
*   WWS (Walk With a Scholar) and SSP (Student Support Programme) under the auspices of DCE, govt. of Kerala, launched for providing additional, personalized assistance, the former to academically strong students and the latter to weak students.
*   Many awards instituted for excellence like 'Student of the Year' 'Star of Excellence', motivating the students for high levels of achievements, along with 98 scholarships/ endowments instituted.
*   The post graduates directed to various jobs including teaching posts in various HEIs and Higher Secondary Schools, industries, NGOs etc.
*   UGC funds utilized for student support programmes.
*   The central monitoring cell of the college is always ready to look into the student needs, grievances and requests. The cell took up problems related to examinations with the office of the Controller of Examinations, University of Calicut and the Controllers of Examinations (Autonomous & non- Autonomous) of the College. The cell also gives timely information and guidance regarding various scholarships and freeships such as Single Girl Child Scholarship, Minority Scholarship, Muslim Scholarship, Manorama Merit Scholarship, University Merit Scholarship, Post Matric Scholarship etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2199	330	36	-

(b) No. of students outside the state

5

(c) No. of international students

Nil

	Men			Women	
	No	%		No	%

	Last Year							This Year					
	General	SC	ST	OBC	OEC	PH	Total	General	SC	ST	OBC	OEC	PH	Total
UG	864	268	11	903	93	2	2141	910	320	1	938	84	3	2256
PG	162	31	1	90	9	1	294	149	40	3	88	15	-	295

Demand ratio : 14:1   Dropout % 3.1

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

The HRD Centre of the college and the departments conduct the essential research needed in this regard and suggests the training for job skills, competitive exams and campus recruitment.

- The HRD centre provides facility for campus recruitment
- The Communicative English programme ensures the acquisition of English language skills for employment.
- Some of the students contribute articles, work as columnists and are in the editorial boards of news papers and journals
- The yoga course offered provides a floor to be yoga instructers
- Career Training Wing operating under the HRD Centre, arranges year long coaching schemes for all advertised posts particularly for the large scale opening in offices of banks and other establishments. Professional trainers are hired for this purpose every year.
- The Centre has year-long coaching schemes also for Civil Service, NET/JRF, & JAM examinations. The total number of students making use of these schemes exceeds a hundred every year.
- Career information Seminars by experts drawn from various domains form another source by which we inform and enlighten our students on various opportunities open to them
- Group Discussion, Mock Interviews and soft skill development programmes are conducted. Peer Teaching system is ongoing in many departments to boost the confidence level of students
- ASAP facilitates skill acquisition of students.
- Skill development programmes are conducted

No. of students beneficiaries   561

5.5 No. of students qualified in these examinations

NET 10   SET/SLET 5   GATE ____   CAT ____

IAS/IPS etc ____   State PSC ____   UPSC 1   Others 1

5.6 Details of student counselling and career guidance

a)Academic Counselling: The Departments educate the students on the academic system and rules that regulate their academic career and the many resources available to them on campus. Guidance is provided by HRD Cell for special entrance coaching for examinations like nation-wide Central Universities' PG Admission Entrance Test, UGC NET JRF etc.The faculty of the Departments provide guidance to each student on a wide range of academic matters including assessments and examinations, choosing their core and complementary options and scholastic difficulties.After the Subject Aptitude Test (SAT), students are categorized as advanced learners, slow learners and average performers. Special counselling and guidance is provided by the tutors to students of each category. Special cases which need expert care are directed to the darsana counselling centre for psycho-social counselling.

b)Personal and Psycho-social Counselling: Our counselling programme is so designed as to support and assist students who have personal issues. Departments have faculty prepared to counsel students to resolve simple personal problems.   If the faculty find the problem deep and complicated, the student is directed to Darsana, the on campus full-time government sponsored counselling centre manned by professionals. As a result, there occurs an increase in self-confidence, assertiveness, self-esteem, and stress management in students. The College recognizes that personality development, emotional wellness, and success in academic pursuits are closely intertwined. Hence these services are offered to all the students free of cost.

c) Career Counselling: The HRD Cell provides the students the counselling services such as career goal setting based on assessment of individual aptitudes, guidance on viable career options available and assistance in choosing the best career oriented educational enrichment programme. Various Career Guidance sessions & placement drives for final year undergraduates and postgraduates are conducted in the college in collaboration with multifarious industries.

No. of students benefitted | 563 |

Human Resources Development and Placement Cell of the college signed an MOU with State Resource Centre (SRC), Kerala State Government under Ministry of Human Resource Development, Government of India on 15th May, 2017 to cater to the student community various career oriented courses with government approval.

- ❖ The Human Resources Development Cell in collaboration with the Department of English conducted a Placement Drive for English Language Teachers in GOAN Institute of Communicative English, on 14th December, 2017 for prospective students. Thirty students, both from the campus and outside the campus, were selected as English Language teachers.
- ❖ Eight students from St. Joseph's College participated in the ALTIUS Camp the development of Socially Committed Leaders, at St Mary's College, Thrissur, an initiative of World Malayalee Council on 24/02/2018.
- ❖ HRD cell of the college organizes Hindu Newspaper Subscription to the students, faculty and staff for a subsidized rate.
- ❖ Various Career Guidance sessions for final year undergraduates and postgraduates, representing multifarious industries, conducted in the college include the following:
    - ➢ Tata Consulting Services (TCS) Preplacement Talk for Campus Recruitment

- ➢ Career Orientation Class in collaboration with Team Synergy on 4th October, 2017.
- ➢ Career Orientation Talk by TIME Pvt Ltd, Thrissur on 11th October, 2017.
- ➢ Career Orientation on Bank Coaching sessions in collaboration with State Resource Centre (SRC) on 18th October, 2017.
- ➢ Career Orientation Class on IAS Selection in collaboration with Sahradaya Tech on 17th January, 2018.

5.7 Details of campus placement

On campus			Off Campus	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed	Departments
GOAN Institute of Communicative English	110	30	3	KSEB
WIPRO	120	5	1	East Fontier Railway
			2	South Central Rail way
			2	Eastern Railway
			1	KeralaPolice
			2	TCS

5.8 Details of gender sensitization programmes

- This is a women's college and instances of sexual harassment are unknown on this campus. Yet complying with the statutory provisions, a special cell has been formed for dealing with problems related to sexual harassment. A complaint box provided from the police station has been kept accessible to students and at any time they can report to the Principal/Police.
- The institution has an anti-ragging committee formed according to the statutory provisions; but instances of ragging have never been reported so far.
- Various gender sensitization programmes were organized this year under the auspices of the We for Women Club,NSS, NCC & Darsana Counselling Centre

5.9 Students Activities

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

State/ University level   104   National level   15   International level   ☐

No. of students participated in cultural events

State/ University level   24   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 [10]   National level [5]   International level [ ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	94	399991
Financial support from government	101	2064886/-
Financial support from other sources	73	36388/-
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level [ ]   National level [ ]   International level [ ]

Exhibition: State/ University level [17]   National level [ ]   International level [ ]

5.12 No. of social initiatives undertaken by the students   [37]

5.13 Major grievances of students (if any) redressed:

A Student Grievance Redress Cell has been effectively functioning on this campus for the last several years and the grievance-redress data of the year is shown below:

Grievance and Solutions

Sl.No.	Grievances	Redress Solutions
1.	Some students complained against the disturbances from the auditorium due to some programmes during class hours	Principal called an HODs meeting and discussed the matter and solved the problem.
2.	PG Students complained about the lack of UGC-NET coaching classes in the college	Some departments started UGC-NET coaching in their respective departments.
3.	III.DC Class is far away from department No-405	Reported and Problem Resolved
4.	Tubelight in the IIIDC Physics classroom is not working	Reported and Problem Resolved
5.	Code wire of the Projector in III DC classroom is not properly working	Reported and Problem Resolved
6.	Attached fan of the Projector in the Subsidiary Lab is not working	Reported and Problem Resolved

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION
Women empowered and liberated through knowledge, for a brave new world of ideal families

MISSION
Creating an educational environment for the total development of young women, in this globalized e-world, through value based holistic instruction across a wide range of disciplines, and mainstreaming a gender perspective in the national development process

6.2 Does the Institution has a Management Information System

Information is generated by the Management prior to decision making from the stakeholders. Once decisions are taken, support systems, expert systems, planning & executive systems are also organized for implementation. Evaluation of programme conduct and programme content is done every year, Suggestions are taken into consideration, grievances are redressed and improvements made.

The college management believes that education is the most effective route to the empowerment of women and development of families and the nation as a whole. Programmes and courses offered by the college are chosen accordingly. The college authorities have always encouraged a culture of participative management which includes Management, Principal, Principal's Council, HODs, Faculty, Staff, Student Union, PTWA and Alumnae. The grant of Autonomous Status to the institution in 2016 has led to the formation of statutory bodies like Governing Body, Academic Council, Finance Committee, Boards of Studies as per UGC stipulations, all of which play a decisive role in the planning and implementation of quality enhancement and sustenance.

The following measures are undertaken for the effective planning and implementation of policies in this institution:

➢ Meetings of Governing Body, Academic Council, Finance Committee, Boards of Studies held as per stipulations.
➢ Governing Council meetings held at the beginning of every semester to assess the faculty requirement, development needs etc.
➢ Daily meetings of the Principal's Council, to ensure that daily operations are carried out according to the set plans
➢ Weekly meetings of the Heads of Departments, to plan pin pointedly the activities of the week ahead
➢ Faculty Meetings at the end of every month to evaluate the month's activities against set targets and to plan for the month ahead
➢ Regular committee meetings for the implementation of strategic plan modules
➢ IQAC core committee meetings with Principal, Heads of departments and the faculty at regular intervals to ensure and evaluate quality sustenance and enhancement programmes
➢ Dissemination of information to student body, implementation of plans and collection of feedback through class representatives

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

6.3.1 Curriculum Development

The curriculum design and development is implemented incorporating the vision and mission of the institution. The intellectual and moral tasks envisaged by the founders and reflected in the College Coat of Arms and the Motto on the crest– 'Light, Life, Love'- are also kept in mind in designing and developing the curriculum. The academic autonomy obtained in March 2016 has resulted in flexibility and freedom in the development of curriculum in line with the institution's objectives of enlightenment and illumination of heart and mind to dispel the darkness of ignorance and evil.

Until the award of autonomy, the freedom of the college to shape its curriculum was curtailed by university stipulations. Even then, the curriculum was augmented by several unaided unaffiliated add –on courses aimed at vocationalzing and enriching the conventional degree programs, by various departments.

A Higher Focus Course (HFC), a program administered over the entire period of the bachelor degree, a package of multiple skills ranging from two and four – wheel driving to value and spirituality classes, is also offered as a mandatory program. All of the above are still ongoing.

After the conferment of autonomy, the processes followed in the design and development of the curriculum are as follows:

➢ Feedback was collected from the alumnae in the higher echelons of the society, from the industry-representatives, from resource persons educationists, from students, PTWA and faculty, regarding the existing curricula and the possible up-gradation required.
➢ The curricula of the established autonomous colleges are studied.
➢ Guidelines of the UGC are followed in curriculum development.
➢ Departments are asked to submit their suggestions for curricular redesign & development.This is subjected to the review of Boards of Studies. The curricula recommended by the Board of Studies is placed in the Academic Council.
➢ The Academic Council- approved curriculum is submitted to the affiliating university for ratification.The ratified curricula is then implemented.
➢ The Academic Council & Boards of Studies have ratified the 20% change in syllabus to be followed from academic year 2018-19
➢ The institution fosters a collaborative network with all beneficiaries, such as experts from industry, research bodies and civil society, in the curriculum design and development processes. Their presence in the Boards of Studies and the Academic Council contributes significantly to the reframing of syllabi.

All these aspects are given due consideration in the designing and developing of the curriculum. The institution believes that the objective of the higher education system is to provide enhanced opportunities to the students for progression into job placements and research, while cultivating a spirit of innovation.

6.3.2 Teaching and Learning

The college plans and organizes the teaching, learning and evaluation schedules inthe following manner:
• The Academic calendar of Calicut University (June to March) is strictly followed in the college for the non – autonomous stream. At the beginning of the academic

session, year plan of every department, based on that of the university's, is prepared by the departments and after IQAC scrutiny, a compilation of these plans is brought out in a printed book format and distributed among the staff and students for strict compliance.

- The Academic diaries maintained by the faculty ensure compliance to the academic plans by them and the diaries are assessed by Heads of Departments every week.
- At the beginning of the academic year the Principal convenes a faculty meeting to draw an annual blue-print of the college events and activities and this is positively implemented by the concerned committees entrusted with such responsibilities.
- Our Learning and Teaching Plans during the academic year 2017-18 were in alignment with the key objectives of the college for the period, so that the faculty are able to achieve excellence in teaching outcome. It has been built upon the success of the earlier plan in the following ways:
  - ∗ Changes in teaching modes introducing ICT in a larger measure
  - ∗ Use of digital class room, e-content, virtual lab
- Responsibility of implementing, monitoring and reviewing the academic plan is vested in the Academic Excellence Committee with the of IQAC support.
- Micromodules are added on to supplement the syllabi from the first year of the implementation of autonomy

6.3.3 Examination and Evaluation

The college adopts the following measures to ensure that all the stakeholders are aware of the evaluation processes that are operative here:-

- ❖ For students of the non-autonomous stream, evaluation details are made known through announcements made by the university in advance, whenever the system undergoes a change.
- ❖ For students of the autonomous stream, as well as for those of the non – autonomous stream, information is available in the college Handbook – Calendar issued to every student regarding the evaluation process and examination schedule. Details are also intimated on the college website
- ❖ Every class teacher briefs the student regarding the steps and grades involved in the internal assessment which is also available in the Handbook-Calendar
- ❖ Timely notifications are also made in the examination Notice-Boards about the evaluation process
- ❖ In the annual PTWA meet, and in the induction program of freshers the process is explained to the parents/guardians /well wishers and new students. Any clarifications required by the PTW are given in the class-wise PTA meets held every semester
- ❖ Examination manual is given to all departments

Other than the university examinations (for non-autonomous students), and the mid-sem and end-sem examinations (for the autonomous students), class tests, practical examinations, assignments & seminar presentations are also evaluated for awarding internal marks. Attendance is also a criterion for the award of internal assessment marks.

Until the award of autonomy in March 2016, the college was strictly adhering to the system and schedule of the affiliating Calicut University. After the grant of academic

autonomy, the institution has exercised the liberty to reframe the evaluation process in order to make it more efficient. The following are the measures taken for the same:-

- ❖ Centralized conduct of examination (both internal and external) under an internal Controller of Examinations
- ❖ Internal assessment grades (attendance + tests + assignment + seminars) published by every department
- ❖ Valued answer scripts made available to students for verification, and collected with students signature stored as document
- ❖ For the end-sem examination five sets of question papers invited from a panel of setters approved by the respective Board of Studies
- ❖ The question paper to be used is selected by the Controller of Examinations.
- ❖ Centralized valuation camp held in the college with faculty from other institutions as examininers and chief examiners as well
- ❖ Results are made available on the college website
- ❖ Students may, if needed, apply for scrutiny / revaluation /photocopy of answer scripts at a stipulated fee.

The average time taken by the College for the declaration of the results of end semester examination is 45 days and of internal examinations is 10 days from the date of the last examination. The end semester results are published on the College website and made available in the student's portal. For the non-autonomous batches, the affiliating university decides the schedule for publication of results.

The College is in the second year of autonomy and is evolving an integrated examination platform which meticulously addresses all the pre-examination, examination and post-examination processes. The examination related activities are taken care of partly by manual methods and partly by computerized process (AMS) .

6.3.4 Research and Development

- The R & D cell, GRACE, oversees and guides the research activities of the college such as Projects, Seminars, Workshops, Journal-Publications, Paper Publications etc.
- A Research Monitoring Committee is constituted.
- Code of Ethics for Research published on the website this year
- This year Seed money provided for faculty research projects by Management
  (Science (2) – Rs. 30,000 each, Arts (1) – Rs. 10,000, Commerce (1) - Rs. 10,000)
- The institution has the policy of promoting and ensuring smooth progress/ implementation of higher research by ensuring that the faculty members are sanctioned leave under FIP.
- In addition faculty have been undergoing PhD studies on part time basis. Such faculty were granted leave for completion of research, on request.
- Assistance is also provided for the conduct of seminars and workshops, and implementation of Projects.
- Autonomy is accorded to the Principal Investigator of project and funds transferred as and when released.
- College subscribes to 7 national and 13 International Journals and
- College publishes a print and online International research journal VISTAS Mathematics online Journal and Journals by some departments (Economics – Investigatio).
- Student manuscripts are published by most of the departments.

- Publications by faculty scholars, project reports and Ph.D. theses are exhibited in the college library
- Academic Consultancy and Extension is given stress.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

The library is the heart and treasure house of knowledge and information and it is an essential and integral component of this institution. St.Joseph's College library is reputed as an excellent one which houses 63001 books, 286 journals and periodicals, 1259 CDs and 33 Maps/ Globe and cassettes. It has INFLIBNET (N-List) facility for accessing 605 e- books and 10000 e-journals.

- Among the other facilities offered by the library are Institutional Repository, Reprography, Scanning, Colour laser printing etc
- The very entry into the open-access library is regulated by a sensor identified e-card issued to every student. Advanced Computer aided search enables author-based, subject-based, title-based and publisher-based search facilities. All the following facilities are available at the library:

OPAC: On-line Public Access system is in operation in the library.

Electronic Resource management Package used: N-List of INFLIBNET

Federated Searching Tool used to search Articles: Greenstone

Library website: www.stjosephlibraryirinjalakuda.com

In-house/remote Access to Publications: Through Personal ID provided by N-List

ICT Facility	Details
Library Automation	Registered open access system, Computerized management of library operation, Computer based retrieval of information, Bar coded issue and return/Book reservation
Computers for public access	26
Printers for public access	02
Internet band width/ speed	10mbps BSNL
Participation in Resource sharing networks/consortia (like Inflibnet)	INFLIBNET- N-List

ICT and Other Tools

The college provides computing facility to the staff, faculty and the students with its 234 computer systems and an equal number of allied accessories and internet connectivity. Its computer centre is of the Stand-alone kind, but LAN connected.

Details on the Computing Facility Available in the Institution

Facility	Details
Configuration	Intel(R) Core (TM) 2 Dual CPU, E7500@2.93 GHz and Intel (R) Pentium(R) D CPU,2.80 GHz Reliance Jio (2 GHz, and 5GHz) – 12 WiFi Access Points BSNL – 16 MBPS – Leased landline connection with extended WiFi access points
Softwares available	SPSS, Coreldraw, MATLAB, Tally11.0, Adobe Pagemaker7.0,

	Adobe Photoshop, Adobe flash, Sigmaplot, LaTeX, Texmaker 3.5.2, <u>LaTex Equation Editor1.01</u>,Graphpad,- InStat, Stata, Relative quantification, CryptoForge, gnu-crypto-2.1.0.net application, Bioinformatic tools- Phylip, Clustal, Probit Analysis, Python, SPARK & e-solutions for office automation, Final Cut Pro 606,
LAN Facility	Five broadband connections, fully LAN connected
Computer: Student ratio	1: 13
Nodes with internet facility	302

- Free Internet and computer access is available to the staff and faculty during the college hours. The entire campus is LAN connected. Wi-Fi facility is available in all areas of the campus.
- The IT infrastructure upgradation plans of the institution chiefly involve:
  - Upgradation of internet band width from 2 GHz to 5GHz
  - Fully Wi-Fi enabled campus
  - ICT enabling in all classrooms
  - Development of virtual learning technology
  - Hosting web server

Infrastructure
- The institutional policy regarding creation and enhancement of infrastructure is to provide state of the art facilities necessary to make teaching and learning process effective. Therefore, attention is paid to design and deploy concrete plans to develop cost effective and sustainable infrastructure service available to all kinds of users.
- The institution has the following facilities for curricular, co-curricular and extra-curricular activities:

Infrastructure facilities for Curricular and Co-curricular Activities

Sl. No.	Description of the Facility	Quantity
1.	Classrooms	85
2.	Faculty Chambers	24
3.	Laboratories	24
4.	Language Lab	1
5.	Computer Labs	2
6.	Smart A/C Seminar Halls	5
7.	ICT Enabled Seminar Halls	7
8.	Film Space AV Hall	1
9.	Tutorial Spaces	
10.	Research Spaces (Special rooms and Cubicles)	CDRL
11.	Intercom linked and networked departments	For everywhere
12.	Auditorium	1
13.	Indoor Stadium	1
14.	Open Air Amphi Theatre	1
15.	Outdoor Stadium	4
16.	Open Ground	1
17.	Specialized Teaching-Learning Equipment	
	a) Computer systems with all accessories	234

		b) Laptops	13
		c) LCD Projectors	22
		d) Other Projection Devices	2
18.	Debate Club Space		….
19.	Editing Suite		1
20.	A/C Guest suites		2
21.	Aquarium		1
22.	Botanical Garden		2
23.	Medicinal Garden		2
24.	Bird Rearing House		1
25.	Central Computing Centre		1
26.	Central Library		1
27.	Research Library		1
28.	CDRL		1
29.	Media Lab		1
30.	Business Lab		1
31.	Examination Hall		1
32.	Research Block (Three Storied)		1

- Apart from the above mentioned a Herbarium, RET Garden, Green House, Pond and educational museums of Zoology, Botany and History are also there.
- The laboratories include different UG and PG labs, Plant tissue culture lab, Microbiology lab, Cold Room, Instrumentation rooms, Physical Chemistry lab, Research lab, Gemology lab, BG room and Dark Room.
- Equipment available in labs include Laminar Air flow (horizontal and vertical), Hot Air oven, BOD incubator, Cooling centrifuge, Rotary microtome, Digital photoelectric calorimeter, PCR apparatus, Autoclave, Electronic balances, Kymograph, Newton's rings apparatus, Electrical microscopes, Cathode Ray Oscilloscope, UV spectrophotometer, Generator, Inverter, Refrigerators, Over Head Projectors , FTIR, Gas Cromotograph, Smith Machine etc.

6.3.6 Human Resource Management

- Orientation/ Motivational classes and talks given to faculty/ students every year
- Students Union meetings are held on a regular basis, and valid suggestions are favourably considered.
- Faculty & Staff encouraged to attend training programmes, orientation & refresher courses and MPhil and Ph.D. programmes.
- Every faculty assigned some extra / Co-curricular duty
- Promotions, career advancements given without delay to eligible faculty
- Participative system of management adopted
- Involvement of Faculty, Staff & Students ensured in all activities of the college and is highly appreciated by the PTWA & the public
- Staff meetings held every month, & staff picnic once every year
- Several welfare schemes launched for the benefit of students, staff & faculty
- HODs entrusted with co-ordinating activities at the department level
- Meetings of IQAC, Staff council, and various committees and associations held regularly
- Faculty to submit self – appraisal report to the Principal through the HODs
- Student enrolment is 100% in almost all programmes offered.

- The dropout rate is nominal.
- A pro – active HRD cell involved in placement drives and career - guidance
- Though selected by companies, UG students prefer to go for higher studies. About 60% of our students opt for PG courses.
- Skill development Training for students
- Training Programmes for faculty (Moodle, Digital Marketing, API, Basic tools for research)
- Orientation for newly recruited faculty & staff
- Hundred per cent recruitment for students from departments like Journalism and Mass Communication and Social Work.

The reputation earned by the institution as one of the best in Calicut University is good enough to attract and retain eminent faculty to the institution.

6.3.7   Faculty and Staff recruitment

- The appointment procedure of the permanent faculty involves the following steps:
    a) Applications are invited through advertisement on the websites and in the local news papers. The number of posts in the subjects, the required qualifications and the last date for receiving applications are notified.
    b) Applications received are scrutinized and qualified candidates short- listed and informed of date of interview.
    c) The interview panel is finalized. It comprises the Manager, the Principal, the Government nominee, the Subject Expert and usually the Head of the Department.
    d) Results of the interview are published and the selected candidates are informed.
- Appointment of ad-hoc faculty also involves advertising of the post and interview by the Principal and Head. Only those candidates who have already registered their names with the office of the Director of Collegiate Education can apply for the post now.

Selection norms are as follows: Marks are allotted to the candidates based on various attributes - NET, PhD, M. Phil, rank, experience, publications, and interview. In the interview, personality, communication skills, computer knowledge, teaching ability, proficiency in ICT and soft-skills are given weightage.

Newly Recruited Faculty 2017 - 18

Sl. No	Name	Department	Designation	Date of Joining	Qualitication
1.	Ms. Daisy P K	Economics	Assistant Professor	1/11/2017	MA
2.	Dr. Alfred Joe	Botany	Assistant Professor	1/11/2017	M. Sc. Ph. D
3.	Dr. Binu T V	Botany	Assistant Professor	1/11/2017	M. Sc., B Ed , M.Phil, Ph.D
4.	Ms. Amritha Thomas	Commerce	Assistant Professor	1/11/2017	M.Com, M.Phil, NET
5.	Ms. Sherline T A	Commerce	Assistant Professor	1/11/2017	M.Com NET
6.	Dr. Sr. Deeni C J	Mathematics	Assistant Professor	1/11/2017	MSc. M.Phil, Ph.D
7.	Dr. Fiji Jose P	Mathematics	Assistant Professor	1/11/2017	MSc. M.Phil, Ph.D
8.	Dr. Binoy Anand	Physics	Assistant Professor	1/11/2017	MSc., Ph.D, PDF

6.3.8   Industry Interaction / Collaboration

We have established linkages with several institutions and firms for Curriculum development/enrichment, Internship/On-the-job training, Summer Placement, Professional development, Research facilities, Consultancy, Extension, Student Placement & Publication. They are as follows:

KLF Nirmal Industries IJK, ICICI bank IJK, Sitaram Ayurveda Pharmacy Ltd, Nedupuzha, Town Co-operative Bank IJK, ASSO Attapaadi, BOSCO Bangalore, APSA Bangalore, YRG Care centre Chennai,Nimhans Bangalore, Christian Medical College Vellore, BREADS Bangalore, CORD Thamarapakkam, Chennai, St.Johns Bangalore, Pudukkad Grama Panchayath, Katoor Gramapanchayath, Vellangallor Grama panchayat, Mathilakam Gramapanchayath, Perinjanam Grama Panchayath, Kodakara Grama Panchayath, Adaatt Grama Panchayath, Kaipamangalam Grama panchayath, SH Mission Hospital Pullur, NIPMR,Kallettumkara, Sanjo Sadan- De-addiction cum Rehabilitation Center, Anandapuram, KILA,Thrissur, AURA ,Ambaur, Govt.OldAgeHome,Ramavarmapuram, Child Line,Thrissur, Govt.Boys Home, Ramavarmapuram, CYRENE Special School,Kodunga, Pratheeksha Bhavan,Iringalakuda, Pope Paul Mercy Home,Thrissur, Popo Paul Peace Home,Thrissur, St.Christina Home ,Pullazhi, Govt.U P School Attapaadi, NBHM[DAE], NIT Calicut, CEMET,Thrissur, IISER , Trivandrum, Tax Study Centre, IMS Learning Resources Pvt. Ltd, Atees, Pepper Port Solutions, G Tech Computers, Ramanuja Sarani, COSMIC MATHS, Kerala State Sports Council, Vector biology research lab Mysore & Unibios India Ltd , Cochin, Appollo Tyres Ltd Perambra, Cherpu Service Co-operative Bank Ltd., Global International General Trading &Contracting Company W.L.L Kuwait, Irinjalakuda Town Co-operative Bank, Karuvannur Service Co-operative Bank, KSE LTD IJK, Parampuzhayil Home Appliances Sreekandapuram,Puthenchira Service co-operative bank, Veenamol Transports Transports, Sachindra Polymer Industries, Vallivattom. Noble Industries, Avittathur, Freddy Enterprises, Triprayar,Cumi Ltd, Koratty, Poljo Agents And Distributors Mullakad, Kallettumkara Service Cooperative Bank, Ashok Metal Crafts Pvt Ltd Aloof, Srivari Honda Thrissur, Delicious Cashew Company Aloor, SBI, Manapuram Finance Ltd Valapad, Vallathol Rubbers Pvt Ltd Thrissur, Bellwicks Handicrafts Cooperative Society Nadavaramba, NBHM[DAE]Vision Irinjalakuda, Adat Grama PanchayathLakshmi thread mill,TCR, Pain & Palliative Care,TCR, Asrayam Rural Development Society,Kollamkodu, WIPRO, WIPRO Vista, TCS, SIB Tech Mahindra, HEIs, Hospitals, Excel India Publishers, Abhijeet Publishers, Delhi, Various Sports Associations of Volleyball, Basketball, Football, Shuttle Badminton & Table Tennis.

6.3.9   Admission of Students
(i) UG Admissions: The admission process is carried out keeping in mind principles of justice, equity and inclusiveness by strictly adhering to the Government and University norms for autonomous colleges

The steps followed for selection process are as follows:

   Step 1: Requirements for Online Registration:
   a. Visit the College Website (www.stjosephs.edu.in) and click 'Degree Admission 2016' link.
   b. Please read the Prospectus and instructions carefully before filling up the Application Form.
   c. Candidate must have a valid email id. If she does not have an email id, create one.
   d. All correspondence regarding the Admission Process will be communicated to this email id.

e. Candidates can opt maximum five courses in order of their preference, lower options will be cancelled if the higher options are allotted

Step 2: Online Registration Process:

a. New user – click the data entry form available in the instruction page (already registered students give the email id and application no for editing or printing the Application Form).

b. Please fill up the Form carefully (the Application will be rejected, if your entries are not correct).

c. Please verify all the entered data carefully and submit the Application Form. Once submitted, the Application Form cannot be edited.

d. Take the print out of the submitted Application Form

e. Catholic candidates belonging to Syro Malabar rite can select seat reservation as SyroMalabar for the purpose of Community Quota. Community Quota has no other separate form.

f. Management Quota Forms are available at the College Office.

Step 3: Mode of payment

a. DD for the amount (Rs. 200/- for General Candidates and Rs. 100/- for SC/ST candidates)to the College Office in the following address "The Principal, St. Joseph's College (Autonomous), Irinjalakuda - 680 121".

b. Fund transferring through net banking to the A/C Number
State Bank of Travancore, Irinjalakuda Branch, Branch Code, IFSC code

c. Direct payment at the college office

Step 4: Submission of the Application form

a. Submit the Application Form along with the self attested copies of SSLC Mark List, HSE Mark List (both sides), Caste Certificates for Reservation Categories, other relevant Certificates for eligible weightage of marks (NSS, NCC, PH, Sports, Ex-Servicemen, etc.), DD/ bank transaction details/fee receipt to the College Office on or before the last date of the submission of the Application Form (9.30 am to 4.30 pm on all working days).

b. Please write 'Application for UG Programme 2016' on the top of the cover. The Application Form should reach the College Office either as Registered Post or as Speed Post on or before the last date of the submission.

c. Application for admission should be submitted on or before 08/06/2016

d. The list of the selected candidates will be published according to the rules of the University subject to the terms and conditions put by the Government. Candidates will have to remit the fees stipulated by the University and the Government for Aided and the Self-Financing Programmes.

e. The applicant will receive an acknowledgement mail and Application number confirming the successful submission and payment.

f. The duly filled application from the portal shall be printed and submitted at the time of interview for admission also.

Step 5: Publishing of Selected List

List of Selected candidates will be published on the college notice board and in the college website. Candidates can also see their Status /ranking also using their application no and date of Birth

Step 6: Produce the following certificates (original) at the time of interview:

a. Mark list of qualifying examination.

b. Transfer certificate and valid conduct certificate from the institution last attended.

c. Applicants who are eligible for fee concession, the income, community and nativity certificate, issued by the competent authority.

d. Applicants claiming NCC/NSS/Ex-servicemen weightage or quota for physically handicapped, certificate from the competent authorities.

e. Equivalency certificate for those who qualified from other Boards/ University.
f. Original/ Provisional certificate in the case of PG admission.
g. 6 stamp size photos.
h. Applicants under sports quota and physically handicapped should submit printout of the application at the office along with the self attested copies of all the relevant certificates
i. Parent/guardian should be present at the time of interview.

The percentage-wise allocation of seats is shown in the table below:

Percentage-wise Allocation of UG Seats

Sl. No	Details of Quota	Percentage
1.	Open Merit, Physically Handicapped and Sports	50
2.	SC/ST Reservation	20
3.	Community Reservation	10
4.	Management Quota Reservation	20

ii) PG Admissions: The key criterion for admission to general courses is the percentage of marks obtained in the relevant subject at the qualifying degree examinations. University has fixed a minimum percentage of marks for admission to PG programmes with usual relaxations for backward class students. Due weightage is, however, given to students who have served in NCC/NSS or have won laurels in the University level arts and sports meets. The selection process is similar to that of UG.

However, admission to certain PG programmes for which qualifying degree is multidisciplinary, is governed by the scores obtained by the candidates in the Entrance Examination and/or group discussion conducted by the University. This college has the following programmes coming under this category:

∗ Due weightage is given to students who have served in NSS/NCC or won puses in the University /State/National/ International level in fine arts and sports and to the differently abled students.

∗ Admission under management quota is controlled by a committee appointed by the management for this purpose. Academic merit of the students is ensured by fixing a minimum percentage of, marks for consideration for admission. Financially and socially backward students are given utmost consideration.

iii) Ph.D Programs
   The eligibility criteria for admission to Ph.D. programs are :
   ➢ UGC/CSIR/JRF/GATE/Ph.D. Inspire fellowship
      Or
   ➢ Clearing the common Entrance Admission conducted by affiliating university
      Candidates who satisfy either of the above norms have to submit a research proposal to be scrutinized by a six-member Doctoral Committee comprising a Nominee of the Vice chancellor, an External Expert, the supervising teacher, and two Ph.D guides from the college as members, with the Principal as Chairman.

6.4   Welfare schemes for faculty & staff

Faculty & Staff	• Campus single residence facility for women staff • Free food and accommodation for watchmen • Rent - free accommodation with 75% reduction in mess fee for last grade employees • Interest- free loans • Advance payment of salary for faculty and staff in case of request • Admission reservation to any course for children and wards of the employees • Fee Concession for Children of non-teaching staff • Canteen, recreation and physical fitness facilities • On-campus medical consultation facility • Free use of college infrastructure for individual research • Financial help given from the management funds in case of emergency • Financial aid given for construction and repair of house for the needy • Medical Treatment of family members& Education of children of the needy • Special scholarship for children • PF, ESI, Annual increment in salary (for Guest teaching & non teaching staff as per government rules)
Students	• College – sponsored scholarships • Department – sponsored scholarships • Financial endowments for deserving students • Assistance to participate in various competitions • Free on-campus medical consultation • Free counselling at Darsana

6.5 Total corpus fund generated | 3280000/-

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	✓	Committee appointed by Management	✓	Management Committee & IQAC
Administrative	✓	Committee appointed by Management	✓	Management Committee & IQAC

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

For UG Programmes   Yes   ☐ ✓   No   ☐ ✓

                   (for Autonomus stream)   (for non-Autonomus)

For PG Programmes   Yes   ☐ ✓   No   ☐ ✓

                   (for Autonomus stream)   (for non-Autonomus)

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

- The system of internal assessment for UG being practised in this institution under University guidelines since 2010 provides for continuous student-assessment by their teachers in the prescribed curriculum, knowledge, communication skills, attendance and interest and progress in a five point scale of letter grades (A,B,C,D and E) formulated by the University.
- The internal evaluation is based on predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on written tests, lab skill/records/viva and attendance in respect of practical courses.
- To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester is published on the notice board at least one week before the commencement of external examination. There is no chance for improving the internal grades. Each student is asked to verify her internal marks and acknowledge it. If they have any grievance, they can immediately approach the Head of the Department or the Principal and seek redress.
- The course teacher maintains the academic record of each student on the programme-rolls and these records are forwarded to the University (through the college Principal) to reach them on or before dates specified by the Controller of Examinations before each semester examination. Internal Assessment marks are shown separately in the mark-sheet issued by the University and these marks are added to the semester examination marks by the University for determining the grade of the student.
- The College has in place a Departmental Grievance Redress Cell (GRC) comprising two senior teachers as members, and the Head of the Department as Chairman. The Committee addresses all grievances relating to the internal assessment grades of the students.
- A college level Grievance Redress Committee also functions round the year to hear and decide on appeals from or against the department level GRC.
- Online Examinations are conducted for Subject Aptitude Test (SAT)
- Online registration of examination form and uploading of semester examinations results are in practice.

The college adopts the following measures to ensure that all the stakeholders are aware of the evaluation processes that are operative here:-

- ❖ For students of the non-autonomous stream, evaluation details are made known through announcements made by the university in advance, whenever the system undergoes a change
- ❖ For students of the autonomous stream, as well as for those of the non –autonomous stream, information is available in the college Handbook – Calendar issued to every student regarding the evaluation process and examination schedule

- ❖ Every class teacher briefs the student regarding the steps and grades involved in the internal assessment which is also available in the Handbook-Calendar
- ❖ Timely notifications are also made in the examination Notice – Boards about the evaluation process
- ❖ In the annual PTWA meet, and in the induction program of freshers the process is explained to the parents/guardians /well wishers and new students. Any clarifications required by the PTW are given in the class-wise PTA meets held every semester.
- ❖ Examination manual is given to all departments.

Other than the university examination (for non-autonomous students), and the mid-sem and end-sem examinations (for the autonomous students), class tests, practical examinations, assignments & seminar presentations are also evaluated for awarding internal marks. Attendance is also a criterion for the award of internal assessment marks.

Until the award of autonomy in March 2016, the college was strictly adhering to the system and schedule of the affiliating Calicut University. After the grant of academic autonomy, the institution has exercised the liberty to reframe the evaluation process in order to make it more efficient. The following are the measures taken for the same:-

- ❖ Centralized conduct of examination (both internal and external) under an internal Controller of Examinations.
- ❖ Internal assessment grades (attendance + tests + assignment + seminars) published by every department.
- ❖ Valued answer scripts made available to students for verification, collected with students signature and stored as document.
- ❖ For the end-sem examination five sets of question papers invited from a panel of setters approved by the respective Board of Studies
- ❖ The question paper to be used is selected by the Controller of Examinations.
- ❖ Centralized valuation camp held in the college with faculty as examiners from other institutions as well
- ❖ Results are made available in the college website
- ❖ Students may , if needed, apply for scrutiny / revaluation /photocopy of answer scripts at a stipulated fee.

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

- • CPE was awarded to the college in April 2016
- • Autonomy was granted to the College in March 2016
- • Formal declaration ceremony of the conferment of autonomy held on 14th July
- • Autonomy was implemented from June 2016 onwards
- • Autonomy Statutory and non-Statutory committees constituted in early June 2016
- • Meetings of Governing Council, Finance Committee, Academic Council and Boards of Studies held as per the regulations specified
- • Autonomy committees include University nominees
- • Syllabus restructured with stipulation 20% revision and sent to the university for approval
- • Restructured syllabus to be followed in academic year 2018-19.
- • University extends all necessary support to the college regarding promotion of autonomy

6.11 Activities and support from the Alumni Association

- Four alumnae executive meetings were organized
- Alumnae Meet was conducted on 26th January 2018
- Alumnae Newsletter –Domus Josfite volume No. 16 was released.
- This year a special column was given to express the literary talents of the alumnae.
- Ms .C.S Meenakshi , Executive engineer, Local Self Department was selected as the best Alumnae of this year
- Official send- off was given to the four retiring members Rev. Dr. Sr. Christy(Principal) Rev. Dr. Sr. Lilly .K.O(Vice principal) Ms. Baby J Alapatt(Head, Department of Zoology) and Rev. Sr. Elvin Peter(LDC).
- The Ever Rolling trophy of the year 2017-2018 for secured the highest percentage of attendance was bagged by the Department of English
- The college has a strong association of a large number of alumnae scattered all over the world and they have been providing a variety of services to their alma mater ever since they left it. The alumnae members offer student support ranging from donations to networking.
- The college Alumnae Association has instituted a number of scholarship programmes, awards and endowments for incoming students.

  Some of the other contributions of the alumnae are listed below:
- Career Networking: The present students get a jump-start on job-hunting by contacting alumnae around the world.
- Contact with the Alumnae: Alumnae Association helps alumnae stay tuned in to the happenings at the college, through alumnae newsletter 'Domus Josephite' and annual gatherings. January 26th has been declared as Alumnae Day, which brings the alumnae to the campus every year. The College website provides separate domain for Alumnae with provisions for personal mail and access for each student.

6.12 Activities and support from the Parent – Teacher Association

- The PTWA, a strong and approachable group of elected members involve themselves in all the activities and developmental projects of the institution.
- The Parents Teachers Well – wishers Association is headed by Dr. S. Sreekumar as the president and Mr. P.B Sathyan and Ms. Suja Sajeevkumar the vice presidents.
- A welcome gathering was arranged on 14/06/2017 to the newly admitted 1st DC students and their parents. Mr. Sasi Emmanuel gave an orientation talk to the parents.
- The general body meeting was conducted on 19/10/2017.
- The college union members, A+ toppers and special award winners were felicitated.
- A send-off function to the retiring faculty and staff members in the month of March.
- The whole hearted co-operation of the executive members of PTWA is a reservoir of support for all the activities of the college.

6.13 Development programmes for support staff benefits.

- They are encouraged to attend qualitative professional development programs and inspired to make continual professional improvement.
- Their participation in seminar, workshops etc. is promoted
- Guidance of faculty veterans is provided to the new recruits for initiation into the college culture and improvement of their teaching skills
- Professional development training is made compulsory for all administrative staff
- Support staff are encouraged to develop their IT and communication skills
- They are provided an inspiring work environment, and recognition on special achievements
- Continuing professional development is effected through collection of student feedback, peer and management feedback, personal meetings with the HODs and the Principal etc.
- Interactive motivational talks enable them to develop their professional competence

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

Initiatives are taken by the institution to make the campus eco-friendly. The Nature Club & Biodiversity Club of the College co-ordinate the eco-friendly drives; A proposal has been forwarded to the MHRD for 'Development of Solar City'

Initiatives taken by the College to make the Campus Eco-Friendly are as follows:

a) Energy Conservation:
The College is fast switching over to the use of alternative energy resources to minimize electricity consumption. Solar lamps and panels have been installed in the hostel and college campus.
Existing energy consuming tube lights and fans are replaced with energy saving tubes, CFL, and fans, Sodium Lamp, Air Cooler,Solar Light Solar UPS, Metal Hileed & LED bulbs. Energy consumption in the hostel is closely monitored by turning off power during day time.

b) Use of Renewable Energy: Two biogas plants are installed and biogas is used for cooking purposes in the hostel and staff quarters. Solar Panels and lamps are installed in the campus.

c) Rainwater Harvesting: To minimize water shortage, there is an elaborate Rainwater Harvesting System. The water thus collected and conserved is put to maximum use and utilized for daily routine purposes (except for drinking)

d) Efforts for Carbon neutrality:
- Care is taken to restrict vehicle entry into the campus and specific parking area is allotted for faculty and students.
- The use of bicycle, battery operated two wheelers and public transportation is encouraged
- Awareness programmes are conducted on special days by various departments.

e) Greening Drives/ Practices/ Activities/ Orientation :

- We started "Greening" initiatives beyond the boundaries of our campus as early as 2005, when we planted 2500 saplings on the Munackal beach, as part of greening drive initiated by the Department of Forests. The follow up and upkeep is done by the students every year.
- Trees were planted by students along roadsides and on both sides of the road in front of the college. A garden was also set up in front of the college campus.
- There is active participation in the Save Energy campaign and the 'Haritha Keralam' project of Kerala Goverment.
- The institution has a Nature Club that functions actively in making the campus green and a manuscript called 'Haritha' is released annually.It also has biodiversity club
- Our campus is a totally de-plasticized zone. Use of Plastic bags, cups and plates are restricted in the campus and the NSS volunteers make it a point to pick and clean every bit of plastic waste from the campus.
- The Departments actively participate in green campaigns and has taken the initiative to teach students how to make paper bags and files.
- The Discipline Committee and its student leaders ensure that the class rooms and campus are kept clean and plastic free.
- Special drainages are provided to dispose of chemical waste from the labs.
- Priority is given to the use of organic manure on the campus.
- One of the healthy practices of the institution is **'Green Campus- Clean Campus'** initiative which has now expanded into **'Learn with Nature'**.

f) Hazardous Waste Management and e-Waste Management:

- This institution has a desirable acreage of land and this enables us to dispose the waste materials without much harm to the nearby people.
- e-waste is disposed through outside agencies.
- Students are conscientised on the necessity of effective waste management through invited talks and seminars organized by the departments of Zoology, Biotechnology and Botany.

Various environment related activities, seminars, invited talks, and programmes were initiated by NSS as well as all the departments of the college. An Enivronmental Studies Certificate Course was conducted for all IInd Year students a green policy has been framed and accordingly a green protocol is followed.

Criterion – VII

7. Innovations and Best Practices

7.1 & 7.2 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution and the action taken report are as follows:

- Walk With a Scholar (WWS) and Scholar Support Programme (SSP), State Govt. and Collegiate Directorate initiatives introduced
- Community – oriented Extension Programmes undertaken with passion
- Research atmosphere and culture in the campus nourished by the visits of eminent scientists, academicians and artists
- This year seed money for research projects by faculty/ students provided by the management
- Quality enhancement initiatives undertaken as part of Autonomy and College with Potential for Excellence
- Various initiatives undertaken to promote awareness on environmental issues and to spread the message of greening and cleaning
- Conduct of the innovative Higher Focus Course for the holistic development of the students
- Additional Skill Acquisition Programme(ASAP) of the Dept. of Higher Education & the Govt. of Kerala
- Continuation of zero hour(6th period), after the regular 5-period class for the conduct of programmes for student enrichment
- Women Club is actively functional for gender awareness
- DARSANA, the state Government approved, registered counselling centre with professional counsellors for the benefit of the students & the public.
- Adventure Park utilized for healthy recreation of students
- Communicable Disease Research Laboratories (CDRL)
- Launch of E-Bazaar by Economics department
- Start – Up initiated (Experiments being conducted by CDRL on low cost biodegradable sanitary napkins)

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

Even though the college has quite a number of healthy practices, two of them **'Campus Community Connect'** and '**Learn with Nature'** deserve special mention

Best Practice I

1. **Title of the Practice - Campus Community Connect**
2. **Goals :**
   - To groom students into proactive citizens who are socially –oriented , and equipped with compassion and fellow feeling for the less privileged and the down trodden in the society.
   - To promote awareness on environmental issues within and beyond the campus
   - To encourage a lab – to – land culture among students and faculty and there by taking academics beyond the boundaries ofclassroom.
   - To effect holistic development of students

- To facilitate closer bonds between faculty, students and their families
- To prepare young women to be architects of ideal families
- To contribute to the building up of a good society/nation

Action Taken
- Departments undertake various academic and non-accademic extension activities.
- Teachers visit all their students at their homes at least once in the time span of their academic studies in the college (UG- 3 years, PG-2 years). About one-third of the houses are visited per year by the faculty.

Best Practice II

1. **Title of the Practice: Learn with Nature**
2. **Goals:**
   - Train students to become protectors of Nature, and make a difference to the endangered Planet Earth
   - To make the students become messengers to the world outside campus walls by promoting awareness on environmental issues like climate change, deforestation, energy depletion, water scarcity, waste accumulation, etc.
   - Translate classroom – knowledge into life – application
   - Set up a clean environment for healthy living
   - Comply with the Swach Bharat initiative of the government, and participate in the nation – building process

Action Taken
- Programms & activities that promote awareness on environmental issues
- Trees have been planted both within the campus and outside. Plants and shrubs, of the flowering, vegetable and medicinal variety, are visible in the campus.
- Saplings have been distributed to the students and nearby houses, in collaboration with the Departments of Forests and Agriculture.
- Students are encouraged to be active members of the Nature & Biodiversity Clubs
- The various departments of the Institution have been allotted specific spaces on the campus to maintain greenness and cleanliness. (Diagram of the spaces allotted is attached).
- Care is taken to keep the campus, pollution and plastic free.
- There is restricted vehicle entry during working hours and a separate parking lot.
- There are dustbins in strategic places with a system of effective waste disposal.
- Students are encouraged to keep their classrooms and common spaces clean. There is a Cleaning Day for the campus spearheaded by the NSS and CSS units and a special prize instituted for the 'Best Class Room'.
- Certificate course in Aquaponics.
- Environmental Studies Course.
- Conducted Green Audit in the campus.
- Green policy framed.
- Advocation of green protocol.

7.4 Contribution to environmental awareness / protection

Environment Consciousness
St.Joseph's College is situated in the heart of Irinjalakuda, a bustling small, semi-urban town in Kerala. A tranquil world in itself, our campus stands unique with its lush green expanse, paved pathways, colorful plants, gigantic trees, gentle breeze and a serene, soothing environment. Our strategic plans for development have always been driven by a love of nature and sustainability of important resources like energy and water as well as by adopting practices such as waste reduction, recycling and energy conservation. A green policy has been framed and a green protocolis followed in the institution.

Conduct of Green Audit by the Institution
The institution is very conscious of its responsibilities to the environment and conducts a Green Audit of its campus and facilities:

- Facility information such as number of users and functions
- Disposal of waste materials
- Consumption of electricity and solar energy in the campus
- Usage of the Rain Water Harvesting System
- Eco friendly practices, green campaigns & green campus
- Integration of sustainability principles and practices into curriculum through awareness programmes and Environmental Studies

Initiatives taken by the College to make the Campus eco-friendly include
   a) Energy Conservation
   b) Use of Renewable Energy
   c) Rain Water Harvesting
   d) Efforts for Carbon neutrality
   f) Greening Drives/ Practices/ Activities/ Orientation
   g) Hazardous Waste Management and e-Waste Management

Major activities of the year include the following
- Conducted Green Audit in the campus.
- The students took an oath to reduce the use of plastic& other non-biodegradables
- Grow bags were made from used flex and organic farming done
- Photo exhibition organised to give awareness on the preservation of our ecosystem
- As part of Aroma therapy, the students are cultivating and distributing aromatic plants for improving physical well-being.
- Students maintain the botanical, medicinal & herbal gardens.
- Conducted a Seminar on "Connecting people with Nature" sponsored by KSCSTE.
- An exhibition of medicinal plants and formulations with pest and insect control activity
- Certificate course in Aquaponics
- In collaboration with MPEDA a seminar organized on "Aquaponics" for students and social community
- Field trips and visits to research centers, wetlands/ forest/ gardens
- A digital presentation competition on the topic "Protect Nature Rights" and an exhibition of eco-friendly products conducted.
- Entrepreneurial skill development course

- Bird Watch programme at Kole Wetland in collaboration with Kerala Forest Department and bird census undertaken
- PG lecture series on "Learning from and with Nature".
- "Conservation of Mangroves" by Forest Department- observed on Wetland Day
- "Mazha Nadatham" (Rain Walking) as part of World Environment Day
- Nature Camp at Vallakadavu
- As part of Urvara project, NSS launched paddy cultivation in association with Krishi Bhavan, Irinjalakuda and harvested the produce
- NSS launched flagship programmes like seed-pen making and cloth bag making, Jalam Jeevamrutham, Fruit forest, Organic Vegetables cultivation, Oppam
- Distributed Kerala Karshakan an agriculture magazine to the students of VHSS, Malampuzha.
- "Penmarangal", 'plant one tree on the occasion of the birth of a girl child' programme launched by Department of Hindi

7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

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

The institutional strengths, weaknesses, opportunities and challenges are as follows:

Strengths
- College with Potential for Excellence status
- Autonomous status
- Among the top hundred in India in National Institute Ranking Framework (NIRF) of Ministry of Human Resource Development (MHRD)
  (NIRF 2017 – 42nd Rank, NIRF 2018 – 97th Rank)
- The reputation gained through 54 yrs of academically enriching, research –oriented, socially relevant, value based holistic educare.
- Steady rise in performance and rating
- Proactive management, dedicated faculty & staff and co-operative students
- Peaceful, unpoliticised, tension free-campus
- High demand for all the programs, impressive results and low drop out ratio
- Four research centers (Mathematics, Commerce , Chemistry, English),One Communicable Disease Research Laboratory (CDRL), 14 research guides & 36 research scholars
- ICT enabled curriculum delivery
- State of art Infrastructure facilities
- New Research Block
- Well stocked library
- Well structured Tutorial Mentoring system
- Academic programmes enriched by micro-modules and certificate courses of vocational, value content.
- A Higher Focus Centre (HFC) for Learning Unlimited
- Campus - Community – Connect as educative, empowerment and philanthropic commitment
- Learn with Nature program supported Nature and Biodiversity clubs for eco-friendly practices
- Best practices like Faculty @ Students Homes

- Active Alumnae Association, and highly supportive PTA
- Research ambience enhanced by frequent Seminars, Workshops, interaction with experts, projects, publications and consultancies
- Effective feedback mechanism from all stakeholders
- An active IQAC committed to quality enhancement
- An on-campus, govt. recognized, registered Counseling Centre, a Social Work Centre, Hostel facilities for Students and Staff
- DST/FIST recognized Departments
- Award winning 'We for Women Club' and NSS units
- Various awards for the college and for the Faculty & Students
- Outstanding performance in Games items like Volleyball (University Champions for the 35th year in succession), Football (won the Calicut University inter zone championship for the fourth consecutive year), Basketball, Kho-Kho
- Wellness & Fitness Centres functioning under the Physical Education Department
- Healthy Teacher – Student relationship

Weaknesses
- ❖ Fully fledged interdisciplinary programs yet to begin
- ❖ Collaborative research, MOUS and linkages can be strengthened
- ❖ Autonomy constraints for syllabus revision
- ❖ Inadequate entrepreneurship ventures by students
- ❖ Semi –urban locality, students from poor and less educated backgrounds with insufficient drive for higher education   and career development
- ❖ Experienced faculty with 25 -30 years of service either retired or on the verge of retirement

Opportunities
- ❖ Academic flexibility due to the grant of autonomy
- ❖ Strengthening of the aided programmes due to the award of CPE
- ❖ Consultancy to be developed into more income generating source
- ❖ Set up more research centres by elevating departments with PG programs
- ❖ Evening schedules to be opened to utilize the infrastructure   facilities and expertise
- ❖ The recuriment of new faculty can bring in new vigour and vitality

Challenges
- ❖ Fulfilling the requirements of Autonomy & CPE
- ❖ Paucity of funds for infrastructural and developmental requirements
- ❖ Delay in the appointment of regular faculty leading to larger number of adhoc faculty
- ❖ Complete conversion into solar energy
- ❖ Availing students from other states and countries for enhanced diversity
- ❖ Integration of the fresh faculty into the culture and heritage of the institution
- ❖ Increasing running cost and reduction in budget allocation by the government

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

Completing 54 years of imparting value-based higher education is a memorable milestone that necessitates a retrospect of the set standards and reinforces the commitment towards higher benchmarks. The credibility of St. Joseph's college is due to its past; it is also focused on its future. The college has landed on this tarmac of the 4th level accreditation, only to take off refueled with fresh energy, and fresh dreams. We have dreams of starting futuristic programs tailored to meet the regional, national & global requirements. We have dreams for our students to become future – oriented leaders, more self – reliant and fit to progress for service in reputed national and international firms. We have dreams of providing better world – class facilities in a competitive and collaborative atmosphere. We have dreams of deepening the campus – connect with the society at large. Our most colorful dream is to keep on training the young girl students in the cherished values and traditions, and transform them into builders of ideal families, holders of sincere careers, in an ideal world. To transform these dreams into reality, we intend to stay focused and strive to set and meet stringent standards.

- To gain higher grade (A+ or A++) in the 4th cycle reaccreditation. IIQA & SSR due for submission in the revised format in July 2018
- Become a Center for Women Studies
- Student intake from other states /countries
- National and international seminars of inderdisciplinary nature
- Implementation of Green Audit recommendations
- Facilitating upgraded ecosystem for research and innovation
- State of art facilities for newly constructed Research Block including Central Instrumentation Facility and advanced research lab
- More interdisciplinary projects of social benefit
- Start at least one new program of present-day relevance
- Implementation of 3rd year resolutions in the Autonomy & CPE proposals
- More facilities for students with physical challenges
- Solar updation & become a part of the Solar City Project of Central Government
- Enhanced ICT enabled teaching and learning
- MOOC Courses & Start Ups
- Yearly evaluation of curricular aspects, restructuring of the syllabi and commencement of new programs to meet national and global challenges and requirements.
- Evening classes to be set up for new vocational/ enrichment courses/ programmes
- Start Innovative programs / courses
- Linkages and collaborations with institutions of national/ international repute to be established
- E-content to be developed more extensively as a reservoir of learning materials
- Blogs and other networking sites to be developed and accessed as resources for communication and transfer of knowledge
- Income-generating Consultancy practices to be augmented
- Faculty & student exchanges and more projects of societal benefit to be effected in every department.
- All classrooms to be made smart classes
- A crèche to be set up for the care of the children of the faculty & staff
- Placement drives are to be further strengthened

- A finishing college course to be conducted for the outgoing students
- Attain the status of a College of Excellence, Star College, win the Curie Award, and start a Community College
- Enhanced Campus Campus Connect for faculty & student exchange and inter - institutional ties.
- Connecting through Computer program to be revitalised
- More training programs, linkages , collaborations and MOUs with other institutions

Realization of Plans Projected Last Year
- Curriculum –syllabus restructuring approved by the BOS/Academic Council will be implemented from academic year 2018-19 onwards.
- An Environmental Studies certificate course for 3rd and 4th Sem U G students
- Inauguration of Research Block on 27/03/2018
- Income generating consultancy practices augmented
- National Seminar & workshop on research tittled 'Scholar Summit' conducted by IQAC
- An Association 'Divyangjan' for specially challenged students formed.
- Green Campus, Clean Campus drive continued as 'Learn with Nature'
- Campus Community Connect introduced to co-ordinate extension and outrearch practices
- Connecting through computer, a healthy practice introduced
- Campus campus connect for faculty and students Exchange & inter institutional ties introduced

Name: Dr. Asha Thomas   *Name: Dr. Sr. Lissy Anto P*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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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

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Academic Calendar of the Year

Jun-17			
Date	**Day**		**Particulars**
1	Thursday		Re Openning, Department meeting, year plan -
			discussion, Feast Celebration of Sr. Isabel
2	Friday		
3	Saturday	(H)	
4	Sunday	(H)	
5	Monday		Economics - Certificate course begins, Celebration of World environment day, Poster making competition, conscientiousness programme on ' Shujithwa keralam sundhara keralam', Biotechnology - Association activities inauguration and Environmental day celebration (Invited lecture), Chemistry - Environmental day celebration, NET Coaching Inauguration, Zoology- Environment Day - Awareness programme,
6	Tuesday		Department Meeting,III Semester classes begin Bridge classes for II Sub, Bridge classes for II Main, Physics - Santhi Sadan visit for II Main
7	Wednesday		
8	Thursday		Local Holiday-Feast of Bl. Mariam Thresia
9	Friday		Physics- Bridge classes for III Main
10	Saturday	(H)	
11	Sunday	(H)	
12	Monday		
13	Tuesday		PHY-EDU- Talk on Goal Setting in sports
14	Wednesday		
15	Thursday		
16	Friday		
17	Saturday	(H)	
18	Sunday	(H)	
19	Monday		Economics - Talk on Research methodology
20	Tuesday		
21	Wednesday		
22	Thursday		Zoology- M.Sc. Dissertation presentation
23	Friday		Feast of Sacred Heart - Holy Mass
24	Saturday	(H)	
25	Sunday	(H)	
26	Monday		
27	Tuesday		Zoology- Blood group detection campaign for I DC (2 days 27-28)
28	Wednesday		
29	Thursday		
30	Friday		

**Jul-17**
Date	**Day**		**Particulars**
1	Saturday	(H)	
2	Sunday	(H)	
3	Monday		
4	Tuesday		zoology- Induced breeding in fishes demonstration
5	Wednesday		Exhibition on Biotechnology for school students, Chemistry - Association Inauguration, JAM Coaching Inauguration,
6	Thursday		
7	Friday		Zoology-outreach programme
8	Saturday	(H)	
9	Sunday	(H)	
10	Monday		
11	Tuesday		Economics - Observation of World Population day- Wall magazine competition, inter collegiate paper presentation, Inauguration of Zoology association activities, release of manuscript & reception to A+ holders,Commerce - Industrial Visit -UG
12	Wednesday		
13	Thursday		PHY-EDU-Fitness awareness class tostudents
14	Friday		
15	Saturday	(H)	
16	Sunday	(H)	
17	Monday		
18	Tuesday		Physics- Abhaya Bhavan visit for II Main and I Main
19	Wednesday		Chemistry - Interactive talk by IISER Faculty (Dr. George Thomas K) Tvm Commerce - Industrial Visit -PG
20	Thursday		
21	Friday		Physics - Fresher's Day, KSE visit(III DC Economics)
22	Saturday	(H)	
23	Sunday	(H)	
24	Monday		
25	Tuesday		
26	Wednesday		Seminar on Econometrics
27	Thursday		Celebrations of national Sports Day, Golden Jubilee celebration of Zoology department
28	Friday		Freshers day- Biotechnology ,
			Commerce association Inauguration
29	Saturday	(H)	
30	Sunday	(H)	
31	Monday		

Aug-17			
Date	**Day**		**Particulars**
1	Tuesday		
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday	(H)	
6	Sunday	(H)	
7	Monday		Golden Jubilee Memorial All Kerala Women Volleyball and Basketball Tournament 3 days
8	Tuesday		Nonacademic visit to Providence home/ Santhisadan (II DC Economics)
9	Wednesday		Economics - Assessment programme of 'PAHAL' scheme, Biotechnology - Talk on PCOD/survey, Chemistry -Observance of Hiroshima Nagasaki day
10	Thursday		
11	Friday		
12	Saturday	(H)	
13	Sunday	(H)	
14	Monday		
15	Tuesday		Independence Day
16	Wednesday		Adventure Sports Activities start
17	Thursday		Rev.Sr.Gregoria Endowment seminar
18	Friday		Physics - Extension work tution for HSS
19	Saturday	(H)	
20	Sunday	(H)	
21	Monday		Physics - Santhwanam visit for II and I Main
22	Tuesday		Commerce - project Presentation competition
23	Wednesday		Chemistry - International Seminar(2 days)
24	Thursday		
25	Friday		Zoology- Field trip(one day)
26	Saturday	(H)	
27	Sunday	(H)	
28	Monday		Ayyankali Jayanthi, Physics-House visit (28-31 4 days)
29	Tuesday		
30	Wednesday		Economics - Uses of sports in daily life- in connection with national sports day
31	Thursday		Onam celebration, Commerce- Share and Care a day with the aged and Destitute

**Sep-17**			
Date	**Day**		**Particulars**
1	Friday		Bakrid
2	Saturday	(H)	
3	Sunday	(H)	First Onam
4	Monday	(H)	Thiruonam
5	Tuesday	(H)	Third Onam
6	Wednesday		Fourth Onam
7	Thursday		
8	Friday		
9	Saturday	(H)	
10	Sunday	(H)	
11	Monday		Commerce - Guruvandanam
12	Tuesday		Sreekrishna Jayanthi
13	Wednesday		Physics-House visit (13-15, 3 days), Zoology - International seminar 4days
14	Thursday		Biotechnology - National seminar/ workshop, Chemistry - course Certificate begins (soaps, detergents & cosmetics)
15	Friday		
16	Saturday	(H)	
17	Sunday	(H)	
18	Monday		Physikos Internals,
19	Tuesday		Chemistry - Ozone day celebration
20	Wednesday		
21	Thursday		Sreenarayana Samadi
22	Friday		Non academic visit, Physics - General Quiz
23	Saturday	(H)	
24	Sunday	(H)	
25	Monday		Physics-House visit (25-28 4 days), Phy- Edu Intra-mural competition starts,
26	Tuesday		Physics- Power point presentation Competition, Commerce - Study tour B.Com(26-28)
27	Wednesday		Phy- Edu- Fitness programme for Faculty and Staff
28	Thursday		
29	Friday		Mahanavami
30	Saturday	(H)	Vijayadasami

		Oct-17	
Date	**Day**		**Particulars**
1	Sunday	(H)	
2	Monday		Gandhi Jayanthi
3	Tuesday		Physics -Space week celebration
			Zoology- Field trip-III.DC
4	Wednesday		Biotechnology -study tour, Chemistry -
			Lab cleaning day
5	Thursday		Economics - World Teachers Day
			Celebration
6	Friday		
7	Saturday	(H)	
8	Sunday	(H)	
9	Monday		Zoology- Zoo week celebration, Physics -
			National Seminar
10	Tuesday		Phy-Edu-Class on Aerobic Dance
11	Wednesday		
12	Thursday		Chemistry - Study tour for III DC, Physics -
			Lecture Workshop
13	Friday		Commerce- Quiz Competition
14	Saturday	(H)	
15	Sunday	(H)	
16	Monday		Zoology-World food day observance
17	Tuesday		Observance of Poverty eradication day,
			Commerce -Debate Competition
18	Wednesday		Deepavali
19	Thursday		
20	Friday		Zoology- outreach programme
21	Saturday	(H)	
22	Sunday	(H)	
23	Monday		
24	Tuesday		
25	Wednesday		Biotechnology - Poster presentation
			competition related to ozone day,
			Chemistry Water Analysis Unit- As an
			extension activity
26	Thursday		Physics - House Vist 26-31 6 days,
27	Friday		
28	Saturday	(H)	
29	Sunday	(H)	
30	Monday		
31	Tuesday		

		Nov-17	
Date	**Day**		**Particulars**
1	Wednesday		Commerce - Management Fest
2	Thursday		
3	Friday		Celebration of Economics day
4	Saturday	(H)	
5	Sunday	(H)	
6	Monday		Commerce -international Savings Day
			Celebration, Chemistry - week
			celebrations (Mobile Quiz, Chem Magic,
			General Seminar)
7	Tuesday		
8	Wednesday		Biotechnology - Non academic outreach,
9	Thursday		Zoology- Institutional visits (PG)
10	Friday		
11	Saturday	(H)	
12	Sunday	(H)	
13	Monday		I Sem/ III Sem/ UG & III sem PG Exam Begins.
14	Tuesday		Economics - Children's day celebration at Mukundapauram school, Phy-Edu- Workshop on Meditation
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday	(H)	
19	Sunday	(H)	
20	Monday		Physics - House Vist 20-24 5 days,
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday	(H)	
26	Sunday	(H)	
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		

Date	Day		Particulars
			Dec-17
1	Friday		
2	Saturday	(H)	
3	Sunday	(H)	
4	Monday		I sem PG Exam Begins.
5	Tuesday		Commerce - National Seminar,
6	Wednesday		Invited lecture on modern tools in Biotechnology, Chemistry - Mobile lab for school students, commerce-paper Presentation Competition
7	Thursday		
8	Friday		
9	Saturday	(H)	
10	Sunday	(H)	
11	Monday		Phy-Edu-Healthy Diet,
12	Tuesday		
13	Wednesday		
14	Thursday		
15	Friday		
16	Saturday	(H)	
17	Sunday	(H)	
18	Monday		Economics - Intercollegiate paper presentation competition in connection with International migrants day
19	Tuesday		
20	Wednesday		Zoology - Rev Sr. Cabrini Memorial PG- lecture series
21	Thursday		Chemistry - X' mas celebration
22	Friday		Biotechnology -Christmas celebration
23	Saturday	(H)	
24	Sunday	(H)	
25	Monday	(H)	Christmas
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday	(H)	
31	Sunday	(H)	

Jan-18			
Date	**Day**		**Particulars**
1	Monday		
2	Tuesday		
3	Wednesday		
4	Thursday		
5	Friday		Holy Mass
6	Saturday	(H)	
7	Sunday	(H)	
8	Monday		Zoology-Certificate course 2 days,
9	Tuesday		Physikos 2018
10	Wednesday		
11	Thursday		Chemistry - Release of manuscripts and publication chem magazine
12	Friday		Economics - Youth day Rally
13	Saturday	(H)	
14	Sunday	(H)	
15	Monday		
16	Tuesday		
17	Wednesday		Zoology-Rev.Sr.Cabrini memorial PG lecture series
18	Thursday		
19	Friday		Physics - Model 1 Practical Paper 2
20	Saturday	(H)	
21	Sunday	(H)	
22	Monday		
23	Tuesday		
24	Wednesday		Economics -Talk on Gender Equality
25	Thursday		
26	Friday		Republic Day, Alumnae Meet, Com Union
27	Saturday	(H)	
28	Sunday	(H)	
29	Monday		Physics - Model 1 Practical Paper 3
30	Tuesday		
31	Wednesday		

Feb-18			
Date	**Day**		**Particulars**
1	Thursday		
2	Friday		Zoology - World wetland day-observance
3	Saturday	(H)	
4	Sunday	(H)	
5	Monday		Zoology-Certificate course 2days
6	Tuesday		
7	Wednesday		Zoology - Nature camp for IIDC
8	Thursday		Chemistry - Dept. send off to retiring staff
9	Friday		
10	Saturday	(H)	
11	Sunday	(H)	
12	Monday		
13	Tuesday		
14	Wednesday		
15	Thursday		
16	Friday		
17	Saturday	(H)	
18	Sunday	(H)	
19	Monday		
20	Tuesday		Zoology - Outreach programme-AMHA
21	Wednesday		Economics - Documentary release('Bhashayum sambathika)
22	Thursday		
23	Friday		
24	Saturday	(H)	
25	Sunday	(H)	
26	Monday		
27	Tuesday		Chemistry - Send off to III DC, Physics - National science day, III DC Send off, Prayer visit to Kuzhikkattussery Last week,
28	Wednesday		Biotechnology - Science day celebration (Quiz/debate for students organized by MSc students)

Mar-18			
Date	**Day**		**Particulars**
1	Thursday		
2	Friday		
3	Saturday	(H)	
4	Sunday	(H)	
5	Monday		Second week, Staff Sports,
6	Tuesday		
7	Wednesday		Zoology - outreach programme
8	Thursday		
9	Friday		
10	Saturday	(H)	
11	Sunday	(H)	
12	Monday		
13	Tuesday		
14	Wednesday		
15	Thursday		Economics - Legal awareness class about consumer rights
16	Friday		
17	Saturday	(H)	Chemistry - family meet
18	Sunday	(H)	
19	Monday		
20	Tuesday		
21	Wednesday		
22	Thursday		Zoology-Special alumnae meet
23	Friday		
24	Saturday	(H)	
25	Sunday	(H)	
26	Monday		
27	Tuesday		
28	Wednesday		Chemistry -Dept. send off to retiring staff
29	Thursday		
30	Friday		
31	Saturday	(H)	

Annexure – II
Analysis of the Feedback
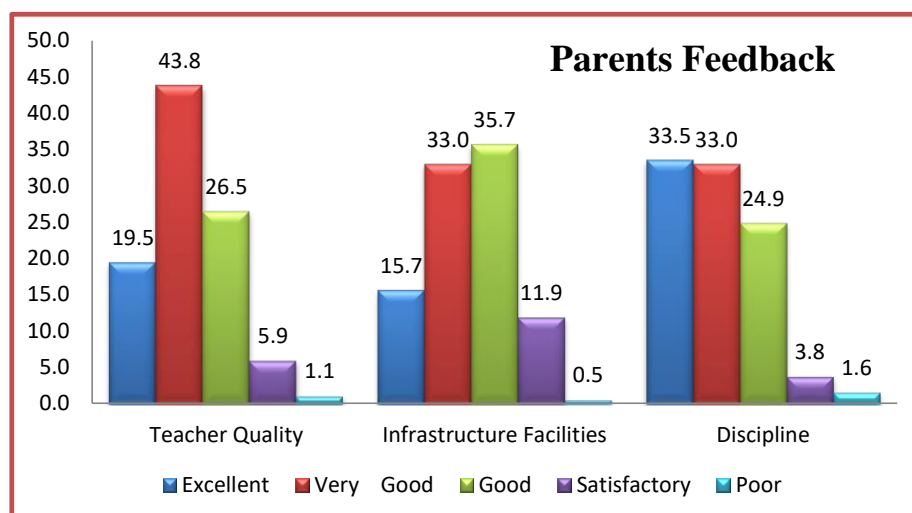
Parents Feedback

The feedback from parents is collected during the open house, PTA meeting and it shows that the teacher quality and discipline mentioned in the college is very good. Feedback is also collected from old students, well wishers and benefactors.

Employers Feedback
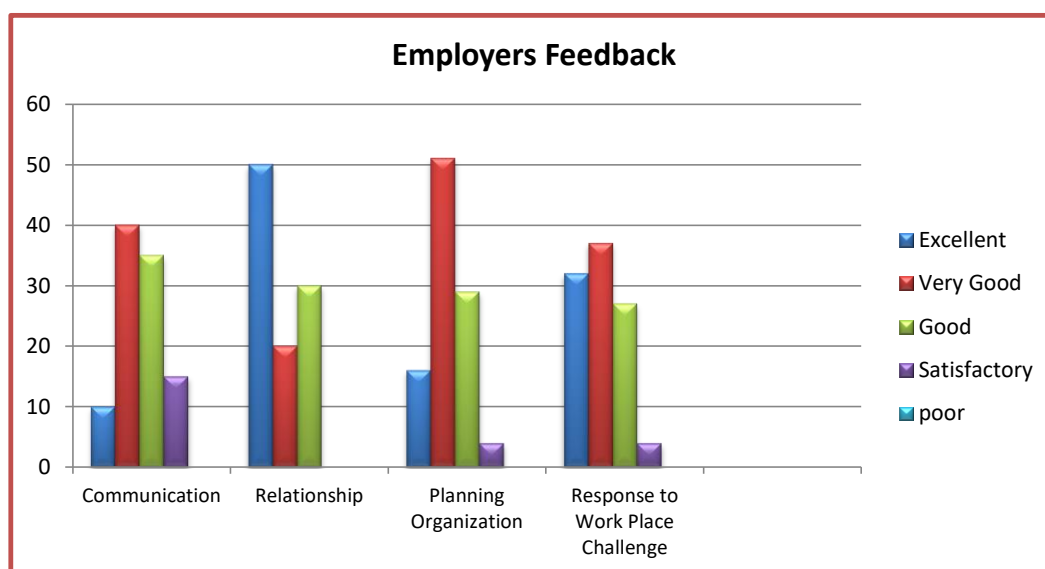
The pie diagram shows the employer's opinion about the product. Relation of our students with college management, customers and team work is excellent. It is also very good in planning, taking up responsibility, time keeping, executing plans etc.
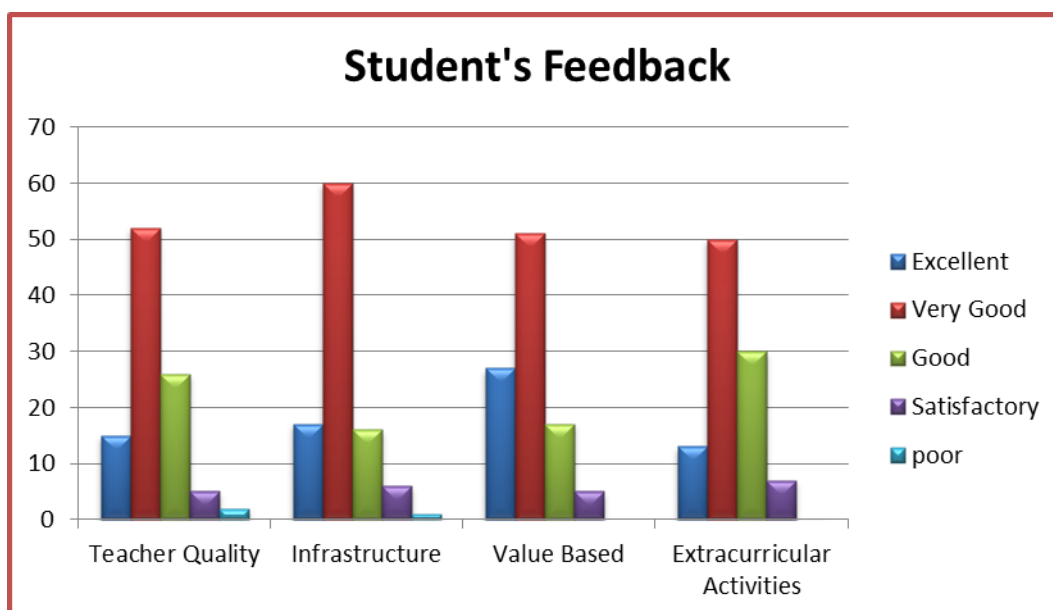
Student's Feedback

The college has a mechanism for analyzing student feedback on the performance of the college. Each year students are given an opportunity to provide confidential feedback on various aspects of the college functioning such as the college, the course, the faculty, departments, canteen, non-teaching staff, teaching-learning-assessment, research, extension and special resources such as Labs, Library, ICT amenities and other facilities based on a standardized questionnaire provided.

Teachers' Mirror (Self Appraisal by Teachers)

The college maintains a self appraisal system giving weightage to multiple activities performed by faculty inside and outside the campus in various fields. The Appraisal system in this institution gives 50% weightage for student feedback. Students are asked to evaluate each and every teacher who teaches them, with the help of a printed feedback form, towards the end of each academic year. The remaining 50% weightage is distributed equally among four heads (12.5% each) namely, research activities, consultancy and extension, involvement in evaluation duty and teaching experience and qualification. Duly filled in Appraisal forms are received from all the faculty members at the end of the academic year based on their performance in the previous year (Teachers Mirror), and this is evaluated by the Management.
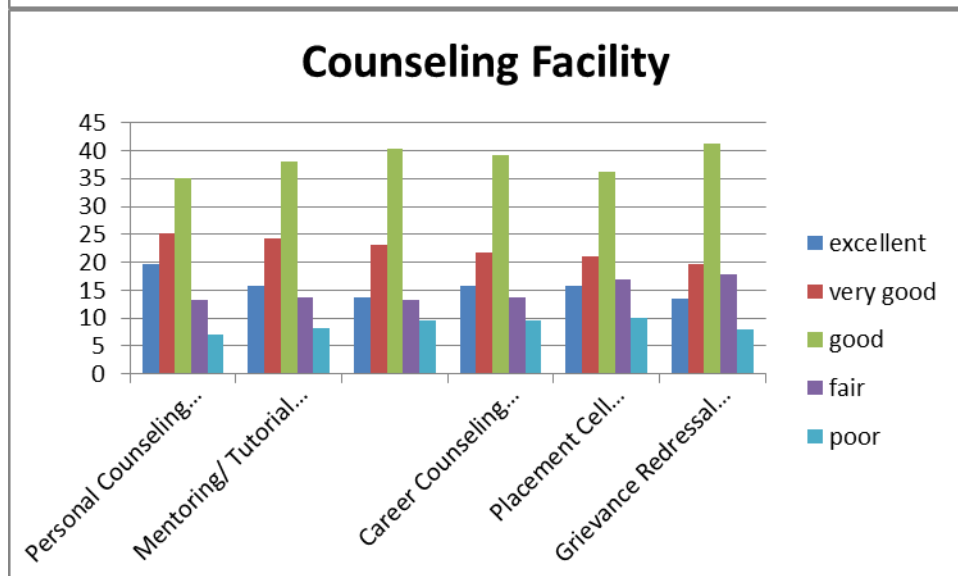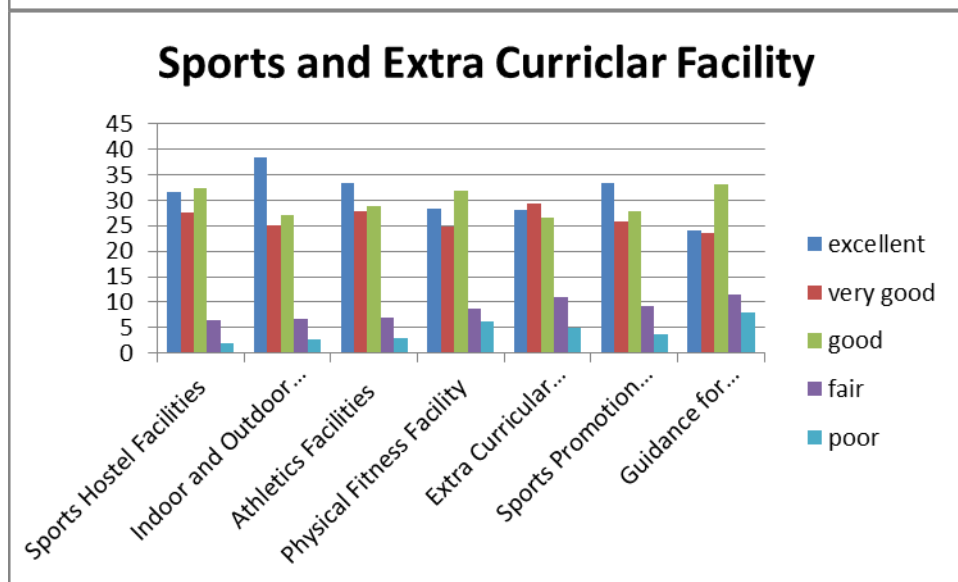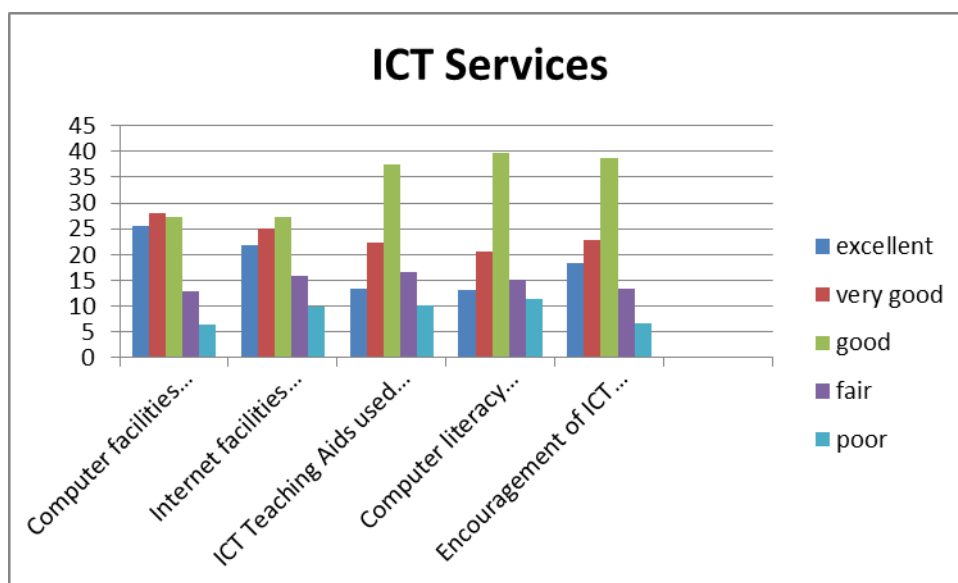
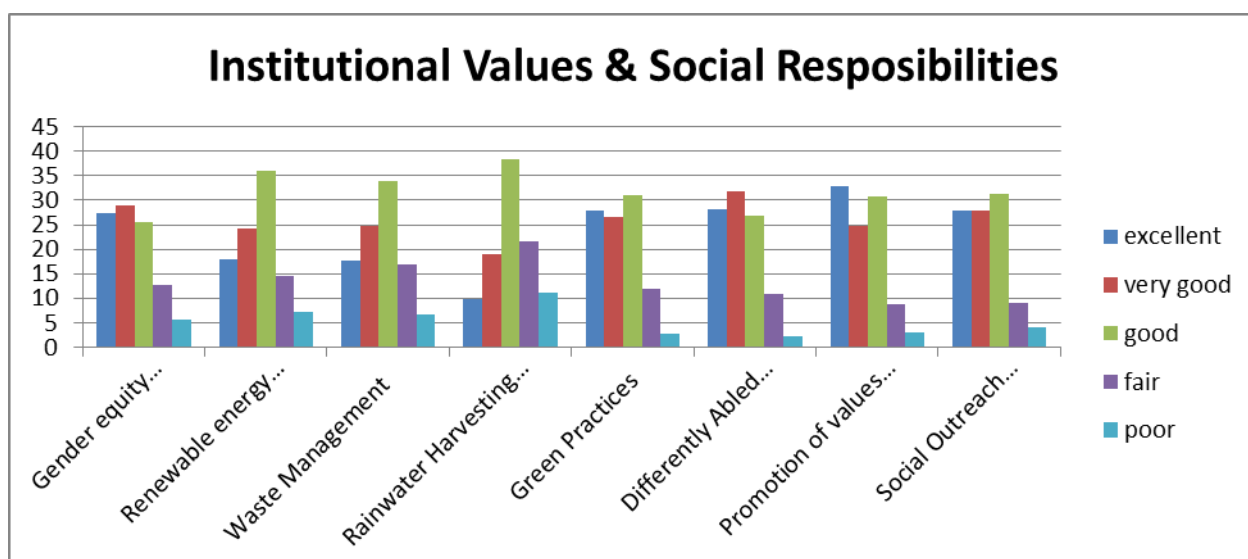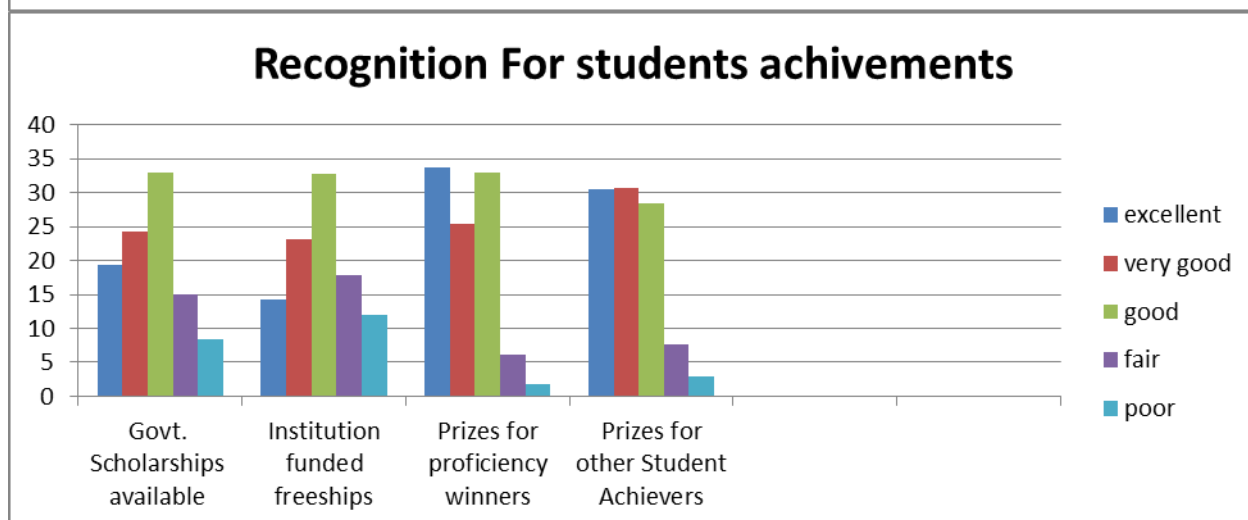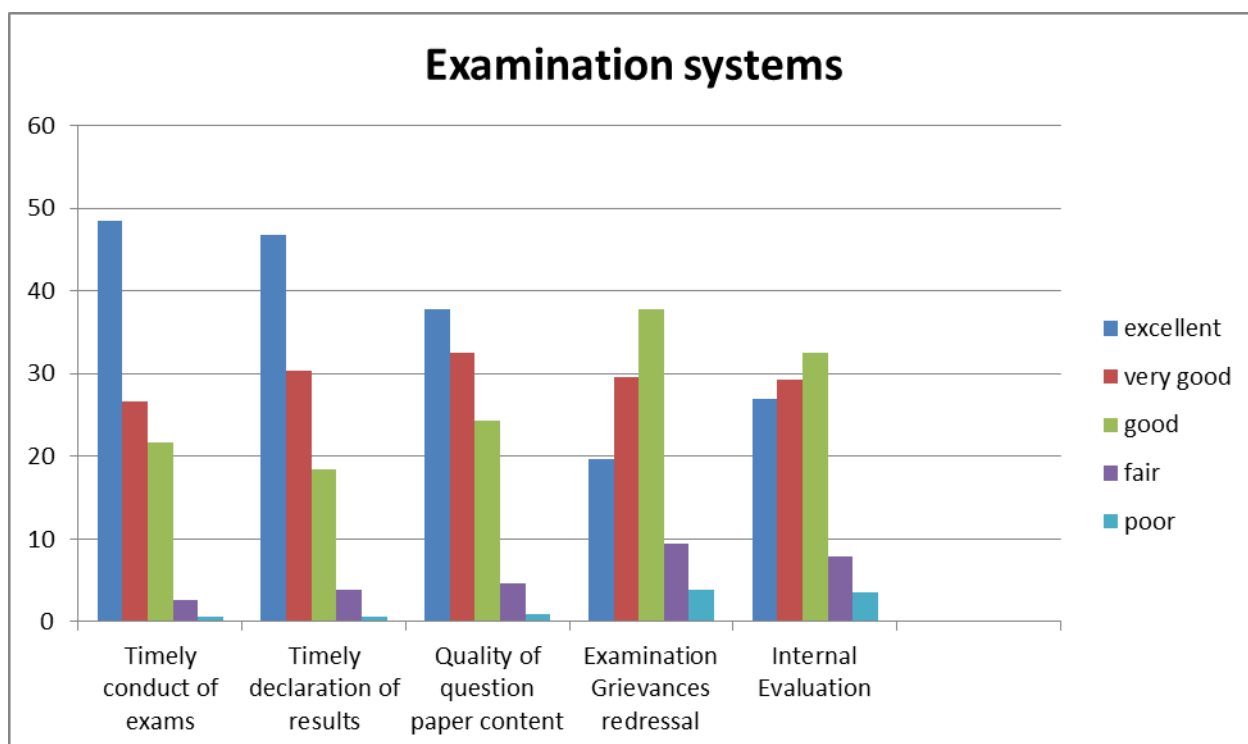The suggestions for improvement are grouped into three categories:
- Those we can change immediately
- Those that must wait until the next time the course is offered
- Those that we cannot change

In all possible cases, remedy is provided, after discussions with the concerned authorities.

Online Student Satisfaction Survey 2017-18

TEACHING fACILITY

Basic Facility

Physical Facility

ICT Services

Sports and Extra Curriclar Facility

Counseling Facility

Examination systems

Recognition For students achivements

Institutional Values & Social Resposibilities
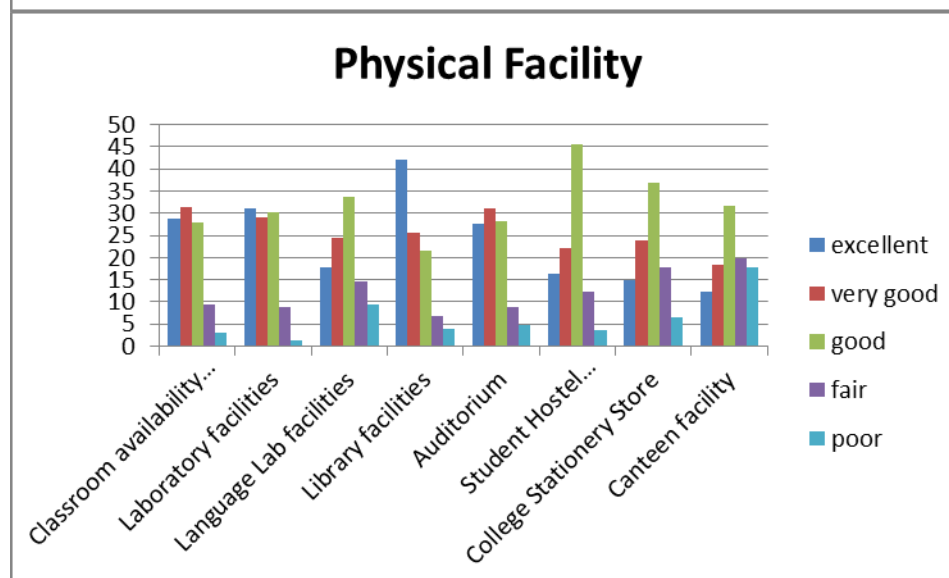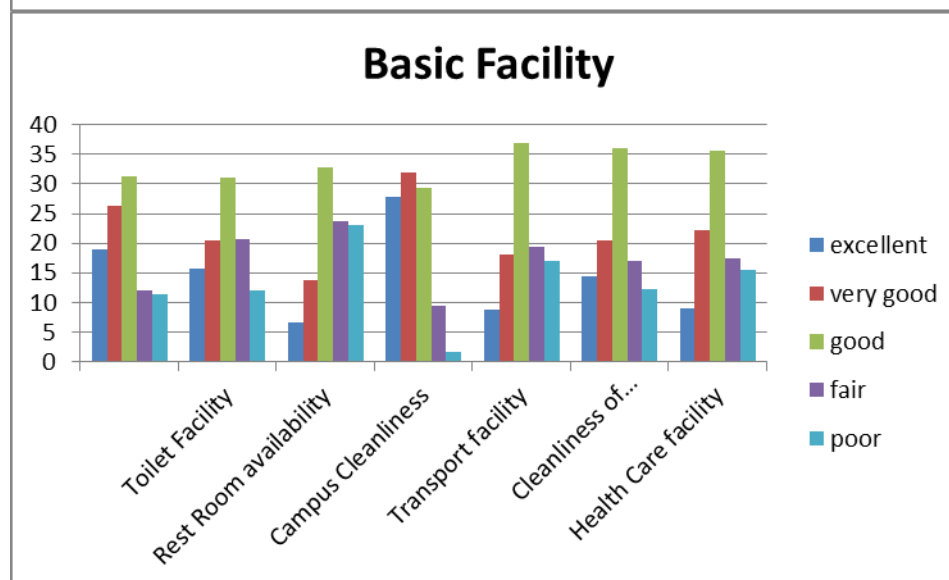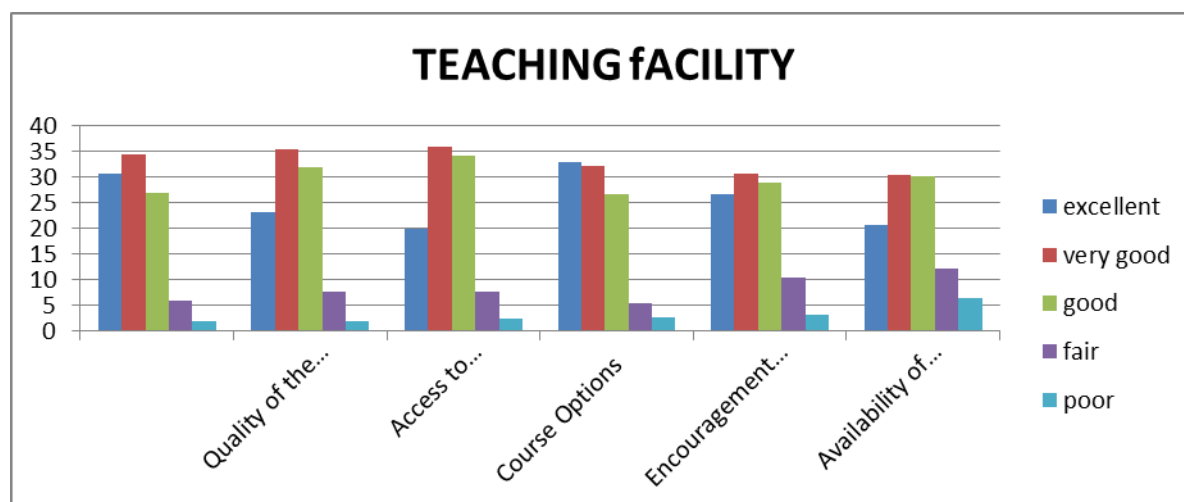
Stakeholder Feedback Report (Design & Review of Syllabus) 2017-18

1. Students

The following Table 1.1 depicts the student's opinion about the currently following U.G & P.G syllabus in the college.

Table 1.1.Students' opinion about the ongoing syllabus

Question	respone	No. of respondents	% of respondents
what is your opinion about the ongoing prescribed syllabus	Good one and need no change	161	34.07%
	Good one but latest trends to be included	254	53.70%
	Average in Quality	23	4.81%
	Poor in Quality	3	.74%
	No opinion	31	6.67%
		472	100

Nearly 53.7% suggested that even though the ongoing syllabus in the college standard but some changes has to be made by incorporating latest trends and deleting unimportant &outdated topics from the syllabus. Some of them argued that the current syllabus is very heavy & to make it more students friendly and increase the quality of syllabus without compromising on the relevance of each subject matter.

1.2 Courses /Paper change suggested by the students.
Among the 472 respondents, 296 respondents argued that there are some papers which they wish to be changed.

Table1.2 Courses /Paper change suggestions

Question	Response	No. of respondents	% of respondents
Is there any course(paper) or module you wish to be changed	Yes	296	62.59%
	No	176	37.41%
		472	100

Following are the core area /papers suggested by the students to make changes by including latest developments in the subject:

- Banking
- GST & Tax
- Capital Market
- Computer Application
- Quantitative Technique
- Bio-technology
- Sociology
- Bio-informatics
- E –Commerce
- Native media in English

- Research methodology
- Entrepreneurship
- Environment issues
- Plant physiology
- Metabolism
- Biochemistry
- Employability courses
- Skill Development courses
- Human Value & Professional Ethics

Majority of the students demanded the introduction of Skill Development (40.61%)& Employability courses.(27.92%) and Entrepreneurship courses (15.72%).

2. Teachers

2.1 Teachers' opinion about the current syllabus

The following table 2.1 represents the teachers' opinion about the currently prescribed syllabus in the college.

Table 2.1 Teachers' opinion about the prescribed syllabus

question	response	No of respondents	percentage
What is your opinion of the syllabus currently prescribed & ongoing	Standard one but need change	76	76%
	Standard one and need no change	24	24%
	Average quality	0	0%
	Poor quality	0	0%

All the faculty remarked that the ongoing syllabus is standard, but same changes has to be made by including latest topic and socially relevant concepts. Majority argued that some of the papers in the prescribed syllabus is very tough and heavy on the students. They suggested to bring practically oriented topics in the syllabus.

2.2 Course or Module change suggested by the teachers
Among the 100 respondents, 99% respondents argued that there are some papers which has to be changed according to current scenario requirements.

Table 2.2 module change suggested by the teachers

question	responses	No of respondents	percentage
	Yes	99	99%

	No	1	1%
	Total	100	100%

Following are the core areas suggested in the syllabus

- Quantitative technique
- GST & Tax
- Banking
- Capital Market
- Computer Application
- E-Commerce
- English Literature
- Malayalam Sahithyam
- Entrepreneurship
- Research Methods
- Environmental studies

2.3 Preference for course introduction

The following table represents the staff preference for the introduction of new course or alternative modules in the existing syllabus.

Table 2.3 Staff preference in the introduction of new course or modules

Sl No	Options related to courses	Rank or preference
1	interdisciplinary	7
2	Employability Courses	1
3	Entrepreneurship courses	2
4	Skill development courses	3
5	Environment	4
6	Human values & professional ethics	6
7	Gender	5

From the table 2.3 the faculty remarked that employability oriented courses should have first preference in the syllabus. So in order to promote job acquisition skills of students, syllabus should incorporate more job oriented modules, skill development papers, Entrepreneur capability enhancing courses etc.

3. Parents

Parents' satisfaction level about the ongoing syllabus

Following table 3.1 gives a clear picture about the parents' opinion about the ongoing syllabus in the college.

Table 3.1Parents' opinion about the prescribed syllabus

Satisfaction level about the prescribed syllabus	No.of Respondents	% of Respondents
satisfied	205	97.61%
Not satisfied	5	2.39%
Total	210	100%

Nearly 98% of parents are satisfied with the syllabus which their daughters are following in this institution. Only 2.39% parents argued they need some improvements in the syllabus by more job oriented and skill oriented courses.

3.2 Parents' opinion regarding the sufficiency of existing syllabus for a career.
Following Table 3.2 gives parents opinion regarding the sufficiency of existing syllabus for a career.

Table 3.2 Parents' opinion regarding the sufficiency of existing syllabus

Question	Response	No .of Respondents	% of Respondents
Do you feel that she is learning sufficient knowledge/skills to help her in her future career	Yes	190	90.48%
	No	18	8.57%
	No opinion	2	0.95%
Total		210	100%

Nearly 90.48% of parents opined that the ongoing syllabus is sufficient enough to help their children for a better career.

3.3   Extra skills recommended by the parents
Following Table 3.3 gives a dear picture about the Extra skill recommended by the parents.

Table 3.3 Skill oriented courses recommended by the parents

Skills Recommended	No.of Respondents	% of Respondents
Employability Skill	33	25.64%
Professional Skill & Ethics	27	20.51%
Fashion Designing	14	10.26%
English Communication Skill	50	38.46%
Accounting Skill	6	5.13%
Total	130	100%

4. Alumnae

4.1. Alumni opinion about the relationship between their current status & the education system they followed

The following table 4.1 represents the opinion of Alumni regarding the relationship between their current status & the education they already acquired from the Institution.

Table 4.1 Alumni opinion regarding current job & their education level.

Question	Response	No. of respondents	% of respondents
Does the education along with the skills you have acquired help you in your current job status	Yes	145	95.15%
	No	7	4.85%
Total		152	100%

From the table 4.1 it is clear that a wide majority opined that the education along with the skills they have acquired from their prestigious college, helped them to discharge their current jobs with greater confidence. It also helped them to broaden their perspective and take logical decisions timely.

4.2. Alumni opinion about the introduction of new paper or new module.

Table 4.2 Alumni opinion about the introduction of new paper or new module in the syllabus.

Question	Response	No of respondents	% of respondents
Is there any courses (paper or module that you wish you had studied in your college)	Yes	66	43.69%
	No	86	56.31%

From the table 4.2, it is clear that 66 out of 152 respondents were satisfied with their curriculum & courses they studied in this institution & they argued that the curriculum followed in this college is enough & needed no change. Nearly 43.69% of Alumni demanded that they prefer the introduction of new paper or new module in the syllabus & their requirements includes the introduction of Development Biology, Ecology related paper, immunology course, journalism paper, computer courses , Banking paper, Tally module, Research methodology chapter in Ph.D. programmes

Table 4.3 Skill oriented courses suggested by the Alumnae

130 out of 152 Alumni respondents responded that they wish they had acquired some extra skill oriented courses in this college. Following are the major skill oriented courses suggested by the alumni respondents:

Name of the skill oriented courses	No of respondents	% of respondents
English Communication skill	49	37.14%
Personality Development Skill	15	11.43%
Computer Hardware & Software courses	24	18.57%
Employability & Professional Ethics Courses	15	11.43%
Entrepreneurship skill	7	5.71%
Documentation presentation skill	15	11.435
Other skills include craftwork, yoga, martial arts etc.	5	4.29%
	130	100%

Best Practices of the institution

Best Practice I

1. **Title of the Practice - Campus Community Connect**
2. **Objectives of Practice–**
   - To groom students into proactive citizens who are socially –oriented , and equipped with compassion and fellow feeling for the less privileged and the down trodden in the society.
   - To promote awareness on environmental issues within and beyond the campus
   - To encourage a lab – to – land culture among students and faculty and there by taking academics beyond the boundaries ofclassroom.
   - To effect holistic development of students
   - To facilitate closer bonds between faculty, students and their families
   - To prepare young women to be architects of ideal families
   - To contribute to the building up of a good society/nation

3. **The Context**

The roots of this best practice go back several years to   'SCOPE', an institution-neighborhood- community network established   as the joint effort of the college and all its stakeholders for the benefit of the neighbouring shammughan colony.

Such community related activities are continued now through the Social Work Department, Social Work Centre, Darsana- the counseling centre, and through organizations, forums and clubs like NSS, NCC, CASP, AICUF, Blood Donor's Forum, We for Women Club and various Departmental associations.

4. **The Practice**
   - Voluntary Blood Donation as and when needed, from a list of registered donors.
   - Free Blood detection, checkup, other pathological investigations offered to the local School children by CASP. Also taken up are their education expenses by the Community Aided   Sponsorship program
   - Visiting the houses of the aged, the destitute, the differently abled, participating in adult education, literacy mission, distribution of food packets
   - 5 Villages were adopted by NSS in the last 05 years
   - Houses were built for 35 poor families by the Management and NSS
   - Maintaining a Library (DOLCE) for the people of the nighbouring colony
   - Maintaining the TV parlor for the aged in the Municipal Park

- The professional counselors of DARSANA, the govt. registered counseling centre offers counseling services to the needy from all walks of life, and also conducts family counseling and de- addition program.
- Students awareness programs, surveys etc. are conducted on women and girl – child related issues by the We for Women Club and the Social Work Department
- The College Sports Academy promotes sports awareness among children of the locality by conducting vacation coaching and providing sports kits worth Rs. 2000 each
- Mental health training is provided for National / International athletes in South India by the Dept. of physical Education
- Ms. Litty Chacko, the Head of the Malayalam Dept. is member of the Janamaithri Police committee.
- Three faculty are members of Justice Forum, the dispute-settling centre and Prathyasa, the Crisis Intervention Centre, Two important bodies of Irinjalakuda Diocese.
- Sr. Mary Franco Memorial Educational Charitable Trust has given a total of Rs.417338 to deserving students from various institutions for education and medical purpose in the last 05 years
- CDRL promoted health awareness through lecture series 'Sasthralokam' by **Akasavani**. Also worked in the wetlands and conducted awareness program for the conservation of birds.
- Teachers visit the students at the home to assess their backgrounds for necessary remedial action. Free lunch coupons are provided to needy students. Financial assatent is provided to meet the educational/ medical expenses of needy students/ parents.
- E-popularization classes were conducted for the women and poor students of the locality by the Dept. of Computer science.
- Biodiversity programs undertaken by the Dept. of Zoology . Also inaugurated 'Birds Friendly Campus' and Veedinu Oru Kaadu-promoting bird sanctuaries in the campus and in the homes.
- Green audit done by the dept. of Botany in association with Nature Club and IQAC, with the assistance of external experts.
- Dept. of Hindi co-oriented distribution of study materials for the Higher Secondary School , Thadathiparambu in Malappuram District of Kerala, ' A Tree for Every Home' project in association with Kerala Forest & Wild Life Department, gave tuition for slow learners of various schools, ' Pathayora Thanal Mara Samrakashana Program', 'Amritha Palliative Home Care Program' , 'Love Locks Mision '-a Hair Donation Campaign for cancer survivors , & 'Fast A Meal', Feast a Meal' for the poor, in addition to plantation and cultivation drives at various places outside the campus.
- Ithirivettam (A spark of light), Snehasparsham (An Affectionate Touch), Snehapatheyam (Free Lunch), Niravu (Fullness of Hearts & Minds) etc. are regular philanthropic activities undertaken by the NSS volunteers

5.   Evidence of Success

Campus Community Connect impacts the students and the community in a number of ways. It forges a link between the institution and the beneficiary communities, paving the way for better relations. The activities serve to lift the backward communities and empower them to come to the centre stage of the national developmental process. It is also in conformity with the declared objective of bringing the students face to face with social and environmental concerns. The exposure they get from the society complement the academic learning experience.

The Campus Community Connect has also been a valuable avenue for harnessing youth power for national development. Students are empowered through their work and gain enhanced self-esteem. It has improved their leadership potential, provided training in skills that would come handy in their life and ready them to participate in the nation building process.

6. Problems Encountered and Resources Required

All of the above are time-consuming activities, and the organizing faculty and departments have to find a lot of extra time for the execution of the activities. Much of the work is done after class hours and during holidays. Financial involvement is another problem encountered. The departments and association concerned usually raise the money through donation, sponsorships etc. Assistance is also provided by the management as and when necessary.

The safety of the girl students who volunteer for the activities is yet another problem encountered. They are accompanied by responsible faculty who make all arrangements for their travel, and accommodation whenever required. The co-operation of the beneficiary community is made sure before embarking on the project.

7. **Notes:** This is a necessary healthy practice which instils in students a sense of responsibility to the community and helps impart positive findings of the campus to the society at large.

Best Practice II

1. **Title of the Practice: Learn with Nature**
2. **Objectives of Practice**
   - Train students to become protectors of Nature, and make a difference to the endangered Planet Earth
   - To make the students become messengers to the world outside campus walls by promoting awareness on environmental issues like climate change, deforestation, energy depletion, water scarcity, waste accumulation, etc.
   - Translate classroom – knowledge into life – application
   - Set up a clean environment for healthy living

- Comply with the Swach Bharat initiative of the government, and participate in the nation – building process

3. **The Context:**
   - The institution in its practices has always been environment friendly and during the last several decades, the campus has been highly sensitive towards issues like climate change and environmental degeneration.
   - Conscientisation programmes such as ozone day, World Forest Day, World Environment Day celebrations are conducted every year to instill in all a love of Nature, and motivate the students to protect the environment for themselves and for the posterity.
   - The earlier 'Green Campus, Clean Campus' practice has now been expanded into a larger umbrella, 'Learn With Nature', incorporating the initiatives of the Nature and Biodiversity Clubs and encouraging students to go beyond the campus for green and clean drives.
   - Since the implementation of autonomy, whereby students are offered short – term certificate courses for add-on education.

4. **The Practices**
   - Conscientisation talks & seminars are conducted with the assistance of experts and resource persons
   - Environment related activities, cleaning campaigns are organized by associations like NSS, Nature Club, Biodiversity club, Department Associations etc.
   - Planting and greening drives are undertaken
   - Active participation in the Swatch Bharat, Save Energy Campaigns and the Haritha Keralam Project of the Kerala Govt.
   - Release of the manuscript 'Haritha' & 'Thusharam'
   - De-plasticised campus where use of plastic bags, cups and plates are restricted
   - Campus divided into Zones and entrusted to various departments for cleaning and greening
   - Green Campus with fruit trees, ornamental plants, medicinal garden, botanical garden, & space for cultivation of crops and organic farming
   - Celebration of World Environment Day, World Forest Day, Wetland Day, Ozone Day & Clean – up Days
   - Production and sale of bio-control agents, bio – pesticides, & bio – fertilizers
   - Distribution of Paper Bags
   - Composting
   - Mushroom Cultivation from wastes
   - Timely disposal of all types of waste after sorting biodegradable and non-biodegradable wastes
   - Solar energy upgradation
   - A Green Brigade has been set up

- Celebration of environment protection week every year
- A course on Environment protection is offered to the 3rd & 4th semester students.
- URVARA – a project of organic farming , Plantain @ Home program and Save Energy Campaign by the NSS Volunteers

5. **Evidence of Success:**
   - The major audit observations vouchsafe that there are substantial environmental awareness initiatives in the institution, that the installation of solar panels, training in vegetable cultivation and composting practices are noteworthy, that the campus is going green due to the environmental awareness programs initiated and that the gardens are well – maintained

6. **Problems Encountered and Resources Required:**
   - Availability of time for greening endeavours is a serious constraint
   - More space has to be created for planting
   - Revenue has to be generated for many suggestions in the green audit report

7. **Notes:**
   - 'Learn with Nature' is a healthy practice that all institutions can adopt, especially in these testing times of environmental degradation. It encourages a love of nature in students, and makes them volunteer to protect the earth.
   - To ensure positive results, a feedback mechanism/ audit is mandatory.