# Yearly Status Report - 2018-2019

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

## 2. Institutional Status

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

## 3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | [http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=303](http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=303) |

## 4. Whether Academic Calendar prepared during the year

| | |
|---|---|
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | [http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=254](http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=254) |

## 5. Accrediation Details

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

## 6. Date of Establishment of IQAC

**20-Feb-2014**

## 7. Internal Quality Assurance System

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

| IQAC | | |
|---|---|---|
| Retreat and Counselling session for students | 24-Jan-2019 1 | 200 |
| Regular IQAC Meetings: seven meetings | 13-Jul-2018 1 | 15 |
| Seminar on Right to Information Act | 08-Aug-2018 1 | 200 |
| Socio-Economic Survey by Teachers, Students and Alumni) | 08-Dec-2018 1 | 65 |
| Post-budget Analysis | 12-Feb-2019 1 | 50 |
| Inter-Collegiate Quiz Competition | 28-Feb-2019 1 | 200 |
| Media Literacy Camp | 23-Jan-2019 1 | 100 |
| Submission of SSR to NAAC and facilitation of peer team visit | 18-Feb-2019 1 | 95 |
| [View File](#) | | |

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Department | Environment Day | KSCSTE | 2018 1 | 15000 |
| Department | Media Literacy week | Youth Welfare Board | 2019 1 | 10000 |
| Institution | Extension | Taluk Legal Service Society | 2018 1 | 2000 |
| Faculty | FDP | UGC | 2018 365 | 2613277 |
| [View File](#) | | | | |

| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
|---|---|
| Upload latest notification of formation of IQAC | [View File](#) |
| **10. Number of IQAC meetings held during the year :** | **7** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **Yes** |

| | |
|---|---|
| Upload the minutes of meeting and action taken report | [View File](#) |
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |

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

**Prepared and submitted Self Study Report for the second cycle of accreditation and facilitated the peer team visit Conducted Seminars and Workshops for staff and students Coordinated flood relief activities at college in liaison with external agencies Implemented Green Protocol in the college campus Initiated activities to promote Gender Equity in the campus**

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

| Plan of Action | Achivements/Outcomes |
|---|---|
| **Institutional Values and Best Practices** | **Recommended for a solar power generation unit as part of environmental consciousness. The Revamp Vaikom initiative is a humble effort to empower the marginalised on health, sanitation, healthy food habbits, eco-friendly life styles, environmental protection and conservation of natural resources. Rehabilitation activities in different flood affected areas in Vaikom which includes collecting goods for relief shelters, reconstruction of houses etc. Faculty members volunteerly took responsibility of the management of the relief camps. Conducted water quality test at the affected areas.** |
| **Governance Leadership and Management** | **The Principal, College Council Management, Teachers and the IQAC are involved in defining policies and procedures, framing guidelines and rules and regulations pertaining to admission, examination, code of conduct-discipline, grievance, support services, finance etc.** |
| **Student Support and Progression** | **Soft skill development programmes were conducted. Programmes were conceived and executed on women empowerment and gender equity. Endowments for meritorious students. Financial support for economically weak students using student's welfare fund. Coaching classes for competitive examinations** |

| | |
|---|---|
| | and classes on Resume preparation, GD training etc. 40 percentage of the passed out students pursue higher studies. |
| Infrastructure and Learning Resources | Construction of a seminar hall with ICT facility. Upgradation of digital data base in Library. Intitiated infrastructural development projects like sky way, toilet facilities, furnishing of IQAC room, parking facility, compound fencing etc. with the help of the management. |
| Research, Innovation and Extension | Encouraged the teaching staff to pursue higher level research degrees and two faculty members registered for Ph.D. Conducted a work shop on 'Advanced web search techniques' as part of 'Radiance' Career orientation programme held on 7/07/2018. Faculty members have publications in international journals, chapters in books, bibliometrics of the publications, citation index, h index etc. Partipation and presentation of Papers in National and International conferences, seminars and symposiums. Extension activities: Swatch Bharath Abhiyan, Flood relief, construction of vermi-compost pit at St. Augustine's Higher Secondary School and reconstruction of rural roads at Ramapuram Panchayath. |
| Teaching, Learning and Evaluation | Two days ICT training for Teaching and non-teaching staff emplyoying the faculties of Xavier Institute of Information Technology. Having a teacher - student ratio of 1:18, prominence is given to student centered learning. As a result, 40 percentage of the passed out students pursue higher studies. Effective running of programmes like Students Support Programme and Walk With a Scholar in order to cater the needs of slow and potential learners. Based on the performance in the internal examinations, remedial programmes for academically challenged students are initiated and they are given additional support outside the class hours. |
| Curricular Aspects | Academic planning is done at the beginning of the academic year and the outcome is the time bound completion of the syllabus. Feed back from Teachers and Students regarding the curriculum is taken and discussions are deliberated and intimated to the |

authorities concerned during the Board of Studies meetings/Faculty Council meetings held at the University level. External experts were invited to enrich the curriculum as per the academic plan. The institution encourages all faculty to attend syllabus revision workshops and other FDP programmes to ensure effective curriculum delivery and updating.

[View File](#)

| 14. Whether AQAR was placed before statutory body ? | Yes |
| --- | --- |

| Name of Statutory Body | Meeting Date |
| --- | --- |
| College Council | 20-Oct-2020 |

| 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ? | Yes |
| --- | --- |
| Date of Visit | 18-Jun-2019 |
| 16. Whether institutional data submitted to AISHE: | Yes |
| Year of Submission | 2019 |
| Date of Submission | 27-Feb-2019 |
| 17. Does the Institution have Management Information System ? | Yes |
| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | MIS was partially installed to digitalise and document the academic and administrative information which includes: 1. Admission Management System which aims at providing a platform for the details of the students admitted every year which includes personal information, educational qualification, category of admission and financial status of each student. 2. Attendance Management System Which manages the daily attendance marking system fully online. It provides a realtime attendance of each student which includes attendance marking, view the marking, batchwise list, students leave and various reports. 3. Library Management System |

Library accounts are maintained through the students UID. Barcode reader is used to enter book details and borrower details. Digital catalog is made available for students to search and find required books. 4. Academic Management System details regarding programmes offered, duration, syllabus, Departments, Faculty and academic calendar.

## Part B

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

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

St. Xavier's College Vaikom has a well-organised system for curriculum delivery and documentation and designs the time table as per Mahatma Gandhi University norms. Academic planning is done before the start of the academic year by the IQAC and every department contributes to the preparation of the academic calendar which goes in tandem with the academic calendar of the University. Workload distribution and timetable are done in advance by every department. At the beginning of an academic year, departmental meetings are held and topics are distributed among the faculty after having a systematic analysis of the curriculum. Heads of the departments prepare an academic timetable which is approved by the Principal and the academic committee. Freshers and their parents are given proper orientation on the academic curriculum at the beginning of every year. We conduct entry-level assessment of the students and adopt bridge courses to tide over the initial difficulties. We have a systematic remedial programme for academically challenged students and they are given additional support outside the class hours to boost their confidence and also to prepare them to face the examinations with the right aptitude and attitude. We adopt innovative methods to facilitate the process of teaching and learning. Teachers use innovative methods to deliver the curriculum such as ICT -enabled teaching-learning method, peer teaching, using different software, paper presentation by the students etc are some of them. Inflibnet e-resource is available for students as well as teachers. We have certificate courses run by RUTRONICS (a Kerala Govt: undertaking). It offers DCA, Tally, DOA courses to our regular as well as outside students. Proper instruments are maintained in the labs for practical workshops. Need-based survey programmes, field works, OJTs and study tours are conducted every year to broaden the academic spectrum of our wards. Seminars and erudite lecture series are conducted every year for advance studies. Class tests, Internal and practical exams, viva-voce are done to facilitate academic progress. Departments maintain detailed records of these activities. The institution encourages all faculty to attend syllabus revision workshops and other FDP programmes to ensure effective curriculum delivery and updating.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene urship | Skill Development |
| --- | --- | --- | --- | --- | --- |
| Nil | Nil | 30/06/2019 | 0 | Nil | Nil |

### 1.2 – Academic Flexibility

| 1.2.1 – New programmes/courses introduced during the academic year | | |
| --- | --- | --- |
| Programme/Course | Programme Specialization | Dates of Introduction |
| No Data Entered/Not Applicable !!! | | |
| No file uploaded. | | |

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

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

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

| | Certificate | Diploma Course |
| --- | --- | --- |
| Number of Students | 20 | 91 |

## 1.3 – Curriculum Enrichment

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

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
| --- | --- | --- |
| Walk with a Scholar | 10/10/2018 | 60 |
| Scholar Support Programme | 23/07/2018 | 40 |
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1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
| --- | --- | --- |
| BSc | Zoology and Aquaculture | 26 |
| BSc | Physics | 28 |
| BA | Political Science and Journalism | 29 |
| BSc | Chemistry | 24 |
| BSc | Zoology and Aquaculture | 40 |
| BSc | Zoology and Aquaculture | 23 |
| BSc | Zoology and Aquaculture | 6 |
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
| --- | --- |
| Teachers | Yes |
| Employers | Yes |
| Alumni | Yes |
| Parents | Yes |

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

Feedback Obtained

The College has a well-maintained system coordinated by IQAC to obtain feedback on the curriculum from stakeholders, students, teachers, employer, alumni and parents. The feedback thus collected, analysed and reports are submitted to the Principal for further consideration. Various departments take feedback from their wards which are analysed systematically at the department as well as the institutional level. Suggestions given by the final year students are taken into consideration to enrich the curriculum delivery and add on short term courses, seminars, workshops, exhibitions and academic lecture series by experts on different disciplines are conducted. Field surveys and industrial visits are made mandatory for students to familiarise them with the recent trends in the industry as well as the economy. These activities help them to implant a practical approach in life and diminish the gap between a theoretical approach and practical application. Teacher's feedback regarding the curriculum is taken and discussions are deliberated and intimated to the authorities concerned during the Boards of Studies meetings or Syllabus Revision Committee meetings held at the University level. Feedback from parents is collected either during open house interactions or at PTA General Body meetings. Suggestions are analysed and executed. Alumni feedback facilitated industry interactions, motivation talks by eminent academicians, industrialists, scientists and celebrities from different realms and field visits. They have financially assisted the institution to conduct Intercollegiate Quiz competitions held annually. Peer teaching, PPT presentations and Seminars are always a source of inspiration to students as it boosts their confidence and communication skills. These academic activities have now become part and parcel of our learning process. The feedback system has improved the teaching methods and teaching aids. ICT enabled teaching curriculum has helped both the faculty as well as the students to comprehend the topics within a short academic schedule. Proper and timely measures are taken to redress the grievances of the students.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
| --- | --- | --- | --- | --- |
| MCom | Commerce | 15 | 225 | 15 |
| BCom | Commerce | 40 | 318 | 39 |
| BSc | Zoology | 30 | 218 | 28 |
| BSc | Chemistry | 30 | 210 | 24 |
| BSc | Physics | 36 | 255 | 35 |
| BA | Political Science | 30 | 232 | 28 |
| BA | Economics | 50 | 295 | 46 |
| [View File](View File) | | | | |

### 2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
| --- | --- | --- | --- | --- | --- |

| 2018 | 200 | 15 | 25 | 0 | 8 |

## 2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 33 | 31 | 4 | 7 | 2 | 3 |

View File of ICT Tools and resources

**No file uploaded.**

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

Mentoring is a learning and developing partnership between an experienced person and someone who wants to learn. Mentorship involves extending psychosocial support, career guidance and access for free communication without any inhibitions. Realising the importance of mentorship in the wholesome development of an individual, the institute has a well organized system in place. Mentoring is aligned along with guidance classes from experts and integrated with motivational training sessions to achieve more competency, discipline and holistic development. The mentoring system involves a two tier system with, the mentor and mentees at the first level and involving the IQAC at the second level. At the first level, one faculty member is allotted as a mentor to 20-25 students, belonging to the same or different departments. The mentor performs the following duties 1. Keep a biodata and personal details of each mentee. 2. Regular classes pertaining to value added education and soft skills development 3. Regular one on one sessions with each of the mentees to understand any difficulties at the academic or personal levels. 4. Try to understand the extracurricular inclinations and interest of students and make provisions to acquire expert guidance for them in their respective areas of interest and competence. 5. Motivating students to take up additional e learning courses, which will supplement their regular academic activities and make them more qualifiable for skilled work for example Tally classes for students of Commerce. At the second level, the mentors report to IQAC. IQAC maintains constant communication with the mentors to keep in touch with the general and specific needs of students. Lacunas and areas , where additional thrust has to be given pertaining to the holistic development of the students are identified and measures are taken to supplement the same. At the Departmental level, there is a tutor system in place at the class level, to monitor the academic progress of the students. Each class is assigned a tutor, who is responsible for overseeing the academic progress and needs of students as well as their personal problems in learning the various subjects. Academic records and a close monitoring of the academic progress of the students is maintained by the tutor and reported to the Head of Department. The tutors make themselves available for consultation after working hours and maintains a close contact with parents, to whom information is conveyed regularly about the academic progress o their wards. Text books, practical records and study materials are provided from the Departments for needy students. On the basis of feedback from mentors and Head of Departments, various training programmes, seminars and workshops are organized by IQAC. External experts on various subjects are arranged for taking classes on subjects of contemporary and topical interest. Altogether , the mentoring system aims at making the students attain something over and above their academic potential and curriculum.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|---|---|---|
| 607 | 33 | 1:18 |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |

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

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|---|---|
| 2018 | DR.Tomy Joseph | Associate Professor | 1. Member - Faculty Council (Economics)- MG University 2. Member – Board of Studies – MG University 3. Member – Academic Council – Rajagiri College of Social Sciences 4. Member – Academic Council – St. Theresas College |
| 2018 | Dr. Gimson.D.Parambil | Associate Professor | 1. Member – BOS in Commerce – Rajagiri College of Social Sciences 2. Research Supervisorship – MG University |
| 2018 | Dr.K.J. Abraham | Assistant Professor | 1. Member – Academic Council (Aquaculture)– MG University 2. Member – Board of Studies – MG University |
| 2018 | Bibu.V.N. | Assistant Professor | 1. Member – Board of Studies (Journalism) – MG University 2. Member – Board of Studies – C.M.S College, Kottayam 3. Chairman – Board of Question paper Setters Panel – Multimedia – University of Calicut 4. Subject Expert in the Selection Committee, Si |
| 2018 | Rajalakshmi.T. | Assistant Professor | 1. Member – Board of Studies (Zoology) – MG University |
| 2018 | Parvathy Chandran | Assistant Professor | 1. Member – Board of Studies (Journalism) – MG |

| 2018 | Suby Joseph | Assistant Professor | Best Paper Award in "Second International Seminar on Emerging Trends in Organic Farming and Sustainable Agriculture" organised as part of the Global Organic Meet conducted in April 2018 |

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## 2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---|---|---|---|---|
| MCom | Commerce | IV | 21/05/2019 | 24/09/2019 |
| BCom | Commerce | VI | 02/04/2019 | 29/04/2019 |
| BSc | Zoology | VI | 28/03/2019 | 29/04/2019 |
| BSc | Chemistry | VI | 25/03/2019 | 29/04/2019 |
| BSc | Physics | VI | 05/04/2019 | 29/04/2019 |
| BA | Political Science | VI | 22/03/2019 | 29/04/2019 |
| BA | Economics | VI | 03/04/2019 | 29/04/2019 |

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution strictly adheres to the evaluation system mandated by Mahatma Gandhi University for both continuous internal evaluation and end semester examination. Internal examinations are conducted during each semester, the tentative dates for which are marked in the college calendar published at the beginning of each year. The ratio of weightage is 20 (CIE) and 80 (external evaluation) for UG and 25 and 80 respectively for PG. In UG and PG programmes, the components of internal evaluation are attendance, test papers and assignments/ seminars. Besides these Quiz tests and weekly assignments are conducted. Tests are conducted on the completion of each module of the syllabus. The final internal evaluation test is conducted in a centralized manner, in the model of end semester examinations. After the conduct of the exams, the answer scripts are evaluated within a week and the results are notified to the students along with comments. The institute has also established an efficient grievance redressal mechanism. The valid grievances of students if any regarding the internal evaluations are addressed by the faculty. Retest examinations are conducted for students, who were not able to attend the regular examinations due to genuine reasons. Students engaged in other activities like sports , NSS, NCC and other cultural activities are given chances to appear for tests specially conducted for them, in order to make up

for their absence during the conduct of the regular examinations. Innovative ways to modify the internal assessments include oral tests and viva voce. Advance learners are appointed as moderators for discussions regarding academic topics and oral exams. All necessary steps are undertaken to conduct the tests in an efficient , transparent, time bound and student friendly manner.

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

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

## 2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| BA | BA | Economics | 36 | 22 | 61% |
| BA | BA | Political Science | 29 | 14 | 48 % |
| B.Sc. | BSc | Physics | 28 | 20 | 71 % |
| B.Sc. | BSc | Chemistry | 19 | 12 | 63 % |
| BSc | BSc | Zoology | 20 | 9 | 45 % |
| BCom | BCom | Commerce | 35 | 24 | 69 % |
| MCom | MCom | Commerce | 17 | 11 | 65 % |
| View File | | | | | |

## 2.7 – Student Satisfaction Survey

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

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

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 – Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---|---|---|---|---|
| Any Other (Specify) | 0 | NA | 0 | 0 |
| InternationalProjects | 0 | NA | 0 | 0 |
| Students Research Projects (Other than compulsory by the University) | 0 | NA | 0 | 0 |
| Projects sponsored by the University | 0 | NA | 0 | 0 |
| Industry sponsored Projects | 0 | NA | 0 | 0 |
| Interdisciplinary Projects | 0 | NA | 0 | 0 |
| Minor Projects | 0 | NA | 0 | 0 |
| Major Projects | 0 | NA | 0 | 0 |

View File

## 3.2 – Innovation Ecosystem

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

| Title of workshop/seminar | Name of the Dept. | Date |
|---|---|---|
| Seminar on GST and career counselling | Commerce | 04/10/2018 |
| A session on positive attitude development and personal effectiveness | Zoology | 13/02/2019 |
| Seminar on " Human Rights: Challenges and Prospects" | Political Science | 10/12/2018 |
| District level Media Workshop | Political Science | 23/01/2019 |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|---|---|---|---|---|
| NA | NA | NA | 30/06/2019 | NA |

No file uploaded.

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

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---|---|---|---|---|---|

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|:---:|:---:|:---:|
|  |  | **1** |

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

| Name of the Department | Number of PhD's Awarded |
|:---:|:---:|
| **NA** | **0** |

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|:---:|:---:|:---:|:---:|
| **International** | **Chemistry** | **1** | **7.64** |
| **International** | **Commerce** | **4** | **5.87** |
| [View File](#) |  |  |  |

### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|:---:|:---:|
| **Chemistry** | **2** |
| **Economics** | **1** |
| **Political Science** | **4** |
| **Commerce** | **1** |
| [View File](#) |  |

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|:---:|:---:|:---:|:---:|:---:|:---:|:---:|
| **Excellent electromagnetic shield derived from MWCNT reinforced NR /PP blend nano composites with tailored microstructural properties** | **Sharika.T.** | **Composites part B Engineering** | **2019** | **5** | **Department of Chemistry, St.Xavier's College Vaikom** | **17** |
| **Women entrepreneuria** | **Dr.Gimson D Parambil** | **Journal of emerging t** | **2019** | **0** | **Department of** | **0** |

| Title of the Paper | | Title of journal | | | | | |
|---|---|---|---|---|---|---|---|
| l development in MSME | | echnologies and innovative research | | | | Commerce, St.Xavier's College Vaikom | |
| An evaluation of responsible tourism initiatives in Kumarakom | Dr.Gimson D Parambil | Journal of emerging technologies and innovative research | 2019 | 0 | | Department of Commerce, St.Xavier's College Vaikom | 0 |
| Effectiveness of marketing assistance schemes of MSME's | Dr.Gimson D Parambil | Journal of emerging technologies and innovative research | 2019 | 0 | | Department of Commerce, St.Xavier's College Vaikom | 0 |
| A study on investment behaviour of professionals | Dr.Gimson D Parambil | Journal of emerging technologies and innovative research | 2018 | 0 | | Department of Commerce, St.Xavier's College Vaikom | 0 |
| | | | View File | | | | |

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| Women entrepreneurial development in MSME | Dr.Gimson D Parambil | Journal of Emerging Technologies and Innovative Research | 2019 | 0 | 0 | Department of Commerce, St.Xavier's College Vaikom |
| An evaluation of responsible tourism initiatives in Kumarakom | Dr.Gimson D Parambil | Journal of Emerging Technologies and Innovative Research | 2019 | 0 | 0 | Department of Commerce, St.Xavier's College Vaikom |
| Effectiveness of marketing assistance schemes of MSME's | Dr.Gimson D Parambil | Journal of Emerging Technologies and Innovative Research | 2019 | 0 | 0 | Department of Commerce, St.Xavier's College Vaikom |
| A study on investment behaviour | Dr.Gimson D Parambil | Journal of emerging technologie | 2018 | 0 | 0 | Department of Commerce, |

| of professionals | | s and innovative research | | | | St.Xavier's College Vaikom |
| Excellent electromagnetic shield derived from MWCNT reinforced NR /PP blend nano composites with tailored microstructural properties | Sharika.T. | Composites part B | 2019 | 5 | 17 | Department of Chemistry |

View File

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

| Number of Faculty | International | National | State | Local |
| --- | --- | --- | --- | --- |
| Attended/Seminars/Workshops | 5 | 3 | 4 | 0 |
| Presented papers | 5 | 2 | 0 | 0 |
| Resource persons | 0 | 0 | 1 | 2 |

View File

## 3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
| --- | --- | --- | --- |
| Swachh Bharath Summer Internship Programmes | NCC unit in collaboration with Youth Welfare Society Vaikom | 1 | 20 |
| Clean Vembanad Drive | NCC unit, St. Xavier's College, Vaikom. | 1 | 54 |
| World Environmental Day Celebration | NCC NSS in association with Nehru Yuva Kendra, Kerala State Youth Welfare Board and VaikomMuncipality. | 3 | 100 |
| Flood Relief Activities | NCC NSS in collaboration with Village Office and Thalayazham | 5 | 87 |

| | Panchayath | | |
|---|---|---|---|
| Blood Donation | NCC NSS | 3 | 20 |
| Swachhta Campaign | NSS | 2 | 20 |
| Cleaning Drive at KSRTC Bus stand | NSS | 2 | 15 |
| Training for making washing powder | NSS | 2 | 10 |
| Financial Support to old age home | NSS | 2 | 50 |
| Seven Day Camp with the aim of rebuilding and rehabilitation programmes and also to minimise the use of plastics | NSS in collaboration with Ramapuram Grama Panchayath, State Suchithwa Mission Excise Department. | 2 | 100 |

View File

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|---|---|---|
| Flood Relief Activity | Recognition | Media One | 87 |

View File

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

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
|---|---|---|---|---|
| Swachh Bharath | NCC, NSS with Taluk Hospital, Vaikom. | Cleaning Drive within the premises of the campus and neighbouring areas | 3 | 100 |
| Gender sensitisation | Department of Political Science and Journalism | A day with gender varied-discussion with four transgenders | 2 | 226 |

View File

## 3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| Survey of Odonates | 10 | Tropical Institute of Ecological Sciences, Kottayam | 2 |
| Collection of data | 50 | CMFRI and NIO Kochi | 30 |

| | | | | | |
|---|---|---|---|---|---|
| regarding turbidity of water from different locations of Vembanad lake to generate a massive database which will indirectly indicate the hygienic condition of the water in the lake. | | | in association with Plymouth Marine Laboratory | | |
| Ozone Day Celebration | 150 | | KSCSTE, Trivandrum | | 1 |
| Socioeconomic survey at Peumbalam | 65 | | Alumni members of Department of Economics | | 1 |
| Adoption of Humanities batch of Government Boys High School Vaikom | 10 | | Department of Economics, St. Xavier's College Vaikom | | 300 |
| View File | | | | | |

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

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|---|---|---|---|---|
| On the Job training | Vocational Training | Doddabetta Tea Factory and Tea Museum, Udha gamandalam | 31/01/2019 | 31/01/2019 | 35 |
| On the Job training | Vocational Training | Truenews.in | 19/03/2019 | 19/03/2019 | 13 |
| On the Job training | Vocational training | Deshabhimani Daily -Kottayam | 13/11/2018 | 25/12/2018 | 5 |
| On the Job training | Vocational training | Janayugam Publications Ltd, Kottayam | 22/11/2018 | 01/12/2018 | 11 |
| On the Job training | Post-harvest technology of fish | National Institute of Fisheries Post Harvest technology and Training, Kochi | 16/04/2019 | 30/04/2019 | 26 |
| On the Job Training | Inplant training | FACT Kochi | 03/04/2019 | 30/04/2019 | 6 |

| On the Job training | Inplant training | Travancore Cements, Kottayam | 03/04/2019 | 30/04/2019 | 18 |
|---|---|---|---|---|---|

[View File](#)

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

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| Kerala State Rutronix | 01/04/2018 | For conducting training courses under the "Employment Oriented IT Education at Affordable Cost to All" | 63 |

[View File](#)

# CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 25 | 22.1 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Others | Newly Added |
| Classrooms with Wi-Fi OR LAN | Existing |
| Seminar halls with ICT facilities | Newly Added |
| Classrooms with LCD facilities | Existing |
| Seminar Halls | Newly Added |
| Laboratories | Existing |
| Class rooms | Existing |
| Campus Area | Existing |

[View File](#)

## 4.2 – Library as a Learning Resource

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

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| Book Magic (Proprietary Software) | Fully | Latest Upgraded Version | 2013 |

4.2.2 – Library Services

| Library Service Type | Existing | Newly Added | Total |
|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Text Books | 14400 | 3160000 | 0 | 0 | 14400 | 3160000 |
| Reference Books | 400 | 150000 | 0 | 0 | 400 | 150000 |
| Journals | 0 | 0 | 0 | 0 | 0 | 0 |
| e-Books | 2000000 | 5900 | 0 | 0 | 2000000 | 5900 |
| e-Journals | 4000 | 0 | 0 | 0 | 4000 | 0 |
| Digital Database | 0 | 0 | 5 | 10000 | 5 | 10000 |
| CD & Video | 98 | 0 | 0 | 0 | 98 | 0 |
| Library Automation | 1 | 80000 | 0 | 0 | 1 | 80000 |
| Others(specify) | 28 | 40000 | 0 | 0 | 28 | 40000 |

[View File](#)

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

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| NA | NA | NA | 30/06/2019 |

**No file uploaded.**

## 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 61 | 3 | 1 | 11 | 1 | 10 | 8 | 100 | 0 |
| Added | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| Total | 62 | 3 | 1 | 11 | 1 | 10 | 9 | 100 | 0 |

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

**100 MBPS/ GBPS**

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| **No Data Entered/Not Applicable !!!** | |

## 4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
|---|---|---|---|
| 9 | 7.96 | 12 | 10.2 |

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

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

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

# CRITERION V – STUDENT SUPPORT AND PROGRESSION

## 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

|  | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial Support from institution | Institutional Scholarship and Institutional Freeshi | 156 | 91000 |
| Financial Support from Other Sources |  |  |  |
| a) National | National Scholarship | 28 | 175250 |
| b)International | 0 | 0 | 0 |
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| Bridge Course | 13/08/2018 | 27 | Teaching Faculty |
| Remedial Coaching | 02/07/2018 | 97 | Teaching Faculty |
| Self Defense | 12/02/2019 | 100 | District Police |

| Training Programme for Girl Students | | | | Kottayam | |
|---|---|---|---|---|---|

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

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| 2018 | Orientation Programme on MAT, Resume Preparation, Interview tips and GD by Amity Global Business School, Kochi | 2 | 48 | 2 | 2 |
| 2018 | Orientation Programme on 'Aviation, Hospitality and Logistics Management | 0 | 42 | 0 | 0 |
| 2018 | Orientation programme on UPSC Civil Service Examination by Chanakya IAS Academy | 0 | 49 | 0 | 0 |
| 2019 | Orientation Programme on Arithmetic Skills and Quantitative Aptitude by Aashirwad Institute Vaikom | 0 | 39 | 0 | 0 |
| 2019 | 5 years comp rehensive coaching for competitive examination such as Bank, KPSC, UPSC, SSC, CDS by Aashirwad | 0 | 100 | 0 | 0 |

| | | | | |
|---|---|---|---|---|
| Institute, Vaikom | | | | |

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

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---|---|---|
| 0 | 0 | 0 |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---|---|---|---|---|
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| NA | 0 | 0 | SFO Technologies and other 46 Firms | 157 | 52 |

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|---|

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

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|---|---|---|---|---|---|
| 2019 | 1 | B.Sc. Zoology | Zoology | Al Ameen College Palakkad | LLB |
| 2019 | 1 | B.Sc. Zoology | Zoology | CUSAT | M.Sc Industrial Fisheries |
| 2019 | 3 | B.Sc. Zoology | Zoology | Devamatha College Kura vilangadu, Nirmala College Muva ttupuzha, St. Thomas College Pala | M.Sc. Zoology |
| 2019 | 2 | B.Sc. Physics | Physics | Marian College Kuttikkanam | MCA |
| 2019 | 2 | B.Sc. Physics | Physics | Assumption College Chan ganassery, D Paul Institute of Science and Technology | MSW |
| 2019 | 7 | B.Sc. | Physics | Mar Ivanios | M.Sc. |

| | | Physics | | College Thiruvananthapuram, Maharajas College Ernakulam, Basalius College Kottayam, Aquinas College Edakkochi, CMS College Kottayam, Assumption College Changanassery | Physics |
|---|---|---|---|---|---|
| 2019 | 1 | B.Sc. Chemistry | Chemistry | Govt. Law College Thrissur | LLB |
| 2019 | 5 | B.Sc. Chemistry | Chemistry | Basalius College Kottayam, DB College Thalayolaparambu, Maharajas College Ernakulam, SNM College Maliankara, KE College Mannanam | M.Sc. Chemistry |
| 2019 | 1 | B A Economics | Economics | CMS College Kottayam | MA Malayalam |
| 2019 | 1 | B A Economics | Economics | BK College Amalagiri | MA Economics |

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

| Items | Number of students selected/ qualifying |
|---|---|
| NET | 2 |
| Any Other | 2 |

[View File](#)

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

| Activity | Level | Number of Participants |
|---|---|---|
| Tribute to the soldiers | Regional | 76 |
| Inter-House Sports Competition | Institution | 200 |
| Christmas Competition | Institution | 60 |
| Football Competition | State | 300 |

| | | |
|---|---|---|
| Talents Fest | Institution | 70 |
| Union Inauguration | Institution | 150 |
| Arts Day | Institution | 300 |
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## 5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

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

The students of our college 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 student 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 Advisors as Convener, the HoDs 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 union meetings. The major events conducted by the Union are the Union Inauguration, Arts Day, College Day and College Magazine Release. Intramural Games Competitions and Annual Sports Day are conducted under the physical education teacher and points are awarded on the basis of the four houses. The Union conducts competitions and select candidates for University Youth Festival also. NCC, NSS, Sport's and Women Cell have Student Secretaries and Captains who coordinate the weekly activities.Active participation of student council are there in various committees of the college. All the major festivals and Days of Importance are celebrated and observed by the wholehearted support of the College Union.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

5255

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

149000

5.4.4 – Meetings/activities organized by Alumni Association :

1. Economics Department: General Body Meeting: 22/12/2018 Executive meeting: 15/7/2018, 5/8/2018 Silver Jubilee Celebration: 22/12/2018 2. Zoology Department Alumni Meet- 23/03/2019 Attended by 23 alumni 3. Politics

Department: Core meeting- 21-01-2019 Resonance2019- Alumni Meet 10-02-2019 attended by 70 members Created Face book page and Whatsapp group in February 2019. 4. NCC Alumni Core Meet on 2-10-2018 attended by 15 members Alumni Meet on 26-01-2019 attended by 15 students Pulwama Tribute- Organised by the NCC Alumni- 17/02/2019- 25 Members Activities arranged by Alumni Association in connection with Silver Jubilee Celebration ? 'Mikavu'-2018-2019 Adoption of Humanities Batch in Government Higher Secondary School Vaikom. ? 'Arthasasthra-Perumbalam'-Socio Economic Survey on Perumbalam Gramapanchayat, Students contributed library books to the Panchayat library—8/12 /2018 ? Amarthya -Chemparathy Garden in college Campus. ? Publication of Souvenir in connection with Silver Jubilee Celebration

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

St. Xaviers College Vaikom, instituted and run under the aegis of St. Xavier's Church Kothavara, is a minority institution fully adhering to the democratic ethos of decentralisation and participative management. The Principal, Heads of the departments, teaching and non teaching faculty along with student union members, class student representatives together concentrate on fostering the progress of institution by sharing the responsibilities and participate in the growth of institution and to act according to the aims and objectives of the Institution. Staff Meetings, Students Union Meetings, Council Meetings, IQAC Meetings, PTA Execcutive Meetings and Alumini Meetings are conducted to pool opinions and proposal. Faculty members are given representation in various committees/cells nominated by the Principal and the College Council. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Students are empowered to play important roles in various cells and clubs that are established at college level. The Principal, College Council, Teachers and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, code of conduct-discipline, grievance, support services, finance etc. Management committee takes case of infrastructure facilities which fulfil the quality and the required needs of the higher education bodies to reach the set goals or bench –marks of the Institution. It also extends all the amenities for the teaching and nonteaching faculty and students Immediately after the NAAC visit in 2013, the Management in consultation with the IQAC Coordinator started its preparation for the next cycle scheduled to be held in 2019. Respective committees headed by Convenors were formed in accordance with the criteria requirement. The smooth functioning of the committees was ensured through the participation of the students who were always ready to work hand in hand with the teachers and other stakeholders.

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

Partial

### 6.2 – Strategy Development and Deployment

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

| Strategy Type | Details |
| --- | --- |
| Admission of Students | The admissions in both UG and PG levels, are carried out through a Centralized Admission Process (CAP) in which candidates apply online through |

| | |
|---|---|
| | university website. The admission procedures are conducted by team members of the faculty supported by the administrative staff. The admissions under Management Quota, Community Merit, Cultural/Sports Quota, and Physically Handicapped Quota are done at the college level from the merit list of each category. The merit/selection list will be published in the notice board. Transparency is maintained throughout the admission processes. |
| Industry Interaction / Collaboration | • The Institution conducts industrial visits and factory visits for the students especially for vocational courses. Motivational talks and invited talks by successful entrepreneurs are organized by the Institutions. |
| Human Resource Management | • The Management Committee guided by the College Manager and the College Council are the apex powers that envision the human resource management of the institution. • Committees are constituted to implement the developmental projects as well as to coordinate various administrative responsibilities such as admissions, internal assessment, etc. • Staff meetings are held regularly and every member of the teaching and the nonteaching staff gets sufficient opportunity to express his/her ideas and to participate in the decision making process. Important decisions are taken after dialogue and consultation with all stakeholders. • Every teacher in the College is entrusted with the responsibility of some clubs, associations or forums to channelize the talents and resources for the well-being of the institution and society. • Grievances redress cell facilitates the resolution of grievances of any stakeholder in a fair and impartial manner maintaining necessary confidentiality, as the case may be. • Different committees are formed for various activities like discipline, internal evaluation, sports, arts, anti-ragging etc |
| Library, ICT and Physical Infrastructure / Instrumentation | The college library is updated periodically with the recent volumes. Library is fully automated. e books and e journals can be accessed through NLIST consortium offered by INFLIBNET centre. The IT lab has been |

| | |
|---|---|
| | continuously used to impart training to staff and students. All the students are registered for an Add on course in computer. Smart room , media lab and Ladies rest room were renovated. |
| Research and Development | The Research Advisory Committee evaluates the activities of the teachers undergoing the research work. Students were made to participate in workshops to cultivate a taste for research. Teachers attended various seminars and presented papers. Seminars were conducted for faculty and students to inculcate scientific temper. Three Faculty members received FDP assistance. |
| Examination and Evaluation | Examination and evaluation were strictly followed in accordance with the University Guidelines. Continuous evaluation and group based evaluations were also introduced. Transparent procedures are followed for the conduct of examinations and evaluation. For each semester and programme, course outcome and programme outcome are evaluated and necessary action taken for improvement where ever required. |
| Teaching and Learning | • Every academic year begins with an orientation to the students and special orientations are also arranged for the Faculty members. Teachers attended refresher courses and orientation programmes to improve the quality of teaching • The respective Departments prepare Department wise academic calendars and the teaching plan before the commencement of the programme. The institution ensures timely completion of the syllabus • Bridge courses and remedial classes are conducted by the teachers to offer help to slow learners • Open Courses are judiciously chosen and Choice Based Courses in UG programmes are followed. • The institution provides the students with field visits, museum visits, factory visits etc. • Seminars are regularly conducted. • The academic and career prospects of the advanced learners are improved with the help of special coaching and inter-cultural interactive sessions. • The high performers also offer assistance in the form of peer teaching. • ICT enabled teaching is practised by the faculty of all Departments. Classes were based on web based, e-learning materials. • IQAC |

| | |
|---|---|
| | gathered feedback on the performance of teachers from all the students in a structure questionnaire • Encourage faculty to attend FDPs and online courses for continuous up gradation of their knowledge in the area of their specialization as well as to create awareness on contemporary topics which helps in their academic enrichment • Teachers are encouraged to regularly publish in reputed peer reviewed journals and magazines. • Students and faculty are motivated to make optimal use of library learning and online resources. |
| Curriculum Development | • The College follows the curriculum prescribed by the affiliated University. Feedbacks on Syllabus from various stakeholders are collected annually and conveyed to the University through the faculty members in the Board of Studies. As per the curriculum, the College prepares an Academic Calendar every year in tandem with the University norms. • Faculty members actively participate in the workshops and camps for syllabus revision and restructuring |

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

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

## 6.3 – Faculty Empowerment Strategies

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

| Year | Name of Teacher | Name of conference/ workshop attended for which financial | Name of the professional body for which membership | Amount of support |
|---|---|---|---|---|

| 2018 | Anju T A | National Seminar on Research Methodology in Social Sciences | PG Dept. of Commerce | 500 |

[View File](#)

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

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
| --- | --- | --- | --- | --- | --- | --- |
| 2018 | A seminar on NAAC accreditation in Colleges | A seminar on NAAC accreditation in Colleges | 28/11/2018 | 28/11/2018 | 26 | 10 |
| 2018 | SeminarA seminar on "Drug abuse in adolescents" | - | 03/10/2018 | 03/10/2018 | 25 | 0 |
| 2019 | Workshop Cum Seminar on Enhancing Effective Teaching Learning Strategies in the Digital Era | - | 08/01/2019 | 08/01/2019 | 26 | 0 |

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
| --- | --- | --- | --- | --- |
| Summer school by UGC –HRDC, Kannur University | 1 | 06/03/2019 | 26/03/2019 | 21 |
| Winter School by ICAR-CMFRI, Cochin | 1 | 01/12/2018 | 21/12/2018 | 21 |

| | | | | |
|---|---|---|---|---|
| Refresher Course by HRDC, Kannur university | 1 | 31/12/2018 | 19/01/2019 | 21 |
| Refresher Course by HRDC Bangalore University | 1 | 03/01/2019 | 24/01/2019 | 21 |
| Orientation programme by UGC-HRDC , Bangalore University | 1 | 25/06/2018 | 21/07/2018 | 28 |
| 58th Orientation Programme by UGC –HRDC , Bangalore University | 2 | 03/12/2018 | 31/12/2018 | 28 |
| FDP by Mahatma Gandhi University | 3 | 01/07/2018 | 30/06/2019 | 365 |

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 0 | 0 | 0 | 0 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| • The St. Xavier's College Staff Cooperative Society extends the services like savings and deposits of funds and schemes like Short term and Long term loans. Profit share of the Society is distributed among its members. The Society has gained widespread popularity among the teachers because of the ease of processing, low interest rates and viable terms and conditions. • The college provides Gymnasium Yoga Centre, Shuttle court • Free medical checkup • Staff tour and family get together • The canteen | Members of the non teaching staff are also privileged to enjoy all the services offered by the Staff Cooperative Society. Free medical check up is done annually. Members of the nonteaching staff are sent off with due respect at their retirement. At the annual gathering conducted towards the close of the academic year the Manager of the institution gratefully recognizes their commitment and dedication. They are provided ample parking spaces to conveniently park their vehicles. | Students are provided lunch at subsidized price and free meals are offered to the economically challenged, identified by the institution. Besides, helping the students avail themselves of various scholarships, the institution takes necessary steps to support the financially backward students. Special facilities are provided for differently abled in the campus. Separate parking facilities for boys/girls vehicles, separate ladies and gents toilet complexes, purified drinking water facilities |

| serves nutritious and hygienic food for staff at reasonable price. | | and water coolers are also provided. Career Guidance and Placement cell of the college functions with the objective of providing guidance and assistance for the students to achieve their career goals. |
| --- | --- | --- |

## 6.4 – Financial Management and Resource Mobilization

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

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

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
| --- | --- | --- |
| Manangement | 3700000 | Renovation of infrastructure, salary to supporting staff |

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6.4.3 – Total corpus fund generated

| 4044450 |
| --- |

## 6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
| --- | --- | --- | --- | --- |
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | NIL | Yes | IQAC |
| Administrative | Yes | Government | Yes | PV Chacko Co. |

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

Issues like students' attendance shortage, wearing ID cards, abuse of mobile phone were discussed in the executive meetings and the PTA extended its support to all the relevant decisions taken by the College authorities. PTA funds are utilized for instituting scholarships and endowments for meritorious students. PTA provides financial assistance as advance of salary for Guest Lecturers, advance for NSS extension activities, to purchase books and computers, incinerator facility at ladies toilet etc. PTA stands with the Management, Principal and the staff council giving support and timely assistance for furthering the objectives of the institution. A seminar on "Role of parents in student's life" was conducted for parents.

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

• Financial assistance and other welfare measures for the support staff depending on necessity and need. • Capacity building programmes and team building HR development sessions. • Annual tour for the rejuvenation

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

1. Promoted a Green and Clean Campus 2. Encouraged IT enabled teaching and learning 3. Evaluation by various stakeholders-Management/Parents/Students 4. Started a PSC coaching center in the campus by Career Guidance Cell. 5. All the Science Laboratories of the college have been renovated 6. Development of various infrastructure facilities like guest room, ladies toilet by PTA, renovation and extension of college office 7. The concept of organic farming is developed

## 6.5.5 – Internal Quality Assurance System Details

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

## 6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|---|---|---|---|---|
| 2018 | One day seminar "Radiance" on career orientation and advanced web search techniques | 07/07/2018 | 07/07/2018 | 07/07/2018 | 250 |
| 2018 | IQAC Meeting | 13/07/2018 | 13/07/2018 | 13/07/2018 | 15 |
| 2018 | Motivational talk for students, teaching and non-teaching staff | 31/07/2018 | 31/07/2018 | 31/07/2018 | 250 |
| 2018 | A seminar on "Right to information" | 08/08/2019 | 08/08/2018 | 08/08/2018 | 200 |
| 2018 | IQAC Meeting | 12/09/2018 | 12/09/2018 | 12/09/2018 | 45 |
| 2018 | Ozone Day Celebration | 26/09/2018 | 26/09/2018 | 26/09/2018 | 150 |
| 2018 | A seminar on Goods and Service Tax and Career Counselling for students and staff | 04/10/2018 | 04/10/2018 | 04/10/2018 | 135 |
| 2018 | Kerala Piravi Celebrations | 15/11/2018 | 15/11/2018 | 23/11/2018 | 70 |
| 2018 | IQAC Meeting | 28/11/2018 | 28/11/2018 | 28/11/2018 | 45 |
| 2018 | Socio | 08/12/2018 | 08/12/2018 | 08/12/2018 | 65 |

|  |  | Economic Survey |  |  |  |  |
|---|---|---|---|---|---|---|

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

| Title of the programme | Period from | Period To | Number of Participants | |
|---|---|---|---|---|
|  |  |  | Female | Male |
| Seminar on Right to Equality and Privacy organized by the Department of Political Science | 10/12/2018 | 10/12/2018 | 55 | 25 |
| A Day with Gender Varied':Panel Discussion with Transgenders | 21/01/2019 | 21/01/2019 | 167 | 59 |
| Seminar on 'Media and Gender Representation' as part of Media Seminar jointly organized by State Youth Welfare Board and the Department of Political Science | 23/01/2019 | 23/01/2019 | 64 | 42 |
| Self Defence Training Programme for Girls in association with Kerala State Police Department and the Women's Cell | 21/02/2019 | 22/02/2019 | 100 | 0 |
| Legal Awareness on Sexual Offence against Women organized by the Women's Cell | 22/02/2019 | 22/02/2019 | 66 | 32 |

**7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:**

| Percentage of power requirement of the University met by the renewable energy sources |
|---|
| On Grid Solar Power Plant (7kWp) was commissioned in the college on 02/02/2019 and the expected annual generation of the plant is 10220 kW. The average consumption of electric power required by the college is estimated as 70 kW and 10 of the consumption is expected to meet by the solar power plant. As per Green Audit Survey, 120 Fluorescent Tube lights were replaced by LED Tubes during the year 2018-2019 and whichmay lead to an energy saving of 2400W |

**7.1.3 – Differently abled (Divyangjan) friendliness**

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Physical facilities | Yes | 2 |
| Ramp/Rails | Yes | 2 |
| Rest Rooms | Yes | 2 |
| Scribes for examination | Yes | 2 |

**7.1.4 – Inclusion and Situatedness**

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|---|
| 2018 | 1 | 1 | 01/06/2018 | 1 | Clean Vembanad Drive | To make public aware on the Conservation of natural resources | 54 |
| 2018 | 1 | 1 | 02/06/2018 | 1 | Hands To Kids | To enhance better learning facility to economically backward children | 100 |
| 2018 | 1 | 1 | 01/06/2018 | 300 | RUTRONIX Certified Courses on Computer Education | Certified Add-on-courses to promote Computer literacy among students | 111 |
| 2018 | 1 | 1 | 05/07/2018 | 36 | Feed an aged | To inculcate | 50 |

| | | | | | | the principles of philanthropy | |
|---|---|---|---|---|---|---|---|
| 2018 | 1 | 3 | 18/08/2018 | 7 | Service at Flood Relief Camps | To build societal concerns among the youth | 110 |
| 2018 | 1 | 2 | 18/08/2018 | 14 | Flood relief activities doneby NCC and NSS | To act as support mechanism to promote the state initiatives during the flood | 87 |
| 2018 | 1 | 5 | 05/09/2018 | 6 | Post flood cleaning activities | To provide timely help to the affected in our society | 80 |
| 2018 | 1 | 1 | 09/10/2018 | 91 | SahapadikeOruVeede: Reconstructing House to a classmate | To provide financial assistance to An underprivileged student | 1 |
| 2018 | 1 | 4 | 17/10/2018 | 212 | Reconstruction of Houses | To support four economically backward families whosehousesgot collapsedduring the flood | 4 |
| 2018 | 1 | 1 | 06/12/2018 | 5 | Seminar series conducted at different schools in Thalayazham Panchayat as part of Human | To make students and public aware of the basic concepts of human rights | 300 |

| | | | | | Rights Day celeb ration | |
|---|---|---|---|---|---|---|---|

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

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| 1. Code of conduct for Principal Directed by the governing body regarding administrative and other matters, Principal is held responsible with the general administration and overall supervision of the institution. All the strategic decisions regardin | 30/07/2018 | Regular review of observance of the rules and regulations to be followed by the students is evaluated by concerned class teachers and mentors. Regular staff meetings are conducted to review the code of conduct to be followed by the teachers. This will be done in the presence of Principal and the Manager. The College Council meetings are held at regular intervals to evaluate and set the necessary changes required to accomplish the Vision and Mission of the college |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| Cyber Safety Awareness Programme | 06/12/2018 | 06/12/2018 | 180 |
| Seminar on Fundamental Rights- Challenges and Prospects' onHuman Rights Day | 10/12/2018 | 10/12/2018 | 300 |
| AksharangalillathaP usthakam :Book Review Programme | 12/12/2018 | 12/12/2018 | 90 |
| Orientation programme on Male Sterilization and Smoking Hazards among youth | 15/01/2019 | 15/01/2019 | 98 |
| Documentary Screeningand discussion on Environmental Issues in Kerala | 19/01/2019 | 19/01/2019 | 116 |
| VIMUKTHI 2018- Anti narcoticawareness Programme | 11/06/2018 | 11/06/2018 | 130 |

| | | | |
|---|---|---|---|
| Seminar on World Population and Family Planning in connection with World Population Day celebration | 24/07/2018 | 24/07/2018 | 189 |
| Awareness Programme on RTI Act | 08/08/2018 | 08/08/2018 | 200 |
| Swachhta Campaign-Invited Lecture on World Peace | 15/08/2018 | 15/08/2018 | 148 |
| Ozone DayCelebration | 26/09/2018 | 26/09/2018 | 150 |
| [View File](#) | | | |

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

1. Plastic-free Campus - As part of the 'Clean St. Xavier's Mission' initiative, the students and faculty clean the campus, collect waste and hand over it to recycle. Being plastic-free campus, the usage of plastic bags, bottles and plates is strictly prohibited within the college premises. 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 plastic wraps 2. 2. Waste Management - The college ensures proper waste management system with the collection and disposal of biodegradable, non-biodegradable and electronic wastes separately. Students are encouraged to minimize food wastage. The college has installed incinerators in the lady's toilet block for sanitary waste disposal. The N.S.S. volunteers of the college collectplastic and e-waste from the campusat regular intervals. Plastic waste collected by the volunteers is handed over to outside agencies twice in a year. 3. Green Initiatives - As part of the green energy initiatives, an energy audit was conducted within the campus followed by the replacement of incandescent and CFL lamps with LED lamps.The college has a roof top rain water harvesting system and three ferro cement tanks two of them with 35000 litre and one with 25000 litre capacities are installed in the campus. More than 60 of the campus area is covered by trees. 'Go Green Live Green' initiative promotes the ideology of organic farming and chemical free vegetables, the need of the hour among the students and stakeholders. 4. Clean Vembanad Drive - The Department of Zoology and Aquaculture, in collaboration with the Central Marine Fisheries Research Institute Cochin, organized 'The Citizen Science Programme' to examine the extent of pathogenic bacteria pollution in the lake. The student volunteers of the college conducted an awareness campaign as part of the 'Clean Vembanad Drive'. They visited the houses of the local community and made them aware of the alarming toxic contamination of Vembanad lake. 5. Promotion of Public Transportation system - On the basis of survey conducted among students, 18 are pedestrians, 12 uses bicycles and only 6 prefers own vehicles and 64 of the students use public conveyance mode to reach the campus. A fair number of teaching faculty practice car-pooling technique in addition to the public conveyance. 6. Digital Initiatives - The college prefers to docommunication with the University,Government Officials and its stakeholders through electronic mails. Office administration is mainly carried out through e-files while inter and intra departmental communications through whatsapp groups, SMS and group email. The admission, attendance and internal marks entry are done through specially developed software. Our website furnishes all the information and the college library provides e-resources to the student community thus ensuring digital practices.

| 7.2 – Best Practices |
| --- |
| 7.2.1 – Describe at least two institutional best practices |

BEST PRACTICE. 1 An initiativetitled '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. The prime objective of this practice is to promote organic farming at the campus with active participation of students, teachers, non-teaching staff, and management of the college on a voluntary basis.In fact, majority of the students of the college belong to the agrarian sector, this particular practice can ensure students' active participation in promoting the message of poisonous free vegetables and sustainable agriculture practices. The '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. As a part of 'Go Green Live Green', three acres of land in the college was prepared for vegetable cultivation. Garden soil was mixed with decayed leaves, grass clippings, compost, wood ash, cow dung and other organic manures. To meet the expenses of farming, funds were collected from the College's Management, Village Panchayat and other individual contributors.Vegetables like bitter gourd, snake gourd, cow pea, amaranthus, cauliflower, cabbage, chilly, brinjaland red spinach were cultivated in the college campus. 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. The NSS unit of the college also initiated to make a kitchen garden in the college campus andvegetables like tomato, ladiesfinger, spinach, watermelon, green chili, cucumber, brinjal and long beans were cultivated. Harvested vegetables were sold out through conventional open auction and it facilitated to make poisonous free vegetables available to the to the students, teachers, non-teaching staff and other stakeholders along with the members of local community at an affordable price. Income generated through the sale was kept as reserve fund for meeting the expenses of coming year's cultivationactivities. Through this initiative the students of the college get familiarizedwith the practices associated with organic farming, preparation of organic manures and organic pesticides. As an extension of 'Go Green Live Green', the Department of Zoology and student volunteers of the institution have begun backyard fish farming practices at the campus. The fingerlings of indigenous breeds like Pearl spot, Tilapia and shrimps have released separately in the water channels in the campus and fish tanks. The latest attempt done in line with 'Go Green Live Green'initiative was planting 200 coconut saplings in the college campus. Amidst many challenges the nonprofit oriented organic farming practices have been consistently continuing at the campus since 2013 with the dynamic involvement of the student volunteers. BEST PRACTICE. 2 The 'Revamp Vaikom' initiative is a humble effort of St. Xavier's fraternity to mobilize and empower the disadvantaged sections in the Vaikom Taluk. The foremost consideration of this initiative is to impart awareness among the natives of Vaikom on health, sanitation, healthy food habits, ecofriendly lifestyle, environmental protection and conservation of natural resources. The student volunteers and the NCC cadets visited 75 houses located on the shoreline of Vembanad lake as a part of an awareness campaign titled 'CleanVemband Drive'. The students of the college had planted onehundred tree saplings on the shoreline of the lake on the World Environmental Day. The Career Guidance And Placement Cell of the college organized 'RADIANCE 2018' to provide awareness on career opportunities among the target audience including Graduates, students of

various colleges parents and faculty members. At the time when the State of Kerala witnessed the worst flood in August 2018, the facilitators of 'Revamp Vaikom' including faculty members, students,alumni and non-teaching staff of the college had actively participated in the rehabilitation activities in different flood affected area in Vaikom Taluk. During those days the faculty members and students were dynamicallyengaged in collecting goods for relief shelters and distributing them among the needy. A good number among the faculty members were voluntarily took responsibility of the management of the relief camps. The student volunteers of the college also helped in packing materials and distributing it in the relief camps.They had also collected food materials, bottled water, essential grains, clothes, toiletries etc. and distributed it in the relief camps nearby. Later, during the rehabilitation stage, facilitators of 'Revamp Vaikom' collected water samples fromthe flood affected houses and conducted a water quality test.The NSS unit and NCC cadets of the college and forty student volunteers under the guidanceof concerned coordinators and faculty members had started a one-week long cleaning drive in connection with 'Revamp Vaikom. More than two hundred flood affected houses and wells in the nearby areas were disinfected andcleaned under this drive and sixty students of the college voluntarily shared the responsibilities associated with it. Another remarkable initiative under 'Revamp Vaikom' was the reconstruction activities done in the flood affected areas. The Department of Economics of the college has shouldered the reconstruction activities and the financial requirement is met through crowd funding in association with the Rotary Club,Pala ST. Mary's Church Thekkoyi, alumni of the college and the District Panchayat, Udayanapuram. This conjoined endeavor hasresulted in a decision to reconstruct completely demolished four houses in the flood affected areas.The reconstruction works have started and its completion is expected to happen within one year.

| Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link |
|---|
| http://www.stxavierscollegevaikom.org/gallery.aspx |

## 7.3 – Institutional Distinctiveness

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

Since its inception, the college has played a pivotal role in providing educational opportunities to economically and socially backward class in Vaikom Taluk and its neighbourhood. A large majority of the students of the college are first generation learners in higher education and they belong to the economically underprivileged classes. In fact, the singularity of this coeducational institution is that it aims at furnishing and fulfilling the educational needs of the deprived and the marginalised. It is evident that the college inventively make available quality education and instinctively cater the educational aspirations of the youth in rural areas through socially accountable academic and non-academic activities. The mission of the college is to provide value-based education in letter and spirit and mould the younger generation intellectually competent, emotionally balanced, spiritually enlightened and morally upright. This institution has been framed distinctive strategy to cherish its vision and mission by ensuring student participation in organising and conducting events. The different departments of the college individually and jointly host programmes to advance employability skills, personality enrichment, gender sensitivity,entrepreneurial development and knowledge extension. In line with this, hands-on training programmes, on-the-job training programmes, industrial visits, and internship training programmes are executed to provide experiential knowledge to students. The college upholds consistent efforts to ensure the basic principle of social inclusion through

the implementation of specially oriented programmes like Hands to Kids, Feed an Aged, Clean Vembanad Drive, Arthasatra, A day with Gender Varied, Go Green Live Green, Revamp Vaikom etc. These efforts inspire students, faculty members and the public to mould the spirit of social responsibility and civic sense. The timely intervention of the students and faculty members in the flood relief and rehabilitation activities explicitly discloses the extend of societal concerns internalised. The outreach programmes host by the college can bring forth positive outlook among the student community, stakeholders and the public towards the preservation of ethnic practices and protection of natural resources. This institution through its socially inclusive programmes and services articulates that the basic essence of education is to create awareness, enhance opportunities, mould independent thoughts and build respect for human rights.

| Provide the weblink of the institution |
|:--:|
| http://www.stxavierscollegevaikom.org/gallery.aspx |

## 8.Future Plans of Actions for Next Academic Year

As per recommendations of NAAC team, conveyance facilities to college from nearest towns are to be improved and coordinated Proposal to apply for new courses to facilitate higher studies and manpower improvement. Facilities for research are to be improved, with provisions and opportunities to teachers to complete their doctoral programmes. Training to be conducted on methodology of research for students ACADEMICS 1. To improve the academic standards, more National and International Seminars are to be conducted. This may include teachers, students and other stakeholders 2.Career guidance training are to be conducted for the students by experts in the field. 3. Using college computer lab (XIIT), computer training is to be provided to the office staff for improving computer skills. 4. Soft skill development programmes are to be conducted for the overall development of students. ADMINISTRATION 1. To strengthen the effectiveness of the office staff , special trainings are to be provided to handle the different sections of the office work 2. Provide computers in every section of the office with uninterrupted internet connection. 3. Regular monitoring of the office work by Head of office 5. Examining all registers and ensuring that the stock registers are up to date. INFRASTRUCTURE 1. As part of infrastructure enhancement, the compound walls of the institute has to be reinforced and modified. 2. A protection wall of stones has to be built up on the lakeside to prevent shore erosion by backwaters 3. A new ornamental gate and interior roads are to be built on the western side of the college to facilitate direct entry into the campus from the spillway. 4. False roofing in labs and modernization of labs to meet the required standards of safety and excellence. 5. A passageway connecting the main buildings of the campus together to facilitate easy access to library and College Office. 6.Additionaltoilets and classrooms to be made for new courses that are proposed Go green 1. Mangrove plantation on the sides bordering the Vembanadlake and collaboration with Government Departments like Social Forestry and Wildlife. 2. Conduct seminars in collaboration Governmental bodies for sensitizing students on environmental issues like environmental degradation, mangrove destruction and shoreline conservation. 3. To take necessary steps to promote the principles and practices of organic farming. 4. To initiate and continue arecanut, coconut and banana cultivation in collaboration with student groups like National Service Schemes. 5. Backyard fish farming to be initiated in the coconut groves.