

## 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)

2012-2013

#### I. Details of the Institution

1.1 Name of the Institution

St. Xavier's College, Thumba

1.2 Address Line 1

St. Xavier's College P.O.

Address Line 2

Thumba

City/Town

Thiruvananthapuram

State

Kerala

Pin Code

695586

Institution e-mail address

principalthumba@yahoo.com

Contact Nos.

0471-2705254

Name of the Head of the Institution:

Dr. (Fr.) Sunny Jose

Tel. No. with STD Code:

0471-2704267

Mobile:

9497266937

Name of the IQAC Co-ordinator:

Dr. Tessy Chacko P.

Mobile:

9447864252

IQAC e-mail address:

iqacsxc@gmail.com

1.3 NAAC Track ID(For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. &amp; 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)*

EC/59/RAR/17 dated 21.4.2012

1.5 Website address:

www.stxaviersthumba.org

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 <sup>st</sup> Cycle	<b>B++</b>	<b>80.70</b>	<b>2004</b>	<b>5</b>
2	2 <sup>nd</sup> Cycle	<b>B</b>	<b>2.70</b>	<b>2012</b>	<b>5</b>
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

10.11.2004

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 \_\_\_\_\_ (DD/MM/YYYY)  
 ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

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 (PhysEdu)

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"/>		<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>		<input type="text"/>
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="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	2

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

- Cellular Communication
- Vedic Mathematics
- Women empowerment and security
- Creative writing
- Basic Microbiological technique
- Kerala Economy

2.14 Significant Activities and contributions made by IQAC

- ❖ Additional skill acquisition programme (ASAP) started for the overall development of students.
- ❖ Career guidance cell strengthened to qualitatively improve the student employability.
- ❖ Opened new internet lab with computers, new examination hall and ladies hostel.
- ❖ ICT enabled learning enhanced through student seminars, on line submission of students' details and CA marks.
- ❖ Applied for new UG and PG courses and add-on courses.
- ❖ Inducted four new regular teachers in different departments.
- ❖ Appointed a full time counsellor for students and one permanent administrative staff.
- ❖ Organized seminars at institutional level.
- ❖ Carried out noon meal scheme and financial support to deserving students.
- ❖ Carried out Outreach Programmes at 'Fathimapuram', the adopted village.
- ❖ Initiated activities to make the campus green and plastic free.
- ❖ Conducted Intercollegiate sports, elocution and recitation competitions.
- ❖ Strengthened the Media Club and organized film appreciation programmes.

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
Encourage the departments to conduct national/ International seminars, exhibitions, workshops etc.	<ul style="list-style-type: none"> <li>❖ One day seminar for non-teaching staff on Higher Education.</li> <li>❖ Training for teaching staff on using technology for learning &amp; teaching.</li> <li>❖ Nature club conducted a series of seminars on various topics related to environment and allied topics.</li> <li>❖ A two-day seminar by Women Studies Centre for girl students on women empowerment and security.</li> <li>❖ Six departments organized seminars for faculty and students on various topics</li> </ul>
Introduction of new courses	<ul style="list-style-type: none"> <li>❖ PG and UG courses sanctioned by the university and the Govt. concurrence is being awaited.</li> <li>❖ Additional Skill Acquisition Programme started for selected students.</li> </ul>
Intercollegiate/departmental competitions	<ul style="list-style-type: none"> <li>❖ Conducted inter-collegiate elocution competition</li> <li>❖ Conducted Intercollegiate recitation competition</li> <li>❖ Football match with Army Team was held</li> <li>❖ Kerala University Football, Handball and cricket tournaments were held.</li> <li>❖ Organized inter-departmental Quiz, Elocution, Football, Cricket competitions</li> </ul>
Motivate faculty members to apply for research guideships and take up new research projects	<ul style="list-style-type: none"> <li>❖ Dr.Santhoshkumar, Dept. of BMMC applied for research guideship in Kerala University.</li> <li>❖ Smt. Mary Susan, Dept. of English and Sri. George Thomas, Dept. of Physical Education were awarded Ph.D from Kerala University.</li> <li>❖ There are three on-going minor research projects</li> <li>❖ Faculty members attended and presented papers in National and International seminars.</li> </ul>
Make the campus echo- friendly	<ul style="list-style-type: none"> <li>❖ Students were given awareness concerning protecting the environment and natural resources.</li> <li>❖ Nature Club took initiative in making the campus green and plastic free</li> <li>❖ Presentation cum demonstration was arranged on mushroom cultivation.</li> </ul>
Extension Programmes	<ul style="list-style-type: none"> <li>❖ Socio-economic survey conducted by women's studies centre.</li> <li>❖ Blood donation camp organized by the National Service Scheme.</li> <li>❖ <i>Balamela</i> (Children's Fest) organized for neighbouring school children by Xavier Outreach Services.</li> <li>❖ A Seven-day camp cum village exposure organized by the National Service Scheme in Kanniyakulangara village</li> <li>❖ De-addiction awareness programme was conducted at Fathimapuram, the adopted village.</li> </ul>
A new cricket stadium as a joint venture with Kerala Cricket Association	<ul style="list-style-type: none"> <li>❖ Started construction of the new cricket stadium in the college campus.</li> </ul>

\* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

- ❖ Completed the construction of Women's Hostel and Examination Hall
- ❖ Started Construction of the cricket stadium
- ❖ Opened the New Computer lab
- ❖ ASAP started for selected students
- ❖ Four new faculty appointed
- ❖ One Permanent administrative staff and full time counsellor were appointed.
- ❖ Noon meal scheme and financial support are available to deserving students.
- ❖ Extension programmes like Blood donation camp, *Balamela*, Awareness Campaign under the guidance of NSS, NCC, etc.
- ❖ Inter collegiate cricket, football and handball matches were conducted.
- ❖ Intercollegiate elocution, recitation competition were arranged.
- ❖ Seminars organized at institutional level.
- ❖ Under the initiative of nature club took steps to make the campus eco-friendly.

## 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	1			
UG	8			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	9			
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	9
Trimester	
Annual	

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.

Since the college is affiliated to the University of Kerala, the University has a general pattern of updating the syllabus every 3 to 4 years which is strictly followed by the affiliated colleges.

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



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	33	10	22	-	1

2.2 No. of permanent faculty with Ph.D.

19

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	18							4	18

2.4 No. of Guest and Visiting faculty and Temporary faculty

18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	14	2
Presented papers	1	12	
Resource Persons			3

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

- Students make Power Point Presentations during their seminars.
- Online submission of CA marks
- Additional Skill Acquisition Programme
- Opted Latin as second language besides Hindi and Malayalam.

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

179

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

Printed questions paper is provided to each student for internal examination

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

2

4

3

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

87.4

## 2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Malayalam And Mass Communi.	24	8.3	8.3	66.7		83
BA History	40		22.5	32.5	7.5	62
BA Economics	29		17.2	6.9		24
B.Sc Mathematics	33	24.2	33.3			58
B.Sc Physics	28	21.4	42.9	14.3		78
B.Sc Chemistry	35	5.7	40	5.7		52
B.Sc Botany and Biotechnology	25	12	44	12		68
B.Com	59	8.5	40.7	30.5		80
M.Sc Physics	13	7.7	84.6			92.3

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

IQAC suggests improvements in Teaching and Learning processes based on feedback from stake holders

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	1
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	
Others	5

## 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	15	9	1	9
Technical Staff				

**Criterion – III****3. Research, Consultancy and Extension**

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

- Promoted research culture among teachers and students
- Research Committee monitors and encourages research activities
- Dr. Iris Koileo, Dept. of BMMC is resource person for pronunciation training and orientation course for Rainbow RJ in All India Radio, Kochi.
- George Thomas, Dept. Of Physical Education was awarded Ph.D from Kerala University.
- Dr.Santhosh Kumar T.K. applied for guideship in Malayalam to Kerala University.
- Five teachers are doing Ph. D.
- Fr. Dasappan V.Y., Dept. of Latin is the subject expert of Latin under SCERT, Kerala.
- Dr.Hareesh, Dept. of Botany and Biotechnology, got best paper award in Indian Science Congress 2012.
- Dr.Santhosh Kumar T.K. is a member of International Society for Inter disciplinary studies and is the Honorary Editor, Sthithi, Malayalam monthly.
- Dr.Santhosh Kumar T.K. got SBT award for the best literary criticism and *Swathi Ayyappanikar Kavitha Puraskaram*.
- *Ethratholam*, a poem by Dr.Santhoshkumar T.K. is included in the MA Malayalam syllabus of University of Kannur in Kerala, and his two books are included as reference books in MA syllabus at *ThunchathezhuthacanMalayalam Sarvakalasala*.

## 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		
Outlay in Rs. Lakhs		2.95		

## 3.4 Details on research publications

	International	National	Others
Peer Review Journals		10	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		3	7

## 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>				
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)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number					10
	Sponsoring agencies					Management

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
5		1	2	2		

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  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- NSS organized blood donation camp
- De-Addiction awareness programme at Fathimapuram, our adopted village.
- *Balamelawas* organised for neighbouring school children.
- NSS and NCC volunteers participated in cleaning the city streets
- Socio economic survey by women's studies centre
- Seven days' camp arranged by NSS in Kannigkulanagara village, Trivandrum.
- Rallies were organised by NCC against the menace of drug .
- Environment awareness campaign by Nature Club

## 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	35 acres			35 acres
Class rooms	34			
Laboratories	12			12
Seminar Halls	3			3
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		17	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		152950	UGC	
Others		Examination Hall	Management	

#### 4.2 Computerization of administration and library

##### Software supporting library

- Libsoft for library management
- INFIBNET facility

## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27986		821		28807	
Reference Books	1016		57		1073	
e-Books						
Journals	31				31	
e-Journals	2137				2137	
Digital Database	53				53	
CD & Video	73		10		83	
Others (specify)						

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	52	2	20	2		1	11	
Added	2							
Total	54							

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

<ul style="list-style-type: none"> <li>• Rev. Dr. Sunny Jose and Dr. Johns Michael attended ION and TCS Trivandrum</li> <li>• Soft skill training for Commerce and Economics students.</li> <li>• Training for teaching staff on using technology aided learning.</li> <li>• Class by TIME (Triumphant Institute of Management Education) in basic computer literacy for students.</li> </ul>
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## 4.6 Amount spent on maintenance in lakhs :

i) ICT	4.51
ii) Campus Infrastructure and facilities	8.91
iii) Equipments	1.82
iv) Others	2.98
<b>Total :</b>	<b>18.22</b>



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Directed class teachers to provide awareness programme
- Provided awareness to parents through PTA
- Informed details of Student Support Services through college calendar
- Organised seminars, talks and presentations

#### 5.2 Efforts made by the institution for tracking the progression

- Employer feedback
- Alumni/ae feedback
- Alumni/ae meeting
- Feedback from students and staff
- Meetings with parents and stakeholders

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
955	26		

#### (b) No. of students outside the state

4

#### (c) No. of international students

Men	No	%	Women	No	%
	376	38.4		604	61.6

Last Year- 2011-12						This Year - 2012-13					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
169	114		643	3	926	295	167		519	2	981

Demand ratio 1:19.8

Dropout = 6.7%

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

Placement cell of the college organised training programmes for students on facing interview and group discussions. Similarly career orientation programmes were conducted to create awareness on opportunities after degree course. College Alumni/ae gifted reference books to the library to help students prepare for various competitive examinations.

No. of students beneficiaries

80%

## 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

## 5.6 Details of student counselling and career guidance

- Placement Cell of the college provides information, training and orientation to students
- Career counselling is provided to the students by Placement Cell
- The service of a full time counsellor on the staff provide personal counselling to the students .

No. of students benefitted

102

## 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
3	102	40	

## 5.8 Details of gender sensitization programmes

- Seminar on women empowerment and security by women activists.
- Debate on dowry system
- Protest March against Delhi gang rape
- Promotion of women entrepreneurship – Exhibition cum sale of handicrafts
- Conducted surveys to assess the level of domestic violence and hardships faced by women
- Campaign to promote de-addiction

## 5.9 Students Activities

## 5.9.1 No. of students participated in Sports, Games and other events

State/ University level

15

National level

2

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	70	60,500
Financial support from government	429	29,16573
Financial support from other sources	-	19629
Number of students who received International/ National recognitions	3	

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: \_\_\_\_\_

- Shortage of fans in class rooms
- Shortage of Examination Halls
- Lack of variety food in Canteen
- Lack of computers with internet facility
- Shortage of parking space for vehicles
- Purified and cooled drinking water for the new block.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **OUR VISION**

St. Xavier's College, a Jesuit Institution of higher learning, drawing its inspiration from Christ, envisions the formation of young persons characterized by the liberation and development of the whole person committed to the establishment of a just and caring social order. We believe that by promoting the growth of the students in intellectual, moral and social maturity in an ambience of excellence we shall form men and women committed to and confident of promoting a humane world.

##### **OUR MISSION**

Situated as it is in the midst of a marginalized community of fisher people and large sections of socially and educationally backward groups, the college feels missioned to work for the educational and cultural emancipation of the surrounding communities. Our vision of higher education binds us to the local communities for a creative dialogue on their social and cultural liberation. As an educational institution our main role will be to provide an environment and training context for the students to prepare themselves for active and responsible life commitment for the formation of a just society.

#### 6.2 Does the Institution has a management Information System

The Principal executes and supervises the governing work related to admission, fee collection, examination, preparation of salary bills, financial transactions etc. The college has a centralized system of collecting, processing and distributing information and data. Every major activity in the college is planned and documented in respective committees and forums. They are circulated and communicated by means of notices, electronic mails and display boards. After implementation they are evaluated, documented and reported.

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

##### 6.3.1 Curriculum Development

The college is affiliated to University of Kerala. There is limited flexibility regarding the development of UG and PG programmes. The programmes are based on CBCSS introduced in 2009-10. However suggestions and issues regarding the curriculum are informed to the Board of studies for necessary action.

##### 6.3.2 Teaching and Learning

We use lecture method, interactive method, project based learning, computer assisted learning, seminars, discussions, debates, paper presentations etc. Besides these to boost the learning process of the students Additional Skill Acquisition Programme (ASAP) has been started for selected students.

### 6.3.3 Examination and Evaluation

- Two internal examinations are conducted during each semester
- Evaluation through class tests, seminars, assignments and discussions.
- Class wise PTA meeting to discuss the progress of students
- Parents are informed of the performance of students through progress report.

### 6.3.4 Research and Development

- Four teachers are working as research guides in collaboration with other centres.
- Dr.Santhoshkumar Dept. of BMMC has applied for research guideship of Kerala University
- Tie-ups with centres of science and technology and NGOs
- Laboratories are well equipped and spacious to undertake student projects.
- Financial support from management to BMMC students for conducting research in video production.
- Faculty published papers in National and International Journals and Books
- There are 3 on-going minor research projects.
- Faculty members attended and presented papers in National and International seminars.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- A new hall to conduct examination is built.
- Computer Lab with internet facility.
- Books and reference materials are added to the existing stock.

### 6.3.6 Human Resource Management

Staff members are recruited when vacancies arise. The appointment of staff is purely on merit and in accordance with the norms of the University and the Government. Guest faculties are appointed by the management in the vacancies not duly filled by the Government.

### 6.3.7 Faculty and Staff recruitment

Recruitment of the staff is strictly in accordance with the norms of the University and the govt. The vacancies in general as well as community merit are advertised separately in leading dailies. Four permanent teachers and one non-teaching staff were appointed in 2012-13.

### 6.3.8 Industry Interaction / Collaboration

UG and PG students take up projects and internships in different industries and organisations like VSSC Thumba, CESS Trivandrum, CPCRI Trivandrum, CDIT Trivandrum, KSCSTE Trivandrum, RARS Pillicode, AIR Trivandrum, TTPL Trivandrum, English Indian Clays, Trivandrum, KINFRA Trivandrum etc.

## 6.3.9 Admission of Students

- |                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• 50% of management quota seats are reserved for children of Latin Catholic fisher men</li> <li>• Girl students form about 60% of the admission</li> <li>• 20% of the admission is for SC and ST</li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• Staff Club promotes welfare activities</li> <li>• Teachers are encouraged to attend seminars, orientation and refresher programmes.</li> <li>• Children of staff are given priority in admission</li> <li>• Vehicle parking and canteen facilities.</li> <li>• Awards for the children of the teaching staff.</li> </ul>
Non-teaching	<ul style="list-style-type: none"> <li>• Personality Development programmes were conducted.</li> <li>• Loans are provided to meet emergency situations.</li> <li>• Children are given admission in management quota if needed</li> <li>• Vehicle parking and canteen facility</li> <li>• Non-teaching staff club</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Financial support to deserving students</li> <li>• Scholarships instituted by the Management</li> <li>• Free Books</li> <li>• Noon Meal Scheme</li> </ul>

6.5 Total corpus fund generated

951700/-

6.6 Whether annual financial audit has been done: Yes

No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes		Yes	IQAC
Administrative	Yes	DD office AG office	Yes	Private Chartered Accountant

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?

NA

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

NA

6.11 Activities and support from the Alumni Association

- Provides award for best outgoing student of the college
- Organised carrier guidance programmes for students
- Sponsored prizes for winners in competitions connected with Onam and Christmas
- Organised departmental Alumini association meetings.

6.12 Activities and support from the Parent – Teacher Association

- Supports the development of infrastructure facilities
- To mobilize financial resources to the college
- Supports in the organization of class wise PTA meeting.

6.13 Development programmes for support of staff

- Children of staff are given priority in management quota admission.
- Loans are provided in the wake of emergency situation.
- Grievance Redressal Committee and the Sexual Harassment complaint committee are all part of welfare measures for the staff
- Personality and Skill Development programmes are given to the non-teaching staff

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

- Periodic special lectures with panel discussions by noted environmentalists on protecting the nature and natural resources
- Initiative in making campus plastic free and green with the help of Dept. of forest, Govt. of Kerala.
- Short film shows and documentaries on protecting nature and natural resources
- Wise sayings on concern for the environment are displayed in the campus
- Inter departmental collaborative programme related to environment and allied topics.

### 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.

- Soft skill training programme
- Career guidance programme
- Innovative student seminar presentation
- National Science day
- Blood group detection and donation camp
- Additional skill acquisition programme
- Construction of cricket stadium in collaboration with Kerala Cricket Association
- Environment awareness campaign
- *Balamela* for neighbouring school children
- Socio economic surveys
- De-Addiction Awareness camp
- Mushroom cultivation
- Exhibition cum sale of Handicraft
- Book bank
- Food fest of commerce students
- Intercollegiate competition
- Media club

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

- Seminars were conducted for students and staff on various topics
- Applied for new UG and PG courses to the University and Government
- Intercollegiate elocution and recitation competitions were conducted.
- Kerala University football, Handball and Cricket tournaments were held.
- Dr.Santhoshkumar, Dept of BMMC applied for research guideship to Kerala University
- Blood donation camps were organized.
- Socio-economic survey conducted by Women's Studies Centre.
- Nature Club organized activities to make the campus green and plastic free and students were given awareness regarding protecting the nature and natural resources.
- Additional Skill Acquisition Programme started.
- There are 3 on-going minor research projects.
- Media Club was active by exhibiting documentaries on contemporary and relevant issues



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

- Xavier Outreach Programme
- Noon meal Programme

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

7.4 Contribution to environmental awareness / protection

- Honoured renowned eco-friendly architect Padmasri Sri. Shankar
- NSS and NCC Volunteers participated in cleaning of campus and city streets
- Took steps in making campus green and plastic free
- Nature Club conducted seminars on Environment and allied topics

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	Weakness	Opportunity	Challenges
<ul style="list-style-type: none"> <li>• Effective leadership by Management and Principal</li> <li>• Extension Programmes</li> <li>• Efficient and dedicated Faculty</li> <li>• PTA, Alumni/ae support</li> <li>• Good relationship between staff and students</li> <li>• Support programmes for deserving students</li> <li>• Location of the institution</li> <li>• Adequate infrastructure and play grounds</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of permanent teaching and non-teaching staff</li> <li>• Transportation facility</li> <li>• Lack of sufficient PG and vocational courses</li> <li>• Inadequate Internet facility</li> <li>• Stand-by systems in the absence of electricity</li> <li>• Inadequate research facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Social acceptance of the institution</li> <li>• College is situated in the midst of fishermen and other backward Communities</li> <li>• Scope to introduce new PG courses</li> <li>• Good number of staff with Ph.Ds – Scope for more research projects</li> <li>• Large tracts of land still available for future development plans</li> </ul>	<ul style="list-style-type: none"> <li>• Unaided courses</li> <li>• Lack of permanent staff</li> <li>• Drop-out rate of students</li> <li>• Early marriage of Muslim girl students</li> </ul>

## **8.Plans of institution for next year**

- Introduction of more number of UG and PG programmes, Add on and certificate courses
- Gender sensitization programme
- Academic and Community extension programme
- Environment conservation programme
- MOU, collaboration and linkages
- Organisation of Seminars and workshops
- Student Entrepreneurship Programmes
- Celebration of dedicated days - World Environment Day, Nagasakki Day, Literacy Day, National Integration Day, AIDs Day, Science Day, Women's Day, World Food Day etc.
- Socio Economic surveys
- Skill enhancement programmes
- Golden Jubilee celebrations
- Completion of new Cricket Stadium
- Alternative sources of electricity – use of solar energy – installation of generator
- Regularisation of unaided courses
- Audio system and Internet availability
- Intercollegiate competitions
- Appointment of faculty in the vacant positions
- Inauguration of the hostel for girls

*Name \_Dr.TessyChacko P*

*Name (Dr)\_Fr.Sunny Jose*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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**Annexure i**  
**Academic Calendar 2012-13**

**June 2012**

01/06/2012	Department Meeting of BMMC for year planing
04/06/2012	College reopens
	Staff meeting
05/06/2012	Alumni Reunion IQAC Meeting
13/06/2012	Sixth Semester B.Sc Physics & Chemistry university practical examinations started.
16/06/2012	Commerce alumni get together
20/06/2012	Second Semester university examinations begin
23/06/2012	REACH classes started for girls
28/06/2012	Send off meeting for B.Sc Physics students
	Send off for retired teachers
	<b>July 2012</b>
09/07/2012	Staff Council Meeting
10/07/2012	Seminar on spectroscopy for Chemistry students
	The students were given awareness regarding the nature and natural resources
12/07/2012	Talk on Fluctuations in Agricultural Productions for economics students
20/07/2012	Third semester BMMC students visited Legislative Assembly
23/07/2012	First year degree classes started
	Orientation programme for first semester BMMC
	Second semester M.Sc university examinations started
24/07/2012	Orientation programme for first semester BMMC
	Seminar by Mathematics department
25/07/2012	Orientation programme for first semester BMMC
26/07/2012	Pearson's (book publishers) Exhibition
27/07/2012	Samnaya BBT department
30/07/2012	Send off for Non teaching staff
	<b>August 2012</b>
09/08/2012	Football Match between St. Xavier's and Army Team
10/08/2012	Inauguration and Red Ribbon Programme at SXC
	Inauguration of NSS activities by Rev Dr. E.J. Thomas
	Orientation on Blood Donation by Kerala state AIDS control society
13/08/2012	Anti - Ragging Committee Meeting
	Third semester internal examinations started
14/08/2012	Face to Face with first year students at SXC Auditorium
17/08/2012	IQAC meeting with students and Parents
	Malayalm Day observed by BMMC with a seminar
	Malayalamamajam inauguration
18/08/2012	Media club inauguration
23/08/2012	Onam fair by B.Com department
24/08/2012	Onam Celebration at SXC flower carpet competition and Tug of war
	College closed for onam holidays

<b>September 2012</b>	
01/09/2012	Planting trees to make the campus green issued by the department of forest, Govt. of kerala
04/09/2012	College reopens after onam holidays
05/09/2012	Teacher's Day observed
06/09/2012	Visit to TBGRI Pallode by Botany and Biotechnology students
07/09/2012	Seminar for III B.com students
14/09/2012	Workshop on Radio Journalism for fifth semester students
	Workshop on creative writing for first semester students
18/09/2012	Seminar by History Department
	Interdepartmental Quiz competition
26/09/2012	Workshop on Informatics for third semester BMMC students
	First M.Sc Physics classes started
27/09/2012	Female film festival - ' Malayalam and Mass Communication students participated
<b>October 2012</b>	
01/10/2012	Fourth semester BBT university practical examination started
02/10/2012	Cleaning day at SXC by NSS
	Gandhi Jayanthi Celebrations
03/10/2012	Staff Council Meeting
04/10/2012	Cooperative Society General Body Meeting
11/10/2012	Meet the candidate programme of union election
12/10/2012	College Union Election
17/10/2012	Biochemistry university practical examination
	Talk on Mathematical approach in studying Economics for Economics students
19/10/2012	Oath taking ceremony of newly elected college union representatives
21/10/2012	Paper presentations on 'Water chemistry by chemistry students'
22/10/2012	First and third semester internal examination started
30/10/2012	Inauguration of Womens' Studies Centre
<b>November 2012</b>	
01/11/2012	College Union Inauguration
06/11/2012	Talk on LaPs for mathematics students
08/11/2012	Fifth semester university examination begins
16/11/2012	National Press day Programme -first semester BMMC students participated
19/11/2012	Election to Academic Council
20/11/2012	IQAC meeting with staff (teaching and non teaching)
	Higher Education Seminar for Non-teaching staff
21/11/2012	Sixth semester classes started
23/11/2012	Orientation camp for NSS students by Sri. Brahma Nayakam (Social worker)
26/11/2012	Staff Council Meeting
	Film festival by Media Club for first and fifth semester students
27/11/2012	Soft Skill Training for final year B.Com and Economics Students
	Film festival
28/11/2012	Film festival
29/11/2012	Send off for retired non teaching staff

<b>December 2012</b>	
03/12/2012	Feast of St. Francis - Patron of the College
14/12/2012	Nature Club Inauguration
17/12/2012	Orientation programme for NSS students by former state Liaison officer Smt. AnithaSankar
	Womens' Studies Centre Meeting
18/12/2012	Visit to Agricultural College Vellayani by Botany and Biotechnology Students
20/12/2012	Honoured Padmasri Sri Shankar (Habitat)
21/12/2012	X'mas Celebration at SXC Carol singing and Crib Making competition
22/12/2012	X'mas celebration
	College closed for Christmas holidays
	CWATC - 12 days camp started for NCC cadets of various schools
24/12/2012	Alumni meeting of BMMC
27/12/2012	Presentation cum demonstration on mushroom cultivation
29/12/2012	7 days NSS camp at Govt. LPS & BHS Kaniyapuram
<b>January 2013</b>	
01/01/2013	College reopened after X'mas holidays
03/01/2013	First Semester university examination begins
10/01/2013	Cultural Committee Meeting to plan about cultural events
	Campus Placement IBM
11/01/2013	Elocution committee meeting
12/01/2013	Retired and Present nonteaching staff meeting
	Alumni meeting of BMMC
13/01/2013	Essay writing competition on the problems faced by 'Womenhood in India'
15/01/2013	Inter Departmental collaborative programmes on environment and allied topics
	Campaign for ASAP campus recruitment
	Aadhar registration of students
	Training for Teaching Staff on using technology for learning
16/01/2013	Blood donation campaign by NSS
	Seminar by women's studies centre
17/01/2013	Seminar by women's studies centre
18/01/2013	Blood group detection camp
	Seminar by women's studies centre
22/01/2013	Class by TIME for second year students
	Classwise PTA for fourth semester BMMC students
23/01/2013	PTA of fourth semester History
	First Semester university exams started
	Cooperative Society Meeting
25/01/2013	Interdepartmental Cricket Tournament
30/01/2013	Second semester classes begin
31/01/2013	ASAP recruitment vehicle came to college
	Orientation about AIDS by Mrs.SandhyaSarath
	Campus Placement by Muthoot Fin Corp
	Book Release of Dr. T K Santhosh Kumar

<b>February 2013</b>	
01/02/2013	First Friday holymass
02/02/2013	ASAP interview and selection process
04/02/2013	Inter - Departmental Elocution Competition
05/02/2013	Orientation class for fourth semester students on selection of Open Courses
07/02/2013	Orientation class on the need and urgency of donating Blood by Dr.Zarabudin, Additional Director KSACS.
08/02/2013	Blood Donation Camp for Govt. Medical College, Trivandrum
	Seminar by Economics department
	Anti-ragging cell meeting
	Seminar by Economics Department
09/02/2013	Class by TIME for final year students
10/02/2013	Seminar by Physics Department
11/02/2013	PTA of first semester History students
	College Youth Festival
12/02/2013	College Youth Festival
13/02/2013	Medical Inspection in SXC
14/02/2013	Fr. Vadakel Endowment Inter Collegiate Elocution competition
	Medical Inspection held in SXC
17/02/2013	Shaji, old student commemorated, awards distributed
18/02/2013	Fourth Semester Internal examination begins
25/02/2013	Prof. Madhusoodanan Endowment Inter Collegiate recitation competition
28/02/2013	National Science day celebration
<b>March 2013</b>	
04/03/2013	Seminar on Women Empowerment and security by women activists
	NSS day celebrations
06/03/2013	Sports day
07/03/2013	Film Festival
08/03/2013	Film Festival
12/03/2013	Football match
15/03/2013	Campus Placement by Federal Bank
16/03/2013	IQAC meeting
	Five day training in basic Microbiological techniques for Botany & Biotechnology students
20/03/2013	Economics, BBT, BMCC departmental send off for students
22/03/2013	Mathematics department day
25/03/2013	Physics, Chemistry Department send off meeting for students
26/03/2013	Farewell to retiring staff
	College day
27/03/2013	Send off meetings of History, Mathematics students
28/03/2013	College closes for Summer holidays

	<b>April 2013</b>
03/04/2013	Sixth semester university examination begins
13/04/2013	Physics Department Alumni get together
25/04/2013	Project evaluation and vivavoce of sixth semester begins
	<b>May 2013</b>
10/05/2013	Sixth semester practical examination begins
20/05/2013	Twelve days annual training camp for NCC naval cadets of 5 colleges
	IQAC meeting with Alumni

## **ANNEXURE ii**

### **FEEDBACK ANALYSIS**

Feedback from students are collected by the teachers through a questionnaire which is kept in the respective departments. Annual alumni/ae gathering is another source to obtain the feedback. The Alumni/ae Association always functions as a great support in the evaluation of the curricular and co-curricular activities of the college. Class wise PTA forms the platform for feedback from parents. There is no well established forum, as of now, for getting feedback from industries. The suggestions given by the recruiting agencies serve as a feedback. Feedback from local community is vital and general PTA meeting creates the occasion for expressing their opinions.

The Management distributes questionnaire cum response sheet among the final year students and get their feedback on the performance of the teachers. The feedback is discussed at departmental as well as personal levels and appropriate remedial measures are taken.



**ANNEXURE iii****Best Practice II**Title of the Practice

Noon Meal Scheme

The Practice

Noon meal scheme was started in 2009 for the benefit of the financially poor students of the college. The objective of the scheme is to provide noon meals to the deserving students of the college who are not able to bring meal from home or have meals from the canteen as they hail from financially poorer families. On the recommendation of the class teachers (mentors) the students can join the scheme. They are given free coupons to have meals from the canteen. The fund for the scheme is generated through donations from management, teachers, alumni/ae and well -wishers. In 2012-13 twenty-two students benefited from it.

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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