

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)

2014-2015

I. Details of the Institution

1.1 Name of the Institution

St. Joseph's College for Women,
Alappuzha

✓ 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:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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)

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

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 08/05/2015
- iii. AQAR __2014-2015 submitted on 20/05/2016

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	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input checked="" type="checkbox"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="24"/>
2.10 No. of IQAC meetings held	<input type="text" value="1"/>

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 and preparation of action plans.
- Monthly meetings of staff to discuss activities of the month.
- Prepare reports to highlight the activities of the college.
- Orientation for first year students.
- Documenting various activities at the end of the academic year
- Developing quality benchmarks for the various academic and administrative activities.
- Helped in the preparation of proposals for CPE, RUSA, FIST, BVoc
- Helps in enhancement of eco-friendly practices.
- Formation of various committees.
- National level and institutional levels seminars organized.
- Conducted Remedial classes for slow learners.
- Provided training in Personality Development.
- Promoting Sports & Cultural activities.
- Preparing Annual Quality Assurance Report.

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
Preparation of proposals for CPE, BVoc, FIST.	Proposals submitted for BVoc, CPE, FIST
Motivation of teachers in research activities.	Planning of research block
Increase in computer facilities	Enhancement of net facilities
Increase in number of seminars.	National seminars and college level seminars conducted.
Encouraging students to do extension activities.	Number of extension activities conducted by the various departments
Motivation of slow learners	Remedial classes conducted for slow learners
Support for fast learners	Fast learners encouraged to take part in academic competitions outside the campus.
Planning for diamond jubilee	Various activities in connection with diamond jubilee conducted.
Up gradation of infrastructure	Transformer and generator installed Cycle shed renovation
Planning for Class rooms	Truss work between the Chemistry Labs Increase in number of classrooms for
	M.Sc Home science & BA Communicative English

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body

Management Syndicate Any other body

Provide the details of the action taken

- ❖ Academic tie-ups and collaborative knowledge development.
- ❖ Training programmes capacity building sessions for faculty and administrative staff.
- ❖ Improvement of infrastructure.
- ❖ More books and journals in the library.
- ❖ Organized workshops and seminars.
- ❖ Diamond jubilee activities conducted.

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	3			
UG	10			
PG Diploma				
Advanced Diploma				
Diploma				1
Certificate				4
Others				
Total	13			5
Interdisciplinary				
Innovative				1

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
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)

**Please provide an analysis of the feedback in the Annexure*

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

Suggestions were given for updating of Syllabus Planning of course structure and syllabus for the BVoc courses.
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1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
51	28	23		

2.2 No. of permanent faculty with Ph.D.

17

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	6								

2.4 No. of Guest and Visiting faculty and Temporary faculty

11		
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	32	8
Presented papers	2	12	1
Resource Persons		2	1

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

- ◆ Innovative projects by students
- ◆ Heritage Survey
- ◆ Exhibitions on APJ Abdul Kalam and his contributions
- ◆ Study of Ecosystems like Mud banks, Freshwater ecosystem, Marine Eco system, Terrestrial Eco system etc....
- ◆ Survey and local issues
- ◆ Online Video Lectures from foreign authors
- ◆ Peer group studies and teacher evaluation
- ◆ Seminars, Group discussions and Assignments
- ◆ Preparation of TV Commercials for advertisement of Innovative Products
- ◆ Innovative student research projects on Tourism, Women entrepreneurship, e-governance, etc....
- ◆ Service on Plastic usage health profile of Geriatric Population
- ◆ Programmes conducted based on International theme of the year.
- ◆ ICT based teaching Learning
- ◆ Three minutes thesis presentation
- ◆ e-jalakam
- ◆ Regular training and coaching classes for various Sports and games
- ◆ Visit to research Labs and Libraries
- ◆ Discussion of current developments in Science and Literature
- ◆ Library resources augmented
- ◆ Student participation in National Seminars
- ◆ Field visits, Educational exhibitions, Group discussion
- ◆ Power Point Presentation in teaching learning

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

180

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

2 Internal Exams

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

4

3

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 %
Chemistry	25	4	4	19	1	92
Commerce	50	34	56	8	2	100
Zoology	28	-	64	29	-	93
History	68					67
Home Science	25	1				
Botany	25	1	18	4	1	92
Mathematics	27	26	60	15	18	93
Physics-UG	24	58	16	-	-	95
Physics –PG	8	-	62.5	-	-	62.5

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

- ❖ Skill development teachers through Refresher Course, Seminars, Workshops.
- ❖ Encourages research publications and Paper Presentations
- ❖ Action Plan is derived at the beginning of the Academic year
- ❖ Periodical review of Teaching Learning Process
- ❖ Feedback collected from students
- ❖ Analysis of student feedback from exam Results
- ❖ Periodic review of teaching learning
- ❖ Academic calendar.
- ❖ Planning of academic and non-academic activities,
- ❖ Analyses student feed back
- ❖ Assignments and projects given to 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	2
HRD programmes	1
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	7
Summer / Winter schools, Workshops, etc.	10
Others	10

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	21	6	Nil	6
Technical Staff	1			

Criterion – III

3. Research, Consultancy and Extension

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

- Presentation of research topics in Knowledge Sharing Programme.
- Speakers from outside the college visit for talks.
- Teachers encourage to apply for Minor & Major Projects.
- Notices put on noticeboard regarding circulars in connection with these projects.
- Knowledge sharing forums.
- Motivational talks by eminent speakers.
- Internet facility available in the campus

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1	1	
Outlay in Rs. Lakhs			649800	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	5	1	
Outlay in Rs. Lakhs	189630	352500	180000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	1	
Non-Peer Review Journals	1		
e-Journals	3		
Conference proceedings	1	8	

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	440800
Minor Projects	1	UGC	180000	312500
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	6 months	KSCSTE	40000	36030
Any other(Specify)				
Total			869800	783330

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	Nil	3	1		2
Sponsoring agencies		UGC			

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

12

3.13 No. of collaborations

International

National

6

Any other

4

3.14 No. of linkages created during this year

5

3.15 Total budget for research for current year in lakhs:

From funding agency

783330

From Management of University/College

100000

Total

883330

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				

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

2

10

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 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 State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- ❖ Exhibitions for nearby school students-
- ❖ Onam celebration with poor families
- ❖ Christmas celebration with special children
- ❖ Cancer awareness programmes
- ❖ Quiz for talented students
- ❖ Science exhibition for talented students for government schools
- ❖ Educational and Environmental programmes in the adopted lower primary school
- ❖ Survey on Socioeconomic and health issues of Geriatric population
- ❖ Preservation of Canal banks-Cleaning and beautification in collaboration with Municipality
- ❖ Palliative care to selected patients
- ❖ Students took three day class in Vedic mathematics in Uduppi temple
- ❖ -Swachh Barath Speech at St. Joseph's HS
- ❖ -Survey on usage of plastic and plastic free campaign
- ❖ -Blood group identification for the whole students, teaching and non-teaching staff of the College.
- ❖ -Regular visit to home for aged
- ❖ -Awareness on health and hygiene
- ❖ -Blood donation Camp

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	3.5acres			3.5acres
Class rooms	33			33
Laboratories	11	1	PG assistance	12
Seminar Halls	4			4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		2	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		5,51000		

Others				
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4.2 Computerization of administration and library

<ul style="list-style-type: none"> ➤ Biometric Attendance Management System installed in library for obtaining automated gate entry register ➤ Online administration procedures for admission, salary, tax deduction ,PF , scholarships to students ➤ Library services fully automated

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	42421	965193	488	64830	42909	1030023
Reference Books	1510	509785	118	75260	1628	585045
e-Books	31000	Free	-	-	31000	free
Journals	72	26264	-	27934	70	27934
e-Journals	6000(NLIST)	5000	-	-	6000(NLIST)	5000
Digital Database	22(NLIST)	5000	-	-	22(NLIST)	5000
CD & Video	650	9300	-	-	650	9300
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	66	31	OF BSNL- Broadband	1		6	16	13
Added	32	24				4	1	3
Total	98	55	2	1		10	17	16

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

- Vacation computer classes were arranged for the students
- e-jalakam training for training the trainers
- Classes on Python for students
- Wi-Fi in the Library , Office

4.6 Amount spent on maintenance in lakhs:

i) ICT	9750
ii) Campus Infrastructure and facilities	545000
iii) Equipments	110000
iv) Others	75000
Total:	1479500

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Awareness on scholarships
- Coaching classes
- Carrier guidance classes
- Student support programme for slow learners
- Walk with scholar programme for advanced learners
- Student involvement in activities of college.
- Remedial classes for slow learners
- Introduction to the possibilities of Open course
- Guidance towards extension activities based on the talents of the students

5.2 Efforts made by the institution for tracking the progression

- Peer evaluation, Teacher evaluation
- Competitions such as quiz, poetry writing, essay writing, presentations.
- PTA meetings were conducted (open house) to update performance of their wards
- Recording of monthly progress of the students
- Recording of Socioeconomic background of the students
- Guidance and mentoring by Tutors
- Tutors keep track of Academic performance, attendance and overall wellness of students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
998	74		

(b) No. of students outside the state

3

(c) No. of international students

Nil

Men

No	%

Women

No	%
1145	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
112	68	2	855	5	1078	183	89	1	795	4	1072

Demand ratio 1:45

Dropout < 2 %

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

- PSC coaching classes
- Bank coaching classes
- Classes on computer basics
- NET coaching classes
- Various quiz competitions were conducted
- Clip board collections were compiled by students
- Participation in Quiz competitions by other institutions
- Student paper presentations in National Seminars
- Participation in intercollegiate debate, quiz, essay, elocution, poetry competition etc....
- Preparation of students for various competitions
- Tie up with bank coaching centres

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="2"/>	SET/SLET	<input type="text" value="1"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text" value="1"/>	UPSC	<input type="text" value="2"/>	Others	<input type="text" value="2"/>

5.6 Details of student counselling and career guidance

- ∞ Counselling cell in the college
- ∞ Individual counselling given to required students by tutor
- ∞ Programmes conducted by Career guidance cell of the college
- ∞ Carrier orientation programme
- ∞ Industry formulisation programme
- ∞ Computer classes held for students
- ∞ Motivation of slow learners
- ∞ Online job application
- ∞ Noticeboard for the job opportunities
- ∞ ASAP-DOT Skill training in hospitality Management
- ∞ Students attend ASAP-TOT programme
- ∞ PSC coaching for students

No. of students benefitted

20%

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
			6

5.8 Details of gender sensitization programmes

- Gender based violence awareness classes
- Women study unit
- Seminar series for women on food adulteration, dental fluorosis, relationship with daughters
- Legal Literacy Programme conducted by the legal literacy Cell and NCC for the II year for students

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	160	138925
Financial support from government	619	4718877
Financial support from other sources	10	35000
Number of students who received International/ National recognitions	11	100000

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:

- ❖ Constructed a house for a needy student
- ❖ Drinking water facility was setup
- ❖ Disparity related to allotment of Open Course seats were cleared

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision

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.

Our Mission

- To form responsible citizens who will serve as role models and good mothers of families
- To provide an empowering environment that help p to actualize the potential and talent in both the teacher and the learner.
- To devote ourselves to 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

- Decision with the collaboration of stakeholders
- Regular meetings of Management board & Staff council
- Designing, implementation and monitoring by management
- Collection and Redressal of grievances
- Participation and involvement of Student leaders in decision making bodies
- Information transfer through websites, noticeboards and meetings
- Software for online attendance
- Participation of Management in activities of college
- Governing bodies and Committees under the guidance of Principal. HOD takes keen interest in the activities of the department.
- Staff members collaborate for smooth running of the department
- Interaction with stakeholders

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

6.3.1 Curriculum Development

- ❖ Faculty participation in Board of studies
- ❖ Suggestions sent to board of studies
- ❖ Preparation of manual for practicals
- ❖ Certificate courses
- ❖ Participation of BOS members in restructuring of courses
- ❖ Preparation of course content
- ❖ Add on Courses
- ❖ Major restructuring of the Curriculum done by the University
- ❖ Assessment curriculum through feedback

6.3.2 Teaching and Learning

- ∞ Several competitions on relevant topics were conducted
- ∞ Peer evaluation, student evaluation
- ∞ Seminars were organized
- ∞ Students were sent to participate in the programmes, seminars and competitions conducted by other institutions
- ∞ ICT based teaching
- ∞ Thesis discussion, invited lectures
- ∞ Training sessions for faculty
- ∞ Visit universities and Libraries
- ∞ Constant Evaluation of Teaching Learning Process
- ∞ New books introduced by the University
Project presentation, Group learning.
- ∞ E-books & e-journals available in the Library
- ∞ Learn by doing projects on Area related issues

6.3.3 Examination and Evaluation

- ◆ Teachers work in the capacity of Camp Officers for centralised evaluation
- ◆ Teachers are selected as Chairperson and Deputy Chairperson for university exams.
- ◆ Teachers participated in the valuation Camp in the capacity of Additional examiners, Chief Examiners
- ◆ Continuous & end semester evaluation of students
- ◆ Online assessment of students
- ◆ Internal marks are published on the department Noticeboard
- ◆ Scheme preparation for university examinations

6.3.4 Research and Development

- ❖ Paper publication & Paper presentations
- ❖ Minor & Major Research projects were undertaken and completed.
- ❖ Teachers and students are encouraged to do research work
- ❖ Lab enhancements to new equipments

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Enhancement of library resources, Lab facility and class rooms
- 10 KV generator and 100 KV transformer installed
- Optimisation of Campus area
- Enhancement of sports facilities
- Health club
- Green clean campus with botanical garden
- Rain water harvesting and drinking water facilities
- Python based seminar conducted
- Two full-fledged Computer Labs
- Smart boards available
- OHP & PowerPoint facilities in the entire department
- Staff and students have accessed to Internet facility.
- Labs are fully updated
- Seminar halls, Conference rooms, Audio-visual room, Library, Canteen
- and parking areas available for staff and students

6.3.6 Human Resource Management

- ✓ Teachers enhanced their academic profile by taking PhD, MPhil etc...
- ✓ Orientation and training programmes for teachers and staff
- ✓ Inter disciplinary activities
- ✓ Staff recreation programmes
- ✓ Knowledge sharing forum

6.3.7 Faculty and Staff recruitment

- University and State government rules are followed for staff and faculty recruitment
- Advertisement through leading Newspapers
- Selection committee with Government nominees, Subject experts, Management representatives, Principal and Heads of the department
- Selection process based on merit and quality
- Immediate action for filling of vacant posts
- Guest Lectures in posts which are not government approved

6.3.8 Industry Interaction / Collaboration

- Etroplus Fish Harvest site visit in collaboration with ADAK
- Collaboration with centre for heritage studies, Tripunithara
- Visit to Milma Plant with PG students
- ED club in collaboration with Industry department
- MSME programmes on soft toy making, bag making etc.
- Industrial visit to coir board
- Visits to SIFT, CMFRI, FACT, CUSAT
- Collaboration with ATREE

6.3.9 Admission of Students

- ❖ Online admission process as per University rules and regulations
- ❖ Community and Management Quota admission done by the college following University rules
- ❖ Transparent admission procedures

6.4 Welfare schemes for

Teaching	Staff club
Non teaching	Chit Fund
Students	Student Welfare fund in departments Money aid for study tours and Purchasing books Medical aid for students Endowments and scholarships Fund for house building

6.5 Total corpus fund generated

6500000

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	IQAC
Administrative	yes	Perpro p venugopal & Co Chattered Accounts	yes	Management

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?

- ❖ Online publication of results by University
- ❖ Online and offline submission of Internal marks
- ❖ Centralized valuation
- ❖ Internal and external exams
- ❖ Valuation schemes supplied by university

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

Application invited to grant autonomy to colleges

6.11 Activities and support from the Alumni Association

- ∞ Alumni meet conducted by departments
- ∞ Alumni members contributed in building fund
- ∞ Help for poor students
- ∞ Alumni members of IQAC
- ∞ Alumni members take part in judging competitions and speak to students on various topics

6.12 Activities and support from the Parent – Teacher Association

- Parent teacher meeting conducted at the end of each semester
- Parents of the first year students are given orientation
- PTA felicitate Rank holders, teachers & retiring staff
- Support of PTA during admission
- PTA act as members of various committees
- Contribute to building fund

6.13 Development programmes for support staff

- Counselling classes and meetings
- Sports events
- Annual renewal programmes
- Workshops & Orientation programmes

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

- ✓ Solar powered labs and office
- ✓ Rain water Harvesting
- ✓ Plastic free campus
- ✓ Biogas Plant
- ✓ Material waste management
- ✓ Planting of saplings
- ✓ Celebration of environmental days
- ✓ LED lights
- ✓ Safe disposal of Lab waste
- ✓ Botanical garden
- ✓ Greening of campus programme
- ✓ Clean campus programme
- ✓ Drinking water facility
- ✓ Awareness programmes on healthy clean campus
- ✓ Utilization of waste water for gardening
- ✓ Incinerator
- ✓ Women friendly toilets

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.

- Released a book on Women who created history in Alappuzha
- Diamond jubilee celebrations
- Greening of Alappuzha by planting 6000 saplings
- 10 cycles given to needy students
- House construction
- Women Empowerment programmes
- Fund raising for diamond jubilee block
- Placement promoting activities
- Support systems for physically challenged
- Cultural fiesta including parents, Alumni and students
- Documentation of institutional history

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

- ∞ Training programmes for students and staff
- ∞ Applied for CPE, FIST, Kaushal scheme
- ∞ Conducted National Seminars Applied for BVoc
- ∞ Diamond jubilee initiatives

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

- Campus for the underprivileged.
- Campus for eco-friendly practices.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- ◆ Participation in leadership training programme on Environment and sustainable development
- ◆ Participation in International event ‘Climate change extreme events and environmental resilience
- ◆ Awareness class on ‘Need for wet land conservation’
- ◆ Participation in project submission competition on ‘innovative business idea – ecofriendly-contest 2015
- ◆ Participation in Swachh Barath Mission Programme
- ◆ Uploading of the biodiversity of campus in India Biodiversity Portal
- ◆ Documentary show on ‘Western Ghats’
- ◆ Planting of medicinal plants in college premises
- ◆ Celebration of Wild Life Week
- ◆ Campus cleaning Programme
- ◆ Quiz competition on ‘Ecology & Environment’
- ◆ Documentary show on ‘Kananam ‘-Forest documentary
- ◆ Awareness programmes and distribution of Monsoon Medicinal kit
- ◆ Environment day celebration
- ◆ Bhoomiku Oru Kuda Programme –Distribution of 6000 saplings to people
- ◆ Seminar on ‘plastic management’
- ◆ Tree planting programme by NCC
- ◆ Celebration of the international theme ‘Family farming ‘and ‘Sinking Islands’
- ◆ Preservation and cleaning of canal banks
- ◆ Construction of green zone in public place

7.5 Whether environmental audit was conducted? Yes No

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

Strengths:

- ❖ Eco friendly Clean and well maintained & Women friendly campus
- ❖ Qualified faculty
- ❖ Support programmes for students
- ❖ Mentoring system
- ❖ Student centered activities & learning process
- ❖ Positive approach to research
- ❖ Library facilities
- ❖ Strong support staff
- ❖ Opportunities for students in positive learning
- ❖ Systematic value education programme & Value based education
- ❖ Promotion of culture and heritage

Weakness:

- ❖ Limited PG Courses
- ❖ Slow learners
- ❖ Students from financially backward families
- ❖ Educationally backward areas

Opportunities:

- ❖ Increased possibility for research
- ❖ Autonomy
- ❖ To prepare students to meet new challenges

Threats:

- ❖ Delay in staff fixation by university and government
- ❖ Lack of campus area
- ❖ Non sanctioning of new courses
- ❖ Financially backward area

8. Plans of institution for next year

- Add on course in Archaeology
- Collaborative efforts with KCHR, KHA, Dept. Of Aarcheology
- Exhibit of medicinal plants –‘Green Valley Programme’
- Seminar on ‘Bioluminescent hot wind along the shore’
- Formation of Mathematics club
- Extension activity on Energy Management
- Open course on ‘Health and Fitness’
- National Seminar on Mariculture
- Enhancement of Gym facilities
- Extension of Library
- Increase in number of class rooms
- Truss work between the Chemistry Labs
- Construction of Diamond jubilee block –Phase I

Name : ROSE MICHAEL



Signature of the Coordinator, IQAC

Name : Dr. Sr. Janat Augustine K



Signature of the Chairperson, IQAC

ANNEXURE I: College Calendar of the year 2014-2015 attached

ANNEXURE II: Feedback on Curriculum

Feedback is collected from the students, parents and various stake holders on a regular basis. Questioners are prepared by the IOAC and distributed among the students of the various departments. Feedback is also collected from the alumni during the alumni meet. Feedback from parents are collected during the open house meetings and PTA meetings. Curriculum feedback is also collected from teachers and retired teachers and peers of the college. The feedback collected from various groups is collated and consolidated and analysed and the comments and suggestions are communicated to the staff. Written communication regarding necessary changes are given to various Boards of studies, Controller of examinations and Vice Chancellor. Informal feedback is also collected from the stake holders. Suggestions are taken for the avoidance of mistakes, repetition of questions and out of syllabus questions in question papers.

ANNEXURE III: Two best practices of the institution

1) Campus for the underprivileged.

The college has undertaken various extension activities for the community around since its time of inception. The college undertakes extension activities through the auspices of NSS, NCC, WSU, AICUF, Jesus Youth, department associations etc. This ensures their active participation in such programmes. The extension activities undertaken are decided in the Staff council, and other core committees. Each department plan a programme in the beginning of the year and execute with the involvement of all the students .The activities are planned in such a way that at least two extension activities are carried out in a month. Students are informed of the material and spiritual benefits as well as the social impact of such programmes. The faculty member in charge of the activity is deputed for motivational talks as well as training the students. The achievements of the students are recognized and encouraged. The first year students are made aware of the common extension activities of NSS, NCC, and department specific extension activities during the orientation programme at the commencement of each academic year.

College plans and executes the activities through the following schemes:

The NSS unit does a number of service under the guidance of the Programme Officers. They are supported by other faculty members and students. The NSS unit organizes NSS special camp, voluntary service to the public, environment conservation programmes, blood donation camps, coaching classes, honoring the aged drug-de addiction campaign, self-defense training programmes , reaching out to the physically challenged, women empowerment programmes, planting Saplings in the College and nearby areas, rally for the creating social awareness in the public .

The NCC Unit of the Institution aims at developing qualities of patriotism, character, courage, comradeship, discipline, leadership and the spirit of adventure and sportsmanship and the ideal of selfless service. A number of cleaning programmes are undertaken by the NCC.

The AICUF unit emphasizes on the spiritual development of students. It provides a platform for students to develop their spirituality and leadership potential. It organizes various programmes and activities in order to make them responsible youth. A commendable programme is providing noon day meal to the patients of general hospital.

The WSU of the college conducted a number of programmes like talks on various subjects related to women empowerment, women and law, violence and atrocities against women, entrepreneurial skill development for women, personality, leadership and capacity building and training programmes; seminars on cybercrime, law and ethics, mental and reproductive health building self-esteem etc.; Workshops on women empowerment programmes, self-help, debates and interactive sessions on contemporary gender issues, and celebration of International Women's Day . A number of highly creative and socially committed programmes are also organized and executed.

Extension activity is an integral part of University UG syllabi, and students are required to complete 40 hours of social service. The Programme primarily aims at creating a social awareness among students, and to involve them in direct participation in community life . All the departments encourage students to carry out various social services activities, such as active participation in blood donation camps, AIDS Awareness programmes, involvement in community development programmes, locality cleaning, Campus cleaning, etc. Students also visit rehabilitation centers, old age homes, orphanages etc. They mobilize funds and distribute items according to their needs. Free blood sugar monitoring, body fat assessments, diet counselling, distribution of medicines and dietary supplements, cancer awareness camp and medical check-ups are also conducted.

The students also take part in awareness campaigns, responding to current issues and associate with the local bodies, associations , research units and self-help groups in responding to various issues and for the conduct of people involvement programmes. Financial assistance for the education of the poor students, books, uniforms, stationery and tuition fees are distributed to students through different welfare schemes .The programmes of the departments are meticulously executed and systematically documented. A charitable Trust is formed by the College with support from the PTA, Staff and Well-wishers. The Trust provides financial assistance for the education of the poor students.

Other activities undertaken are adoption of schools to provide them with assistance on a regular basis. Support to establish of Library, greening of schools with saplings in the name of children who celebrate birthdays, coaching for students, celebration of important days etc.

Systematic training is given to selected women with the help of MSME. Toy Making, Bag making training were given to thirty women during the year. Entrepreneurial skill development club give training to students and they in turn to a few in the locality. The training given were for Pot painting, glass painting, and making articles with waste paper and so on. Students of final year BSc Physics were trained to given training to women on e-jalakam. This would help women to access ICT in everyday life.

A number of endowments and scholarships are provided for the students. Fund raising to provide medical assistance to students, parents etc., to build house for a needy student are also commendable programmes. The talented students of government schools were given an exposure programme in the college on awareness and possibilities of Higher Education in basic Sciences. They were also given opportunity to watch different experiments and equipments through exhibition conducted by the Science departments.

The students interacted with the local people through a survey on culture and heritage collaborating with the center for Heritage studies, Tripunithara, Ernakulum. This gave an opportunities to give an awareness of self to the local people of Kuttanad. The students have also done projects on the various areas of locally relating issues pertaining to the socio economic and health background of geriatric population survey on usage of plastics , plastic pollution etc.

2) Campus for eco-friendly practices.

The college stands proud in the heartland of Alleppey town, in a spruce, beautiful and well maintained campus. The institution has invested considerably in the beautification of campus, a college above all is a place for study and learning. The physical environment is kept attractive on so that studying and learning become pleasant. A clean and pollution free campus is

ensured with the help of students and staff. Regular monitoring and repairing are all undertaken in a regular manner.

Environmental responsibility is a way of life and there is opportunity for improvement and active commitment. Efforts to improve environmental sustainability include rain water harvesting, vermicompositing, solar power usage, use of LED lamps etc. Most of the students use cycle for transport. Waste management is very effective. The Biogas plant is another environment friendly technology adopted to handle biological wastes. The Campus also has a self-sustaining pond ecosystem. The Office and Labs are Solar powered. To create awareness in the students environmental days are celebrated. Bio fertilizers and waste water are utilized for gardening without harming the Ecosystem.

Elements of campus cleanliness include, disposing of garbage and rubbish in waste disposal containers taking care of the gardens and trees, keeping the plants well-trimmed and watered mowing the lawns, cleaning the class rooms and furniture. Littering is avoided by the students and staff. Annual maintenance is done during the summer holidays. Eco-friendly practices also include women friendly toilets and incinerator, rain water harvesting, move towards green campus, botanical garden with medicinal plants. The students and staff take part in cleaning the campus and beautification of nearby areas. The banks of the canal has been adopted for cleaning and beautification. The environment friendly practices and education combine to promote sustainable and eco-friendly campus.