

PROFORMA

1. (a) Name & address of the College : St. Xavier's College, Thiruvananthapuram- 695586

Telephone Number : 0471- 2705254
 Web & Email Address : www.stxaviersthumba.org
 Email: principalthumba@yahoo.com

(b) NAAC Accreditation level : B Grade of CGPA 2.70
 (c) University to which affiliated : University of Kerala
 (d) Name of Panchayath : Kadinamkulam Panchayath
 (e) Year of Starting : 1964
 (f) Name of Courses offered : B A Malayalam & Mass Communication, History, Economics, B.Sc. Mathematics, Physics, Chemistry, Botany & BioTechnology, B.Com, M.Sc Physics, M.Com.

2. Students Strength as on 01.01.2018

Sl.No	Name of Course	Total Strength			Scheduled Caste			Scheduled Tribe		
		Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
(a)	B.A/B.Sc	342	648	990	85	107	192	02	00	02
(b)	MSc Physics	10	30	40	01	05	06	00	00	00
(c)	M.Com	07	21	28	01	00	01	00	00	00

3. (a) Number of day scholars : 1001

(b) Number of Boards : 57

4. Details regarding Scholarship

Sl. No	Name of Scholarship	Under Graduate		Post Graduate	
		Number	Amount		
01	Physically handicapped scholarship	01	Rs 8,000/-		

5. Fee Concession and stipend for the year 2017-18

(a) No. of students enjoying fee concession

Sl. No	Category	Graduation		Post-Graduation	
		Boys	Girls	Boys	Girls
01	OBC Students	70	173	5	10
02	Forward community (students under KPCR)	31	69	02	10
03	Socially & Economically B.C	00	00	09	14

(b) Students Enjoying Stipend from the Harijan Welfare Department

Graduation				Post-Graduation			
Boys	Girls	Amount	Month up to which paid	Boys	Girls	Amount	Month up to which paid
Through NEFT to students by Government			March 2017	Through NEFT to students by Government			March 2017

6. (a) University Examination Result **2016-17**

Serial No	BMMC		History		Economics		Physics	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
1. No of Students in roll	12	20	18	26	13	21	16	22
2.No of Students presented	12	18	17	25	13	21	15	20
3. No of Students passed in first class	04	13	02	04	01	06	11	13
4. No of Students passed in second class	00	00	00	00	00	00	00	01
5. No of students passed in Third class	00	00	00	00	00	00	00	00
6. Percentage of pass	53.33		14		23		71.43	

Chemistry		Mathematics		Botany & Biotechnology		B Com		M Com		MSc Physics	
Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
04	24	10	22	06	19	25	31	03	16	01	12
04	22	10	22	06	19	25	31	03	16	01	12
00	11	07	12	01	08	12	24	02	13	01	04
00	00	00	00	00	00	01	00	00	02	00	00
00	00	00	00	00	00	00	00	00	00	00	00
42		59.37		36		66.37		89.47		38.40	

(b) Distinction Rank in the University Exam **2016-17**

Three students from the department of Malayalam and Mass Communication got distinction out of which Jima Rose M and RasanaRaseek secured the first and second rank respectively.

(c) Placement of Students, if any:

Campus placement conducted with 'Try jobs' and two students were placed on campus recruitment.

(d) No of Research papers published

1. National Journal: Not applicable

2. International Journal: Not applicable

(e) No. of PhD's produced: Not applicable

7. (a) Details regarding teaching staff as on 01-01-2018

Sl.No	Subject	Sanctioned Strength	Associate Professor	Assistant Professor	Junior Lecturer	Total
1.	Malayalam	4	0	3	0	3
2.	Mass Communication	2	0	0	0	0
3.	Hindi	1	2	0	0	2
4.	English	4	2	0	0	2
5.	Latin	1	1	0	0	1
6.	History	2	0	1	0	1
7.	Political Science	1	0	0	0	0
8.	Logic	1	0	0	0	0
9.	Economics	2	0	2	0	2
10.	Statistics	1	0	0	0	0
11.	Mathematics	4	0	1	0	1
12.	Physics	9	1	1	0	2
13.	Chemistry	4	0	2	0	2
14.	Botany	3	0	2	0	2
15.	Bio technology	3	0	2	0	2
16.	Biochemistry	1	0	1	0	1
17.	Commerce	9	2	1	1	4
18.	Physical Education	1	1	0	0	1
Total		53	09	16	01	26

(b) No. of Teachers

No. of Teachers			No. of Teachers having PhD			No. of Teachers having M.Phil			No. of Teachers having both PhD & M.phil		
Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
14	12	26	09	06	15	08	08	16	05	04	09

(c) No. of Guest Lecturers appointed : 25

8. Community Development Activities; New Contributions in teaching learning processes.

- (1) National Seminars : 14
 (2) Workshop : 04
 (3) Teachers awards : 03
 (4) Students awards : 00

9. Details regarding new courses started/Change of Subject in Existing courses / new batches sanctioned during **2017-18:**

NIL

10. Details regarding study tour 2016-17:

Sl.No	Courses/Subjects in which tour was arranged	No. of students participated	Total amount spent
01	Malayalam & Mass Communication	28	168000
02	History	38	152000
03	Economics	28	152600
04	Chemistry	20	100000
05	Mathematics	27	162000
06	Physics	28	140000
07	Botany & Bio Technology	22	92400
08	B.com	50	230000
09	M.sc Physics	17	105400

11. Research work and Faculty Development Programmes, UGC Assisted Scheme

(a) No. of Teachers deputed for FIP- 02

(b) No of teachers got PhD during the year -01

12. Receipt for the year	2015-16	2016-17	2017-18
(1) Collection of tuition fee	1081601	1274981	1568110
(2) Other items	953925	975850	826580
Total	2644321	2057451	2394690

13. Expenditure for the year 2017-18 : 649615

14. Non-teaching Staff

Sl.No	Name of Post	Sanctioned Strength	Existing strength
1.	Junior Superintendent	01	00
2.	Head of Accountant	01	01
3.	L.D Clerk	05	05
4.	L.D Storekeeper	01	01
5.	UGC Librarian	01	00
6.	L.D Computer Assistant	01	01

7.	Mechanic	01	01
8.	Library Assistant	02	02
9.	Lab Assistant	07	04
10.	Office Attendant	04	04

15. Sports and Games

1. Distinction in Inter collegiate tournaments – 89
2. Distinction in Zonal level – 05
3. Distinction in Interuniversity tournaments- 25
4. Distinction in State Tournaments- 12
5. Distinction in National level- 07
6. Other achievements if any in sports and games- 02

16. Brief Note on NCC

NCC cadets volunteered for the university athletic meet and the international Cricket match between India and New Zealand at Green Field Stadium Trivandrum on 8th November, 2017. 52 Students participated in the RDC, NSC, NIC, National Firing Competition and Ship Attachment. 14 Students participated in IGC, State Republic day and Pre Republic day Camp. 13 Students participated in Annual Training Camps, Pre IGC and CATC.

17. Brief Note on NSS

NSS observed World Environment Day and conducted Tree Planting programme in the Campus. A library set up in the Boys Town, Manvila, Kulathoor. NSS observed World Blood Donor Day and organized an awareness talk on blood donation for newly joined NSS volunteers in the college. The talk was given by Sri. Ratheesh, Organising Secretary, All Kerala Blood Donor Society (KEBS), Joint Secretary, Tejas Blood Donation Forum, Techno Park, Blood Donation Forum Co-ordinator, VSSC. NSS observed International Yoga Day and organized Yoga Practice for NSS Volunteers. NSS observed the Nagasaki and Hiroshima Day in the College and presented a documentary on Atomic Bombings of Nagasaki and Hiroshima. Day. NSS Volunteers cleaned the campus as part of the monthly cleaning programme to make the campus plastic-free from 2.30 pm to 3.30 pm on 25th August, 2017. NSS Units conducted onam celebrations for the students in the college campus. The main highlight of the celebration was the department wise 'Athapookkalam' competition. Programme Officers' Meeting held at Senate Chamber, University of Kerala for discussing and finalizing the Action Plan for 2017-18. NSS conducted a cleaning programme for the volunteers as part of observing NSS Day in the College Campus on Monday afternoon from 1.30 pm to 3.30 pm. NSS conducted a cleaning programme in the FathimaMatha Palliative Care Centre in connection with

'Gandhijayanti'. NSS Kerala University Coordinator addressed the volunteers during the programme. We could also give food, black tea powder, sugar, etc., for the inmates and some dress for the deprived children staying in an organization under this centre. NSS volunteer Sri. Nirmmal participated in the Intercollegiate Debate Competition on the topic 'Future of Democracy in India' organized by NSS Units of University College, Thiruvananthapuram. Award Presentation Ceremony and Programme Officer's Meeting held on Wednesday the 27th of September, 2017 at Senate Chamber, University of Kerala. A Dance Drama on Assassination of GowriLenkesh played by a group of selected NSS volunteers in the college auditorium on 19/10/2017. The lecture was given by Dr. Joy Balan, Associate Professor, The Department of History, University College, Trivandrum. An orientation conducted by the senior NSS volunteers for newly enrolled volunteers in the college auditorium on 08/11/2017. Mr. Vijay participated in the Pre-RD Selection Camp conducted in SN Colege, Kollam on 17/11/2017. One Programme Officer and Twenty Volunteers from the college participated in the State Award Presentation conducted in Nishagandhi Auditorium, Kanakakunnu Palace, Thiruvananthapuram on 25/10/2017. Harikumar U. and Ancy Jose participated in Volunteer Leadership camp conducted in Kerala University Students Center, PMG Junction, Thiruvananthapuram from 27/10/2017 to 29/10/2017. Post-camp evaluation is conducted for special camp participants in the college. Sri.Muthappan M. (. P.) attended NSS P. O. training in Kalamassery from 10/01/2018 to 16/01/2018. Volunteers participated KEBS Bike Rally from Thampanoor to Shankumukham organized by KEBS and conducted a Flash Mob in Shankumukham.

a) Brief note on National Integration Activities

Members of KANIVU (A Palliative Care Unit of NSS of St. Xavier's College) brought foods from their home and supplied to the poor people in Medical College, Thiruvananthapuram in the Independence day celebrations. Lecture on Rashtriya Ekta and Thoughts of Sardar Vallabhai Patel. Essay writing competition in connection with Communal Harmony. Survey on Social Issues Faced by School Children in Pallithura School. Survey on Social Issues Faced by School Children in Jyothis School. Pre-camp preparation is conducted for the special camp participants in the college. Even days special camp is conducted in Fathimapuram Village along with the a social survey and various awareness programs.

b) Brief note on College Planning Forum and its activities

Prompted ICT enabled classroom Teaching and Learning and Establishment of Girls Amenity Center and building an additional wash room block for boys.

c) Brief note on College Union and its Activities

College Union was inaugurated and Mr Irshad was elected as the Chairman. College union was inaugurated by the respected Mr Sabarinath MLA and Arts club was inaugurated by the Actors of the movie "Queen". As part of the Christmas occasion "Ockhi" Cyclone affected coastal areas refugee camps were visited and helping hand was given. During the Onam season the greatest flood that hit Kerala was met extensively by our college and its union. They collected dress, Groceries and daily utilities was collected and distributed to the people at various camps in the district of Alapuzha.

d) Brief note on the training given to officials

Two training programs were conducted for the Non-Teaching staff. The former on 'Training program on office procedures' on 31-08-2017 and the latter on 'Training on office management' on 13-05-2018.

e) Brief note on Computer lab

There are a total of 27 computers in the computer lab and its used extensively by the Departments. There is an internet connection as well.

f) College Auditorium – Capacity and Facilities

There is a well furnished auditorium with sheets paved on the roofs and fans provided inside. A projector and chairs equipped to the fullest.

g) Sensitive Issues during the year 2017-18

Nil

18. Details regarding college working days

a) Number of working days during 2016-17 – 189 days

b) Number of working days lost due to student's unrest, teachers strike and other reasons.- Nil

19. Any other Achievements or information to be included in the Annual Administration report 2017-18 of this department.

Nil

Name:

Designation & Signature of the head of institution :

Infrastructure

1. Infrastructure facilities like buildings, roads, bridges etc.costing Rs.50 lakh or more created during the year and expenditure incurred.
Nil
2. Details of infrastructure created but not used for various reasons.
Nil
3. Instances of underutilized infrastructure.
Nil
4. Details of vehicles purchased/disposed of during the year.
Nil
5. Assets transferred to other agencies during the year.
Nil
6. Details of machinery, equipments or other assets costing Rs.5 lakhs or more purchased during the year.
Nil
7. Assets damaged or otherwise disposed during the year. 8. Land acquired/purchased during the year.
Nil

Departmental Publications

1. Manuals, codes prepared and issued during the year.
Nil
2. Important publication brought out by the department, their prices. (if priced)
Nil
3. Citizens charter of the department- give brief details in the body of the report or give the full charter as an annexure.
Nil
4. Details of sales made during the year.
Nil
5. Publication underpoint.
Nil

Implementation of Right to Information Act

1. Name and address of Public Information Officer, Assistant Public Information officer as well as Appellate Authorities under the Act.

Public Information officer – Dr J Justus, Vice Principal &HoD of Commerce, St Xavier’s College, Thumba

Assistant Public Information Officer - Smt. Edna Richard, Vice-principal and Head of the Department of Chemistry, St. Xavier's College Thumba

Appellate Authority - Principal, St. Xavier's College Thumba, Thiruvananthapuram

2. Details of cases received, disposed, pending.

Cases received – 08

Cases disposed - 08

3. Penalties levied for non supply of information.

Nil

4. Suomoto disclosures made by the department.

Yes

5. Details of cases relating to the department pending in appeal with the State Information Commission.

Nil

Internal Control System

1. Details of staff used exclusively for internal audit.

Principal

2. Details of targets / achievement of inspection of offices and follow up action of inspection.

Observation taken seriously and follow up action are taken and intimated in due course audit.

3. Details of outstanding paras in the inspection report of Accountant General.

Sl.No	Report No	Year of Report	Paras Pending
01	19-110	2000-01 to 2001-02	II B Para II, VI
02	19-29	2002-03 to 2003-04	II B Para III
03	8-2389	2004-05 to 2005-06	II B Para II, III
04	11-12	2006-07 to 2007-08	II B Para I to VI
05	11-188	2012-013	II B Para I to V

4. Audit committee meeting conducted.

Yes

5. Details of various monitoring committees set up and brief mention of their activities during the year.

Principal, Vice Principals, HoD's and Other representatives of the college form the various administrative councils of the college for the academic year. A few of the committees are College Council, Finance Committee, Admission Committee, Internal Quality Assurance Committee, Womens Hostel Advisory Committee, Discipline and Ethics Committee, etc. These monitoring Committees play the pivotal role in enhancing and providing quality education to students.

College Council – It consists of Principal, Vice- Principals, Head of Departments, Staff representatives, Office Superintendent and PTA president. The College Council in the Academic year approved the execution of the Girls Amenity center.

Admission Committee – The Admission Committee Consisting of Principal, Vice- Principals and Head of Departments helps in the admission of the students in the college as directed by the University.

Examination Committee – The Examination Committee consisting of the Principal as Chief Superintendent and A senior teacher as the coordinator with a group of staff of the college together conducts the internal as well as external exams of the college.

Anti-Ragging Committee – A senior teacher is the coordinator and the committee consists of other senior teachers and HoD's as well to provide assistance to students. Toll Free no of UGC anti ragging committee is provided in every corridors, halls, Stairs, etc

Library Committee – The Library provides suggestions and guidance's with the Librarian to provide better accessibility to the Students and Staffs.

Grievance Redressal Committee – A senior teacher is the convener and other senior staffs forms the committee. The committee deals with the issues faced with the students and staffs and makes necessary suggestions to the management.

Name:

Designation & Signature of the head of institution :