

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2013-2014

I. Details of the Institution

1.1 Name of the Institution

St. Joseph's College for Women

1.2 Address Line 1

Convent Square

Address Line 2

Vazhichery Ward

City/Town

Alappuzha

State

Kerala

Pin Code

688001

Institution e-mail address

stjosephcalpy@yahoo.co.in

Contact Nos.

0477-2244622

Name of the Head of the Institution:

Dr. Sr. Janat Augustine K

Tel. No. with STD Code:

0477-2244622

Mobile:

9495211890

Name of the IQAC Co-ordinator:

ROSE MICHAEL

Mobile:

9847744222

IQAC e-mail address:

iqacstjosephcalpy@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

15104

OR

1.4 NAAC Executive Committee No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

EC/63/RAR/25 dated 23-3-2013

1.5 Website address:

www.stjosephcollegeforwomen.org.

Web-link of the AQAR:

[www.stjosephcollegeforwomen.org/
download.php](http://www.stjosephcollegeforwomen.org/download.php)

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	82.5%	2004	7 years
2	2 nd Cycle	A	3.11	2013	5Years

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

06/06/2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR __2012-2013 submitted on __31/05/2014
- ii. AQAR __2013-2014 submitted on – 8/5/2015

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Kerala University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

Five star status by govt of Kerala for the conduct of ASAP

2. IQAC Composition and Activities

2.1 No. of Teachers	10								
2.2 No. of Administrative/Technical staff	2								
2.3 No. of students	2								
2.4 No. of Management representatives	3								
2.5 No. of Alumni	1								
2.6 No. of any other stakeholder and community representatives	1								
2.7 No. of Employers/ Industrialists	1								
2.8 No. of other External Experts	1								
2.9 Total No. of members	21								
2.10 No. of IQAC meetings held	3								
2.11 No. of meetings with various stakeholders:	No.	4	Faculty	12					
Non-Teaching Staff	6	Students	2	Alumni	2	Others	8		
2.12 Has IQAC received any funding from UGC during the year?	Yes			No					
	If yes, mention the amount								
2.13 Seminars and Conferences (only quality related)									
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC									
Total Nos.	2	International		National		State		Institution Level	2
(ii) Themes	Quality Improvement. Innovations in Teaching and Administration.								

2.14 Significant Activities and contributions made by IQAC

- Planning and preparation of action plan.
- Orientation to first year students
- IQAC has been involved in helping the principal & other committees.
- Gives valuable suggestions for activities & maintaining the quality of education.
- Looks after academic activities including teaching learning evaluations.
- Teaching quality improvement
- Encourages Research activities in students and teachers
- Formation of different committees
- Planning for diamond jubilee activities.
- Conduct periodic performance appraisal analysis.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1) To conduct the meeting of IQAC. At regular intervals 2) Planning for the diamond jubilee activities 3) To enrich Library & Laboratories. 4) To motivate the teachers for Research activities 5) To encourage the students for Building their overall development. 6) To prepare the proposal for autonomy 7) To encouraged the students for competitive examinations and career selection	1) Conducted monthly meetings of IQAC during the year. 2) Various meetings held 3) Purchased new books, periodicals, reference books, Equipments and chemicals as per requisitions. 4) Minor research projects, faculty members attended and presented papers in State, National and International Conferences/seminars. 5) Students encouraged to taking part in academic and other activities outside and inside the campus. 6) Application submitted for autonomy 7) Various departments have conducted invited talk on career development, bank coaching classes etc.

* Attach the Academic Calendar of the year as Annexure. Annexure I

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Planning for diamond jubilee activities.
- More Reference books and furniture introduced in the library.
- Faculty encouraged to attend Refreshes Courses, seminars and work shops.
- Organized work shops and seminars.
- Research oriented teaching and learning.
- Improvement of infrastructure
- Encouraged Teachers for additional qualification and research work

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	2	1		
UG	9			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	6			
Others				
Total				
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	0
Annual	0

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

An analysis of the feedback in the Annexure II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- Syllabi restructured for I and III semester students.
- Revision from grading to marking system
- Revision of syllabus of both UG and PG.
- Revision of allotment of marks for attendance.
- Guidelines for evaluations of Dissertations and Viva Voce.

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

- PG department of Nutrition and Dietetics

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
51	25	25		1

2.2 No. of permanent faculty with Ph.D.

15

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	7								

2.4 No. of Guest and Visiting faculty and Temporary faculty

7

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	37	7
Presented papers	1	12	3
Resource Persons	0	3	10

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

- ICT enabled teaching and learning ,
- History teaching through visual media,
- Conducted various debate, elocution, quiz, group discussion, competitions
- Exhibitions, Peer group learning, tutor ward system, orientation classes, remedial classes and value education classes.
- Teaching faculty & students are encouraged to use latest. technology such as internet facilities in teaching learning process
- Teacher study materials shared with students (soft copy, PPT).
- For research motivation-projects are given to students.
- Soft skill training programs, computer classes for second year students.

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

220

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

Entry level test for new comers both at UG and PG level

2.9 No. of faculty members involved in curriculum

6

restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

95

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	322	1A+ 11A	94B+ 129B		49C+ 10C	91.88
PG	24	1 I rank	13	8		87.5

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

- Monthly report collected from various departments
- Monthly Meetings held by Committees, various clubs
- Monitor and supervise the Teaching & Learning processes
- Plans the academic yearly calendar
- Plans the academic and non-academic activities
- Evaluation of students done by internal examination and test papers regularly.
- Teacher evaluation done at the end of the academic year.
- Assessment given to all students
- Projects given to the third year students.
- Analyses the output and feedback
- Suggest and plan the future action.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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Refresher courses	
UGC – Faculty Improvement Programme	1
HRD programmes	
Orientation programmes	6
Faculty exchange programme	
Staff training conducted by the university	7
Staff training conducted by other institutions	8
Summer / Winter schools, Workshops, etc.	14
Others	18

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	2	0	2
Technical Staff	12	2	0	2

Criterion – III

3. Research, Consultancy and Extension

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

<ul style="list-style-type: none"> • Encourages Teachers to engage in minor and major research projects, ongoing PhD, • Student Research projects as part of UG and PG programmes. • Project lab for PG Physics students • More research publications • Research committees are formed and meetings held • Research projects by students • Encourage the teachers to present papers in international, national and state level seminars. • Encourages in book writing and publications.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		6		5

Outlay in Rs. Lakhs		8,30,000		5,00,000
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3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		6,49,800		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	3	
Non-Peer Review Journals	3	6	2
e-Journals	2	2	
Conference proceedings		6	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects		UGC	6,49,800	0
Minor Projects		UGC	13,30,000	1,20,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	student project	KSCSTE	28000	nil
Total			2,007,800	1,20,000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

Prathiba
Higher
education

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		4			
Sponsoring agencies		UGC KSCSTE			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
1				M.Phil		

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)
 JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="9"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="25"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="24"/>		
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="4"/>	Any other	<input type="text" value="10"/>

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

- ☞ Activities in the adopted school in the Beach Road St. Sebastins LP School.
- ☞ Training the Trainers Programme in communicative English.

- ☞ Training for additional skill acquisition programmes.
- ☞ NSS camps and activities
- ☞ Invited lecture on ethics and aesthetics.
- ☞ Speak English campaign
- ☞ Talks on motivation
- ☞ Media seminar.
- ☞ Intercollegiate Spelling Bee competition
- ☞ Annual elocution competition.
- ☞ e-jalakam project
- ☞ Science club conducted exhibition and virtual lab classes.
- ☞ Exhibitions and seminars for talented students.
- ☞ ESDP on food processing for women entrepreneurship
- ☞ Special day observations, visit to orphanage,
- ☞ Visit to research centres
- ☞ Internship for PG students.
- ☞ Survey
- ☞ Work shop on flower making and garment painting
- ☞ Donated clock to Mahila Mandir
- ☞ Anganwadi visit and distribution of sweets and stationary items.
- ☞ Documentary show
- ☞ Pamphlet distribution to the neighbouring shops on composting techniques.
- ☞ Sensitising students to ecological and environmental issues.
- ☞ Encourage the students to engage in community services.
- ☞ Faculty members are involved in research activity by giving projects on socially relevant topics
- ☞ Awareness programme for youth potential organized by NSS
- ☞ AIDS awareness rally by NCC.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.5 acres	0		3.5 acres
Class rooms	33	0		33
Laboratories	11	0		11
Seminar Halls	2	1	UGC	3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

<ul style="list-style-type: none"> ❖ Computerized details of books available in the reference library. ❖ Library computerized (KOHA open source soft ware). ❖ Office administration is fully computerized ❖ INFLIBNET ❖ Online purchase of books ❖ WI-FI
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	41633	Rs. 678282	788	Rs. 286911	42421	Rs. 965193
Reference Books	1386	Rs. 360159	124	Rs. 149626	1510	Rs. 509785

e-Books	31000	Free eBooks	Nil	Nil	31000	Free eBooks
Journals	64	Rs. 21814	8	Rs. 4450	72	Rs. 509785
e-Journals	6000	Rs. 5000	Nil	Nil	6000	Rs. 5000
Digital Database	28	Rs. 5000	Nil	Nil	28	Rs. 5000
CD & Video	600	Rs. 9000	Nil	Nil	600	Rs. 9000
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	78	4	OF (NMEICT)	3	2	1	11	
Added	3	0	0	0	0	0	0	
Total	81	4	1	3	2	1	11	

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

- New courses for students such as MS office, DTP, Tally, e jalakam classes.
- Every department has been provided with computers, LCD and internet system.
- Use of computers in, teaching-learning, evaluation and research.
- Students are encouraged to make use of computers for Power Point Presentations of their seminars and projects.
- WIFI connectivity available in the library.

4.6 Amount spent on maintenance in lakhs :

i) ICT	131,499
ii) Campus Infrastructure and facilities	389,979
iii) Equipments	164,775

iv) Others

425,612

Total :

1,111,865

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Awareness about student support services were given in general assembly and also in classes by tutors.
- Appraisal of latest information
- Skill development program, College Magazine, Remedial Classes, Industrial Visits.
- Academic tutoring and training in leadership
- Financial aid for poor students
- Counselling for needy students and mentoring
- Exposure to cultural events.
- Notices on all events displayed on notice board and facilities for scholarship made known to the students.

5.2 Efforts made by the institution for tracking the progression

- Alumni feed back
- Self appraisal of teachers, and student feedback on teachers.
- Regular Observation and Monitoring of student progression through internal exams.
- Progress report maintained in the department
- Financial assistance extended to economically weaker students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1001	77		

(b) No. of students outside the state

3

(c) No. of international students

0

Men

No	%
0	0

Women

No	%
1001	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
243	51	1	712	2	1057	112	68	2	855	5	1078

Demand ratio 1:15

Dropout % < 2%

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

<ul style="list-style-type: none"> ❖ PSC coaching classes ❖ Workshop on initiation to mathematics. ❖ Physical education training ❖ Bank coaching ❖ Computer classes ❖ Add on course in Managerial skills. ❖ Training in computer applications.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- ❖ Counselling given every week by college counsellor.
- ❖ Counselling given by tutors at proper time.
- ❖ Orientation classes.
- ❖ Career guidance classes.
- ❖ PSC coaching.
- ❖ Career oriented seminars, books on career guidance.
- ❖ Consultation with parents on value education, social ethics.
- ❖ Grievance sharing.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	200	10	0

5.8 Details of gender sensitization programmes

- Four Faculty members attended Sensitivity Awareness Motivation work shops for Capacity Building of Women Managers in Higher Education.
- Gender based violence awareness programme was conducted in association with DMO office.
- Student members in Women study unit.
- Action oriented programmes of women cell according to the issues and needs of the time.
- Women's day celebrations.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	128	Rs.87550

Financial support from government	413	Rs.2845495
Financial support from other sources	150	Rs .70000
Number of students who received International/ National recognitions	4	Rs .200000

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: 2

- Telephone booth with coin box facility was erected at a strategic location for the general use of the student body.
- The intermittent complaints regarding missing items and money made by students and staff were taken up and redressed satisfactorily.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<u>Our Vision</u>
To fulfil the vision of our beloved foundress St. Magdalene of Canossa in the formation of hearts, we commit ourselves to form intellectually trained, morally upright, socially committed and spiritually inspired young women, especially the poor and marginalized, who will efficiently and effectively contribute their share towards the building up of a better society based on the values of truth and love.

6.2 Does the Institution has a management Information System

- Transparency in annual report presentation at PTA and general body meetings
- Regular report presentation in staff meetings.
- Information available on web site and internal net work, common news.
- Major decisions are taken in the committee with stake holders.

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

6.3.1 Curriculum Development

- Bridge course for first year students at the beginning of the academic year.
- Remedial coaching for slow learners.
- Entry level assessment.
- Teachers involved in restructuring, revision and formulation of syllabus.

6.3.2 Teaching and Learning

- Class room lectures, Assignments, Seminars, presentations, Internal examinations, Tutoring, mentoring, remedial coaching , exhibitions,
- I CT oriented classes, project based teaching learning,
- Interactive sessions, quiz, test papers, , Practicals, Orientation classes and work shops
- Exposure to outside campus seminars workshops.
- Special coaching for weak students, team study, tutorials
- Micro teaching competitions and power point presentations on contemporary issues.
- Computerized library facilities.
- Ecosystem studies and study tours.
- Special encouragement and training for advanced

6.3.3 Examination and Evaluation

- Members of the faculty have served in various capacities as chairman, chief examiners and additional examiners in university examinations.
- CBCSS based internal and external evaluation.
- Regular Test papers, and internal examinations

6.3.4 Research and Development

- Promotion of research mentality among students
- Documentation of local history.
- Teachers are involved in Minor and major projects,
- Projects for students,
- Seminars, publications by teachers.
- Teachers as research guides.
- Research methodology work shop for Students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Purchase of relevant books and instruments.
- Use of Audio visual media, department reference library, language lab, ICT enabled learning, laptops, computers, LCD projectors, Smart board classes, OHP.
- Department libraries.

6.3.6 Human Resource Management

- Resource persons invited from outside and within the state for talks and seminars.
- Consultancy offered by teachers.
- Duties are evenly distributed.
- Maximum utilization of resources
- Decentralization of administration committee with staff and non-Teaching staff
- Participative administration
- Student representatives in all the major committees

6.3.7 Faculty and Staff recruitment

- Notified through news papers
- Interview by panel including the representatives from the government, university ,Management, Subject expert and staff
- Done according to the University rules regarding reservation rules and qualification.

6.3.8 Industry Interaction / Collaboration

- Collaboration with centre for heritage studies
- Collaboration with Alappuzha Vembanad lake city chapter,
- MSME.
- Collaborations with District industries centre for activities of ED club.
- Collaborations with Minerva CETA for coaching in competitive exams.
- Collaboration with Matsyafed

6.3.9 Admission of Students

- Single window system of admission followed by the Uty
- Transparency in admission of community quota and management quota done by college.
- Involvement of parents and teachers for the admission process.
- Meeting of parents and students during admission.

Teaching	Teaching staff tour every year. PF loans, Housing loans, Car loans
Non teaching	Non- teaching staff every year. Endowments for wards of non teaching staff, Chit funds
Students	Aid given for purchase of text

6.4 Welfare schemes for

	books, study tour expenses, exam fees, medical treatment of underprivileged students. Govt scholarships, cancelling, Student aid fund , endowments and scholarships.
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6.5 Total corpus fund generated

10,00,000

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Management appointed team	Yes	IQAC, College committee
Administrative	Yes	Management appointed team	Yes	IQAC, College committee

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Change in evaluation & question Patterns
- Centralized Valuations
- Internal & External Examinations
- Online Exam registration
- On line and offline submission of internal marks
- Common valuation schemes set by the university.

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

Passed the Ordinance in the senate for autonomy.

6.11 Activities and support from the Alumni Association

- Alumni meets are regularly organized.
- Active alumni.
- Alumni contributing in fund raising
- Endowments and scholarships by alumni.

6.12 Activities and support from the Parent – Teacher Association

- PTA meetings.
- Regular conduct of Open house and feed back given to parents regarding academic performance of wards.
- Teacher parent interactions.
- Parents feed back
- Mentoring and Tutorial
- Whole hearted co operation by PTA for fund raising for diamond jubilee block.
- Support during admission process and activities of the college.

6.13 Development programmes for support staff

- Work shops, training programmes, orientation programmes.
- Training classes
- Computer training
- Annual renewal programme.

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

- ❖ Student participation in campus cleaning along with NSS
- ❖ Plastic free campus, proper waste disposal, planting trees, in the campus
- ❖ Women friendly toilets.
- ❖ Rain water harvesting
- ❖ Solar power plants
- ❖ Landscape garden & maintenance of college campus Sapling distribution,
- ❖ Biogas usage in hostel
- ❖ Classroom spacious and well ventilated
- ❖ Conservation of power and water.

Crit

7. Innovations and Best Practices

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

- ❖ Speak English campaign, Spelling bee competitions,
- ❖ Manuscript magazines, newsletters, book review,
- ❖ Film exhibition, performing stage plays,
- ❖ Student attendance is displayed on the notice board.
- ❖ Pamphlet distribution.
- ❖ Solid waste management.
- ❖ Major and minor projects
- ❖ Eco friendly campus
- ❖ Active college union
- ❖ Linkages and collaborations
- ❖ Use of ICT
- ❖ Research oriented activities

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

- ☞ Conducted workshop on computer soft ware
- ☞ conducted talent search programmes for school students.
- ☞ Project on recreational mathematics.
- ☞ National seminar in Malayalam organized and conducted.
- ☞ Monthly meetings of IQAC.
- ☞ Purchased more books and periodicals.

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

- ☞ Extension related activities in all departments.
- ☞ Recognizing the role and significance of cultural activities to ensure the holistic development of students

The details in annexure III

7.4 Contribution to environmental awareness / protection

- Campus cleaning by students.
- Awareness talks on environment, sanitation, hygiene
- Planting trees, maintenance of vegetable garden, botanical garden,
- Power point presentations and lectures on contemporary environmental issues.
- Environmental tours for students
- Ecosystem studies, environmental studies are a part of life science curriculum,
- Celebration of Wild life week, earth day, legal literacy on environmental issues
- . Eco-friendly Campus maintained, rain water harvesting, biogas.

7.5 Whether environmental audit was conducted?

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

Strength

- Maintaining good academic results
- Faculty involved in Paper Publication in National/International conferences.
- Well Qualified and dedicated Staff,
- Academic environment, cultural traditions maintained,
- Proper dissemination of information, good rapport between management, staff and students,
- Making use of and maintenance of maximum infrastructure facilities.
- Remedial teaching, Value education classes.

Weakness:

- Insufficient space in the campus.
- Poor standard of students, first generation learners.
- Lack of job oriented courses.
- Lack of institute industry interaction.

Opportunities:

- Upliftment of students
- Development of overall personality of the students to prepare them against new challenges.
- Only women's college in the locality

Threat

- Poor socio economic back ground of students.
- Advent of self financing institutions.

8. Plans of institution for next year

- ◆ Exhibitions, Monthly Quiz
- ◆ Blood grouping for the students of the college
- ◆ Documentation on mangroves.
- ◆ Lectures

Name : ROSE MICHAEL

Name: Dr. Sr. Janat Augustine K



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I: Academic calendar of the year 2013-2014 attached.

Annexure II: Feed back.

Feedback is collected on a regular basis from the students adhering to the guidelines stipulated questionnaire by the UGC. Questionnaire prepared by the IQAC of the college is given to a randomly selected group of students from each department. Feedback from alumnae is collected during the annual Alumnae meet of the different departments. Parental feedback is orally collected during the biannual open house meetings when parents meet tutors, and also during PTA executive meetings, and also by circulating questionnaires among a randomly selected group of parents. The Career Guidance Committee and the Placement Cell have evolved mechanisms to collect comments and feedback from employers. Feedback on curriculum is collected from each department, from retired teachers and peers of other colleges. A random group consisting of prominent members of the community is also approached for a feedback on the curriculum.

The feedback collected from various quarters is collated, consolidated and analysed by the IQAC and the panel of HOD's headed by the Principal, and the comments and suggestions are communicated verbally during meetings and also through written communication to the various boards of studies, the Controller of Examinations and the Vice Chancellor according to requirement.

The feedback on curriculum from various stake holders was found to be satisfactory. The general view was that all aspects related to the holistic development are given due consideration in the syllabus. The curriculum provided training in value orientation, aesthetics, culture, Informatics, social and environmental needs. The syllabus also gives motivation to focus on research activities and on the current and future needs of the society. The syllabus is also motivating students to undertake extension activities.

The main drawback pointed out was the dearth of time to effectively complete the needs of the syllabus.

Annexure III: Two best practices of the institution.

Extension related activities in all departments.

The institution has developed a culture of undertaking extension activities for the community since its inception in 1954. The educative mission of the institution is to form intellectually trained, morally upright, socially committed and spiritually inspired women who would make a difference in the quality of life of the society around. Students are constantly encouraged and supported to take part in community services. The students are notified of the extension activities undertaken by the college at the time of admission through prospectus, brochure and orientation programmes. At the time of orientation programme they are informed of the material, spiritual benefits as well as social impact of the extension programmes and are deputed for motivational as well as training programmes. Their achievements and contributions are recognized and acclaimed.

NSS: The two NSS units of the college do service under the Programme officers. They are supported by other faculty members and students. They undertake and conduct programmes which benefit the students as well as the community around. These include educational, health, agricultural, environmental awareness, personality development, self employment, legal awareness, human rights, cultural etc.

NCC: The NCC unit of the college inculcates values of patriotism, service, discipline and comradeship. It emphasises building character, confidence, personality and leadership traits. The NCC unit takes part in parades on Independence Day and Republic day. Also takes up many social issues. The members participated in cleaning programmes, awareness rallies etc. in the town on special occasions like Gandhi Jayanthi , Human rights day, international AIDS day .

WSU: The women's study unit undertake gender sensitizing programmes with in the campus and off.

Entrepreneurship Club: The club operates to sensitize students of the economic and industrial development of the sate. It also tries to inculcate and instil entrepreneurial talents in the students. Study tours to industrial sites, interaction with successful entrepreneurs, technology classes etc are arranged.

Community Health Activity Club: Awareness programme and Seminars on Stress and Strain, Tuberculosis and its implication, Understanding gender and gender based violence etc were

organized for staff and students, “ Health for all” was conducted for Adolescent girls, Pregnant and lactating mothers. Free skin care camp, One day medical camp for early detection of cancer etc were also conducted.

The institution also organizes extension programmes at the department levels. Programmes related to health and hygiene, environmental awareness, blood donation, AIDS awareness. Exhibitions, Visit to destitute homes such as mahila mandir, old age homes, and children’s home, homes for handicapped etc. Celebrations of world environment day, wild life week etc. by distributing leaflets with environmental awareness messages and planting trees and saplings are a regular schedule of the institution. Tuition programmes in adopted schools and nearby orphanage were also conducted by the students.

Cultural activities:

Recognizing the role and significance of a grooming in culture and aesthetics, to ensure holistic and integrated development of the students, the college has always taken the lead in organizing a plethora of activities in this field. The Arts and cultural forum organized a spate of creative activities for the students on the campus. Apart from these, the forum takes them to the wide world outside and lets them spread their wings. This enables the institution to make its presence felt to every sinew of the local cultural scenario. The students get to know their environs, the surrounding country side, local tourist attractions and other places of interest. They have an overview of people, customs, and life styles and so on. This augments their personalities and widens their mental horizons to new vistas of thoughts and experiences. This in turn helps them mould themselves culturally and socially sensible citizens of the community they live in. They also learn how to socialize and how to build an amicable relationship with their fellow beings. The forum organizes and conducts both on campus and off campus activities. One of the highlights of the forum has been its contribution to the rejuvenation of interest in the students in the traditional art forms of Kerala.

The college Union tries to bring better coordination of students and initiate them into a world of myriad activities. The students took part in my campus programme conducted by Shalom TV. Dance programmes were conducted by eminent Bharathanatyam dancers. Union organizes Onam and Christmas celebrations with various competitions. Arts festival was organized for a week with competitions like light music, classical music, gazal, mappilapattu, stringed

instruments, Bharathanatyam, other items of classical dances, folk dance, kathaprasangam, monoact, mimicry, group dance, oppana, margam kali, thiruvathira, skit, mime, rangoli, photography etc. Many students took part in Youth festival at the University level. In the present scenario, gender exploitation is increasing and to counter act these martial art classes were also conducted. The union also conducted the College day colourfully with many programmes. The college has a long tradition of cultural activities and makes its presence felt in the youth festivals and meets. The institution fosters literary creativity in students by urging them to write and publish. The college magazine, which is an annual affair, has a student as well as a staff editor. The magazine gives the students ample opportunities to range out. Literary contributions in English, Malayalam, Hindi and French are published. In addition to college magazine, students display wall magazines. Manuscript magazines are brought out by various departments every year.
