



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	ST.XAVIER'S COLLEGE VAIKOM
Name of the head of the Institution	Dr. Rajumon T Mavunkal
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04829275303
Mobile no.	9447697029
Registered Email	stxaviersvkm@gmail.com
Alternate Email	rajumonmavunkal@yahoo.com
Address	St. Xavier's College Vaikom Kothavara P.O, Kottayam Kerala - 686 607
City/Town	Vaikom
State/UT	Kerala
Pincode	686607

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Tomy Joseph
Phone no/Alternate Phone no.	04829275303
Mobile no.	9447910490
Registered Email	stxaviersvkm@gmail.com
Alternate Email	jvtomy@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.stxavierscollegevaikom.org/index.aspx
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://stxavierscollegevaikom.org/cmsweb5/File_downloads/2019handbook.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.51	2014	21-Feb-2014	20-Feb-2019
2	B+	2.75	2019	15-Jul-2019	14-Jul-2024

6. Date of Establishment of IQAC	20-Feb-2014
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Webinar on LMS - Moodle	15-May-2020 1	45
Action Plan	14-Nov-2019 3	36
Panel Discussion on Citizenship Amendment Act	13-Feb-2020 1	200
National Media Management Conference	16-Nov-2019 1	130
Model Parliament	10-Jul-2019 1	50
AQAR Submission	30-Oct-2020 1	80
Invited Lecture	25-Jul-2019 1	240
IQAC Meeting	19-Sep-2019 1	23
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department	Model Parliament	Institute of Parliamentary Affairs	2019 1	10000
Institutional	Fish Farming	State Fisheries Department, Kerala	2019 180	183540
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Initiated technologyenabled learning methods through various training programmes 2. Devised action Plan 3. Conducted various seminars, conferences, debates and other academic and nonacademic programmes 4. Timely submission of AQAR for the year 20182019 5. Registered in NIRF

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Conduct of PTA meetings	PTA meetings for all the classes were conducted regularly. Feedback on the administrative and academic performance of the college were taken and analysed. "
Promotion of social responsibility drives to sensitise the student community	An outreach programme was conducted at Thejus Public School, Paliative day was celebrated in association with Thalayazham Grama Panchayath, A panel discussion on Citizenship Amendment Act was organised
Promotion of sports and extra-curricular activities	Organised an inter-collegiate football tournament 'El Parido', Inter-colligiate quiz competition was conducted,
Strenthening industry interface	In collaboration with In Depth Communications, New Delhi and Google News Service, a talk on Online Verification and Fact Checking was organised.
Organisation of International/National Seminars and Conferences	A National Conference on Media Management was organised, International Webinar on 'COVID 19 - a chemist's eye view was conducted.
Measures to strengthen FDP enrollment	Faculty members were prompted to enroll for FDPs conducted by various institutions
Orientation programme for students and parents	Motivational talk for students, teaching and non-teaching staff, Orientation programme on Kerala Administrative Service, A programme to orient students towards parliamentary affairs was conducted
Administrative and academic training programs	Faculty enrichment programme on 'Multiple Intelligence' was organised. A talk on Kerala Service Rules was conducted for the adminitrative staff.

Environment friendly initiatives and Energy conservation practices	Initiated Antiplastic drive within the Taluk, As part the conservation program, more than two hundred Mangrove saplings were planted in the college premises, Conducted Vembanad Odonate survey, Conducted a seminar on Wetland conservation
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
College Council	03-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	02-Jan-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The College has a website which is a source of information about the college, courses, admission procedure, fee details, faculty data base etc. The administrative functions related to staff and students of the college are partially automated. The attendance management system for the students is fully automated. The college library has a dedicated website to facilitate library services.
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

St:Xavier's College Vaikom has a well-organised system for curriculum delivery and documentation. The institution follows the curriculum as per the norms and regulations framed by Mahatma Gandhi University, Kottayam, Kerala. Hence, we

have no autonomy to design our curriculum. However, a few members of our faculty are actively working as members of BOS and Syllabus Revision Committee, who ensure that syllabus is updated as per the requirements of industry. Institution encourages all teachers to attend syllabus revision workshops and other FDP programmes to update themselves and ensure smooth curriculum delivery. At the inception of our Undergraduate Course in Chemistry, the complementary subject opted was Pharmaceutical Chemistry. This combination had created a lot of difficulties to our students when they applied for Post Graduate Courses in the Universities. We raised the issue before the Vice-Chancellors of different universities and syllabus revision committee members within Kerala. The feedback from the teachers at the college level has been instrumental in issuing orders according to sanction to our undergraduate students to join Post Graduate Courses in the Universities. Academic planning is done before the start of the academic year and every department contributes to the preparation of the academic calendar. Workload distribution and timetable are done in advance by every department. Departmental meetings are held at the beginning of the year and topics are distributed among the faculty after having a systematic analysis of the curriculum. The HoDs prepare an academic timetable which is approved by the Principal and the academic committee. We arrange bridge courses for the freshers as they come from different streams of Higher Secondary Education. They need an exposure to the curriculum in Higher Education and need to be familiarised with the semester system and internal assessment. IQAC and the Academic Committee highlight all the concerns of the curriculum at the beginning of the academic year conducting orientation programmes for parents as well as their wards. Entry level classroom tests are conducted to assess students and adopt bridge courses to tide over the initial difficulties. We have a systematic remedial programme SSP (Scholar Support programme) for academically challenged students and they are given additional support outside the class hours to prepare them to face challenges in Higher Education with the right aptitude and attitude. We adopt innovative methods along with traditional ways to enhance learning. ICT enabled teaching-learning method, peer teaching, paper presentation, permanent slides, LCD projectors etc are being effectively used to deliver the curriculum. Assignments and seminars are given to students to enhance their self-learning ability and comprehension. Some departments have carried out field visits and industrial visits to give students first hand experience of what they have learned in textbooks. Study materials are provided to slow learners and programmes like WWS (Walk with a Scholar) and other advanced courses are introduced on behalf of Career and Placement Cell to motivate students with high intellectual abilities. We also practice internal academic audit at the end of an academic year to ascertain our strengths and flaws.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	01/07/2019	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Scholar Support Programme	06/10/2019	40
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Zoology and Aquaculture	10
BSc	Zoology and Aquaculture	26
BSc	Zoology and Aquaculture	26
BCom	Commerce	36
BCom	Commerce	78
BA	Economics	5
BA	Economics	6
BA	Economics	15
BA	Political Science	25
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
The College has a well- maintained feedback system coordinated by IQAC to compile and analyse the data. The covid pandemic situation has disrupted the existing pattern and has turned everything topsy turvy. However, we have compiled the data online through a well-structured questionnaire. The feedback thus collected is send to the Principal for further consideration. Various departments take feedback from their wards which are analysed systematically at the department level as well as institutional. Suggestions given by the

students are taken into consideration with utmost importance to enrich the curriculum delivery. Teachers feedback regarding the curriculum is taken during staff meetings. It is then compiled and communicated to the BOS members and Syllabus Revision Committee members of the University during their respective meetings. Feedback from parents is collected either during open house interactions or PTA General Body meetings. Suggestions are compiled and executed judiciously. Alumni feedback facilitated Industry interactions, discourses by eminent scholars, industrialists and celebrities from different realms. It helped the students to reduce the gap between Campus to Corporate. Well placed alumni of our institution have introduced scholarships for deserving students to tide over financial difficulties which may otherwise hamper their aspiring future. Their financial aid triggered the conduct of Inter Collegiate Quiz Competitions and Paper Presentations, which opened up a new eclectic outlook in our wards. The feedback system has improved the teaching learning methods. ICT enabled teaching methods have helped the students to comprehend the topics within a short academic schedule. The feedback regarding the facilities and infrastructure has improved the ambience of the campus and created a conducive atmosphere for learning. Proper and timely measures are taken to redress the grievances of the students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics	50	300	50
BA	Political Science	30	190	30
BSc	Physics	32	210	32
BSc	Chemistry	30	180	25
BSc	Zoology	30	160	25
BCom	Commerce	40	410	40
MCom	Commerce	17	85	17

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	202	17	25	Nil	8

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used

33	31	4	7	2	3
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring is learning and developing partnership between an experienced person and someone who wants to learn. Mentorship involves extending psychosocial support, career guidance and access for free communication without any inhibitions. Mentoring is conducted in alliance with guidance classes from experts and integrated with motivational training sessions to achieve more competency, discipline and holistic development in the attitude and personality of the individuals. Realising the finer benefits of mentoring, the institution has put up a well supervised mentoring system in place. The mentoring activities constitute two levels the basic level involving the mentees and mentor and the second level involving the IQAC. Each member of the faculty is allotted with 25-30 students, proportionate to the student teacher ratio. The mentees of allotted to a mentor may be from the same or different academic departments to which the mentors belong. The mentors engage the students in 1. Regular classes pertaining to value added education and soft skills development 2. Face to face sessions individually with the mentees, trying to understand and clear the inhibitions of the mentees at the personal and academic levels 3. Try to understand the extracurricular inclinations and interest of students and make provisions to acquire expert guidance for them in their respective areas of interest and competence. 4. Motivating students to take up other courses and activities, leading to skill enhancement in their respective fields and which will add additional values to their academic degrees. The mentors maintain a bio-data and personal details of each mentee and keep track of their academic and personal progress. The IQAC oversees the mentoring activities at the second level. The mentors report to the IQAC discussions are conducted on the lacunas and thrust areas needed for holistic development of mentees and measures are taken to supplement the same. At the Departmental level, there is a tutor system in place at the class level, to monitor the academic progress of the students. Each class is assigned a tutor, who is responsible for overseeing the academic progress and needs of students as well as their personal problems in learning the various subjects. Academic records and a close monitoring of the academic progress of the students is maintained by the tutor and reported to the Head of Department. A constant contact is maintained with parents of students to keep them updated on progress of students and meeting are held once or twice in a semester to discuss the progress of their wards and other relevant matters with scope for improvement. Text books, practical records and study materials are provided from the Departments for needy students. On the basis of feedback from mentors and Head of Departments, various training programmes, seminars and workshops are organized by IQAC. External experts on various subjects are arranged for taking classes on subjects of contemporary and topical interest. Altogether, the mentoring system aims at making the students attain something over and above their academic potential and curriculum.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
602	33	1:18

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
2	Nill	2	Nill	Nill

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Tomy Joseph	Associate Professor	1. Member - Faculty Council (Economics)- MG University 2.

			Member - Board of Studies - MG University
2019	Dr. Gimson D Parambil	Associate Professor	1. Member - BOS in Commerce - Rajagiri College of Social Sciences 2. Research Supervisorship - MG University
2019	Dr. K.J Abraham	Assistant Professor	1. Member - Academic Council (Aquaculture)- MG University 2. Chairman - Board of Studies (Aquaculture)- MG University
2019	Mr. Bibu.V.N.	Assistant Professor	1. Member - Board of Studies (Journalism) - MG University 2. . Chairman - Board of Question paper Setters Panel - Multimedia - University of Calicut
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	Commerce	IV	14/07/2020	31/12/2020
BCom	Commerce	VI	10/06/2020	13/08/2020
BSc	Zoology	VI	11/06/2020	13/08/2020
BSc	Chemistry	VI	12/06/2020	13/08/2020
BSc	Physics	VI	11/06/2020	13/08/2020
BA	Political Science	VI	05/06/2020	13/08/2020
BA	Economics	VI	11/06/2020	13/08/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Evaluation system (CIE) is an integral part of the evaluation system of students along with the end semester evaluation procedure and the institution strictly adheres to the evaluation system mandated by Mahatma Gandhi University for both continuous internal evaluation and end semester

examination. Internal examinations are conducted during each semester, the tentative dates for which are marked in the college calendar published at the beginning of each year. The ratio of weightage is 20 (Internal evaluation) and 80 (external evaluation) for UG and 25 and 75 respectively for PG. In UG and PG programmes, the components of internal evaluation are attendance, test papers and assignments/ seminars. Apart from the two mandatory written internal evaluation tests conducted during each semester, quiz tests and weekly assignments are conducted. Tests are conducted on the completion of each module of the syllabus. The final internal evaluation test is conducted in a centralized manner, in the model of end semester examinations. After the conduct of the exams, the answer scripts are evaluated within a week and the results are notified to the students along with comments. A grievance redressal mechanism has been put in place by the institute for addressing any valid grievances of students regarding the internal evaluations. Retest examinations are conducted for students, who were not able to attend the regular examinations due to genuine reasons. Students engaged in other activities like sports , NSS, NCC and other cultural activities are given chances to appear for tests specially conducted for them, in order to make up for their absence during the conduct of the regular examinations. Innovative ways to modify the internal assessments include oral tests and viva voce. Advance learners are appointed as moderators for discussions regarding academic topics and oral exams. All necessary steps are undertaken to conduct the tests in an efficient, transparent, time bound and student friendly manner.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution is provided with an academic schedule by the University at the beginning of each and every academic year in which the academic plan, including the beginning and ending dates of each semester as well as the tentative schedule of end semester examinations are laid out. In addition to this, a college committee comprising the Principal and the head of the Departments, prepares an academic schedule for each department and teachers. The academic schedule lays out the dates of the internal examinations to be conducted and the scheduling of classes to complete the syllabus within a stipulated time. The dates are planned in a manner that is integrated with the non-curricular activities. Monthly reviews are carried out to ascertain strict adherence to the academic schedule prepared. The head of the departments are assigned with the responsibility to oversee that the lessons, practicals and other academic activities are conducted on time. The academic schedule terminates with the conduct of in-semester exams and handing out the corrected answer scripts. Reviews carried out at the end of each semester by the committee reviews and suggests improvements in the academic activities.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=380>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	MCom	Commerce	15	10	67
Nill	BCom	Commerce	36	28	80

Nil	BSc	Zoology	26	16	62
Nil	BSc	Chemistry	24	19	79
Nil	BSc	Physics	30	24	80
Nil	BA	Political Science	24	22	92
Nil	BA	Economics	44	33	75
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=404>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	NIL	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Wetland Conservation	Zoology	29/01/2020
Seminar on Applications of NMR Spectroscopy	Chemistry	26/09/2019
Breaking the barrier - Responding to the Global Challenges of Tourism	Political Science	16/11/2019
International webinar Covid - 19: A chemists Eye view	Chemistry	13/06/2020
Seminar on the history of periodic table - IYPT 2019	Chemistry	31/12/2019
Seminar on Phytochemistry - Fascinating Chemistry of Plants	Chemistry	18/02/2020
Opportunities and Challenges of Journalism in the Era of New Media	Political Science	04/09/2019
Workshop on Online verification and fact checking	Political Science	16/11/2019

Panel Discussion on Citizenship Amendment Act	Political Science	13/02/2020
Entrepreneurship Schemes by Government of Kerala - An overview	Commerce	28/05/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	31/12/2020	NIL
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	31/12/2020
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Physical Education	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	1	4.26
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chemistry	2
Political Science	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Analysis of selected Psychological	Bestine C Michael	Online International Interdisciplinary Research	2019	0	Department of Physical Education,	Nil

Variables of National and State level Soccer Referees		Journal			St. Xaviers College Vaikom	
Insitu S - doped ultrathin gC3N4 nanosheets coupled with mixed dimensional (3D/1D) nanostructures of silver vanadates for enhanced photocatalytic degradation of organic pollutants.	Subi Joseph	New Journal of Chemistry	2019	10	Department of Chemistry, St. Xaviers College Vaikom	Nil

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Insitu S - doped ultrathin gC3N4 nanosheets coupled with mixed dimensional (3D/1D) nanostructures of silver vanadates for enhanced photocatalytic degradation of organic pollutants.	Subi Joseph	New Journal of Chemistry	2019	Nil	Nil	Department of Chemistry, St. Xaviers College Vaikom

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	15	34	23	Nil
Resource persons	Nil	Nil	4	Nil
Presented papers	4	3	Nil	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
World Environment Day Celebration	NSS	2	300
Mega Swachhta Pakhwada (Cleaning drive)	NCC	1	90
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
SwachhBharath	NSS and NCC	Cleaning drive within the premises of the campus and neighbouring areas	3	55
Aids awareness Programme	NCC in collaboration with Primary Health Centre, Thalayazham	Awareness programme on AIDS	1	84
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
National Media Management Conference	130	In Depth Communications, New Delhi	1
Model Parliament	50	Institute of Parliamentary Affairs, Govt. Of Kerala	1
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
On the job training	Vocational Training	Janayugam Publications Ltd, Kottayam	09/12/2019	20/12/2019	5
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
M S Swaminathan Research Foundation	01/02/2020	Installation of Hydro Meteorological Data Acquisition System	5
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
15	12

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing

Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Book Magic (Proprietary software)	Fully	Latest upgraded version	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	14400	3160000	59	11452	14459
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	31/12/2020
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	62	3	1	11	1	10	9	100	0
Added	1	0	0	0	0	0	0	0	0
Total	63	3	1	11	1	10	9	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

15

14.67

12

10.24

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has an established system and procedures to maintain, augment and utilize the physical, academic and support facilities. A well established Planning Board, Building committee, Purchase Committee and PTA monitor the Infrastructural development of the institution in consultation with the Manager. These statutory bodies play a crucial role in the construction, renovation and periodic maintenance of buildings, equipments and other physical facilities. Faculty in charge of respective departments constantly monitors the function of these equipment and other apparatuses. The lab-assistants appointed are competent in repairing minor defects. They discharge their duties with dexterity and skill which ensure a smooth running of the devices. Whenever there is a complaint, teacher in charge will register the complaint in a book kept exclusively for this purpose. With the consent of the Head of the Institution, the flaw will be rectified. If it needs the support of outside agencies, the matter will be recorded in the movement register and after the repair the same procedure is followed. The college maintains a stock register for updating the information. Yearly audits are conducted regarding the purchase and maintenance of the equipments. AMC's are duly signed with the companies at the time of purchase. Computer systems are properly maintained by outside agencies based on a mutual agreement between the institution and the agency. Carpenters and other skilled labourers are hired as and when their services are required. A committee is formed every year to maintain a beautiful and serene campus. The committee comprise of a convenor and a few members from the teaching and non-teaching staff. The PTA has appointed two women workers to keep the washrooms clean and tidy. Two security personnel, an ex-servicemen and a local member, posted by the PTA, ensure security to the institution.

<http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=272#>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial Support from Institution	245	89416
Financial Support from Other Sources			
a) National	National Scholarship	27	207660
b) International	Nil	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
(YOGA): INTERNATIONAL DAY OF YOGA	21/06/2019	92	21 (K) BN NCC ERNAKULAM

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Orientation Programme on Kerala Civil Service Examination (KAS) in association with Ashirwad Institute of Teachers.	Nil	244	Nil	Nil

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	Kotak Mahindra Bank, Kochi	4	1

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	5	B Com	Commerce	Lakshya C A Campus Kochi	ACCA

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying

NET	2
SET	1
Any Other	3
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Elpartido 3: Inter Collegiate Football Competition	State	240
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	MG UNIVERSITY KALOLSVAM - CLASSICAL MUSIC- 3RD PRIZE WITH A- GRADE	National	Nil	1	18127	ASWIN REMESH
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The students of the College select the members of the student council in the parliamentary model. The Principal appointed Dr. Gimson D. Parambil, of Commerce Department, as the Returning Officer, who monitored the entire process. The elected members are Chairman, Vice Chairperson, General Secretary, Arts Club Secretary, Magazine Editor, two University Union Councilors, two Lady Representatives, 1st P.G. Representative, 3rd Year Representative, 2nd Year Representative, 1st Year Representative, Sports Club Secretary and Magazine Sub Editor. The 'Swearing in Ceremony' is conducted after the election on 26 August 2019. The elected members are supervised by a committee chaired by Head of the Institution with Staff Advisors as Convener, the HODs of all Departments and Discipline committee members. The New Union is guided by the Staff Advisors Dr. Tomy Joseph of Economics Department and Prof. Anju T.A. of Commerce Department. The various activities of the college union are decided through union meetings. The major events conducted by the Union are the Union Inauguration, Arts Day, College Day and College Magazine Release. The Departments have their own association and every year new office bearers are elected. The elected President, Vice President, Secretary, Treasurer and other members are selected / elected with gender sensitization. They will accomplish the activities of the departments through their leadership and soft skills.

With the initiative and leadership of the respective associations, the Department of Political Science organized a National Media Conference on 16 October 2019 and Model Parliament a state level competition on 11 July 2019, the Commerce Department organized Aliferous Junior, a School Fest on 21 January 2019 and the Chemistry Department organized 'Sciensta 2020', a state level Quiz

and seminar about Phytochemistry on 18 February 2019. Annual Sports Day and Intramural Games Competitions are conducted under the leadership of physical education teacher Dr. Bestine C. Michael , College Union and House leaders. The Union conducts competitions and select candidates for University Youth Festival also. NCC, NSS, Sport's and Women Cell have Student Secretaries and Captains who coordinate the weekly activities. Active participations of student council are there in various committees of the college. All the major festivals and Days of Importance are celebrated and observed by the whole hearted support of the College Union.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

5450

5.4.3 – Alumni contribution during the year (in Rupees) :

53700

5.4.4 – Meetings/activities organized by Alumni Association :

1. Economics Department: • Alumni meeting 'Oruvattamkoodi 2020' was organised on 11 January 2020. A total of 64 alumni participated including 6 former teachers. • An amount of Rs.17700/- was contributed by them for the welfare of the department. 2. Chemistry Department: • An Intercollegiate Chemistry Quiz Competition 'SCIENSTA 2020' was conducted with the sponsorship of Rs.15000 by the Pre-Degree Alumni of the Science batch. • For celebrating 150 Anniversary of Periodic Table, IYPT 2019, an amount of Rs. 4500/- was given by Chemistry Alumni. 3. Politics Department: • Resonance 2020: Alumni Association of Department of Political Science contributed an amount of Rs.4000/- for the activities during 2019-20. • The Dept powered by In-Depth Communication New Delhi organised a one day National Media Management Conference on Communication Tourism: Media, Soft Power and Management" on 16th November 2019. Ms. C. K Asha, also alumni of our college inaugurated the event. The Department of Political Science in association with its alumni organized a Digital Photography Exhibition, "Real India" on 16 November 2019. Ms C.K Asha, MLA Vaikom inaugurated the exhibition. Photographs of Mr. Jerin Joseph, an alumni of the department were also exhibited. • The Dept of Political Science in association with its Alumni Association- Resonance organized a Panel Discussion on Citizenship Amendment Act on 13/02/2020. 200 Students from various departments besides the members of alumni and the public attended and participated in the discussions followed. 4.Sports: • An amount of Rs. 12500/- was given by the alumni for the Intercollegiate Football Competition Elpartido 3.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

St. Xaviers College Vaikom, instituted and run under the aegis of St. Xavier's Church Kothavara, is a minority institution fully adhering to the democratic ethos of decentralisation and participative management. The Principal, Heads of the departments, teaching and non teaching faculty along with student union members, class student representatives together concentrate on fostering the

progress of institution by sharing the responsibilities and participate in the growth of institution and to act according to the aims and objectives of the Institution. Staff Meetings, Students Union Meetings, Council Meetings, IQAC Meetings, PTA Executive Meetings and Alumni Meetings are conducted to pool opinions and proposal. Faculty members are given representation in various committees/cells nominated by the Principal and the College Council. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Students are empowered to play important roles in various cells and clubs that are established at college level. The Principal, College Council, Teachers and the IQAC are involved in defining policies, procedures, framing guidelines and rules, regulations pertaining to admission, examination, code of conduct-discipline, grievance, support services, finance etc. Management committee takes care of infrastructure facilities which fulfil the quality and the required needs of the higher education bodies to reach the set goals or benchmarks of the Institution. It also extends all the amenities for the teaching and nonteaching faculty and students

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> The College follows the curriculum prescribed by the affiliated University. Feedbacks on Syllabus from various stakeholders are collected annually and conveyed to the University through the faculty members in the Board of Studies. As per the curriculum, the College prepares an Academic Calendar every year in tandem with the University norms. Faculty members actively participate in the workshops and camps for syllabus revision and restructuring
Teaching and Learning	<ul style="list-style-type: none"> Every academic year begins with an orientation to the students and special orientations are also arranged for the Faculty members. Teachers attended refresher courses, orientation programmes and Faculty development Programmes to improve the quality of teaching The respective Departments prepare Department wise academic calendars and the teaching plan before the commencement of the programme. The institution ensures timely completion of the syllabus Bridge courses and remedial classes are conducted by the teachers to offer help to slow learners Open Courses are judiciously chosen and Choice Based Courses in UG programmes are followed. The institution provides the students with

field visits, museum visits, factory visits etc. • Seminars are regularly conducted. • The academic and career prospects of the advanced learners are improved with the help of special coaching and inter-cultural interactive sessions. • The high performers also offer assistance in the form of peer teaching. • ICT enabled teaching is practised by the faculty of all Departments. Classes were based on web based, e-learning materials. • Encourage faculty to attend FDPs and online courses for continuous up gradation of their knowledge in the area of their specialization as well as to create awareness on contemporary topics which helps in their academic enrichment • Teachers are encouraged to regularly publish in reputed peer reviewed journals and magazines. • Students and faculty are motivated to make optimal use of library learning and online resources. • The College moved to online instruction to support the "Break the Chain" strategy of government to prevent the outbreak of Covid-19 pandemic.

Examination and Evaluation

Examination and evaluation were strictly followed in accordance with the University Guidelines. Continuous evaluation and group based evaluations were also introduced. Transparent procedures are followed for the conduct of examinations and evaluation. For each semester and programme, course outcome and programme outcome are evaluated and necessary action taken for improvement where ever required. In semester examinations were conducted through the online platforms during the lock down period. University examinations were conducted with the help of health department in compliance with the norms of Covid-19.

Research and Development

The Research Advisory Committee evaluates the activities of the teachers undergoing the research work. Students were made to participate in workshops to cultivate a taste for research. Teachers attended various seminars and presented papers. Seminars were conducted for faculty and students to inculcate scientific temper. Two Faculty members received FDP assistance.

Library, ICT and Physical

The college library is open access

Infrastructure / Instrumentation

and fully automated with OPAC and E-gate facility. It is updated periodically with the recent volumes. e books and e journals can be accessed through NLIST consortium offered by INFLIBNET centre. Library has a lending section, Reference section, Reading area, Periodical section, Circulation section and Internet browsing section. It also facilitates reprographic service. The IT lab has been continuously used to impart training to staff and students. The passage way connecting the two main buildings of the college is renovated.

Human Resource Management

- The Management Committee guided by the College Manager and the College Council are the apex powers that envision the human resource management of the institution.
- Committees are constituted to implement the developmental projects as well as to coordinate various administrative responsibilities such as admissions, internal assessment, etc.
- Staff meetings are held regularly and every member of the teaching and the nonteaching staff gets sufficient opportunity to express his/her ideas and to participate in the decision making process. Important decisions are taken after dialogue and consultation with all stakeholders.
- Every teacher in the College is entrusted with the responsibility of some clubs, associations or forums to channelize the talents and resources for the well-being of the institution and society.
- Grievance redress cell facilitates the resolution of grievances of any stakeholder in a fair and impartial manner maintaining necessary confidentiality, as the case may be.
- Different committees are formed for various activities like discipline, internal evaluation, sports, arts, anti-ragging etc

Industry Interaction / Collaboration

- The Institution conducts industrial visits and factory visits for the students. Motivational talks and invited talks are organized by the Institution.

Admission of Students

The admissions in both UG and PG levels, are carried out through a Centralized Admission Process (CAP) in which candidates apply online through university website. The admission

procedures are conducted by team members of the faculty supported by the administrative staff. The admissions under Management Quota, Community Merit, Cultural/Sports Quota, and Physically Handicapped Quota are done at the college level from the merit list of each category. The merit/selection list will be published in the notice board. Transparency is maintained throughout the admission processes.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The Planning and Development sections are computerized. Communications between the various sections are done electronically.
Administration	The administrative procedure is partially computerised currently.
Finance and Accounts	The entire work in the Finance and Accounts department is computerised
Student Admission and Support	The entire process is done online. The college admits students through the Common Admission Procedure of the affiliated University. The subsequent support measures for scholarships and examinations are also done online.
Examination	The registration of students for University exams is done online. The results are likewise declared online.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Anju T.A	Workshop by N.M.S.M Govt College , Wayanad	NMSM Govt College	500
2020	Sharika T	Refresher Course by UGC -HRDC , Goa University	UGC HRDC	1000

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional	Title of the administrative	From date	To Date	Number of participants	Number of participants
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	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2019	A talk on "Multiple Intelligence" to make classes more interactive interesting by Dr.Jijimon K Thomas	Nil	14/11/2019	14/11/2019	28	Nil
2019	A talk on "Kerala Service Rules "	A talk on "Kerala Service Rules "	13/08/2019	13/08/2019	20	10
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation programme by UGC-HRDC , Kannur University	1	13/11/2019	03/12/2019	21
Refresher Course by UGC -HRDC ,Goa University	1	07/01/2020	27/01/2020	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	3	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> The St. Xavier's College Staff Cooperative Society extends the services like savings and deposits of funds and schemes like Short term 	Members of the non teaching staff are also privileged to enjoy all the services offered by the Staff Cooperative Society. Members of	Students are provided lunch at subsidized price and free meals are offered to the economically challenged, identified by the institution. Besides,

and Long term loans. Profit share of the Society is distributed among its members. The Society has gained widespread popularity among the teachers because of the ease of processing, low interest rates and viable terms and conditions. • The college provides Gymnasium Yoga Centre, Shuttle court • A cancer awareness class is conducted • Staff tour and family get together • The canteen serves nutritious and hygienic food for staff at reasonable price.

thenonteaching staff are sent off with due respect at their retirement. At the annual gathering conducted towards the close of the academic year the Manager of the institution gratefully recognizes their commitment and dedication. They are provided ample parking spaces to conveniently park their vehicles.

helping the students avail themselves of various scholarships, the institution takes necessary steps to support the financially backward students. Special facilities are provided for differently abled in the campus. Separate parking facilities for boys/girls vehicles, separate ladies and gents toilet complexes, purified drinking water facilities and water coolers are also provided. Career Guidance and Placement cell of the college functions with the objective of providing guidance and assistance for the students to achieve their career goals. A cancer awareness class is conducted for the students. Counselling is given to both boys and girls

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts regular internal and external audit. Internal audit is done by P.V Chacko Company. External audit done by Department of Collegiate Education and Accountant General of State.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	2552000	Renovation of infrastructure, salary to supporting staff, Implementation of solar panel
View File		

6.4.3 – Total corpus fund generated

2887260

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	No	NIL	Yes	IQAC
Administrative	Yes	Govt.	Yes	PV Chacko Co.

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

PTA funds are utilized for instituting scholarships and endowments for meritorious students. Issues like students' attendance shortage, wearing ID cards, abuse of mobile phone were discussed in the executive meetings and the PTA extended its support to all the relevant decisions taken by the College authorities. PTA provides financial assistance as advance of salary for Guest Lecturers, advance, for the maintenance computers, implementation of solar paneletc. PTA stands with the Management, Principal and the staff council giving support and timely assistance for furthering the objectives of the institution. An orientation class is given to all students for the achievement of academic excellence.

6.5.3 – Development programmes for support staff (at least three)

- Financial assistance and other welfare measures for the support staff depending on necessity and need.
- Annual tour for the rejuvenation

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Counseling for students
2. Students joined the Young Innovators Programme (YIP) of K-DISC
3. Started stitching classes for students by Women Cell
4. Continuation of the PSC coaching center in the campus by Career Guidance Cell.
5. Development of various infrastructure facilities

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Union Budget Discussion	05/07/2019	05/07/2019	05/07/2019	70

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar 'To Build Inner Strength' conducted by Women Cell	27/08/2019	27/08/2019	200	50

Counselling	27/08/2019	14/02/2020	120	80
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The college has successfully installed on-grid solar panels with a total of 7 KW capacity as alternate source of energy. As part of the green energy initiatives, an energy audit is conducted every year. The N.S.S. volunteers conducted a survey among 100 households of Kudakkachira Grama Panchayath on renewable energy resources at home in connection with the Green initiative awareness campaign. The women Cell of the College in association with the Rotary Club Vaikom, took a great step towards the green practices of the College by distributing cloth bags to its students, teaching and non-teaching staff and the people resides in the nearby localities to impart the idea of sustainable development.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nil
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	Yes	2
Scribes for examination	Yes	2
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	07/06/2019	1	Clean Vikom Drive	To spread awareness about health and hygiene	35
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for	30/07/2019	Regular review of

<p>Principal Directed by the governing body regarding administrative and other matters, Principal is held responsible with the general administration and overall supervision of the institution. All the strategic decisions regarding</p>		<p>observance of the rules and regulations to be followed by the students is evaluated by concerned class teachers and mentors. Regular staff meetings are conducted to review the code of conduct to be followed by the teachers. This will be done in the presence of Principal and the Manager. The College Council meetings are held at regular intervals to evaluate and set the necessary changes required to accomplish the Vision and Mission of the college</p>
<p>Code of conduct for Students</p>	<p>30/07/2019</p>	<p>The code of conduct is published in the website and the handbook is circulated among the students. Class teachers explain the disciplinary rules and conduct on the campus to the students and make them aware of their responsibilities and duties. The academic calendar prepared in accordance with that of the University is strictly adhered. Besides, the college organizes a one day orientation programme for first year students and their parents every year. The programmes like value education and gender equity awareness programmes also help in inculcating ethics and values. Grievance Redressal cell with a three-tier system and Discipline committee is constituted to address the issues of the students at the campus</p>
<p>Code of conduct for Administrative staff</p>	<p>30/07/2019</p>	<p>The code of conduct is published in the website and the handbook is circulated. The management of the college</p>

arranges renewal programme for the staff every year. The staff of the college follows optimum transparency in admission and allied activities. Proper and timely audited records are maintained and uphold financial transparency.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day Celebration	05/06/2019	05/06/2019	300

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Anti -Plastic Drive The institution holds up its green motto, "Go Green Live Green", in every thought, word and deed. As part of the 'Clean St. Xavier's Mission' initiative, every year, the students and faculty clean the campus, collects plastic waste and hand over it to recycle. Being plastic-free campus, the usage of plastic banners, bottles and plates is strictly prohibited within the college premises. Students are motivated to adapt to a green lifestyle, moulding them to more socially responsible citizens. Students are instructed to carry their tiffin in steel lunch boxes to avoid plastic wraps. The N.S.S. volunteers were also trained for making paper pen and paper bag.

2. Waste management The college ensures a proper waste management system with the collection and disposal of bio-degradable, non-bio degradable and electronic wastes separately. Students are encouraged to minimize food wastage. The college has installed incinerator in the lady's toilet block for sanitary waste disposal. The N.S.S. volunteers collected plastic wastes from the premises and nearby houses of St. Joseph's High School Kudakkachira, where the seven day camp was organized to impart the idea of eco friendliness.

3. Green Energy initiatives The college has successfully installed on-grid solar panels with a total of 7 KW capacity as alternate source of energy. As part of the green energy initiatives, an energy audit is conducted every year. The N.S.S. volunteers conducted a survey among 100 households of Kudakkachira Grama Panchayath on renewable energy resources at home in connection with the Green initiative awareness campaign. The women Cell of the College in association with the Rotary Club Vaikom, took a great step towards the green practices of the College by distributing cloth bags to its students, teaching and non-teaching staff and the people resides in the nearby localities to impart the idea of sustainable development.

4. Weather Station A Hydro-Meteorological Data Acquisition System (weather station) was installed in February 2020 as part of 'Parivartan', a holistic rural development programme of M.S. Swaminathan Research Foundation with HDFC Bank. This system allows for monitoring of the microclimate in the area and measure variables like light, temperature, relative humidity, rain, wind and soil conditions. The agro-climatic data supplied to the farmers include weather information and soil-related which would improve the production.

5. Rain water harvesting and 'Live Green' Initiatives The college has a roof top rain water harvesting system. Three ferro cement tanks, two of them with 35000 litre and one with 25000 litre capacities are installed in the campus. The rain water thus collected and stored is sufficient to meet the requirements

and is also used for laboratory purpose. More than 65 of the campus area is covered by trees. In addition to that, 500 coconut saplings were planted during the year. More than 20 varieties of medicinal plants were planted by the N.C.C. cadets and N.S.S. volunteers, adding to the green wealth of the campus. The department of Zoology and Aquaculture organized various programmes for the students to encourage them to live in harmony with the nature. Some of these include an Odonate survey conducted in the Vembanad ecosystem, in association with the Tropical Institute of Ecological Sciences, Kottayam. Also, a seminar on wetland conservation was conducted in collaboration with the Department of Forest and Wildlife, Government of Kerala and Social Forestry Division. The Department of Chemistry organized a one day seminar on 'Phytochemistry: The Fascinating Chemistry of Plants', for the students and faculty of our college and participants from other colleges. The college has taken initiatives for planting 1000 mangrove seedlings around the lake premises and on the both sides of the water channels. Organic farming, the need of the hour, is practiced within the campus premises in an intense way by cultivating vegetables, plantain, papaya, tapioca, elephant foot yam and other tubers. The institution stands out with its aquacultural practice at the campus on commercial basis using indigenous breeds of fish like Pearl spot, GIFT (Genetically Improved and Farmed Tilapia) and shrimps. Timely harvest is done with the help of local community.

6. Clean Vaikom Drive This drive is initiated in connection with the 'Revamp Vaikom' and the students of the college had engaged in a cleaning drive at Vaikom Government Taluk Hospital premises, Vaikom, on June 7th, in association with the Youth Welfare Society Vaikom. As part of the 50th anniversary celebrations of the N.S.S., an awareness programme was organized by the volunteers on "Clean the campus, village and cities" for the neighboring community. On the same day, a cleaning drive was also conducted in Thalayazham Panchayath along with the Kudumbasree unit. Also, a cycle rally was organized by the students to support environment protection.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE. 1 Go Green Live Green 'Go Green Live Green' is a humble initiative to promote organic farming at the campus with dynamic participation of students, teachers, non-teaching staff, and management of the college on a voluntary basis along with creating awareness about the ecofriendly farming practices among the local community by utilizing the existing productive land in the college premises. As the lion share of the student community of the college belongs to the agrarian sector, this farming awareness practice can assure active involvement of the students and their family members in propagating the message of sustainable, harmonious, and chemical free cultivation which maintain the long-term soil fertility. It is in fact, an approach to promote traditional and sustainable farming practices and to make sure the cooperation of the students and their family members and the denizens. Three acres of fertile land in the college was prepared for vegetable cultivation. Student volunteers have prepared organic manures by mixing garden soil with decayed leaves, grass clippings, compost, wood ash, cow dung and other. Vegetable seedling nursery has set up with the help of expert farmers from the same locality and the volunteers has given training to raising and handling vegetable seedlings. Also, much importance has been given to ethnic methods to nurture seedlings in the nursery. Students and faculties have been visited farming areas nearby and collected information from the farmers regarding ethnic agriculture practices. Vegetables like bitter gourd, snake gourd, cow pea, amaranthus, cauliflower, cabbage, chilly, bird chilly, brinjaland red spinach were cultivated along with tuber crops like tapioca, turmeric, and elephant foot yam. The cultivation of plantains and papayas are

also included in this initiative at large. 'Go Green Live Green' initiative has led mainly by the students and faculties of the Department of Chemistry, Zoology and Botany. They have shown enthusiasm in preparing organic manures and natural pesticides using traditional methods to preserve soil and microorganisms. The backyard fish farming practices has started at the campus and fingerlings of indigenous breeds like Pearl spot, Tilapia and shrimps have released separately in the water channels in the campus and fish tanks. It is in fact, more than 65 of the campus area is covered by trees. The N.C.C. cadets and N.S.S. volunteers have taken an initiative to plant more than 20 varieties of medicinal plants to preserve the green wealth of the campus. Another important attempt done in line with 'Go Green Live Green' initiative is planting 500 coconut saplings and 200 areca nut saplings in the college campus.

As a part of this initiative, a new venture to set up a mangrove garden at backyard of the campus has also begun. Around 1000 mangrove saplings has planted on both sides of the water channels in the campus and the banks of the lake nearby. BEST PRACTICE. 2 Revamp Vaikom The 'Revamp Vaikom' initiative which gives foremost attention to impart awareness among the natives of Vaikom on health, sanitation, healthy food habits, ecofriendly lifestyle, environmental protection and conservation of natural resources is a modest effort of St.

Xavier's fraternity. The prime aim of it is to mobilize and empower the disadvantaged sections in the Vaikom Taluk. In line with this the students of the college organized a cleaning drive at Vaikom Government Taluk Hospital premises, Vaikom in association with the Youth Welfare Society Vaikom. More, the 50th anniversary celebrations of the N.S.S., is celebrated by conducting an awareness programme on "Clean the campus, village and cities" for the neighboring community and a cleaning drive was also conducted in Thalayazham Panchayath with the cooperation of Kudumbasree unit. Also, a cycle rally was organized by the students in support of environment protection. At the time when the State of Kerala again witnessed the worst flood in August 2019, the faculty members, students, alumni and the non-teaching staff of the college had actively engaged in five day long flood challenge drive to collect essential amenities to the flood affected in Kerala. They collected food materials, bottled water, essential grains, clothes, toiletries etc. and donated it at the collection center. The St. Xavier's fraternity has materialized its objectives to upbringing the underprivileged in the nearby rural areas through its different initiatives like 'Hands To Kids' to enhance better learning of financially backward children 'Cakewalk 2019', an outreach programme at special school 'Feed an Aged' and 'Divine Hand' aim at providing basic amenities to the Aged including food and clothing, and 'Snehaspansam' focuses to address the issues of Palliative care. Such initiatives help the students and faculties to identify and address the societal needs and ensure their direct involvement in it. The foremost aim of education to do service to the society is at large cherished through the above-mentioned initiatives of the college. Public awareness is necessary to stimulate self-mobilization and responsible actions. The college has organized many such attempts especially to fortify the socially responsible actions of the neighborhoods through the knowledge sharing programs like "ALIFEROUS Junior 2020" an inter school management fest. Odonate survey conducted in the Vembanad ecosystem to spread awareness about rare species, invited lecture in association with Wet Land Day celebration, webinar on entrepreneur skill development, lectures on financial literacy, blood donation camp, one day seminar on 'Phytochemistry: The Fascinating Chemistry of Plants' Clean Vaikom Drive, Green Vaikom Drive, panel discussion on Citizenship Amendment Act and an international webinar on pandemic disease, Covid 19. The above stated knowledge sharing programs are ensured the healthy participation of the dwellers in the neighborhood.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

7. 3 Institutional Distinctiveness St. Xavier's College Vaikom has achieved its mission by providing every student a conducive environment for cherishing their academic goals. It is in fact, this coeducational institution aims at furnishing and fulfilling the educational needs of the marginalised and provides with quality education to the economically and socially backward class in Vaikom Taluk and its neighbourhood. The first generation learners, a major share of the student population of the college belong to the economically underprivileged classes. This institution has been framed distinctive strategy to cherish its vision and mission by inventively make available quality education and instinctively cater the career dreams of the aspirants through promising academic and non-academic activities. The mission of the college is to provide value-based education in letter and spirit and mould the younger generation intellectually competent, emotionally balanced, spiritually enlightened and morally upright. PTA stands with the Management, Principal and the staff council extending support and timely assistance for ensuring the quality of education. Besides, helping the students avail themselves of various scholarships and grants, the institution has framed endeavors to support the financially backward students. Students are provided lunch at subsidized price at the college canteen and free meals are offered to the economically challenged, identified by the institution. Special infrastructure facilities are developed for the divinely abled at the campus. Separate parking facilities for students' vehicles, separate toilet complexes for ladies and gents, purified drinking water facilities and water coolers are also provided. The career guidance and placement cell of the college functions with the objective of providing guidance and assistance for the students to achieve their career goals has extended its support by arranging special coaching classes to the students and the career aspirants of the neighborhood. Women Cell of the college has taken initiative to providing counselling to the students and their parents. A seminar on 'Role of parents in student's life' was conducted for parents. The different departments of the college individually and jointly host programmes to advance employability skills, personality enrichment, gender sensitivity, entrepreneurial development and knowledge extension. In line with this, hands-on training programmes, on-the-job training programmes, industrial visits, and internship training programmes are executed every year to enhance field experience. The timely intervention of the students and faculty members in the flood relief and rehabilitation activities explicitly discloses the extend of societal concerns internalised. The spirit of social responsibility and civic sense is materialised through the implementation of ventures like Hands to Kids, Feed an Aged, Clean Vaikom Drive, Divine Hand, Snehasparsam, Go Green Live Green, Revamp Vaikom etc. These outreach programmes host by the college motivate students, faculty members and the public to fulfil their civic responsibilities.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1. Provide timely guidance to the College Management, College Council and other bodies/clubs 2. Revamping the college website to meet the institutional requirements 3. Orient faculty to adopt more student centered learning methods 4. Impart necessary information technology/ Online technology training for the faculty members to conduct online classes during the COVID Pandemic period. 5.

Encourage teachers to develop e-content and use ICTs for teaching 6. Timely preparation of academic calendar and lesson plans 7. Promote research and the publication and presentation of research papers among the faculty members 8. Encourage faculty to undertake projects and fellowships from various National and International academic agencies 9. Encourage the departments to extend consultancy services and promote collaborations, linkages and MOU 10. Promote social extension activities and social responsibility drive 11. Apply for new UG and PG courses considering the educational backwardness of the region 12. Strengthening the Library services through the installation of ILMS 13. Review the performance of NSS/NCC/sports and cultural clubs in the campus. 14. Devise plans for the conduct of activities of all campus clubs and organisations during the COVID period. 15. Conduct academic/ administrative training programmes for staff. 16. Feedback collection from stakeholders 17. Devise regular review plans for online teaching process 18. Promote green energy and environment sustainability programs 19. Coordinate all Alumni groups to support effective development of the college in future.