

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

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:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|-------|-----------------------|-----------------|
| 1 | 1 st Cycle | B++ | 82.5% | 2004 | 7 years |
| 2 | 2 nd Cycle | A | 3.11 | 2013 | 5Years |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC: DD/MM/YYYY

06/06/2005

1.8 AQAR for the year (*for example 2010-11*)

2012-2013

1.9 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_2012-13 submitted on 31 – 5 – 2014.

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

Kerala University

1.13 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*)

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 14

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Planning at the beginning of the academic year and preparation of action plan
- Orientation for first year Students and their Parents
- Quality improvement
- Review of the overall performance of the college.
- Formation of different committees.

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 |
|--|--|
| Organization of NAAC peer team visit | The over all achievement is A Grade acquired by the college during reaccreditation |
| Increase in number of books and Infrastructure | Modernization of teaching methods |
| Introduction of ICT enabled teaching | Teachers and students were able to access e- resources |
| Increase in computer facilities for students and staff | Net facility and individual usage of computers |

* *Academic Calendar of the year 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

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

Improvement of infrastructure

Modernization of class rooms and ICT enabled teaching

Organized NAAC peer team visit

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 | 0 | | | |
| PG | 2 | | | 1 |
| UG | 9 | | | 2 |
| PG Diploma | 0 | | | |
| Advanced Diploma | 0 | | | |
| Diploma | 0 | | | |
| Certificate | 7 | | | |
| Others | 2 | | | |
| Total | 20 | 0 | 0 | 3 |
| Interdisciplinary | 1 | | | |
| Innovative | 1 | | | |

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options ✓ ✓ ✓ ✓
 (ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 2 |
| Trimester | 0 |
| Annual | 0 |

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

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

Details in Annexure ii

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

Revision & updation of syllabus by the University, Meeting of teacher representatives from each college, workshops held on syllabus revision by university.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 56 | 22 | 27 | | 7 |

18

- 2.2 No. of permanent faculty with Ph.D.

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 |
| 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 0 |

- 2.4 No. of Guest and Visiting faculty and Temporary faculty

2

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 10 | 16 | 6 |
| Presented papers | 5 | 5 | 0 |
| Resource Persons | 0 | 0 | 22 |

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

| |
|---|
| <p>Introduced Smart Board,</p> <p>ICT enabled teaching,</p> <p>ASAP training</p> <p>Learning from interaction with eminent personalities</p> <p>Projects and dissertations</p> <p>Tapping of e- resources</p> |
|---|

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

190

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

Nil

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

2

2

2

2.10 Average percentage of attendance of students

90%

2.11 Course/Programme wise
distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|--------|--------|---------|--------|
| | | Distinction % | I %/ A | II %/B | III %/C | Pass % |
| UG | 335 | 2 ranks | 2% | 61% | 25% | 88% |
| PG | 20 | 1 rank | 65% | 20% | | 85% |
| | | | | | | |

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

- Monthly reports are collected from each department
- Online assessment of teachers by students and feed back given to teachers
- Academic calendar is prepared at the beginning of the academic year
- Suggests plans for the future
- Encourage research activities by teachers and students
- Internal assessment of students

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 1 |
| UGC – Faculty Improvement Programme | 1 |
| HRD programmes | 0 |
| Orientation programmes | 4 |
| Faculty exchange programme | 0 |
| Staff training conducted by the university | 1 |
| Staff training conducted by other institutions | 0 |
| Summer / Winter schools, Workshops, etc. | 42 |
| Others | 1 |

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 | 13 | 2 | 3 | 2 |
| Technical Staff | 12 | 0 | 0 | 0 |

Criterion – III

3. Research, Consultancy and Extension

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

- Proposals given for merged scheme in U.G.C.
- Formation of research committee.
- Help in giving proposal for minor & major projects, seminars, workshops.
- Faculty encouraged in publishing research papers.
- Research projects for students
- NET/SET coaching proposals
- PSC coaching
- Documentary on Alappuzha
- Projects and dissertation based on local issues and problems.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 0 | 1 | 0 | 0 |
| Outlay in Rs. Lakhs | | 648900 | | |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 1 | 8 | 0 | 1 |
| Outlay in Rs. Lakhs | 1 | 6.95 | | |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 9 | 5 | 1 |
| Non-Peer Review Journals | | | |
| e-Journals | | | |
| Conference proceedings | | 4 | |

3.5 Details on Impact factor of publications:

Range Average
 h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------------|
| Major projects | 2 | UGC | 649800 | 4,40,800 |
| Minor Projects | 1 1/2 | UGC | 785,000 | 525,500 |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects <i>(other than compulsory by the University)</i> | 1 | ATREE | 2,000/- | 2,000/- |
| Any other(Specify) | | | | |
| Total | | | 1,436,800 | 968,300 |

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | | | 3 | | |
| Sponsoring agencies | | | 3 | | |

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

22

3.13 No. of collaborations

International

National

10

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

UGC

From Management of University/College

150000

Total

1,295,800/-

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | 1 |
| | 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 | 1 | | | | |

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

2

4

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

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

| | | | |
|------------------|--------------------------------|---------------------|--------------------------------|
| University level | <input type="text" value="0"/> | State level | <input type="text" value="1"/> |
| 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"/> | College forum | <input type="text"/> |
| NCC | <input type="text" value="1"/> | NSS | <input type="text" value="10"/> |
| | | Any other | <input type="text" value="2"/> |

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

- Visit to Orphanage
- Visit to home for aged
- Jesus Youth and AICUF
- Noon day meal scheme for the poor
- Fund raising for home building for a student
- Awareness on health and hygiene
- Fund raising activities for sick
- Blood donation

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 Acres | 0 | | |
| Class rooms | 32 | 0 | | |
| Laboratories | 11 | | | |
| Seminar Halls | 3 | | | |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | | 3 | UGC | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | 5.59 | | |
| Others | | | | |

4.2 Computerization of administration and library

Automation software changed to KOHA (Open source soft ware)

No digital Library

INFLIBNET

Online purchase of books

WI-FI

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|--------|-------------|--------|-------|--------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 40531 | 324258 | 1102 | 354024 | 41633 | 678282 |
| Reference Books | 1364 | 178935 | 22 | 181224 | 1386 | 360159 |
| e-Books | 0 | 0 | 31000 | 0 | 31000 | 0 |
| Journals | 53 | 19535 | 64 | 21814 | 117 | 41349 |
| e-Journals | Nlist | 5000 | Nlist | 5000 | Nlist | 10000 |
| Digital Database | 28 | 5000 | Nlist | 5000 | 28 | 10000 |
| CD & Video | 500 | 0 | 100 | 9000 | 600 | 9000 |
| Others (specify) | 0 | 0 | 0 | 0 | 0 | 0 |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|-----------------|------------------|------------------|--------|-------------|--------|
| Existing | 69 | 2 | 1BSNL NMEICT | 0 | 0 | 7 | 11 | 7 |
| Added | 5 | 0 | 0 | 0 | 0 | 1 | 3 | 1 |
| Total | 76 | 2 | 1 | 0 | 0 | 8 | 14 | 8 |

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

| |
|---|
| <p>Training for teaching & nonteaching staff in e- resources</p> <p>Office automation</p> <p>Spark</p> <p>E-governance</p> <p>e-learning for students</p> |
|---|

4.6 Amount spent on maintenance in lakhs:

| | |
|--|----------|
| i) ICT | 117362 |
| ii) Campus Infrastructure and facilities | 1339818 |
| iii) Equipments | 3880 |
| iv) Others | 9505886 |
| Total : | 10966946 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

| |
|---|
| Academic tutoring and training in leadership |
| financial aid for poor students |
| Counselling for needy students and mentoring general assembly conducted for students by the Principal |
| Exposure to cultural events, |
| Notices on all events displayed on notice board and facilities for scholarship made known to the students |
| Grievances redressal cell |

5.2 Efforts made by the institution for tracking the progression

- Regular Observation and Monitoring of student progression
- Feed Back collected from the students
- Remedial Action taken based on observation and feed back
- Training Students in different areas,
- Personal Counselling by faculty

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|-----|----|--------|--------|
| 980 | 65 | | |

(b) No. of students outside the state

| |
|---|
| 2 |
|---|

(c) No. of international students

| |
|---|
| 0 |
|---|

Men

| No | % |
|----|---|
| 0 | 0 |

Women

| No | % |
|------|-----|
| 1045 | 100 |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 320 | 46 | 1 | 712 | 2 | 1081 | 733 | 46 | 1 | 263 | 2 | 1045 |

Demand ratio 1:12

Dropout % 1%

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

- Coaching for PSC and the job related exams,
- Bank coaching
- Quiz competitions
- Debates and Elocution.

No. of students beneficiaries

171

5.5 No. of students qualified in these examinations

| | | | | | | | |
|-------------|---|-----------|---|------|---|--------|---|
| NET | 2 | SET/SLET | 0 | GATE | 0 | CAT | 0 |
| IAS/IPS etc | 0 | State PSC | 5 | UPSC | 0 | Others | 6 |

5.6 Details of student counselling and career guidance

Tutors counselling Students
Telephone & Personal meeting,
Academic Report ,
Motivation of students
Career guidance cell is active in college
Career guidance given by experts from out side

No. of students benefitted

171

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 |
| | | | 100 |

5.8 Details of gender sensitization programmes

| |
|--|
| <p>Womens study unit</p> <p>Legal Literacy given by legal literacy cell of the district on womens issues</p> <p>Sensitization on current issues</p> <p>Protest Rally against the Delhi harassment case</p> |
|--|

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 | 42 | 12600 |
| Financial support from government | 307 | 2270456 |
| Financial support from other sources | | 25000+10000 |
| Number of students who received International/ National recognitions | nil | nil |

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: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To form intellectually trained, morally upright, socially committed and spiritually inspired young women, especially the poor and marginalized

*To form responsible citizens who will serve as role models and good mothers of families *To provide an empowering environment that helps to actualize the potential and talent in both the teacher and the learner.* To Devote ourselves the pursuit of excellence and the creation of values
 * To integrate the physical ,social, mental, and spiritual dimensions of human needs and capacities
 *To profit from the synergy of teamwork and effective interdependence * To protect and promote the ethos of the community in which we live*To make a difference in the quality of life of all those involved in our educative mission.

6.2 Does the Institution has a management Information System

- Yes absent report of staff students maintained
- 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
- Major decisions are taken in the committee with stake holders including

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

6.3.1 Curriculum Development

- Curriculum pattern is designed by the university with teachers as the board members.
- Suggestions for improving the curriculum is given by the staff on modifications.
 - Regular curriculam revision is done by the university.
 - Board meetings are conducted before practical

6.3.2 Teaching and Learning

- Tutoring, mentoring, internal evaluation, remedial coaching , Class Test, Diary, seminars, assignments, Practicals , student teacher interactions, Field Visits, study tours, exhibitions, debates, elocution etc. Seminars in the college and outside the college.
- Advanced audiovisual techniques are used to supplement the convention classroom teaching.
- Major and minor projects.,Orientation classes and work shops
- Training programmes organized by the college for students.Remedial coaching for slow learners.
- Special encouragement and training for advanced

6.3.3 Examination and Evaluation

- Internal evaluations • University exam • Projects • Seminars • Assignments • Viva, field diaries

6.3.4 Research and Development

- Active Research committee • Faculty encouraged to make research publications • participation in workshop & seminars
- Organizing seminars • workshop, orientation classes for staff and students • Research institute visits. • Well maintained library with inter disciplinary books • ICT enabled library with wifi facility • Computer labs • Smart board Classrooms • Audio visual rooms • Internet & wifi facility in the college . Major and minor projects

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library committee Purchases books as suggested by staff and students , e- books, subscription of e- journals, Two computer labs, Audio visual room, smart board classes, computerised office work.

6.3.6 Human Resource Management

- •Maximum utilization of resources• decentralization of administration committee with staff and non-Teaching staff
- Participative administration• Student representatives in all the major committees
- Active PTA•
- Regular alumni meet
- Active student union
- Active clubs with teachers in charge for each club

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 various industrial agencies, research institute etc
- .Each department organizes various programmes in collaborations with various external agencies in their field of

6.3.9 Admission of Students

- Online merit admission done by the university
- Management & Community ,Quota admissions are handled by college through Management admission forms.
- Transparency regarding admission maintained in all

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | ✓ |
| Non teaching | ✓ |
| Students | ✓ |

6.5 Total corpus fund generated

300000

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 | ✓ | Management | ✓ | IQAC,College committee |
| Administrative | ✓ | Management | ✓ | IQAC,College committee |

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- •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?

No effort From University

6.11 Activities and support from the Alumni Association

Annual meeting of Alumni in each department, vibrant alumni, financial support by the alumni, Alumni general executive meeting, Endowments and scholarships by

6.12 Activities and support from the Parent – Teacher Association

Regular Meetings, Financial Support given, Open house, Feedback & future plans

6.13 Development programmes for support staff

Training programmes to encourage improve academic qualifications, orientation classes organized by the management, Annual renewal programme

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

Plastic free campus , Solar Energy to physics labs and office ,Rain water Harvesting as water source, Biogas usage in hostel , disposal of garbage, maintenance of college campus ,women friendly Toilets ,Classroom spacious and well ventilated

Criterion – VII

7. Innovations and Best Practices

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

• ICT enables teaching extension activities ,research oriented activities ,major and minor projects in most of the department, English speaking campus ,Eco-friendly Campus, Vibrant union activities, WI-FI availability, Computer facility, community oriented and relevant projects by the students

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

IQAC action planed at the beginning of the year Monitored the activities, collected monthly reports and discussed improvements in staff meeting, improvements were implemented based on suggestions and constructive criticism.

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

- Decentralization and participative administration.
- Importance given to value education

** the details in annexure iii*

7.4 Contribution to environmental awareness / protection

Celebration of Wild lifeweek earth day , legal literacy on environmental issues., Eco-friendly Campus maintained, environmental studies are a part of life science curriculum, maintainence of vegetable garden, fish culture , botanical garden, rain water harvesting, biogas.

7.5 Whether environmental audit was conducted? Yes No

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

Strength

Academic environment, Supportive teaching, cultural traditions maintained, Proper dissemination of information, Dedicated Staff, good rapport between management, staff and students, making use of and maintenance of maximum infrastructure facilities. Remedial teaching, Value education classes.

Weakness

Lack of space, low standard of students, first generation learners, lack of job oriented courses, lack of institute industry interaction, lack of digital library

Opportunities

Only women's college in the locality, initiating research programmes sponsored by industry, Collaborative research with reputed research institutions.

Threats

Low economic standard of students, advent of foreign universities

8. Plans of institution for next year

- Founded research projects, lecture series
- Introduction of new courses
- National Seminars
- Additional seats for existing courses.
- Celebration of diamond jubilee with ten initiatives

Name: ROSE MICHAEL



Signature of the Coordinator, IQAC

Name: Dr. Sr.JANAT AUGUSTINE.K



Signature of the Chairperson, IQAC

Annexure i: Academic calender 2012-2013

Academic calender 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. Feed back 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.

Feed back suggested slight changes in syllabus, avoiding repetition of questions in question papers from the same area and avoidance of out of syllabus questions etc.

Annexure iii: Best practices

Moral and value reconstruction: Moral education is an indispensable part of college education, the effect of its implement will bring students a long term or even a lifetime influence. The development of the intellect and of moral character is intimately related. What we aim is restore the unchanging moral order and virtues to a central place in the educational process. Since the inception of the college, Value Education has been included in the curriculum aiming at the holistic formation of young women. A committee headed by a co-ordinator is constituted for this purpose every year and an hour a week is set aside for the classes. A range of topics are compiled through a syllabus design workshop for the value education classes and are discussed according to the need of the students. Debates and discussions on relevant/current social issues are conducted where different points of view are freely aired, suggestions made and attitudinal changes brought about. At the end of the year, a comprehensive evaluation is made. The faculty of the college and resource persons from outside are involved in the conduct of the classes.

Morning assembly starts each day with prayer, an inspirational thought, and news update, and the college anthem, creating a special ambience in the institution. Periodical assemblies in the auditorium keep the students updated and renewed. A regular hour of Value Education every week has been a special feature from the very inception of the college which helps students sort out their confusions and keep them focused and optimistic while gearing them towards institutional goals and vision. Similarly, the renewal programmes which are organized every year for all the students help them identify their core values and

invigorate, energize and recharge them to cope up with their academic and extra-curricular schedules and their emotional and spiritual lives.

The students are given training programmes in resource management, leadership, communicative skills and soft skills, family life and sex education, public speaking and event management, and health and environment, apart from their studies. Important Years and Days are observed, fostering awareness and allowing them to keep in touch with pertinent issues faced by the society. The holistic development of students is promoted through Value Education Forum, Guidance and Counselling centre, NSS, WSU, Cultural Forum and other clubs.

Decentralization and participative administration

Every academic year begins with faculty meetings headed by the Principal, followed by departmental meetings with the Head of Department to plan and chart out the academic activities for the year. The Academic Calendar based on the schedule set by the University is communicated to teachers and students at the very outset. It details the working days, holidays, and the plan of activities – academic and extracurricular – and lists the special individual responsibilities for the year. The Handbook issued to the faculty serves as a planning and monitoring device. Work allotted is completed within the stipulated time frame, and monthly reviews are held to monitor and assess the accomplishment.

Periodical meetings are convened by the Principal with the teaching and non-teaching staff for delegating responsibilities related to organization of various curricular and co-curricular activities. The Principal also holds meetings separately with each teaching department of the college, where the Annual Action Plan and departmental division of responsibilities is discussed. The achievements of the

previous year, practical constraints faced, and probable remedial measures to be implemented are also discussed. The Principal ensures the necessary infrastructural and administrative support for its effective functioning. The decisions taken are circulated among teaching and non-teaching staff and students. The policy framework within which activities and programmes can be organized is also clearly defined. The academic calendar and the handbook of teachers state the roles of a Canossian teacher. Review meetings are held with members of the Staff Council to review activities of the institution Meetings are also held by the Principal with the committee members .The Internal Quality Assurance Cell (IQAC) also functions as an effective planning and controlling device. It ensures that all departments prepare Action Plans at the beginning of the academic year. The preparation of the Annual IQAC Report is a means for reviewing the activities of the previous year and measuring the variance between plan performance and actual performance. An annual academic audit is carried out by an expert in Quality Assurance in Higher Education, which assists the institution and different departments in identifying its strengths and weaknesses in different areas and framing challenging goals which utilize available resources efficiently.

Transparent and participatory approach ensures efficient effective and timely decision-making and speedy implementation of decisions taken. Departmental heads are delegated the necessary authority to take decisions regarding their particular departments within the limits defined ,the administrative functions of the departments are carried out by the Head of the department Responsibilities are well defined and communicated to the staff through communications and the meetings of the various.

Student feedback, feed back from the Class PTA and the general PTA meetings and the inputs given by the teaching departments to the College Council are also considered while decisions are taken on improving the academic performance and administrative management

The administrative functions of the institution are mostly carried out in a participatory manner through committees. Major administrative decisions of the institution are taken in the meetings of the College Council and the College Development Committee. Teaching departments are given sufficient autonomy in taking decisions about the conduct of academic programmes. Teaching, evaluation and feed back systems are developed by the individual departments according to local situations.

The institution uses self appraisal method and comprehensive assessment by students to assess the performance of the faculty and staff. The feed back is communicated to the respective faculty members and staff for better performance. Department staff meetings address broad issues in teaching-learning pointed out by the students and suggest appropriate corrective measures to address them. The institution promotes professional development of the faculty to a great extent. The Plan fund is appropriately utilized for professional development by enabling the Teaching departments to organize seminars, conferences and workshops.

The non teaching staffs contribute equally at all levels to ensure smooth functioning of the institution. Office staff takes care of routine administrative activities and also assist the principal in overall administration of the institute. The administrative system is decentralized. The Principal is the administrative head. The chief superintendent and her team administrate the office matters in consultation with the Principal. The team performs all the administrative functions including Fee collection, conduct of university examinations, terminal examinations, educational concession for students, admission work, matriculation, Migration, Recognition, Staff attendance register, maintaining cash books and registers, files and qualifying certificates, salary bill of staff, fee posting, salary deduction and disbursement, Files, Provident fund related matters, Hostel accounts

etc. There is a clear cut demarcation in the duties and accountabilities between the teaching and non-teaching staff.

The notable practices of the managerial body include regular meetings of the Academic council, Heads of the departments, PTA Executive Committee, Management and Staff, departmental meetings, and general staff meetings with minutes maintained for each of them. Monthly action plan is devised and teachers' diary, movement register etc are maintained. There is a supportive and proactive PTA which plays a prominent role in the developmental activities of the college. The assessment of the college, especially the various departmental activities is done annually by a team consisting of external experts. The evaluative suggestions given by them to the management, IQAC and the various departments are valuable assets for improvement. Feedback is also collected from students and peers on the performance of the staff. The evaluative reports are communicated to the staff so that improvements could be made. This helps teachers to aspire for the ideal standards. Teachers are encouraged to attend professional development programmes and adopt innovative teaching methods. The need for faculty development is assessed from the teacher self appraisal reports and deputation is allowed to teachers to participate in seminars, conferences workshops etc. The institution provides conducive environment to take up research projects with adequate infrastructural support. Invited lectures, workshops and seminars are also conducted. The performance of the non-teaching staff is monitored and informally evaluated by the Principal. The office maintains service books and personal files of all the staff. Other areas of collaboration are provision of infrastructure, investing in technology up gradation for enhancing quality of teaching-learning and administrative processes. Periodical review meetings are held to understand the difficulties faced in the implementation of schemes and programmes, resources and other support required.

Committees for Academic, Non-Academic and Extension Activities:

- College Union,
- The NSS
- NCC
- Sports & Games
- Parent Teacher Association
- Women's Study Unit
- The 'Internal Quality Assessment Cell (IQAC)
- Student Quality Assessment Circle (SQAC)
- UGC Cell
- Ethics Committee
- Research Committee
- Grievance Redressal
- C L M C (College Level Monitoring Committee)
- Library Committee
- Examinations Committee
- Attendance Committee
- Magazine Forum
- Entrepreneurship Club
- Quiz and Competitive Exams committee
- Computer Pool
- Nature Club
- Wetlands Club
- Bhoomithra Sena
- Cine Forum
- Guidance and Counselling
- Fitness Club
- Career Guidance Cell
- Arts and Cultural Forum

- Discipline
- Assembly Committee
- Relaxation Club
- Anti-Ragging Cell
- Alumnae Association
- Staff Association,
- Non-Teaching Staff Association
- Retired Teachers' Association,
- Religious and Moral Instruction
- AICUF
- Vincent de Paul Society
- Jesus Youth
- Legal Forum
- Calendar Committee
- Music Committee

- All management decisions are taken through discussions and deliberations.
- The College works through a system of coordination.
- Opinions of heads, teachers, and non-teaching staff and other stake holders are considered and valued.
- Infrastructure maintenance and development
- Augmentation of library and laboratories.
- Introduction of new and relevant technology
- Improving the basic facilities provided to students and teachers
- Social activities and society welfare
- Management based on facts, information and objectives
- Decentralization of Authority
- Participative Management

- Clear cut planning for future
- Execution of pre-decided academic plans
- Professional Approach
- Encouragement of faculty for self-development

- Transparency in Financial practices
- Effective and efficient financial decision making
- Provide maximum opportunities to students in terms of academics, sports, co-curricular activities.

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