

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. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2015-16

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:

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:

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

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. EC/66/A&A/036 DATED 19/10/2015
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

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

	<input type="text"/>		
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	10

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

2.14 Significant Activities and contributions made by IQAC

Establishment of computer centre with affiliation, Workshop for Teaching Faculty, Orientation for the new students, National seminars organised and Minor Research projects attained, , Evaluation of teachers by students a new format designed, Improvements in sports facilities, Submission of revised projects, Proposals for ladies waiting room and recreation room, Co-ordination of various activities, introduction of ICT in teaching, learning and assessments, Campus placements organised, Special Training for students to participate in the University Youth Festival.

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 and water polo formed...coaching given and performed well in university meet
Orientation programme for freshers	Visible presence in Kabadi, Badminton and athletics New Orientation programme with a motivating speech, orientation regarding courses, college, discipline in the campus.

Promote research through national seminars and minor research projects	Five minor research projects under taken during the year and Five national seminars conducted.
Provide ICT facilities to the students	St.Xavier's Institute of Information Technology established affiliated to Rutronix, Government of Kerala-currently students are being enrolled for DCA, Tally and PGDCA courses.
Incorporate ICT in teaching, Learning and Evaluation	Efforts are made by some departments, to incorporate <i>teaching, learning and Evaluation.</i>
Organise Campus Recruitment Placement Services	Campus Recruitment done by TVS group Chennai for ICICI Bank-48 participated of which 22 were selected
Career Coaching	Students from Physics and Chemistry depts took part in Placement drive at Piravom and Cherpunkal Career 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.89,635) Walk with the Scholar-Rs.152800 Scholar Support Programme- Rs.121000 Run Kerala Run to support National games
Social Responsibility enhancement	Clean campus-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.

* 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.

Bcom with Co-operation was changed to Taxation

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.

06

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
01	04							01	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	36	
Presented papers		8	
Resource Persons		01	

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

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

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

180 days

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

Tests/Assignment and Seminars
Following the University pattern

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

1 as Board of Studies member

80%

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				
		Distinction %	I %	IJ %	III %	Pass %
B.A.Economics	45	0	1	4	3	18
BSc Physics	27	0	4	9	1	52
BCom	39	1	5	10	4	51
BA Politics	29	0	1	6	6	45
BSc Chemistry	24	0	3	4	0	29
BSc Zoology	27	1	3	5	0	33

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.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	2
Others	28

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	0	1	
Non-Peer Review Journals	3	0	
e-Journals	1	0	
Conference proceedings	1	4	

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)	1	UGC	436000	436000
Total			931000	931000

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	0	5	0	0	12
Sponsoring agencies		UGC			Department Associations Women cell, NSS NGOs

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

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:

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: Awards for the Best performing unit and for the best programme officer in Mahatma Gandhi University

University level State level
National level International level

3.24 No. of Awards won in NCC: Cadet Sreerag B participated in the RD Parade, New Delhi.

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum 10
NCC 10 NSS 12 Any other

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

- Organic farming in 6 plots in Vechor Gramapnchayath
- Participated in 'Yuva Reksha' Road Safety Campaign
- State level leadership Camp
- Clean and green environment and NSS Camp
- Fight against Drugs and Alcohol with the police and excise departments
- Adoption of schools
- Run Kerala Run-college to Ullala- mass rally in support of the National Games held in Kerala
- Blood Donation Camp
- Akshara Jyothy project of the University
- 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	03	01	UGC	04
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)			UGC	19747
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	26	03		02		01	07	
Added	28				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

07 lakhs

iii) Equipments

02 lakhs

iv) Others

07 lakhs

Total :

19 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.

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
604	34		

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	240	40		364	60

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
128	84	3	343	3	606	148	91	05	385	5	634

Demand ratio

Dropout 14%

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

Through the career and placement Club, Career orientation by outside agencies.

No. of students beneficiaries

200

5.5 No. of students qualified in these examinations

NET	3	SET/SLET	10	GATE		CAT	20
IAS/IPS etc		State PSC	75	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

200

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	45	22	05

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	2599340
Financial support from other sources(UGC)		1265855
Number of students who received International/ National recognitions		

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, Ladies recreation room.

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

Changed the specialisation of BCom from Co-operation to Taxation.

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.

6.3.4 Research and Development

3 faculty members applied for FDP-2 sanctioned
1 faculty awarded PhD and 1 submitted
5 National Seminars organised
More publications and 4 minor research projects

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

6.4 Welfare schemes for

Teaching	Co-operative society Staff club Staff Tour
Non teaching	Co-operative society Staff club
Students	Multi Gym Student Aid fund Union Activites Various social/cultural Clubs

6.5 Total corpus fund generated

Rs.4865195.00

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 extension action plan 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

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

Introduction of ICT ; More research projects and Seminars

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 and water polo 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 and Five national seminars organised.

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

Campus Recruitment done by TVS group Chennai for ICICI Bank-66 participated of which 12 were selected

Sstudents from Physics and Chemistry depts took part in Placement drive at various campuses.

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.

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

Green campus with rich flora and fauna

Social Responsibility approach

ICT enabled teaching and learning

**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
- 3.More Emphasis on research (Publications and seminars)
- 4.Better evaluation of teachers
- 5.More of extension activities
- 6.Better achievement in measurable terms
- 7.Enrollment of all the students in an IT programme(Tally/DCA/PGDCA)
8. Preparation of a huge blood group directory "Life savior" for the use of general public by NSS Unit and NCC Cadets.
9. Car Parking facility for the staff.
10. Installation of CCTV in examination halls.
11. Special Training for Administrative staff.
12. Campus beautification

Name *Dr Tomy Joseph*

Signature of the Coordinator, IQAC

Dr Rajumon T Mavunkal

Signature of the Chairperson, IQAC

