



**ST. JOSEPH'S COLLEGE (AUTONOMOUS)**

*College with Potential for Excellence*

*(NAAC Accredited (3rd Cycle with 'A' Grade))*

**Internal Quality Assurance Cell (IQAC)**

*Annual Quality Assurance Report*

**AQAR**

**2015 - 2016**



*Submitted to*



**National Assessment and Accreditation Council  
Bangalore**

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

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

### The Annual Quality Assurance Report (AQAR) 2015-16, of the IQAC

#### Part – A

AQAR for the year

2015- 16

#### 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

680121

Institution e-mail address

info@stjosephs.edu.in

Contact Nos.

0480-2825358

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

**OR**

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

1.5 Website address:

Web-link of the AQAR:

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	Three star		2000	2007
2	2 <sup>nd</sup> Cycle	B++	83	2007	31/03/2012
3	3 <sup>rd</sup> Cycle	A	3.10	2013	25/10/2018

1.7 Date of Establishment of IQAC : DD/MM/YYYY

01/06/2004

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

- i. AQAR 2012-13 submitted to NAAC on 25/09/2013
- ii. AQAR 2013-14 submitted to NAAC on 05/08/2014
- iii. AQAR 2014-15 submitted to NAAC on 25/10/2015

### 1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

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

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

Implementation of autonomy – Updation of Healthy and Best Practices – Inputs for a New Education Policy-How to improve Teaching, learning, Evaluation- Inputs for the implementation of Programmes for College with Potential for Excellence – Quality Enhancement in PG Science Programmes

2.14 Significant Activities and contributions made by IQAC

- a) 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; preparation of the academic calendar of the college based on the year-plan thus prepared
  - 2) Ensuring that activities entrusted to the various Committees and clubs 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 a quarterly IQAC newsletter, 'Quality Quest' for dissemination of information on quality sustenance and enhancement, among the stakeholders of the college and academic peers, and preparation of the annual Newsletter, 'Campus Tidings'
  - 18) Preparation and submission of Annual Quality Assurance Report (AQAR) to the NAAC, and SSR at the end of the stipulated Period
  - 19) Preparing and forwarding proposals for schemes such as Vocational Courses, Community College Courses, College with Potential for Excellence etc.
  - 20) Preparing and forwarding proposals for selected candidates for the awards of University, State, AIACHE etc.
- b) Significant and specific activities undertaken and contributions made by the IQAC include the following :-
1. Providing sufficient directions to various associations such as Women Club, Value Club, Fine Arts & Culture Club, Biodiversity and Natural Clubs, Academic Excellence Club, HRD etc.
  2. Coordinating the allotment of students / classes to be included in various clubs and monitoring their performance with the assistance of club – co-ordinators for the award of credits
  3. Assisting in the tabulation of credit points for the Best Teacher / Researcher awards
  4. Co-ordinating the ASAP activities for summer skill camp
  5. Providing support for the conduct of non – academic and academic audit
  6. Assistance in the preparation of committees for the conduct of Autonomy once granted
  7. Assistance in sending the proposal for 'Development of Solar cities'

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
New Programmes / Courses	B. A. English & M.Sc. Psychology
New Faculty / Staff recruitment	Faculty – 11, Staff - 4
Organising PTWA meetings, Meet – the Parents & Faculty @ Students' Homes	PTWA meeting – 5 Faculty @ Students Homes - 190
Celebration & Observance of Important Days of National & International Significance	World Environment Day, Teachers Day, International Youth Day, World Elder's Day, Hiroshima & Nagasaki Day, World Population Day, AIDS Day, Earth Day, Mother's Day, Father's Day, Human Rights Day, Independence Day, Republic Day, Onam, Christmas, Ramzan, St. Joseph's Feast, Mother Mariam Thresia Day, World Mental Health Day, Wetland Day
Clean Campus, Green Campus Drive & Conduct of Green Audit	Campus divided into zones and each zone allotted to each department co-ordination undertaken by the Nature Club
More Research–Oriented Activities (Seminars, Projects, Journals etc)	Seminars – 31, Projects – 14, Journals - 13
Courses / Classes for the Faculty	5
Strengthening Campus Placement	28 students were selected in WIPRO and 8 students were selected as Voice-Consultants for Sutherland Global Services in the Campus Recruitment

Other more specific plan of action include the following:-

- Partnership in ASAP
- Updation of College Website
- Organized 5 Talks to ensure quality uplift
- Facilitated the conduct of 3 National and 8 Regional seminars, and invited talks by various departments
- Support for 4 Major and 6 Minor ongoing projects provided to the various investigators



- Collection and co-ordination of documents on May 2015, August 2015, November 2015, February 2016
- Facilitated the publication of 5 international research articles
- Academic audit conducted in July 2015, & March 2016. Non-Academic audit conducted in March 2016
- Co-ordinated the presentation preparation for interfaces for Kaushal Kendra June 2015, DIST – FIST (Curie) ( 26<sup>th</sup> Sept 2015), College with Potential for Excellence (28<sup>th</sup> January 2016)
- Sixth hour schedule prepared on 28<sup>th</sup> June 2015 for 2015-16
- Proposals for ‘Golden Mother Award’ for Dr. Sr. Rose Anto, Dr. Philo Andrews & Ms. Lilly Vincent, ‘Vanitha Ratnam Award’ for Dr. Sr. Rose Anto, ‘Sadguru Award for Dr. Shali Anthappan’, ‘Sadguna Award’ for Greeshma Benny prepared in July, 2015
- Digital India Programme Report sent on 6<sup>th</sup> July 2015
- Inputs for UGC’s New Education Policy sent on 24<sup>th</sup> July 2015
- Homage paid to Dr. APJ Abdul Kalam by IQAC on 28<sup>th</sup> July 2015
- Suggestions for new Healthy and Best Practices sought from the Dept. on 1<sup>st</sup> August 2015
- Onam write up for the website drafted in August, 2015
- Best Teacher/ Researcher award norms reviewed from 20<sup>th</sup> to 23<sup>rd</sup> August 2015
- E-portal entry communications for registration in Sept – October 2015
- AQAR uploaded on 25<sup>th</sup> October 2015
- Gender Champions Format drafted on 28<sup>th</sup> October 2015
- Co-ordinated the Autonomy Expert Team visit from 13-14 November 2015
- NIRF Registration efforts in January 2016
- Preparation of the annual IQAC report for the College Day on 3<sup>rd</sup> February 2016
- Teacher (Mirror) Evaluation format reviewed in February 2016
- Assisted in the reallocation of Faculty Staff Duties and prepared the add-on-sixth hour allotment for 2016-17
- Attended five National Seminars conducted at various institutions

- Prepared and published the IQAC annual Newsletter ‘Campus Tidings’ on 30<sup>th</sup> March 2016
- Prepared and published the IQAC quarterly Newsletter ‘Quality Quest’ in May 2015, August 2015, November 2015 and February 2016
- Forwarded proposal for ‘Development of Solar cities’ in March 2016
- PFMS Portal updation on 9<sup>th</sup> March 2016
- Report to UGC on formation of Counseling Centre on 10<sup>th</sup> March 2016
- ASAP registration for Summer Skill Course coordinated in the first week of March 2016
- Co-ordinated the activities of the UGC Expert Committee visit for Autonomy (13<sup>th</sup> & 14<sup>th</sup> November 2015) – Institution was awarded Autonomy in March 2016.
- Permission Sought from the University for the implementation of autonomy w.e.f June 2016 onwards

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

2.16 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

The AQAR prepared as per the guidelines of the UGC was placed in the statutory body for reading and evaluation. The suggestions were taken into consideration and those that seemed necessary were incorporated. The pre-final copy was placed for the perusal of the faculty and staff. Their corrections and suggestions were also given consideration before the final copy approved by the Management was despatched to the UGC. Some of the recommendations and suggestions included strengthening skill development programmes, starting vocational courses and augmenting placement drives.

## 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	13	2	8	
UG	17	2	7	
PG Diploma				
Advanced Diploma	1			
Diploma				
Certificate				
Others	26			26
<b>Total</b>	61			

Interdisciplinary				
Innovative	1 (Higher Focus course)			

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

Being an affiliated college (Autonomy granted only in March 2016 to be implemented from June 2016 onwards) no freedom to change the curriculum. 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 enrichment 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)

*\*Please provide an analysis of the feedback in the Annexure*

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

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

Nil
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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
61	44	17	-	-

2.2 No. of permanent faculty with Ph.D.

24
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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
11	14	-	-	-	-	-	-	11	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

74
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1
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## 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	103	7
Presented	7	37	26
Resource Persons	-	3	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:

- Post Entrance Text (PET) to evaluate the new students and find out the high & low performers
- Maximum application of ICT in the teaching-learning process
- Flip Classes where students engage classes on prepared topics
- Training in Courseware CD preparation and LCD projection for all UG and PG students.
- *Annual Visits by students of some departments 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
- Interactive Sessions with Experts and Resource Persons
- Each-One-Teach-One Programme where top students support the weak ones
- Academic Excellence Committee to monitor teaching and student performance
- *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
- ASAP for skill acquisition
- *Weekly tasks* and Regular Test Papers for all undergraduate students
- *The Tutorial System*, one of the best practices followed in this institution since 1990
- *An additional period every day of exposure to programmes that enrich curriculum teaching and learning*

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division						
		A+	A	B+	B	C+	FAI L	Percentage
<b>B.Sc. Mathematics</b>	48	1	9	17	13	0	7	85.41%
<b>B.Sc. Physics</b>	44	0	8	22	6	0	8	81.81%
<b>B.Sc. Chemistry</b>	47	1	15	21	6	0	4	91.48%
<b>B.Sc. Botany</b>	35	0	5	20	5	0	5	85.71%
<b>B.Sc. Zoology</b>	35	1	4	13	9	0	8	77.14%
<b>B.Sc. Biotechnology</b>	30	0	5	14	10	0	1	96.66%
<b>B.Sc. Psychology</b>	24	1	3	12	5	0	3	87.5%
<b>BCA</b>	24	0	1	5	7	0	8	66.66%
<b>English</b>	35	1	10	14	5	0	4	88.57%
<b>Economics</b>	56	0	0	22	19	0	6	89.28%
<b>History</b>	55	0	0	6	14	0	24	56.36%
<b>B.Com. Finance</b>	59	0	23	25	9	0	2	96.61%
<b>B. Com with CA</b>	33	0	0	19	14	0	0	100%
<b>BBA</b>	25	0	0	10	9	0	5	80%

*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 is collected from the students by the Principal.
- The assessment made by the Principal based on the student responses is invariably passed on to the teacher for improvement every year.
- Self – Appraisal report is collected from the faculty based on the criteria and norms formulated by the IQAC (Teacher Mirror).
- The ‘Teacher of the Year Award’ and the ‘Researcher of the Year Award’ are given by the CHF Pavanatma Educational Society after evaluating the performance of faculty.
- 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 freeships and scholarships.
- WWS, Walk With Scholar, a Govt initiative is introduced to high performance students. SSP, Scholar Support Programme, an initiative to support the low Performers is introduced.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	Nil
HRD programmes	2
Orientation programmes	1
Faculty exchange programme	1
Staff training conducted by the university	-

Staff training conducted by other institutions	5
Summer / Winter schools, Workshops, etc.	2
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	22	5	4	5
Technical Staff	1	-		

### Criterion – III

#### 3. Research, Consultancy and Extension

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

- 11 research oriented workshops/seminars (3 National & 8 Regional) were organised for the faculty, PG and research students of various departments.
- The Research Centre of Mathematics has two research guides and 9 research scholars. One faculty has applied for and is awaiting guideship. One scholar has been awarded Ph.D this year.
- The Centre for Commerce has three research guides and 15 research scholars.
- The Department of Chemistry has three guides and 1 research scholar
- The Department of Zoology has one research guide and 8 research scholars
- The centre for research in English has one research guide.
- Five faculty have research guideship in other Universities.
- Consultancy Assistance is given to the faculty by GRACE, the fully functional R&D centre of the college, for applying for Major and Minor Projects.
- 12 funded minor projects were undertaken by the faculty during the period. (5 is ongoing & 7 is completed)
- Four major projects funded by the UGC/KSCSTE/DST were undertaken by the faculty are ongoing
- 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 13 paper publications in International journals, 7 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, Zentrablatt 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		1
Outlay in Rs. Lakhs		63.08		15

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	7	5		
Outlay in Rs. Lakhs	9.15	6.75		

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	2	
Non-Peer Review Journals			
e-Journals	1		
Conference proceedings	5	7	

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned in 2015-16	Received in 2015-16 (from Previous grant)
Major projects	3 years	UGC	Nil	3.49 lakhs
Minor Projects	2 years	UGC	Nil	2.55 lakhs

Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)			Nil	24 lakhs
Any other(Specify)			1.3 lakhs	.98 lakhs
Total			1.3 lakhs	31.03 lakhs

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges Autonomy  CPE

DBT Star Scheme  INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		3			7
Sponsoring agencies					

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year - Nil

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

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

Total	International	National	State	University	Dist	College
5			✓		✓	
		✓				✓
						✓
						✓
		✓				✓

3.18 No. of faculty from the Institution

who are Ph. D. Guides

and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

International level  National level  University level  State level

3.22 No. of students participated in NCC events:

International level  National level  University level  State level   
Others

3.23 No. of Awards won in NSS:

International level  National level  University level  State level

3.24 No. of Awards won in NCC:

International level  National level  University level  State level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

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

- Philanthropic assistance to inmates of destitute homes
- World Environment Day celebration and distribution of saplings
- Distribution of books to poor students
- Adult Literacy Programme for Elder Women
- World Elders' Day Celebration
- Women's Day Celebration
- Seminar on 'Gender Relations'
- Celebration of Earth Day
- Programmes on Drug Abuse, Illicit Trafficking, Sexual Abuse, Human Rights Education and Monitoring, Palliative Care, Pollution Control, Traffic-Rules, Health, Hygiene and Nutrition
- Medical Camps
- National Service Scheme activities
- National Cadet Corps activities

- Blood Group Detection and Donation Camps
- CASP-The Community Aided Social Service Sponsorship Programme
- AICUF activities
- Nature Club – Spreads environmental consciousness through multifarious activities
- Entrepreneurial Development Club- aims at instilling entrepreneurship skills in students and the community
- Women Development Cell – ensures gender awareness and promotes activities for empowering women
- 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
- Health, Fitness & Yoga Centres
- Anti – Ragging and Anti Substance Abuse Clubs
- Fast –a –Meal, Feast –a-Meal, Hospital Visits and Hair Donation for Cancer Patients as philanthropic outreach

#### 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 <sup>2</sup>	-	-	-
Class rooms	85	5	Management	90
Laboratories	20	1	Management	21
Seminar Halls	5	-	-	5
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	18	5	Management	23
Value of the equipment purchased during the year (Rs. in Lakhs)	78 lakhs	2.32 lakhs	Management	80.32 lakhs
Others		16 lakhs	Management	16 lakhs

#### 4.2 Computerization of administration and library

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

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18332	14.9 lakhs	162	59022	18494	208022
Reference Books	43633	77.8 lakhs	902	2044550	44535	9824550
e-Books	75000		30	5750		
Journals	350	10.1 lakhs	7	8500	357	1018500
e-Journals	3000	15000	6000	5750	9000	20750
Digital Database			1	35000		
CD & Video	1174	1.8 lakhs	36	2600	1210	182600
Others (specify)	48	2549	4	950	52	3499
Globe	01	895	1	1550	2	2445

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	196	32	3 broad band connections, WiFi	19	32	20	34	17
Added	6						2	3
Total	202	32			32	20	36	20

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 most 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 been 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.**

4.6 Amount spent on maintenance in lakhs :

i) ICT	2.41
ii) Campus Infrastructure and facilities	11.53
iii) Equipments	1.59
iv) Others	0.97
<b>Total :</b>	<b>16.52</b>

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The **prospectus** of the college is prepared for UG and PG separately, updated every year and can be downloaded by the applicants along with the application forms. It contains the vision, mission, 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.

- Value Orientation & Education classes are conducted for all students on a regular basis.
- Special orientation is given to freshers regarding the proper use of library and other infrastructure & supportive facilities available.
- The college **Academic Excellence Cell** also has free appropriate special coaching and guidance schemes for **slow learners and advanced learners**.
- Visits and **interactions with experts from relevant institutions, industry and corporate houses are conducted**, 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 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. also come under the monitoring and supervision of the IQAC in its responsibility of students’ support and progression.

Another IQAC initiative was mandatory participation of students in various club activities during the sixth hour set apart for the same.

## 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
- WWS(Walk With a Scholar) and SSP (Student Support Programme) under the auspices of DCE, govt. of Kerala, launched for providing additional, personalized assistance, the former to academically strong students and the latter to weak students.
- Many awards instituted for excellence like ‘**Student of the Year**’ ‘**Star of Excellence**’, motivating the students for high levels of achievements, along with **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
2612	422	35	

(b) No. of students outside the state

Nil
-----

(c) No. of international students

Nil
-----

Men

No	%
Nil	

Women

No	%
Nil	

	Last Year						This Year					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG	1139	272	7	277	2	1697	1478	299	5	827	3	2612
PG	186	34	-	66	-	286	278	41		101	2	422

**Demand ratio 23:1**

**Dropout % 2.18**

#### 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 for jobs. The centre also provides facility for campus recruitment

- The Speak English programme ensures the acquisition of English language skills for employment.
- Some of the students contribute articles, work as columnists and are in the editorial boards of news papers and journals.
- The yoga course offered provides a floor to be yoga instructors.
- 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.
- Group Discussion, Mock Interviews and soft skill development programmes are conducted. Peer Teaching system is ongoing in many departments to boost the confidence level of students.
- ASAP facilitates skill acquisition of students.

No. of students beneficiaries

98

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

NET	<input type="text" value="5"/>	SET/SLET	<input type="text" value="2"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text" value="3"/>

### 5.6 Details of student counselling and career guidance

**a) Academic Counselling:** The Departments educate the students on the academic system and rules that regulate their academic career and the many resources available to them on campus. 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

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	360	67	2

### 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**

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	107	389854/-
Financial support from government	127	1579854/-
Financial support from other sources	102	54845/-
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  National level  International level

5.12 No. of social initiatives undertaken by the students

### 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 year are as shown below:

#### **Grievance and Solutions**

Sl. No.	Grievances	Redress Solutions
1.	Bus travel Concession Card	Resolved with the help of Janamaithri Police, an agreement to produce ID card only
2.	Harassment on the road	Informed the Police and solved the problem
3.	Eve teasing in the bus	Informed the Police and solved the problem
4.	Deposit of waste near the college premises	Informed the Municipal authorities and remedy sought
5.	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 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 consideration, grievances are redressed and improvements made.

The college management believes that education is the most effective route to the empowerment of women and development of families and the nation as a whole. Programmes and courses offered by the college are chosen accordingly. The college authorities have always encouraged a culture of participative management which includes 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 change in the curriculum introduced by the University from the academic year 2009-10 necessitated the rescheduling of the entire course work, affecting the teaching pattern of the programmes and directing the students towards research oriented studies.

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 Add-on/Enrichment courses for which it has designed valid curricula.

#### 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 2015-16 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
  - \* Changes in teaching modes introducing ICT in a large measure: Use of digital class room, e-content, virtual lab
- 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.
- Self – assessment format filled by the faculty & updated every year
- Evaluation of the teacher conducted by Heads and individual teachers



#### 6.3.4 Research and Development

- A Research Monitoring Committee is constituted.
- 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.
- The R & D cell, GRACE, oversees and guides the research activities of the college such as Project, Seminars, Workshops, Journal-Publications, Paper Publications etc.
- Autonomy is accorded to the Principal Investigator and funds transferred as and when released.
- College subscribes to 7 national and 13 International Journals and publishes an international research journal VISTAS, and journals of the departments.
- Student manuscripts are published by most of the departments
- Publications by faculty scholars and project report and Ph.D. these are exhibited in the college library
- Academic consultancy and Extension is given stress.

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

The library is the heart and treasure house of knowledge and information and it is an essential and integral component of this institution. St.Joseph's College library is reputed as an excellent one which houses **18494 books, 357 journals and periodicals, 1210 CDs** and cassettes. It has INFLIBNET (N-List) facility for accessing **25030e- books and 9000 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](http://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	Registered pen access system, Computerized management of library operation, Computer based retrieval of information, Bar coded issue and return / Book reservation
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 202 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, <a href="#">E7500@2.93</a> 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, <a href="#">LaTeX Equation Editor1.01</a> , 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	300

- 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 most 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	306
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, there are 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 Chromatograph etc.
- Land has been purchased as an extension of the campus for a Research Block.
- 15 CCTV cameras are installed in the library and other strategic points to promote good learning habits in students, through continuous monitoring.
- A Lift is installed for the benefit of the physically challenged students, faculty & staff
- A new faculty quarters is constructed behind the Sr. Franco Memorial Block building

#### 6.3.6 Human Resource Management

- Orientation classes and talks given to students every year
- Students Union meetings are held on a regular basis, and valid suggestions are favourably considered.
- Faculty & Staff encouraged to attend training programmes, orientation & refresher courses and MPhil and Ph.D. programmes.
- Every faculty assigned some extra / Co-curricular duty
- Promotions, career advancements given without delay to eligible faculty
- Participative system of management is adopted
- Involvement of faculty, Staff & Students ensured in all activities of the college and is highly appreciated by the PTWA & the public
- Staff meetings held every month, & staff picnic once every year
- Several welfare schemes launched for the benefit of students, staff & faculty
- HODs entrusted with co-ordinating activities at the department level
- Meetings of IQAC, Staff council, and various committees and Associations held regularly
- Faculty to submit self – appraisal report to the Principal through the HODs
- Student enrolment is 100% in almost all programmes offered.
- The dropout rate is nominal.
- As pro – active HRD cell involved in placement drives and career - guidance
- Though selected by companies, UG students prefer to go for higher studies. About **60%** of our students opt for PG courses.
- Hundred per cent students from departments like Journalism and Mass Communication and Social Work were directly absorbed by employers during the last four years.
- The college has earned the reputation as one of the best in Calicut University

### 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, Forgings 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 Irinjalakuda- 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, Chennaiyara, 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, Sutherland, 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**

<b>Sl. No.</b>	<b>Programs</b>	<b>Seats</b>
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

Teaching Non teaching	<ul style="list-style-type: none"> <li>• Campus single residence facility for women staff</li> <li>• Free food and accommodation for watchmen</li> <li>• Rent - free accommodation with 75% reduction in mess fee for last grade employees</li> <li>• Interest- free loans</li> <li>• Advance payment of salary for faculty and staff in case of request</li> <li>• Admission reservation to any course for children and wards of the employees</li> </ul>
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	<ul style="list-style-type: none"> <li>• Fee Concession for Children of non teaching staff</li> <li>• Canteen, recreation and physical fitness facilities</li> <li>• On-campus medical consultation facility</li> <li>• Free use of college infrastructure for individual research</li> <li>• Financial help given from the management funds in case of emergency</li> <li>• Financial aid given for construction and repair of house</li> <li>• Treatment of family members Education of children</li> <li>• Special scholarship for children</li> <li>• PF, ESI, Annual increment in salary</li> </ul>
Students	<ul style="list-style-type: none"> <li>• College – sponsored scholarships</li> <li>• Department – sponsored scholarships</li> <li>• Financial endowments for deserving students</li> <li>• Assistance to participate in various competitions</li> <li>• Free consultation in general medicine</li> <li>• Free counselling at Darsana</li> </ul>

6.5 Total corpus fund generated

Rs. 1,04,01239/-

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			✓	IQAC & Management Committee
Administrative			✓	IQAC & Management Committee

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?

- Autonomy is granted to the college by the UGC in March 2016.
- Autonomy is to be implemented from June 2016 onwards.
- College attended an interface meeting with the UGC Expert Committee for the award of the 'College with Potential for Excellence' and results are awaited.

### 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 get a jump-start on job-hunting by contacting alumnae around the world.

**Contact with the Alumnae:** Alumnae Association helps alumnae stay tuned in to the happenings at the college, through alumnae newsletter '**Domus Josephites**' and annual gatherings. **January 26<sup>th</sup>** has been declared as **Alumnae Day**, which brings the alumnae to the campus every year. The College website provides separate domain for Alumnae with provisions for personal mail and access for each student.

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

- The PTWA, a strong and approachable group of elected members involve themselves in all the activities of the institution.
- 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.
- The parents take sincere efforts in materializing the golden jubilee projects.
- Reception is given to the student and faculty achievers & retirees.

### 6.13 Development programmes for support staff

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

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, in the management quota
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	Assistance for Medical 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 institution to make the campus eco-friendly of the College Nature Club co-ordinated the eco-friendly drives; A proposal has been forwarded to the MHRD for ‘Development of Solar City’

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

**a) Energy Conservation:**

The College is fast switching over to the use of alternative energy resources to minimize electricity consumption.

Solar lamps 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 Government.
- 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.

**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. Innovations and Best Practices

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

- a. Walk With a Scholar (WWS) and Scholar Support Programme (SSP), State Govt. And Collegiate Directorate initiatives introduced
- b. Anti – Narcotics club, in collaboration with the Excise Dept introduced
- c. Community – oriented Extension Programmes undertaken with passion
- d. Research atmosphere culture in the Campus nourished by the visits of eminent scientists academicians and artists
- e. Quality enhancement initiatives undertaken in view of the grant of autonomy
- f. Various initiatives undertaken to promote awareness on environmental issues and to spread the message of greening and cleaning
- g. Conduct of the innovative Higher Focus Courses of 275 hrs. duration for the holistic development of the students
- h. ASAP, Skill Acquisition Programme of the Dept. of Higher Education & the Govt. Of Kerala ongoing
- i. Introduction of a 6<sup>th</sup> period, after the regular 5-period class for the conduct of programmes for student enrichment
- j. Women’s Cell is actively functional for gender awareness
- k. DARSANA, the state –Govt-approved, registered counselling centre with professional counsellors for the benefit of the students & the public.

#### 7.3 Give two Best Practices of the institution

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 'Best 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.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

### **Environment Consciousness**

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

#### **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**

- Energy Conservation:**
- Use of Renewable Energy:**
- Water Harvesting:**
- Check Dam Construction:**
- Efforts for Carbon neutrality:**
- Plantation/Greening Drives:**
- 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 alongwith Research Programmes in Zoology (CDRL)
- 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, research labs, auditorium, Indoor & Outdoor Stadium, Smart labs etc.
- 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
- Lift installed for the benefit of physically challenged students & faculty
- 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.
- Lift installed for the benefit of physically challenged students & faculty.
- Rural camps, construction of houses, free tuitions, mobile labs, street plays, rallies, philanthropic activities, outreach programmes, activities to empower the marginalized, downtrodden and women
- Healthy teacher-student relationship
- Innovative and creative environmentally conscious best practices
- Conferred fresh autonomous status on 9<sup>th</sup> March 2016

#### **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
- Difficulty in raising funds for development projects
- Women students not strongly career - oriented
- Less than desirable employability of graduates

#### **Opportunities**

- With the award of Autonomy, the present constraints on designing and implementing innovative relevant courses to be lifted.
- Chances of confirmation of the status of 'College with Potential for Excellence' as the interface meeting is completed
- 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 active mode, and soon to be implemented
- Increased Opportunities for Campus - Campus & Campus – Community connect

#### **Constraints/Challenges**

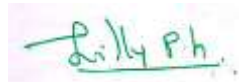

- Meager leave options for pursuing post doctoral research
- Paucity of funds at the root of all challenges and constraints, infrastructure expansion involving huge funds slow to progress due to inadequate grants
- Time Constraint for faculty and students to be more deeply involved in non-academic & academic activities of social commitment

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

- To be acclaimed as a centre with potential for excellence. The college is recommended by the University and the State Govt. for the same.
- We wish to make the nature of education more participative and introduce programmes that are inter-disciplinary. An overhaul of the curriculum, if autonomy is granted is necessary to bridge the gap between actual industry and academics and to equip the students with entrepreneurship skills.
- Other future plans involve the setting up of a state-of the art- research block that would provide accelerated momentum to the already initiated research activities. As a result, more research programmes are also anticipated in the immediate future.
- Other future projections comprise 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, and 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) to continue
- In the near future, the institution also envisages the setting up of a community college and the starting of undergraduate programmes in the vocational stream. Applications
- Also planned for the immediate future is the conversion of energy consumption to solar sources. In the next year, around 70% 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 upholding the institution’s commitment to the environment.
- 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 and plans to start two Vocational Degree Courses in this scheme, if granted.
- An Examination Block with Strong –room facilities to be constructed, and the IQAC room to be renovated.
- Credit – based membership and participation in various clubs to be made mandatory for students.

Name: Dr. Meena Thomas Irinpan

Name: Dr. Sr. Lilly P L



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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## **Annexure I**

### **Abbreviations:**

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

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**Annexure – I**  
**Academic Calendar of the Year**

<b>JUNE 2015</b>			
<b>DATE</b>		<b>DAY</b>	<b>PARTICULARS</b>
1		MON	Commencement of III Semester, commencement of V Semester
2		TUE	
3		WED	Chemistry- Reopening & Prayer meeting
4		THU	
5		FRI	Biotechnology- Awareness talk to History Students Botany- Environmental Day Celebration Elixir for the future - environment day celebration., Chemistry- Environmental day celebration Environment Day-Seminar by DFO (NSS)
<b>6</b>	<b>H</b>	<b>SAT</b>	
<b>7</b>	<b>H</b>	<b>SUN</b>	
8		MON	Botany- Environmental programme
9		TUE	Botany-Poster competition
10		WED	Botany-Speech competition
11		THU	Economics-Orientation programme for plus two teachers, Botany- Short film on Environmental protection
12		FRI	Botany-Environmental week, Healthy practices for healthy living
<b>13</b>	<b>H</b>	<b>SAT</b>	
<b>14</b>	<b>H</b>	<b>SUN</b>	
15		MON	
16		TUE	BioTechnology-District level Quiz Competition
17		WED	
18		THU	AICUF- Election of new office bearers
19		FRI	
<b>20</b>	<b>H</b>	<b>SAT</b>	Botany-Outreach programme for 3 <sup>rd</sup> DC
<b>21</b>	<b>H</b>	<b>SUN</b>	
22		MON	'Sneha Sparsham' (NSS)
23		TUE	
24		WED	Zoology – Certificate Course – Diploma in Computer Application
25		THU	
26		FRI	MCJ-PR Campaign
<b>27</b>	<b>H</b>	<b>SAT</b>	
<b>28</b>	<b>H</b>	<b>SUN</b>	
29		MON	Mathematics-RELEASE OF ' MATHZIANA VOLUME 7', Commencement of I Semester
30		TUE	

**JULY 2015**

<b>DATE</b>		<b>DAY</b>	<b>PARTICULARS</b>
1		WED	Social Work -Spandanam – Hunger free project, MCJ -Commentator-Print Release (every month)
2		THU	Observation Of Vanamaholsav (NSS)
3		FRI	
<b>4</b>	<b>H</b>	<b>SAT</b>	
<b>5</b>	<b>H</b>	<b>SUN</b>	
6		MON	Ithiri Vettam (NSS)
7		TUE	Computer Science UGC-National Seminar
8		WED	
9		THU	
10		FRI	BioTechnology-Fresher's Day., Malayalam - one day seminar
<b>11</b>	<b>H</b>	<b>SAT</b>	Quiz, Wall magazine competitions Economics-Observation of population day-
<b>12</b>	<b>H</b>	<b>SUN</b>	
13		MON	Botany-Quiz series: 1
14		TUE	
15		WED	Botany-Distribution of biofertilizers and biopesticides, MCJ -Malayalam Newsletter Release. AICUF- Variety Competitions for college students
16		THU	Zoology-Blood Group Detection Campaign
17		FRI	Zoology-Blood Group Detection Campaign
<b>18</b>	<b>H</b>	<b>SAT</b>	
<b>19</b>	<b>H</b>	<b>SUN</b>	
20		MON	Malayalam- chuttezhu Release of the 1st magazine by MA
21		TUE	Commerce-Com Battle
22		WED	Social Work -National Seminar
23		THU	Commerce-Com Battle, Chemistry- General Seminar by Students
24		FRI	Botany- Outreach programme for 2 <sup>nd</sup> DC Mathematics-UGC-NET COACHING CLASS INAUGURATION,
<b>25</b>	<b>H</b>	<b>SAT</b>	
<b>26</b>	<b>H</b>	<b>SUN</b>	
27		MON	Commerce-Com Battle., Sneha Sparsam (NSS)
28		TUE	Botany-Motivational talk by alumina
29		WED	
30		THU	Malayalam - inauguration of thudi malayalavedi
31		FRI	

<b>AUGUST 2015</b>			
<b>DATE</b>		<b>DAY</b>	<b>PARTICULARS</b>
<b>1</b>	<b>H</b>	<b>SAT</b>	Date of notification for V Semester, Date of notification for III Semester
<b>2</b>	<b>H</b>	<b>SUN</b>	
<b>3</b>		<b>MON</b>	Botany-Fresher's day – Welcome to 1 <sup>st</sup> DC Sneha Sparsam
<b>4</b>		<b>TUE</b>	Botany-Inauguration of botany association N.S.S Inauguration & Krishi
<b>5</b>		<b>WED</b>	Chemistry- Fresher's day celebration (Sr. Bertila Prize distribution)
<b>6</b>		<b>THU</b>	MCJ -Food fest
<b>7</b>		<b>FRI</b>	
<b>8</b>	<b>H</b>	<b>SAT</b>	Botany-Outreach programme for 1 <sup>st</sup> DC
<b>9</b>	<b>H</b>	<b>SUN</b>	
<b>10</b>		<b>MON</b>	Chemistry- Hiroshima Nagasaki day, General seminar by students., Botany-Quiz series: 2 Regional Seminar-Sanal Sir (NSS)
<b>11</b>		<b>TUE</b>	Economics-Certificate course begins, Ithiri Vettam
<b>12</b>		<b>WED</b>	Social Work -Observation of International Youth Day
<b>13</b>		<b>THU</b>	Commerce-Com Battle., Formal AICUF inauguration.
<b>14</b>	<b>H</b>	<b>FRI</b>	Karkida vavu
<b>15</b>	<b>H</b>	<b>SAT</b>	Independence Day
<b>16</b>	<b>H</b>	<b>SUN</b>	
<b>17</b>		<b>MON</b>	Commerce-Com Battle
<b>18</b>		<b>TUE</b>	BioTechnology-Invited talk related to world mosquito day, Economics- Non Academic Visit Commerce - Onam Celebration in old age homes
<b>19</b>		<b>WED</b>	Botany-Onam celebration
<b>20</b>		<b>THU</b>	Onam celebrations-Economics, Zoology- Outreach programme
<b>21</b>		<b>FRI</b>	BioTechnology-Onam., Camp (NSS) Malayalam- poovukalkku punyakalam
<b>22</b>	<b>H</b>	<b>SAT</b>	Camp (NSS), Onam Holidays begin
<b>23</b>	<b>H</b>	<b>SUN</b>	
<b>24</b>		<b>MON</b>	Mathematics-POWER POINT PRESENTATION COMPETITION, Camp (NSS)
<b>25</b>		<b>TUE</b>	Economics-State level seminar on Research Methodology, Social Work -Regional workshop – Skill development programme
<b>26</b>		<b>WED</b>	Chemistry- Onam celebration., Camp (NSS)
<b>27</b>	<b>H</b>	<b>THU</b>	1 <sup>st</sup> ONAM
<b>28</b>	<b>H</b>	<b>FRI</b>	Thiruvonam
<b>29</b>	<b>H</b>	<b>SAT</b>	3 <sup>rd</sup> ONAM
<b>30</b>	<b>H</b>	<b>SUN</b>	
<b>31</b>		<b>MON</b>	

<b>SEPTEMBER 2015</b>			
<b>DATE</b>		<b>DAY</b>	<b>PARTICULARS</b>
1		TUE	Date of notification for I Semester, College Reopen after Onam Holidays
2		WED	
3		THU	Botany-Exhibition cum sale of vegetables, Social Work -Inspire – Induction programme
4		FRI	
5	<b>H</b>	<b>SAT</b>	Sree- Krishna jayandhi
6	<b>H</b>	<b>SUN</b>	
7		MON	Teacher’s Day (NSS)
8		TUE	Commerce -Release of Research Journal, Social Work - Exposure Visits. Malayalam- one day seminars
9		WED	Social Work -Exposure Visits
10		THU	Certificate course begins (Soaps, detergents & cosmetics) Social Work -Exposure Visits
11		FRI	MCJ -10 <sup>th</sup> Anniversary – short film festival
12	<b>H</b>	<b>SAT</b>	Second saturday
13	<b>H</b>	<b>SUN</b>	
14		MON	Chemistry- Mobile quiz on ozone day. Botany-Quiz series: 3., Ithiri Vettam (NSS)
15		TUE	Economics-Inauguration of Economics Malayalam- one day seminars
16		WED	Chemistry- Ozone day Celebration. AICUF - Annual Retreat for catholic girls
17		THU	Chemistry- Formal inauguration of chemistry. association., AICUF - Annual Retreat for catholic girls
18		FRI	Mathematics-MATH –QUIZ, Social Work - Observation of World Alzheimers Day
19	<b>H</b>	<b>SAT</b>	AICUF - Annual Retreat for catholic girls
20	<b>H</b>	<b>SUN</b>	
21	<b>H</b>	<b>MON</b>	Sree-Narayana Guru samadhy Day
22		TUE	BioTechnology-National Seminar
23		WED	Malayalam- one day seminars BioTechnology-National Seminar
24	<b>H</b>	<b>THU</b>	
25		FRI	Commerce- Study Tour
26	<b>H</b>	<b>SAT</b>	
27	<b>H</b>	<b>SUN</b>	
28		MON	Commerce- Study Tour
29		TUE	
30		WED	

<b>OCTOBER 2015</b>			
<b>DATE</b>		<b>DAY</b>	<b>PARTICULARS</b>
1		THU	Social Work -Observation of International day for Elders.First working day
2	<b>H</b>	<b>FRI</b>	Gandhi jayandhi., NSS- Sevana Varam
3	<b>H</b>	<b>SAT</b>	
4	<b>H</b>	<b>SUN</b>	
5		MON	Zoology-Zoo-week, Last date for submission of APC for III Semester
6		TUE	Blood Donar Day- (NSS)
7		WED	Endowment Seminar
8		THU	Malayalam- one day seminars
9		FRI	MCJ -Media visit
10	<b>H</b>	<b>SAT</b>	
11	<b>H</b>	<b>SUN</b>	
12		MON	Botany-Quiz series: 4, Social Work -Tribal Camp., Chemistry- Study tour for 111 DC Ithiri Vattam (NSS)
13		TUE	Economics-Observation of International day V Semester, for poverty eradication & Invited talk on food security, Last date for submission of APC for
14		WED	Chemistry- Lab cleaning day
15		THU	Mathematics-ONLINE JOURNAL 2nd VOLUME RELEASE, Date of commencement of examinations for III Semester
16		FRI	Study tour, MCJ -Study tour
17	<b>H</b>	<b>SAT</b>	Social Work -Tribal Camp
18	<b>H</b>	<b>SUN</b>	
19		MON	BioTechnology-Study tour.,Chemistry- QUIZ Sneha Sparsham (NSS)
20		TUE	BioTechnology-Study tour.Malayalam- debate
21		WED	BioTechnology-Study tour, Economics- Industrial visit, Date of commencement of examinations for V Semester
22	<b>H</b>	<b>THU</b>	Mahanavami., Zoology-Study Tour
23	<b>H</b>	<b>FRI</b>	Vijayadasami., Zoology-Study Tour,
24	<b>H</b>	<b>SAT</b>	
25	<b>H</b>	<b>SUN</b>	
26		MON	Chemistry- General Seminar
27		TUE	Commerce- Quiz Competition
28		WED	Social Work -Workshop on Social Auditing
29		THU	Social Work -Workshop on Social Auditing
30		FRI	Economics-Pleasure trip, End of III semesterAICUF - Rosary
31	<b>H</b>	<b>SAT</b>	BioTechnology-Study tour

<b>NOVEMBER 2015</b>			
<b>DATE</b>		<b>DAY</b>	<b>PARTICULARS</b>
<b>1</b>	<b>H</b>	<b>SUN</b>	
2		MON	Commencement of IV Semester, malayaladinam celebrations and
3		TUE	
4		WED	Mathematics-SCIENCE ACADEMIES THREE
5		THU	Mathematics-SCIENCE ACADEMIES THREE
<b>7</b>	<b>H</b>	<b>SAT</b>	AICUF - Visit to charity homes
<b>8</b>	<b>H</b>	<b>SUN</b>	
9		MON	Botany-Quiz series: 5
<b>10</b>	<b>H</b>	<b>TUE</b>	Deepavali
11		WED	Commerce -International Savings Day
13		FRI	Zoology-National Seminar Children's Day- Sneha Sparsham (NSS)
<b>14</b>	<b>H</b>	<b>SAT</b>	Children's Day- Sneha Sparsham (NSS)
<b>15</b>	<b>H</b>	<b>SUN</b>	
16		MON	Social Work -Study Tour - Indore , M.P, MCJ Mother's Day (NSS) Chemistry- Week Celebrations. Press Day Celebration, Last date of uploading Internal marks for III semester, Date of conclusion of exam for III semester
17		TUE	End of I semester., Chemistry- Week Ithiri Vettam (NSS)
20		FRI	Chemistry- Week Celebrations
<b>21</b>	<b>H</b>	<b>SAT</b>	
<b>22</b>	<b>H</b>	<b>SUN</b>	
23		MON	Last date of uploading Internal marks for V semester, Date of conclusion of exam for V semester
24		TUE	
25		WED	Chemistry- National Seminar
26		THU	Zoology-Nature Camp Social Work -Study
27		FRI	Zoology-Nature Camp,
<b>28</b>	<b>H</b>	<b>SAT</b>	
<b>29</b>	<b>H</b>	<b>SUN</b>	
30		MON	End of V semester



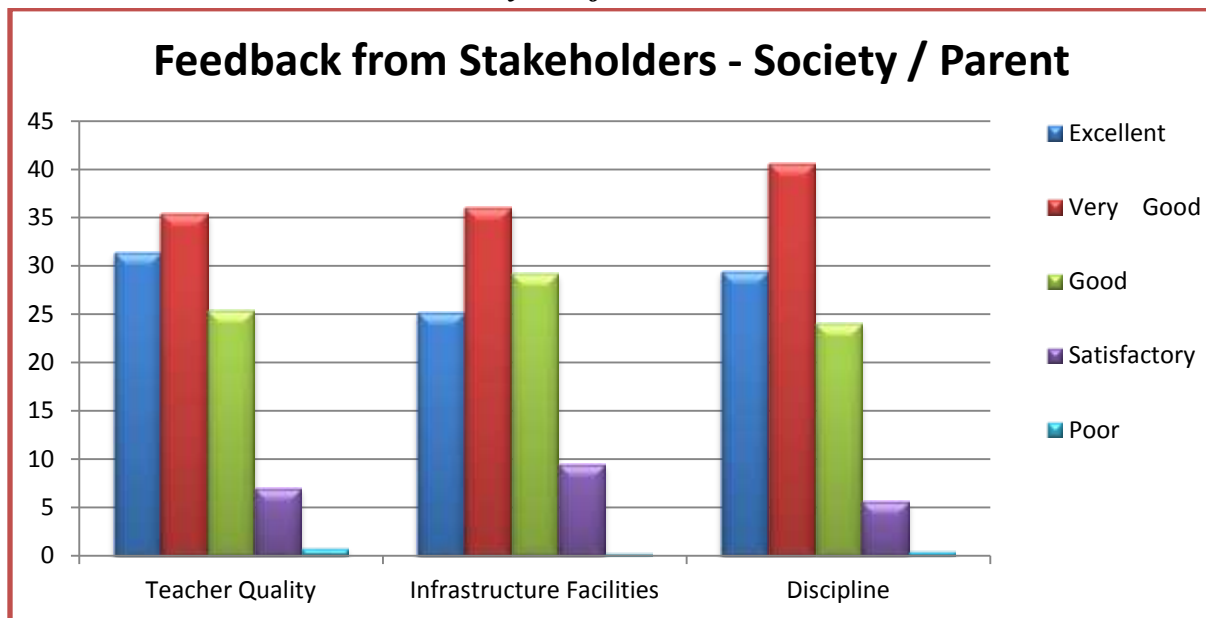
<b>DECEMBER 2015</b>			
<b>DATE</b>		<b>DAY</b>	<b>PARTICULARS</b>
1		TUE	Social Work -Observation of World AIDS Day
2		WED	
3		THU	Mobile Lap for school students
<b>5</b>	<b>H</b>	<b>SAT</b>	Service Day (Volunteer's Day)- (NSS)
<b>6</b>	<b>H</b>	<b>SUN</b>	
7		MON	
8		TUE	
9		WED	BioTechnology-Industrial visit
10		THU	Social Work -Observation of Human Rights
11		FRI	MCJ -Handwritten Magazine release, Last
<b>12</b>	<b>H</b>	<b>SAT</b>	
<b>13</b>	<b>H</b>	<b>SUN</b>	
14		MON	Botany-Quiz series: 6., Ithiri Vettam (NSS)
15		TUE	
16		WED	AICUF-Christmas celebration
17		THU	
18		FRI	Commerce -Christmas Celebration Malayalam- Christmas Carole
<b>19</b>	<b>H</b>	<b>SAT</b>	
<b>20</b>	<b>H</b>	<b>SUN</b>	Economics-Non academic visit.,X mas Holidays
21		MON	Chemistry- X' mas Celebration. Sneha Sparsham
22		TUE	Botany-Christmas celebration
<b>25</b>	<b>H</b>	<b>FRI</b>	
<b>26</b>	<b>H</b>	<b>SAT</b>	
<b>27</b>	<b>H</b>	<b>SUN</b>	
28		MON	
29		TUE	
30		WED	College Reopens after X mas Vaccation
31		THU	

<b>JANUARY 2016</b>			
<b>DATE</b>		<b>DAY</b>	<b>PARTICULARS</b>
1	H	FRI	First Working day
2	H	SAT	
3	H	SUN	
4		MON	
5		TUE	Economics-Econ Family meet
6		WED	
7		THU	
8		FRI	MCJ -Media Seminar
9	H	SAT	
10	H	SUN	
11		MON	Botany-Quiz series: 7 Chemistry Farewell week Release of manuscripts
12		TUE	BioTechnology- Out reach program. National Youth day(NSS) Chemistry- Farewell week.
13		WED	Mathematics-Mathematicians Day Celebration And Non-Mathematics Quiz
14		THU	Social Work -Invited talk on RTI
15		FRI	Chemistry- Farewell week
16	H	SAT	Follow up programme for AICUF active members
17	H	SUN	
18	H	MON	Ithiri Vettam
19		TUE	
20		WED	Botany-National seminar on recent trends in Biosciences
21		THU	Botany-Workshop
22		FRI	Economics-Observation of reading week
23	H	SAT	
24	H	SUN	
25		MON	Sneha Sparsham(NSS)
26		TUE	Com-Union
27		WED	Date of publication of result for III semester
28		THU	Botany-Farewell to 3 <sup>rd</sup> DC
29		FRI	
30	H	SAT	Date of notification for II Semester, Date of notification for VI Semester, Date of notification for IV Semester
31	H	SUN	Date of publication of result for V semester

<b>FEBRUARY 2016</b>			
<b>DATE</b>		<b>DAY</b>	<b>PARTICULARS</b>
1		MON	First Working day
2		TUE	
3		WED	
4		THU	Observance of World Cancer day
5		FRI	
<b>6</b>	<b>H</b>	<b>SAT</b>	
<b>7</b>	<b>H</b>	<b>SUN</b>	
8		MON	Botany-Quiz series:8., Chemistry- Dept. send off to retiring staff
9		TUE	Ithiri Vettam(NSS)
10		WED	
11		THU	
12		FRI	
<b>13</b>	<b>H</b>	<b>SAT</b>	AICUF- Visit to charity homes
<b>14</b>	<b>H</b>	<b>SUN</b>	
15		MON	
16		TUE	Chemistry- Send off to 111 DC., Sneha Sparsham(NSS)
17		WED	
18		THU	Workshop on EIA
19		FRI	Workshop on EIA
<b>20</b>	<b>H</b>	<b>SAT</b>	
<b>21</b>	<b>H</b>	<b>SUN</b>	
22		MON	BioTechnology-Release of magazine Malayalam- mother tongue day celebrations
23		TUE	
24		WED	Economics-Endowment lecture
25		THU	Mathematics-AWARD OF CERTIFICATES OF THE TWO CERTIFICATE COURSES
<b>26</b>		<b>FRI</b>	Commerce -Department Faculty Tour.,
<b>27</b>	<b>H</b>	<b>SAT</b>	
<b>28</b>	<b>H</b>	<b>SUN</b>	
29		MON	Date of publication of result for I semester. BioTechnology-Science day celebration

<b>MARCH 2016</b>			
<b>DATE</b>		<b>DAY</b>	<b>PARTICULARS</b>
1		TUE	First Working day
2		WED	Ithiri Vettam(NSS)
3		THU	Sneha Sparsham(NSS)
4		FRI	BioTechnology-Farewell
<b>5</b>	<b>H</b>	<b>SAT</b>	
<b>6</b>	<b>H</b>	<b>SUN</b>	
7		MON	
8		TUE	Social Work-Observance of Women's day, Last date for submission of APC for III Semester
9		WED	
10		THU	
11		FRI	
<b>12</b>	<b>H</b>	<b>SAT</b>	
<b>13</b>	<b>H</b>	<b>SUN</b>	
14		MON	Chemistry- Family meet
15		TUE	
16		WED	
17		THU	
18		FRI	
<b>19</b>	<b>H</b>	<b>SAT</b>	AICUF- Variety Competitions for college students
<b>20</b>	<b>H</b>	<b>SUN</b>	
21		MON	Last date for submission of APC for II Semester., Chemistry- Dept. Send off to retiring
22		TUE	Social Work -Observance of Day of Water
23		WED	
<b>24</b>	<b>H</b>	<b>THU</b>	Social Work -Observance of T.B day, Last date for submission of APC for V Semester
<b>25</b>	<b>H</b>	<b>FRI</b>	GOOD FRIDAY
<b>26</b>	<b>H</b>	<b>SAT</b>	
<b>27</b>	<b>H</b>	<b>SUN</b>	EASTER
28		MON	
29		TUE	
30		FRI	

**Annexure – II**  
**Analysis of the Feedback**

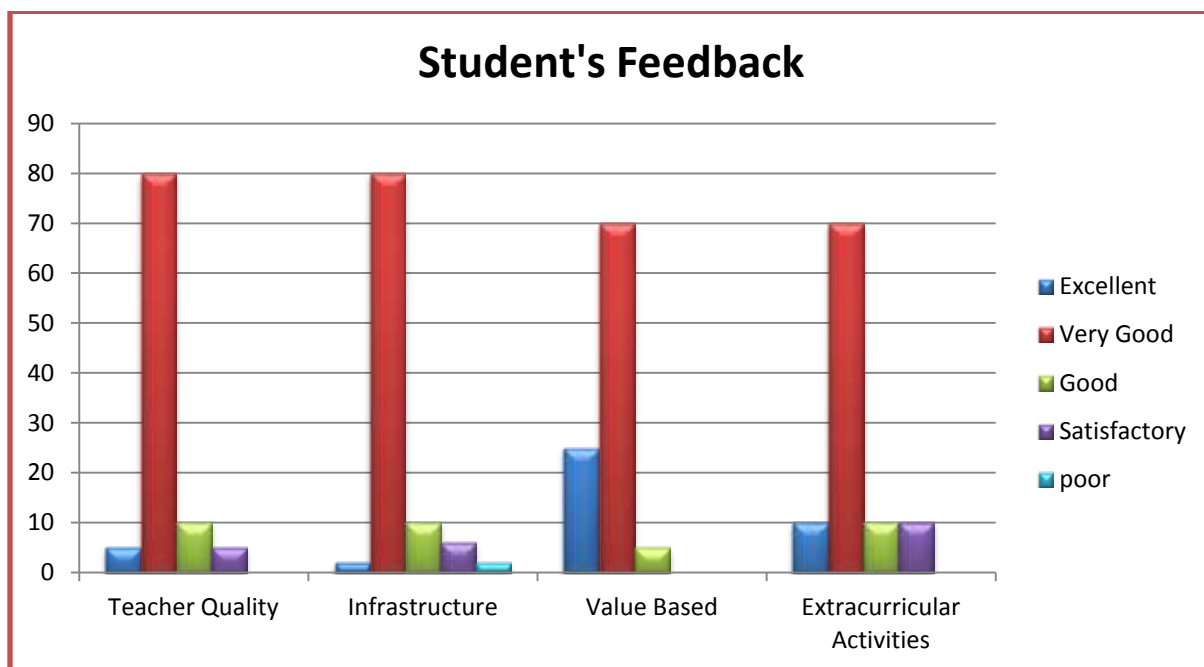


The feedback from parents is collected during the open house meeting and it shows that the teacher quality and discipline mentioned in the college is very good. Feedback is also collected from old students, well wishers and benefactors.

**Employers Feedback**



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



**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.**

The college maintains a self appraisal system giving weightage to multiple activities performed by faculty inside and outside the campus in various fields. The Appraisal system in this institution gives 50% weightage for student feedback. Students are asked to evaluate each and every teacher who teaches them, with the help of a printed feedback form, towards the end of each academic year. The remaining 50% weightage is distributed equally among four heads (12.5% each) namely, research activities, consultancy and extension, involvement in evaluation duty and teaching experience and qualification. Duly filled in Appraisal forms are received from all the faculty members at the end of the academic year based on their performance in the previous year (Teachers Mirror), and this is evaluated by the Management.

The suggestions for improvement are grouped into three categories:

- Those we can change immediately
- Those that must wait until the next time the course is offered
- Those that we cannot change

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

## *Annexure – III*

### **Best Practices of the institution**

#### **Best Practice I**

##### **1. Title of the Practice: „Green Campus – Clean Campus’**

##### **2. Goal:**

To train students to put knowledge acquired in the class room to practical application (This practice aims to enable students to imbibe higher research culture and “**lab to land**” practice whereby they can apply what they have learned to practices that can benefit the society and environment.) 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

##### **3. The Context:**

It is a topic of hot debate in the modern world that the Earth is in desperate need for caretakers. Global Warming, Greenhouse gases, Ozone layer depletion, Ecosystem, Environmental Studies, Earth Day etc., are commonplace terms now. Trees and plants help create the air we breathe and help keep earth at the right temperature for life. Trees can help prevent Global Warming. Awareness programmes and seminars on the protection of the environment create in students a research orientation on environmental issues. This knowledge is put to practical application through the Green Campus - Clean Campus Practice. The institution is highly conscious of its environmental responsibility. The Green Campus - Clean Campus Practice orients the student community about their responsibility to the environment and makes them active participants in greening drives.

##### **4. The Practice:**

- A research culture mode is integrated into the practice of the curriculum through frequent invited talks, workshops and seminars. Experts from Government organizations and the fields of Geology, Environmental Studies and Life Sciences are invited for lectures and interactions with the students. There are a number of projects undertaken by faculty and students on ecological concerns in addition to a number of publications.
- Faculty engaged in UGC Minor Projects: A Study on the Faunal Diversity, Ecological Significance and Conservation Strategies of Sacred Groves of Thrissur District“, Principal Investigator- Dr. Sr. Anis K V, Department of Zoology Ecological Degeneration of Water Ways and Water Sources, Shanmugham Canal-A Case Study- Problem & Solution“, Principal Investigator Dr. Sr. Rose Anto, Department of Hindi
- UG Projects undertaken by Life Science students give priority to environmental issues.
- Every effort is taken to keep the campus green and clean. The institution understands the need to preserve Earth.
- 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 (Green Earth Project 2011 of the English department).
- 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 Best Class Room’.

#### **5. Evidence of Success:**

The evidence of the success of the practice is the green and clean campus itself. The giant trees near Arcadia and the basket ball court, the manicured lawns and hedges, the flowers, vegetables, botanical and medicinal gardens, the pollution free campus and the trees planted on either side of the college road are all proud testimonials to how the „ green“ mission envisaged by the Founders of the Institution continues to be preserved even today.

#### **6. Problems Encountered and Resources Required:**

- Availability of time is the main constraint in the implementation of the practice.
- The tight schedule of the semester system provides very little spare time. Students make use of weekends and special holidays.
- There is also the need for more garden and cleaning equipment.
- Additional spaces can also be allotted in the campus for greening activities.

#### **7. Notes:**

The Green Campus –Clean Campus Practice is a healthy practice that all institutions can adopt. It encourages in students a love of nature and makes them active protectors of the earth. Specific spaces should be allotted for greening. A feedback mechanism on the practice is mandatory to ensure positive results.

### **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

#### **3. Context:**



St. Joseph's College, Irinjalakuda is a college for women managed by St. Joseph's Educational Society of the Congregation of the Holy Family. The charism of the Congregation is Family Apostolate. The Vision and Mission statements of the Institution stress on the importance of creating ideal families through the empowerment of young women. The practice "Faculty @ Student's Homes" is based on the concept that ideal families will provide for a happy nation.

The various socio, economic and cultural contexts that the students belong to shape their academic life and progress. Many ailments that afflict society today, is the result of broken families. Family problems adversely affect the student's performance and scheme of life. Many students are helpless victims of their vicious domestic atmosphere. A drunken father, a mentally deranged mother, an ailing parent, family problems, financial constraints and health problems can shatter the hopes and aspirations of the students. It becomes impossible for them to concentrate on their studies in such an atmosphere. The family background of the student plays an important role in the academic performance of the student. House visits enable the teacher to gauge the students by understanding their home circles. The teacher can work miracles by changing the entire situation for the student by his/her intervention. This practice gives importance to the role of the teacher as mentor and counsellor, facilitates closer bonds between faculty, students and their families and positively affects the academic as well as the overall performance of the student.

#### **4. The Practice:**

Teachers are encouraged to 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. Besides this ongoing practice, the Principal, Vice Principals and IQAC coordinator visit the houses of almost all faculty and staff on the rolls. House visits enable the teacher to assess the student individually and provide necessary remedial action be it financial assistance or professional guidance. There are two trained counselors at the Darsana Counseling Centre to which the students and their family members are directed if it is found that they need professional assistance. Houses have been built for four students and two non-teaching staff by the NSS units and the institution. Free lunch coupons are provided to needy students based on information provided by the class teacher. Financial assistance is provided to meet the expenses for the medical treatment of student/parent, purchase of study books, tour programmes etc.

#### **5. Evidence of Success:**

Feedback on this healthy practice is very positive both from the students and their parents. There is marked progress in the overall performance of the students visited at home. The students are motivated to perform better in their studies and also develop interpersonal skills. Parents feel at home with the teachers who have visited them in their home ground. They are able to communicate more freely on the problems related to their children. There is considerable reduction in the dropout and failure rates. Fathers who are drug addicts and alcoholics have been rehabilitated through professional counselling at Darsana, given membership in "Alcoholic Anonymous" and treatment at De-Addiction Centres with which the college has tie ups. The

present day academic syllabus under the semester system has created a lot of psychological stress in some students. Such students are identified and directed to the counseling centre. The strong bond that the Alumnae maintain with their alma mater and the mentors is a strong evidence of the success of the practice.

#### **6. Problems Encountered and Resources Required:**

The tight schedule of the semester system leaves little time for house visits. Teachers have to make use of spare time and holidays to complete this mission. Conveyance to far off and remote places poses problems at times. There is also difficulty encountered in visiting the homes of the hostellers and children with both parents working. Travelling expenses is another issue, which is at present sponsored mainly by the management.

#### **7. Notes:**

The Practice **Faculty @ Students' Homes** is a healthy practice that all institutions can adopt. It forges a closer relationship between the teacher and student. The teacher now steps beyond the boundaries of the classroom and staffroom and becomes part of the student's family. Academic performance is improved as a result of closer ties between the student and the teacher. A feedback mechanism on the practice, from students, parents and teachers, is mandatory to ensure positive results.