

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

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. Sheena George
Tel. No. with STD Code:	0477-2244622

Mobile:

9388461103

Name of the IQAC Co-ordinator:

Rose Michael

Mobile:

9847744222

IQAC e-mail address:

iqacstjosephcalpy@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

15104

1.4 NAAC Executive Committee No. & Date:

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

(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:

www.stjosephscollegeforwomen.org

Web-link of the AQAR:

<http://stjosephscollegealappuzha.org/Stjosephs/index.php/Stjoseph/iqac>

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++	82.10%	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)

2016-2017

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 __2012-2013 submitted on 31/05/2014
- 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
- v. AQAR__2016-2017 submitted on 7/12/2017

vi. 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*)

University of Kerala

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*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	2
2.4 No. of Management representatives	2
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	2
2.7 No. of Employers/ Industrialists	2
2.8 No. of other External Experts	1
2.9 Total No. of members	22
2.10 No. of IQAC meetings held	44

2.11 No. of meetings with various stakeholders:	No.	<input type="text"/>	Faculty	<input type="text" value="17"/>
	Non-Teaching Staff	<input type="text" value="4"/>	Alumni	<input type="text" value="3"/>
	Students		Others	<input type="text" value="20"/>

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

- Quality enhancement – faculty development programmes
- Holistic growth of the students through extension
- Introduction to skill oriented programme
- Department quality assurance

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
- Monthly staff meetings
- Initiating skill based learning through introduction of skill based programme & courses – B.Voc proposal submitted, ASAP Craft Baker Programme.
- Monthly department reports, copies of proposals submitted to various statutory bodies and all other college activity reports are maintained by IQAC
- Sensitization on ecological issues
- Seminars on various Themes

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
<ul style="list-style-type: none"> • Department visits • Basketball Court • Tennis Court • Yoga Centre 	<p>Visit by the IQAC Core group to the various departments at the beginning of the academic year</p> <p>Basketball Court setup</p> <p>Tennis Court setup</p> <p>Yoga Centre setup and yoga classes were conducted for Staff & Students</p>

<ul style="list-style-type: none"> • Library Extension • Beautification of botanical garden • Resubmission of B.Voc application • Strengthening of department extension activities • Exam Reforms • Increase percentage of ICT support in Teaching learning 	<p>Library extended to the Second floor</p> <p>Maintenance of Botanical garden</p> <p>Proposal for B.Voc resubmitted.</p> <p>Departments conducted various extension activities</p> <p>Setting up of Cameras in examination halls.</p> <p>Increase in number of Teachers using ICT</p>
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** 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

- | |
|--|
| <ul style="list-style-type: none"> ❖ IQAC core team visit to the Departments for the quality enhancement. ❖ Inception of Basketball court, tennis ball court and Yoga centre. ❖ Expansion and up gradation of Library. ❖ Beautification and increase in the number of flora ❖ Proposal for B Voc. was resubmitted with change in courses. ❖ Installation of Cameras in the examination halls |
|--|

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				
Others				
Total	14			
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	13
Trimester	
Annual	

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

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.

- S1,S2 and S4 – General English syllabi was revised
- Changed the open course paper offered by the Physics department from Applied Physics to Energy Physics.
- Shift of portions between different practical of B.Sc. Zoology and revision in the portions of S5 and S6 practical of B.Sc. Chemistry
- Changes in the theory papers of third and fourth semester of B.Sc. Zoology
- Four faculty members – two from Commerce two from English and two from Mathematics attended the syllabus revision workshops
- M.Sc. Home science Syllabus restructuring – submitted to the Board of Studies
- Revision of Journal list(Home science) for UGC submitted to the Board of Studies

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
42	32	9	-	1

2.2 No. of permanent faculty with Ph.D.

20

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
	15								15

2.4 No. of Guest and Visiting faculty and Temporary faculty

21

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	22	27
Presented papers	3	7	1
Resource Persons	1	-	2

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

- ❖ ICT based classes
- ❖ Specimen collection
- ❖ Institutional visits
- ❖ Training in Tissue culture
- ❖ Assignment submission books to make the assignment submission systematic
- ❖ Bridge Course
- ❖ Peer group studies
- ❖ Regular study hours before and after the class
- ❖ Exhibition on cyber laws and cyber crimes
- ❖ Innovative student research projects
- ❖ Skill sharing forum
- ❖ Important day observance
- ❖ Three minutes Thesis power point presentations
- ❖ Colloquium
- ❖ Question bank by students
- ❖ Audio visual library and film shows related to syllabus
- ❖ Syllabus based programmes related to folklore and Kerala culture
- ❖ Career guidance class
- ❖ Use of quality instruments like binocular stereo microscopes, advanced oil immersion microscopes in practical
- ❖ Student microscopes purchased
- ❖ Walk with scholar programme
- ❖ Student support programme
- ❖ Invited talks
- ❖ Use of internet

2.7 Total No. of actual teaching days during this academic year	195		
2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	NA		
2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	8		4
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 %
B.Sc Mathematics	28	32.14	21.4			53.57
B.Sc Physics	26	13	34.61			53.84
B.Sc Chemistry	27	14.81	40.74	3.70		59.3
B.Sc Botany	24	12.5	20.83	4.16		38
B.Sc Zoology	19	21.05	42.10	5.26		63
B.Sc Home Science	19		26.31			26.3
B.A English	45	4.44	26.66	26.66	2.22	60
B.A History	68			16.17	5.88	22.05
B.Com	50	12	46	18		76
B.A Communicative English	33			18.18	27.27	45.5

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

- Department visits by IQAC team to monitor
- Academic Audit is conducted to ensure efficient and time bound transaction of curriculum
- Monthly meeting with teachers, where activity reports for the period are presented
- Feedback on student performance are collected from departments

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	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	6
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	18
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		NIL	
Technical Staff	0	1	NIL	

Criterion – III

3. Research, Consultancy and Extension

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	-	-	3
Outlay in Rs. Lakhs		-		3,90,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	11	Nil
Non-Peer Review Journals			
e-Journals			
Conference proceedings		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		-	-	-
Minor Projects		-	-	-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	1	KSCSTE	27500	
Any other(Specify)				
Total				

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)

FIST,
KSCSTE,
student
research
project

3.10 Revenue generated through consultancy

NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	Unive rsity	Colle ge
Number		1	2		5
Sponsoring agencies		UGC	1. Parliamentary affairs, Govt. Of Kerala 2.KSCSTE		

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

12

3.13 No. of collaborations

International

National

4

Any other

1

3.14 No. of linkages created during this year

6

3.15 Total budget for research for current year in lakhs :

From Funding agency

27500

From Management of University/College

Nil

Total

27500

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
3				1		2

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

1

7

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

70

National level

5

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

25

NCC

11

NSS

20

Any other

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

- ☞ Conducted Science Expo for 37 “Young talents”.
- ☞ Library organized Book Exhibition
- ☞ Guidance provided to set up few School Libraries.
- ☞ Departments organized reading week celebrations
- ☞ Free PSC coaching classes for the students of Sea-view Ward, Alappuzha.
- ☞ Environment friendly activities:
 - ☞ Planting of saplings in St. Sebastians L.P.School, Alappuzha in connection with student day celebrations.
 - ☞ Study on the Ecological history of Kaithavana and Pallathuruthy ward of Kuttanadu Thaluk, Alappuzha.
 - ☞ Celebrated important days like Christmas and reading week along with students of St. Sebastians L.P.School, Alappuzha
 - ☞ Visit to biodiversity rich zones.
 - ☞ Familiarising the students with eco friendly techniques like vermicomposting, waste water treatment, organic farming and bio waste management.
 - ☞ Planting of medicinal plants
 - ☞ Class on protection of Mangroves
 - ☞ A day with the aged : Visit to Old age Home “Karunalaya”
 - ☞ Tuition classes for the boys of St. Antony’s Orphanage, Alappuzha.
 - ☞ Visit to “Saanthwana “a home for mentally challenged and distribution of materials to the inmates.
 - ☞ Women empowerment programmes like Women Entrepreneurs meet, awareness class on by leading advocate.
 - ☞ Walk with Health Programme- Nutrition and Health Education for the students.
 - ☞ Awareness on Breast feeding week and conduct of Poster Competition.
 - ☞ Breast cancer awareness campaign for college teachers
 - ☞ Free gynaecology and endocrinology consultation with medicines.
 - ☞ Awareness class for adolescent girls on life style diseases and healthy living

- ☞ Medical camp and Survey on thyroid disorders and anaemia among staff and students in association with Doctors Diagnostic Research Centre
- ☞ Classes on women oriented issues, like relationship between mother and daughters for mothers of students.
- ☞ Awareness class on Secularism organized by NSS at Omanappuzha area
- ☞ Three Medical camps – Ayurveda medical camp, Homeo medical camp and Allopathy medical camp at Omanappuzha were organized by NSS
- ☞ Cleaning by NSS :- College campus & selected public venues
- ☞ Cleaning of General Hospital premises in Alappuzha by NCC cadets of the College.
- ☞ Flag day celebration & Yoga day celebration by NCC cadets

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	1.5 acres		5 acres	
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)					
Others	Sports	Gym, Basket ball court & Badminton court	Yoga centre, Recreation room, Basketball court & Tennis court	Management Fund UGC fund	
	Library		Extension of Library	Management Fund	
			CCTV	CPE	

4.2 Computerization of administration and library

- ◆ Library and administration sections are fully computerized
- ◆ CCTV surveillance in library
- ◆ Nine computers with internet facility for browsing

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1090	46478	44168	1032118	45258	107859 6
Reference Books	11	1998	1686	611043	1697	613041
e-Books	124809	5750	-	5900	124809	11650
Journals	77	33531	-	-	154	33531
e-Journals	Nlist ejournals (6000+)	5750	-	5900	6000+	11650
Digital Database	Nlist (22)	5750	-	5900	22	11500
CD & Video	698	9300	-	-	698	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	Departments	Others
Existing	112	2	2	2		10	20	26
Added								
Total	112	2	2	2		10	20	26

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

- Campus Wi-Fi access facilities
- Internet access to staff and students in Departments.
- Training for the teachers to mark online hourly attendance.

4.6 Amount spent on maintenance in lakhs :

i) ICT	64,055
ii) Campus Infrastructure and facilities	2,00,370
iii) Equipments	2,57,995
iv) Others	18,805
Total :	5,41,225

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation classes on facilities in the library, Scientific Journals, e-books etc.
- Updating notice boards.
- General assembly for students
- Students were given classes on using computer and online resources.
- Language lab
- Smart class rooms enhanced the teaching-learning process.

5.2 Efforts made by the institution for tracking the progression

- ❖ Test Papers, Assignments , Result Analysis
- ❖ Career guidance cell
- ❖ Entry level assessment
- ❖ Tutorial system, remedial coaching.
- ❖ Continuous evaluation through internal examinations.
- ❖ Proper recording of attendance.
- ❖ Conduction of open house meetings at regular intervals.
- ❖ Regular department meetings to analyse the progression of students
- ❖ Orientation for new students
- ❖ Coaching for competitive exams like PSC is provided to students;
- ❖ Collecting data of various achievements of students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1125	77		

(b) No. of students outside the state

3

(c) No. of international students

-

No	%

Men

No	%
1202	100

Women

Last Year						This Year					
General	SC	S T	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
217	110	2	820	6	1155	228	128	4	832	10	1202

Demand ratio 1; 50

Dropout % 1.08%

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

- PSC coaching
- NGPE (National Graduate Physics Exam) by Indian Association of Physics teacher
- Books in Main and department library
- PSC & other entrance Question Paper discussion
- Coaching for Bank Competitive exam in collaboration with MINERVA, CETA

No. of students beneficiaries

102

5.5 No. of students qualified in these examinations

NET	6	SET/SLET	8	GATE		CAT	
IAS/IPS etc		State PSC	2	UPSC	1	Others	CUSAT

5.6 Details of student counselling and career guidance

- Career Guidance in Multimedia Animation Classes organized in collaboration with Drishya –Multimedia
- Career guidance Programms on ICMA
- Career guidance Programme by KVM Institute of Management
- Career guidance Programme on Company Secretary ship Course conducted by Deputy Director, Institute of company Secretaries of India .
- Orientation for IDC & PG
- Class on higher education opportunities and career options.
- Department wise career guidance classes were conducted
- Seminar on the employability skills in women, organized by Centre for Informatics and guidance in India .
- Tutorials
- Moral Classes , WWS, SSP, ASAP, Subject Seminar
- Orientation & Registration Programs in collaboration with employability centre, Alappuzha , a programme under employment Exchange Alappuzha

No. of students benefitted 1200

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
	ASAP 25		

5.8 Details of gender sensitization programmes

<p>‘Righths of Women’ awareness Programme</p> <p>Awareness class by leading social Activities and Feminist on women empowerment.</p> <p>Legal literacy</p>
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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	114	66650
Financial support from government	1095	6670905
Financial support from other sources	89	652870
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

- ☞ Mission Sunday
- ☞ Participation in AICUF
- ☞ Lunch box for poor students
- ☞ Visit to the school for the Mentally Retarded
- ☞ Visit to Tiny Tots School
- ☞ Activities by NCC and NSS students
- ☞ Planting of saplings in St. Sebastians L.P.School, Alappuzha in connection with student day celebrations.
- ☞ Study on the Ecological history of Kaithavana and Pallathuruthy ward of Kuttanadu Thaluk, Alappuzha.
- ☞ Celebration on important days like Christmas and reading week along with students of St. Sebastians L.P.School, Alappuzha
- ☞ Planting of medicinal plants
- ☞ A day with the aged : Visit to Old age Home “Karunalaya”
- ☞ Tuition classes for the boys of St. Antony’s Orphanage, Alappuzha.
- ☞ Visit to “Saanthwana “a home for mentally challenged and distribution of materials to the inmates.

5.13 Major grievances of students (if any) redressed:

1. About transportation in the beach Road (16/11/2016)- Ref 568/2016 dated 16/11/2016
2. Theft from II DC literature (21/11/2016)- Ref 581/2016 dated 22/11/2016
3. Missing case of Mobile phones (25/11/2016)- Ref No. 581/2016 dated 28/11/2016

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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 used for admission process, fee collection, students feedback about the faculty, documentation of departments and library resources.

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

6.3.1 Curriculum Development

- Faculty members of various disciplines are Board of Studies of the University.
- Faculty participation in syllabus restructuring workshops of UG and PG programmes.
- Timely recommendations are forwarded to the Board of Studies.
- Prepared and submitted syllabus for different subjects.

6.3.2 Teaching and Learning

- ✓ ICT based teaching is followed
- ✓ Question- Answer Book was prepared
- ✓ Continuous support and follow up for the advanced and slow learners.
- ✓ Group discussions, debates, panel discussions, quiz competitions and exhibitions
- ✓ Motivational talks, invited lectures, career guidance seminars, and workshops.
- ✓ Experimental visits to various universities, libraries, scientific institutions, hospitals, stock exchanges, Industries and Govt institutions.
- ✓ Demonstration of role-plays and skits.
- ✓ Conducted Awareness Rally in connection with World Food Day.
- ✓ Besides the arranged internals exams, class test, surprise test are conducted.
- ✓ Observing important Days like World Food Day, World Environment Day, World Women's Day.
- ✓ Book exhibitions, Book Review competitions to observe the Reading Week.
- ✓ Organised National seminar and paper presentations.
- ✓ Ongoing training is provided to the students on e-learning resources
- ✓ Coaching for soft skill training, Career coaching like NET/SET PSC, Bank Exams.
- ✓ Offering open courses to promote interdisciplinary knowledge sharing among the students.
- ✓ Individual assignments and records are submitted by students for core and complementary courses.
- ✓ Organised eco-tourism study trips.
- ✓ Academic Council Meetings are conducted to formulate plans regarding teaching and learning process.
- ✓ Department heads meetings are held when necessary to make the teaching –learning process effective and qualitative

6.3.3 Examination and Evaluation

- College Level Monitoring Committee(CLMC)
- Faculty participated in the Board Studies Meeting to plan about the Theory as well as the Practical Examinations.
- Faculty participation for the Centralised Paper Valuation Camp as Chairpersons, Chief Examiners and Additional Examination for various semesters.
- Conducted mock viva for UG and PG students.
- Online assessment of students
- Display the attendance and internal marks on the notice board for verification.
- Question papers and schemes are prepared for Autonomous colleges and Universities.

6.3.4 Research and Development

- ❖ Minor projects are undertaken
- ❖ Procurement of research instruments under DST-FIST
- ❖ Enhancement Lab facilities with new equipment under DST-FIST scheme.
- ❖ Paper publications in leading journals.
- ❖ Paper presentations in international and National Seminars.
- ❖ Research oriented projects for students
- ❖ Undertaken four student projects funded by KSCSTE.
- ❖ A new research block is under construction with lab, new facilities and equipments

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ✓ Wi-Fi connection is made available in the departments and library.
- ✓ Students are trained for shelf rectification and library book arrangement and certificates are issued for the Best Performers.
- ✓ Best User Award is given to the students who uses the library resources to the maximum.
- ✓ New books and thesis are added to the library stock.
- ✓ Up gradation of Library Website is done.
- ✓ Regular orientation programmes are conducted for the students to make use of the library resources effectively.
- ✓ Smart classrooms, Smart boards and LCD projectors.
- ✓ Well equipped Audio-Visual room, Seminar Hall and Conference Hall.
- ✓ Two Computer Labs with internet connection during the working hours.
- ✓ Staff as well as faculty make use of the internet facility.
- ✓ Special Softwares- SPSS, Python and Virtual Lab.
- ✓ 10 KV generator and 100KV transformer.
- ✓ Health Club and augmented sports facilities including a Tennis Court and a Table tennis court.
- ✓ A Yoga Centre to teach and practice yoga.
- ✓ Green clean campus with well-maintained Botanical Garden.
- ✓ Rain water harvesting and drinking water facilities.
- ✓ Optimum use of the limited campus area with parking facilities for students & faculty

6.3.6 Human Resource Management

- One-day Seminar was organised for the teachers on the topic 'How to Communicate Values to the Students'.
- Knowledge Sharing Forum.
- Meetings are held to disseminate information regarding new trends and policies.
- Improvement in the academic profile through securing Ph.D.
- Interdisciplinary activities like Seminars and Panel Discussions.
- Refresher Courses, Orientation, Workshops and Training Programmes.
- Participation in Inter-religious Conferences.
- Participation in the Discussions on the New Educational Policy Draft.
- Staff Recreation Programmes are organised.
- Completed Course Work in connection with Research Registration.

6.3.7 Faculty and Staff recruitment

- ❖ Staff and faculty recruitment are done in accordance with the State Government's and University norms.
- ❖ Advertisement is given leading News papers.
- ❖ Selection Committee constitutes Government Nominee, Subject Experts, Management Representatives, Principal, and Heads of the Department.
- ❖ Selection criterion is merit and quality of the candidate.
- ❖ Vacant posts are filled promptly.
- ❖ Guest Lectures are appointed in the posts which are not approved by Government.

6.3.8 Industry Interaction / Collaboration

- ED Club collaborates with Kerala District Industries Centre
- Member of the Internal Complaints Committee and Anti-Sexual Harassment Committee of William Goodacare and Sons India, Pvt .Ltd.
- In collaboration with Kerala State Electricity Board organised Power Quiz
- Collaborated with Food and Nutrition Board Ministry of Women and Child Development, Govt of India.
- Research Fund KSCSTE
- Experimental visit to CEPCI, NIIST and CRDS.
- Visit to Eco- Tourism Centre –Marari Beach.

6.3.9 Admission of Students

- ✓ Online admission process is followed as per the rules and regulation of the University.
- ✓ Community and Management Quota Admission is done by the college in compliance with the University norms.
- ✓ Admission procedures are transparent, accounted, and audited.
- ✓ Vacant seats filled through spot admission under the supervision of the officer assigned by the University.

6.4 Welfare schemes for

Teaching	-Chit funds, PF loans
Non teaching	Chit funds, PF loans
Students	<ul style="list-style-type: none"> • Departments provide financial assistance for study materials, to pay fees and to go for study tours. • Scholarships and Endowments provided

6.5 Total corpus fund generated

Nil

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
Administrative	Yes	P.V Chacko & Co.	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 submission of Statement of Attendance
- Online admission of internal marks
- Centralised valuation is encouraged.
- Public examinations are conducted based on the predetermined time table
- Question papers and valuation schemes are made available by the University.
- Semester results are published on the University website.
- Information Centre answers to the queries related to conducting examination.
- 'Flying Squad'- a team of faculty members assigned by the University make a surprise visit to the colleges during the examination hours.
- Installation of CCTV is insisted in the examination halls

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

Invite application for securing Autonomous Status and has conferred autonomy to colleges.

6.11 Activities and support from the Alumni Association

- Alumni Meetings
- Took lead to raise fund for the construction of the Research Block.
- Contribution to building Fund
- Aid for poor and promising students
- Representatives in Governing Body of the College, IQAC and PTA
- Active participation in college endeavours
- Make concrete suggestion for the betterment of the academic activities.

6.12 Activities and support from the Parent – Teacher Association

- ❖ Parents of the fresher's are given orientation.
- ❖ Parent Teacher Meeting is conducted at the end of each semester.
- ❖ PTA felicitates the achievements of students and staff
- ❖ PTA members assist the college in the student admission process.
- ❖ Take initiative to raise fund for the construction of the Research Block.
- ❖ Contribution to the Building Fund.
- ❖ PTA executive members partake in the major events of the college.
- ❖ Participation in the various committees.
- ❖ Make concrete suggestion for the smooth functioning of the college.

6.13 Development programmes for support staff

- ❖ One-day Seminar was organised on the topic “Office Administration” for the Office Staff.
- ❖ Meetings are conducted to motivate them.
- ❖ Sports events are organised.
- ❖ Annual spiritual empowerment programmes.

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

- Solar energy is used in college office and labs.
- Observation of Zero Food Waste Day
- Rain water harvesting
- Plastic free campus.
- Biogas plant.
- Material Waste Management
- Planting of Saplings
- Celebration of Environment Calendar Days.
- LED lights
- Safe disposal of lab waste
- Clean Campus Programme
- Uninterrupted supply of Drinking Water Facility
- Awareness Programme on Clean Campus.
- Utilization of waste water for irrigation of garden
- Incinerators
- Ladies friendly toilets.
- Well-maintained Botanical Garden

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.

- Experiential learning
- Knowledge Sharing Forum
- Community service programmes
- Jamming classes for improving communication skills
- Visits to research institutes, bio-diversity rich areas, historical places
- Awareness classes for students on eco-friendly techniques like vermicomposting, waste water treatment, organic farming
- Women empowerment programmes
- Yoga classes and observation of Yoga Day
- Interdisciplinary Lyceum lectures
- Remedial coaching for school students in orphanages
- Introduction to Library classification
- Placement promoting classes and activities
- Introducing Heritage and Traditional art forms to the students
- Manuscript magazines

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

- National Seminars and Workshops organized for staff and students
- Tennis court setup
- Library extended
- Fund collection for research block
- CCTV cameras installed
- Botanical garden beautification

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

- Presentation of monthly reports by Departments and Evaluation by IQAC
- Team work towards Infrastructure development and Resource Mobilization

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

7.4 Contribution to environmental awareness / protection

- Observation of Zero Food Waste Day
- Rain water harvesting
- Plastic free campus awareness
- Material Waste Management
- Planting of Saplings
- Celebration of Environment Calendar Days.
- LED lights
- Awareness Programme on Clean Campus.
- Utilization of waste water for irrigation of garden
- Incinerators
- Well-maintained Botanical Garden
- Green eco-friendly campus
- Reusing and recycling paper - using one-sided paper for rough prints
- Planting trees
- eco-club activities
- Swach bharath campaign
- Avoidance of flex material for display boards within the campus.
- Planting medicinal plants

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

- Transparency in admission & appointments
- Synergy and team work among stakeholders
- Optimum utilization of funds
- Suitable environment for the promotion of women
- College is in the centre of the town which is locational advantage
- Timely purchase of new instruments and management

Weakness

- Limited PG courses
- Lack of financial resources
- Poor educational background of parents
- Very few other state students & no students from outside in the country

Opportunities

- Possibility for research and new PG programmes
- Multidisciplinary approach to studies
- Increase in number of research projects

Threats

- Lack of space for further improvement
- Pending appointment of teaching & nonteaching staff

8. Plans of institution for next year

- ◆ To go for NAAC Reaccreditation 3rd cycle
- ◆ Effective use of Alumnae resources
- ◆ Increase in number of research projects and extension activities
- ◆ More workshops & seminars
- ◆ Development of research lab, PG classrooms and auditorium
- ◆ Implementation of Digital library
- ◆ Library automation software up gradation
- ◆ Moodle classes for staff
- ◆ Symposium on vision & mission of the institution

Name: Rose Michael



Signature of the Coordinator, IQAC

Name: Dr. Sheena George



Signature of the Chairperson, IQAC

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ANNEXURE I: College Calendar of the year 2016-2017 attached

ANNEXURE II: Feedback on Curriculum

The feedback and evaluations are meant to improve the quality of teaching and learning process. Institution has a formal and informal mechanism to collect feedback on curriculum and syllabi from its different stakeholders (Alumni, Parents, Faculty and Students) on a regular basis. Feedback forms are framed considering the significance of outcome based learning. A detailed questionnaire counting the aim, objective, load, competency of the curriculum and syllabi is distributed and the feedback is documented. An expert committee is given the accountability to analyse the feedback and is accordingly communicated to the concerned authorities. The people of the area are also a major stakeholder of the institution, so an understanding to their perception is also very important for maintaining and improving the quality of learning and proper functioning of the institution.

The frequency of the general feedbacks collected on curriculum are decided by the IQAC of the institution. Faculty of the institution play an important role in giving an authentic feedback on curriculum in the latest scenario. Feedbacks on individual course are also collected by the respective teachers which adds to improve the curriculum. Student apprehensions and suggestions are given the prime importance when feedbacks are scrutinized. College is very much transparent in its dealings with all its concerned feedbacks and propositions.

ANNEXURE III: Two best practices of the institution

1. Presentation of monthly reports by Departments and Evaluation by IQAC

The last Thursday of each month is earmarked for a General Staff Meeting wherein each department presents its activity report at the end of which a copy is handed over to the IQAC along with a soft copy. This serves as an encouragement and inspiration to others to perform better. It also ensures that the IQAC and the entire staff is able to keep track of the events of the College and respond without delay.

2. Team work towards Infrastructure development and Resource Mobilization

It was an urgent and felt need to upgrade and expand the infrastructure facilities of the College. Plans were made by the Management to achieve this and steps were taken towards it. Financial constraints were sharp. Hence two projects were taken up by the College for fund raising which are mentioned below:

- a. **TRANCE:** A dramatic dance performance by Padmasree Shobana and team which was an imaginative reappraisal of Indian performing traditions. Myths and streams of consciousness were re-contextualised through a collage of rhythm, kaleidoscope of colours, sensual poetry and traditional Bharatnatyam.
- b. **FOOD FEST:** An enlightening Fest which provided a venue to the entire district to come together and enjoy the cuisine of different cultures. It was not just a food fest, it was an awareness towards better health and better living. Recipes for healthy diet were presented in

detail, physiological check – up was conducted, and suggestions and remedies were provided for various ailments.

These were examples of total involvement of the entire staff and students along with the PTA which resulted in amassing an amount of Rs. 50 lakhs from the Trance programme and Rs. 7 lakhs from the Food Fest.