

Annual Report of the Institution 2017-2018



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

ANNUAL REPORT OF THE INSTITUTION 2017-18

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

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

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

- Preparing the proforma and assisting in the tabulation of credit points for the Best Teacher / Researcher awards
- Facilitating for the conduct of Administrative, Academic (both Internal & External) and Green Audit
- Providing necessary directions to the Autonomy Committee and CPE Cell for the implementation of the same
- Providing sufficient directions to various associations such as Women Club, Value Education Committee, Fine Arts & Culture Club, Biodiversity and Nature Clubs, Academic Excellence committee, HRD etc.
- Coordinating the allotment of students / classes to be included in various clubs and monitoring their performance with the assistance of club/ committee co-ordinators
- Co-ordinating the ASAP activities for the year and the three week 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	Nil
New Faculty / Staff recruitment	Newly recruited faculty – 8
Organising PTWA meetings, Meet – the Parents & Faculty@Students’ Homes	PTWA meeting – 5 Faculty @ Students Homes - 230
Celebration & Observance of Important Days of National & International Significance	World Environment Day, Teachers Day, International Youth Day, World Elder’s Day, Hiroshima & Nagasaki Day, World Population Day, AIDS Day, Earth Day, Mother’s Day, Father’s Day, Human Rights Day, Independence Day, Republic Day, Onam, Christmas, Ramzan, St. Joseph’s Feast, Mother Mariam Thresia Day, World Mental Health Day, Wetland Day, International Women’s Day, Gandhi Jayanthi , Ozone Day etc.

<p><u>Existing Healthy Practices</u></p> <ol style="list-style-type: none"> 1. Learn with Nature 2. Campus Community Connect 3. Connecting Through Computer 4. Campus Campus Connect 5. Higher Focus Course 6. Faculty@Students' Home 	<p>Ensures student involvement in environment friendly initiative</p> <p>Coordinates academic and non academic extension programs of societal benefit</p> <p>An initiative of the Dept. of Computer Science for the computing empowerment of students, faculty and in particular the women from the under privileged section of the society</p> <p>For faculty and student exchanges for academic purpose, consultancy and linkages.</p> <p>Coordinates and implements a package of multiple skills for students aimed at their final finishing and polishing</p> <p>For the holistic development of students, facilitating closer bonds between faculty, students and their families</p>
<p><u>Best Practices</u></p> <ol style="list-style-type: none"> 1. Faculty@students home has been incorporated into Campus Community Connect 2. Green Campus, Clean Campus has been updated to 'Learn with Nature' 	<p>Academic and non-academic extension activities for benefit of local community. Teachers visit all their students at their homes at least once in the time span of their academic studies in the college (UG- 3 years, PG-2 years). About one-third of the houses are visited per year by the faculty.</p> <p>Green policy framed and Green protocol followed. Campus divided into zones and each zone allotted to each department, the co-ordination was undertaken by the Nature Club.</p> <p>Green audit initiatives undertaken by the Nature Club and the Dept. of Botany, Biodiversity club & Zoology Dept. undertook the biodiversity activities</p>
<p>Conduct of Green Audit</p>	<p>Recommendations of Green Audit Implemented</p>
<p>More Research-Oriented Activities (Seminars, Projects, Journals etc)</p>	<p>Seminars-24 ,Projects – 11 , Journals – 25</p>
<p>Courses/ Classes for the Faculty</p>	<p>18</p>
<p>Strengthening Campus Placement</p>	<p>44 students selected</p>

Other more specific plan of action include the following:-

- Collection of data and preparations for 4th Cycle Accreditation

- Collection and coordination of data and documents in May, August, November, 2017 and February 2018 for Quality Quest
- Conducted Academic Audit, Administrative Audit and Green Audit in Feb-March 2018
- Internal Audit conducted on 18th & 19th December 2017.
- External Audit conducted on 14th & 15th March 2018.
- IQAC Annual Plan Discussion -02 June 2017
- Meet the legend -25 July 2017
- NIRF ranking celebration (42nd position)-25 July 2017
- Revised manual for SSR submission-reading sessions started August 2017
- Autonomy progress report sent-08 August 2017
- The highlighted functions of the cell in the academic year were planned & co-ordinated in view of the 4th cycle assessment and accreditation by NAAC in 2018.
- On 17th June 2017, the IQAC organized a seminar on ‘Academic Performance Parameters’, with Dr. Mohammad Salim of Farook College, Calicut, as the resource person.
- The IQAC also launched, an innovative program titled ‘Distinguished Speaker Series’, ‘Voice @ SJC’, in order to bring to the campus, the best minds from all walks of life, beyond the boundaries of disciplines and spaces to share their compelling stories and unique perspectives. The inaugural lecture was delivered on 25th July 2017 by Prof. Dr. Rajan Gurukkal, Chairman, Kerala State Higher Education Council on the topic “Quality Assured Teaching & Learning: Teaching How to Learn: Serious Learning is Systematic Unlearning”.
- On 27th & 28th July 2017, the IQAC organized a National Workshop for Research Scholars, “Scholar Summit”, on Initiatives for Excellence in Academic Research. The Workshop was inaugurated by Dr. M Nasser, Director of Research, Calicut University. Other resource speakers comprised Dr. N.B. Ramachandra from University of Mysore, Dr. Muraleedharan T. from Chethana College of Media & Performing Arts, Thrissur, Dr. Aju K Narayanan from M G University and Dr. Surendran Cherukodan from CUSAT.
- On 7th November, 2017, the IQAC conducted a workshop for faculty & staff, led by Dr. Rajan Varghese, Director, MCMAT, Perumbavur on ‘Quality Indicators for Revised NAAC Assessment & Accreditation Process.
- Submission of the AQAR
- Uploading the institutional details for National Institutional Ranking Framework (NIRF) 2018 to the MHRD (97th Rank) NIRF 2018.
- Preparing Stakeholder feedback forms regarding Syllabus – Curriculum Restructuring
- Drafting a ‘Student Satisfaction Survey’ format & a ‘Teacher Self-Evaluation’ format
- Conducting online Student Satisfaction Survey
- Forwarding of proposals for Teacher Awards like Ghani Award & Berchman’s Award
- Facilitating ‘Student Feedback’ on Faculty, Staff, and the various institutional processes.
- In view of the scheduled uploading of the SSR in July, the IQAC is preparing the report in the revised format.
- The IQAC conducted the Academic & Administrative Audits, and in association with the Dept. of Botany also conducted a Green Audit.
- The cell also organized department wise Power Point Presentations for faculty on 24th / 25th January & for students on 7th February 2018 on the topic “Your Dept., Your College” in connection with the anticipated NAAC visit for 4th cycle Assessment & Accreditation

- Campus Tidings released in March 2018
- Moodle Platform – Training for faculty

















