

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year

2016-17

I. Details of the Institution

1.1 Name of the Institution

St. Xavier's College. Vaikom

1.2 Address Line 1

Kothavara P.O.

Address Line 2

City/Town

Vaikom

State

Kerala

Pin Code

686 607

Institution e-mail address

stxaviersvkm@gmail.com

Contact Nos.

04829-275303

Name of the Head of the Institution:

Dr. Rajumon T. Mavunkal

Tel. No. with STD Code:

914829-275303

Mobile:

9447697029

Name of the IQAC Co-ordinator:

Dr.Tomy Joseph

Mobile:

9744906955

IQAC e-mail address:

iqacxaviersvkm@gmail.com

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)

EC/66/A&A/036 dated 23/05/14

1.5 Website address:

stxavierscollege vaikom.org

Web-link of the AQAR:

Stxaviersvkm.org/AQAR2016-17

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.51	2014	5 yrs
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

20/02/2014

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 2014-15 Dated 19/10/2015
- ii. AQAR_2015-16 Dated 22.12.2017

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)

Mahatma Gandhi University
Kottayam

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	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text" value="Minority Status"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="12"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text"/>
2.6 No. of any other stakeholder and community representatives	<input type="text"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="18"/>
2.10 No. of IQAC meetings held	12

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff 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

IQAC- its role in institutional development; Democracy; Motivation

2.14 Significant Activities and contributions made by IQAC

Establishment of computer centre with affiliation, Orientation for the new students, Evaluation of exam results department wise, Monitoring of commerce fest , Evaluation of teachers by students, Improvements in sports facilities, Submission of revised projects, Co-ordination of various activities, introduction of ICT in teaching, learning and assessments, Campus placements organised, Active involvement in documentation, creating collaborations, promoting inter-disciplinary approach.

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
Sports-more teams and more coaching	Team for swimming , football and kabadi formed...coaching given
Orientation programme for freshers	New Orientation programme with a motivating speech, orientation regarding courses, college, discipline in the campus.
Digital India Campaign in a rural	St. Xavier's Institute of Information Technology established affiliated to Rutronix, Government of

setting	Kerala-currently all students are being enrolled for DCA, Tally and PGDCA courses.
Incorporate ICT in teaching, Learning and Evaluation	Efforts are made by all departments to incorporate ICT in teaching, learning and Evaluation.
Career Coaching	Orientation was given by Gliders Academy, Amity College and the career library is functioning.
Remedial classes	Remedial classes especially for English and mathematics started.
Student support services	Additional Skills Acquisition Programme (Rs.102600) Walk with the Scholar- Rs.242500 Scholar Support Programme- Rs.225500
Social Responsibility enhancement	Clean vembnad drive-removing plastics from the Vembnad lake “Vimukthy” drive against drugs and Alcohol
Evaluation of teachers	Evaluation of Teachers were done by the final year students and the report discussed in IQAC meeting.
Seminars and Fests	Commerce fest- (ALIFEROUS 2017) -25 Colleges participated. Chemistry Department – One day seminar – Graphine Derivatives – Dr. Aiswarya Bhaskar, KIT Institute, Germany . Felicitation for Elected Representatives of Alumni. Invited Lecturers – Sri. Reji Joseph, Bureau Chief, Deepika. Chagampuzha Anusmaranam – Collaboration with PUKASA. Spoken English Training – 3 days camp.

	<p>Seminar on cloud computing</p> <p>Scientific projects planning- Dr. Ajith Joseph and Team.</p> <p>Inter National Yoga Day celebration.</p> <p>National Seminar by Political science department in collaboration with the institute of parliamentary affairs, Govt.of Kerala</p> <p>Training by kudumbasree national level trainer fo girl students</p>
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body ✓ Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR was placed before the College Council and before the management.
Recommendations were given.

Part – B

Criterion – I

I. 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				
PG	01			
UG	06			
PG Diploma				01
Advanced Diploma				

Diploma				02
Certificate				
Others				
Total	07	NIL		03

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	8
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.

There was a revision of the UG level syllabi in the university.

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	17	06		05

2.2 No. of permanent faculty with Ph.D.

07

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
0	4							00	04

08

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	3	
Presented papers	3	4	
Resource Persons		01	

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

Introduction of ICT, WEB enabled teaching and learning, Communicative English coaching classes.

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

180 days

Tests/Assignment and Seminars
Following the University pattern
Online submission of assignments/projects

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 I

12 involved in curriculum restructuring,
1-Member of faculty, 1-Academic Council 5-Board of studies members

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.Economics	40	0	2	2	1	12.5
BSc Physics	31	1	4	9	1	48.3
BCom	38	0	4	6	11	55.2
BA Politics	26	0	1	3	1	19.23
BSc Chemistry	29	0	5	3	0	27.58
BSc Zoology	23	1	3	4	4	52.17
M. Com	12		2	6	1	75.0

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

By evaluating the results of students subjectwise in the annual exams and internals.

Efforts are made to identify the difficult subjects and to come out with remedial measures.

Suggesting new methods of teaching and evaluation.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	2
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	7
Others	4

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	14			
Technical Staff	04			

Criterion – III

3. Research, Consultancy and Extension

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

Inducing to submit research proposals, seminar papers and attending and submitting papers in seminars.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL			
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		04		2
Outlay in Rs. Lakhs		495000		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	3	
Non-Peer Review Journals	0	0	
e-Journals	1	0	
Conference proceedings		5	

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	Received
Major projects			0	
Minor Projects	2	UGC	495000	495000
Interdisciplinary Projects			0	
Industry sponsored			0	
Projects sponsored by the University/ College			0	
Students research projects <i>(other than compulsory by the University)</i>			0	
Any other(SEMINARS)				
Total			495000	495000

3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

03

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	0	1	0	0	15
Sponsoring agencies					Department Associations Women cell, NSS NGOs, govt.departments Institute of parliamentary affairs, Govt of Kerala.
			05		

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

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

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

Total	International	National	State	University	Dist	College
Nil						

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

0

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

1

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:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS: Nil

University level State level

National level International level

3.24 No. of Awards won in NCC: Nil

University level State level

National level International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="15"/>		
NCC	<input type="text" value="10"/>	NSS	<input type="text" value="12"/>	Any other	<input type="text" value="3"/>

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

Colosure-weaving under the aegis of the Womens forum-won place in Guinness records

- Organic farming in the college campus
- Participated in “Vimukthy”-anti-drugs campaign in association with Excise department
- Clean and green environment –clean Vembanad mission
- Fight against Drugs and Alcohol with the police and excise departments
- Adoption of local schools
- Blood Donation Camp
- Career orientation programmes
- Placement services
- Visiting orphanages

VCriterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4013.76 sq.m			4013.76
Class rooms	24			24
Laboratories	04			04
Seminar Halls	04		UGC	04
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				

Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Fully computerised and digitised

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books					14100	20000000
Reference Books					500	600000
e-Books						
Journals					18	
e-Journals						
Digital Database						
CD & Video					30	30000
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	54	03		02	04	01	07	
Added	0				01			
Total	54							

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

Fully networked campus, Browsing facilities for students in Library and computer centre, all the departments computerised with internet facility. DCA , Tally and PGDCA for students in the computer centre affiliated to Rutronix, Government of Kerala.

4.6 Amount spent on maintenance in lakhs :

i) ICT	03 lakhs
ii) Campus Infrastructure and facilities	05 lakhs
iii) Equipments	02 lakhs
iv) Others	02 lakhs
Total :	12 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Orientation Programmes for students and parents
Public Announcements; Class Notices, Campaigning through class leaders and students Union.
Feedback sessions with the various stakeholders

5.2 Efforts made by the institution for tracking the progression

Reports collected by IQAC on each of the programmes and will be evaluated in the IQAC meeting.
Progression of students under each discipline being monitored.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
584	33		

(b) No. of students outside the state

2

(c) No. of international students

0

Men	No	%	Women	No	%
	224	39		375	61

Last Year						This Year					
General	SC	ST	OBC	Physically	Total	General	SC	ST	OBC	Physically	Total

				Challenged						Challenged	
148	91	5	385	5	634	135	91	05	348	5	584

Demand ratio

Dropout 15 %

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

Career and Guidance cell
Placement services

No. of students beneficiaries

260

5.5 No. of students qualified in these examinations

NET	3	SET/SLET	10	GATE		CAT	20
IAS/IPS etc		State PSC	60	UPSC		Others	50

5.6 Details of student counselling and career guidance

- External agencies like TVS group, Nehru Group of Institutions , Glyders Academy, Amity College etc. come and provide counselling services and campus recruitments

No. of students benefitted

180

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
3	30	10	

5.8 Details of gender sensitization programmes

An active women cell-seminars, vocational training for women etc.

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	25	100000
Financial support from government	560	27,37,751
Financial support from other sources(UGC)		676,202
Number of students who received International/ National recognitions	0	0

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: _____Transport, Hostel, canteen, extra- curricular activities, sports facilities.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision-The integral formation of the human person for fulfilling his/her individual duties with sincerity, honesty and maturity

Mission-To provide value-based education in letter and spirit and mould the character of the younger generation to achieve progress and prosperity in life thereby serving the society

6.2 Does the Institution has a management Information System

Not yet, in the Processs of developing.

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

6.3.1 Curriculum Development

College level discussions to provide inputs for restructuring the university syllabai

Participation in syllbai restructuring

6.3.2 Teaching and Learning

Integration of ICT in teaching and assessment

More evaluation through assessments and feedbacks

6.3.3 Examination and Evaluation

Two internal examinations in each semester along with one assignment and one seminar for each subject. More stress on continuous assessment.

6.3.4 Research and Development

3 faculty members pursuing FDP
 2 faculty submitted PhD Thesis
 1 National Seminars organised by the dept of political science

6.3.5 Library, ICT and physical infrastructure / instrumentation

A number of measures to increase the number of books, ICT facilities and physical infrastructure.

6.3.6 Human Resource Management

Recruitment of qualified staff strictly in accordance with the university and government norms

6.3.7 Faculty and Staff recruitment

Recruitment of qualified staff strictly in accordance with the university norms

6.3.8 Industry Interaction / Collaboration

Chemistry, Zoology and Journalism departments currently collaborate mainly for on the job training.

6.3.9 Admission of Students

Purely through CAP-MG University.

6.4 Welfare schemes for

Teaching	Co-operative society Staff club Staff Tour Onam, Christmas Celebrations
Non teaching	Co-operative society Staff club Celebrations
Students	Womens forum Multi Gym Student Aid fund Union Activites Various social/cultural Clubs Study tour Blood grouping and Blood donation Career guidance

6.5 Total corpus fund generated

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			yes	College council
Administrative	yes	University/Govt. Audit	yes	College council

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?

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

Co-operating with the Academic master plan and extension activities of the college.

6.12 Activities and support from the Parent – Teacher Association

Monitoring of the quality of teaching, learning and evaluation

Financial support in providing infrastructure and training students in sports/ cultural competitions/welfare schemes

6.13 Development programmes for support staff

Orientation, Trainings.

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

Planting and naming of trees

Vegetable garden maintained by NSS

Planting and maintain mangroves

Notice boards indicating protection of the environment and Green Campus

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Discussions on Quality improvement in Teaching, Learning and Assessment by IQAC

Introduction of ICT in teaching and assessment.

Mentoring of students

Counselling under the leadership of womens forum

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Team for swimming , Kabbadi and football formed...coaching given and performed well in university meet

New Orientation programme for the freshers with a motivating speech, orientation regarding courses, college, discipline and use of library in the campus.

Four minor research projects on going

St.Xavier's Institute of Information Technology established affiliated to Rutronix, Government of Kerala-currently DCA, Tally and PGDCA courses as part of Digital India Drive

Career Orientation was given and the career library is functioning. Remedial classes especially for English and mathematics started.

Funds received from the state government for the following:

Additional Skills Acquisition Programme, Walk with the Scholar and Scholar support programme.

Seminars to be organised by various department associations.

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

Green and clean campus with rich flora and fauna

ICT enabled teaching and learning

Teacher and student evaluation

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

7.4 Contribution to environmental awareness / protection

Planting and naming of trees

Vegetable garden maintained by NSS

Planting and maintaining mangroves

7.5 Whether environmental audit was conducted? Yes No

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

Earnest attempt in making this institution in a rural setting to an innovative and quality institution. The recommendations of the NAAC peer team will be the base for this transformation.

8. Plans of institution for next year

- 1.Improvement in examination results
- 2.Improvement in Overall Performance-academic, sports and cultural
- 3.More Emphasis on research (Publications and seminars)
- 4.More collaborations
- 5.More of extension activities for community involvement.
- 6.Conducting intercollegiate competitions, exhibitions and fests
- 7.Enrollment of all the students in an IT programme(Tally/DCA/PGDCA)

Name *Dr Tomy Joseph*

Signature of the Coordinator, IQAC

Dr Rajumon T Mavunkal

Signature of the Chairperson, IQAC



Vaikom

06.03.2018