



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**ST.XAVIER'S COLLEGE VAIKOM**

ST.XAVIERS COLLEGE VAIKOM KOTHAVARA P.O VAIKOM KOTTAYAM

DIST. PIN-686607

686607

stxavierscollegevaikom.org

**SSR SUBMITTED DATE: 18-02-2019**

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**February 2019**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

### Introduction

ST.Xavier's College Vaikom is a minority institution affiliated to Mahatma Gandhi University Kottayam. The college is run by St.Xavier's Educational Trust, Kothavara. The college was started in 1981 with a vision of integral formation of the human person for the fulfilment of his/her individual responsibilities with sincerity, honesty and maturity.

The college is situated in a remote village on the banks of Vembanad Lake, a bio-diverse Ramsar site.

Initially, it was a Junior College affiliated to the University of Kerala, but later came under the jurisdiction of Mahatma Gandhi University, Kottayam from 1983. The College has immensely contributed to the cause of higher learning and development of this region. In 1982, Pre-Degree First and Second groups were started. The college was upgraded with Degree Course in B.Sc. Physics in 1991 followed by B.A. Economics, B.Com, B.Sc. Zoology (Voc-Aquaculture), B.A. Political Science (Voc-Journalism) and B.Sc. Chemistry (Voc-Industrial). In 1998, the College was included under Section 2(f) and 12(B) of the U.G.C. Act 1956.

### Vision

The integral formation of the human person for the fulfilment of his/her individual responsibilities 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.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

#### Strengths

The college is situated on the banks of Vembanadu Lake, a beautiful, serene location, which provides a perfect learning environment. The presence of potential alumni representing diverse spheres is strength. There are a considerable number of young teachers serving the institution which is yet another advantage. Being situated at a potential tourist location, the potential for Tourism, Aqua-related programmes is high with the institution.

#### Institutional Weakness

## **Weaknesses**

One major weakness is the remoteness of the area. Lack of sufficient conveyance facilities is a resultant issue. The college doesn't have new courses since 2015 which is a potential weakness as far as the academic advancement is concerned. Regarding the academic flexibility, the college doesn't have flexibility as we are following the syllabus prepared by the University. Being situated in a remote place, less number of campus interviews is taking place.

## **Institutional Opportunity**

### **Opportunities**

The presence of potential student base who are from 1st generation learner families are an opportunity as far as the locality is concerned. The full-fledged computer centre offers bridging the digital gap through computer education provision to students inside and outside the campus.

## **Institutional Challenge**

### **Challenges**

Threats from the mushrooming private funded institutions who offer better learning infrastructure and other facilities compared to public institutions like our college are posing great threat in terms of student admission. Bureaucratic bottle necks in sanctioning and approving various teaching and non-teaching staff is a challenge before the institution in maintaining academic quality and efficiency. The semester based system of the University is a constraining aspect due to the insufficient time available for completion.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Proper delivery of curriculum is systematically done in this institution. A number of faculty members participated in the restructuring of the syllabus. The faculty members also have contributed to curriculum enrichment by giving suggestions as part of the Board of studies, Faculty of social science, Academic council members in aided and autonomous colleges.

Gender specific issues in various topics in economics, political science, zoology, Journalism and latest developments like gender auditing, missing women etc. are incorporated. Environmental studies has been included as a compulsory core paper in all subjects along with human rights.

The faculty members are encouraged to introduce new methods in teaching and assignments. They are also encouraged to follow modern pedagogies as well as application techniques to make teaching and learning more

interesting and interactive.

### **Teaching-learning and Evaluation**

The College is situated in a rural area and therefore the chances of getting students from other countries/states is very less. Only three students are from other states. There are only 6 students who are disabled.

Enrolment rate is 95%. Almost 80% of reservation seats are filled on an average. To cater to the special needs of students, Walk with scholar, Scholar support programme and Peer teaching is made use of. To make learning a good experience, group discussions, panel discussions, newsletters, on the job training etc are provided to the students.

Use of ICT in teaching and Learning has been encouraged with the establishment of IT labs. The various courses have IT as part of their curriculum. The add on courses like DCA, PGDCA, DOA, PPCFA are specially helpful to students of commerce, Physics, Journalism and Economics.

### **Research, Innovations and Extension**

The college has a comfortable track record in the field of extension and innovation. We have two research guides on board. . As many as 4 research projects have been completed during last five years. We have an entrepreneur development club to promote innovative ideas among the students. Nearly five UGC sponsored National seminars and many invited lectures were organised during the last five years. The teachers publish in national and international journals and present papers in national and international seminars/ conferences. The social responsibility of the college is fulfilled through many extension programmes. The college has NSS and NCC units which sensitises the students towards social commitment through various programmes like anti-narcotic campaign, road safety awareness campaign, cleanliness campaign, organic farming etc. The college has a functional MOU with Rutronix, as part of digital India drive.

### **Infrastructure and Learning Resources**

The Institution furnishes sufficient infrastructural facilities for academic and non academic activities. The college offers 6 undergraduate programmes and 1 post graduate programs. Pursuing the Green Protocol and energy conservation measures, 80 percentage of incandescent bulbs are replaced by LED bulbs. A total of 8 class rooms and 1 seminar hall are ICT enabled. The college runs a computer institute XIIT, which offers DCA, PGDCA and Tally courses approved by Govt. of Kerala and Public Service Commission. The college library is fully automated with 'Book Magic 5.0' software.

A career centre cum library is also functioning in the college. A bacteria compost tank is constructed to convert Bio-degradable waste to utilizable organic manure. Ample vehicle parking is provided for staff and students. The college has 61 computers and leased line subscription through Railware of a speed of 40mbps. A well established planning board, buiding committee and PTA monitor the infrastructure development of the institution in consultation with the manager. The major maintenance works are done through AMCs.

### **Student Support and Progression**

Major scholarships received by the students are central and state sector scholarships, post-matric, CHMS scholarships. The college provides a number of endowments for meritorious students in different subjects. PTA also encourage the students with merit scholarships. Fee concessions that are mostly availed by students are KCR and fee concession for OEC and grants for SC/ST.

The various capability enhancement schemes functioning in the college include Career counselling, ASAP, WWS etc. Bridge courses are offered by the departments of Commerce and Economics for students from other streams. Yoga, Meditation and personal counseling are also provided. Vocational courses in BA Political Science with Journalism, Zoology with Aquaculture and Industrial Chemistry helps the students for opportunities for employment. XIIT offers competency in ICT and supplements the conventional streams of study to be employable. Students grievance cell and Anti-ragging cell are effective.

15% of the students on an average progress from UG to PG. Student participation is ensured in all major activities like inter-collegiate competitions, college day, arts day and they are amply represented in different committees.

### **Governance, Leadership and Management**

The college is situated in the reserved assembly constituency Vaikom. The academic and non-academic programmes are discussed in different bodies such as governing council, staff council, PTA etc. The proper decisions are taken under directions of Manager, Principal and IQAC Coordinator. Every activity in the college is decentralised. The management along with the Principal, teaching and non-teaching staff and the students are actively indulging in different activities. We have a number of welfare measures for the teaching and the non-teaching staff specially the college cooperative society provides financial assistance to the staff members. The different training programmes are conducted in the college accordingly.

The teaching staff undergoes refresher courses, orientation programmes etc. to nourish their academic practices. The performance of every faculty member is evaluated through an effective feedback system. The open-house conducted in every year or even in semester makes a platform to interact with the parents and the teachers,

The accounts are audited regularly with internal and external auditing agencies, for the academic and the infrastructural support, the college mostly depend on the management and the PTA. The IQAC defines the quality measures and the entire inmates of the college family abide the same.

### **Institutional Values and Best Practices**

The college has a healthy gender ratio with over 42% of the staff and over 61% of the students being female. Forum for women in the college is actively functioning at campus and organises various activities in the college to empower women, recognize their true potential. College strictly adheres to the green protocol issued by the government of Kerala. Paper and plastic wastes are collected by the hygiene staff, keep them in bags and hand over to the private agency for recycling.

College has been practicing roof top rain water harvesting system for many years. Among students, 65% of the students use public conveyance to reach campus and 15% are pedestrians, 12% uses bicycles and only 8% prefers own vehicles. The teaching staff of the college practice car and two-wheeler pooling to reach the campus. With the advent of information technology most of the communications with the University and

Government are through e-mail.

Inter and Intra-departmental communications are also through e-mail and SMS. Carbon neutrality is attained by planting trees and plants in the campus. Almost 50% of the campus area is covered by trees. The college undertook campaigns to spread the message of philanthropy by helping the needy in the local community by distributing learning aids to students of nearby L.P Schools in and also donating food packets at old age home. Core values including the vision and mission of the college is displayed in the college and the department of Political Science offers an elective course on Human Rights to the students of other Departments. The college observes national festivals and memorial days of great personalities. Go Green Live Green is an initiative aimed at promoting organic farming at the campus with active participation of students, teachers, non-teaching staff, and management of the college on a voluntary basis is considered as a best practice in our college. Likely, Digital India Drive another best practice of the college aimed at enabling the first generation learners of the college to be a part of the Digital India Initiative by providing training in computer along with their studies.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

<b>Name and Address of the College</b>	
Name	ST.XAVIER'S COLLEGE VAIKOM
Address	St.Xaviers College Vaikom Kothavara P.O Vaikom Kottayam Dist. PIN-686607
City	Vaikom
State	Kerala
Pin	686607
Website	<a href="http://stxavierscollegevaikom.org">stxavierscollegevaikom.org</a>

<b>Contacts for Communication</b>					
<b>Designation</b>	<b>Name</b>	<b>Telephone with STD Code</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>
Principal	Rajumon.T.M avunkal	04829-275303	9447697029	-	stxaviersvkm@gmail.com
IQAC Coordinator	Tomy Joseph	-	9744906955	-	tomyjoseph4@gmail.com

<b>Status of the Institution</b>	
Institution Status	Grant-in-aid

<b>Type of Institution</b>	
By Gender	Co-education
By Shift	Regular

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes <a href="#">Minority Status.pdf</a>
If Yes, Specify minority status	
Religious	Roman Catholic Syrian Christian
Linguistic	
Any Other	

<b>Establishment Details</b>				
Date of establishment of the college	01-01-1981			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Kerala	Mahatma Gandhi University	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC	08-09-1998	<a href="#">View Document</a>		
12B of UGC	09-04-2015	<a href="#">View Document</a>		
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No



<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	St.Xaviers College Vaikom Kothavara P.O Vaikom Kottayam Dist. PIN-686607	Rural	15.02	5816.73

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Physics	36	Pass in Plus Two with Physics as one of the optional subjects	English	36	36
UG	BA,Economics	36	Pass in Plus Two	English	50	50
UG	BCom,Commerce	36	Pass in Plus Two	English	40	40
UG	BSc,Zoology	36	Pass in Plus Two with Biology as one of optional subjects	English	30	30
UG	BSc,Chemistry	36	Pass in Plus Two with Chemistry as one of the optional subjects	English	30	30
UG	BA,Political Science	36	Pass in Plus Two	English	30	30
PG	MCom,Commerce	24	B.Com. or B.B.A. or B.B.M	English	19	19

### **Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				6				23			
Recruited	0	0	0	0	5	1	0	6	11	12	0	23
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				20
Recruited	8	3	0	11
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	0	0	0	0
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	0	0	3	1	0	9
M.Phil.	0	0	0	0	1	0	1	0	0	2
PG	0	0	0	0	0	0	7	11	0	18

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	3	0	6

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	2	0	2

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	223	0	0	0	223
	Female	332	0	0	0	332
	Others	0	0	0	0	0
PG	Male	9	0	0	0	9
	Female	23	0	0	0	23
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	35	30	30	30
	Female	51	61	64	58
	Others	0	0	0	0
ST	Male	3	3	2	1
	Female	1	3	3	2
	Others	0	0	0	0
OBC	Male	22	43	100	93
	Female	25	61	183	195
	Others	0	0	0	0
General	Male	209	153	89	88
	Female	285	261	122	123
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		631	615	593	590

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 196

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	7	7	7

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
590	593	615	631	580

  

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
48	44	47	47	46

  

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
158	197	192	184	192

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
33	33	32	33	34

  

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	29	29	33	35

  

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 29**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
15.271	13.76596	14.66342	38.49603	13.78478

#### Number of computers

**Response: 61**



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

The college is affiliated to MG University Kottayam, Kerala and follows the curriculum prescribed by the University. The new curriculum for UG Programme was introduced in the year 2017. Teachers were actively involved in the preparation of the University Syllabi. As University Faculty members, Academic Council members and Board of Studies, our faculty members have contributed to enriching the curriculum.

The University prepares an Academic Calendar with broad schedules. The college prepares an Academic Plan as part of the college Master Plan for each year. The Academic plan includes the modules of each paper to be completed in each semester date wise (odd semester and new semester) along with the types of assessments, dates of assessments and submission of internal evaluation marks to the University.

IQAC of the college monitors the implementation of the academic plan through staff Council Meetings and departmental meetings. Each department is advised to incorporate ICT in Teaching, learning and evaluation.

Department time table is incorporated to form the general time table. Any changes are incorporated as per time schedule changes of the University.

Special classes are arranged on Saturdays to compensate for the class hours lost due to strikes/hartals etc. Remedial classes are arranged for the weaker students in each class after hours. The best performing students in each class and senior students (PG) are selected as peer teachers to supplement the teaching efforts off the faculty.

The progress of the students are evaluated continuously and it is discussed with the parents in the open house meetings. Evaluation feedbacks are collected from parents. The various learning disabilities and the strategies to overcome these are discussed with the parents and the students.

The college has a Class Teacher System and a mentoring system. While the class teacher monitors discipline, attendance and class programmes, counseling, motivation and sensitization of students are done by mentors.

Scholar Support Programme implemented by the Govt. of Kerala is an interventionist measure to cater to the needs of the weaker students. Walk with the Scholar is another initiative of the Govt. of Kerala to enrich the competitiveness of relatively brighter students. Students are selected from the first and second years.

ICT use has been promoted in Curriculum delivery. Each department has LCD projector facilitated class rooms. Internet facility and computer skills are available to teachers to prepare classes, presentations,

online teaching, assignments and project preparation. All the departments have continuous internet connectivity.

Group discussions, Group activities, case studies, seminars, faculty visits etc. are also used for effective curriculum delivery. National/ Institutional seminars/fests/exhibitions are conducted as part of experiential learning.

Vocational courses use field trips/Industry visits/on the job training as a major form of learning. Projects are essential part of various programmes and this provides experience in group activity, quantitative methods and Methodology of research.

Any grievances regarding internal evaluation can be reported to the grievance redressal cell as per the college policy.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response:** 4

#### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	2	0	0

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 436.36

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	29	28	27	31

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<b>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</b>	
<b>Response:</b> 0.51	
1.2.1.1 How many new courses are introduced within the last five years	
Response: 1	
File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

<b>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</b>	
<b>Response:</b> 100	
1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.	
Response: 7	
File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

<b>1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</b>	
<b>Response:</b> 20.12	
1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years	

2017-18	2016-17	2015-16	2014-15	2013-14
203	195	205	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

##### Response:

College follows the curriculum structured by M.G University. All the U.G and P.G programmes address vital issues relating to Gender, Environment and Sustainability, Human Values and Professional Ethics in to curriculum. All the U.G courses have compulsory paper on Environment Management and Human Rights. Commerce program have core course on professional ethics. Journalism course also have course on professional Ethics. BSc Physics, BSc Chemistry and BSc Zoology courses address Environmental issues through the papers like Energy and Environmental Science Environmental Biology Toxicology and Disaster Management, Evolution Zoo Geography and Ethology and Fisheries Environment. Arts programmes like B.A Political Science and B.A Economics have courses which address Human Values, Gender and Environmental Sustainability. Department of Political Science organized UGC sponsored Two Day National Seminar on Human Rights and Mass Media in 2016 and National Seminar on Secular Democracy in 2017. Department of Commerce organized National Seminar on Responsible Tourism in 2016.

List of courses addressing Gender, Environment and Sustainability, Human Values and Professional Ethics into Curriculum are given below

##### Gender

- Common course English - Musings on Vital Issues
- Second Language-Hindi- Short story-Chutti ka din
- B A Economics- Economics of growth and development
- B A Political Science- Issues in Indian Political System, Issues and Political Process in Modern India, Human Rights in India

##### Human Values

- Environment management and Human Rights- for all UG Programmes
- Common course English- Understanding India
- Second Language-Hindi- Short story-Mam rasoyi me sothi he,bazar me ramdan,Ead gah
- B A Economics- Indian Economy
- B A Political Science Indian Constitution: Instiution and Process, Human Rights in India, - Issues in Indian Political System, Issues and Political Process in Modern India

### Environment and Sustainability

- Environment management and Human Rights- for all UG Programmes
- Common course English- Musings on Vital Issues, Understanding India
- Second Language-Hindi- Short Story
- B A Economics- Environmental economics, Governmental machinery &processes, Contemporary Global Politics
- B A Political Science- Issues in Indian Political System, Issues and Political Process in Modern India, Emerging trends in Travel and Tourism Management
- Bsc Zoology & Aquaculture- Fisheries Environment, Environmental Biology Toxicology and Disaster Management, Evolution Zoo Geography and Ethology, Fish Nutrition, Vocational Zoology
- Bsc Physics- Energy and Environmental Science
- Bsc Chemistry-Food Science(open course)

### Professional Ethics

- Common course English- Readings on Indian Constitution and Federalism Understanding India, Science on Stage
- Second Language-Hindi- Prose &Poetry-Kabir
- B A Economics- Entrepreneurship and small business Economics
- B A Political Science- Emerging trends in Travel and Tourism Management, Foundations of Public relations
- B.Com- Business Management, Entrepreneurship development and Project Management, Auditing and Assurance
- M.Com- Principles of Management and Organizational Behaviour, Human Resource Management

File Description	Document
Any Additional Information	<a href="#">View Document</a>

**1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years****Response:** 4

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 4

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking field projects / internships****Response:** 10.34

1.3.3.1 Number of students undertaking field projects or internships

Response: 61

File Description	Document
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.4 Feedback System****1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise****A.** Any 4 of the above**B.** Any 3 of the above**C.** Any 2 of the above**D.** Any 1 of the above**Response:** B. Any 3 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:**

**A. Feedback collected, analysed and action taken and feedback available on website**

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** C. Feedback collected and analysed

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0.1

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	1	0	0

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 94.66

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
214	190	221	227	229

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
232	217	231	231	230

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)



**2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years****Response:** 71.69

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	34	42	36	30

**File Description****Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The number of posts of faculty sanctioned by the Government over the last five years is 30. However, there are aided programmes whose teacher posts have not yet been sanctioned by the Government. In order to meet these needs and to maintain a respectable teacher-student ratio, the college appoints Assistant Professors on contract/visiting faculty every year strictly following the teacher qualification criteria. As a result, the number of the full time faculty working in the college is always greater than the sanctioned strength and this enables us to ensure the smooth teaching-learning without any student grievances.

**2.2.2 Student - Full time teacher ratio****Response:** 17.88**File Description****Document**

Any additional information

[View Document](#)**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response:** 1.19

2.2.3.1 Number of differently abled students on rolls

Response: 7	
File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

#### Response:

The college offers six Degree courses viz; B.Sc. Zoology and Aquaculture, B.Sc. Chemistry ,B.Sc. Physics ,B.A. Economics, B.A. Political Science and Journalism, B.Com. and a Post-Graduate programme in Commerce. All the departments have sufficient academic freedom to adopt and apply any method of teaching and learning. Some deliberately implement the teaching learning process student centric. The college follows student centric methods such as **peer teaching, experiential learning, group discussions, surveys, projects, newsletters, on the job training (OJT), fests, entrepreneurial trainings** etc., to enrich their learning experiences. Participative learning is made easy and attractive by introducing industrial visits and study tours.

Departments of Zoology and Aquaculture and Chemistry depute final year students to visit industries and scientific institutions of excellence to get first-hand knowledge of experimental and participative learning.

Political science and Journalism students do internship under prestigious dailies to master the art of news reporting. Besides they bring out handwritten newsletters which showcase their innate talents. Book and film reviews are conducted regularly in all semesters.

The three science departments jointly conducted a science fest entitled Zerone 2K18. Students from nearby schools exhibited their working and still models giving insight into scientific discoveries and inventions. It also provided opportunities to students from schools to conduct experiments, which they had learned as part of the curriculum, in our labs. Our students presented papers as part of this programme.

An e-learning, outreach programme for students and staff was initiated by the Department of Physics under the aegis of Indian Institute of Remote Sensing (IIRS) and Indian Space Research Organisation (ISRO). See link

Final year students of the Department of Physics conducted an energy survey inside the college campus. Incandescent and CFL lamps are replaced by energy efficient LED bulbs. UGC sponsored National Seminars are conducted by five departments. Eminent personalities are invited to deliver discourses on various topics and current issues.

Human rights awareness programmes and gender based discussions are conducted on a regular basis. Post budget analysis is conducted by students after watching the live budget sessions.

Management Fest entitled "ALIFEROUS" under the auspices of the Department of Commerce highlighted the student's skill in organising mega events.

Food stalls and confectionaries run by students showcase their entrepreneurial skills.College organises fashion shows, inter-collegiate competitions in football and Kabaddi.Students are encouraged to make PPT presentations. Two students secured the best presentation awardsat Kristu Jyoti College of Management and Technology, SChanganassery as part of National Paper Presentation Competition October 2015. UG Semester 6/PG Semester 4 students have to mandatorily make presentations of their projects.

UG students have to do practicals in their laboratories which enhance their knowledge of their subjects.The institution conducts extra-curricular activities in association with the College Union .It provides a good platform for the students to exhibit their inherent talents at different levels.

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 81.82

#### 2.3.2.1 Number of teachers using ICT

Response: 27

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 17.88

#### 2.3.3.1 Number of mentors

Response: 33

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

The institution encourages students to think out of box and adopt innovative techniques to crack the multiple tasks assigned to them. Teaching pedagogies undergo sea change to infuse innovation.

- We always encourage students to interact with eminent personalities and the institution has become the favoured rendezvous of many a gathering.
- Panel discussions are conducted on behalf of the Department of Political Science on the topic “Human Rights Awareness and Environmental Concerns” and “Current Labour Issues” by the Department of Economics, which resulted in a paradigm shift of perceptions and created a deep ecological outlook in students.
- Inter-Departmental Quiz Competitions are organized to motivate students. They will naturally be motivated to study more and pay attention to things outside the curriculum. They will be tested in front of their peers which propel them to learn more.
- Book and film reviews are conducted on regular basis which enhance their analytical as well as reading skills. They get acquainted with great personalities and their lives. It throws light upon the author’s style, approach and offers an overall evaluation.
- ICT enabled presentations of **Central and State Budgets** provide ample opportunities to assess the economic situation of the country and the state. Post budget sessions by students and staff analyse the different strategies employed by governments and its effectiveness
- U.G. and P.G. students have to present papers at the college level as part of their curriculum.
- Paper presentations by the Post – Graduate students in National seminars won many laurels to the institution. Students are encouraged to make PPT presentations. Two students secured the best presentation awards at Kristu Jyoti College of Management and Technology, Changanassery as part of National Paper Presentation Competition October 2015.
- Daily updates of Stock market index is displayed in classrooms
- Notice board is considered as a perennial learning resource which updates knowledge and events. They are equally engaging and educational. It ensures the students recognize the importance of the posted material.
- ICT enabled teaching and learning in Commerce using Tally and Peach tree. Teaching of quantitative and statistical techniques in Economics, Commerce and Zoology, editing in Journalism and programming techniques in Physics.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 107.01

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

**2.4.2 Average percentage of full time teachers with Ph.D. during the last five years****Response:** 24.84**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
9	8	8	7	9

**File Description****Document**

List of number of full time teachers with PhD and number of full time teachers for 5 years

[View Document](#)**2.4.3 Teaching experience per full time teacher in number of years****Response:** 9.36**2.4.3.1 Total experience of full-time teachers**

Response: 309

**File Description****Document**

Any additional information

[View Document](#)**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 6.06**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	2	0	0

**File Description****Document**

Institutional data in prescribed format

[View Document](#)

e-copies of award letters (scanned or soft copy)

[View Document](#)

**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 12.99**2.4.5.1 Number of full time teachers from other states year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	4	4

**File Description****Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

As an affiliated College, we pursue the modalities of conducting the CIE as prescribed by the Mahatma Gandhi University. The Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examination is 80 and of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below: **See page 30, Handbook and Academic Calendar 2018-19.**

An internal examination committee is constituted for the fair and transparent conduct of internal examinations. The committee used to conduct meetings to discuss the modalities of conducting examinations. Two text papers are to be conducted in each semester for each course besides class texts. They are scheduled in the first half and second half respectively of every semester. The latter one is conducted in a centralized manner as a model exam. The committee fixes the dates of examination in advance and executes the resolutions time bound. The evaluation of all components of **CIE** is to be published and acknowledged by the students. They are published in the College website and notice boards. PTA meetings are convened department wise and parents can assess their wards performance.

Continuous Internal Evaluation (CIE) incorporates text papers, seminars, assignments as part of formative evaluation of students. Marks of examination and assignment are objectively analyzed and recorded in registers.

A Grievance Redressal Mechanism is available for students as per the university regulations. A three level grievances redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level: **See page 32, Handbook and Academic Calendar 2018-19.**

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

We strictly adhere to the guidelines for the continuous and comprehensive evaluation of the Mahatma Gandhi University. The orientation programme at the beginning of every academic year acquaints the students and parents of the evaluation process and its schedule.

The yardstick of the Continuous Internal evaluation (CIE) includes attendance, assignment\ seminar\ viva and the scores secured in the internal examinations. The time schedule and the number of test papers are detailed in the Evaluation Process and Reforms (2.5.1). The syllabus for the examination is intimated to the students in advance. The question paper pattern is prepared by the College as per the University guidelines. Answer scripts are valued time bound and distributed to the students. The components of the CIE are published in the notice boards for verification. Grievances of the students are redressed as per the University Guidelines by the Internal Assessment Committee. **See Uty. Guidelines, Page no: 32, Handbook and Academic calendar 2018-2019.**

The students are permitted to re do their internals as per the University norms. Open house programmes are organized class wise to inform parents of their ward's progression. Transparency is maintained by teachers, for the internal assessment programme shall not be used as tool to wage personal or other type of vendetta.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

Exam related grievances are resolved in a transparent way. A student has all rights to know how the teacher arrived at the marks. The College Council shall nominate a senior faculty as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness to students about the components of internal evaluations immediately after commencement of 1st semester.

First, the student can freely approach the faculty concerned and voice his complaint. The mentor verifies the documents and ratifies his/her grievance if it is genuine. If the student is not satisfied with the proceedings, he can approach a three tier Grievance Redressal Mechanism as envisaged in the University Revised Regulations. **See revised regulations, page32, Hand book and Academic Calendar 2018 -19.** Very rarely complaints reach the third level.

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

##### Response:

At the beginning of the academic year, in the month of June-July, the university releases its academic calendar for both the odd and even semesters to ensure that the students get 90 working days in each semester. There will be an elaborate College Council meeting that chalks out an overall plan to execute the university academic calendar in the best way possible. The Principal is assisted by the HoDs to ensure the conduct of regular classes. During the period of June - July, all the HoDs convene department level meetings to allocate the portions to all the regular faculty members. Enough space is given to conduct co-curricular programmes like seminars, student assignments, project work, association activities, department club activities and staff club activities.

The college academic exercise comes into full swing by the middle of August. The college faculty puts in all their best efforts to conduct classes and all other required classroom activities like seminars, tests, assignments from August to last week November. The even semester begins one week before the Christmas vacation. Though all classes cannot begin by this time because of the continuing university examination schedule, the college resumes classes for the final semester UG students in December itself. The second and fourth semester PG students will be able to resume their classes only by the month of January. The sixth semester UG batch will have to be dispersed by the end of March. This will be followed by the dispersal of the fourth semester PG batches by the end of the first week of April.

But this semester is a comparatively hectic period for the college. This is because the college gives importance for multifarious activities for the all-round development of the students. Special NCC/NSS camps are held in December during vacation and moreover, from October onwards the college continually and vibrantly hosts various programmes under the auspices of the College Union, the Student Clubs, Student Association, the IQAC, the Fine Arts Club, the Film Club, Nature Club and the Tourism Club. In September, the college election will be held as per the university prescribed schedule for the formation of College Union and department associations.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 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 on website and communicated to teachers and students**

##### Response:



### **1. Interdisciplinary Knowledge, Skills and Attitude**

Graduates should be able to acquire interdisciplinary and cross disciplinary knowledge base, skills and attitudes as a consequence of the learning they engage with their programme of study. These qualities should equip students to live and work in a rapidly changing and complex world. Students are encouraged to make use of ICT to be competitive in the globalised world.

### **2. Equity, Sustainability, Diversity and Inclusiveness**

Graduates should acquire the spirit of equity, sustainability, diversity and inclusiveness during their course of study. They should acquire all the ethical values to enable them to act as dignified citizens

### **3. Societal Interaction/Community Service**

Graduates should have the ability to disseminate knowledge and actively engage with the world through community service. N.C.C., N.S.S, Women Club, etc, give students ample opportunities for social interaction.

### **4. Net Working and Collaboration**

Graduates should acquire skills to be able to collaborate and net work with educational institutions, research organizations and industrial units in India and abroad.

### **5. Lifelong Learning**

Graduates should be lifelong learners for the pursuit of knowledge for either personal or professional reasons. This should enhance social inclusion, active citizenship, personal development, self-sustainability as well as competitiveness and employability.

#### **2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**

##### **Response:**

The evaluation of the attainment of programme outcome is an important mechanism which provides a yardstick to visualize how far the institution has succeeded in accomplishing its purpose. The College monitors and ensures the achievement of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs). Every department maintains a separate file for evaluating the POs and COs by its own individual method of analysis monitored by the IQAC. Though it is not a very easy task to calibrate the course outcomes, the tutors maintain a register of the progress level attained by the students at the every semester. After every semester examination, the mentors monitor the course outcomes mainly through the grades and marks attained by students in every semester examinations. These data regarding the COs are highlighted at the class PTA meetings where the parents as well as the students and the faculty members involve themselves in a sort of stocktaking programme. This is one major platform for evaluating the course outcomes until the student gets into the final semester. The POs is evaluated by the institution mainly through the process of a department level statistics of the levels and marks attained by

the outgoing students. It is found that, generally 50-60 % of the students from the UG category make progress to post graduate studies or some other programme of study leading to a good profession. In the PG category, the institution secured around 69% results heralding a bright profession.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students

**Response:** 53.4

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 110

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 206

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 553000

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	553000	0	0

#### File Description

#### Document

List of project and grant details

[View Document](#)

e-copies of the grant award letters for research projects sponsored by non-government

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 6.06

3.1.2.1 Number of teachers recognised as research guides

Response: 2

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0.69

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 4

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 29

File Description	Document
Any additional information	<a href="#">View Document</a>
Funding agency website URL	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

Our Institution is lacking in a well defined incubation centre but initiatives have been taken to impart knowledge in a creative and innovative way. **Changampuzha Kavyothsvam** was conducted to impart knowledge about the history of Malayalam poetry by giving special attention to the evergreen Malayalam romantic poet Changampuzha Krishna Pillai and his works. Students recited his poems, followed by a discussion of his works in comparison with his contemporaries.

**Ethnic Fashion Show** was conducted under the aegis of Women's Cell in association with Vaikom Taluk Industrial Department to make students aware of the Kerala traditional wears and also to promote the use of Khadi, Jute and Cotton wears. It also aimed at showcasing the richness of Kerala culture.

Dr. Martin Gopurathingal (Senior Research Fellow, KUFOS) gave an overview about environmental issues with special reference to the drastic changes in physiogeographical parameters of Ernakulam district. The spirit of protecting the environment and the need for the same is instilled in the young minds by organizing such invited lectures.

**Book Review** – Students who are having Journalism as Vocational Subject are assigned to review books and films. Student's presentation of reviewed books and films is a regular class room innovative activity. Moreover, the best reviews on books and films are published in college magazine.

**Newspaper Exhibition:** An **exhibition of National, International and Regional Newspapers** was organized by Department of Political Science and Journalism. In the exhibition, newspapers from different countries (U.K, U.S.A, Japan, China, U.A.E etc.) as well as rare collection of little magazines and defunct newspapers was displayed.

**Photography Exhibition:** World famous photographs of Kevin Carter, Nik ut etc. were exhibited. It gives a chance to the students to go through the historical moments and lives of people across the world.

**Art appreciation** class with special emphasis on visual arts was conducted under the aegis of National Service Scheme. It enabled the students to understand how visual communication skills can be used for self expression.

Classes are also being taken to make students aware of the various **environmental protection movements** in India and Kerala. Students are also given awareness on **pesticide free organic farming**; noted personalities like K V Dayal are invited for lectures and interaction with students.

**Science exhibitions** are conducted as a part of National Science Day Celebrations, thereby giving the students a chance to showcase their talents. It was open to the students of nearby schools and so the school students got an opportunity to interact with our students as well as to get an idea about the facilities offered in our science labs.

**Entrepreneur Development Club** provides entrepreneurial climate for the students to start a venture within the College premises. This was marked by the successful take up by second year B.Com students opening a Snack Bar cum ice cream store on 28-01-2016 named '*Cup N Joe*', it was successfully managed by 16 girl students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

### 3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response:** No

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** No

### 3.3.3 Number of Ph.D.s awarded per teacher during the last five years

**Response:** 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

#### File Description

#### Document

List of PhD scholars and their details like name of the guide , title of thesis, year of award etc

[View Document](#)

### 3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response:** 0.55

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	7	3	1	2

#### File Description

#### Document

List of research papers by title, author, department, name and year of publication

[View Document](#)

### 3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response:** 0.21

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	2	3	0

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

##### Response:

The college aims to mould future generations into socially committed citizenry with a holistic vision of life. With this perspective, the college emphasizes on the concept of campus-community partnership through many of its programmes like NSS, NCC, Women's forum, CSM etc. Participation in such activities inculcates the spirit of societal commitment in students thereby leading to the holistic development of students.

The national service scheme (NSS) trains the students in community service. It has two units of hundred volunteers each.. They undertake several campaigns for anti-drug awareness, environmental protection, road safety, organic farming, cancer awareness campaign etc.

NSS volunteers planted tree saplings in the campus as a part of Environment Day Celebrations on June 05, 2013. NSS launched a **Vegetable Cultivation Programme 'Bloom – 2013'** on November 12th 2013 with the support of the Krishi Bhavan, Thalayazham.

**Anti-Ragging awareness** class by Advocate Mohan Ambadi was arranged for the freshers in association with the Taluk Legal Service Society, Vaikom – July 31, 2013.

NSS unit of the college assisted the Election Commission officials in the **electoral role updation drive** conducted in college on 4th October 2013. Vineeth Mohanan, an NSS Volunteer had been inducted as the campus ambassador to co-ordinate the election commission activities in the campus and attended the orientation programme.

##### **'Yuvaraksha' Anti-Narcotic Campaign**

Yuvaraksha, a 56 long day anti-narcotic campaign jointly organised by the NSS and NCC Units of St.Xavier's College Vaikom, Thalayazham Panchayath, VechoorPanchayath, T.V Puram Panchayath, Dept. of Excise, Dept. of Police, Dept. of Health and the Anti-Narcotic Bureau was inaugurated on 20th August 2015 by Sri. S. Devarajan, President, Thalayazham Grama Panchayath.

##### **Road Safety week**

Road safety week was celebrated with the road safety awareness campaign 'ShubhaYathra' in association with the Motor Vehicle Department and the Rotary Club, Vaikom.

**Special Camp 'Sujevanam'** included programmes on organic farming, road cleaning, anti drug

campaign, environmental awareness programme, art and film appreciation, debates etc.

**SWACTH BHARATH ABHIYAN:** NSS Unit conducted special Swachhta Campaign on 12th August 2016. NSS Unit organised cleanliness awareness among the people in the adopted village about healthy habits and proper waste management.

NSS Unit organized an exhibition “Samskruthi” and a quiz competition KERALEEYAM on 1st November 2017 in connection with Kerala Piravi. Traditional Agricultural tools, artefacts, traditional utensils, earthenwares etc. was exhibited in the exhibition thereby conveying the message of staying connected with ones roots.

**Seven Day Camp “Jaivam”** was organized from 31st August to 6th September 2017 wherein volunteers visited wards of Thalayazham Grama Panchayath and distributed booklets on Organic farming. Volunteers conducted a survey on vegetable purchase behavior and habits of the people. NSS Unit is continuing **organic farming** in the college campus with the assistance of Kerala State Agricultural Department thereby materializing the initiatives of pesticide free green campus.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response: 1**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years



**Response: 37**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	10	6	1	3

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response: 48.37**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
320	340	340	200	251

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response: 33**

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	7	7	5

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 4**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The institution furnishes sufficient infrastructural facilities for academic and non-academic activities. The College spreads over four academic blocks which houses 24 class rooms of different dimensions to cater to different needs of the students. The College offers six undergraduate programmes viz; B.Sc. Physics, B.A. Economics, B.com (Model 1) and B.Sc. Chemistry, B.Sc. Zoology & Aquaculture, B.A Political Science (Model II) and a Postgraduate programme in commerce. All departments including the post-graduate programme have green/black/white boards besides the basic necessities like fan and lights. Pursuing the green protocol and energy conservation measures, 80% of the incandescent bulbs are replaced by LED bulbs. All final year undergraduate class rooms are equipped with LCD/TV screens to facilitate ICT enabled teaching. A total of 9 class rooms including smart rooms are ICT enabled. The three science departments are well equipped with sophisticated laboratories and computer labs to provide hands on training to the stakeholders.. Two smart rooms are available with modern equipments to enable virtual teaching. CCTV cameras are installed in selected rooms, auditorium and seminar hall as per University directions for the smooth conduct of examination.

Aquariums and a very good collection of specimens are part of Zoology and Aquaculture department. The chemistry lab is equipped with soil and water testing facility. It lends a helping hand to the nearby farmers and villagers.. The students of Economics department maintain a hibiscus garden very close to play ground which is part of our greening campus programme. The College has adequate computation facilities. Separate computer labs are maintained with science programmes. All departments are digitally upgraded with computers and internet facilities. College runs a computer institute Xavier Institute of Information Technology (XIIT), which offers DCA, PGDCA and Tally courses approved by the Govt. of Kerala and the Public Service Commission. It is an authorised training centre of Kerala State Rutronix and was established with the assistance of University Grants Commission. The IT lab is equipped with latest PCs, LCD projector and broad band connectivity. The entire students enrol their names in any one of the computer course at the time of admission itself.

There is a full-fledged automated library which offers ample opportunities to the students in accessing e-resources through INFLIBNET and others. The College office is fully automated and offers quick and prompt services to the students and public.

A non-electric incinerator is installed adjacent to ladies washroom to burn the napkins and other waste materials. It converts the waste into ash, flue gas and heat, thereby keeps the campus clean and tidy.

A bacteria compost tank is associated to transferring the waste materials into utilizable organic manure. Separate car parking facilities for staff and students ensure a campus free from pollution and din of vehicles

We encourage our students to avail all the facilities to enhance their learning level.

#### 4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities

##### Response:

The College provides facilities for various sports and games and encourages participation at various levels under the guidance of the Physical Education Department and sports committee. The College has a multi-gym facility which ensures the physical health of the students and equip them to participate in various sports and games. It is open to the students and staff.

We have a gorgeous and spacious play ground having dimension ( 70mx30m) surrounded by the Vembanad Lake on three sides which offers a pristine and serene ambience for sports and games

We provide intensive training in football, kabbadi and aquatics and won many laurels in these events and also organize inter collegiate competitions in foot ball and kabbadi since 2008. Special facilities and training programmes are arranged for martial arts and recreations.

The College has a well furnished auditorium with a seating capacity of 400 and seminar halls for cultural events and public speaking skills. The College union under the guidance of the staff advisors and the cultural committee conduct arts festival and other union activities which provide a good platform for the students to exhibit their inherent talents at various levels. The students make use of these facilities and is testified by their good performances in such events.

The College has a medical aid room for girls, rest rooms for staff and adequate toilet facilities for boys and girls with special provisions for differently abled.

Besides the aforesaid amenities, a new building with dimensions of .floor area 211.64 sq m is under construction with the assistance of the University Grants Commission and manager. It houses women restrooms, washrooms and with modern amenities to meet the impending demands

#### 4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 31.03

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 9

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation

during the last five years.

**Response:** 35.15

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
3.37993	1.87371	2.88892	28.88904	6.23733

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

**Response:**

There is a full-fledged automated library which offers ample opportunities to the students in accessing e-resources through INFLIBNET and others. The library advisory committee takes decisions on each and every activity. The library has a collection of 14000 books, 15 journals, 30 magazines 16 rare books and 10 newspapers. Barcode printer, Barcode reader, systems for internet browsing and book search, Bio-metric attendance are the novel initiatives introduced in the library. There is ample space for reference and general reading. All departments are strengthened with a very good collection of text and reference books. In addition to this, programmes like WWS, SSP and Career and Placement cell also have good collection of books.

Name of the ILMS software : BOOK MAGIC 5.0

Nature of automation : Fully

Version : 5.0

Year of automation :2013-14

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

**Response:**

## List of rare books

Sl.No.	stock No.	Name of the book
1	8464	Encyclopedia of Indian Parliament 1-10
2	8761	Viswa sahithya vijnanakosam Vol 2
3	8763	Sarva vijnana kosam Vol 1-11
4	9653	The Kerala Financial Code Vol.1
5	9655	Hand book of Impo Orders/Ammendments
6	9656	The kerala accounts code
7	9658	A manual of office Procedure
8	9660	Kerala Treasury code Vol 1-2
9	9668	A-Z Encyclopedia Of Sports,H &Phy.Education Vol 1-4
10	9814	Indian Penal Code
11	9815	The Indian Evidence Act,1872
12	9820	The Press Registration of B Act,1867
13	10313	The wordsworth dictionary quotations
14	11647	Viswasahithyatharavaly Vol.1-12
15	11992	Encyclopedia of world history Vol
16	12420	Sancharasahithyam Vol 1-2

**4.2.3 Does the institution have the following:**

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response: C. Any 2 of the above**

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 1.73

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.44947	0.72	0.28219	3.125	4.08403

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** No

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 4.17

4.2.6.1 Average number of teachers and students using library per day over last one year

**Response:** 26

File Description	Document
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

The college has a well equipped IT facilities accessible to both staff and students. The College has computer labs associated with all science departments. In addition to this the college runs a computer centre , St.Xavier's Institute of Information Techonology (XIIT), open to students and public. It is an authorised training centre of Kerala State Rutronix and has been established with the assistance of UGC. Institute offers courses like PGDCA, DCA and Tally. The IT lab is equipped with latest PS's, LCD projector, Printer and Broad band connectivity. The college has 61 computers and leased line subscription to high speed internet connection through railware ( 40MBPS).The students can access internet at the Library, XIIT and at computer labs of science departments.

#### 4.3.2 Student - Computer ratio

**Response:** 9.67

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** 35-50 MBPS

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support



**facilities excluding salary component, as a percentage during the last five years****Response:** 35.02

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
7.88335	6.59375	8.42320	4.08594	1.03594

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.****Response:**

The college has an established system and procedures to maintain, augment and utilize the physical, academic and support facilities.

A well established Planning Board, Buildingcommittee, 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.

Head of the Department or a teacher in charge of respective departments constantly monitors the function of these equipments 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.

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 93.61

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
570	570	553	564	557

#### File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

#### Document

[View Document](#)

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 2.79

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	18	17	17	14

#### File Description

Any additional information

#### Document

[View Document](#)

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching

- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 26.25

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
176	103	182	175	155

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 21.96

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
135	171	198	84	73

<b>File Description</b>	<b>Document</b>
Details of the students benefitted by VET	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 7.96

#### 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	11	15	25	10

<b>File Description</b>	<b>Document</b>
Details of student placement during the last five years	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 18.99

#### 5.2.2.1 Number of outgoing students progressing to higher education

**Response:** 30

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

**Response: 4.57**

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	4	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
35	24	28	14	18

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

## 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) during the last five years.

**Response: 52**

5.3.1.1 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-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	6	26	9	3

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

#### Response:

The Xavierian students select the members of the Student Council in the parliamentary model. The selection process is monitored by the returning officer, who is being appointed by the Principal. The elected members of the students council are Chairman, Vice Chairperson (a lady representative is chosen), General Secretary, 2 University Union Councilors, Magazine Editors, Arts Club Secretary, 2 lady representatives and class representatives. The 'Swearing in Ceremony' is conducted after the election.

The elected members would be supervised by a committee chaired by Head of the Institution with Staff Advisor as Convener, the HOD's of all Department and Discipline committee members. The New Union would be guided by the Staff Advisors. A Sports Secretary is also selected by the Union

The various activities of the college union are decided through meetings. The major events conducted by the Union are the Union Inauguration, Art's Day, College Day, Intramural Games Competitions and Annual Sports Day. The Union conducts competitions and select candidates for University Youth Festival also. College Magazine Release is conducted every year. Active participations of student council are there in various committees of the college. Every year the Students partake in serving the society by providing aid for under privileged sections in the society. The various initiatives like 'Help the Needy', Hands to Kids', and 'Feed An Aged' are part of the programme. All the major festivals and Days of Importance are celebrated and observed by the whole hearted support of the College Union.

#### Various Activities of the Student Council

Year	Category	Name of the Events	
2013-14	Union	College Union Inauguration, Arts Day, College Day, Magazine Release	
	Sports	Intramural Games Competitions, Annual sports Day.	
	Women's Cell	Training on Umbrella Making, Free Computer Training For Girls, O	

	CSM	Cake Distribution for 19 Families,	
2014-15	Union	College Union Inauguration, Arts Day, College Day, Magazine	Relea
	Sports	Intramural Games Competitions, Annual sports Day, Run Kerala Run	
	Women's Cell	Free Computer Training For Girls, Organic Farming	
	Cultural	Inter Department Literary Quiz Competition, Science Day Quiz Com	
2015-16	Union	College Union Inauguration, Arts Day, College Day, Magazine	Relea
	Sports	Intramural Games Competitions, Annual sports Day, Run Kerala Run	
	Women's Cell	Free Computer Training For Girls, Organic Farming	
	Cultural	Poster Designing, Reading Competition, Quiz Competition, Elocutio Chinese Civilization.	
2016-17	Union	College Union Inauguration, Arts Day, College Day, Magazine	Relea
	Sports	Intramural Games Competitions, Annual sports Day.	
	Women's Cell	Free Computer Training For Girls, Organic Farming	
	Cultural	Poster Designing, Reading Competition, Pencil Drawing Competiti Essay Writing Competition, Calligraphy Competition, St,X Changampuzha Nakshatrangalude Snehabhojanam, Vayanakkalari.	
2017-18	Union	College Union Inauguration, Arts Day, College Day, Magazine	Relea
	Sports	Intramural Games Competitions, Annual sports Day, All Kerala Tournament, All Kerala Inter Collegiate Kabaddi Tournament, All I Football Tournament.	
	Cultural	Poster Designing, Spot Photography, Treasure Hunt, Quiz Competitio	



**5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year****Response:** 10.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	12	10	8	5

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

**5.4 Alumni Engagement****5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years****Response:**

The alumni of the college serve as its supporting pillars in the community with their strong interaction with the college and society as well. They remain in close contact with the college with their enormous efforts in its development and whole-hearted cooperation in various activities. Alumni of the college include leaders in various spheres like banking, teaching, politics, entrepreneurs and many more. Some of the eminent alumni have turned out to be jubilant academicians and serve as faculty members of premier institutions of the country. The social commitment of the alumni is commendable and it reflected all the way throughout when the floods hit the state. Alumni of our college have significantly contributed in financial and non financial terms. The Alumni of 1991-93 Pre Degree Science Batch has promised to contribute Rs 15000/- (2018-19 year onwards) every year to Science Departments on alternate basis to organise intercollegiate competitions. The alumni contribution in terms of non financial is remarkable and it always assists the college in its various activities and planning future projects.

Some of the alumni of the college who turned out to be teachers in the nearby schools take their students to the college and participate in various programmes organised by the college like familiarising the college laboratories. Thus the alumni ensure to extend their help towards the local community in association with their parent institution. Scholars of repute from our alumni find time to visit the college and motivate our students. Some of our proud alumni include Smt. C. K. Asha ( M.L.A., Vaikom), Sri. Ajith (Ex. M.L.A., Vaikom), Adv. K.K. Renjith (Politician), Aiswarya Bhaskar (Research Scientist, KIT Institute, Germany),

Sanjay Joseph IRS (Jt. DIT). There are many in spheres like engineering, medicine, Kerala Police Force, as jewels in their own fields. Our alumni have proved their talents in artistic and cultural areas. Some of them are real gems of the nation and truly represent our country around the globe. Ms. Ratnasree Iyer, who is the only South Indian woman professional Tablist has taken the college's name to other countries as well. Another alumnus who must be mentioned is Mr. Sinoy Joseph, winner of President's Silver medal in 2013 for best re-recording mixing. He received the national award for the film, Gangs of Wasseypur (2012). Sri. Rajkumar, C.I. of Police, Kerala has recently received the Sate Entry Gold Medal which is another jewel in the crown.

#### 5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

#### File Description

#### Document

Alumni association audited statements

[View Document](#)

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 13

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	5

#### File Description

#### Document

Number of Alumni Association / Chapters meetings conducted during the last five years

[View Document](#)

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

Vaikom Taluk, is situated in the northwest of Kottayam district in the state of Kerala, India. The town bears a rich heritage and historical significance being a part of the Indian independence movement. It is the venue of Vaikom Satyagraha, a civil rights movement aimed at securing freedom of movement for all sections of the society through the public roads leading to the famous Shiva temple situated here. Total population of Vaikom Taulk was 310,414 and the literacy rate was 95.6%. Schedule caste constitutes 11.04% and schedule tribes were .3% of total population of Vaikom village.(census 2011). Vaikom legislative constituency is a reserved constituency.

##### VISION

The integral formation of the human person for the fulfillment of his/her individual responsibilities 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.

St.Xavier's college Vaikom,Kothavara is specially devoted for rural upliftment and rendering educational services to the under privileged. For the fulfillment of the college mission, the management strives to maintain an open and interactive environment. All stake holders are actively encouraged to participate and voice their opinions in decision making and policy formulation.

The college council work closely in creating an academic and administrative environment amicable for scholastic environment in tune with the overall mission and vision. The IQAC of the college strives to enhance the overall academic quality of the college. The IQAC takes initiatives in planning, implementing and streamlining the various quality improvement strategies of the college. The strategies are presented in staff meetings for further deliberations . The activities undertaken by the management, principal and faculty are discussed in various meetings like PTA, management, where suggestions are sought and modifications are incorporated.

There is a healthy relation between the student council and the authorities to lay . The faculty bestows quality education in keeping in line with the mission vision and objectives of the institution, which is the integral formation of the human person. Mentoring, life guidance classes, motivational training sessions are integrated with it from regular academic schedule, to achieve more of competency, discipline and holistic development.

In order to make the college curriculum more vibrant, the students are encouraged to participate in co-curricular activities such as Seminars, Quiz, Debates, Inter-college competitions, Workshops, Annual

college social, Annual college sports and Cultural programmes. Along with the present commitments, the college aims to continue its interaction with students even after they have formally left the institution through actively engaging with its alumni association.

### 6.1.2 The institution practices decentralization and participative management

#### Response:

Decentralization and participative management has become the hall mark of the institution. There is a proper consultation with various stakeholders at different levels. There is close interaction with the managing and the governing council in all important policy matters.

Staff council is actively involved in designing, implementing and monitoring all the activities of the institution. Both teaching and non teaching staffs are represented in various committees and clubs of the institution. There is rotation of duties and charges in every two years, so that the staff members can attain competency in multi faceted activities. Non teaching members are represented in IQAC, Planning board, Purchasing committee, Grievance Redressal cell, Admission committee, Arts and Cultural committee, Sports Advisory committee and NSS Advisory committee.

There is a healthy relation between the Student council and the Management. Students union is actively engaged and they independently managed the union activities like Union Inauguration, College Day, Arts Fest, University Cultural Fest, and Sports Day. They also organized a number of orientation programs, leadership training and campaigns in association with the Mahatma Gandhi University Union. Every year college magazine has been published under the leadership of the student editor. The college annual sport day, Kabadi and Football tournament are conducted under the leadership of the General Captain. a major leadership platform for students is the NSS and NCC. Various departmental associations are also functioning under the leadership of the student leader.

One case study of decentralization and participative management in the institution was visible in organizing ZERONE 2k18. This was a science exhibition conducted as an initiative of the college to instill a spirit of scientific temper and curiosity among college and school students. It is an inter departmental exhibition (Physics, Chemistry and Zoology) under the coordination of IQAC and the whole hearted support of teaching and non teaching staff along with the incorporation of union members and the students.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

### **Five Year Plan – a descriptive note**

The college has been accredited in Cycle1 with B grade by NAAC on 21st Feb-2014. As part of the evaluation report, the committee suggested certain important recommendations for the quality enhancement of the institution. Among the recommendations, a five-year perspective plan preparation was also included.

Based on this, a detailed five-year plan was prepared in the year 2015 and started implementing the same. The plan included a new perspective on Teaching, Learning and Evaluation with ICT initiatives and infrastructure development, entering into MOUs with different agencies to promote green initiatives like organic farming and more of extension activities.

In close cooperation with the agricultural department, financially and technically and the whole hearted support of management, the NSS unit has been continuously pursuing organic farming of vegetables, bananas and tapioca. This has helped the local community staff and students poison free vegetables. Further, students inculcate an interest in farming, training on agricultural activities and training on organic methods.

Another major initiative of IQAC on the basis of recommendations of the NAAC peer team was to enhance the ICT competency of the students.

### **6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

#### **Response:**

St.Xavier's College Vaikom, Kothavara is owned and managed by St.Xavier's Church Kothavara. The general management of the College is vested with the Manager. Other members are appointed by the Manager as per the statutes. The Manager appoints the Principal for the governance of the internal administration of the College. The Principal is assisted by the Vice Principal, Heads of Departments, Staff Council and other functional committees.

Governing council of the college work in close co-operation with the principal to regulate and maintain a congenial and academic environment required for the purpose. Principal, Vice Principal, teaching and non-teaching staff implement the decisions and policies of the management. On all major policy matters, discussions and decisions are made in governing council or staff council.

At the department level, HOD leads the team in organizing various activities of the department. There is a class teacher in each class who looks after the attendance, discipline and integrate the internal evaluation of the class. In the case of the administrative work, the Office Superintendent/HA is the prime authority and coordinates the works of all the non-teaching staff. All the new circulars from the University and the Government are communicated and discussed with the office staff. Therefore, there is a good work culture between the teaching and the non-teaching staff as well as the staff and student.

The Principal ensures that all academic and administrative units in the college are organically linked to the

mission and vision of the College. The administration of the college is carried out through a number of bodies/ committees and clubs.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

**Response:** B. Any 4 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

**Response:**

The governance of the institution is carried out through various bodies such as Governing Council, Staff Council and IQAC. They take right decisions at the right time and monitor its implementation. All such groups maintain minutes on a regular basis and submitted on the website.

**Anti ragging and disciplinary committee** works in co-ordination to maintain the institutional discipline

in our college. **Anti Narcotic Cell** is a cell to curb the menace of substance abuse among youngsters. The club envisages every student of the college to be *goal* oriented and innovative in protecting oneself and others against *drugs* and alcohol. Yuvaraksha, a 56 long day anti-narcotic campaign jointly organised by the NSS and NCC Units of St.Xavier's College Vaikom, Thalayazham Panchayath, Vechoor Panchayath, T.V Puram Panchayath, Dept. of Excise, Dept. of Police, Dept. of Health and the Anti-Narcotic Bureau was inaugurated on 20th August 2015 by Sri. S. Devarajan, President, Thalayazham Grama Panchayath.

The **Grievance Redressal Cell** in our college attempts to address genuine problems and complaints of students whatever be the nature of the problem. Students are encouraged to use the suggestion boxes placed in the campus to express constructive suggestions and grievances. They may also approach the members of the cell or any of their other teachers as is comfortable to them.

The **Women Forum** of this college functions with the aim to enhance self-esteem of young women and empower them in taking pertinent decisions. The governing council of our college seeks to empower young women to attain emotional, physical and mental freedom to withstand the changing phases throughout their life. The council authorized women cell co-ordinators to implement various activities for women empowerment with the support of various bodies

The Forum organizes various activities in the college to make a unique platform for the development of its members and to contribute towards the betterment of the society. THANIMA – 2018 an ethnic fashion show is the most successful activity conducted under the guidance of women's cell with the co-operation of Governing Council, Staff Council, College Union and Entrepreneurship Development Club as evidenced in their minutes. This programme helps to enhance confidence and courage among the girl students. Students from all departments actively participated.

The THANIMA – 2018 was conducted on 10th January 2018, in association with Vaikom taluk Industrial Department. It was aimed at making students aware of traditional wears and cultural practices of Kerala; along with generating awareness on the uses of Khadi, Jute and Cotton clothes. D.Manoj Literary Photographer, Vaikom, Mrs.Mini Sebastian, Asst. Prof. Devamatha College, Mrs.Litty Thomas, Lecturer, Dept. of History were the jury members of the competition. The competition was a joint venture of Womens' Cell and Entrepreneurship Development club of this college. Lady representatives and college union members gave whole hearted support to conducting the programme. Selection of Mr.St.Xavier's and Ms.St.Xavier's also done. 12 teams are participated in this competition and teams from Dept. of Economics and Political Science were selected as winners.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

**Response:**

The performance of the teaching and non-teaching staff is linked with the satisfaction and welfare at the work place. To ensure their job satisfaction, certain welfare schemes are put forward. The most availed welfare measure is the loan facility from the Employees' Provident Fund. The teaching and non-teaching staff deposits a fixed amount of their salary with the Employee's Provident Fund, from which they can take a loan whenever they are in financial need.

The other loan facility is from the College Staff Co-operative Society. All regular teaching and non-teaching staff are members of the staff co-operative society. This institution serves as a source of instant help for many of the staff who occasionally falls in financial crisis. (Accept deposits from the staff and give loans).

The extent of loan facility availed by the staff from the EPF and Staff Co-operative Society is given below

YEAR	TEACHING				NON- TEACHING			
	PF LOAN		CORPORATE SOCIETY		PF LOAN		CORPORATE SOCIETY	
	NUMBER	AMOUNT	NUMBER	AMOUNT	NUMBER	AMOUNT	NUMBER	AMOUNT
2013-2014	13	35,30,000	4	7,00,000	8	15,88,110	4	
2014-2015	3	8,20,000	1	85000	6	9,00,000	5	
2015-2016	4	10,88,000	4	4,55,000	6	12,39,000	3	
2016-2017	3	14,00,000	7	7,74,000	9	2,750,000	8	
2017-2018	3	14,00,000	9	7,35,000	1	2,30,000	7	

Other welfare schemes available are enlisted below.

- 15 days of casual leave are available to the teaching staff and 20 days for non-teaching staff.
- 20 half pay leave or ten days leave can be commuted every year by every teaching staff.
- Duty leaves are given to all the staff members to attend various Training Programs/ Orientation/ Refresher/ Workshop/Seminar/Exam/University assignments/subjected to the existing Government rules.
- Lady teachers can avail six months Maternity Leave as per Government rules.
- Paternity Leave is given to male teachers on request.
- Government offers various mandatory Insurance Schemes to the staff.
- Gratuities, Pension and all other such Government welfare schemes and measures are given to the



staff.

- Faculty enhancements Programs are periodically arranged to motivate on teaching and knowledge updation.
- Celebration of important festivals Onam, X-mas for the teaching and non-teaching community.
- Canteen facility for staff and students.
- Kothavara Hospital Facility.
- Lab Facility is provided to teachers to conduct research
- Leave is granted to teachers to participate and present papers in seminars
- Grievance Redressal Cell
- Parking Facility
- Internet facility in all departments/library/XIIT.
- Uniform for security guards.
- Complete support and assistance is provided to the faculty for pursuing higher studies
- Minor Research Projects
- ICT learning facility to Non-teaching staff.
- ICT support to teachers for search/ preparation of PPT, Seminars/ ICT enabled classes and assignments.
- Multi-gym.
- Sports and recreation facilities.
- Staff toilet facilities.
- Conducting staff tour annually

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 3.66

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	1	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response: 1**

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**

**Response: 13.3**

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	2	2	5	4

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff**

**Response:**

Self-appraisal and comprehensive evaluation of the faculty by students are conducted at the end of the every academic year. Those evaluations are analyzed scientifically and the report is disclosed to the staff in a constructive manner. This indeed helps the faculty to identify their strengths and points where they need to improve. The major drawbacks/challenges as well as suggestions are sought from the final year and

second year students. The Principal or the Management suggests appropriate corrective measures to address them.

The performance appraisal system has both formal and informal system in place. The formal include

1. Evaluation of teachers by students
2. Self appraisal by teachers
3. Feedback from parents

The reports are compiled and placed in IQAC meetings, Governing Council, Staff Council and departmental meeting. Suggestions, evaluation and feed backs are discussed and taken note of for future action.

#### **Management appraisal:**

The hard work of the staff and their commitment towards their profession is always encouraged and appreciated by the Management. The efforts of the faculty in bringing better results, university ranks, training students with sincerity to make them masters in their interested subjects are always welcomed and acknowledged by the Management. The faculty members are also acknowledged for their selfless and voluntary services to the college. The management makes use of grand occasions of the college to reward them in public before students and parents.

#### **Principal appraisal:**

Principal provides with regular feedbacks to the staff and appraisal is done based on their improvements on the same. Principal feels it as his personal responsibility to appreciate, encourage and express her opinion on every teaching and non teaching staff. She encourages them during Staff meetings.

In the case of non-teaching staff performance appraisal is done by frequently interacting with them. The Principal and the Vice Principal are in constant touch with them on each and every matter of day to day administration. Instant corrections and suggestions are made as and when a gap is noticed.

**HOD's appraisal:** During Departmental meetings the head of the department appreciates and appraises the staff for any kind of contribution done by them to the department.

File Description	Document
Any additional information	<a href="#">View Document</a>

## **6.4 Financial Management and Resource Mobilization**

### **6.4.1 Institution conducts internal and external financial audits regularly**

**Response:**

Proper financial management requires timely audit to verify sanction, appropriation and propriety. The institution resorts to both external and internal audits.

All the UGC funds utilized by the institution like General development Assistance, Minor Research Projects, National Seminars are audited by the Auditing firm P.V.Chacko and Associates, Ernakulam.

The PD account of the College is audited by the Deputy Director, Collegiate Education at regular intervals. It is supplemented by audit from Accountant General audit team.

The other funds received by NSS, NCC, ASAP, WWS, SSP are audited by their own designated audited firms as prescribed by the programmes.

The various non-governmental sources of funds and expenditure are audited by internal auditors for funds received by PTA donations received by manager, other activities like Alumni association, fests organized by departments etc.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

**Response:** 41.6

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
11.88	10.53	11.43	3.88	3.88

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

A concerted effort is made to monitor the historic development of the institution within the locational constraints. The institution has a major locational constraint for management as it is run by an individual Christian parish in a very remote area. For this the parents have major constraints as they are daily wage earners with very little surplus.

Even with all these constraints, efforts are taken by the management to receive donations from philanthropists for providing higher education in the economically and socially backward area.

The various avenues of government agency funds have been utilized by submitting proposals to UGC for acquiring funds for development for General Development Assistance, for physical facilities including sports, buildings, financial assistance, computer lab, remedial coaching, ladies rest and recreation room, innovative practices and so on. Funds have been mobilized from UGC for minor research projects as well as National Seminars.

Political Science Department has mobilized funds for an amount of Rs. 25000 from Institute of Parliamentary Affairs, Govt. of Kerala for conducting seminar on Parliamentary Affairs.

Chemistry Department has mobilized funds from KSCSTE for Ozone day celebration for an amount of Rs.15000.

Entrepreneurship Development Club has received financial assistance in different years to the promotion of Entrepreneurship Development spirit in our students.

NCC and NSS have mobilized funds for their various programmes like Anti-narcotic and Organic farming campaign, from the Excise Department Anti-narcotic cell and Kerala Agricultural Department.

The Physical Education Department has successfully completed All Kerala Intercollegiate Kabaddi and Football competition from sponsorships from various stake holders and sports enthusiasts. These sports and equipments suppliers have also sponsored T-shirts for our athletes.

The College publishes a College Magazine every year with the funds received for various agencies for advertisement.

A major source of fund to host organic farming in the campus was the financial assistance received from the Agricultural Department ever since 2014 as a continuous basis.

Fish farming in the campus was promoted with the financial assistance from Fisheries Department.

File Description	Document
Any additional information	<a href="#">View Document</a>

**6.5 Internal Quality Assurance System**

### **6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

#### **Response:**

**Based on recommendations of cycle 1 Peer team visit of NAAC, IQAC was formed formally. Ever since a number of strategies have been chalked out to improve the quality in teaching, learning and assessment, extension, ICT training, value education, National patriotism and agricultural promotion. An academic plan, infrastructural plan and an extension plan is designed and monitored by IQAC. The major strategies are detailed below:**

#### **1. Teaching Learning and evaluation**

- **Students centric Teaching and learning methods**
- **Notice boards as a learning resources**
- **ICT enabled and web based learning.**
- **New methods of assignments using excel, word, power point via e-mail.**
- **Peer and remedial teaching**

#### **1. ICT training**

- **A fully fledged computer lab (XIIT) established with the assistance of UGC and management.**
- **Certified courses recognized by Govt. of Kerala – Affiliated to RUTRONIX**

#### **1. Sports Activities**

- **To win University competitions, Swimming, Kabaddi and Football teams were formed and coaching given. A number of medals were won.**
- **All Kerala Inter collegiate Kabady and football tournaments were conducted in the last two years.**

#### **1. Extension Activates**

- **An year wise plan was received from various departments, NCC, NSS and various clubs for extension activities, and various agencies were co-ordinated under the leadership of IQAC.**

#### **1. Orientation for Fresher's**

- **Orientation classes on teaching, learning, library use, mobile phone use, discipline and various co-curricular and extra curricular facilities offered by the college.**

#### **1. Value education**

- Each lecturer/Class teacher/mentor inculcate values and morals of high standards through their personal life and instructions on values and ethics
- Daily memorable quotes are placed on black boards and permanently on walls.
- Health and hygiene is an issue addressed and the behavioral pattern dress code, neatness and tidiness are highlighted.

#### 1. Agricultural Activity

- Ever since 2014-15, there has been continuous efforts by IQAC to pool the NSS, Management, Women's forum, Agricultural departments, students of Botany and Chemistry departments in organizing 'organic farming' techniques in supplying 'poison free' vegetables to the local community.

#### 1. National Patriotism

- To promote patriotism and National Integration, all National and International days of importance, dates of personalities are commemorated with readings of their contributions, taking pledge, Day celebrations and community service.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

##### Response:

Two methods are used to review whether the academic and non-academic activities of the college are time with the vision and minimum statements of the institution. One method that was found to be effective to be the open houses - face to face interaction with the HoD, teachers and parents along with the students.

The concept is that the students performance are evaluated in the presence of the teachers any courses of the students are presented by the parents, any problem in teaching, learning, non-academic identified by the department is discussed with the parents in a friendly and supportive environment. The parents are eager to know how their children are performing, behaving and a holistic department is facilitated.

In each semester or annually the open house is called. Each department has the details of marks scored by the students in their plus two levels or UG levels in case of PF students. The performance of each semester is evaluated against their precious performance. The delay in publishing results by University poises a problem for continuous evaluation on the basis of internal results. Feed back is received from the parents along with the academic performance, in the involvement and interest of the students in NCC, NSS, Women's Forum, Sports Activities and Cultural activities.

Discussion further moves is to time schedules of learning, watching TC, playing on mobile phones etc.

There is also an informal consulting to the student and moral boost in combined manner to show that the teacher is the parent is really interested in his/her holistic department, career advancement and becoming a good citizen.

There is a formal system of collecting feedback from the outgoing students every year. Curricular aspects are evaluated on five point scale(1-5) in terms of knowledge of the teacher, communicative skills, Clean discipline and motivating the students etc.

The second part deals with what the students likes and dislikes about the institution. The major issues of transportation lack of sufficient grounds and other sports facilities, drinking water facilities, lack of computer and internet facilities etc. which were some of the major issues highlighted. Efforts ere made to shelve many of these issues like better roads, spilliway cum bridge, computer lab, internet facilities, drinking water system, Rain harvesting multi-Gym, building space, projectors etc. over the years. A number of suggestions is forward by the students are taken serious note of by the college management.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response: 1**

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**



**5.NBA or any other quality audit****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)****Response:**

- Bridge courses were initiated in UG.
- Introduced Remedial coaching.
- Two faculty members secured PhD and six teachers currently pursue PhD
- MoU with IIRS
- More class rooms are equipped with ICT facilities.
- New space for vehicle parking for both staff and students.
- New initiatives -mentoring system, , feedback on syllabus and curriculum.
- Conducted UGC Sponsored National seminars by Five Departments.
- Orientation Programme for the staff and students.
- Water harvesting system
- Vermi-compost unit promoting organic farming and for disposal of bio-degradable waste
- Browsing Centre to promote student centric learning
- Replaced incandescent bulbs by LED bulbs to reduce power consumption.
- Deployment of security personal at the entrance
- Installed CCTV camera in examination halls.
- Majority of the black board are replaced by green and white boards.
- Solar power project has been initiated.
- Library is upgraded with fully automated software.

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 23

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	5	5	4	5

#### File Description

#### Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

The college has a healthy gender ratio with over 42% of the staff and over 61% of the students being female. The college gives due weightage to the empowerment of women. A well-established Women Forum is functioning in the college. Two lady teachers are assigned as its co-ordinators with one lady representative from each class are also selected which constitute as committee members.

The Forum organises gender sensitisation programmes, workshops and seminars relating to Women and Health Rights, Equality and Difference, Sex and Gender. Anti-ragging rules are strictly implemented in the campus. An awareness class is arranged at the beginning of the first year classes to all senior students on the implications of intimidating the junior students. The anti-ragging squad also monitor the campus during the initial weeks of first year degree classes extending added protection. Forum also takes keen interest in addressing any sexual harassments faced by the girl students in and outside the college campus. After making necessary enquiries and through proper channel, it has been reported to the police department.

The college has undertaken few initiatives which will definitely enhance the capability of girl students. They are provided a facility for practicing self defence mechanisms like Kung Fu and physical fitness

centre with special timing for ladies.

A bunch of 20 students are assigned to each teachers as mentees and mentors meet their mentees either individually or as group at regular intervals, where they can iron out their personal stress, problems and strains. Besides, services of professionally qualified counsellors are also made available.

There is a retiring room for girls with attached toilet. Sufficient numbers of toilet are available for girl students. Incinerators are installed in toilets to burn used napkins. Sanitary napkins are made available for the students in a convenient way. Specially altered urinals are made available for differently abled girl students.

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 9

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 0

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 9

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

**Response:****Solid Waste Management**

College strictly adheres to the green protocol issued by the government of Kerala and takes all adequate measures for management of all types of wastes. Green protocol and cleanliness are communicated to students and other stake holders. A waste segregation system using separate bins for different types of waste is being practiced on campus. Waste bins have been placed in all class rooms and at all strategic points in the campus and use of plastics is discouraged throughout the campus. Solid waste consists mainly of paper, food and in rare cases, plastic. Student organizations like NCC, NSS and College Union have been spreading the message of cleanliness in all possible ways. They engage in campus cleaning periodically

Paper and plastic wastes are collected by the hygiene staff, keep them in bags and hand over to the private agency for recycling. Every year, 50 kg of paper waste and 30 kg of plastic waste are contributed to the agency. These attempts help to maintain an ecofriendly environment in the campus and strength such practices. For biodegradable waste, bacteria composting is being carried out in an effective way. Sanitary napkin and other such non biodegradable waste are incinerated using in the incinerator installed in the ladies toilet. Electronic wastes are collected periodically and hand over to the management for repairing and recycling. Old furniture and decayed wooden objects are collected and kept in a room for repairing.

- **Liquid Waste Management**

In order to minimize chemical liquid waste consumption, semi micro method is adopted in the chemistry laboratory. Utilisation of poisonous chemicals, acids and alkali are reduced by carrying out the experiment in group, usage of poisons chemicals like  $\text{CHCl}_3$  and  $\text{CCl}_4$  are stopped. The liquid waste from chemistry laboratory is channelized to a specially constructed pit.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**7.1.6 Rain water harvesting structures and utilization in the campus****Response:**

College has been practicing roof top rain water harvesting system for many years. For the purpose, three Ferro cement tanks are installed in the campus. One 35000 liter capacity tanks is installed in collaboration with District Panchayath Kottayam. The other two tanks of 35000L and 25000L capacities are installed by the Management. Rain water falling over the roof of St. Alphonsa's block of the college is collected and sorted in a 25000L tank, which is made use to meet the requirements of the chemistry laboratory as well as for other needs of the college like drinking purpose and watering plants and garden. Rain water collected in the other two tanks installed near the physics laboratory and the new block are also used for cultivation and to meet other needs of the college. The process of rain water harvesting keep the water level

of wells in the neighborhood top up in all seasons.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

#### Green Practices report

The college is fully committed to the promotion of green practices and gives importance in imparting eco-friendly consciousness to the students. The college has bacteria compost plant, rainwater harvesting units and solar energy harvesting system. The NSS volunteers and NCC cadets motivate students to switch off fans and electric bulbs when not required, to minimise the use of plastics, to minimise waste and deposit it in the designated bins, to minimise the wastage of water and to use public transport instead of using private vehicles. Some of the green practices practiced by the staffs and students on the campus are given below:

- **Promotion of Public Transport System**

Even there exist limited transportation facilities to reach college, 65% of the students use public conveyance to reach campus. On the basis of a survey conducted among students, it is found that 15% are pedestrians, 12% uses bicycles and only 8% prefers own vehicles. The teaching and non-teaching staff of the college practice car and two-wheeler pooling to reach the campus in addition to public conveyance. A good number of teaching and non-teaching staff who stay nearby prefer to come on foot.

- **Pedestrian Friendly Roads**

All approach roads to the college are tarred and the traffic through these roads is limited. Academic blocks are interconnected and pathways are also properly maintained. Parking area for students vehicles are provided outside the campus and for staff is located right side of the entrance. Vehicles are not allowed within college campus during working hours in order to avoid unnecessary carbon emission.

- **Plastic-free Campus**

Efforts are made to discourage the use of plastic materials by staff and students. Instead of flex boards, cloth banners painted and written by students are used. Plastic cups are prohibited and steel glasses are made available. Students are instructed to carry their tiffin in lunch boxes to avoid the usage of plastic

coated papers and carry bags. Plastic wastes are collected by NSS volunteers and it is handed over to outside agencies every year.

- **Paperless Office**

With the advent of information technology most of the communications with the University and Government are through e-mail. Inter and Intra-departmental communications are also through e-mail, SMS and college and departmental whatsapp group. Admission, attendance and internal marks entry are done through softwares.

- **Green Landscaping with Trees and Plants**

Carbon neutrality is attained by planting trees and plants in the campus. Almost 50% of the campus area is covered by trees. Coconut plantation is most suitable for saline soil and 700 coconut saplings were planted in the campus in 2019. Varieties of trees and plants are planted and maintained in the campus. The NSS volunteers have planted number of saplings to promote the green wealth of the campus. An organic vegetable garden is also maintained by NSS to keep the college green.

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 2.29

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
.5	.45	0	.5	.5

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students

**8.Any other similar facility (Specify)****A. 7 and more of the above****B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Response:** 26

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	6	4	4	5

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response:** 19

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	5	4	0	3

File Description	Document
Report of the event	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website**

**Response:** Yes

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** Yes



File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 42

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	6	14	10	9

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

The Institution organizes national festivals and birth and death anniversaries of the great Indian personalities. Our college observes and organizes National festivals and anniversaries of famous Indian personalities of national and regional significance. Some events are conducted as college event and some others are conducted as department event. The major national days observed every year are Independence Day, Republic Day, Martyr's Day, Gandhi Jayanthi, Teacher's Day etc. On

Independence and Republic Days, the Principal hoists the National flag in front of the college, in the presence of staff, students and NCC cadets. The NCC cadets conduct parade in the college. The Principal delivers message and the cadet sings patriotic songs. Two NCC Cadets from the college have been selected for the National Republic Day parade on January 26 at New Delhi.

The College also commemorates International Youth Day, International Day of Human Rights, National Science Day, International Yoga Day, World Environment Day, World Ozone Day, World AIDS Day, International Day of Girl Child, International Women's Day, Kargil Day, Malala Solidarity Day, Children's Day, Reading Day etc. along with NSS and NCC, the other clubs organize programmes and observe and celebrate relevant days of importance. The message of the day is announced and the institution ensures that it would reach to all students on the respective day. Likely, inter department competitions are conducting in order to ensure the importance of the day among the students.

In addition to this, the students and faculties of the college celebrate the National and regional and local festivals in a vivid way. Competitions, cultural events and invited lectures are also conducted on such occasions. Onam the most important harvest festival of Kerala is celebrated with a feast and all the teachers and the students are dining together on that day. Likewise, Carol competitions are held on Christmas Celebrations. On Kerala Piravi, (birth of Kerala State) is also celebrated in the college in a colorful way. Holi, the festival of colours are also celebrated by all students every year.

### **7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

#### **Response:**

The Institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions. Our primary mode of ensuring transparency is to put up all relevant and necessary information needed for stakeholders on the website. All financial transactions are made through bank accounts. Grant-in-aid fund utilisation from government sources are audited internally by chartered accountants and externally by government auditors. Audited utilisation reports are available on request through proper channels. All funds received by other sources like P.T.A and management are audited internally and placed before appropriate committees for rectification : information regarding fees collected from students are available in the hand book and prospectus; no other fees is collected from students other than that mentioned in these documents. Receipts are issued for all transactions. The purchase committee is the competent authority to decide on the purchases to be made in the college. Stringent rules are followed with regard to the release of funds. For any release of money H.O.D or teacher coordinator submits request to the principal, who in turn issues the administrative sanction for it. Then after receiving quotations or tenders, they are tabulated and the quotations or tender with least amount is accepted. After purchase of articles, entries are made in the stock register and then the principal will issue an order for release of money to the bank account of the firm. All financial transactions are properly documented and audited.

Teachers are allotted stipulated teaching hours and their performance is evaluated through feedback from students and parents. Semester-end examinations are conducted by the university. But continuous internal evaluation is done through assignments, seminars, test papers and examinations. In every semester a model examination is conducted in a centralised manner. Mark list are published on departmental notice board. Internal marks obtained based on continuous internal examination are also published on the notice board.

A grievance redressal mechanism is available for students, after publishing their internal mark. Students have freedom to lodge complaints, if any with the teacher and H.O.D. The marks are forwarded to the university only after the redressal of grievances. Fairness and transparency of evaluation is evident in the almost total lack of such grievances. The admission process is completely transparent and online, all details including rank list are available online.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

**Response:**

#### **BEST PRACTICE 1**

##### **1. Title of the Practice**

**Digital India Drive**

##### **2. Objectives of the Practice**

Digital India Drive is with the following objectives:

- To enable the students and people in the vicinity to be part of the Digital India Initiative by providing training in computer in this rural setting.
- To offer various computer programmes at affordable rates, as it is not a profit-seeking venture.
- To make the youth employable by providing government agency approved certificate courses in computer like DCA, PGDCA, Tally etc.
- To promote ICT enabled teaching and learning.
- Effective utilization of free time of students to make them more competitive when compared to students of urban regions.

##### **3. The Context**

The present scenario of job opportunities demands supplementary courses in addition to regular degree course for a better career. A sound knowledge in computer applications will help candidate to acquire better job opportunity. Courses like DCA, PGDCA, PDCFA, DOA etc. can contribute to this purpose.

The poor socio –economic background of the students of the college hinder them to achieve such courses along with their regular studies. Since the college is located in a remote area students are not able to reach private computer study centres on time after their regular classes. More over such computer training

institutes are not there within 10 kilometers premises of the college. Under these circumstances the college management started the computer institute to support the students and public with minimum fees. It is mandatory for all degree students to undergo such courses to make a step towards Digital India.

#### 4. The Practice

- A well-equipped computer centre, St.Xaviers Institute of Information Technology (XIIT) was established in the college in the year 2015 with the financial support of UGC and college management.
- The computer centre of the college (XIIT – Xavier’s Institute of Information Technology) and its courses are approved by Kerala State Rutronix, Kerala state Rutronix is a joint venture of the Dept. of IT (Govt.of India), Khadi and Village Industries Commission (Govt. of India), Kerala Khadi and Village Industries Board (Govt. of Kerala), and Keltron.
- Courses that are offered by the centre for the students and public are DCA, PGDCA, PDCFA, and DOA.
- For the conduct of the programme two full time computer faculties are appointed by the management of the college. The students are classified into different batches with different specializations based on their branch of study, interest and capability.
- Theory and practical classes for each batch is provided in the morning hours (9.AM to 9.55 AM) or after noon hours (4 PM to 5 PM) in regular working days and on Saturdays based on the convenience of students.
- Syllabus and Study materials of the course are provided by the Kerala State Rutronix.
- Duration of the DCA, PDCFA and DOA is six months while PGDCA is one year.
- By the end of the course theory and practical exams are conducted and certificates are issued by Kerala State Rutronix.
- The uniqueness of the programme is that it is made mandatory for every student of the college to undergo any of the computer courses offered by the centre.
- A sound knowledge in the use of various computer programmes and applications helps the students to acquire the most recent informations in the field of their study. This is achieved through various online resources like INFLIBNET, Google Scholar, Mendley, Sodhganga, Sodhgangothry, PubMed, Science direct, online libraries, e -journals etc.

#### 5. Evidence of Success

- The practice of providing computer education has proved to be of great success. Through this practice all the students of the college become computer literate. In addition to the regular students youth from the surrounding area is also benefitted by the programme.
- Success of the practice is evident from the results of students who appeared for the exam. For PDCFA, 92.85% of the students passed the exam conducted by The Kerala state Rutronix. Pass percentage of DCA regular students are 57.30 and outside students are 81.25. Pass percentage of DOA regular students is 66.66 %. Pass percentage of PGDCA is 100%.
- As part of this practice all the students of the college equip to use internet and email. At present all the students of the college are having active email account.
- Students preparing assignments and notes by using internet facilities available in the library, computer centre, and departments of the college.
- Online applications for various courses, scholarships, certificate etc. are now done by the students itself from the college.

- Computer knowledge is an advantage for the students for conducting data collection, data analysis and representation in their project works as part of their course.

## **6. Problems encountered and Resources required**

- Insufficiency of time is the major constraint in the implementation of the programme.
- The unexpected changes in university exam schedules make it hard to complete the computer course on time and the students to attend the exams of computer courses.
- As the schedules of exams are prepared by the Kerala State Rutronix for the entire state and finalized well in advance, often the university exam dates and computer course exam dates coincide.
- Although minimum fees is collected, students find it difficult to pay and several financial constraints are experienced which challenge the very sustainability of the project.
- Limited conveyance facility makes it difficult for the students to stay back after hours.
- SC/ST students are not getting fee concession from Rutronix as the students can only benefit for one course at one time. It means for add on courses no financial assistance can be received.

## **BEST PRACTICE 2**

### **Title of the practice: Go Green Live Green**

An initiative aimed at promoting organic farming at the campus with active participation of students, teachers, non-teaching staff, and management of the college on a voluntary basis.

### **Objectives of the practice**

The college has a beautiful campus spreading out in nearly fifteen and a half acres. 'Go green Live Green' is a prototypical practice aims at creating awareness about the importance of organic farming among the students and the local community by utilizing the available fertile land in the college premises. As most of the students of the college belong to the agrarian sector, this particular practice keeps an objective to ensure students' active participation in popularizing the core idea of pesticide and poisonous free vegetables and sustainable agriculture practices. It aims at reducing the dependence of pesticides, chemical fertilizers and assists students and their families to know the significance of healthy agriculture practices, environmental protection, and soil conservation in a holistic way.

### **The context**

The two lethal issues what we face today are shortage in the production of agricultural products especially fruits and vegetables and its chemical contamination. In fact, we have been depending on other states for vegetables and cereals and buying chemically contaminated fruits and vegetables. Chemically contaminated food adversely affects human nervous system, accelerate the growth of cancerous cells and also results in behavioral imbalances. More, there is an increasing tendency among us to move from conventional farming practices to market oriented consumptions. The intake of contaminated vegetables on a daily basis leads to biomagnification. Hence, it is high time to disseminate the idea of organic farming among young minds and to assure their lively participation in such agricultural practices along with their study. 'Go Green Live Green' initiative is a humble effort to impart the basic lessons of nature conservation through healthy sustainable agricultural practices among the youth.

## The practice

'Go Green Live Green' initiative is an integrated approach to generate interest among the students about the indigenous ecofriendly agriculture practices and share such practices among their family members and the local community through student volunteers. It was introduced in the campus in 2013-14. As a start, nearly one acre of land in front of the college was prepared for Plantain cultivation. Garden soil was mixed with decayed leaves, grass clippings, compost, wood ash, cow dung and other organic manures. Preparation of organic manures and organic pesticides were the two challenges faced at the initial stage of farming. To meet the expenses of farming, funds were collected from the College's Management, Agriculture Department, Village Panchayat and other individual contributors. In association with 'Go Green Live Green', the NSS unit of the college launched 'Bloom- 2013', vegetable cultivation programme on 12th November 2013 to cultivate vegetables like bitter melon, snake gourd, cow pea, amaranthus, cauliflower, cabbage, chilly, brinjal etc. on 1.5 acres of land in the college campus. As a part of 'Go Green Live Green' Campaign, Women forum of the college also took initiatives to cultivate red spinach with the involvement of girl student volunteers. In the succeeding years the cultivation was extended to three acres of land and the cultivation activities were shouldered mainly by the NSS volunteers of the college. Tuber crops like tapioca, turmeric, and elephant foot yam were cultivated along with plantains and other vegetables. The students and faculties of the Department of Chemistry, Zoology and Botany are actively involved in the preparation of organic manures and pesticides. Students and faculties have been visited farming areas nearby and collected information from the farmers regarding ethnic agriculture practices. In 2017-18, the NSS unit initiated to make a kitchen garden in the college campus with the financial aid of Kerala State Agriculture Department. Vegetables like tomato, ladiesfinger, spinach, watermelon, green chili, cucumber, brinjal and long beans were cultivated. The latest attempt done in 2019 in line with 'Go Green Live Green' was planting 700 coconut saplings in the college campus. Amidst many challenges the nonprofit oriented organic farming practices have been consistently continuing at the campus with the dynamic involvement of the student volunteers. It livens up our campus green and serene.

## Evidence of success

The 'Go Green Live Green' practice opens a way to produce pesticide and chemical free, garden-fresh vegetables to the students, teachers, non-teaching staff and other stakeholders along with the members of local community. Harvested vegetables were sold out through conventional open auction and it facilitated to make poisonous free vegetables available to the needy at an affordable price. People from the neighborhood usually buy harvested vegetables from the campus. Income generated through the sale was kept as reserve fund for meeting the expenses of coming year's cultivation activities like preparation of basins and beds, buying saplings, seeds and cow dung. It also helps the students to familiarize the practices associated with organic farming, preparation of organic manures and organic pesticides. This practice instills the young minds to bring back the ecofriendly, traditional agriculture practices into reality.

## Problems Encountered and Resources Required

One major initiative of 'Go green Live Green' was to cultivate pesticide and chemically free agriculture products by adopting organic farming methods. Since the college is situated near to the Vembanad Lake, salinity intrusion in the available ground water resources and scarcity of water are the major threats to the cultivation. It is managed by using water reserved in the Ferro cement rainwater harvesting tanks installed in the campus. Preparation of organic manures and organic pesticides were the other two challenges faced at the initial stage of farming. Weed control and attack from pests were also encountered during farming.

Weed control is done mainly through hand cultivation with hoes, applying mulch and spraying herbicides periodically.

### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

##### Response:

The Distinctiveness of the college is that it caters to the higher education needs of a socially and economically backward area of Vaikom Taluk in Kottayam District. The parents of the students have an exposure to higher education as most of them have not gone beyond matriculation. Most of their kids are 1st generation higher education learners from their houses/ neighborhood.

Most of the students of the college belong to educationally and economically backward families. Analysis of parents' educational background and occupation of students from 2013 to 2018 shows that 74.27% of male parents have matriculation or less as their educational background, 56.17% are with daily wages as source of income and 27.15% are jobless. Similarly 72.18% of the female parents with education only up to matriculation, 26.48% with daily wages as source of income and 62.83% are either house wives or jobless. In order to bring those students to the main stream of higher education and building confidence in them lot of activities are conducted by various departments and organizations in the college. All the curricular and co-curricular activities of the college are tuned accordingly. Co-curricular activities of the college provide an opportunity for the students to experience the real life by observation, helps to develop caring, serving and working mentality in them, for their less fortunate brethren around.

The students in this area have big learning bottlenecks due to transport facilities, physical facilities at home, Lack of Smartphone's laptops or PCs inadequacy of house, lack of motivation by parents, alcohol habits of some the parents etc pose challenges.

The institution has a multi pronged strategy. In creating a congenial learning climate at home, we give orientation and counseling at the time of initiation to higher education. It is continued through open houses with the parents occasionally so that there is an intimate relationship between parents and teachers. Learning problems of students are identified through continuous assessments. The outcomes achieved and not achieved are shared with the parents and various difficulties faced in performance are discussed and solutions are suggested.

The lack of modern facilities for learning, research, etc. are provided with ICT enabled class rooms, IT labs, internet facilities and various courses offered by XIIT like DCA, DOA, PGDCA, Tally etc. at reasonable rates.

Motivational talks are arranged for both parents and students. Counseling and psychological classes are

offered to both parents and students with a view to develop emotional and mental balancing.

The students are also encouraged to join co-curricular and extra curricular activities so as to promote their holistic development through interactive, organizational, leadership and cultural activities in these forums.

Girls students are sensitized to gender related issues through the activities of Women's Forum.

Internet and reprographic facilities are offered at reasonable prices. Most of the teachers give lecture notes and dictate notes. No students can afford and we let any students go to any other tuition of additional classes elsewhere.

Whatever is the achievements in career, academic and value, parents and students attribute it to this alma mater. Assignments given with proper reference requirements.

Project works is part of the curricular is a major group activity with ICT use in identifying research problem, statement of hypothesis, analysis and report writing.

Finally the support given by teachers in catering to the individual, psychological, academic, medical and financial needs of the students is unique to the institution. During the times of flood devastation NCC and NSS Volunteers, teachers have proved their social commitment in this much flood hit area. As part of the Silver Jubilee celebrations, Economics Department provided flood relief to the tune off Rs.7 Lakhs, food, medicine, clothes, stationery and built for houses in Udayanapuram Panchayat area with "crowd funding" finance scheme with the financial support of teachers, students, alumni and Rotaray club Pala. A note worthy achievement of the above scheme was "A home for a Student" of Economics Department identified through the mentoring process.



## 5. CONCLUSION

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### **Additional Information :**

The college is functioning in a constituency where the students are from 1st generation literate families where the constituency is a reserved one. Fishermen folk, Scheduled casts, Other Backward caste are the major beneficiaries of this college. The college is situated in a rural setting where the serene campus offers a perfect learning environment.

### **Concluding Remarks :**

The institution has been making strides in different criteria. Emphasis has been given on curriculum delivery suited to the institution as well as on teaching learning and evaluation .A number of extension activities have been spear headed by NCC ,NSS Women forum and various clubs.

In this rural area ICT has been given a thrust to enable the students to be competitive and skillfull

To be employable green campus has been one of the hallmark of the institution .management, PTA and alumini give a whole hearted support .