

Internal Quality Assurance Cell (IQAC)
Annual Quality Assurance Report (AQAR)
2016-2017



St. Xavier's college, Thumba

Thiruvananthapuram

Kerala, India - 695 586

The Annual Quality Assurance Report (AQAR) of the IQAC: 2016-2017

Part – A

1. Details of the Institution

1.1 Name of the Institution

St. XAVIER'S COLLEGE, THUMBA

1.2 Address Line 1

VELI-PERUMATHURA ROAD

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:

Fr. Dr. Dasappan V.Y.

Tel. No. with STD Code:

0471-2704267

Mobile:

+919447870574

Name of the IQAC Co-ordinator:

Dr. Tessy Chacko

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

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

1.7 Date of Establishment of IQAC:

1.8 AQAR for the year :

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC:

- 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 2015-16 submitted to NAAC on 26.10.2017

1.10 Institutional Status:

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous College of UGC Yes No

Regulatory Agency approved Institution Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

UNIVERSITY OF KERALA

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

00

2.9 Total No. of members

13

2.10 No. of IQAC meetings held

10

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- IQAC of the college organized one-day orientation programme for newly joined faculty.
- Organised two-day orientation programme for all the teaching faculty of the college
- Celebrated Environment day, Independence Day, Republic day, birth/death anniversaries of great Indian personalities.
- Promoted green practices such as plastic free campus, green landscaping, use of LED bulbs, use of renewable sources of energy etc.
- Ensured proper waste management systems.
- Arranged parents' meet for all batches.
- Applied for new UG and PG courses.
- Walk With Scholar (WWS) program continued.
- Provided moral education for students.
- Executed campus wide monitoring systems including CCTV.
- Conducted various gender equity programmes.
- Ensured participation of students in different club activities
- Encouraged the involvement of students in Inter-collegiate, State, National and International Arts & Sports events.
- Additional new washroom block for girls.
- Requested the local authorities for the transportation facilities.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
Orientation programme.	One day orientation programme for new teachers was conducted successfully.
Orientation programme	Two-day orientation programme for teaching faculty was organized.
Celebration of important days	Celebrated Environment day, Independence day, Republic day, National Integration day, Yoga day, Teacher's day etc.
Parents' meet	Conducted parents' meet for each batch.
Promotion of Eco-Friendliness.	Created awareness about Green Protocol.
Remedial teaching and mentoring.	Remedial teaching and mentoring continued.
Walk With Scholar (WWS) programme	Walk With Scholar programme continued
Installation of CCTV cameras	CCTV cameras were installed in the campus
New washroom blocks for boys and girls.	Established additional new washroom block for girls.
New auditorium	Helped the Management in taking preliminary steps towards the construction of a new auditorium.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Approved by the College Management.

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	02			
UG	08			
PG Diploma				
Advanced Diploma				
Diploma				01
Certificate				04
Others				
Total	10			05
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 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, University has a general pattern of updating the syllabus every 3 to 4 years. University gives greater 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
27	16	10		01

2.2 No. of permanent faculty with Ph.D.

15

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
	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 Seminars/ Workshops	07	09	04
Presented papers	08	20	00
Resource Persons	00	00	00

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

- Bridging curricular content with life skill instruction.
- Inclusion of Spoken Tutorial video lectures in syllabi.
- More field work incorporated in the curriculum to inculcate the learners and analytical capacity blended with socio economic concern.
- Weak students are accompanied by faculty to help them overcome their difficulties.
- An external expert is brought for Soft skill training and capacity building sessions.
- Incorporating ICT into classroom teaching and learning processes.
- More number of weak students is brought to the ambit of Remedial classes.
- Concrete effort is made to run the Additional Skill Acquisition Programme (ASAP) more effectively.

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

04

2.10 Average percentage of attendance of students

87%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Malayalam & Mass Communication	30	10.00	43.33	00.00	00.00	53.33
B.A. History	42	00.00	14.00	00.00	00.00	14.00
B.A. Economics	34	00.00	23.00	03.00	00.00	26.00
B.Sc. Maths	32	12.50	43.75	03.12	00.00	59.37
B.Sc. Physics	35	28.58	40.00	02.85	00.00	71.43
B.Sc. Chemistry	26	19.00	23.00	00.00	00.00	42.00
B.Sc. Botany & Biotechnology	25	04.00	64.00	00.00	00.00	68.00
B.com	56	05.36	60.71	00.00	00.00	66.07
M sc Physics	13	07.70	30.70	00.00	00.00	38.40
M.com	19	00.00	73.68	15.79	00.00	89.47

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	03
UGC – Faculty Improvement Programme	02
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	03
Others	

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	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

- IQAC initiated to debate on distinct research topics and commemorated eminent Scholars.
- Prompted the departments to introduce research journals.
- A new research room was furnished in Physics department.
- Encouraged the departments to organize seminars.
- Competition was held and prizes were distributed for the innovative ideas of the students.
- Students' paper presentations were organized.
- Provision to access different research journals via internet was provided in the library.
- Students' projects/dissertations were filed and kept in the departments for future reference of the succeeding students.
- The faculty of the college were encouraged to attend seminars/conferences and present papers/posters.
- Inventions and research results were displayed on College/Department notice boards.
- Clubs were formed by different departments on related discipline.
- Students were encouraged to watch movies/short films of linguistic value and the ones related to science and technology.
- Conducted inter-collegiate elocution and recitation of poetry competitions.

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		01		
Outlay in Rs. Lakhs		1.5		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	27	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		01	

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	2016-18	UGC	1.5 Lakhs	0.75 Lakhs
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			07		
Sponsoring agencies			06 Management 01 KSCSTE		

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
01			01			

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="03"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="15"/>	State level	<input type="text" value="15"/>
National level	<input type="text" value="07"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

University level	<input type="text" value="03"/>	State level	<input type="text" value="01"/>
National level	<input type="text" value="01"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="03"/>	College forum	<input type="text" value="05"/>	
NCC	<input type="text" value="06"/>	NSS	<input type="text" value="06"/>	Any other <input type="text"/>

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

- Xavier Outreach Services (XOS) conducted Leadership and Motivation program on voluntary blood donation.
- XOS and KSCSTE jointly organised one day workshop on “**Coastal Environment Day**” on 19/02/2017.
- Students and staff visited old age people in the adopted neighbourhood village, Fathimapuram, interacted with them and supplied food and necessities.
- Conducted cleaning program in the adopted village and campus.
- NSS volunteers visited old age home, Asha Bhavan, at Jagathy as part of observing International Day of Old Persons.
- Provided training in cultivation of vegetables for the students of the neighbourhood UP school, St Andrew’s.

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			34
Laboratories	10	01 (Green house)	UGC	11
Seminar Halls	3			3
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		09	UGC	09
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs.3,42,147		Rs.3,42,147
Others				

4.2 Computerization of administration and library

- Computerization of administration has resulted in better efficiency and transparency in administrative matters. It enabled a consistent 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 EPBX facility has boosted the communication process. Library provides free access to internet to make the college library more student friendly and accessible.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25903		652	251502	26555	
Reference Books	1272		14	16950	1286	
e-Books			93809+	5750 (N-LIST)	93809+	5750 (N-LIST)
Journals			17		17	
e-Journals			6000+	5750 (N-LIST)	6000+	5750 (N-LIST)
Digital Database			1	5750 (N-LIST)	1	5750 (N-LIST)
CD & Video	83		42		125	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	59	28	10mbps	4		6	12	
Added	27	0	20mbps	0		2	0	
Total	86	28	20mbps	4		8	12	

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

- One day training was given to administrative staff on e-governance.
- Provided awareness on better use of internet resources and the pre-cautions to be taken while using social networks for students and staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.14,200
ii) Campus Infrastructure and facilities	Rs.6,65,603
iii) Equipments	Rs.2,43,038
iv) Others	
Total :	Rs .9,22,841

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC created awareness in the implementation of programmes such as Walk With Scholar (WWS), Scholar Support Programme (SSP) and Additional Skill Acquisition Programme (ASAP).
- Provided motivational induction programme for students to familiarize all activities of the college.
- Made awareness about the importance of participating in quiz competitions, debates, literary competitions, exhibitions, poster competitions, sports events etc.
- Provision of E-Learning resources for the improved success rate in the examination.
- Initiated to provide the internet facilities to the students in the library.
- Arranged Medical Centre for first aid and emergency treatments. We also have an understanding with Fatima Hospital, Thumba for any emergency need.
- Supported to arrange scholarships and meritorious prizes for the deserving students with the help of management, staff and alumni.
- Provided special coaching in Football, Cricket, Handball, Volleyball and Basketball for interested students.
- Sports Facilities like Grounds, gymnasium, pavilion etc. are available.
- Students are motivated and supported to participate in NCC for both Army and Navy. They are also provided with opportunities to take part in clubs like NSS, Nature Club, Women's Study Centre, Media Club, Entrepreneurship club and AICUF etc.

5.2 Efforts made by the institution for tracking the progression

- College management meets regularly to discuss various matters including student progression in academics.
- Department meetings are also held subsequently to discuss further off to bring out a plan action.
- Remedial coaching being conducted for weak students
- Class test and assessment conducted at regular intervals
- The attendance of the students and teachers are monitored regularly
- Arranged class PTA in each semester to get feedback from the parents and students.
- Directory of all the students is available in the college/departments.
- The teacher in-charge of the alumni of each department contacts once in every year with alumni and collects their data and conduct alumni meet.
- With the support of IQAC, Remedial Tutorial and Mentoring system is thoroughly monitored.
- Progression is regularly monitored on one to one basis.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
959	65	-	

(b) No. of students outside the state

01

(c) No. of international students

06

Men	No	%	Women	No	%
	362	35.35		662	64.65

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
190	157	04	667	08	1026	183	156	3	672	10	1024

Demand ratio - 1:20

Dropout %: 2.70

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

Coaching classes are given at department level for preparing students to face national and state level PG entrance examinations and NET/ JRF, career guidance etc.

No. of students beneficiaries

300

5.5 No. of students qualified in these examinations

NET	03	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	21

5.6 Details of student counselling and career guidance

- Career Guidance Cell organised a Job Fair in association with Job Fair Kerala on 25/11/2016.
- Organised a Civil service (Preliminary) Training Program on 17/08/2016 in association with University Students Centre.
- Organised a Career Fest in association with 'Kadinamkulam Grama Panchayath' on 17/01/2017 in our College.
- The counseling service is provided in the XOS centre.
- The counseling service was highly beneficial to students to motivate and help them in studies and future planning.

No. of students benefitted

147

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
(01) Job fair Kerala	112	17	00

5.8 Details of gender sensitization programmes

- Women Studies Centre encouraged for organising activities on gender sensitization with the support of IQAC.
- Smt.Khairunnisa, Indian English Writer & Retd. Professor, Dept. of English, All Saints College, Thiruvananthapuram, addressed the student- staff community on the importance of women empowerment and inaugurated the activities of the Women Studies Centre for the academic year 2016-17 on 14th November 2016.
- The Deputy Director of Police and team conducted a programme on women self-defence on International Women's Day, 8th March. Various self-defence techniques were demonstrated to the students.
- The Trivandrum Social Service Society has conducted 4 day classes (total 20 hours) on Gender Relative Prospective. The classes were conducted on 15th & 25th of February and 25th March & 1st April.
- Our students organised a rally and a public meeting in the city at Martyr's Square (Rakthasakshi Mandapam) , Palayam on 30th March, 2017 in which eminent socio cultural activists were present and during the occasion they took an oath for women safety and empowerment.

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	90	1,05,000
Financial support from government	576	39,42,065
Financial support from other sources		1,60,000
Number of students who received International/ National recognitions	02	

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: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision

A knowledge society with compassion, equity and justice.

Our Mission

We commit ourselves to excellence in higher education, training and building a just society with a preferential option for the marginalized.

6.2 Does the Institution have a management Information System

Yes

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

- 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 student's attendance are monitored at the institutional level.
- To boost the learning process of the students, an Additional Skill Acquisition Programme (ASAP) continues to exist for selected students.

- Teachers prepare the teaching plan of the topics allotted to each of them using lecture method, Interactive method, project based learning, computer assisted learning, seminars, discussions, debates, paper presentations etc.
- 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.
- Copies of academic calendar are made available to the students and staff.

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 Chief Superintendent of Examinations at the college level to ensure effective implementation of evaluation reforms.
- Internal examinations are conducted during each semester
- Class wise PTA meetings are held to monitor the students' academic progress and to facilitate a dialogue between parents and teachers.
- Parents are informed of the periodic performance of students.
- Evaluation through class tests, seminars, assignments and discussions.

6.3.4 Research and Development

- Three teachers are University approved research guides. They work in collaboration with other centres.
- Faculty members attended and presented papers in National, International seminars/workshops.
- Faculty published papers in National and International Journals.
- The college subscribes national/international journals.
- Investigators are given permissible duty leaves and special recognition also.
- Departments published Non-Peer Reviewed journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Internet connectivity is made available in all the Departments.
- Computer Lab with internet facility is provided for all the students and faculties.
- Books and reference materials are added to the existing system. Issue-return and search facilities are automated.
- Separate reading room, reference section, PG & UG Sections are available.
- Online Public Access Catalogue (OPAC) facility is available in the library.
- Departments are applying ICT methods in classroom teaching, project work and lab experimentation.
- Tutorial spaces, modern laboratories with the latest equipment are available for all the science departments.

6.3.6 Human Resource Management

- The institution takes keen interest on making the availability of faculty for the students at any time.
- All the teachers are given additional charges of internal evaluation of any one of the classes.
- Classes are arranged, so that a teacher who acts as a mentor to a particular batch teaches them throughout the programme.
- Various positions such as members of various committees and charges of clubs are distributed among the teachers judiciously by the College Management.
- The Principal of the college allocates the responsibilities and duties of the non-teaching/technical staff.
- Teachers are given additional charges for various extra-curricular and co-curricular activities.

6.3.7 Faculty and Staff recruitment

Recruitment of the faculty and staff is strictly in accordance with the norms of University and the State Government.

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

Admission process is done through the online single window system by the University of Kerala. Strict transparency, admission rules and reservation criteria are adhered to by the College.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> ➤ Provided with financial aid to attend seminars, orientation and refresher programmes. ➤ Loan facilities ➤ Maternity leave ➤ Advance to meet emergency expenditure. ➤ On emergency situations of the faculty special fund raising is made to help them. ➤ Staff Club promotes recreational and community building activities ➤ Co-operative society with a store provides stationary articles at a discount rate.
Non teaching	<ul style="list-style-type: none"> ➤ Loan facilities. ➤ Conducts orientation programme. ➤ On emergency situations special fund raising is made to help them. ➤ Non teaching staff club promotes recreational and community building activities ➤ Co-operative society with a store provides stationary articles at a discount rate.
Students	<ul style="list-style-type: none"> ➤ Institution level scholarships. ➤ Noon Meal Scheme for poor students. ➤ Free pass in the college bus for sports and economically backward students. ➤ Provided concession rate in the college bus. ➤ Free Books and study materials for deserving students. ➤ On emergency situations special fund raising is made to help them. ➤ Contingency fund to support poor students to pay hostel bills. ➤ Management meets the entire academic expenditure of selected financially poorer students. ➤ Student Support Fund and Student Empowerment Fund for the financially poor.

6.5 Total corpus fund generated

2.5 lakhs

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 declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

College is affiliated to the University of Kerala and all examination reforms are made by the university and valid suggestions from College Management/College Council and IQAC are conveyed through Board of studies and academic council members.

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

St. Xavier's College, Thumba Alumni/ae Association is a part of World Jesuit Alumni Association founded in 1989, when the college celebrated its Silver Jubilee. The Association became very active in the various affairs of the college from 1999. The Association has several Chapters in different parts of the world. It conducts a wide variety of orientation classes, life skill trainings, career development programmes, blood donation campaigns etc., for their stake holders.

Executive Meeting of the Association is scheduled for the first Sunday of every month, which is strictly followed throughout the years.

- Cash Prizes are sponsored for the various inter-departmental programme.
- Provides Joboy Memorial Award to the Best Outgoing Student of the college.
- Distributed eight Scholarship constituted by Alumni/ae Association for the deserving students to promote and support.

6.12 Activities and support from the Parent – Teacher Association

The PTA plays significant role in the activities of the college including its various development programmes:

- Organises Annual General Body meeting and monthly Executive meetings in order to ensure its effective functioning and to assist the subsidiary bodies (class PTAs).
- Ensured its presence and support in promoting the educational excellence and discipline of the students.
- Introduced digitalisation of student attendance.
- Strives to develop St. Xavier's into a Centre of Excellence which is taking form through the SMART ST. XAVIER'S project.
Facilitated the construction of a bus waiting shelter in front of the college, by incorporating the Development fund of the Honourable Deputy Speaker.
- Provides proficiency awards and scholarships to students excelled and proved in academics, social environmental commitments, arts, cultural and sports events.
- Initiated and promoted organic vegetable garden with the support of Nature Club.
- Has taken active steps in enhancing the availability of more KSRTC buses en route the college.

6.13 Development programmes for support staff

- The Institution supports the Faculties of the college to attend various workshops, seminars and training programmes conducted by the Higher Education Council and Directorate of Collegiate Education.
- A recreational staff club has been instituted for the faculty and the non-teaching members of the college.
- Demonstration on the use of software used in office administration.
- Orientation programme for teachers for the forth coming NAAC accreditation process.
- Staff Club conducts various programmes to celebrate major festive occasions
- E-governance Training has been organised by the government for which the staff has been deputed.

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

- Installed environment friendly waste disposal and recycling systems in the campus for promoting concept of a zero-waste and plastic free campus drawing parallel concept from the **‘Swachh Bharat Mission’**.
- Promoted planting trees and maintenance of the soil constantly through Nature club.
- Protects most plants used as specimens for curriculum.
- Follows **‘Green Protocol’** by limiting the use of plastic waste, promoting bicycle riders and adopting eco-friendly strategies for a **‘Greener, Cleaner Campus’**.

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.

- Book bank: a system by which text/reference books from the passing out students are collected and kept as a bank for the succeeding students.
- Moral education classes with a focus on human values and national integration were given to students.
- Campus-wide monitoring system.
- More modern equipment to the laboratories.

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

- Remedial teaching was introduced for weak students.
- Scholar Support and Walk With a Scholar programmes continued.
- Different committees such as grievances redress cell and anti-sexual harassment committee were reconstituted.
- Extension activities like blood donation camp, leadership training and guidance continued
- More academic books and journals were added to the library.
- Parent's meetings were organized for every batch.
- Applied for new UG and PG courses to the University and Government.
- Applied to the Government for the appointment of new teaching and non-teaching staff.
- Full time counseling facility was made available for the students.
- UGC sponsored add-on courses continued.

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

1. **Financial aid for the marginalized students**
2. **Eco-friendliness**

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

7.4 Contribution to environmental awareness / protection

St. Xavier's College, affiliated to University of Kerala started functioning at Thumba in 1965. The land was a barren waste land during that period, which was gradually enriched to the present greenish ambience by the constant efforts of Jesuits along with the support of staff and students. The campus with around 85 acres of land has luxurious vegetation now, with diverse flora and fauna. Acacia trees, an invasive species dominated during the initial stages are gradually being replaced by fruiting and valuable indigenous trees. Environment friendly waste disposal and recycling systems are installed in the campus for promoting concepts of a zero-waste and plastic free campus drawing parallel concept from the 'Swachh Bharat Mission'. The cricket stadium in the campus too is constructed in such a way that least disturbance of the natural ecosystem is done.

Planting trees and maintenance of the soil are promoted constantly through Nature club activities with the help of students and staff members. The Nature Club in collaboration with Dept. of Agriculture, Govt. of Kerala along with the support of College PTA and Kadinamkulam Panchayath has installed an 'Institutional Vegetable Garden Programme' for promoting organic farming in the College Campus.

The campus is famous for its scenic beauty. Most plants used as specimens for curriculum are collected from the campus itself. With the diverse flora, the campus is a habitat and a natural feeding/ breeding site for many birds. Peacocks displaying its beautiful plumage is a common sight in our campus. Aquatic ecosystems in the form of ponds are currently maintained by the college and are in fact habitats for a few local endangered freshwater fishes. The campus soil is properly maintained, as it is naturally low in moisture content, high in salinity and acidity. The Campus follows 'Green Protocol' by limiting the use of plastic waste, promoting bicycle riders and adopting eco-friendly strategies for a 'Greener, Cleaner Campus'.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add.

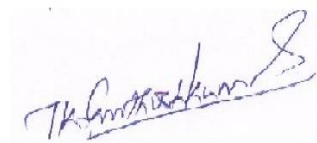
SWOT analysis in annexure.

8. Plans of institution for next year

- To ensure quality in teaching-learning process and introduce more effective student centric methods.
- Introduction of more number of UG and PG programmes, Add on and certificate courses.
- Make an all-out attempt to speed up appointment of faculty in the vacant positions.
- To conduct more number of Seminars and workshops.
- Promote Student Entrepreneurship Programmes
- Make outreach activities of the college (Academic and Community extension programme) more effective.
- Make the activities of Xavier Outreach Services (XOS) more vibrant.
- Modernization of digital Library.
- Media lab.
- Continue student support programmes like noon meal scheme, boarding aid etc.
- Plant more trees as part of the environment conservation programme
- Garner energy from Alternative sources of electricity.
- Conduct more campaigns to create awareness about Gender sensitization.
- Introduce more pro-active strategies to conserve and promote the Eco-system.

Name: Dr. T. K. Santhoshkumar

Name: Rev .Fr. Dr. V.Y. Dasappan S.J



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CDIT	-	Centre for Development of Imaging Technology
CE	-	Centre for Excellence
CESS	-	Centre for Earth Science Studies
COP	-	Career Oriented Programme
CPCRI	-	Central Plantation Crops Research Institute
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
KINFRA	-	Kerala Industrial Infrastructure Development Corporation
KSCSTE	-	Kerala State Council for Science, Technology and Environment
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
RARS	-	Regional Agricultural Research Station
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
TTPL	-	Travancore Titanium Products Ltd
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
VSSC	-	Vikram Sarabhai Space Centre

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Feedback Analysis

Annexure II

Collective feedback from students, PTA and Alumni/ae

- Teachers are well qualified, impartial and helpful. Class teachers keep personal relationship with the students. Remedial teaching helps in the improvement of the result.
- Campus is very eco-friendly.
- Library is spacious and has adequate books.
- The college supports financially backward students very well, through different programmes and scholarships.
- The works of Xavier Out Reach (XOS) helps in developing the service mentality as well as social behavior of the students.
- College provides good training and coaching for sports and games.
- The gymnasium and health club are very useful.
- The college ensures safety and security.
- There are only a few smart class rooms in the college. All the class rooms should be changed to smart class rooms.
- More computers with internet facility should be provided to the library for the use of students.
- College needs a new auditorium.
- Girl students need a sick room and napkin wending machine.
- College should organize more national/international seminars.
- Require sports hostel and staff quarters.
- Hostel facility for boys.
- There should be more facilities for the physically handicapped students.
- Acacia trees should be removed from the campus since it pollutes the environment and causes health problem.

Best Practices

Annexure III

(I) Financial aid for the marginalized students

The institution takes a lot of measures towards equity which is one of the core values of the institution. The main programmes undertaken are listed below:

- **Noon meal scheme:** the present and retired faculty of the college had raised a fund to provide free noon meals for the financially weak students.
- **Student Support Fund:** the faculty as well as beneficiaries of the institution had raised a fund to provide interest free loans for the poor students.
- **Student Empowerment fund:** this fund aims to provide financial aid for the poor, academically good, hostlers of the institution. They can use the amount to pay their hostel fees, tuition fees or to buy academic books.
- **Book Bank:** Academic books are collected from passing out students and are distributed among the poor students of succeeding batches.
- **Scholarships:** different scholarships are installed by the retired faculty of the college to provide support to the financially weak and academically good students.

(II) Eco-friendliness

Eco-friendliness is one of the five core values of the institution. The following steps are taken by the institution towards maintaining the eco-friendliness of the campus

- **Plant saplings:** every year on Environment day the Nature Club of the college in association with the Kerala Forest Department, plants and nurtures thousands of saplings in and off the campus.
- **Green landscaping:** two contract staffs are appointed to maintain the green landscaping of the campus.
- **Garden:** efforts are taken to make the entire campus into a garden. The Green Bow garden filled with trees and saplings traverse the quadrangle in between the buildings.
- **Use of LED bulbs:** all the new lights installed/installing will be LED lights to reduce power consumption.
- **Solar power systems:** the college is equipped with two Solar power plants which together can contribute 720Watts of power.
- **Waste disposal systems:** the institution takes measures towards the proper disposal of solid and liquid waste.

SWOT Analysis

Annexure IV

STRENGTH

- Dedicated and highly qualified staff.
- Healthy interaction between students and faculty
- Learning beyond curriculum
- Environment friendly campus
- Support programmes for deserving students
- Extension activities
- Counselling for students at both formal and informal levels
- Well-structured tutorial system.
- Sound infrastructure with potential for further development
- Location of the institution
- Strong Administration team
- Produced more number of luminaries like Poets, Writers, Artists, Politicians and Bureaucrats.
- Support received from PTA and Alumni/ae

WEAKNESSES

- Limited number of specialized courses
- Insufficient research facilities
- Lack of sufficient funds to maintain and further development of ICT enabled class rooms.
- Poor Public Transportation facility
- Lack of adequate permanent teaching and non-teaching staff
- Lack of hostel for boys.
- Inadequate common amenity centre for boys.
- Absence of primary health centre in the campus.

OPPORTUNITIES

- Serene pristine academic environment
- Active Alumni/ae participation
- Add-on and value based courses
- Enormous opportunity for introducing innovative and career oriented programmes
- Potential for introducing skill based short term programmes and vocational courses.
- Scope for establishing collaborations with National and International institutions and organisations.
- Great scope for developing learning material both printed and online.
- Elevate the college as an educational hub to attract more National and International students.
- Tie up with industry for training and research and publish research journals
- Social acceptance of the institution

THREATS

- Dependence on Government policies for starting new courses
- Insufficient exposure to students
- Career concerns, parental pressures, peer semester system
- Lack of sufficient number of PG courses and research centres.

Academic Calendar 2016 – 2017

JUNE 2016

01 – 06 - 2016	College Reopens- Faculty meeting
02 – 06 - 2016	Orientation program for teachers.
03 – 06 - 2016	Orientation program for teachers.
05 – 05 - 2016	Environment Day celebrations.
10 – 06 - 2016	Department of Economics PTA Meeting (Semester 4, Batch no. 425)
20 – 06 - 2016	Reading Day celebrations – Reading competitions at Arnos Padiri Library
27 – 06 - 2016	Condolence meeting on Kaavalam Narayanappanikkar's,(one of the eminent poet and play writer in Malayalam) demise

JULY 2016

09 – 07 - 2016	Semester 4 internal examinations began
14 – 07 - 2016	Semester 2 internal examinations began
15 – 07 - 2016	Economics Department PTA meeting Semester 2 (Batch no. 435)
18 – 06 - 2016	Welcome program for the Semester 1 degree students, Semester 1 classes began.
31 – 07 - 2016	Feast of St. Ignatius Loyola

AUGUST 2016

05 – 08 – 2016	First Friday – Holy Mass & Value Education Class
05 – 08 – 2016	Malayalam & Mass communication Department PTA Meeting (Semester 5, Batch no. 413)

08 – 08 - 2016	<i>MalayalaSamajam</i> , literary forum meeting (Malayalam & Mass Communication student Association)
15 – 08 - 2016	Independence day celebrations
18 – 08 - 2016	'ARISE', a two hour music program organized by Jesus Youth
19 – 08 - 2016	Fresher's day & <i>MalayalaSamajam</i> Executive meeting
23 – 08 - 2016	<i>Kelikottu</i> Celebration organised by <i>MalayalaSamajam</i> Department of Malayalam & Mass Communication
29 – 08 - 2016	Semester 4 University practical examinations for Botany
30 – 08 - 2016	Semester 4 University practical examinations for Biotechnology

SEPTEMBER 2016

06 – 09 - 2016	Semester 2 University Practical exam for Botany MalayalaSamajam General Body meeting planned on Onam Celebration
09 – 09 – 2016	Onam celebrations. College closed for Onam vacation
20 – 09 – 2016	College reopened after Onam holidays
22 – 09 – 2016	Semester 5 Internal Examinations began.
26 – 09 - 2016	Staff Council meeting

OCTOBER 2016

05 – 10 - 2016	Welcome Programme for MSc Physics S I and Send off for MSc Physics S IV
06 – 10 - 2016	One day workshop on Television Programme Production by Mr.Biju Chandran for the Department of Malayalam & Mass Communication
07 – 10 - 2016	An academic visit for the final year students to the Dept. Of Economics, Karyavattom, University of Kerala
18 – 10 - 2016	University paper valuation camp (upto October 28)

20 – 10 - 2016	A full day session on Radio Programme production by Mr.Biju Mathew for Department of Malayalam & Mass Communication students
24 – 10 – 2016	An expert session on Informatics by Mr.V.K.Adarsh (technology writer) for the Semester I and Semester III students.
27 – 10 – 2016	Department of Malayalam & Mass Communication PTA meeting of batch 423 (Semester 3) Department of Malayalam & Mass Communication 5 th Semester students went for the methodology training for the project work in the Dept. of Journalism, Kariavattom.
28 – 10 – 2016	Chithranjali studio visit for by Department of Malayalam & Mass Communication V th Semester students.

NOVEMBER 2016

01 – 11 - 2016	Keralappiravi Celebration by Department of Malayalam & Mass Communication.
07 – 11 – 2016	Inauguration of Department Fest- <i>Maamaankam</i> by Department of Malayalam & Mass Communication. Chemistry Department PTA meeting for S 5 students Book fair by NBS by Department of Malayalam & Mass Communication. Screening of <i>Guppi</i> -a Malayalam movie by Department of Malayalam & Mass Communication.
08 – 11 - 2016	Intercollegiate Spot-reporting and Quiz competition <i>Kathayarangu</i> organised by the Department of by Malayalam & Mass Communication. PTA meeting for BSc Physics for the students of S5
09 – 11 - 2016	Botany and Biotechnology Department day- Magazine release, Food fest, Bioexpo) Spot-Photography , <i>Vaaythalam</i> and Debate competitions held by Department of Malayalam & Mass Communication.
10 – 11 - 2016	Meet the Editor Programme with Mr.R. Ajithkumar, CEO of Mangalam Group of Communications by Department of Malayalam & Mass Communication.. A short film fest organised by the Department of by Malayalam & Mass Communication.:

11 – 11 - 2016	Prof.V. Madhuoodanan Nair Inter Collegiate Recitation Competition jointly organised by 'Poomukham' alumni association and Department of Malayalam & Mass Communication.
14 – 11 – 2016	Economics Department PTA meeting for Semester 5 students
15 – 11 - 2016	Semester 1 and Semester 3 Internal examinations began

DECEMBER 2016

13 – 12 - 2016	A talk on "Demonetisation in India" by Dr.Cyriac Mathew, Former Directorate of Collegiate Education and Former Principal, University College organised by the Department of Economics.
15 – 12 - 2016	Chemistry Department PTA meeting for S 3students
20 – 12 – 2016	Botany and Biotechnology department PTA meeting – Semester 1 and 3
22 – 12 - 2016	Economics Department PTA meeting for Semester 3 students
23 – 12 - 2016	Christmas celebration College closed for Christmas vacation.

JANUARY 2017

03 – 01 - 2017	College Re – opens after Christmas vacation
05 – 01 - 2017	Economics Department PTA meeting for S 1 students
07 – 01 - 2017	One day session on Film Study by Mr.Vijayakrishnan by Department of Malayalam & Mass Communication.
09 – 01 - 2017	Semester 3 University examinations began
10 – 01 - 2017	Semester 1 University examinations began

FEBRUARY 2017

09 – 02 - 2017	Students of BSc Physics S I visited MEDEX 2017
13 – 02 - 2017	Commemoration of poet O.N.V. Kurup was organised by Department of Malayalam & Mass Communication.
16 – 02 - 2017	One day workshop on Film Study by Mr.Prakash S. Moorthy (Animation Film Maker and Production Designer) by Department of Malayalam & Mass Communication. Study tour for the Students of Department of Physics S III (16-21 Feb)
17 – 02 - 2017	Botany and Biotechnology PTA meeting of Semester 6 students
19-02-2017	XOS and KCSTE one day workshop on Coastal Environment day.
21 – 02 - 2017	One day seminar and power point presentation organised by final year students of the Dept. Of Economics
23 – 02 - 2017	College Youth festival commenced
28- 02 - 2017	Two-day seminar ‘PADARTHA 2017’ by Department of Physics and Best paper presentation award instituted by Prof. Bijoy John Philip has been distributed.

MARCH 2017

01 – 03 - 2017	Release function of Department journal
03 - 03 - 2017	Study tour of II MSc Physics students
06 – 03 - 2017	Semester 6 Internal examinations began
10 – 03 - 2017	Department of Physics Staff meeting
17 – 03 - 2017	College Sports day Economics Department PTA meeting for Semester 6
21 – 03 - 2017	Film Fest by College Union

22 – 03 - 2017	Film Fest by College Union
23 – 03 – 2017	Economics Department Day Celebration and Farewell to Final Year Students
24 – 03 - 2017	Send-off function for III BSc Physics students
28– 03 - 2017	College day celebrations by College Union
29 – 03 - 2017	Seminar organized by Botany & Bio-Technology along with NSS unit of the college entitled “See the World of Sea”, in collaboration with Friends of Marine Life .
30 – 03 - 2017	Teacher’s evaluation and orientation by Dr. Kevin Release of proceedings of PADARTHA 2017, Department of Physics Staff get-together
31- 03 - 2017	New research room for faculty and students for the Department of Physics was opened. College closes for summer vacation. (Vacation from 01-04-2017 to 31-05-2017)

MAY 2017

01-05-2017	Alumni meet conducted.
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