

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)

2015-2016

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 31/05/3014
- ii. AQAR__2013-2014 submitted on 08/05/2015
- iii. AQAR__2014-2015 submitted on 20/5/2016
- iv. AQAR__2015-2016 submitted on 19/1/2017

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)

University of Kerala

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="10"/>

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

- ❖ Mock visits to the departments
- ❖ ASAP orientation for final year students
- ❖ Introduction to Clubs and Extension activities for I and III Semester students
- ❖ Renewal Programme for staff and students
- ❖ Food Festival as part of fund-raising for Diamond Jubilee Block
- ❖ Monthly staff meetings

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
Utilization of FIST funds	Purchase and installation of equipment; construction of new research lab
Submit proposal for CPE	Proposal submitted
Sanction for B.Voc	Updation of infrastructure Sanctioned
Construction of Research Block	Fund Raising Programmes; beginning of construction
Recreation room	Infrastructure for recreation room under construction
History Museum	Infrastructure for History museum under construction
Research Lab	Set up research lab
Extension of Library	Extension process under way
Bridge Course	Conducted bridge Course for 1 st sem students of all classes

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken

Proposal for CPE recognition has been submitted.

With the Funds received as part FIST purchase and installation of lab and equipment was done as per project

Construction of the Diamond Jubilee Research Block started

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 B.Voc courses.

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
46	31	15		

2.2 No. of permanent faculty with Ph.D.

18

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
4	15								

2.4 No. of Guest and Visiting faculty and Temporary faculty

15		
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	37	14
Presented papers	5	12	1
Resource Persons		4	3

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

- ◆ Research oriented projects by students
- ◆ Map study and preparation of study tour report
- ◆ Workshops and seminars conducted for students in their respective areas of study
- ◆ Essay competitions and Quiz competitions based on current issues

2.7 Total No. of actual teaching days during this academic year	189		
2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	Open Book tests, 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	2		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	2	10	Nil	Nil	48%
Commerce	52	4	18	15	Nil	71.15%
Zoology	23	2	9	Nil	Nil	47.8%
History	72	1	11	Nil	Nil	16%
Home Science	23	1	6	6	Nil	56.5%
Botany	21	2	14	Nil	Nil	90.47%
English	48	1	27	7	Nil	73%
Mathematics	25	5	7	Nil	Nil	48%
Physics-UG	28	7	13	Nil	Nil	71%
Physics –PG	12	Nil	12	Nil	Nil	100%
English-PG	11	Nil	6	1	Nil	63.60%
Home Science -PG	11	6	5	Nil	Nil	100%

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

- ❖ Renewal programme for faculties in the beginning of the academic year
- ❖ Skill development of teachers through workshops, seminars, Refresher Courses and Faculty Development Programmes
- ❖ Orientation on Value education classes for faculty
- ❖ Annual department visits by the IQAC Team to assess department activities
- ❖ Encouragement of research activities such as publications and paper presentations

- ❖ Action Plan is derived at the beginning of the academic year
- ❖ Encourages faculty development programmes.
- ❖ Systematic student feedback on teacher performance
- ❖ Analysis of student feedback from exam results
- ❖ Periodic review of teaching learning
- ❖ Academic calendar
- ❖ Planning of academic and non-academic activities,

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Programme	3
HRD programmes	3
Orientation programmes	1
Faculty exchange programme	NIL
Staff training conducted by the university	2
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	10
Others	11

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	20	7	Nil	7
Technical Staff	0			

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 Forum
- Invited Lectures/Talks
- Regular notification on UGC programmers, Major and Minor Projects

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	3		5
Outlay in Rs. Lakhs	1,35,000	5,10,000		35,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	6	7	
Non-Peer Review Journals		3	1
e-Journals	3		
Conference proceedings	1	7	1

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

Level	International	National	State	University	College
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organized by the Institution

Number	Nil	2	1		
Sponsoring agencies		1. UGC 2. Dept..Of Archaeology, Kerala	Kerala Folklore Academy		

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	1	1		1		

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="2"/>	State level	<input type="text"/>
National level	<input type="text" value="2"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text" value="66"/>
National level	<input type="text" value="14"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="4"/>		
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="10"/>	Any other	<input type="text" value="7"/>

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

- ❖ Jail library reformation
- ❖ Old Age home visit (Karnunalayam)
Organised medical camp“ Medi Nutri Fest” with NUHM and NSS for the staff and students supplied free medicines, diet counselling and demonstrations
- ❖ Organised awareness classes, healthy days
- ❖ Raised funds through Food Fest
- ❖ Charity to needy students
- ❖ Harithanagaram scheme –planting ornamental plants in Sea View Ward

- ❖ Value based education and training –life skill , internships
- ❖ Placements for students
- ❖ Awareness on fellowships for students
- ❖ Developed manual for students
- ❖ Reading Week celebration
- ❖ Hiroshima Day observation
- ❖ World Student Day –Planting of trees in the school compound on 15th October
- ❖ Relief for Chennai flood victims (Soaps, towels and antiseptics)
- ❖ Distribution of study materials to school students
- ❖ School students visited the College library and Whale House of Zoology
- ❖ Survey of protected monuments of Alappuzha undertaken by students
- ❖ World Environment Day, World Oceans Day, World Ozone Day, Bamboo day Celebrations
- ❖ Poster Exhibition on wet lands
- ❖ Workshop on Ethno Botany
- ❖ “Green Valley ”- weekly exhibition of medicinal plants
- ❖ Identification of the cause of Bioluminescence in the Alappuzha beach
- ❖ Talk on the use of medicinal plants during the month of Karkitakam
- ❖ Renovation of Botanical Garden and Green House
- ❖ In collaboration with Malayala Manorama distributed saplings of Murraya (Curry leaves) to the Environment Club members.
- ❖ Planted 200 saplings of Allamanda on roadside at Sea View Ward.
- ❖ Workshop on Water Resource Conservation and Student Network
- ❖ Participation in Swach Bharath mission.
- ❖ Guidance to the Higher secondary students on Vermicomposting
- ❖ Blood donation Camp
- ❖ secured 1st prize in intercollegiate newsletter competition held in connection with the conference entitled “ Securing Future and Sustaining Livelihood with Wetlands” a Conducted Science exhibition as part of Science Day2016
- ❖ Space Quiz in connection with Space Week
- ❖ Kalam Memorial Lecture & Hiroshima Day Observance
- ❖ Indomitable Spirit-Life of A.P. J. Abdul Kalam-Exhibition
- ❖ AICUF –Food packets to patients at Medical College Hospital
- ❖ National Seminar for fish farmers on the topic :Recent Advances in Mariculture and its Possibilities in Kerala Coast ”

- ❖ “Survey on Ecological Diversity of the Azhikal Area Pre & post Tsunami time”
- ❖ Student help programme
- ❖ Food Fest
- ❖ Field study –Mud bank visit to Punnapara
- ❖ Institute visit –CMFRI
- ❖ Student research project on Corporate Social Responsibility.
- ❖ Consultancy for self help group
- ❖ Reading Week celebration –reading activities for Standard IV students at St. Joseph’s L.P.School

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	31	6	M.F	31
Laboratories	12	1 (Instrumentation Lab)	Management Fund	12
Seminar Halls	4			4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		4	FIST	
Value of the equipment purchased during the year (Rs. in Lakhs)		68,41978	FIST, UGC	
Others	Sports	Gym & Basket ball court	Yoga centre and Recreation room	Management Fund
	Library		Extension of Library	Management Fund

4.2 Computerization of administration and library

Revised

- ≈ Library Automation Software KOHA was upgraded to version 3.18
- ≈ Library website (Library Blog) is maintained
- ≈ The software ‘e-college solutions ’ is used to maintain the student data
- ≈ Online administration procedures for admission are automated using the software –Degree Selection
- ≈ Student scholarships are applied through web based scholarship disbursement

4.3 Library services:

		Existing		Newly added		Total	
		No.	Value	No.	Value	No.	Value
Text Books		42909	930023	169	57927	43078	987950
Reference Books		1628	585045	47	24000	1675	609045
e-Books		124809	5000	Nil	-	124809	5000
Journals		70	27934	3	1569	73	30783
e-Journals		6000 (Nlist)	5000	6000 (Nlist)	-	6000 (Nlist)	5000
Digital Database		(Nlist)	5000	(Nlist)	-	(Nlist)	5000
CD & Video		650	9300	-	-	650	9300
Others (specify)	Bound Volumes	116	10425	-	-	116	10425
	Theses	36	-	-	-	36	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others

Existing	94	51	2 of BSNL- Broadband	1	-	10	17	16
Added	18	5		1	-		3	10
Total	112	56	2	2	-	10	20	26

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

- Video library
- Training on Hindi e-typing
- Wikipedia Malayalam Training
- Classes on e-learning resources , e-billing , internet banking , online registrations etc
- Classes on Latex and Python for students
- Two computer labs with internet facility is available for both students and teachers
- Diploma in Computer Applications (DCA) was arranged for students
- One month vacation IT classes on MS office were conducted for students
- Six month MSOffice and DTP classes were conducted
- E-governance literacy programme 'e-jalakam' aims to train students to access the various online government services
- Students are encouraged to apply for the scholarships using the web based scholarships disbursement system 'e-grantz '

4.6 Amount spent on maintenance in lakhs:

i) ICT

4483

ii) Campus Infrastructure and facilities	83214
iii) Equipments	4612
iv) Others	109641
Total:	201950

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ∞ Awareness on scholarships
- ∞ Coaching classes
- ∞ Career 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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1088	67		

(b) No. of students outside the state

3

(c) No. of international students

Nil

Men

No	%

Women

No	%
1155	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
183	89	1	795	7	1075	217	110	2	820	6	1155

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 Basic computers
- NET coaching classes
- Various quiz competitions
- Clip board collections compiled by students
- Participation in Quiz competitions in other institutions
- Student paper presentations in National Seminars
- Participation in intercollegiate events
- 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="4"/>	SET/SLET	<input type="text" value="1"/>	GATE	<input type="text"/>	CAT	<input type="text" value="2"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text" value="10"/>	UPSC	<input type="text" value="2"/>	Others	<input type="text" value="1"/>

5.6 Details of student counselling and career guidance

<ul style="list-style-type: none"> ➤ Counselling cell in the college ➤ Individual counselling given to required students by tutor ➤ Programmes conducted by Career guidance cell of the college ➤ Career orientation programme ➤ Industry formulisation programme ➤ Computer classes held for students ➤ Motivation for slow learners ➤ Online job application ➤ Notice board for job opportunities ➤ ASAP-DOT Skill training in Front Office Management ➤ PSC coaching for students ➤ Communication Skill Development Programme

No. of students benefitted

30%

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
			17

5.8 Details of gender sensitization programmes

<ul style="list-style-type: none"> ➤ Gender based violence awareness classes ➤ Women's 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

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	37	79341
Financial support from government	692	5713766
Financial support from other sources	10	35000
Number of students who received International/ National recognitions		

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:

- ❖ Difficulty in transportation within the campus redressed for the physically challenged
- ❖ 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 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

Yes. Management Information System is being used for various operations like admission process, fee collection, library resources etc.

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
- ❖ Recommendations to Board of Studies
- ❖ Participation of Board members in syllabus restructuring and revamping
- ❖ Curriculum assessment through feedback

6.3.2 Teaching and Learning

- ∞ ICT based teaching
- ∞ Support for advanced and slow learners
- ∞ Brainstorming sessions debates and quiz competitions on relevant topics
- ∞ Seminars workshops and invited lectures
- ∞ Project presentations , thesis discussions an group learning
- ∞ Participation of students in Offs camp seminars and competitions off campus
- ∞ Experiential visits to various universities, libraries, scientific institutions, hospitals etc
- ∞ Constant evaluation
- ∞ Observing important days such as Reading Week and organising book exhibitions to promote reading habit among the students
- ∞ Regular conduct of training sessions for the students on e-learning resources
- ∞ Action research
- ∞ Coaching for soft skill training , NET/SET, career oriented coaching. PSC, Bank exam coaching, Hardware Training

6.3.3 Examination and Evaluation

- College Level Monitoring Committee(CLMC)
- continuous and semester evaluation of students
- Faculties 'representation as camp officers for centralized evaluation
- Participation of faculties in the valuation camp as Chief Examiners and Additional Examiners

6.3.4 Research and Development

- ✓ Minor & Major Research projects
- ✓ Enhancement of labs with new equipment
- ✓ Collaborations with research institutions
- ✓ Lab visits
- ✓ Technology transfer
- ✓ Paper publication and Paper presentations
- ✓ Student project sanctioned from Kerala State Council for Science, Technology and Environment (KSCSTE)

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Maintenance of Library website
- Ensures participation of students in library activities such as shelf rectification, stacking of books etc.
- Regular conduct of User Awareness Programmes to introduce and help the students to use the library resources in an effective

6.3.6 Human Resource Management

- ✓ Faculties enhanced their academic profile by taking PhD, MPhil
- ✓ Refresher courses, orientation and training programmes
- ✓ 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

6.3.8 Industry Interaction / Collaboration

- Etroplus Fish Harvest site visit in collaboration with ADAK
- Collaboration with Centre for Heritage Studies, Tripunithura
- Visit to Milma Plant, Spinning Mills, Coir Board
- ED collaborates with Industry Department
- MSME programmes on soft toy making, bag making etc.
- Visits to SIFT, CMFRI, FACT, CUSAT, CEPIC
- Collaboration with ATREE ,CRDS

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 , Loan facilities
Non teaching	NT staff club , Chit Funds , Loan facilities
Students	Scholarships, endowments students aid fund ,fee concession for poor ,Fisheries Stipend ,scholarships for minority students, SC/ST concession

6.5 Total corpus fund generated

5500000

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	No	IOAC	yes	IQAC
Administrative	yes	P.V.Chacko & Co.,Chartered Accountants, Ernakulam	yes	Management

✓

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?

- ❖ 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?

Called for applications and conferred autonomy to a few colleges.

6.11 Activities and support from the Alumni Association

- Alumni meet
- Contribution to building fund
- Aid for poor students
- Representatives in IQAC
- Active participation in various college activities

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 and retiring staff
- Support of PTA during admission
- PTA act as members of various committees
- Contribution to Building Fund

6.13 Development programmes for support staff

- Counselling classes and meetings
- Sports events
- Annual renewal programmes
- Workshops and 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
- ✓ Potable water
- ✓ 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.

- ◆ Community service programmes
- ◆ Experiential learning
- ◆ Awareness class for students e-waste, Cybercrimes, cancer and environment protection
- ◆ Knowledge sharing forum
- ◆ Demonstration of research equipment to U.G and P G students
- ◆ Wealth from waste
- ◆ Terrestrial ecosystem study
- ◆ Visit to Industries , research institutes and historical places
- ◆ Women empowerment programmes
- ◆ Placement promoting activities
- ◆ Training for parents
- ◆ Yoga classes for students
- ◆ Folk art forms like Padayani, Thullal etc are part of the syllabus and are demonstrated within the campus

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

- ◆ Applied for B-Voc
- ◆ Workshops and National seminar were organized for staff and students
- ◆ Initiated the Construction of Research Block
- ◆ Submission and presentation of the detailed proposal of CPE
- ◆ Concern for environment

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

1. Renewal Programme for the Staff and the Students
2. General Assembly for Students

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

7.4 Contribution to environmental awareness / protection

- ◆ World Environment Day, World Ocean Day, World Ozone Day, Bamboo day celebrations
- ◆ Poster Exhibition on wet lands
- ◆ Workshops on Ethnobotany
- ◆ “Green Valley” –Weekly Display of a medicinal plant.
- ◆ Identification of the cause of Bioluminescence in the Alappuzha
- ◆ Renovation of Botanical Garden and Green House
- ◆ Distributed saplings of Murraya (Curry leaves) to the Environment Club Members in collaboration with Malayala Manorma
- ◆ Planted 200 saplings of Allamanda on roadside at Sea View Ward, alappuzha
- ◆ In collaboration with ATREE conducted a workshops on Water Resource Conservation and Student Network
- ◆ Participation in Swach Bharath mission
- ◆ Guidance to the Higher secondary students on Vermicomposting
- ◆ Secured 1st Prize in intercollegiate newsletter competition in connection with the conference entitled “securing future and sustaining livelihood with wetlands”.

7.5 Whether environmental audit was conducted? Yes No

Strengths:

- ❖ Integral and holistic development of the student
- ❖ Imparting of a value –oriented education
- ❖ Non-commercialization of education
- ❖ Well sustained eco-friendly clean green campus
- ❖ Upliftment of the women in coastal town Aleppey
- ❖ Promotion of excellence in teaching and learning
- ❖ Motivating the students to inculcate knowledge and work skills
- ❖ Tap the full potential of the students through appropriate co-and extracurricular activities
- ❖ Efficient and qualified faculty
- ❖ Systematic and motivational teaching
- ❖ Opportunities for research activities
- ❖ Active Alumnae
- ❖ Participatory Administration
- ❖ Tutor –ward system
- ❖ Digital Library

Weakness:

- ❖ Limited PG Courses
- ❖ Slow learners
- ❖ Financially backward students
- ❖ Limited campus area

Opportunities:

- ❖ Research facilities
- ❖ Autonomy
- ❖ Integral formation of the students
- ❖ Employability


Threats:

- ❖ Non sanctioning of new courses
- ❖ Delay in staff fixation by university and government
- ❖ Insufficient funds

8. Plan

- ❖ Construction works for the Research Block
- ❖ Fund raising programme for the Research Block
- ❖ Celebration with spine injured persons and their family
- ❖ Infrastructure development as part of FIST

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 2015-2016 attached

ANNEXURE II: Feedback on Curriculum

Annexure on Feedback

Regular and systematic feedback on course, curriculum and on the institution in general is sought from all the stakeholders of the institution –the students, parents and peers. Student feedback on faculty is done online using the software faith Infosys. They rate the members of the faculty along the parameters of teaching methodology /etiquette, approach to co-curricular and extra –curricular activities, subject competency and promptness of evaluation. A consolidated rating sheet is handed over to the faculty members individually for further self assessment. The faculty is also encouraged to take individual feedback at the end of every course/semester; this is done both orally and in writing. Student feedback on syllabus is documented and communicated to relevant authorities and when required.

Opinion of the students is also sought regarding institutional facilities and necessary steps are duly taken for the enhancement of learning ambience. Feedback forms are sent to parents and social peers for their comments on the course, syllabus and curriculum. Faculty members are also encouraged to give feedback on course and syllabus to the higher academic bodies. Peer group evaluation of the curriculum and related facilities and activities are also recorded. Besides the existing system and method of feedback, oral opinions and suggestions for overall improvement of the institution are regularly sought from all concerned.

ANNEXURE III: Two best practices of the institution

1. Renewal Programme for the Staff and the Students

The Institution gives a lot of importance to the holistic well being of its stakeholders. Keeping this in mind, the institution regularly organizes renewal programmes for the staff and students. These events incorporate orientation on personality augmentation, enhancement of professionalism, and emotional and spiritual enrichment.

Eminent Resource persons are invited to conduct the sessions that touch upon almost every aspect of personal and professional improvement. One of the highlights of these programmes is the thrust given to meaningful personal bonding wherein the staffs reach across to each other keeping aside the strain of daily activities. Often the sessions are interactive wherein the participants are encouraged to do a SWOT analysis, and to take personal and professional stocktaking. Besides, the staffs are also given orientation on the conduct of value education classes for students; reading materials and other helpful resources are also provided.

The sessions for student too focus on personal, emotional and spiritual well being with additional thrust on inculcation of values. Consciousness raising regarding contemporary issues and the best responses towards them, ways and means to lead a successful and fulfilling life. They are also encouraged to be responsible citizens of the society and to be valuable contributors to the

upkeep of general social welfare, keeping in mind the mission of the institution to create a morally upright, intellectually inspired and spiritually strong generation.

The Renewal Programmes thus provide a forum for personal and professional enhancement of the staff and the students which in turn reflect on the well being of the institution.

2. General Assembly for Students

The General Assembly, presided over by the Principal, is convened regularly. It acts as a platform for direct interaction between the students and the Principal. Weekly meetings held in the auditorium provide an opportunity for immediate dissemination of common information. Besides, the event is also utilized as a time to felicitate daily achievers. Winners of various on and off- campus events are introduced to the students and are congratulated on their achievements. Awareness on student support systems are explained to the students in the detail during this time.

It is a common platform to exhibit talents, to develop interpersonal relationships and nurture positive ethos of the students. It provides a positive contribution to pupil's self development. It nurtures love, cooperation and respect. It is also a time for quiet reflection.