

# Annual Report of the Institution

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## 2016-2017



**St. Joseph's College, Irinjalakuda**  
(Re-accredited with "A" Grade (3 Cycle) by NAAC)  
Thrissur - Kerala, India - 680121

## **Annual Report of the Institution 2016-17**

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

- Publishing a quarterly IQAC newsletter, 'Quality Quest' for dissemination of information on quality sustenance and enhancement, among the stakeholders of the college and academic peers, and preparation of the annual Newsletter, 'Campus Tidings'
- Preparation and submission of Annual Quality Assurance Report (AQAR) to the NAAC, and SSR at the end of the stipulated Period
- Preparing and forwarding proposals for schemes such as Vocational Courses, Community College Courses, College with Potential for Excellence, Star College, Solar City etc.
- Giving directions to GRACE (Guidance for Research and Assistance for Consultancy and Extension) of the college
- Conducting periodic meetings of the Department Heads and discussing ways and means
  - for quality sustenance and enhancement in each department
- Analysis of feedback on all aspects of teaching and learning at the end of every semester
- Participation in the academic audit of the functioning of all Departments every year as well as in the administrative & Green audits
- Preparing and forwarding proposals for selected candidates for the awards of University, State, AIACHE etc.
- Preparation of the year-plan targeted at the timely conduct and quality improvement of various functions of the college; preparation of the academic calendar of the college based on the year-plan thus prepared
- Ensuring that activities entrusted to the various committees and clubs are carried out according to the Year Plan
- Organizing of ICT upgradation sessions in order to bring about enhancement in technology oriented teaching and learning practices
- Arranging faculty-student Council interaction on academic and non-academic issues to gauge student- reaction to the day-to-day working of the college
- Tutorial and mentoring planning including Student Home Visits by the faculty
- Career Path Inquiry in collaboration with Career Counseling Cell
- Participatory and supporting role in every event of the campus life including the seminars conducted by various departments, assisting functions like preparation of brochures, identifying resource persons etc.
- Designing of cross-cultural experience to enrich campus life
- Ensuring support structures and systems for faculty and administrative staff
- Being vigilant to the timely instructions and directives of NAAC, UGC, State Higher Education Department and the University

- Conducting annual SWOT analysis, and finding ways and means to overcome the weaknesses by taking up challenges and making full use of opportunities.
- Encouraging the departments and all the faculty to apply for relevant minor, major projects, National, International seminars and helping them to approach various funding agencies

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

- Preparing the proforma and assisting in the tabulation of credit points for the Best Teacher / Researcher awards
- Facilitating for the conduct of Administrative, Academic and Green Audit
- Providing necessary directions to the Autonomy Committee for the implementation of the same
- Providing sufficient directions to various associations such as Women Club, Value Club, Fine Arts & Culture Club, Biodiversity and Nature Clubs, Academic Excellence Club, HRD etc.
- 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
- Co-ordinating the ASAP activities for summer skill camp
- Providing necessary directions to WWS & SSP activities organized by the Academic Excellence Committee

#### 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	M. Sc. Physics
New Faculty / Staff recruitment	Faculty – 1
Organising PTWA meetings, Meet – the Parents & Faculty @ Students' Homes	PTWA meeting – 5 Faculty @ Students Homes - 300
Celebration & Observance of Important Days of National & International Significance	World Environment Day, Teachers Day, International Youth Day, World Elder's Day, Hiroshima & Nagasaki Day, World Population Day, AIDS Day, Earth Day, Mother's Day, Father's Day, Human Rights Day, Independence Day, Republic Day, Onam, Christmas, Ramzan, St. Joseph's Feast, Mother Mariam Thresia Day, World Mental Health Day, Wetland Day, International Women's Day

Clean Campus, Green Campus Drive & Conduct of Green Audit	Campus divided into zones and each zone allotted to each department, the co-ordination was undertaken by the Nature Club. Green audit initiatives undertaken by the Nature Club and the Dept. of Botany, Biodiversity club & Zoology Dept. undertook the biodiversity activities.
More Research–Oriented Activities (Seminars, Projects, Journals etc)	Seminars – 10, Projects – 14, Journals - 27
Courses / Classes for the Faculty	7
Strengthening Campus Placement	1 student was selected in SIB and 1 student was selected in TCSL

Other more specific plan of action include the following:-

- Collection and co-ordination of documents in May, August, November 2016, and February 2017
- Conducted academic audit of Departments and administrative audit- March 17
- Prepared Vision & Mission Statements for IQAC – 28<sup>th</sup> June
- Drafted Scholars’ Pledge for Fresher’s Orientation Day - June
- IQAC 2016-18 Master Plan drafted and displayed in the IQAC site – 28<sup>th</sup> June
- Conducted ‘Inspire to Innovative Story-Telling Movement’ – Competition – 1<sup>st</sup> July
- Resubmitted the Solar City Proposal – 27<sup>th</sup> July
- Proposal for Star College sent – 11<sup>th</sup> August
- Terms of Reference of 6<sup>th</sup> Pay Revision – Questionnaire – Data filled up and sent to MHRD/UGC – 23<sup>rd</sup> September
- Data filled and uploaded for National Institutional Ranking Framework by MHRD – September. Nodal Officer IQAC Co-ordinator
- 42<sup>nd</sup> Position in all India NIRF Ranking 2017.
- CPE – I Year Action Plan Prepared
- Vigyan Sagar Vision – Mission – Logo – competition – Drafted and applied – 27<sup>th</sup> September ( Dr. Asha Thomas, the IQAC co-ordinator won the I Prize for the Vision and Mission category)
- Autonomy Action Plan Charted - 28<sup>th</sup> October
- Checking of Progress Reports of Students as part of the Academic Audit – 4<sup>th</sup> October
- Venus International Research Awards applied for Dr. Aneesh E M and Dr. Sr. Floweret – 20<sup>th</sup> October (Both of them won the awards in separate categories)
- Applied for PFSD Award for the Best Student Social Activist for Ms. Anjaly K
- Feedback from Freshers sought in revised format and report submitted to the Principal - 24<sup>th</sup> October

- Green Audit conducted by the Department of Botany in association with IQAC – 26<sup>th</sup> October
- Parents Feedback sought in revised format – 15<sup>th</sup> November
- Report of the plan of action and follow up in connection with Unnath Bharat Abhiyan – 21<sup>st</sup> November
- Prepared the Alumnae Progression Survey format on 22<sup>nd</sup> November
- Green Audit held in November 2016 by Dr. C. M. Joy, Retired Associate Professor , Sacred Heart College, Thevara & Retired Registrar, KFRI
- Forwarded the application for Fr. Jose Chunkan Kalalayaratna Award 2016 for Anjaly K – 29<sup>th</sup> November
- Forwarded the Proposal for Berchman’s Award – 2016 for Dr. Sr. Rose Anto – 14<sup>th</sup> December
- Star College Interface with the UGC in Delhi – Dr. Aneesh E M represented the College - 10<sup>th</sup> January 2017
- Conducted the NAAC sponsored IQAC seminar on ‘Academic & Administrative Audit for Quality Enhancement’ – 19<sup>th</sup> January 2017
- Academic & Administrative Audit Guidelines prepared – 27<sup>th</sup> & 28<sup>th</sup> February 2017
- Academic Audit by the IQAC – 20<sup>th</sup> & 21<sup>st</sup> March , 2017
- Administrative Audit by IQAC – 22<sup>nd</sup> March, 2017
- Quality Quest released in June, August, November (2016), February (2017)
- Forwarded the proposal for Sivaprasad Award for Dr. N. R. Mangalambal, Head, Dept. of Mathematics – March 26<sup>th</sup> , 2017
- Campus Tidings released in March 2017