

# St. Xavier's College Thumba

Thiruvananthapuram, Kerala

*A knowledge Society with Compassion Equity and Justice*

## Performance Appraisal System

1. Academic Administrative Audit (AAA)
2. Peer Review of Teachers
3. Performance Appraisal of Non-Teaching Staff



**IQAC**  
**St. Xavier's College Thumba**  
[www.stxaviersthumba.org](http://www.stxaviersthumba.org)

# St. Xavier's College Thumba

Thiruvananthapuram, Kerala

*A knowledge Society with Compassion Equity and Justice*

## Consolidated Report of Academic Administrative Audit (AAA)

Carried out by:

**Dr. S. Kevin**

Former Pro Vice Chancellor

University of Kerala

Thiruvananthapuram

असतो मा सद्गमया



**IQAC**

**St. Xavier's College Thumba**

[www.stxaviersthumba.org](http://www.stxaviersthumba.org)

**CONSOLIDATED REPORT  
OF  
ACADEMIC ADMINISTRATIVE AUDIT (AAA)**

**Name of institution:** St. Xavier's college, Thumba, Thiruvananthapuram

**Audit period:** 2013-14 to 2017-18

**Academic Audit**

The college has 8 teaching departments and the Academic Audits have been carried out by competent academicians in the respective area of study. The departments are listed below.

1. Malayalam & Mass Communication
2. History
3. Economics
4. Physics
5. Chemistry
6. Mathematics
7. Botany & Biotechnology
8. Commerce

Out of 8 departments in the college, 2 departments (Departments of Physics and Commerce) offer post graduate courses.

College offers the Add-on courses approved by the UGC to the students.

Curriculum Feed back and Teacher evaluation by students are conducted regularly.

Remedial classes and mentoring sessions are carried on a regular basis in order to provide support to the students in academic and personal matters.



The recommendations made by the auditors in each academic year are taken in to serious considerations and put in to practice by the respective departments for improving the performance of the department.

### **Administrative Audit**

The College Office, which stands as the key unit of administration, undergoes internal and external audits every year.

Budget allocation is planned and implemented for all major sections.

Expenditure Statement is verified and certified by a Chartered Accountant.

The major files are properly organized and documented.

All recommendations and suggestions in the Audit Report are considered and followed by the administration and the remedial measures taken every year are recorded in the immediate next report.

### **Consolidated Report of Academic departments and Administrative office**

The consolidated report of each academic department for the five year period of audit is given below followed by the consolidated report of the administrative office.

### **Department of Malayalam and Mass Communication**

The department was started in the year 1977 for handling additional language classes for pre-degree and degree students. An undergraduate programme in Malayalam and Mass communication with translation as auxiliary course was started in the year 1998 as a restructured course. Later it was classified as career oriented programme. The department also handles the Additional language of BA, B.Sc., B.Com, and BBT programmes.

**Audit period:** 2013-14 to 2017-18

**Auditor:** Dr. G. Padma Rao, Professor, Department of Malayalam, University of Kerala, Thiruvananthapuram

### **Faculty strength**

Year	Regular Faculty	Guest Faculty	Total Faculty strength
2013-14	3	3	6
2014-15	3	3	6

2015-16	3	3	6
2016-17	3	3	6
2017-18	4	2	6

There are 2 teachers holding Ph.D. degree. They are also approved Research guides of the University.

#### **Feedback from stakeholders**

The department has regularly collected feedback on its course curriculum and transaction from all stakeholders. Student satisfaction is assessed through the feedback system.

#### **Remedial coaching**

Students are given Remedial coaching and mentoring.

#### **Research by Faculty**

Teachers have published books and articles.

#### **Seminars and Workshops**

Seminars, workshops, and fests are organized in the department for the benefit of students.

#### **Student internship**

Students undergo a month-long internship programme as part of their course in the fourth semester.

#### **Visit to media firms**

Students are taken out to visit various media firms like AIR, Doordarshan, Legislative assembly and Chitranjali film studio. Students visit media firms and other institutions to study the PR work.

#### **Department Library**

The department library has 200 books on the core, vocational and complementary subjects..

#### **Student support initiatives**

'Malayala Samajam' a literary forum encourages literary talents of the students of the department.

The department journal 'Dhwani' makes students aware of the process of publishing. There is also a manuscript magazine 'Vak'.



New students are given textbooks collected from old students via the book bank system.

Deserving students are supported through Student Support Fund and Empowerment Fund to which the teachers of the college make contributions.

Scholarships are awarded to bright students to motivate them.

#### **Alumni Association**

The Alumni Association '*Poomukham*' functions actively.

#### **Result analysis**

The final year degree result is presented below.

<b>Year</b>	<b>No of students Appeared</b>	<b>No of students Passed</b>	<b>Pass Percentage</b>
2013 – 14	32	22	68.60
2014 – 15	31	20	64.50
2015 – 16			31.03
2016 – 17	30	16	53.33
2017 -18	24	6	24.00

#### **Auditor's recommendations**

Some of the important recommendations of the auditor are listed below:

1. Guest faculty should be replaced by permanent faculty.
2. Appointment of permanent faculty for mass communication has to be considered
3. The department lacks a media lab.
4. Library facilities for Mass Communication students need to be improved.
5. Daily access need to be provided to reading material like newspapers and magazines.
6. Career guidance need to be provided for 6<sup>th</sup> semester students.
7. Field visits need to be conducted to media organizations.
8. Video production may be promoted every year based on college activities.

#### **Concluding observations**

1. The department is organizing seminars, workshops and fests for the students.
2. The literary talents of students are promoted through literary forum, department journal and manuscript magazine.
3. Student internship and visit to media firms are useful learning exercises.
4. The department has some innovative student support practices.
5. The results have been good for three out of the five year audit period.
3. Fifty percent of faculty is guest faculty.

### Department of History

The department was started in the year 1995. The department offers B.A. degree in History.

**Audit period:** 2013-14 to 2017-18

**Auditor:** Dr. Raimon, Special Officer, Freedom Struggle Historical Museum, Park View, Thiruvananthapuram

#### **Faculty strength**

Year	Regular Faculty	Guest-Faculty	FIP Substitute	Total Faculty strength
2013-14	3	3	-	6
2014-15	3	3	-	6
2015-16	3	3	-	6
2016-17	1	2	1	4
2017-18	-	3	1	4

One of the regular faculty members had doctorate qualification.

#### **Feedback from students, alumni and parents**

The department has regularly collected feedback on its course curriculum and transaction from its students, alumni and parents. The feedback has been positive in all the years. The department also collects teacher evaluation feedback from students at the end of each semester.

#### **Value added courses**

The Department offered a value added course (optional) for the second year students in 2015-16 and 2017-18 on '**Gandhian Creativity and self-employment**'. It was an IQAC initiative in which 30 students were admitted.

The Department offered a value added course (optional) for the second year students in 2016-17 on '**Archaeological Tourism in Kerala**'. It was an IQAC initiative in which 30 students were admitted.

#### **Research by Faculty**

Four Faculty members have published papers in journals and/or presented papers at conferences and seminars during the audit period.



### **Student Outreach programmes**

The students of the Department engage in Outreach programmes through participation in NSS, NCC, Xavier Outreach program, Students' Union etc.

### **Result analysis**

The final year degree result is presented below.

<b>Year</b>	<b>No of students Appeared</b>	<b>No of students Passed</b>	<b>Pass Percentage</b>
2013 – 14	42	19	45.2
2014 – 15	38	28	73.7
2015 – 16	38	6	15.8
2016 – 17	48	7	14
2017 -18	51	11	21.56

### **Auditor's recommendations**

Some of the important recommendations of the auditor are listed below:

1. Remedial teaching has to be promoted to improve the results.
2. Conducting bridge course, induction course, and value added course etc. will be beneficial to the students.
3. Faculty members should participate in national and international seminars.
4. The number of Guest faculty should be reduced.
5. Conduct national and international seminars in the college

### **Concluding observations**

1. Research activities by Faculty members have been increasing during the audit period.
2. Results have been low and have varied from year to year.
3. Value added courses are being offered to students.
4. Guest faculty has become necessary due to FIP vacancies.



### Department of Economics

The department was started in the year 2001. The department offers B.A. degree in Economics. The specialty of the syllabus was the introduction of Mathematical Economics as one of the Complementary subjects for the Degree programme.

**Audit period:** 2013-14 to 2017-18

**Auditor:** Dr. Prasad A.K., Associate Professor, Department of Economics, University of Kerala, Thiruvananthapuram

#### **Faculty strength**

Year	Regular Faculty	Guest Faculty	Total Faculty strength
2013-14	2	1	3
2014-15	2	1	3
2015-16	2	1	3
2016-17	2	1	3
2017-18	2	1	3

#### **Feedback from students and alumni**

The department has regularly collected feedback on its course curriculum and transaction from its students and alumni. The feedback has been positive in all the years.

#### **Remedial Coaching and Bridge course**

The department provides remedial coaching to the students who perform badly in the internal exams.

The department provides support to the students who join from science background by offering a basic bridge course to make the students acquainted of the basics in Economics. This is offered to students from commerce background to make them interested and love the subject.

#### **Academic activities by Faculty**

Faculty members have attended seminars, conferences and training programmes. One of them has presented papers at seminars/conferences.

#### **Value added courses**

Two value added courses were offered by the department to its students.

Value added course on 'Competitive Skills' was conducted to develop the students' soft skills and equip the students to face interviews confidently.

Another value added course on 'Blue Economy' was provided to enhance the awareness of the students on sustainable fishing.

### **Student Outreach programmes**

The students of the Department engage in Outreach programmes through participation in NSS, NCC, Xavier Outreach program, Students' Union etc.

### **Co-curricular activities**

Several co-curricular activities were organized by the students at the department level.

### **Result analysis**

The final year degree result is presented below.

<b>Year</b>	<b>No of students Appeared</b>	<b>No of students Passed</b>	<b>Pass Percentage</b>
2014	36	19	53
2015	29	14	48
2016	35	6	17
2017	34	9	26
2018	34	12	35

### **Alumni activities**

Department Alumni instituted a Trophy, Smt. Jessy Joseph Endowment Ever Rolling Trophy, and a cash award of Rs.1000 for the Inter-departmental Tug of War competition in the year 2013-14.

### **Institution of awards and trophies**

The department has instituted awards and trophies for achievements in co-curricular and extracurricular activities so as encourage participation of students.

### **Auditor's recommendations**

Some of the important recommendations of the auditor are listed below:

1. The department has to take measures to improve the result of the department.



2. Conduct bridge course on economics so that the students from science background also could grasp the concepts easily.
3. Faculty members have to present papers in national and international seminars and also publish articles in refereed journals.
4. The students should be encouraged to use library facilities.
5. Start value added courses which would help the students to acquire soft skills.
6. Other than class room teaching, invited talks of experts could be conducted.
7. More value added courses have to be given which would help the comprehensive development of the students.
8. Start remedial and bridge course in Mathematics for the better results of the students of the department.

#### **Concluding observations**

1. Faculty strength has been consistent during the audit period.
2. The department has been offering remedial coaching, bridge course and value added courses.
3. Research activities by Faculty members are limited to attendance and paper presentations at seminars and conferences.
4. Results have varied from year to year.

#### **Department of Physics**

The department offers both UG and PG programmes in Physics.

**Audit period:** 2013-14 to 2017-18

**Auditor:** Dr. K.G. Gopchandran, Associate Professor & Head, Department of Optoelectronics, University of Kerala, Thiruvananthapuram

#### **Faculty strength**

Year	Regular Faculty	Guest Faculty	Total Faculty strength
2013-14	4	4	8
2014-15	4	4	8
2015-16	3	5	8
2016-17	3	6	9
2017-18	3	5	8

Three of the regular faculty members had doctorate qualification.

### **Remedial classes**

The department offers remedial classes to the backward students to enhance their learning capability. Students were assigned to different teachers to track their progress.

### **Research by Faculty**

One Faculty member is a research guide for the Ph.D. programme and is guiding Ph.D. scholars. Faculty members attend refresher courses, summer school programmes, seminars, etc. Faculty members have also published papers in journals during the audit period.

### **Value added courses**

The department conducted two value added courses during the year 2016-17 and 2017-18 for enhancing the skills of students.

### **Seminars organized**

Seminars are being organized at the department for the students. The department received UGC funds for organizing a seminar in the department. An annual seminar series is also being conducted each year.

### **Student Outreach programmes**

The students of the Department engage in Outreach programmes through participation in NSS, NCC, Xavier Outreach program, Students' Union etc.

### **Co-curricular activities**

Several co-curricular activities were organized by the students at the department level.

### **Department library**

The department has a library having 573 books of international/national publishers and some academic journals.

### **Research room**

A research room was opened in the department for faculty and students..

### **Result analysis**

The final year UG and PG results are presented below.



Year	Pass percentage for UG programme	Pass percentage for PG programme
2013 – 14	82.8	84.6
2014 – 15	61.8	66.7
2015 – 16	37.5	85
2016 – 17	71.43	38.4
2017 -18	70.59	81.81

#### **Auditor's recommendations**

1. Journals are to be subscribed in the library especially of CSIR, Indian Academy of Sciences, and National Science Academy.
2. Study tours and industrial visits are to be conducted.
3. Faculty research is to be strengthened with more publications.
4. Extension and extracurricular activity is not satisfactory.
5. Steps for campus selection are to be taken using the proximity to Techno Park.
6. Introduce a student scholarship scheme for supporting economically weak and meritorious students with the help of fund generation from alumni members.
7. Industry-academic linkage programmes are to be chartered out in collaboration with nearby industries and Techno park institutes.

#### **Concluding observations**

1. The faculty members are engaged in research activities.
2. The department is organizing a series of seminars in the department for the benefit of students.
3. The department is offering value added courses useful to the students.
4. The department library and research room will help in enhancing the quality of academic activities of the department.
5. The UG results were good except for one year (2015-16). The PG results were also good except for 2016-17.
6. Fifty percent of faculty members are guest faculty.

### Department of Chemistry

The Department of chemistry is the oldest department in the campus. The department offers B.Sc. degree in Chemistry.

**Audit period:** 2013-14 to 2017-18

**Auditor:** Dr. Kuruvila Joseph, Senior Professor & Dean (Students Activities), Department of Chemistry, IIST, Government of India

#### **Faculty strength**

Year	Regular Faculty	Guest Faculty	Total Faculty strength
2013-14	4	-	4
2014-15	4	-	4
2015-16	3	1	4
2016-17	2	2	4
2017-18	3	1	4

The department had four faculty members. Three of them were Ph. D holders. One of them was an approved research guide as well.

#### **Feedback from students**

A proper feedback mechanism designed to understand the students' perspective and to determine the effectiveness of the teaching methodology is employed. The department also conducts timely feedback analysis on the course and curriculum.

#### **Value added courses**

The department offered a valued added course titled 'Water quality analysis – Laboratory methods' in 2016-17. In 2017-18, two value added courses were offered by the department. The titles were: 'Instrumental methods of analysis' and 'Introduction and training to chemistry related software'.

#### **Remedial classes**

The high learners and the slow learners are identified at the beginning of the academic year and remedial classes are conducted for slow learners.

#### **Career coaching**

The department provides proper coaching classes to the students to be successful in competitive exams, group discussions, interviews, etc.



### **Industrial visits**

The students are taken to reputed institutions for industrial visits.

### **Extension activities**

The department started extension activities on the basis of the recommendation of the academic auditor. The extension activities of the department include water quality testing in different wells and waterbodies in the near vicinity of the college.

### **Seminars and quiz**

The department started organizing seminars and quiz programmes for the students on the basis of the recommendations of the academic auditor.

### **Department library**

The department has a library with about 160 books. There is a good collection of books by foreign as well as Indian authors.

### **Science lab**

There are two well equipped labs with modern accessories competent enough for a post graduate department, having instruments like electronic balances, spectrophotometer, electrical shaker, thermostat etc. All the classrooms in the department are ICT enabled.

### **Result analysis**

The final year degree result is presented below.

<b>Year</b>	<b>Pass Percentage</b>
2013 – 14	62
2014 – 15	80
2015 – 16	27
2016 – 17	42
2017 -18	57

### **Auditor's recommendations**

Some of the important recommendations of the auditor are listed below:

1. Develop Collaborative relations with other major research institutions.
2. Conduct National and International seminars

3. Promote Extension activities for the betterment of local people with the help of Alumni and existing students.
4. Collaborations and consultancies should be strengthened.
5. Research activities should be strengthened.

#### **Concluding observations**

1. Remedial classes are offered to the students.
2. Three value added courses were offered by the department.
3. Career coaching classes are also provided to the students.
4. Industrial visits are organized for the benefit of students.
5. Results have been good, but varying over the audit period.
7. Research activities by Faculty members have not been noted.

#### **Department of Mathematics**

Though it was functional through its subsidiary courses from the inception of the college, this department became an independent and full-fledged Academic Department with the introduction of Degree course in 2005.

**Audit period:** 2013-14 to 2017-18

**Auditor:** Dr. M.S. Anil Kumar, Associate Professor, M.G. College, University of Kerala, Thiruvananthapuram

#### **Faculty strength**

Year	Regular Faculty	Guest Faculty	Total Faculty strength
2013-14	1	4	5
2014-15	1	4	5
2015-16	1	4	5
2016-17	1	4	5
2017-18	1	4	5

#### **Remedial Coaching**

The department provides remedial coaching to the students who perform badly in the internal exams.

#### **Research by Faculty**



Faculty members participated in orientation programs and workshops. One faculty member published a paper in a journal.

#### **Value added courses**

The department offered a value added course titled 'Vedic Mathematics' in 2016-17.

Another value added course titled 'Quantitative arithmetic and reasoning' was offered in 2017-18.

#### **Co-curricular activities**

Several co-curricular activities were organized by the students at the department level.

#### **Student Outreach programmes**

The students of the Department engage in Outreach programmes through participation in NSS, NCC, Xavier Outreach program, Students' Union etc.

#### **Result analysis**

The final year degree result is presented below.

<b>Year</b>	<b>Pass Percentage</b>
2013 – 14	63.6
2014 – 15	66.7
2015 – 16	18.8
2016 – 17	59.37
2017 -18	31.25

#### **Auditor's recommendations**

Some of the important recommendations of the auditor are listed below:

1. Fill the vacant teaching positions at the earliest.
2. Conduct National and International seminars.

#### **Concluding observations**

1. The department is providing remedial classes to students to improve their learning.
2. Two value added courses were offered by the department.
3. Students organize co-curricular activities at the department level.
4. The result was good during three years out of the 5 year audit period.
5. There is only one regular faculty in the department; all the others are guest faculty.

## Department of Botany and Biotechnology

Department of Botany and Biotechnology had its beginning as the Department of Biology, training students at pre-degree level in zoology as a subsidiary subject. The Department of Botany and Biotechnology was established in January 2000. The degree course offered now is a restructured one with Botany as the core main subject, Biotechnology as the vocational main subject and Biochemistry as a complementary subject. Currently, the department is a full-fledged one with 5 permanent faculty members, green house, botanic garden, zoological museum etc.

**Audit period:** 2013-14 to 2017-18

**Auditor:** Dr. P.M. Radhamany, Professor, Department of Botany, University of Kerala, Thiruvananthapuram

### **Faculty strength**

There are five regular faculty members in the department. Four faculty members have Ph.D. degree.

### **Research by Faculty**

Faculty members are attending and presenting papers at seminars and conferences. They are also attending refresher courses at Academic staff colleges. Some Faculty members have published papers in research journals.

### **Value added courses**

Two value added courses were offered by the department in 2013-14 on 'Disaster Management' and 'Basic Microbiological techniques – a practical approach'.

In 2014-15 also, two value added courses were offered on 'Pollution biology and management – a practical approach' and 'Food preservation and fermented foods'.

Add on course on Plant Tissue Culture has been started based on the recommendation of the Academic auditor.

### **Seminars and Conferences**

The department is organizing seminars, workshops and quiz programmes in the department for the benefit of students.

### **Remedial classes**

Remedial classes have been started on the basis of the recommendation of the Academic auditor.



### **Co-curricular activities**

Different co-curricular activities are organized by the students in the department.

### **Result analysis**

The final year degree result is presented below.

<b>Year</b>	<b>Pass Percentage</b>
2013 – 14	75
2014 – 15	96.2
2015 – 16	58.3
2016 – 17	48
2017 -18	50

### **Auditor's recommendations**

Some of the important recommendations of the auditor are listed below:

1. Faculty members having PhD are instructed to apply for research guideship and to write and publish papers.
2. It is recommended to start remedial classes.
3. More departmental activities may be organized.
4. Add on course on Plant Tissue Culture may be started.

### **Concluding observations**

1. The department has regular faculty members.
2. The faculty members are actively engaged in research related activities.
3. The department is offering remedial classes and UGC add on courses for the benefit of students.
4. Four value added courses were offered by the department.
5. The department is organizing in-house seminars and quiz programmes.
6. The result over the five year audit period has been good.

### Department of Commerce

The Department of Commerce was started in 1981 with the B.com programme. The Department of Commerce became a Post Graduate Department during the academic year 2013-14.

**Audit period:** 2013-14 to 2017-18

**Auditor:** Dr. K. Manoharan Nair, Associate Professor, M.G. College, University of Kerala, Thiruvananthapuram

#### **Faculty strength**

Year	Regular Faculty	Guest Faculty	Total Faculty strength
2013-14	4	2	6
2014-15	5	4	9
2015-16	5	4	9
2016-17	5	4	9
2017-18	5	4	9

Two of the regular faculty members had doctorate qualification. One of them was an approved research guide of the University and one candidate was awarded Ph.D. degree under his guidance in 2016-17.

#### **Value added courses**

During 2015-16 a certificate course on "ENTREPRENEURSHIP" was started to equip the students to start their own business ventures. This course was planned to inculcate entrepreneurial skills among students.

Another certificate course on "INCOME TAX PROCEDURE AND PRACTICE" was started in 2016-17 to enable the students to acquire the skills required to work as income tax practitioner.

During 2017-18, one more certificate course on "GST RETURN FILING" was introduced on the basis of requests received from the parents of the students.

#### **Research by Faculty**

Three faculty members have been publishing papers in research journals every year. They have also been presenting papers at conferences and seminars during the audit period.

#### **Remedial coaching**



Students with low grasping power were given remedial classes during free hours, especially, in the morning (9:00- 9:30 AM) and evening (3:30-4:00 PM). In addition to the above, Scholar Support Programme was conducted for students for difficult subjects.

### **Model examination**

Model examinations were conducted prior to end semester university examinations. This was done in pursuance of the recommendation of the academic auditor.

### **Co-curricular activities**

The department has a variety of co-curricular activities which include departmental seminars, Soft skills programmes, motivational programmes, career guidance sessions, alumni interaction, business quiz programmes, investment games, trade fest, commerce day celebrations, study tours, etc

### **Activity clubs**

The students of the department organized two activity clubs, namely, Entrepreneurship Development club and Investors' club for gaining practical experience in related activities.

### **Charity initiative**

The department organizes "*Snehapoorvam St. Xaviers*" every year to inculcate social commitment among students. The fund collected from commerce students through "*Snehapoorvam St. Xaviers*" programme is donated to RCC (Regional Cancer Center) at the end of the year. It is an extension activity of the department.

### **Sports and Arts activities**

Students of the department participate and win prizes in inter collegiate and university level sports competitions and also national level sports competitions. They also participate and win prizes in University Youth Festivals.

### **Book Bank scheme**

The department has a Book Bank Scheme to support financially weak students. Text Books of previous semester are donated to Department by the students so that students of poor financial background can borrow it for study.

### **Department Magazine and Journal**

The Department publishes a magazine titled "PIONEER".

Department Journal "BUSINESS COMMUNICATOR" is being published since 2016.

### **Student Outreach programmes**

The students of the Department engage in Outreach programmes through participation in NSS, NCC, Xavier Outreach program, Students' Union etc.

### **Result analysis**

The final year B.Com.result is presented below.

<b>Year</b>	<b>No of students Appeared</b>	<b>No of students Passed</b>	<b>Pass Percentage</b>
2013 – 14	60	48	80
2014 – 15	55	51	92.9
2015 – 16	56	33	58.9
2016 – 17	56	37	66.07
2017 -18	62	50	80.64

The final year M.Com.result is presented below.

<b>Year</b>	<b>No of students Appeared</b>	<b>No of students Passed</b>	<b>Pass Percentage</b>
2014 – 15	14	10	71.4
2015 – 16	19	18	95
2016 – 17	15	13	89.47
2017 -18	18	16	88.89

### **Award for the Department**

The department was selected as the “Best Commerce Department in Kerala” in the ‘Commerce in Practice’ competition organized by the BCM College, Kottayam. The selection was made on the basis of activities of the department like Investors’ Club, Investment Game, Trade Fest, Eco Friendly Initiatives, Social Responsibility Initiatives, Utilization of Alumni Resources and other academic activities.

### **Auditor’s recommendations**

Some of the important recommendations of the auditor are listed below:

1. Conduct model examinations prior to the end semester examination in addition to internal examinations.



2. Conduct unit tests in addition to internal examination.
3. Encourage group learning through group discussions, debates and projects.
4. Motivational sessions should be taken to motivate students.
5. Organize UGC-NET/JRF Orientation classes to PG students to increase their competency in these exams.
6. Fast learners are to be encouraged to support slow learners.

#### **Concluding observations**

1. The department has won the 'Best Commerce Department in Kerala' award in a competition.
2. The department offers Value added courses useful to the students.
3. Research activity by faculty is commendable even though it is limited to three faculty members.
4. The department has important academic best practices such as remedial coaching, model examination, and publication of department magazine and journal.
5. The department has a variety of co-curricular activities catering to the different needs of students.
6. The department has a valuable charity initiative.
7. Participation of students in sports and arts competitions is commendable.
8. The book bank scheme and activity clubs are other commendable initiatives.
9. The results of both UG and PG programmes are very good.
10. Four out of the nine faculty members are guest faculty.

#### **Administrative office**

The administrative office supports the functioning of the college and all academic departments.

**Audit period:** 2013-14 to 2017-18

**Auditor:** **Mr. P. Mohanan**, formerly Jr. Superintendent, Office of the Director of Collegiate Education, Thiruvananthapuram and Chairman, Kerala State Handicapped Persons' Welfare Corporation Limited, Poojappura, Thiruvananthapuram.

### **Observations**

1. The auditor has audited the account books and registers maintained by the Administrative office.
2. He has noted the rectifications carried out as per the observations in the previous year's audit report.
3. He has noted the rectifications to be carried out for the year of audit.
4. It is noted that all the rectifications recommended by the auditor have been carried out without fail.

Consolidation done by:

**Dr. S. Kevin**

Former Pro Vice Chancellor

University of Kerala

  
10.12.18

**Dated:** 10<sup>th</sup> Dec. 2018



# **Peer Review of the Performance of Teachers: A quality Audit (Internal & External)**

**St. Xavier's College Thumba  
(Affiliated to University of Kerala)**

The performance assessment of the members of teaching faculty of St. Xavier's College, Thumba during the period 2013-2014 to 2017-2018 has been carried out based on the following criteria suggested in the Annual Self Assessment Performa, UGC regulations of 2010.

**Part A: General Information and Academic Background**

**Part B: Academic Performance**

- Category I : Teaching Learning and Evaluation and Related Activities
- Category II : Co-curricular, Extension, Professional Development Related Activities
- Category III : Research, Publications and Academic Contributions

**Part C: Other Relevant Information (Details of Significant Contributions, Awards, Recognition etc)**

The IQAC Report of each member of the teaching faculties based on the information provided by them annually has been scrutinized. Having analyzed the Internal Audit Report of the IQAC and the Self Assessment Performa of each individual teacher, the following observations are made:

1. Information and Communication Technology (ICT) is incorporated in Teaching and Learning.
2. The internal and external examination duties are carried out well. Assignments and seminars of the students too are assessed with sufficient care.

3. Additional duties concerning the co-curricular and extension activities are carried out well.
4. All the faculty members engage actively in professional development programmes.
5. The involvement of the faculty members in research and publication is to be encouraged more.
6. Priority can be given for orienting teachers towards improving their individual professional quality and competence so as to win public recognitions including awards.

These are the general observations. Based on these observations and assessments, each faculty member is given a grade with a view to improve his/her performance in future. "Faculty Performance Grade" (FPG) is meant for the overall academic and career quality enhancement of the teachers.

Dr. Antony Palackal  
Associate Professor & Head  
Department of Sociology  
University of Kerala, Kariavattom  
Thiruvananthapuram  
&  
Former & Coordinator, IQAC  
Loyola College of Social Sciences,  
Sreekaryam, Thiruvananthapuram.

**ANTONY PALACKAL PhD**  
Associate Professor  
Dept. of Sociology, University of Kerala  
Kariavattom Campus, Thiruvananthapuram  
Kerala, India - 695 581

Dr. Sabu Joseph  
Professor & Head  
Department of Environmental Sciences  
University of Kerala, Kariavattom  
Thiruvananthapuram

**Dr. SABU JOSEPH**  
Professor and Head  
Dept. of Environmental Sciences  
University of Kerala, Kariavattom  
Thiruvananthapuram - 695 581



**PRINCIPAL**  
ST. XAVIER'S COLLEGE, THUMBAA  
ST. XAVIER'S COLLEGE P.O.  
TRIVANDRUM - 695 586



# St. Xavier's college, Thumba

## Thiruvananthapuram

Annual self assessment proforma ( Based on UGC Regulations 2010)

(To be completed and submitted to IQAC along with relevant documents for the last five years at the end of each academic year)

**Academic year: 2017 -2018**

### PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (In Block Letters)	:	Dr. MAHESH N R
2	Father's Name/Mother's Name/	:	Adv. Narayanan V
3	Department	:	Physics
4	Current Designation & Grade Pay	:	Guest Lecturer
5	Date of last Promotion	:	
6	Date and Place of Birth	:	01.02.1982 and Thiruvananthapuram
7	Sex	:	Male
8	Marital status	:	Married
9	Nationality	:	Indian
10	Indicate whether belongs to SC/ST/OBC category	:	OBC
11	Address for correspondence (with Pincode)	:	Mahesh Bhavan Ambalathuvila,Pottayilkada Arayoor P O, Thiruvananthapuram - 695122
12	Permanent Address (with Pincode)	:	Mahesh Bhavan Ambalathuvila,Pottayilkada Arayoor P O, Thiruvananthapuram - 695122
13	Aadhar number	:	387534141298
14	PAN number	:	BVQPM7757Q
	Telephone No.	:	9895744279
	Email	:	mahesh.nr@live.in

15. Academic Qualifications (Matric till post graduation):

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject
High School	GVHSS, Kulathoor Neyyattinkara	1997	Board of Public Examinations, Kerala	First Class	
Pre-Degree	VTMNSS Collge Dhanuvachapuram	1999	University of Kerala	First Class	Physics Chemistry Mathematics Biology
BSc Physics	VTMNSS Collge Dhanuvachapuram	2002	University of Kerala	First Class	Physics (Main) Chemistry Mathematics
M.Sc Physics	Sivanthi Aditanar Collge, Nagercoil	2005	M S University, Tirunelveli	First Class	Physics
Other examinations, if any					

16. Research Degree(s)

Degrees	Title	Date of Award	University
M.Phil			
Ph.D.	Acoustic Metamaterial Based Frequency Selective Devices For Low Frequency Applications	01.07.2015	Anna University, Chennai
D.Sc./D.Litt.			

17. Appointments held prior to joining this Institution

Designation	Name of Employer			Salary with Grade	Reason of leaving
		Joining	Leaving		

18. Posts held after appointment at this Institution:

Designation	Department	Date of actual joining		Grade
		From	To	
Guest Lecturer	Physics	01.09.2015	Till date	

19. Period of teaching experience: P.G.Classes (in years) 3

U.G. Classes (in years) 3

20. Research Experience excluding years spent in M.Phil/Ph.D (in years)

0



21. Fields of Specialisation under the Subject/Discipline:

- (a)  
(b)

22. Academic Staff College Orientation/Refresher Course attended:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

**PART B : ACADEMIC PERFORMANCE**

**CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

- (i) Lectures, Seminars, Tutorials, Practical's, Contact Hours  
(give Semester-wise details, where necessary)

S.No.	Course/Paper	Level	Mode of teaching*	No. of classes per week allotted	No. of classes conducted	% of Classes/ Practicals taken as per documented record
1	II BSc	Graduate	L	1		100
2	III BSc	Graduate	L	3		100
3	I MSc	Post Graduate	L	3		100
4	II MSc	Post Graduate	L	3		100

\*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

- (ii) Reading/Instructional material consulted and additional knowledge resources provided to students

S.No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
1	Classical Mechanics		Book of Goldstein	Websites
2	Quantum Mechanics		Books of Mathews and Venkatesan, Griffiths, Amit Goswami, Yarivu etc	Websites
3	Statistical Mechanics		Book of Kerson Haug	Websites
4	Solid State Physics		Book of Kittel	
5	Electronics		Book of Tyagi	

**Preparation and Imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to Students**

- (iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course improvement etc.

S.No.	Short Description

- (iv) Examination Duties assigned and Performed

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)

**CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

S.No.	Type of Activity	Average Hrs./Week
	<b>i. Extension, Co-curricular &amp; field based activities</b>	
1	Coordinator of a value added course conducted by the Department of Physics	1
2	NET Coaching classes organized by the Department of Physics	1
	<b>ii. Contribution to Corporate Life and Management of the Institution</b>	Yearly/Semester wise responsibilities
	<b>iii. Professional Development Activities</b>	

**CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**



**A. Published Papers in Journals**

S. No.	Title with page Nos.	Journal	ISSN/ ISBN No.	Whether peer reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main author

**B. (i) Articles/Chapters published in Books**

S. No.	Title with page Nos.	Book Title, Editor & Publisher	ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-authors	Whether you are the main author

**(ii) Full Papers in Conference Proceedings**

S. No.	Title with page Nos.	Details of Conference Publication	ISSN/ ISBN No.	No. of Co-authors	Whether you are the main author
1	Acoustic Metamaterial Based Low Noise Silencer.	International Conference on Technology Innovation in Mechatronics, Energy Management and Communication		1	No

**(iii) Books Published as single Author or as Editor**

S. No.	Title with page Nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-authors	Whether you are the main author

**III. C. Ongoing and Completed Research Projects and Consultancies**

**(c) (i & ii) Ongoing Projects/Consultancies**

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs.Lakh)


(c) (iii & iv) Completed Projects/Consultancies

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs.Lakh)	Whether policy document/ patent as outcome

D. Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree awarded
i. M.Phil or equivalent			
ii. Ph.D or equivalent			

E. (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, faculty development Programmes (not less than one week duration)

S.No.	Programme	Duration	Organised by

E. (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S.No	Title of the paper presented	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level
1	Acoustic Metamaterial Based Low Noise Silencer.	International Conference on Technology Innovation in Mechatronics, Energy and Communication	Lourd Matha College of Science and Technology	International

E. (iii) Invited Lectures and Chairmanships at National or International Conference/Seminar etc.

S.No	Title of the Lecture/ Academic Session	Title of Conference/ Seminar	Organized by	Whether International/ National



--	--	--	--	--

**PART C : OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, and awards received etc., not mentioned earlier.

S.No.	Details (Mention Year, value etc. where relevant
1	Invited to many International Events asI Speaker.
2	Chaired Oral Presentation in the The National Seminar on Interdisciplinary Approaches in Materials and Biological Research conducted by the Research Committee, Mahatma Gandhi Collge, Thiruvananthapuram, co-sponsored by KSCSTE, on 16.2.2018

**LIST OF ENCLOSURES : (Please attach, copies of certificates, sanction orders, papers etc., wherever necessary)**

1.	Academic Certificates	6.	
2.	Conference Certificates	7.	
3.	Certificates for Chaired sessions in Conferences.	8.	
4.		9.	
5.		10.	

I certify that the information provided is correct as per my knowledge, belief and records.

Signature of HOD.

Signature of Faculty with designation, place and date.

Signature of IQAC Co-ordinator

Signature of Principal

## ST.XAVIER'S COLLEGE, THUMBA

### A Consolidated Report on Performance Appraisal of Non Teaching Staff from 2013-14 to 2017-18

An appraisal of performance of non- teaching staff from the academic year 2013-14 to 2017-18 was conducted. The data were collected through a structured questionnaire on various factors, such as, co-operation with colleagues, co-operation with public, cheerfulness of the employee, perceptiveness to the needs towards different stakeholders, ability to motivate and supervise, responsibility, positiveness, punctuality, efficiency and problem solving.

The performance of non-teaching staff on the above mentioned attributes for five years were consolidated and presented in the following table.

**Table 1:**

Consolidated Performance Appraisal of Non Teaching Staff from 2013-14 to 2017-18	
Attributes	Percentage
Co-operation with Colleagues	100
Co-operation with Public	100
Cheerfulness	100
Perceptiveness	97.92
Workability	97.92
Responsibility	100
Punctuality	85.42
Positiveness	100
Efficiency	93.75
Problem Solving	91.67

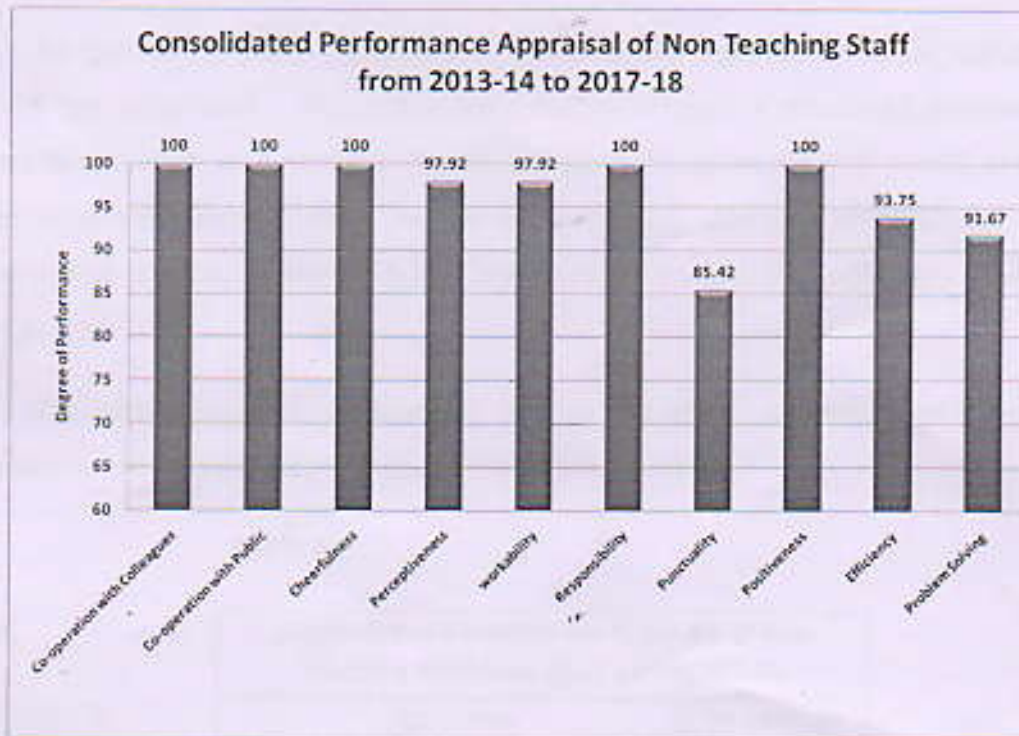
- 1) Co-operation with colleagues: - The non teaching staff's co-operative attitude towards their colleagues is evaluated using a three point scale. All the respondents (100 %) marked the highest positive response in the questionnaire. It reveals that all staff members are co-operative in nature.
- 2) Co-operation with public:- The co-operative attitude of non teaching staff's towards the needs of the public, viz, parents, vendors, well wishers, etc were examined in detail. The analysis revealed that all the respondents (100 %) are having a co-operative attitude towards public.



- 3) Cheerfulness:- the cheerfulness of the non teaching staff towards the faculty and public was evaluated. The result showed that all the members are always cheerful when they meet faculty members, students and public.
- 4) Perceptiveness:- the non teaching staff's perceptiveness towards the needs of faculty, students and institution were examined in detail. The study exhibits that 97.92 percentage of the respondents are highly perceptive towards the needs of different groups.
- 5) Workability: - It deals with the ability of non-teaching staff to motivate, supervise and effectively work for the interest of students. 97.92 percentage of them possess this attribute.
- 6) Responsibility:- it indicates the responsibility of non-teaching staff in carrying out the assigned tasks. It is observed from the analysis that all the non teaching staff were highly responsible for discharging their assigned duties.
- 7) Punctuality:- The punctuality of non teaching staff was also evaluated . It is noticed that majority of the respondents (85.42 %) are very punctual. Some of them are late due to some unexpected exigencies. However, they took permission from the competent authority for such delay.
- 8) Positiveness:- it deals with the positive response of non teaching staff towards the instructions, guidance, corrections and commands of superiors of the institution. The analysis showed that all the non teaching members were positive towards these factors.
- 9) Efficiency: - The efficiency and effectiveness in performing the assigned work were examined in depth. The analysis result disclosed that 93.75 percentage of non teaching staff are competent to meet work standards and finish their work on time.
- 10) Problem Solving:- the skills of non teaching staff in analyzing, identifying and finding effective solutions to the problems were analyzed. The test results exhibit that 91.67 percentage of them possess the ability of problem solving.

The diagrammatic representation of consolidated performance appraisal of non teaching staff from 2013-14 to 2017-18 is given in Figure 1.

Figure 1:



**Conclusion**

Non-teaching staff in St. Xavier's College discharge their duties and responsibilities well.

Smt. Mary Anitha Ruben

Vice Principal

Dr. Justus J

Associate Prof. Dept. of Commerce



PRINCIPAL  
ST.XAVIER'S COLLEGE, THUMBA  
ST.XAVIER'S COLLEGE P.O.  
TRIVANDRUM - 695 586