

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (*Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013*)

Part – A

AQAR for the year (for example 2013-14)

2015-16

1. 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:

Rev (Dr) V.Y. Dasappan

Tel. No. with STD Code:

0471-2704267

Mobile:

9447870574

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. & 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 st Cycle	B++	80.70	2004	5
2	2 nd Cycle	B	2.70	2012	5
3	3 rd Cycle				
4	4 th 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 2012-13 submitted to NAAC on 18.01.2016
ii. AQAR 2013-14 submitted to NAAC on 18.03.2016
iii. AQAR 2014-15 submitted to NAAC on 28.10.2016
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"/>	UGC-CE	<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="13"/>
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" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="19"/>
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

- Aspects of film making
- Lifestyle Diseases
- Mobile communication
- Opportunities in stock market
- Prospects and challenges- NITI AYOJ

2.14 Significant Activities and contributions made by

- ❖ Awareness campaign to make campus green and plastic free.
- ❖ Four new teachers appointed in departments.
- ❖ Continued the Noon meal scheme and financial supports to deserving students.
- ❖ The skill development programme ASAP is continued
- ❖ Service of a full time counsellor is available.
- ❖ Add on courses on Tissue Culture and Communicative English are started
- ❖ Applied for new PG and UG courses.
- ❖ Intercollegiate sports, elocution and recitation competitions were conducted.
- ❖ In collaboration with carrier guidance cell of the college, organised a number of training programmes.
- ❖ Scholar Support Programme for weak students continued with the support of state Govt.
- ❖ Walk with scholar programme continued for overall development of selected students.
- ❖ Value orientation seminar was conducted for UG students
- ❖ Internet centre equipped with high speed broadband facility
- ❖ Financial support is arranged for students from weaker backgrounds

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 Action	Achievements
<ul style="list-style-type: none"> • Organize Faculty Development programmes for both teaching and non-teaching staff. • Encourage the departments to conduct national/ International seminars, exhibitions workshops etc. • Reenergize the activities of various Clubs. • Create awareness about gender issues 	<ul style="list-style-type: none"> ❖ Training in advanced computer technology was given to non teaching staff ❖ Training programme for optimum use of internet resources for staff & students ❖ A short film production competition was organised for students ❖ Departments organised seminars for faculty & students in college level ❖ Training for teaching & non teaching staff on using technology for learning ❖ Newly recruited teaching staff had a one day workshop on the use of smart board & latest teaching tools ❖ Different competitions like elocution, debate, quiz and various other cultural & intellectual items are conducted ❖ Orientation on special rules and privileges for selfguarding of women ❖ Awareness programmes against sexual abuse, harassment, suicidal tendencies etc were conducted ❖ Special training in Karate, Yoga were provided for students ❖ Departments organized seminars for faculty and students on various topics
Introduction of new courses	<ul style="list-style-type: none"> ❖ PG courses and – UG courses sanctioned by the university and awaiting for Govt. concurrence. ❖ Additional Skill Acquisition Programme is successfully continued. ❖ UGC Sponsored two Add on courses started ❖ SSP & WWS continued for selected students
Intercollegiate/departmental competitions	<ul style="list-style-type: none"> ❖ Intercollegiate elocution competition conducted ❖ Intercollegiate recitation competition conducted ❖ Interdepartmental Quiz, Elocution, Football, Cricket competitions were organized

<p>Motivate faculty members to apply for research guideships and take up new research projects</p>	<ul style="list-style-type: none"> ❖ One on-going research project ❖ Faculty members published papers in National and International journals. ❖ Faculty members attended Seminars and Conferences at regional and national level in their fields.
<p>Make the campus eco-friendly</p>	<ul style="list-style-type: none"> ❖ Students were given awareness regarding protecting the nature and national resources. ❖ Nature club took initiative in planting tree saplings to make the campus green. ❖ Organized campaign to avoid using plastic in the campus ❖ NSS volunteers started vegetable cultivation ❖ Solar system & lamps are fitted in campus ❖ Planted saplings of Neem under the initiative of Nature club ❖ Conducted seminars on Environment & allied topics ❖ Conducted poster competition to promote echo sensitivity
<p>Extension Programmes</p>	<ul style="list-style-type: none"> ❖ Under Miss – a meal project of Jesus Youth students donated noon meal packets to inmates of home for destitutes ❖ Short duration computer courses were conducted for school children ❖ De-Addiction awareness programme was organised at a nearby costal village ❖ Children festival Balamela was organised ❖ Scout programme “JAMBOORI” was conducted for school children all over Kerala ❖ Visited a homefor the destitute and distributed gifts to inmates ❖ Poster exhibition was conducted on various social menaces ❖ Leadership training camp was organised by XOS ❖ NSS, NCC, Nature club organised various awareness programme for protecting the plants & preventing deforestation ❖ Blood donation camp was organised by NSS ❖ Observed World Population day & Malala Solidarity Day for world peace ❖ Students collected money for the treatment of financially weak patients ❖ Seven days camp organised by NSS ❖ AIDS awareness programme was organised ❖ Rallies were organised by NSS against menace of drug

Sports activities	<ul style="list-style-type: none"> ❖ Intense training for cricket & football ❖ Intercollegiate cricket & football matches were conducted ❖ Two students played Santosh Trophy National football Championship ❖ SXC owned & KCA managed new cricket stadium is one of best in the district
Alternative sources of electricity	<ul style="list-style-type: none"> ❖ Installation of solar panel for science block is in progress

* 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

- ❖ Interior modifications and allied facilities at Women's Hostel were arranged.
- ❖ ASAP is continued with focus on developing the skills of selected students
- ❖ SSP & WWS continued for selected students
- ❖ Installation of solar panel for science block is in progress
- ❖ Service of a full time counsellor is available
- ❖ Noon meal scheme and financial support are available to deserving students.
- ❖ Extension programmes like Blood donation camp, Balamela, Leadership training under the guidance of NSS, NCC & XOS
- ❖ 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 & NSS, took steps to make the campus eco-friendly.
- ❖ The Botanical garden of the college was given a facelift by adding new varieties of plants and painting the outer wall.
- ❖ More benches were built and placed in the inner quadrangle to provide space for students to relax and study quietly.
- ❖ Medical camps & blood donation camps arranged.
- ❖ Applied for new UG & PG courses to the University & Government
- ❖ Four new teachers appointed in departments
- ❖ Media Club conducted film festival and panel discussion with experts from the field

Part – B

Criterion – I

1. 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	2			
UG	8			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				2
Others				3
Total	10			5
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
Trimester	
Annual	

1.3 Feedback from stakeholders*Alumni

(On all aspects)

Mode of feedback :Online Manual Co-operating schools (for PEI)

Parents Employers Students

*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, University has a general pattern of updating the syllabus every 3 to 4 years. University gives grater thrust to communicative English and training in soft skills to make the students competent and employable.

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
	29	17	11	-	1

2.2 No. of permanent faculty with Ph.D. 18

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	4	24					24			

2.4 No. of Guest and Visiting faculty and Temporary faculty 24

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	10	2
Presented papers	1	6	1
Resource Persons	0	0	2

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

- Peer teaching by research scholars, surprise tests, instant quizzes.
- Inclusion of Spoken Tutorial video lectures in syllabi
- Increased access to latest knowledge through the library and on-line subscribed books and journals.
- Need based institutional visits and field trips are also introduced.
- Induction program in the first week of the reopening of the University to introduce the students about various facilities availability of optional and elective papers for their choice and availability of various forums and clubs for their extracurricular activities is also undertaken.
- With a view to orient and motivate Fresher's to college life and its responsibility special sessions are organized with the help of HR personnel
- Weak students are accompanied by competent staff to help them overcome their difficulties.
- The practice of Online submission of CA marks is continued
- The practice of giving scholarships to those meritorious ones is made more attractive with finding more donors and allocating more money for awards
- Students conduct seminars using Power Point Presentations and smart class rooms
- An external expert is brought for Soft skill training and capacity building sessions
- Now Commerce students can opt Latin as second language besides Hindi and Malayalam.
- More number of weak students are brought to the ambit of Remedial classes
- Concerted effort is being made to run the Additional Skill Acquisition Programme more effectively
- Internet is more frequently used for teaching and learning purpose

2.7 Total No. of actual teaching days during this academic year 181

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 as member of Board of Study/Faculty/Curriculum Development workshop 3 3 2

2.10 Average percentage of attendance of students 85

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.	29	6.9	24.1	-	-	31.03
BA History	38	-	13.2	2.6	-	15.8
BA Economics	35	2.8	14.3	-	-	17.1
B.Sc Mathematics	32	12.5	6.3	-	-	18.8
B.Sc Physics	32	18.8	18.8	-	-	37.5
B.Sc Chemistry	37	13.5	13.5	-	-	27
B.Sc Botany and Biotechnology	24	4.2	54.2	-	-	58.3
B.Com	56	8.9	42.9	7.1	-	58.9
M.Sc Physics	13	23.1	61.5	-	-	85
M Com	19	-	79	15.8	-	95

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & 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	1
UGC – Faculty Improvement Programme	
HRD programmes	

Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	2
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	5
Others	4

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	11	10		10
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- A Photostat machine is made available in the library to help students access study materials
- A short Film production competition was held in the college to promote creativity in students
- Achievements of our people in research related areas are often publically recognized and the person concerned is honoured.
- Apart from the seminar Hall, a room each in every building is made available for the purpose of conducting seminars and conferences besides. These rooms are equipped with internet and projectors
- Departments are encouraged to organize National seminars In their own subjects with the support of Funding agencies
- Fr. Dasappan V.Y., Dept. of English is the subject expert of Latin under SCERT, Kerala.
- Internet with a speed of 10 mbps, enabled by Optical Fibre Cable, is made available with the help of BSNL in all Departments and other common rooms besides College Library.
- More members of the faculty are encouraged to take up research projects minor or major.
- Open courses are made available for students to learn about subjects other than their chosen fields
- Organized interdepartmental quiz competitions for students to revive a quest for knowledge
- Research related news and information is put on the notice board to inspire teachers
- Special fund is allocated to support faculty to meet the travel expenses to attend Seminars or Conferences
- To promote genuine research and a culture of serious study Student's Projects /assignments are taken seriously and they are given due guidance and proper monitoring by teachers
- To promote research culture among the faculty, they are encouraged to attend and present papers and contribute to journals to national and international repute.

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		1	-	1
Outlay in Rs. Lakhs		60,000	-	60,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	6	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		1	9

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					8
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 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
4		1	2			1

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

3

17

3.19 No. of Ph.D. awarded by faculty from the Institution

1

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

3

SRF

1

Project Fellows

Any other

4

3.21 No. of students Participated in NSS events:

National level 1 University level 10 State level 9 International level

3.22 No. of students participated in NCC events:

National level 8 University level 40 State level 32 International level

3.23 No. of Awards won in NSS:

National level University level 1 State level International level

3.24 No. of Awards won in NCC:

National level 1 University level State level 37 International level

3.25 No. of Extension activities organized

University forum

College forum

5

NCC

6

NSS

7

Any other

3

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

- Observed Environment Day with tree planting in the campus and the surroundings.
- Blood donation camp was organised by NSS.
- Observed World Population day and Malala Solidarity Day for World Peace.
- Students collected money for the treatment of patients who are financially weak.
- Swach Bharat Mission was taken up by the Students on 2nd October
- Seven days camp organized by NSS in St. Andrews village, Trivandrum.
- An AIDS awareness talk was organized on 10th December as part of the Human Rights Day observance.
- Nine students of our college served as NSS volunteers in the All Kerala Special Olympics for the disabled in February 2016 at LNCPE Kariavattom.
- NSS unit coordinated a medical Camp organized by the Rotary Club, Trivandrum
- Under the Miss-a-meal project of Jesus Youth, students donate their noon meal packets to the inmates of Santhvana home for the destitute, Monvila
- Rallies were organised by NSS against the menace of drug.
- The students of the college collected an amount for the flood stricken Chennai.
- Orientation talks and Skill development programmes by the faculty in the neighbourhood parishes and local self-groups of the locality.
- NSS organized medical camp and blood donation campaign for students of our college and the people of our neighbourhood.
- NSS and NCC volunteers participated in cleaning the General hospital in the city.
- Members of Nature Club cleaned an abandoned well in the campus for the use of students and others who come to college
- In collaboration with KCA, college organized a month long intensive cricket camp for the students of the neighbourhood.
- During Summer a number of short duration computer courses were conducted in subsidized rate for students from neighbourhood using our infrastructure and other resources
- De-Addiction awareness programme was organized at Mariyanad, a nearby coastal village in collaboration with KCYM local unit
- A Children's Festival named Balamela was organised for neighbouring school children below the age of 15 as a joint venture by Xavier Outreach services and students of Vidyaniketan.
- An intercollegiate elocution competition for Fr. Paul Vadakel Endowment for college students of Thiruvananthapuram district was conducted by the college.
- AICUF organized a field visit to Santhvana, a home for the destitute at Monvila and spent the day with them sharing our gifts with the inmates.
- A Poster exhibition was organized by members of AICUF in the college campus on various social menaces
- Counselling services was offered to the needy ones in the area with the help of those trained in the field to effectively address psycho social issues pertaining to the lives of the people.
- Orientation and motivational programmes were organized for the children of the nearby villages with a view to improve the educational opportunities.
- Scout programme "JAMBOORI" for school children all over Kerala was conducted

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		Management	
Laboratories	10			10
Seminar Halls	3			3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)			UGC	
Others				

4.2 Computerization of administration and library

- The new computer enabled office system has resulted in better efficiency and transparency in administrative matters. This system enabled a reliable mechanism for documenting, monitoring and controlling various transactions which are financial, academic and administrative in nature.
- The newly introduced internet facility at St Xavier's College along with an already existing well-established intranet and intercom facility has boosted the communication process. Library provides free access to Wi-Fi. To make the college library more student friendly and accessible a number of new changes were introduced like more number of staff were posted in the library during the busy hours to better handle the rush, Reference section is made accessible even on Saturdays to help students do more serious research and study.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31395		438			
Reference Books	1222		19		1241	
e-Books						
Journals	8		6		14	

e-Journals	2137				2137	
Digital Database	53				53	
CD & Video	83				83	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	52	2	50	3		1	11	
Added								
Total	52							

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

- All staff members are given proper training in the optimum use of internet resources for teaching and research.
- Awareness programmes for better use of internet resources and the precautions to be taken while using social networks like facebook, twitter etc. were conducted for students and staff.
- Support staff is provided adequate training in computer usage as well as office automation software including SPARK for preparation of salary bills.
- Training programme in advanced computer training was given to our non-teaching staff to acquire computer skills.
- Students of Final year Commerce and Economics were given Soft skill training.
- Short term computer courses were offered to students at subsidized rate in Photoshop, Tally and Web-making etc.
- Newly recruited teaching staff had a one day training session on the use of smart board at the seminar room and other latest teaching tools in the class rooms.
- New office software was introduced in the college to ensure better coordination and augment administrative effectiveness.
- A technician was appointed to handle all our needs relating to technological failures and also to assist the students in the use of smart class room etc.
- A group of students chosen from every department were given a half day session on the use of technology enabled learning to act as teaching assistants in class rooms

4.6 Amount spent on maintenance in lakhs :

i) ICT	5.46
ii) Campus Infrastructure and facilities	7.1
iii) Equipments	1.42
iv) Others	3.3
Total :	17.28

Criterion – V

5. Student Support and Progression

- The IQAC has arranged several awareness programmes for students on the facilities and support services offered by the college.
- Value Orientation seminar was conducted for UG students by Fr. Toby Joseph, Director, Atmamithra, Kalady.
- Special orientation programmes are given to the newcomers regarding the proper use of library books, journals, magazines, newspapers etc. as well as online facilities like INFLIBNET.
- Awareness programme for providing information on various scholarships and financial assistance available to students and research scholars is also conducted every year.
- A set of new concrete benches are built behind the Science block for the use of girls students during lunch break
- A well maintained and protected botanical garden with variety of flora and fauna, collected from all across Kerala, is systematically arranged
- Banking facility is arranged twice a week with the support of Indian Bank
- Complaint Boxes for placing the suggestions for betterment and also for expressing grievances if any.
- Different competitions like elocution, debate, quiz and various other cultural and intellectual items are arranged year after year for the student's benefit.
- Financial support is arranged for students from weaker backgrounds to meet their academic needs.
- Grievances Redressal Cell for voicing the grievances of students and research scholars.
- Internet center equipped with high speed broadband facility caters to the needs of the students in browsing and electronic mail.
- Medical Centre for first aid and emergency treatments. We also have an understanding with Fatima Hospital, Thumba for any emergency need
- Post office functions in the campus throughout the year

- Scholarships and meritorious prizes are arranged for the deserving students with the help of management, staff and alumni.
- Special coaching in Football, Cricket, Handball, volleyball, Baseball are arranged for interested students
- Sports Facilities like Grounds, gymnasium, pavilion etc. are available
- Students are provided with an opportunity to work in NCC of both Army and Navy also many clubs like NSS, Nature Club, AICUF and Women's Study Centre etc.
- The college has an effective system of remedial and tutorial for students in need of greater academic help which are duly supervised by the heads of the departments.
- The newly installed Public Address system helps better dissemination of information
- The SXC owned and KCA managed new cricket ground is one of the best in the district. The adjacent net practicing facility also will be a great help for our students in honing their cricketing skills.
- Various scholarships are instituted to support and motivate students to perform better.
- Well maintained Canteen where tasty and healthy food is served at affordable price for the students and staff
- Women's Centre to offer counseling for women staff and students and to arrange free medical checkup.

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Having ensured that the above mentioned student support services are in place and available to students, IQAC collates feedback from students on various support services available in the college which were duly considered for enhancement of quality of such support services in the college. Feedback on such programmes is made available to the management through IQAC for quality sustenance and improvement.

5.2 Efforts made by the institution for tracking the progression

- Directed class teachers to provide awareness programme
- Provided awareness to parents through PTA
- Detailed information on Student Support Services are given in the college calendar
- Organised seminars, talks and presentations to provide information
- Various committees are functioning in the college to make such support services accessible to students
- Annual planning of the academic year at the beginning and evaluation at the end of the academic year.
- Employer feedback
- Alumnae feedback
- Alumnae meeting
- Feedback from students and staff
- Meetings with parents and stakeholders

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	961	65	0	0

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	363	35.38		663	64.62

Last Year- 2014-15						This Year - 2015-16					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
180	165	2	660	5	1012	190	157	4	667	8	1026

Demand ratio 1:19.8 Dropout = 9.8 %

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

As it is customary, this year too the Placement cell of the college organised orientation Programmes for students on how to face the entrance Tests and Interviews for competitive exams particularly Management Courses, Chartered accountancy etc. Similarly, orientation programmes were conducted to create awareness about various opportunities after degree course. The placement cell in collaboration with the college library helps students to make an optimum use of the reference books gifted by College Alumni to help students prepare for various competitive examinations. Special collection of books has been added to the library for helping students to prepare for competitive exams. These are kept in a separate shelf in the library for anyone to use them.

No of students beneficiaries

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

The **Student Counselling Centre: It** extends Counselling assistance to students with psychological, academic and social concerns. These services are provided on appointments that seek to enable students to function effectively and improve their wellness quotient. Students with serious psychological problems are referred to a psychiatrist or a clinical psychologist for further evaluation. The Centre also conducts workshops for staff and students on Counselling and life skills. General survey forums regarding counselling and issues which need to be addressed among the youth were distributed and collected to organize and work on future input sessions and ideas. Counselling feedback forums were followed and collected from students to improve the quality of counselling as well as to gauge their level of satisfaction. When Parents and guardians are invited for annual colloquium experts are called to address them with a view to equip them with better parental skills to tackle the teen age crisis of their wards.

The **Career Guidance Cell (CGC)** provides comprehensive services in the area of training, options regarding higher studies, internships and full-time placements for both undergraduate students and post-graduate students. This Cell is an initiative of a group of Alumnae of the college. It draws on the rich expertise of the Alumnae who are heading various organizations in India and abroad. Placement cell exists in the college Provides, information, training and orientation to students. Besides these mainstream works we also undertake:

- Company executives are invited to give lectures sharing their expectation about students recruited to their company.
- Using internet accessed through internet of mock interviews and GDs students are given practical training to be competent.

No of students benefited

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

5.8 Details of gender sensitization programmes

- Orientation on Special rules and privileges for the safeguarding of women, awareness programmes against sexual abuse, harassment, suicidal tendencies, classes on adolescent problems etc. were conducted.
- Special training in Karate, Yoga etc. were provided to lady students. Leadership trainings, as well as personality development programmes were organized.
- All students expressed their concern about atrocities against women and pledged to protect women from such evils.
- Arranged cultural competitions at the department level to showcase their talents.
- Arranged classes for girls in home management, cooking, etc
- Women's Forum conducted several meetings of lady students of the College. It intended to address the various issues faced by them. The students are given counselling facilities if they needed.
- To motivate and inspire our present batch of girl students a group of women achievers at the local level were invited to have a panel discussion on opportunities and challenges of women

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	70	50.000
Financial support from government	724	32,00,314
Financial support from other sources	-	1,13,280
Number of students who received International/ National recognitions	2	

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: _____

- Lack of proper lighting in the ladies toilet: A new toilet block was constructed for girls
- Shortage of fans in Examination Halls: Additional fans were fit in.
- Suggestion for improved lighting in the college auditorium: Better lighting facility has been arranged in the auditorium
- Lack of enough computers with internet facility in the library for browsing facility.
- Shortage of parking space for vehicles at college entrance: a new spot has been identified and levelled with red soil for enhancing parking facility.
- Girls need a separate parking space near the front of the gate: it has been provided
- A new rest room with facility for rest and recreation for girls be built in the college in view of increasing number of girl students: We are awaiting a financial aid from the fund of the local M. P.

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 and 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:

- At the beginning of the academic year, a general time table for all classes is prepared and is made available to the students
- Institutional level monitoring of Allotment of classrooms and recording of students' attendance are done.
- Copies of academic calendar are made available to the students and staff. ICT tools are extensively used in classrooms both by the faculty and students.
- Departments prepare their own detailed subject-wise time-table based on the general time-table. Individual teachers are assigned work by the Head of the Department.
- Teachers keep daily work record which is periodically evaluated by the HOD and the Principal. This practice ensures effective implementation of the academic plan.
- Teachers prepare the teaching plan of the topics allotted to each of them.
The heads of departments and the faculty in charge of various curricular and co-curricular activities furnish a detailed schedule to the office at the beginning of every academic year.
- To boost the learning process of the students an Additional skill acquisition programme is started for selected students.
- We use lecture method – Interactive method project based learning, computer assisted learning, seminars, discussions, debates, paper presentations etc.
- The College council discusses these programmes and finalizes the College calendar incorporating all such details.

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

- A general time table for all classes is prepared and is made available to the students at the beginning of the academic year.
- Allotment of classrooms and recording of students' attendance are monitored at the institutional level.
- To boost the learning process of the students an Additional skill acquisition programme is started for selected students.
- Copies of academic calendar are made available to the students and staff. ICT tools are extensively used in classrooms both by the faculty and students
- Departments prepare their own detailed subject-wise time-table based on the general time-table. Individual teachers are assigned work by the Head of the Department.
- Teachers prepare the teaching plan of the topics allotted to each of them.
- We use lecture method – Interactive method project based learning, computer assisted learning, seminars, discussions, debates, paper presentations etc.
- The College council discusses these programmes and finalizes the College calendar incorporating all such details.

6.3.3 Examination and Evaluation

- A senior teacher is appointed as the Controller of Examinations at the college level to ensure effective implementation of evaluation reforms.
- Class wise PTA meeting.
- Class wise PTA meetings are held to monitor the students' progress and to facilitate a dialogue between parents and teachers
- Evaluation through class tests, seminars, assignments and discussions.
- Parents are informed of the performance of students through progress report.
- Internal examinations are conducted during each semester

6.3.4 Research and Development

- All facilities including infrastructure and human resources of the college are extended to the principal investigator. Investigators are given permissible duty leaves and special recognition also.
- Faculty members attended and presented papers in National, International Journals and books.
- Faculty published papers in National and International Journals and Books
- Financial support from management to BMMC students for conducting research in video production.
- Three teachers are working as research guides in collaboration with other centres.
- Laboratories are well equipped and spacious enough to undertake student projects.
- The college subscribes national/international journals.
- One on-going minor research project.
- Tie-ups with scientific organisations and NGOs
- Department of Commerce and Malayalam and Miscommunications bring out an annual journal which is distributed to the entire students and other well-wishers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- A new hall to conduct examination is built.
- New internet connectivity is arranged in all the Departments with Optical fibre Cable of BSNL with 10 mbps speed rate.
- New concrete benches have been placed behind Loyola block for girl students
- Computer Lab with internet facility is nearing completion.
- Books and reference materials are added to the existing system. Issue-return and search facilities are automated.
- Library working hours- 9.00 am to 4.30 pm on all working days.
- Separate reading room, reference section, PG & UG Sections are available.
- Online Public Access Catalogue (OPAC) facility is available in the library. The students themselves can search the books.
- Whiteboards and interactive boards are provided in selected classrooms.
- Most of the departments are applying ICT methods in classroom teaching, project work and lab experimentation.
- Seminar halls are available in all buildings.
- Tutorial spaces, modern laboratories with the latest equipment are available for all the science departments.

6.3.6 Human Resource Management

The college has a well written policy on appointment of staff, training and development, compensation and handling grievances. The Manager and Principal of the college are providing able leadership to carry out various requirements of effective Human Resource management in place.

- The appointment of staff is purely on merit and in accordance with the norms of University and Government.
- Staff members are required to attend training programmes, refresher courses, orientation programmes, conferences and seminars.
- Research guides are given special facilities including research labs.
- Promotions, career advancements, etc. are given without any delay.
- Orientation programmes have been organized to identify and nurture the potential of the staff
- Guest faculties are appointed by the management in the vacancies not duly filled by the Government.
- Faculty members are given proper freedom of operation with regard to academic as well as research activities.
- Every member of the staff is assigned with the responsibility to coordinate one or more extra/co-curricular programmes.
- A sound system of selection and recruitment with a view to ensuring transparency

6.3.7 Faculty and Staff recruitment

Recruitment of the staff is strictly in accordance with the norms of University and govt. The vacancies in general as well as community merit are advertised separately in leading dailies.

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

- There is no provision to conduct entrance test for admission into conventional programmes in affiliated colleges.
- For conventional programmes, both at UG and PG levels, the admissions are done through a Centralized Admission Process (CAP) in which candidates apply online through university website. In general merit and reservation quota admissions are made from the allotment list of the university.
- The admissions under Management Quota, Community Merit, Cultural/Sports Quota, and Physically Handicapped Quota are done at college level from the merit list of each category.
- The merit/selection list will be published in the notice board/website. In case of complaints candidates can approach the Grievance Redress Cell functioning in the
- College and University. Admission of students is done purely based on university norms and through the single window system of University.
- 20% of total seats are reserved as management quota to be admitted at their discretion.
- 50% of management quota seats are reserved for Latin Catholic Mukkuva students
- Girl students are more in number

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Loan facilities • Maternity leave • Advance to meet emergency expenditure • Staff Club promotes welfare activities • Teachers are encouraged to attend seminars, orientation and refresher programmes. • Children of staff are given priority in admission • Vehicle parking and canteen facility are provided.
Non teaching	<ul style="list-style-type: none"> • Personality Development programmes were conducted. • Loans are provided to meet emergency situations. • Children are given preference in admission • Vehicle parking and canteen facility • Non teaching staff club
Students	<ul style="list-style-type: none"> • Financial support to deserving students • Scholarships instituted by Management • Free Books and study materials for deserving students • Noon Meal Scheme for poor students • Contingency fund to support poor students to pay hostel bills.

6.5 Total corpus fund generated

10,50000

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes		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?

- The Principal acts as the Chief Superintendent of University examinations.
- A senior teacher is appointed as the Controller of Examinations at the college level.
- The Chief Superintendent and Controller of Examinations ensure effective Implementation of evaluation reforms.
- HODs of every department is the coordinator for internal evaluation and grading. He is monitoring the award of internal grades to students as well as the transmission of results to university in time.
- In every department HODs monitors the internal evaluation process. The grades sheets are verified and countersigned.
- Internal evaluation grades/marks of all students are published in the notice board of the department concerned for verification by students before submitting the grades to university.
- Grievances, if any, will be redressed by the Grievance Redress Cells at the department level/college level/university level.
- The university is conducting end semester examinations as part of Credit Semester System for UG and PG.
- The university has made facilities for uploading internal marks in the university web portal.
- The exam hall tickets can be downloaded from the university website.
- The results are being published in the university website.

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

- Alumni of the college play an active role in supporting the college to meet its goal of providing quality education.
- They provided some important reference Books which would be of use to students preparing for competitive exams.
- On the 1st of May Alumni general Body is held where reports of the year are presented and action plan for the next year is prepared.
- An annual News Letter is prepared and circulated among the members showcasing the works of alumni in connection with the General body meeting.
- Alumni play a vital role in creating a good will for the college among the public through annual get together, batch gatherings etc.
- Alumni using their influence and resources help the students to organize medical camps, blood donation camps etc.
- Alumni try to organize the old students to be the well-wishers of the college

6.12 Activities and support from the Parent – Teacher Association

- College has a very warm and friendly relationship with the parents of our students right from the time of admission till they are graduated.
- All the parents are requested to attend the First Day of their wards in the College to get to know the college and staff and more importantly to be familiar with the culture and value system of the college. By our experience most parents comply this request.
- PTA meetings are conducted at least once in a semester and score sheets are given to parents and their suggestions are used to improve the system.
- The PTA gives proficiency prizes to top scorers in the internal examinations.
- The PTA also has instituted a number of scholarships for students on merit cum means.
- The PTA is instrumental in ensuring discipline and academic excellence of students through timely intervention and interaction with teachers.
- The PTA of the college also extends financial support for the needy sports person and has instituted scholarship for the excellence in sports.
- The PTA is playing an active role in providing additional funds for the development of the college.
- Merit Days are held every year under the auspices of the PTA to encourage and felicitate the rank holders and winners of various competitive exams.
- Attractive prizes are given by PTA to students who excel in co-curricular activities like University Youth Festival.

6.13 Development programmes for support staff

- We arrange Special celebration for Christmas and Onam to build team spirit and fraternity.
- They are sent for training programmes organized by the University, and Kerala Jesuit Society
- The performance of non-teaching staff is monitored and appraised by the Administration.
- The institution conducts orientation programmes for newly recruited non-teaching staff.
- Support staff is provided adequate training in computer usage as well as office automation software.
- Personality Development programmes are given to the non-teaching staff
- Loans are provided in the wake of emergency situation.
- It also arranges Human Resource Development Programmes and training on ICT methods and computer applications.
- Grievance Redressal Committee and the Sexual Harassment complaint committee are all part of welfare measures for the staff
- Children of staff are given priority in admission.
- Spiritual renewal and value education classes are organised exclusively for the support staff.

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

- Awareness campaign by Nature club for protecting the nature and natural resources
- Energy Conservation: The College has installed solar powered lamps in library, SICJ building and solar power is tapped for streetlight in the campus. The college has a well and a pond with pure water for drinking.
- E-waste Management: E-waste is collected and stored separately and disposed every year.
- Hazardous Waste Management: The waste from the Chemistry and other science labs are disposed of/ managed properly.
- Initiative in making campus plastic free and green with the help of Dept. of forest, Govt. Of Kerala.
- Installed Moveable dustbins at different places in the campus to control littering
- Inter departmental collaborative programme related to environment and allied topics.
- Plantation: The college campus is filled with plants and trees such as Mahagani, Teak, Mango trees, Coconut plants, cashew nut tree, acacia, casuarina tree etc. Medicinal plants and rare plants are also grown in the campus.
- The college has a well maintained beautiful garden with a rich variety of flowers and decorative plants. A part time gardener is appointed for the maintenance of the college garden as well as plants and trees in the campus. Planting of trees will take place every year under the auspices of NSS volunteers.
- To help the activities of keeping the campus eco-friendly, the students and staff spend at least two afternoons in every semester for cleaning the campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created positive impact on the functioning of the institution. Give details

- St. Xavier's College has always been paying attention on competence, skill and character building. This is done through rigorous academic work with a special emphasis on skills and values.
- St. Xavier's also believes in a decentralized administrative structure as this enables the quick and efficient decision-making. The college administrative team meets frequently to stay abreast with the happenings. There is a high level of transparency at the administrative level.
- Departmental meetings are held in the presence of the principal twice a year to plan and evaluate the course of action for each year.
- Different administrative committees meet at least twice a year to ensure better functioning of the college
- The continuous internal assessment helps the students to constantly keep track of his/her own development throughout the semester. Students are required to take up assignments and projects that are separately evaluated.
- One full time professional counsellor is available at the student's disposal to discuss personal problems. Once students with problems are identified they are referred to the Counsellors who take care of the students.
- More Add-on Programmes and other value oriented certificate programmes and summer classes in computer and communicative English.
- Extensive use of ICT methods in teaching-learning process by all our teachers.
- Additional Skill Acquisition Programmes (ASAP) in collaboration with Govt. of Kerala was strengthened.
- Scholar support Programme & Walk With Scholar Programme
- Library automation and networking for issue and return of books.
- Interaction with national/international experts in different fields.
- Collaborations and exchange visits to institutions of national repute.
- Alumni Association sponsored developmental projects.
- Infrastructure development with the support of staff and parents.
- Renovated laboratories with modern equipment.
- Modern Computer labs with advanced software.
- Intensive coaching camps in Sports and games for those who are interested
- UGC sponsored Add on courses
- Installation of Solar Energy Panels.
- Transformer and Generators for uninterrupted power supply
- High speed Internet Broadband connection with optical fibers.

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

- The plan of action prepared by IQAC was discussed at various levels of administration such as the Managing Board, College Council and Staff Meetings for the effective implementation.
- Various committees were formed to monitor the progress of implementation of the activities.
- UGC sponsored Add on courses started
- Extension programmes like blood donation camp, Balamela, leadership training under guidance of NSS, NCC & XOS
- The Co-coordinators were directed to submit the reports at the end.
- The college has taken a serious effort to motivate students to come in large numbers for various special programmes like coaching classes for English, remedial and mentoring.
- Additional Skill Acquisition Programme was strengthened.
- Applied for new UG and PG courses to the University and Government
- Intercollegiate elocution and recitation competitions were conducted.
- Intercollegiate football and Cricket tournaments were held.
- Medical camps and Blood donation camps arranged.
- Scholar support programme and walk with Scholar were continued
- Service of a full time counsellor is available to deserving students.
- Under initiative of Nature club & NSS took steps to make the campus eco-friendly
- Noon meal scheme and financial support are available to deserving students

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

- Grooming Football legends
- Fund Raising to provide study materials for poor students

7.4 Contribution to environmental awareness / protection

- Conducted seminars on Environment and allied topics
- Nature club conducted a poster competition to promote eco sensitivity
- NSS and NCC Volunteers participated in cleaning of campus and city streets
- A Green Audit of our campus was conducted in the college to apprise ourselves of the biodiversity that we were a part of.
- Ours is a green campus well-kept and maintained is a matter of modest pride for us.
- Under the leadership of the environmental Club functioning in the college, a Herbal Garden is maintained in the campus.
- The college is committed to protect the environment and inculcate an environment consciousness among our students and other stakeholders.
- That all the trees and plants are enumerated and labelled with botanical names, only adds to its richness.
- NCC cadets also organize various awareness programmes for protecting plants and preventing deforestation.
- The 'Nature Club' also conducts environmental awareness programmes.
- The college campus is kept as 'smoke free', and 'ever green'.
- The college has a system of collecting and disposing plastic and non-plastic waste separately without causing any pollution to the environment.
- Solar systems and lamps are fitted in the campus. All security lamps in the campus are solar powered.
- Environmental activists are invited to the campus for interacting with our students.
- Campus cleaning by students is done once in three months.

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	Threats/challenge
Adequate infrastructure and play grounds	Lack of sports hostel	Availability of talented students	Provide quality training and coaching to students
Cordial relationship between staff and students	Supporting systems in the absence of electricity	Large tracts of land still available for future development plans	Dwindling number of boy students
Extension activities	Poor Transportation facility	College is situated in the midst of fishermen Community	Lack of permanent staff
Faculty is efficient and dedicated	Lack of sufficient PG and vocational courses	Scope to start new courses even self-financing.	Early marriage of Muslim girl students
Location of the institution	Accessibility	Peaceful atmosphere	Lack of exposure to students
Management and Principal give effective leadership	Lack of adequate permanent teaching and non-teaching staff	Social acceptance of the institution	Unaided courses
Support programmes for deserving students	Inadequate research facilities	Newly recruited staff are young and enterprising	Getting more research projects form UGC
Support received from PTA and Alumnae	Yet to be given Internet facility in the departments	Good lab facility and other infrastructural resources for development	Undertake more research projects

8. Plans of institution for next year

- Make outreach activities of the college both Academic and Community extension programme more effectively
- Make an all-out attempt to speed up appointment of faculty in the vacant positions
- Conduct Intercollegiate competitions to increase the visibility of the college
- Take up Socio Economic surveys in the campus and neighbourhood as an interdisciplinary project
- Recreation room for Girl Students.
- Room for Manager and Vice Principal.
- Increase of Drinking water Facilities
- Campus beautification and Waste Disposal unit.
- Website updating and renovation
- Digital Library.
- Media Room
- Continue student support programmes like noon meal scheme, boarding aid etc.
- Plant more trees as part of the environment conservation programme
- Garner energy form Alternative sources of electricity – use of solar energy – installation of generator
- Conduct more campaigns to create awareness about Gender sensitization
- Introduce new skill enhancement programmes like ASAP, Add on Courses, Computer courses etc.
- Introduction of more number of UG and PG programmes, Add on and certificate courses
- Observe important social days
- Organize capacity building sessions for newly recruited staff and students
- Promote Student Entrepreneurship Programmes
- To conduct more number of Seminars and workshops
- Try for the regularisation of unaided courses
- Install CCTVs
- Buy new college bus
- Make vibrant the activities of XOS
- Complete the formalities of the registration of PTA

Name :- Dr Tessy Chacko P

Name :- Rev (Dr) V. Y Dasappan

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure i**ACADEMIC CALENDAR 2015-2016****JUNE 2015**

01-06-2015	College reopens Staff meeting
03-06-2015	Fourth semester internal examinations started
05-06-2015	World Environment day - Campus walk by Nature Club Physics Department meeting.
06-06-2015	PSC examination
15-06-2015	Fourth semester university examinations begin
17-06-2015	Planted saplings of Neem under the initiative of Nature Club
23-06-2015	Malayalam department meeting
24-06-2015	Commerce department meeting
25-06-2015	Staff Council meeting
26-06-2015	PTA executive meeting

JULY 2015

01-07-2015	Staff meeting
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02-07-2015	Staff council meeting
03-07-2015	Demonstration programme of open course
04-07-2015	Principal departed for Melbon to attend Jesuit Higher Education Conference
06-07-2015	First Semester Classes started
18-07-2015	Principal returned after Melbon visit
24-07-2015	Investors Club meeting
25-07-2015	Seminar for teaching staff
28-07-2015	Send off meeting of M.Com students Malayalam department meeting
31-07-2015	1994 Batch Physics Alumini

AUGUST 2015

03-08-2015	Orientation programme for first S1 BMMC
04-08-2015	Orientation programme of BMMC department
05-08-2015	Class PTA meeting S5 BMMC
06-08-2015	Orientation Programme for S1 –B.com
07-08-2015	First Friday mass
10-08-2015	Orientation programme for first year chemistry, Physics, Mathematics & BBT students

11-08-2015	Talk on Financial Crisis
12-08-2015	B.Com 1994Batch re-union
19-08-2015	Onam Fete by Commerce Department
20-08-2015	Onam celebrations of staff
21-08-2015	Onam celebrations of students. College closed for onam holidays

SEPTEMBER 2015

01-09-2015	College reopened after onam holidays
04-09-2015	Staff Council meeting
05-09-2015	JECI Inauguration
07-09-2015	Third Semester internal examination begins
11-09-2015	Staff council meeting
14-09-2015	Inter collegiate cricket match
16-09-2015	Malayalam department programme“Kelikettu”
17-09-2015	NIIT examination for NIIT scholarship
19-09-2015	3 days AICUF leadership residential camp started
21-09-2015	Football match
23-09-2015	First PG classes started

OCTOBER 2015

01-10-2015	Freshers day
02-10-2015	NSS programme
06-10-2015	Malayalam Seminar Environmental Awareness and anti plastic campaign
07-10-2015	Jesuit Provincial visit
08-10-2015	Staff council meeting
09-10-2015	PTA executive meeting
17-10-2015	Leadership camp for first and second year students
26-10-2015	Fifth semester internal exams begin

NOVEMBER 2015

04-11-2015	Welcome and send off programme of first and last semester M.Sc physics students.
06-11-2015	First Friday Mass
07-11-2015	Study tour of Latin Students
09-11-2015	Inauguration of Commerce department Seminar
11-11-2015	Third semester internal, exams started
13-11-2015	M.Com students welcome programme
14-11-2015	PTA general body meeting

16-11-2015	Second semester MSc practical exams started
18-11-2015	Scouts- Welcome committee meetings
20-11-2015	College Magazine release
21-11-2015	N.S.S. meeting
23-11-2015	Third sem degree exams begin
24-11-2015	National Book Trust exhibition Inter collegiate competition
25-11-2015	Book exhibition
26-11-2015	Book exhibition PTA executive meeting

DECEMBER 2015

03-12-2015	Fest of St. Francis - Patron of the college
04-12-2015	College Union Election
07-12-2015	Staff Council meeting
10-12-2015	NSS meeting Human Rights Day Oath taking ceremony
11-12-2015	Union meeting Seminar on ‘Mobile Communication’ by Physics Dept

14-12-2015	ASAP inauguration
15-12-2015	Introduction class organized by NSS Sixth sem Physics PTA meeting
16-12-2015	Sixth sem Economics PTA
17-12-2015	Staff meeting with new manager
18-12-2015	Mathematic Department day
19-12-2015	KCA meeting Seven days NSS camp started Scout 'JAMBOORI' programme for school children
21-12-2015	Christmas celebration College closed for X'mas holidays
28-12-2015	Send off programme of Non-teaching staff History old students get together Four days training for Foot Ball

JANUARY 2016

01-01-2016	College reopened after X'mas holidays
02-01-2016	Economic old students get together
06-01-2016	ASAP entrance Test
09-01-2016	History alumini
12-01-2016	Staff Council meeting

13-01-2016	College Union Inauguration Arts Club Inauguration Sixth semester Economics study tour Third Semester University practical examination
15-01-2016	Sixth Semester B.Com study tour
12-01-2016	Sixth sem Economics PTA
22-01-2016	Seminar by Commerce Department
29-01-2016	Shooting of 'Campus Colors'

FEBRUARY 2016

02-02-2016	Seminar on Drug abuse
04-02-2016	Staff selection interview
05-02-2016	Staff selection interview
06-02-2016	Telecast of Campus Colors in Asianet
10-02-2016	Cultural committee meeting Talk on Drug abuse
11-02-2016	College youth festival
12-02-2016	College youth festival
15-02-2016	College youth festival Condolence meeting of former manager Fr. Paul Valiyakandathil

17-02-2016	Inter department cricket competition
18-02-2016	Inter department cricket competition
19-02-2016	Inter department cricket match
20-02-2016	Seminar for students who availed fisheries grant
22-02-2016	Inauguration of media club
24-02-2016	Inter department football match
25-02-2016	Inter department Football match. Inauguration of Women's Studies centre Classes an Human Traffic
26-02-2016	Retreat for students Staff council meeting
27-02-2016	Seminar for Non-teaching staff in Lyola College, Sreekariyam
29-02-2016	Carrier guidance seminar for students in Lyola College , Sreekariyam, Trivandrum

MARCH 2016

01-03-2016	Film Festival
02-03-2016	Film Festival
03-03-2016	Short film Competition
04-03-2016	Sports day

05-03-2016	Staff picnic
08-03-2016	ASAP interview
09-03-2016	Commerce day
10-03-2016	Medical camp
11-03-2016	Inter department election competition Voters list enrolment
14-03-2016	Quiz competition
16-03-2016	Seminar for commerce students
17-03-2016	Sixth semester internal Examinations begins AICUF meeting
21-03-2016	Send off function of Economics Department
22-03-2016	Co-operative society election Fr. Paul Vadakal elocution competition
23-03-2016	College day
28-03-2016	AICUF picnic Send off for sixth semester commerce students
29-03-2016	Send off meeting Viva-voce exam of History
30-03-2016	Send off meeting - BBT department Send off meeting - Physics department

31-03-2016	Send off meeting of Mathematics and History Staff meeting Co-operative society meeting
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APRIL2016

04-04-2016	Sixth Semester degree exams started
06-04-2016	5 days leadership camp started under initiative of XOS
11-04-2016	Send off meeting of principal – organized by KCA
21-04-2016	Spoken English classes for plus two students

MAY2016

01-05-2016	Alumini General Body meeting
03-05-2016	3 days leaderships camp for school children
06-05-2016	Three days leadership camp for plus two students.

Annexure – ii

FEEDBACK ANALYSIS

Feedback from students are collected by the teachers through a questionnaire which is kept in the respective departments. Annual alumni gathering is another source to obtain the feed back. The Alumni Association always function as a supporting. It can be developed by organizing and conducting regular orientation programmes. Class wise PTA forms the platform for feed back from parents. There is no forum for getting feedback from industries. The suggestions given by the recruiting agencies serve as a feedback. Feed back from local community is vital and general PTA meeting form the route for expressing their opinions.

The employer collected the 'students rating of teachers questionnaire cum response sheet' from final year students. The feedback is discussed at department levels and appropriate remedial measures are taken.

Annexure iii

Best Practice I**i) Grooming Football legends**

Goal: To help our students from rural setting especially those from the coastal belts to master football game and raise them to the level of playing competitive matches in state and national level through rigorous and professional coaching.

The Context: The College Management has been, since its inception, promoting sports and games in the campus to create better sportsmen for the nation. The beneficiaries of the program are those who hail from rural setting who otherwise cannot afford to the expenses for such a coaching. Selection to the program is chiefly based on merit and aptitude. Those who qualify will be given admission in the college and all their training needs will be met by college. They are provided with all the facilities for training in college campus.

Practice: The students are given rigorous training in the morning and evening by professional coaches under the supervision of the Department of Physical Education. Students who are part of this scheme are expected to attend regular classes when they have no training or practice matches. At present we have 25 members hailing from different parts of and they represent St. Xavier's college in all competitions at the university level.

Evidence of Success: The result of this experiment is amazing with our team becoming the University champions in football several times at a row and many of our players getting selected to different professional clubs such as Titanium, KSEB and SBT etc. Besides winning many football tournaments for the college many of them represented the University and two were selected to the state team under 23 categories and represented Kerala in Santosh Trophy National Football Championship. The college created such good will among the sports enthusiasts and won much accolade with their stellar performance.

Problems encountered and Resources required: Though college has many financial difficulties with the strong intervention by the Department of Sports we are able to keep this project alive with spectacular results. But at the same time Due to difficulties in transportation students find it hard to be regular for practice and classes. As we are not able to provide hostel facility for students it is difficult for students to be on time for practice sessions.

Best Practice II

Fund Raising to provide study materials for poor students

Goal: To ensure that not a single student is forced to leave the college just because they do not have enough money to pursue their study.

The Context: St. Xavier's college is playing a historical role in nation building by providing educational opportunities to many backward sections of the society particularly of the fisher folk community along with significant number of students from Scheduled castes. Since a great many of our students come from poor families they are not able to meet the academic needs properly hence some of them have to quit their studies or settle down to be underperformers. A novel idea dawned on the staff who negotiated with other members of the staff and devised a plan to put an end to this humanitarian crisis. As a result of this Staff members would make a voluntary contribution of a fixed amount every month. This money put together will be distributed among the select students who deserve the aid at the beginning of the academic year. There by it is ensured that all the students of our college are provided with the basic study materials. The organizers also make sure that a book bank is started by collecting useful text books from students who have completed their studies.

Practice: Principal appoints a committee with a teacher in charge of the scheme. At the beginning of the scheme each member of the staff is asked to write on a paper an amount that they would voluntarily contribute every year towards this scheme. The teacher in charge with the help of class teachers and others involved with student activities identify students for this scheme in a discrete manner guarding their dignity. The committee will meet once they have enough requests for financial help and take a call on the bases of their real need and family and academic background. When new teachers are recruited they also will be motivated to be part of this scheme.

Evidence of Success: Compared to previous years the number of dropouts has gone down. Along with that we see students are better disposed to college and show a greater interest to study hard and come up in life.

Problems encountered and resources required: Along with deserving students sometimes other students also come forward to avail this scheme. So identifying the right and deserving one still seems to be a difficult task. Actually, this scheme flows out of the goodness of our staff and everyone is not part of the scheme and what we collect every year is only a small amount that is not even half of what we require. So the challenge ahead is generating more money in the corpus so that anyone with a genuine need may not have to put an end to his/her studies.

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