The Annual Quality Assurance Report (AQAR) 2014-15, of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> St. Joseph's College

1.2 Address Line 1

> Irinjalakuda

Address Line 2

> Thrissur District

City/Town

> Irinjalakuda

State

> Kerala

Pin Code

> 680 121

Institution e-mail address

> info@stjosephs.edu.in

Contact Nos.

> 0480-2825358

Name of the Head of the Institution:

> Dr. Sr. Lilly P. L
> (Dr. Sr. Christy CHF)

Tel. No. with STD Code:

> 0480 2831200

Mobile:

> 9961155779

Name of the IQAC Co-ordinator: Dr. Meena Thomas Irimpan

Mobile: 9447923580

IQAC e-mail address: iqac4sjc@gmail.com

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

1.4 **NAAC Executive Committee No. & Date:** EC/65/RAR/69 dated 25 October 2013

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

1.5 Website address: www.stjosephs.edu.in

Web-link of the AQAR: stjosephs.edu.in/index/iqac

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++	83	2007	31/03/2012
3	3rd Cycle	A	3.10	2013	25/10/2018

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

1.8 AQAR for the year *(for example 2010-11)* 2014-2015

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

Report	No	Date
AQAR	(i)	25/09/2013
AQAR	(ii)	05/08/2014

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 [✓]

Semi – 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) | . Certificate Courses & Add on 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 | Selected by the State Govt. for Approval by the UGC |

University with Potential for Excellence | NA |

UGC-CPE | Approved by the University and Application forwarded to the UGC |

3

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 Add on 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

30

2.11 No. of meetings with various stakeholders: No.   3   Faculty   15

Non-Teaching Staff and Students   4   Alumni   4   Others

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

If yes, mention the amount | 3 lakhs |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 11 | International | | National | | State | | Institution Level | 11 |

(ii) Themes | Quality Sustenance and Enhancement, ICT upgradation, E-content preparation, Time management, Documentation, Role of Research in Higher Education – Implementation of Autonomy |

2.14 Significant Activities and contributions made by IQAC

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

1) Preparation of the year-plan targeted at the timely conduct and quality improvement of various functions of the college, the academic calendar of the college based on the year-plan thus prepared

2) Ensuring that activities entrusted to the Committees are carried out according to the Year Plan

3) Organizing of ICT upgradation sessions in order to bring about enhancement in technology oriented teaching and learning practices

4) Arranging faculty-student Council interaction on academic and non-academic issues to gauge student- reaction to the day-to-day working of the college

5) Tutorial and mentoring planning including Student Home visits by the faculty

6) Career Path Inquiry in collaboration with Career counseling cell

7) 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.

8) Designing of cross-cultural experience to enrich campus life

9) Analysis of feedback on all aspects of teaching and learning at the end of every semester

10) Participation in the academic audit of the functioning of all Departments every year.

11) Providing support structures and systems for faculty and administrative staff

12) Conducting periodic meetings of the Department Heads and discussing ways and means for quality sustenance and enhancement in each department

13) Being vigilant to the timely instructions and directives of NAAC, UGC, State Higher Education Department and the University

14) Conducting annual SWOT analysis, and finding ways and means to overcome the weaknesses by taking up challenges and making full use of opportunities.

15) 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

16) Giving directions to GRACE (Guidance for Research and Assistance for Consultancy and Extension) of the college.

17) Publishing an IQAC newsletter, 'Quality Quest' every month 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'.

18) Preparation and submission of Annual Quality Assurance Report (AQAR) at the end of every academic year to the NAAC and SSR at the end of the stipulated Period

19) Preparing and forwarding proposals for schmes such as Vocational Courses, Community College Courses etc.

20) Preparing and forwarding proposals for selected candidates for the awards of University, State, AIACHE etc

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 * are as follows:

IQAC has organised 10 Seminars on various topics which are relevant to ensure quality.

a) Applied for one National Seminar (December 2014) and facilitated 05 National Seminars

b) 4 Major and 15 Minor projects are ongoing

c) Applied for Equal Opportunity Courses for SC/ST to the UGC – 16/06/2014

d) Allocation of the College Devt. Grant Sanctioned amount – 14/06/2014

e) Submitted the AQAR to the UGC – 05/08/2014

f) Applied for the Sadguru, Sadguna Awards for the Best Teacher and the Best Student to the University of Calicut – July 2014

g) Applied for the AIACHE award for the Best Principal – September 2014

h) Application forwarded for Centre with Potential for Excellence – January 2015

i) Application forwarded for the grant of Autonomy – January 2015

j) Applied for CURIE 2014 Grant for the P G Science Departments – November 2014

k) Forwarded the KAUSHAL KENDRA – Application – January 2015

l) Applied for Community College – March 2015

m) Collection and co-ordination of documents – August 2014, November 2014, February 2014

n) Motivational Talk for the Faculty by Prof. Joby Thomas, St. Thomas College, Thirissur – December 2014

o) Publishing the IQAC Newsletter (Quarterly) – August, November, February, May 2014-2015

p) Publishing the IQAC Annual Newsletter ' Campus Tidings' – March 2015

q) Published 65 International and 13 National research articles.

r) Organized 5 National Seminars

s) Organized 25 invited talks

t) WWS, Walk with a Scholar, a Govt. Initiative introduced

u) Anti – narcotic Club formed in Collaboration with the Excise Deptartment.

v) Scholar Support Programme SSP, a Collegiate Directorate initiative introduced

w) Application forwarded for Financial Assistance for Solar Installation – February 2015

The Academic Calendar of the year attached 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 despatched to the UGC.

Part - B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	4			
PG	12	2	7	
UG	16	2	6	
PG Diploma				
Advanced Diploma	1			
Diploma				
Certificate	2 (UGC Add on)			
Others	26			26
Total	61			

Interdisciplinary				
Innovative	1 (Higher Focus course)			

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
    Being an affiliated college no freedom to change the curriculam. At the same time there are provisions to select Electives, introduce open courses, vocational & certificate programmes etc.

Teachers of this college who are members of the University Board of Studies have played a very dynamic role in framing the syllabi of certain courses of the University. We invite the Vice Chancellor, Pro-Vice Chancellor and Registrar to the campus and conduct interaction sessions with faculty and the students. Such occasions are used to give direct feedback on our Curriculum and give suggestions for improvement.

The faculty of the college have prepared the syllabi for the add-on, certificate encrichment and value education courses conducted on a regular basis.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	28
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni ✓ Parents ✓ Employers ✓ Students ✓

(On all aspects)

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

Analysis of the feedback in the Annexure I

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

College is affiliated to University of Calicut, hence there is revision update of syllabus as per the decision of the Board of Studies of the University

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
57	31	26	-	-

2.2 No. of permanent faculty with Ph.D.   33

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
5	1	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

| 62 | | 1 | | 62 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	29	118	24
Presented papers	18	52	1
Resource Persons	-	-	15

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

The innovative features of the curriculum Teaching and Learning the college is following are given below:

- 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) introduced to support High and Low Performers
- *Exclusive programs* like Rural Camps, Mini Research, Community Oriented Programs, Article Reviews and discussions that fine-tune the students to the mind set the courses intend to develop in them
- *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 of exposure to programmes that enrich curriculum teaching and learning*

2.7 Total No. of actual teaching days
during this academic year | 186 |

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

2.9 No. of faculty members involved in curriculum
restructuring/ revision/ syllabus development | 4 | 6 | |
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:

University Examinations Results (UG)

UNIVERSITY EXAMINATION RESULT 2014								
Title of the Programme	Total no. of students appeared	Division						
		A+	A	B+	B	C+	FAIL	Percentage
Mathematics	45	1	13	15	10	1	5	89
Physics	36	0	7	19	7	0	3	91.7
Chemistry	39	0	10	20	6	0	3	92.3
Botany	37	1	8	16	10	0	2	94.6
Zoology	40	3	9	14	6	1	7	82.5
Biotechnology	28	0	4	16	5	0	3	89
English	34	0	4	17	10	2	1	97
Economics	50	1	1	11	23	6	8	84
History	53	0	1	5	27	7	13	75.4
B.Com. Finance	60	0	11	40	8	3	0	100
BBA	22	0	0	11	8	3	0	100
BCA	13	0	0	1	8	3	1	92
B. Com with CA	32	0	0	13	12	3	3	90.7

P.G Results not yet announced

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 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 morms formulated by the IQAC
- 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.
- Post Entrance Test (PET), 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 Fund or granted scholarship.
- WWS, Walk With Scholar, a Govt initiative is introduced to high performance students
- SSP, Scholar Support Programme, an initiative to support the low Performers introduced

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher Courses	5
UGC – Faculty Improvement Programme	Nil
HRD Programmes	2
Orientation Programmes	7
Faculty exchange programme	1
Staff training conducted by the university	-
Staff training conducted by other institutions	7
Summer / Winter schools, Workshops, etc.	1
Others	Nil

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	17	Nil	Nil	6
Technical Staff	9	4	Nil	10

Criterion – III
3. Research, Consultancy and Extension

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

- 17 research oriented workshops/seminars were organised for the faculty, PG and research students of various departments. 8 National/International workshops/seminars were conducted   for interaction of faculty, students and research scholars with experts/industry persons, resulting in research/society/community oriented projects.
- The Research Centre of Mathematics has two research guides and 12 research scholars, with one more faculty awaiting guideship.
- The Centre for Commerce has three research guides and 16 research scholars, who are in the registration process.
- The Department of Chemistry has three guides and 1 research scholars
- The Department of Zoology has one research guide and 11 research scholars
- The centre for research in English is in the initial stage, awaiting approval of guideship.
- Five faculty have research guideship in other Universities and are guiding eight research scholars.
- 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.
- Twenty One funded minor projects were undertaken by the faculty during the period, of which 1 is successfully completed and 5 are submitted.
- Six Major projects funded by the UGC/KSCSTE/DST were undertaken by the faculty during the period
- A total of 70 paper presentations were made in National/International Workshops/ Seminars/ Conferences and one Regional Seminar supported by professional agencies.
- A total of 56 paper publications in International journals, 2 book publications and 26 proceedings of national/ international seminars were made during this period.
- Nine faculty have life membership in international organizations.
- Four faculty are reviewers of International databases, American Mathematical Society, Zentralblatt Math, Germany, African Journal of Biotechnology and Biomediationa.
- 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 field. 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		2
Outlay in Rs. Lakhs		35.80		

3.3   **Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	1	15		5
Outlay in Rs. Lakhs		20.10		

3.4   **Details on research publications**

	International	National	Others
Peer Review Journals	2		
Non-Peer Review Journals			12
e-Journals	1		
Conference proceedings	1	7	9

3.5 Details on Impact factor of publications:

Range [0.9-1.0]   Average [0.95]   h-index [14]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	3 years	UGC	10.78 lakhs	2.45 lakhs
Minor Projects	2 years	UGC	11.60 lakhs	8.25 lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			22.38 lakhs	10.70 lakhs

3.7 No. of books published   i) With ISBN No. [2]   Chapters in Edited Books [1]

ii) Without ISBN No. [1]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [　]　　DBT Scheme/funds [　]

3.9 For colleges　　Autonomy [　]　CPE [　]　　DBT Star Scheme [　]

INSPIRE [　]　CE [　]　　Any Other (specify) [　]

3.10 Revenue generated through consultancy　　Rs. 34,250/-

3.11 No. of conferences organized by the Institution: **18**

Level	International	National	State	University	College
Number	1	7	10		

3.12 No. of faculty served as experts, chairpersons or resource persons : **16**

3.13 No. of collaborations　　International [1]　　National [4]　Any other [28]

3.14 No. of linkages created during this year [108]

3.15 Total budget for research for current year in lakhs :

From Funding agency [10.58 lakhs]　From Management of University/College [5 lakhs]

Total [15.58]

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	District	College
6	1	2				3

3.18 No. of faculty from the Institution
   who are Ph. D. Guides [9]

and students registered under them ⬚ 40

3.19 No. of Ph.D. awarded by faculty from the Institution ⬚ 2

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

JRF ⬚ 4   SRF ⬚   Project Fellows ⬚ 2   Any other ⬚ 3

3.21 No. of students Participated in NSS events:

International level ⬚   National level ⬚ 1

University level ⬚   State level ⬚ 4   Others ⬚ 5

3.22 No. of students participated in NCC events:

University level ⬚   State level ⬚

National level ⬚   International level ⬚   Others ⬚ 28

3.23 No. of Awards won in NSS:

University level ⬚   State level ⬚

National level ⬚   International level ⬚

3.24 No. of Awards won in NCC:

University level ⬚   State level ⬚

National level ⬚   International level ⬚

3.25 No. of Extension activities organized

University forum ⬚   College forum ⬚ 23

NCC ⬚ 1   NSS ⬚ 12   Any other ⬚ 6

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:
  - Philanthropic assistance to destitute inmates
  - World Environment Day celebration and distribution of saplings
  - Distribution of books to poor students
  - Adult Literacy Programme for Elder Women
  - World Elders' Day Celebration
  - Seminar on 'Gender Relations'

- Celebration of Earth Day
- Programmes on Drug Abuse, Illict Trafficking, Sexual Abuse, Human Rights Education and Monitoring, Palliative Care, Pollution Control, Traffic-Rules, Health, Hygiene and Nutrition etc.
- Medical Camp
- National Service Scheme
- Compulsory Social Service Scheme
- National Cadet Corps
- Blood Group Detection and Donation Camps
- CASP-The Community Aided Social Service Sponsorship Programme
- AICUF
- Nature Club – Spreads environmental consciousness
- Entrepreneurial Development Club- aims at instilling entrepreneurship skills in students and the community
- Women Development Cell
- Faculty as volunteers at 'Pratyasa' – a crisis intervention centre and 'Justice Forum' – a dispute setting centre.
- Darsana, the Government-approved counseling centre offering professional counselling to students and the community
- Science Popularisation Programme conducted by the Dept. of Computer Science, to give orientation and training to Computer illiterate girls and women of the marginalized strata

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	76890.27m^2	-	-	-
Class rooms	81	4	Management	85
Laboratories	17	3	Management & KSCSTE	20
Seminar Halls	5	-	-	5
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	12	6	Management	18
Value of the equipment purchased during the year (Rs. in Lakhs)	49 lakhs (UGC-15 lakhs, Management-34 lakhs)	29 lakhs (2869520)	(UGC Management)	78 lakhs
Others				

4.2 Computerization of administration and library

- The administrative wing of the college was renovated with separate built-in-cabins for the staff.
- Examination section and Bill-section are fully computerised
- Remaining sections are planned to be fully computerised shortly.

The following facilities are available in the campus for smoother administration: All the departments are net-connected, and wi-fi facility is available in most of the campus.

- 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 Smart teaching devices etc.

Library Computerisation

- **61965 books, 350 journals and 1174 CDs**
- All the faculty and students personal ID to gain access to the INFLIBNET N-List site that offers **75000 e-books and 3000 e-journals** in full text form.
- Access to the library is managed electronically by producing the smart card.
- Library is open for use from 7 a. m. to 7 p.m.
- CCTV cameras installed ensure disciplined and effective use of the library.
- The Digital Repository Service (DRS) - provides a set of professionally managed services to store, preserve, and provide access to digital objects over time.
- 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		Newly added		Total	
	No.	Value (lakhs)	No.	Value (lakhs)	No.	Value (lakhs)
Text Books	18330	1487266.00	02	440.00	18332	14.9 lakhs
Reference Books	43048	7306470.00	585	481303.00	43633	77.8 lakhs
e-Books						
Journals	349	1009932.00	1	1500.00	350	10.1 lakhs
e-Journals		15000.00				15000
Digital Database						
CD & Video	1142	179960.00	32	600.00	1174	1.8 lakhs
Others (specify)Maps	48	2549.00			48	2549
Globe	01	895.00			01	895

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	184	32	3 broad band connections, WiFi	16	32	20	69	15
Added	12			3			5	2
Total	196	32		19	32	20	74	17

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 312 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 some areas of the campus.
- 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 and more educational data are now available on CD's, **CD Library** has got to be stocked with more and more Disc recordings of educational wares. 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**.

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
Softwares available	SPSS, Coreldraw, MATLAB, Tally11.0, Adobe Pagemaker7.0, Sigmaplot, LaTeX, Texmaker 3.5.2, LaTex Equation Editor1.01,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 6.0.6
LAN Facility	Five broadband connections, fully LAN connected
Computer: Student ratio	1: 14
Nodes with internet facility	190

The IT infrastructure upgradation plans of the institution chiefly involve:
- Upgradation of internet band width from 4 Mbps to 16 Mbps
- Fully Wi-Fi enabled campus
- Development of virtual learning technology
- Hosting web server

- Integrating ICT into teaching methodology, our teachers use technology to improve student learning outcomes, to enhance achievements and to extend interactions. Technology has empowered our teachers and they make extensive use of ICT resources. These are utilized for teaching as well as accessing e-content and virtual lab facility in class rooms.

  Our teachers are trained in the following ICT domains:
  - Preparing multimedia materials with Authorware™
  - Using Macromedia Flash™ to create animations
  - Editing pictures with Adobe Photoshop™
  - Creating web-pages with Dreamweaver™
  - Video-conferencing with professors in foreign universities using 'Skype'
  - Students present their seminars using power point and enrich their seminars with the help of materials downloaded from educational web-sites.

4.6 Amount spent on maintenance in lakhs :

i) ICT

| 1.6 lakhs |

ii) Campus Infrastructure and facilities

| 11 lakhs |

iii) Equipments

| 12.4 lakhs |

iv) Others

| 7.1 lakhs |

Total:

| 32.1 lakhs |

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 given to the applicants along with the application forms. It contains the vision, mission, 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.
- **Full UGC support** is available to the college for organizing coaching classes for competitive exams and skill development (spoken English, computer literacy, coaching for Civil Service and NET etc.,) and also for remedial coaching for slow learners.
- The college **Academic Excellence Cell** also has free appropriate special coaching and guidance schemes for **slow learners and advanced learners**.
- Visits and **interactions with relevant institutions, industry and corporate houses**, internships in reputed institutions are offered every year 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 publishes its own subject-related student manuscripts.

IQAC also coordinates the following:

- Counselling services such as academic counselling, personal psycho-social counselling and career counselling.
- An effectively functioning Vocational & Enrichment Programmes
- Add-on 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
- The Women Development Cell etc.

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 semester exams, preparation of progress reports, open house programmes with parents etc., instilling an achievement drive in students
- 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
- Many awards instituted for excellence like **'Student of the Year'** '**Star of Excellence',** motivating the students for high levels of achievements, along with **101** scholarships/endowments instituted earlier
- 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. The cell also gave 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 Merit Scholarship etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1697	286	26	Nil

(b) No. of students outside the state

5

(c) No. of international students

Nil

Last Year							This Year					
General	SC	ST	OBC	Physically Challenged	Total		General	SC	ST	OBC	Physically Challenged	Total
1215	245	4	240	2	1706	UG	1139	272	7	277	2	1697
						PG	186	34	-	66	-	286

Demand ratio 26:1   Dropout % 2.32

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

Our **HRD Centre** does the essential research needed in this regard and suggests the training and job our girls can finally land in. .The centre also provides facility for campus recruitment

- The Gemology course offered enables many of the students opportunities to pursue careers in Jewellery industry.
- The AVMP course has helped in developing the skills of the students in making documentaries, short films and albums.
- The Speak English programmes ensures, the acquisition of English language skills for employment.
- 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 and NET/JRF examinations. The total number of students making use of these schemes exceeds five 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

No. of students beneficiaries   104

5.5 No. of students qualified in these examinations
    NET   1   SET/SLET   GATE   CAT

    IAS/IPS etc   State PSC   UPSC   Others

5.6 Details of student counselling and career guidance

Counselling Services:

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. Various fields of counseling are:

- Guidance from **HRD and Progression Support Cell** functioning on campus for special entrance coaching for examinations like nation-wide Central Universities' PG Admission Entrance Test
- 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 **Post Entrance Test (PET)**, 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 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 Student Progression/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 for final year undergraduates and postgraduates, representing multifarious industries, were conducted in the college.

No. of students benefitted | 590 |

The Human Resources Development Cell in the campus conducts Students' Placement Training Programme, in collaboration with the Department of Commerce, and in association with faculty members from IMS, Thrissur. This is an extensive and continuous program to equip the students of St Joseph's college for better campus recruitment interviews. The programme focuses on General Knowledge, Quantitative Ability, Interview and Group Discussion Techniques.

Many students of the college have participated in various career guidance programmes, interdisciplinary seminars, workshops, cultural and literary competitions with the direction of HRD cell.

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**
8	145	10	13

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 **Women Development Cell**, NSS, NCC, Darsana and the department of History.

5.9 Students Activities

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

State & University level 56   National level 11   International level 2

No. of students participated in cultural events

State/ University level 20   National level   International level

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

Sports: State/ University level 28

National level 9   International level 1

Cultural: State/ University level 19   National level 1   International level 1

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	295	Rs. 980920/-
Financial support from government	224	Rs. 1317715/-
Financial support from other sources	96	Rs. 48700/-
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 [1]   National level [1]   International level [Nil]

5.12   No. of social initiatives undertaken by the students [115]

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 last four years are as shown below:

Grievance and Solutions

S.No	Grievances	Redress Solutions
1.	Bus Concession Card	Solved by an agreement to produce ID card only
2.	Extension of library hours during examination season	Library hours were extended from 7 am to 7 pm during the examination season
3.	Harassment on the road	Informed the Police and solved the problem
4.	Eve teasing in the bus	Informed the Police and solved the problem
5.	Speaker and fan malfunctioning	Informed the Principal and got rectified
6.	Deposit of waste near the college premises	Informed the Municipal authorities and remedy sought
7.	Problem due to narrow footpath	Footpath was re-constructed through intervention of MLA
8.	Inconvenience in moving about in the campus during the rainy season	Garden-tile-paved Footpath constructed connecting various blocks
9.	Obstructive Parking of vehicles in front of the College	Informed the authorities and got permission to plant a flowering garden in the vacant space near the road

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 have a management Information System

Information is generated by the Management prior to decision making from the stakeholders. Support systems, expert systems, planning & executive systems are also organized once decisions are taken. Evaluation of Programme – conduct and programme – content is done every year, suggestions are taken into Consideation, 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 Top management, Principal, Principal's council, HODs, faculty, staff, student union, PTWA and alumnae.

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

➢ 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 following initiatives have been taken up and contributions have been made by this institution for the effective delivery and transaction of the curriculum provided by the University in an innovative and interactive way:

- Facilities and skill development equipment like computers, smart board, LCD projectors etc. provided for ICT delivery and e-content development

- Providing adequate flexibility in the choice of subjects, to the students, by offering a wide range of options available in the University

- Making the system of Choice-based Credit Semester System (CCSS) and internal assessment process introduced in the institution more efficient and self-reliant through the co-curricular activities

- Encouraging consistent interaction with all stakeholders like students, alumni, parents, industry, social organizations and other relevant experts in the progress of the implementation of the system and obtaining from them adequate and timely feedback

- Facilitating consultation with different National and International centres of higher learning on the scope and methodology of choice-based curriculum in different degree programmes and following their best practices.

- Apart from the University affiliated UG and PG degrees, the college has provisions also for 39 Add-on/Enrichment courses for which it has designed valid curricula. Three of them are UGC aided and University affiliated One Year Certificate Courses with curricula prepared by our faculty and approved by the University.

6.3.2 Teaching and Learning

The college plans and organizes the teaching, learning and evaluation schedules in the following manner.

- The Academic calendar of Calicut University (June to March) is strictly followed in the college. 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 of 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 period 2014-15 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:

  * Increase in the number of subject options taught-Started M.Sc. Zoology, M.Sc. Botany and BSW in 2014-15
  * Changes in teaching modes introducing ICT in a large measure: Use of digital class room, e-content, virtual lab etc.,

- Responsibility of implementing, monitoring and reviewing the Plan is vested in the Academic Excellence Committee with the IQAC support.

6.3.3 Examination and Evaluation

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

- 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.
- To provide the best teaching and learning experiences to all students, this college has introduced department-level appreciative peer review of learning and teaching.
- A highly confidential evaluation of the teacher collected from the students by the Principal serves as a documentation of the merits and demerits of a faculty member's teaching quality. The assessment made by the Principal based on the student responses is invariably passed on to the teacher for improvement every year.
- The 'Teacher of the Year Award' is given by the CHF Pavanatma Educational Society after evaluating the performance of faculty every year. Data is collected in a format prepared by IQAC.
- Student performance is regularly evaluated through internal assessment based on class tests, seminar presentations, assignment submissions, attendance and terminal examinations.
- Progress cards are issued to the students and PTA meetings convened for discussion of the student performance.

6.3.4 Research and Development
- 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.

6.3.5   Library, ICT and physical infrastructure / instrumentation

The College library houses **61965 books, 350 journals and periodicals, 1174 CDs** and cassettes. It has INFLIBNET (N-List) facility for accessing **75,000 e- books and 3000 e-journals**.

- 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 and Other Tools

ICT Facility	Details
Library Automation	Accession, circulation, in – out checking, Web Access
Computers for public access	28
Printers for public access	5
Internet band width/ speed	100Mbps
Participation in Resource sharing networks/consortia (like Inflibnet)	INFLIBNET- N-List

- Among the other facilities offered by the library are Institutional Repository, Reprography, Scanning, Colour laser printing etc.

- The college provides computing facility to the staff, faculty and the students with its 196 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
Softwares available	SPSS, Coreldraw, MATLAB, Tally11.0, Adobe Pagemaker7.0, Sigmaplot, LaTeX, Texmaker 3.5.2, LaTex Equation

	Editor1.01,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 6.0.6
LAN Facility	Five broadband connections, fully LAN connected
Computer: Student ratio	1: 14
Nodes with internet facility	190

- 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 certain areas of the campus.
- The IT infrastructure upgradation plans of the institution chiefly involve:
    - Upgradation of internet band width from 4 Mbps to 16 Mbps
    - 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	20
4.	Language Lab	01
5.	Computer Labs	04
6.	Smart A/C Seminar Halls	05
7.	ICT Enabled Seminar Halls	11
8.	Film Space AV Hall	01
9.	Tutorial Spaces	10

10.	Research Spaces (Special rooms and Cubicles)	10
11.	Intercom linked and networked departments	18
12.	Auditorium	01
13.	Indoor Stadium	01
14.	Open Air Amphi Theatre	01
15.	Outdoor Stadium	01
16.	Specialized Teaching-Learning Equipment	
17.	a) Computer systems with all accessories	300
18.	b) Laptops	30
19.	c) LCD Projectors	19
20.	d) Other Projection Devices	06
21.	Debate Club Space	01
22.	Editing Suite	01
23.	A/C Guest suites	01
24.	Aquarium	01
25.	Botanical Garden	01
26.	Medicinal Garden	01
27.	Bird Rearing House	01
28.	Central Computing Centre	01
29.	Central Library	01
30.	Research Library	04

- Apart from the above mentioned, we have Herbarium and educational museums of Zoology, Botany and History.
- 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 etc.
- 15 CCTV cameras are installed in the library and other strategic points to promote good learning habits in students, through continuous monitoring.

6.3.6 Human Resource Management

- Student enrolment is 100% in almost all programmes offered.
- The dropout rate is nominal.

- Though selected by companies, UG students prefer to go for higher studies. About **60%** of our students opt for PG courses.
- Hundred per cent students from departments like Journalism and Mass Communication and Social Work were directly absorbed by employers during the last four years.

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, MPhil, rank, experience, publications, and interview. In the interview, personality, communication skills, computer knowledge, teaching ability, proficiency in ICT and soft-skills are given weightage.

6.3.8 Industry Interaction / Collaboration

Though twinning is not approved by the affiliating University, we have established linkages with several institutions and firms to enhance and enrich the performance level in various ways.

Curriculum development/enrichment: We have linkages with Kerala Folklore Academy, Kerala Sahithya Academy, Chetana Studio, Current Books, U.C. College Aluva, International Mathematical Union Germany, National Board For Mathematics, Department of Atomic Energy Govt. of India, Kerala Mathematical Association, Indian Academy of Science Bangalore, St Joseph's College Trichi, St.Thomas College Thrissur, St. Albert's College, Ernakulam, Amala Cancer Research Centre, Amrita University, Sacred Heart College, Chalakudy.

Internship/On-the-job training: Kerala State Electricity Board, KLF Industries Pvt Ltd, Irinjalakuda Town Cooperative Bank Ltd, KPL Oil Mills Pvt Ltd, KSE Ltd Irinjalakuda, KSFE Ltd Chalakudy, Kerala Agro Machinery Corporation Ltd, Athani, Murali Tiles Urakam, South Indian Bank Travancore, Chemicals Federal Bank Ltd Aluva, Forgins Ltd Athani, Geogit Hindustan Umbrella Factory Pvt. Ltd., ICICI Ltd., Irinjalakuda and Kaipamangalam Grama Panchayath offer on the job training to our students.

Summer placement is provided by Science Academies, Bangalore.

Professional development is offered by NIIT Delhi, Edyounet, ELIJAH institute of MBA, ICWAI chapter, District Industrial Centre, Entrepreneurial Development Cell of KILA, AICE Irinjlakuda- a Franchisee of Tally Solutions, Bangalore, Taxation Centre Ernakulam, Institute of Chartered Accountants of India, District Industrial Centre, Thrissur, Industry department of municipality, IMU(International Mathematical Union) Germany, NBHM(National Board For Mathematics, Department of Atomic Energy Govt. of India), KMA (Kerala Mathematical Association) and DST.

Research facilities are provided by Bharathiar University, Indian Trade Fare, IAS (Indian Academy of Sciences, Bangalore), Kerala Folklore Academy, Kerala Sahithya Academy, and Appanthampuransmaraka Library, KILA, Kerala Agricultural University, Dr. John Mathai Centre, University of Calicut.

Consultancy is provided to KIRTADS (Kerala Institute for Research Training and Development Studies of Scheduled Caste and Tribes) Kozhikode, Family Apostolate and Training Research Institute (FATRI), Velur.

Extension: This institution has a well-built linkage with Local Self Government Institutions like Municipalities, Block Panchayat and 16 Village Panchayats. Indian Council of Social Work, ASSK- Association of Schools of Social Work, All Kerala Social Work Students Association (AKSSA), SOS Children's Village Mulayam, Divyahridayaasramam, Chennaypara, Holy Angels Foundling Home, Pullazhy, Chalakudy Puzha Samrakshana Samithi, Kudumbasree District Mission Kerala, State AIDS Control Society (KSACS) Thrissur, Taluk Hospital Irinjalakuda, District Mission Hospital Thrissur, State Institute of Rural Development (SIRD) Kottarakkara, Children's Observation Home Ramavarmapuram, Thrissur, Govt. Old Age Home, Ramavarmapuram and Mahila Kisan Sakthikaran Pariyojana Kuzhoor Panchayath, NBPGR New Delhi.

Student Placement: WIPRO, WIPRO Vista, TCS, Tech Mahindra, HEIs and Hospitals offer placements

Publication: Excel India Publishers, Abhijeet Publishers, Delhi, collaborate with us.

6.3.9 Admission of Students

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. Admission to all the programmes is governed by an agreement signed between the Government and the Private College Managements.

The steps followed for selection process are as follows:

The duly filled application form for UG admission should be submitted in the college office on the specified date.

1) The first provisional selection list prepared as per University norms is published on the website and on the notice board.

2) The candidates are informed through interview cards.

3) During the interview all the necessary documents and mark list are verified and the candidate is admitted after payment of fees.

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

Percentage-wise Allocation of 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

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:

Programmes which Require Entrance Test

Sl. No.	Programs	Seats
1.	Master of Social Work (MSW)	20
2.	Master of Mass Communication and Journalism (MCJ)	15
3.	Master of Science (Biotechnology)	12
4.	Master of Computer Science	12

Admission under **management quota**

- Controlled by a committee appointed by the management.
- Economic backwardness of the applicant is also considered along with her score in the qualifying examination
- Academic merit of the student is ensured by fixing a minimum percentage of marks
- For all the self financing courses, 50% of seats are reserved on merit basis and the rest is for the management to fill.
- For certain PG courses the University conducts an entrance test for the PG students.
- After the exam, the list of students who have passed and have opted for the institution will be handed over by the University for admission in the merit quota.

6.4 Welfare schemes for faculty and staff

The different welfare schemes enjoyed by the faculty and staff include

- On campus residential facility
- Interest free loans
- Advance payment of salary on request
- Fee concession to the children of non teaching staff
- Financial help from management

This is an institution run by the Holy Family sisters, whose charism, the liberation of the poor and the welfare of the families, is inherited from the Foundress Mother Mariam Thresia. Hence community oriented education is something that we breathe in our day to day life in the campus. Twenty percent of all sources of income of the Holy Family Community go to the poor. The departments of the college extend financial aid to students of inadequate means. During the year, and was granted for tuition fees, certificate courses, purchase of books, uniforms, marriage and housing of students, study tours, medical treatment for serious ailments etc.

6.5 Total corpus fund generated | **60.36 lakhs**

6.6 Whether annual financial audit has been done   Yes [✓]   No [ ]

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

Audit Type	**External**		**Internal**	
	Yes/No	**Agency**	**Yes/No**	**Authority**
Academic	No		Yes	Academic council
Administrative	Yes	Government	Yes	Management

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

For UG Programmes   Yes [ ]   No [✓]

For PG Programmes   Yes [ ]   No [✓]

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

- 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 Post Entrance Test (PET)

- Online registration of examination form and uploading of semester examinations results are in practice.

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

- The state government has given the green signal for the introduction of autonomy in Higher Educational Institutions in Kerala.

- A few colleges have been earmarked and recommended for **autonomy**. Ours is one of them.

- The college has secured the A grade in the third level reaccreditation by NAAC.

- Application is forwarded for approval of the **College as a Centre with Potential for Excellence**

6.11 Activities and support from the Alumni Association

- 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 as follows.

- 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:

- The reception counter with all necessary gadgets including FAX machine donated by the alumnae association.
- LCD projector, Laser Printers, journals were donated by our Alumnae worth of Rs.78,000.
- The college Golden Jubilee Project, 'Home for the Homeless' is also funded significantly by the alumnae.

Career Networking: The present students also get a jump-start on job-hunting by contacting alumnae around the world.

Contact with the Alumnae:
- Through alumnae newsletter '**Domus Josephites** '
- **January 26th** has been declared as **Alumnae**
- 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 volunteers involve themselves in all the activities of the institution.
- Smt. Jessy George serves as President, Sri. I D Francis & Sri.K G Mohandas as Vice presidents in cooperation with the principal and faculty representatives
- Colorful welcome offered to first DC students and an interaction with NAAC peer team members organized.
- The fund collected by the PTWA is used for the welfare of the students.
- Full cooperation was extended towards 'The Home for the Homeless' project.
- The Executive Committee meeting is held on special occasions

6.13 Development programmes for support staff

As employees of this college, both the teaching and non-teaching employees enjoy the following benefits too.

Sl. No	Welfare Schemes for Faculty & Staff
1	On- Campus single residence facility for women staff
2	Free food and accommodation for watchmen
3	Rent - free accommodation with 75% reduction in mess fee for last grade employees
4	Interest- free loans
5	Advance payment of salary for faculty and staff in case of request
6	Admission reservation to any course for children and wards of the employees
7	Fee Concession for Children of non teaching staff
8	Canteen, recreation and physical fitness facilities
9	On-campus medical consultation facility
10	Free use of college infrastructure for individual research

11	Financial help given from the management funds in case of emergency
12	Financial aid given for construction and repair of house
13	Treatment of family members
14	Education of children
15	Special scholarship for children
16	PF, ESI, Annual increment in salary

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

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 have been installed in the hostel and college campus.

Existing energy consuming tube lights and fans are replaced with energy saving tubes(250), CFL(345), and fans(91), Sodium Lamp(2), Air Cooler(2),Solar Light(13) and Metal Hileed(11). 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.

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

d) **Check Dam Construction:**

- NSS volunteers have been active participants in a voluntary check dam construction.

e) **Efforts for Carbon neutrality:**

- Care is taken to restrict vehicle entry into the campus and specific parking area is allotted for faculty and students.
- Awareness programmes are conducted on special days by various departments.

f) **Plantation/Greening Drives:**

- 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.

- 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. The entire campus is divided into different zones and entrusted to various departments under the supervision of CSS committee. Diagram showing the allotment of spaces under the programme is given below.

g) **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 were 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.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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:

a. Walk With a Scholar (WWS) and Scholar Support Programme (SSP), State Govt. And Collegiate Directorate initiatives introduced
b. Anti – Narcotics club, in collabrotion with the Excise Dept introduced
c. Community – oriented Extension Programmes undertaken with passion
d. Homes for the Homeless – a most caring Golden Jubilee Project that involves the construction of 50 houses for 50 deserving families completed
e. Research atmosphere Culture in the Campus nourished by the visits of eminent scientists, academicians and artists
f. Quality enhancement initiatives undertaken in view of the grant of autonomy
g. Various initiatives undertaken to promote awareness on environmental issues and to spread the message of greening and cleaning
h. Conduct of the innovative Higher Focus Course of 275 hrs. duration for the holistic development of the students

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, '**Green Campus – Clean Campus'** and '**Faculty @ Students' Homes'** deserve special mention.

Best   Practice I

1. **Title of the Practice:** '**Green Campus – Clean Campus'**
2. **Goal:**
   - To train students to become protectors of Nature and to make a difference to the endangered Planet Earth
   - To promote awareness on environmental issues
   - To spread the message of greening and cleanliness

   Action Taken:
   - 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 Club.
   - 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 'B**est Class Room'.**

Best   Practice II

1. **Title of the Practice: Faculty @ Students' Homes**
2. **Goal:**
   - 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:
   - 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.

7.4 Contribution to environmental awareness / protection

Environment Consciousness

St.Joseph's College is situated in the heart of Irinjalakuda, a bustling 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.

 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. The institution maintains a checklist of the following in connection with Green Audit:

- Facility information such as number of users and functions
- Feedback mechanism from facility users
- Collection service record for waste materials
- Consumption of electricity and Solar energy in the campus
- Usage of the Rain Water Harvesting System
- Eco friendly practices
- Green Campaigns
- 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 are already mentioned in detail in 6.14. They include

a) **Energy Conservation:**
b) **Use of Renewable Energy:**
c) **Water Harvesting:**
d) **Check Dam Construction:**
e) **Efforts for Carbon neutrality:**
f) **Plantation/Greening Drives:**
g) **Hazardous Waste Management and e-Waste Management**:

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

- A vision and a mission for realization of objectives socially up- lifting, academically enriching through research orientation and empowering through value based holistic, learner- centered education

- Wide popular acceptance, unchallenged University recognition and positive governmental support as one of the most peaceful, unpoliticised and academically oriented campuses in the State
- Each core course programme enriched with specially designed vocational component in the form of Add-on/certificate course
- Thrust on value education as a compulsory major component of the degree programme
- Adequate representation of the college and its faculty in University decision making academic bodies
- ICT enabled interactive and student centered curriculum delivery
- Research ambience in the campus achieved by the visits of experts and Scientists during National/International workshops/seminars and their interactions with students
- Four full-fledged research centers in Mathematics, Chemistry, Commerce and English
- Regular international journal publications, conduct of frequent national/international seminars with support from national and international organizations such as IMU(Germany), NBHM (DAE), DST and Wipro
- State-of-the-art infrastructure facilities including computer labs, journalism labs, language lab and research labs
- Elaborate feedback mechanism to gauge stakeholder perceptions
- Strong mentoring and student support system
- A committed IQAC, bound to quality enhancement and sustenance initiatives
- Interwoven curricular, co-curricular and extra-curricular student engagements, both on tracks and stage, with meritorious outcomes
- Wellness and Fitness Centers meant for developing health status of the college inmates
- Alumnae positioned in higher echelon of research/academic, political, entrepreneurship, art and cultural fields
- Unlimited Extension opportunities to infuse students with an ardent sense of responsible citizenship for nation building
- Rural camps, construction of houses, free tuitions, mobile labs, street plays, rallies, philanthropic activities, outreach programmes, activities to empower the marginalized and downtrodden
- Infrastructure facilities of the institution facilitating smooth higher level education
- Healthy teacher-student relationship
- Innovative and creative environmentally conscious best practices

Weaknesses
- An affiliated college with autonomy yet to be granted and hence limited freedom to vertical and horizontal academic empowerment, inability to begin innovative courses in both UG and PG
- Poor economic background of the students and of the locality (semi-urban) a constraint on the level of accessibility to various fields of higher education

- Twinning and Faculty/Student Exchange programme yet to be introduced in the University
- Less than desirable employability of graduates

Opportunities
- Chances of government approval for autonomy as the College is recommended by the State to the UGC and with that the present constraints on designing and implementing innovative relevant courses to be lifted.
- Start a Finishing College Programme, a Kaushal Kendra and Vocational Degree Programmes
- Self-financing stream to be further strengthened to introduce relevant and contemporary programmes
- Consultancy to be further developed into an income generating source and the income thus generated utilized for the infrastructure enhancement of the departments
- Improve interaction with industry
- For a fuller utilization of the infrastructure, more Certificate Courses to be opened up, during off-college hours, attracting a large number of women who had to drop out due to occupational or early marriage compulsions
- Research centers for more PG departments to provide more output in the higher research areas
- Plans for building a separate Research Block in Blue Print stage awaiting sanction by the Govt. authorities

Constraints/Challenges
- Meagre leave options for pursuing post doctoral research
- Paucity of funds at the root of all challenges and constraints, infrastructure expansion involving huge funds stalled due to inadequate grants
- Time Constraint for faculty and students to be more deeply involved in non-academic & academic activities of social commitment
- Lack of Autonomy for more efficient functioning

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

- To be acclaimed as a **centre with potential for excellence** and to be recognised as **autonomus**.
- Introduce programmes that are inter-disciplinary.
- An **overhaul of the curriculum**, if autonomy is granted
- Bridge the gap between actual industry and academics
- To equip the students with entrepreneurship skills.
- The setting up of **a state-of the art- research block**. More research programmes are also anticipated in the immediate future.
- The upgradation of the already active women cell into a **Centre of Women Studies**,
- Further development of the e-library and virtual library to augment ICT enabled teaching and learning
- Starting an advanced research lab

- Seeking and availing increased assistance for workshops, conferences and seminars − national and international
- Signing MOUs with universities and institutes of repute.
- Conduct of the Kerala State Government and Higher Education Council sponsored programme **ASAP (Additional Skill Acquisition Programme)**
- The setting up of a **community college**
- The starting of undergraduate programmes in the **vocational stream**.
- **The conversion of energy consumption to solar sources**. In the next year, around 60% of the energy consumed is intended to be sourced from solar sources.
- The 'Green Campus, Clean Campus' drive which is already in full swing will be further stepped up
- Starting a Centre for **Epoch Making Leaders & Social Activists** and also start a **Finishing College Programme**
- The college has applied for setting up a KAUSHAL KENDRA, to the UGC aand plans to start two Vocational Degree Courses in this sheme

Name: Dr. Meena Thomas Irimpan　　　　　　　*Name: Dr. Sr. Lilly P L*

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

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Annexure I

Feedback from Stakeholders - Society/Parents

Category	Teacher Quality	Infrastructure	Discipline	Courses offered
Excellent	5	70	10	
Very Good	70	20	75	70
Good	20	7	10	25
Satisfactory	5	3	5	5
poor				
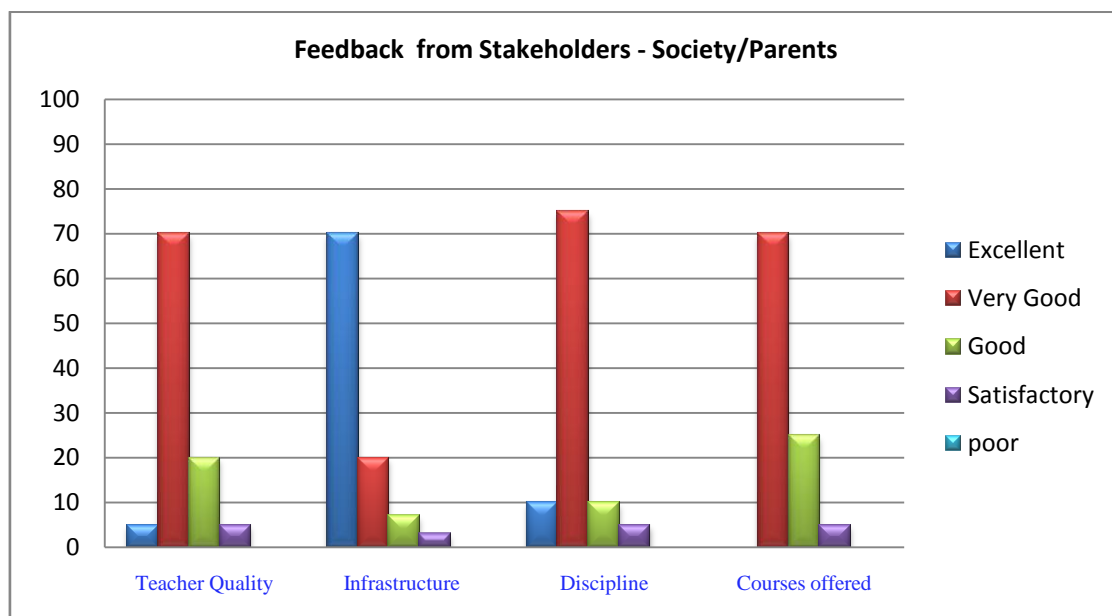
The feed back from parents is collected during the open house meeting and it shows that the teacher quality and discipline mentioned in the college is very good

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 very excellent. It is also very good in planning, taking up responsibility, time keeping etc.

Employers Feedback

Category	Communication	Relationship	Planning Organization	Response to Work Place Challence
Excellent	2			
Very Good	80	7	85	85
Good	18	78	10	8
Satisfactory		15	5	7
poor				
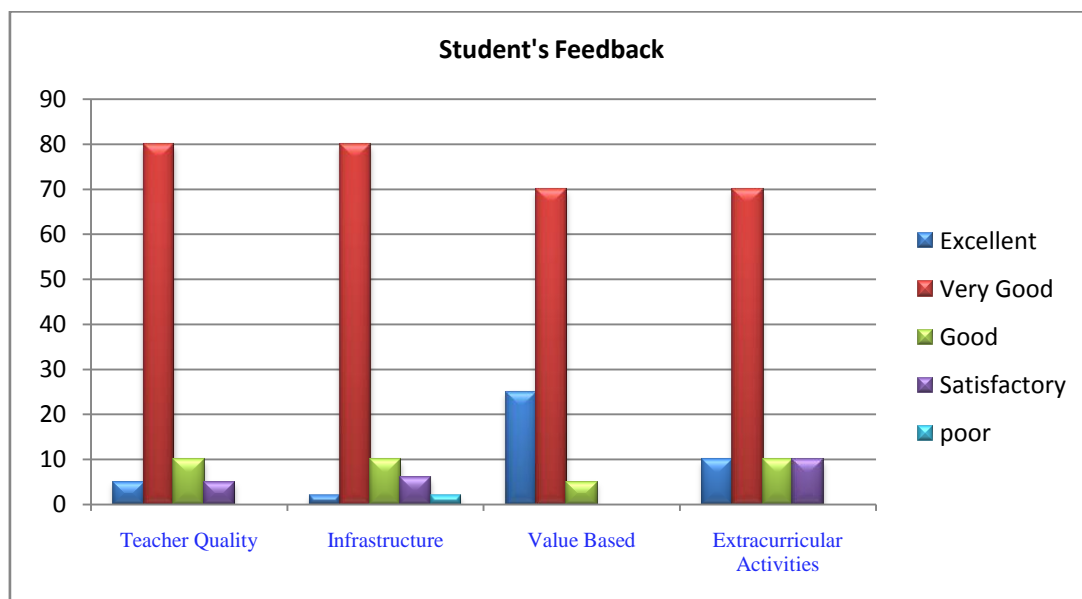
Student's Feedback

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. Appraisal forms are received from all the faculty members at the beginning of the academic year based on their performance in the previous year (Teachers Mirror).

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.

Annexure II

Academic Calender

JUNE 2014			
DATE		DAY	PARTICULARS
1	H	SUN	
2		MON	AICUF-Reopening & prayer meeting, Staff Association-Staff Meeting, Darsana-A.A. Group Meeting
3		TUE	AICUF-Prayer meeting for the students
4		WED	AICUF-13 Hour Adoration
5		THU	Environment Day, Botany-Seminar by Dr. Amitab Bachan, World Environment Day
6		FRI	
7	H	SAT	
8	H	SUN	Darsana-A.A. Group Meeting
9		MON	
10		TUE	Staff Association-Staff Meeting
11		WED	
12		THU	MCJ-Debate (on current issues) Economics-Meeting with E D Club members
13		FRI	
14	H	SAT	
15	H	SUN	Darsana-A.A. Group Meeting
16		MON	
17		TUE	
18		WED	
19		THU	Hindi-Interdepartmental competitions in Botany-Pest Management, Malayalam-Reading day
20		FRI	Hindi-Antony M John Jr. Memorial Book
			Botany-Herbal soap making and detergent
21	H	SAT	
22	H	SUN	Darsana-A.A. Group Meeting
23		MON	
24		TUE	
25		WED	Mathematics-Release of Mathziana Volume-6
26		THU	Biotechnology-Lecture workshop, Malayalam-Best Malayalam club award
27		FRI	AICUF-Celebration of Feast of sacred Heart &
28	H	SAT	
29	H	SUN	
30		MON	Sr. Franco Memorial Trust-Financial help to sports students, Darsana-A.A. Group Meeting

**JULY 2014**			
DATE		DAY	PARTICULARS
1		TUE	Mathematics-NET/JRF Coaching classes begins English- English Club Activities
2		WED	Botany-Biofertilizer application
3		THU	Zoology-Certificate Course
4		FRI	Staff Association-Provincial's Feast, AICUF-First Friday– Holy Mass
5	H	SAT	Botany-Certificate course – Horticulture
6	H	SUN	Darsana-A.A. Group Meeting
7		MON	
8		TUE	AICUF- prayer meeting
9		WED	MCJ-Photography Exhibition
10		THU	Sr. Franco Memorial Trust-Life Guidance Class, Botany- Terrace Farming & Vegetable crops
11		FRI	Economics-Population Day – Mobile Quiz
12	H	SAT	
13	H	SUN	Darsana-A.A. Group Meeting
14		MON	
15		TUE	
16		WED	
17		THU	Botany-Contageous Diseases and Waste
18		FRI	Computer science-National Seminar sponsored
19	H	SAT	Hindi-Government Hospital visit
20	H	SUN	Darsana-A.A. Group Meeting
21		MON	Zoology-Blood Group Detection Campaign, Malayalam-Thudi inauguration, First Internal (V Sem)
22		TUE	Biotechnology-Industrial visit, First Internal (V Sem)
23		WED	History-Tourism club inauguration, First Internal (V Sem)
24		THU	
25		FRI	Staff –Association-Principal's Feast
26	H	SAT	Karkkidakavavau
27	H	SUN	Darsana-A.A. Group Meeting
28	H	MON	
29	H	TUE	Ramadan
30		WED	Hindi-Ramadan Celebration
31		THU	Staff Association-Staff Meeting

AUGUST 2014			
DATE		DAY	PARTICULARS
1		FRI	AICUF-First Friday– Holy Mass,
2	H	SAT	
3	H	SUN	Darsana-A.A. Group Meeting
4		MON	Hindi-Power point presentation on Anti
5		TUE	Malayalam-Seed museum launching, Economics-Vegetable cultivation –
6		WED	Fine Arts-Talent Seeking Programme for
7		THU	Commerce-Com Battle
8		FRI	AICUF Inauguration, History-Quit India
9	H	SAT	
10	H	SUN	Darsana-A.A. Group Meeting
11		MON	
12		TUE	Computer science-Computer literacy
13		WED	Chemistry-Formal inauguration of
14		THU	Botany-G-tech Computer Course, Social
15	H	FRI	INDEPENDENCE DAY
16	H	SAT	
17	H	SUN	Darsana-A.A. Group Meeting
18		MON	BBA-Personality Development Class
19		TUE	Commerce-Invited Talk
20		WED	Women Cell-Inauguration, Hindi-Two Day
21		THU	Mathematics-Mathematician's Day
22		FRI	Staff Association-Vice Principal's Feast (Sr.
23	H	SAT	
24	H	SUN	Darsana-A.A. Group Meeting
25		MON	Computer science-Inauguration of
26		TUE	
27		WED	Malayalam-Krishi club harvesting
28		THU	Staff Association-Staff Meeting, Social , First Internal (III & I Sem)
29		FRI	History-Invited-Talk on Research Methodology, First Internal (III & I Sem)
30	H	SAT	
31	H	SUN	Darsana-A.A. Group Meeting

SEPTEMBER 2014			
DATE		DAY	PARTICULARS
1		MON	First Internal (III & I Sem)
2		TUE	Social Work-Exposure visits for Ist Sem, First Internal (III & I Sem)
3		WED	Staff Association-Onam Celebration
4		THU	Psychology-Quiz
5		FRI	Chemistry-Ozone day celebration
6	H	SAT	Onam Holidays Commence, First Onam
7	H	SUN	Thiruvonam
8	H	MON	Third Onam, Darsana-A.A. Group Meeting
9	H	TUE	Fourth Onam
10	H	WED	
11	H	THU	
12	H	FRI	
13	H	SAT	Second Saturday
14	H	SUN	Darsana-A.A. Group Meeting
15	H	MON	Sree Krishna Jayanthi, Darsana-A.A. Group Meeting
16		TUE	Hindi-Hindi day celebration
17		WED	
18		THU	
19		FRI	
20	H	SAT	Sree Narayana Guru Samadhi
21	H	SUN	Darsana-A.A. Group Meeting
22		MON	Second Internal (V Sem)
23		TUE	Commerce-Business lab exhibition for +2 , Second Internal (V Sem)
24		WED	Chemistry-Certificate course begins , Second Internal (V Sem)
25		THU	Physical Education-Golden Jubilee
26		FRI	Staff Association-Staff Meeting, AICUF-Visit To Abayabhavan
27	H	SAT	Biotechnology-Louis Pasteur's day,
28	H	SUN	Social Work-Training on PRA
29		MON	Darsana-A.A. Group Meeting
30		TUE	

OCTOBER 2014			
DATE		DAY	PARTICULARS
1		WED	Hindi-Elder's day celebration
2	H	THU	Gandhi Jayanthi, Mahanavami, Hindi-Fast a
3	H	FRI	Viajayadasami
4	H	SAT	
5	H	SUN	Bakrid, Darsana-A.A. Group Meeting
6		MON	English-Poet's Day, Physics-Space week celebration, Lecture Workshop
7		TUE	Physical Education-Intra Mural Competitions, Physics-Physikos 2014
8		WED	Economics-Ecom-Fest interdisciplinary seminar, quiz, exhibition, ED Club programme, Women Cell-National Seminar
9		THU	Fine Arts-Union Inauguration
10		FRI	Zoology-Endowment Seminar,Animal Day Celebration
11	H	SAT	
12	H	SUN	Darsana-A.A. Group Meeting
13		MON	Biotechnology-Invited Talk, Zoology-Zooweek Celebration
14		TUE	BBA-Invited Talks Physical Education-
			Class on Aerobic Dance,
15		WED	Computer science-Debugging competitions,
16		THU	Mathematics-Math Quiz 2014,Non-Math Quiz
17		FRI	BBA-Industrial Visit, MCJ-Invited Talk
18	H	SAT	
19	H	SUN	Mission Sunday , Hindi-Inter departmental
20		MON	Fine Arts-Fine Arts Day Celebration
			AICUF-Rosary Procession
21		TUE	
22	H	WED	Deepavali
23		THU	History-UN Day – Quiz competition, Second Internal (III & I Sem)
24		FRI	Zoology-Field Trip, Second Internal (III & I Sem)
25	H	SAT	
26	H	SUN	Darsana-A.A. Group Meeting
27		MON	Second Internal (III & I Sem)
28		TUE	Commerce-Com Quiz for plus two students, , Secondt Internal (III & I Sem)
			Social Work-Training on LFA
29		WED	Sr. Franco Memorial Trust-Personality
30		THU	History-Regional Seminar – Emerging women
31		FRI	

| **NOVEMBER 2014** |
DATE		DAY	PARTICULARS
1	H	SAT	
2	H	SUN	Darsana-A.A. Group Meeting
3	H	MON	Muharam
4		TUE	Malayalam-'Malayaladinam', Folklore
5		WED	History-Exhibition – Heritage and culture
6		THU	Women Cell-Regional WorkshopDarsana-
7		FRI	History-Department meeting, MCJ-Press Day Celebration
8	H	SAT	Second Saturday
9	H	SUN	Darsana-A.A. Group Meeting
10		MON	English-Endowment Lecture, Darsana-A.A. Group Meeting
11		TUE	Hindi-A follow up programme to munakkal
12		WED	BBA-Business Quiz ,
			Computer science-IT Fest
13		THU	Psychology-Seminar
14		FRI	Hindi-Anganvadi fest
15	H	SAT	
16	H	SUN	Darsana-A.A. Group Meeting
17		MON	
18		TUE	
19		WED	
20		THU	Botany-E-Commerce, Women Cell-Soft skills (IAS Lecture Series)
21		FRI	
22	H	SAT	
23	H	SUN	Darsana-A.A. Group Meeting
24		MON	Staff Association-Vice Principal's Feast (Sr. Christy)
25		TUE	Chemistry-Chem week inauguration- first sale of CISCOM product
26		WED	Chemistry-Mobile lab to schools
27		THU	Chemistry-Mobile quiz, Economics-Seminar
28		FRI	MCJ-Exhibition, Chemistry-Work shop
29	H	SAT	
30	H	SUN	Darsana-A.A. Group Meeting
31		MON	

DECEMBER 2014			
DATE		DAY	PARTICULARS
1		MON	Darsana-A.A. Group Meeting
2		TUE	
3		WED	
4		THU	
5		FRI	
6	H	SAT	
7	H	SUN	Darsana-A.A. Group Meeting
8		MON	
9		TUE	Women Cell-Skill development programme
10		WED	Mathematics-VLP (Volunteer Lecture
11		THU	English-"Sagesse Litt"
12		FRI	
13	H	SAT	Second Saturday
14	H	SUN	Darsana-A.A. Group Meeting
15		MON	First Internal (VI Sem)
16		TUE	First Internal (VI Sem)
17		WED	First Internal (VI Sem)
18		THU	
19	H	FRI	Christmas Holidays commence
20	H	SAT	
21	H	SUN	Darsana-A.A. Group Meeting
22	H	MON	
23	H	TUE	Hindi-Competitions for children of
24	H	WED	
25	H	THU	Christmas
26	H	FRI	
27	H	SAT	
28	H	SUN	Darsana-A.A. Group Meeting
29		MON	
30		TUE	English-Faculty Exchange Programme
31		WED	

JANUARY 2015			
DATE		DAY	PARTICULARS
1		THU	
2		FRI	Economics-Plus two teachers orientation
3	H	SAT	
4	H	SUN	Darsana-A.A. Group Meeting
5		MON	
6		TUE	Hindi-Two day awareness programme for
7		WED	BBA-Business Carnival
8		THU	Physical Education-Sports Day
9		FRI	Botany-Seminar cum exhibition NBPGR
10	H	SAT	
11	H	SUN	Darsana-A.A. Group Meeting
12		MON	Social Work-Internship (outside kerala) for 3rd Sem
13		TUE	Hindi-One day workshop
14		WED	Zoology-National Seminar
15		THU	Staff Association-Staff Picnic, First Internal (II& IV Sem)
16		FRI	Biotechnology-One day workshop, First Internal (II& IV Sem)
17	H	SAT	
18	H	SUN	Darsana-A.A. Group Meeting
19		MON	Faculty Research Programme-Publication of VISTAS, First Internal (II& IV Sem)
20		TUE	Malayalam-National seminar, First Internal (II& IV Sem)
21		WED	
22		THU	Commerce-Com-Union
23		FRI	Computer science-Software development for
24	H	SAT	
25	H	SUN	Darsana-A.A. Group Meeting
26	H	MON	Republic Day, Darsana-A.A. Group Meeting
27		TUE	MCJ-Media Seminar
28		WED	Economics-Endowment lecture Programme
29		THU	Physical Education-Workshop on Yoga and
30		FRI	BBA-International Seminar, Staff Association-Staff Meeting
31		SAT	

FEBRUARY 2015			
DATE		DAY	PARTICULARS
1	H	SUN	Darsana-A.A. Group Meeting
2	H	MON	Zoology-Nature Camp, Darsana-A.A. Group Meeting
3		TUE	Sr. Franco Memorial Trust-Youth Exchange
4		WED	Physical Education-Class on Meditation &
5		THU	MCJ-Seminar on "The relevance of print
6		FRI	
7	H	SAT	
8	H	SUN	Darsana-A.A. Group Meeting
9		MON	Darsana-A.A. Group Meeting, Second Internal (VI Sem)
10		TUE	Second Internal (VI Sem)
11		WED	Second Internal (VI Sem)
12		THU	BBA-Com Quiz
13		FRI	
14	H	SAT	
15	H	SUN	Darsana-A.A. Group Meeting
16		MON	Commerce-International seminar, Darsana-A.A. Group Meeting
17	H	TUE	Mahasivarathri
18		WED	
19		THU	Psychology-Debate
20		FRI	MCJ-Media visit
21	H	SAT	
22	H	SUN	Darsana-A.A. Group Meeting
23		MON	Malayalam-'Mathrubhashadinam' Darsana-A.A. Group Meeting
24		TUE	
25		WED	
26		THU	
27		FRI	
28	H	SAT	

MARCH 2015			
DATE		DAY	PARTICULARS
1	H	SUN	Darsana-A.A. Group Meeting
2		MON	
3		TUE	
4		WED	
5		THU	BBA-Career Guidance Class
6		FRI	MCJ-FM Station visit
7	H	SAT	
8	H	SUN	Darsana-A.A. Group Meeting
9		MON	
10		TUE	
11		WED	
12		THU	
13		FRI	
14	H	SAT	
15	H	SUN	Darsana-A.A. Group Meeting
16		MON	
17		TUE	
18		WED	
19		THU	Feast of St. Joseph, Second Internal (II& IV Sem)
20		FRI	MCJ-Short film and Documentary, Second Internal (II& IV Sem)
21	H	SAT	
22	H	SUN	Darsana-A.A. Group Meeting
23		MON	Commerce-National seminar (UGC Sponsored), Second Internal (II& IV Sem)
24		TUE	Second Internal (II& IV Sem)
25		WED	
26		THU	
27		FRI	Staff Association-Staff Day
28	H	SAT	
29	H	SUN	Darsana-A.A. Group Meeting
30		MON	Staff Association-Send off to the Retirees AICUF-Send -Off Prayer Meeting
31		TUE	College closes for vacation, Social Work-Summer Placement