YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution	St. Xavier's College, Thumba
• Name of the Head of the institution	Dr (Fr) Dasappan V Y
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04712704267
• Mobile no	8590863631
• Registered e-mail	principalthumba@yahoo.com
• Alternate e-mail	principalthumba1@gmail.com
• Address	St Xavier's College P O
• City/Town	Thiruvananthapuram
• State/UT	Kerala
• Pin Code	695586

2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

- Name of the Affiliating University   **University of Kerala**
- Name of the IQAC Coordinator   **Dr Sunil C Vattappalam**
- Phone No.   **9446203714**
- Alternate phone No.   **9995063714**
- Mobile   **9446203714**
- IQAC e-mail address   **sxctvmiqac@gmail.com**
- Alternate Email address   **tinuelsaantony@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   http://www.stxaviersthumba.ac.in/iqac/114/aqars

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://www.stxaviersthumba.ac.in/academic-calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**80.70**	**2004**	**16/09/2004**	**15/09/2009**
Cycle 2	**B**	**2.70**	**2012**	**21/04/2012**	**20/04/2017**
Cycle 3	**A**	**3.22**	**2019**	**14/06/2019**	**13/06/2024**

6.Date of Establishment of IQAC   **10/11/2004**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   **6**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. MoU with Keltron, KAS Mentor and Confederation of Indian Industry 2. Trainings to Teaching and Administrative Staff 3. Introduction of Academic and Administrative transparency policy 4. Refurbishing best practices and institutional distinctiveness 5. Training on Blooms taxonomy and question paper preparation

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
implement Skill development programmes	signed MoU with Keltron to conduct skill development programmes
Initiatives to increase number of placements	PSC, UPSC and KAS training were given to students through professional team- KAS Mentor
Increase inductru collaboration	Signed MoU with Confederation of Indian industry (CII)
Organize training programmes	Conducted training programmes for Teachers, NTS and PG students
Career guidance programmes	Conducted different career guidance programmes by professionals
Introduction of academic and administrative transparency policy	Introduced academic and administrative transparency policy

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Council	23/02/2024

14.Whether institutional data submitted to AISHE

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Name	Date of meeting(s)
College Council	23/02/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023	20/01/2023

15.Multidisciplinary / interdisciplinary

NA

16.Academic bank of credits (ABC):

NA

17.Skill development:

NA

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

NA

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

NA

20.Distance education/online education:

NA

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	11

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1257

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	211

File Description	Documents
Data Template	View File

2.3	409

Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**53**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**53**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**40**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**109.52**
4.3 Total number of computers on campus for academic purposes	**75**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

St. Xavier's College, Thumba is affiliated to the University of Kerala and follows the curriculum designed and developed by the University. College has well-structured processes for the effective implementation and delivery of the curriculum. All the

nine under graduate programs and two post graduate programs offered in the college follow Choice Based Credit Semester System (CBCSS). During the commencement of every academic year, the College Council meets to envisage a detailed academic plan and time-bound framework to achieve the academic goals set for the year in line with the vision and mission of the college. The staff members are given an online orientation to create awareness about the specific tasks and goals cut out for the year besides the regular academic programme. College prepares an academic calendar in unison with calendar of University and the same is included in College Hand Book. Academic calendar is made available in college website as well. Department-wise time table for each course is prepared and courses are allotted to faculty members on basis of experience and expertise. This academic plan is evaluated periodically to ensure effective delivery and timely completion of the syllabus.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar is prepared in the beginning of every academic year. Every department plans department level activities for the year ahead and prepare a calendar of its own. Clubs and committees also plan and prepare their own calendar in the same pattern. IQAC consolidates all these individual calendars and prepares the academic calendar of the college by incorporating the dates of university examinations, internal examinations, date of declaration of results, days of national /international importance etc. This academic calendar is made available in the college website and IQAC ensures that all programs are conducted as per the schedule.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University   **A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

6

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	<u>View File</u>

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

152

File Description	Documents
Any additional information	<u>View File</u>
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The policies on the code of conduct for various functionaries help the institution move forward with a work culture based on professional ethics reflecting the core values of the college. The best practice namely "Wings to Fly" as well as the institution's distinctive character of preferential option for the marginalized, give a humane face to its academic programme.

In order to inculcate values of gender sensitivity and other major social concerns the college o?ers courses like 'Writings on Contemporary Issues' and "Dalit Writing, Women's Writing: Theory and Practice" for students. The Women's Study Center organizes lectures, symposiums, debates and discussions on gender issues.

Environment and Sustainability: Courses on awareness of our ecosystem, natural resources, bio diversity, biotic resources, pollution due to various factors and its management are included in the syllabus by University. The Nature Club of the college celebrates World Environment Day and takes the leadership for conducting activities like 'Plastic free Campus', 'Green Campus Clean Campus' and debates and quiz competitions.

Human values: moral education classes are conducted on every first Friday to inculcate human values among students. Motto of the college and morning prayer are also spread the message of human values.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

45

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

409

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	<u>View File</u>
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

444

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

398

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

St. Xavier's College ensures a strong supporting system for the slow learners as well as advanced learners. Class tutors determine the learning capacity of the students on the basis of performance in the qualifying examination and real time classroom activities. For Slow Learners: Student Support Programme(SSP) Offline and Online Additional Skill Acquisition Programme (ASAP) and Access Offline and online Add- On courses to improve their skills and proficiency in English. Offline and online Motivational sessions and Training in learning skills. Remedial coaching and Mentoring sessions after working hours. Question banks and answering schemes are discussed. Formation of Guided Study Groups (GSG) to benefit more from their counter parts. ICT enabled teaching is practiced to make the theories and practical applications more comprehensible. Recorded videos of

lessons are provided for later reference. For Advanced Learners: The advanced learners are supported with schemes like Walk with Scholar (WWS) programme, ASAP and Offline and online Add-On courses. Students as Masters (SAM), novel venture under the initiative of Xavier Outreach Services (XOS), is offering free tuition classes for school children in the neighborhood. Challenging problems, book reviews, managerial skill development opportunities, funding support to represent college in national and internal workshops and forums. are also provided.

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/student-support/112/tutorial-system-and-support-programmes
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1257	**53**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college has a number of practices to ensure student centric learning. The art and science of teaching cannot simply be confined to class room lecture methods. It must include a world view and a vision of the ideal human person to be educated. A distinctive feature of our approach is a continual interplay of EXPERIENCE, REFLECTION and ACTION in the teaching learning process. Our practices include the following methods: 1. Experiential Learning: The teacher creates the conditions whereby students gather and recollect the material of their own experience. Field visits, Industrial visits, Internships, Exhibitions, Video production, Photography, Lab journals, Green house, Organic farming, Tissue culture, Documentaries, and Skits are the commonly used experiential learning methods. 2. Participative Learning: Teacher assign group works such as Group assignments, Group projects, Seminar presentations, Debates and Discussion on specific topics to enhance participative learning. 3. Problem solving Learning: Project works are the main problem solving activity done in the college. Through these works students are trying to identify and solve specific issues or problems. 4. Blended learning: a combination of face-to-face and online learning.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Apart from the chalk and talk teaching method, The faculty members use the IT enabled learning tools such as PPT, Video clippings, Audio system, online sources, to expose the students for advanced knowledge and practical learning All classrooms and seminar halls are furnished with projectors, display screens and Wi-Fi facility. Every year special training is given to teachers on how to use ICT tools. Learning management systems such Moodle, Google classroom etc are used by every teacher. Conferencing software like google meet, Microsoft teams, Zoom etc are used for online lectures. Students can write online examinations in Moodle or Google classroom and also can submit their answer sheets and assignments through the same portal. Video lectures and power point presentation on all courses, across all programs are made available in college website under downloads tab.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

53

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

53

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

30

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

259

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<u>View File</u>

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Continuous Evaluation System: At the beginning of each academic year the College Council decides the dates and deadlines for Internal Evaluation. There are three criteria for Evaluation: Attendance, Assignments and Class tests. The college appoints a senior teacher as Chief Superintendent of Examinations (CSE) for the smooth conduct of examinations. There is also an examination committee under his /her supervision. Attendance and Assignments: Class Tutors prepare monthly attendance statements of each class and display it on the notice board. Since 2017 the college has been following an online system for attendance marking. This transparent system helps the students and their parents to login to the college website to view their attendance status. Assignments are given to each student and deadlines are informed with frequent reminders. The assignments are evaluated by the teacher concerned. Process and Preparation of CE Marks: Class Tutors consolidate the marks for CE and present it in each class. Class PTA is held in each semester. Then the mark sheet is forwarded to the University. Class Tutor and the Department maintain records of all these. The college communicates its Evaluation Procedure through the College Calendar and the website.

File Description	Documents
Any additional information	<u>View File</u>
Link for additional information	<u>https://www.stxaviersthumba.ac.in/academics/116/evaluation-grading</u>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Exams are conducted as per the University norms with strict

invigilation process. Once the tests are over, the papers are sent to teachers for valuation. The Head of the Department functions as the Chief Valuation Officer. A common and impartial method of assessment is made with the student as the focal point. Once the valuation is completed, answer scripts are given back to the students for scrutiny before entering them in the CE sheet. The teacher discusses the question papers with their answers in the class giving the students a chance to revise the portions and learn the art of writing examinations. Well structured grievance redressal mechanism is also functioning in the college.

File Description	Documents
Any additional information	[View File]()
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

In the beginning of the academic year, during the college level and department level orientation programmes the stakeholders are briefed of the vision and mission of the college with its set objectives, learning outcomes and evaluation process. Besides his, other lectures and motivational sessions are organized round the year to keep the students focused and motivated in their learning outcome. The IQAC takes adequate leadership in discussing the learning outcomes with the various departments and suggest remedial measures to achieve the desired results. In each department the faculty members convey course outcomes and program outcomes to students as part of their interactions. The semester wise PTA meetings are used as effective platforms to share information.

Each department regularly holds staff meetings to review issues pertaining to the syllabus covered by each teacher and other academic matters. Based on the performance of the students in internal assessment, teachers periodically evaluate the effectiveness of their methodologies and adopt appropriate new strategies. In addition to all these, course and programme outcome of all courses across all programmes are made available in college website also.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.stxaviersthumba.ac.in/academics/116/evaluation-grading
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Course outcomes is generally evaluated through student performance in class tests, assignments and class seminars. Class tutors record the performance of each student in the above mentioned academic activities. The tutor maintains a file containing the bio data, personal details like skills and talents and performance in the previous examinations, etc. of the students who are under his/her care. Relevant data is recorded in the file. This file is kept for three years by the same tutor in order to ensure personal accompaniment. Teachers initiate frequent discussion on specific topics to measure the level of attainment of course outcome by the learners. After having assigned a specific course the teacher concerned prepares a teaching methodology based on the syllabus prescribed by the university. Keeping the course outcomes in mind the teacher prepares a strategic teaching plan incorporating various elements of learning like experiential learning; problem solving method, activity based learning, etc. Semester wise result analysis is done by the Departments to assess the levels of attainment. Proper feedback survey on lecture delivery and other pedagogical

practices are conducted among the students to make improvements in teaching methods and to address methodological lapses.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.stxaviersthumba.ac.in/academics/116/evaluation-grading

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during

the year

195

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.stxaviersthumba.ac.in/content/images/common/SSS_2022_23.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

7

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The teaching learning process at St. Xavier's rests on a strong platform of creation and transfer of knowledge. Teachers are given proper orientation in this direction by the IQAC and the Research Committee of the college. Accordingly, seminars, workshops, training programmes and symposia on areas and issues related to knowledge are conducted by various departments in the college in collaboration with industries and academic agencies. Both teachers and students acquire and disseminate knowledge not only within the prescribed syllabus but also go beyond the syllabus so as to foster competitive advantage and thereby optimizing organizational performance. The proceedings of these intellectual exercises are published in book format with ISBN. Publication of journals by almost all the departments in the college is yet another concrete mode of transferring knowledge. The institution recognizes and encourages those students and teachers who make special

contributions in the creation and transfer of knowledge through research publications and Startups. Project Papers of the UG and PG students with innovative ideas are converted into oral and poster presentations in seminars conducted by other academic centres. Teachers are given incentives to participate in seminars and to publish papers in national /international journals.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.stxaviersthumba.ac.in/administration/7/committees

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

22

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

& Extension activities were carried out during the year by different departments, clubs and committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

720

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<u>View File</u>

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

4

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	<u>View File</u>

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has 35 ICT enabled classrooms, all are spacious, well ventilated and has sufficient number of lights and fans. Adequate seating facilities are provided. 27 classrooms have fixed projectors and 6 classrooms have facilities to use projector. Adequate lab facility is also available for the students. 1 lab for UG Physics, 4 labs for PG Physics, 2 for Chemistry, 1 for Botany, 1 for Biotech lab with tissue culture facility, 1 microbiology lab.

Two computer labs are available which contain 30 and 23 computers each, UPS facility and internet connectivity. Library also contain 4 computers which are dedicated for student access.

There are 5 seminar halls in the college. The main seminar hall called Mother Theresa hall is air conditioned, contains 75 seats, smart board, LCD projection facilities, screen casting system, public addressing system and toilets at a nearby point. The second seminar hall called XOS Hall, contains 100 seats with LCD projection facilities and public addressing system. All other seminar halls contains smart board and LCD projection facilities. Media Lab of M&MC departments contains shooting floor, edit suit, all modern equipment and cameras.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution always takes measures to provide adequate facilities for sports, games and cultural activities. International Cricket stadium of the college, maintained by KCA (Kerala Cricket Association) is the one that should be mentioned with pride. Ranji Trophy, a domestic ?rst-class Cricket competition in India, is usually held here. The college has a good number of play grounds, gymnasium, yoga centre, sports pavilion and adequate sports goods.

Separate play grounds are available for Cricket, Football, Basketball, Volleyball, Handball, Shuttle badminton, Kabadi and Kho-kho. Indoor stadium contains Handball, Basketball, Shuttle badminton, Kabadi courts and Wrestling arena.

Yoga Center

Yoga centre of college undertakes every day Yoga practice at open stage Yoga centre. It also provides a value added course in Yoga. Classes on meditation, relaxation techniques and stress management are also provided by Yoga centre on demand of various clubs and committees. Cultural Facilities College has a music band of its own, which accommodates and trains talented students. There are a number of clubs to nurture the talents of students, such as music club, literary club, media club, cultural-quiz and elocution club etc.

The college also contains one gymnasium and one health center.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

40

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

53.42

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is housed in a spacious building with a carpet space of 7093 sq. ft. and a seating capacity for 250 members. The Library has the Stack area in the Mezzanine ?oor and the Reading & Reference area in the ground ?oor. The Library provides print and electronic resources for all academic and related activities of the students and sta?. There is a collection of 28074 books and 47 journals/magazines. Over 161 Educational CDs on di?erent subjects are available for the use of stakeholders. The library is fully automated with LIBSOFT software and OPAC facility. Books available for circulation are listed in the OPAC. Information about status of book is also available through OPAC. Library tra?c is monitored by the automated gate register software. The college also houses departmental libraries for students under the various departments in co-ordination with the main library.

Name of ILMS software - LIBSOFT

Nature of automation and year- fully automated, 2012

Version – 4.1

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e- ShodhSindhu Shodhganga Membership e- books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

1.56

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

25

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

There is an IT Cell in the college which takes care of all IT facilities of the college. The college frequently updates its IT facilities including wi-fi. Timely updation of software is the duty of IT cell. There are three internet connections from two different service providers each of speed of 100MBps. Among them, one connection of BSNL is dedicated for office use only. Every department is provided with LAN as well as Wi-Fi facility. Separate Wi-Fi connections are provided at library and in each seminar hall. Wi-Fi connections in departments are also available in the adjacent classes of each department room.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

5.4

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Periodic maintenance of physical facilities, painting and cleaning of buildings are done. Teachers are given training to ensure maximum utilization of ICT facilities.

IT cell of the college takes care of all IT infrastructure facilities. College buses are maintained by PTA. Computers are protected with anti-virus, UPS, sine wave inverters, etc.

Major decisions regarding purchase of books, software and other resources are taken in the Library Committee meeting. Feedback is collected periodically from the stakeholders. Library tra?c is monitored by e-Gate register. Adequate sta? is employed in library for proper functioning and maintenance. Library is maintained as fully automated by library management software. Laboratories keep stock, purchase and breakage registers, which are verified annually.

Maintenance and repair of laboratory equipment are done by professionals. The international cricket stadium of the college is maintained through a MoU with KCA. The Sports Committee monitors all the sports related activities of the college, including maintenance of grounds, gymnasium, health club etc. Equipment for sports and games are under the custody of the HoD of Physical Education. Adequate budget is allocated every year for proper maintenance

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

397

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

43

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

31

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

31

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

52

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	<u>View File</u>

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

8

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File]()

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The most important platform for students to take up responsibility in matters concerning academic and administrative bodies of the college is through Student Council/Union. It is a mandatory and productive element in our college. The college promotes the formation of a Student Council rooted in the dictum of democracy. The Council is constituted as per the guidelines set by the University of Kerala. Every year as per the norms and timely regulations of the university, elections are conducted in Parliamentary system under the close monitoring of the staff. All the students in the college are free to file their nominations to any posts and do the campaign. Whoever gets the majority of votes are declared as winners and they take public oath and start functioning. All the students in the campus can cast their vote to elect a candidate. Active participation of girls are ensured through reserved post for lady representatives. The students union of the college takes the leadership in organizing the various co-curricular and cultural activities of the college. There are

student representatives in each committee of the college

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/administration/7/committees
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

24

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni association of the college now has about 250 life members and 900 temporary members. In addition to this, the Association has several chapters in different parts of the world. To keep the alumni/ae a constant part of the functioning of the college, a portal has been created in the college website. Financial contributions of Alumni: Alumni/ae Association has raised funds to set up a garden in front of the college building and every year sponsors five scholarships for deserving students worth five thousand rupees each. In the college's endeavor to convert all the class rooms ICT enabled, the Alumni has donated 25 LCD projectors with accessories. Alumni sponsors a large number of scholarships. Besides such specific contributions they also generously donate to help the college carry forward schemes like 'Noon Meals Scheme', 'Student Support Fund' and outreach activities. Non Financial Assistance for Student progression: Alumni share their accomplishments and their success mantra. Throughout these years college alumni association took initiatives to conduct a wide variety of orientation classes, life skill trainings, career development programmes, blood donation campaigns and similar activities for the students and their parents as wells as association members of the college.

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/alumnimembers
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of the of the institution are well reflected in its leadership and in the decision making process. Administration, Teamwork and Collaboration: Participation of students in various decision making bodies and women representation in administrative posts like Vice-Principals, HoDs and Heads of various administrative committees unite the college as one unit with a single vision and mission. Collaboration and networking with our well placed alumni and other famed Jesuit institutions in India and abroad provides an additional impetus for the development of the college. E-governance is introduced in all possible realms to ensure governance transparent and effective. Fair financial practices further embody the dynamics of the vision inspired leadership in this institution. The stakeholders, particularly the teachers, are part and parcel of all the important decision making bodies in the college. A professional harmony and team work among the staff make the functioning of various committees and clubs, including NSS and NCC, smooth and productive. The Xavier Outreach Services (XOS), a registered body, is able to co- ordinate all the extension activities of the college effectively as its Governing Body consists of a good number of teachers.

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/administration/7/committees
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Preparation of the Annual plan for the college begins by the end of the previous year itself through a participative process of the stakeholders. The faculty come together for an evaluation and planning session. Based on these, a detailed plan is prepared specifically stating their academic, material and ?nancial needs considering the areas for improvement. This is submitted to the planning Board of the college for a feasibility study. The Planning Board analyzes the plan in line with the stated vision and mission of the college and shortlist the final plan. Then the Board, considering the available sources of income, categorizes the needs, placing them under different heads. This list is placed for discussion and scrutiny in the College Council meeting. The document being an outcome of an effective participative process, the Managing Committee approves it after proper deliberations. Having obtained the requests from HoDs countersigned by the Principal, an advance amount is released by the Bursar. Departments are encouraged to find resources from sponsors, parents and alumni to meet any expense that is beyond the scope of the approved budget, thereby promoting local fund mobilization.

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/administration/7/committees
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A transparent and concrete time-bound plan of action is chalked out for the year ahead and it has almost always been successfully implemented. This is made possible with the help of perspective/strategic plans that chalk out the necessary actions

to be taken to grow and develop. The ?rst step taken by the administration for any plan of action is brainstorming sessions for ideas. All stakeholders, including the PTA of the institution, are involved in the process. Their inputs and suggestions are taken up while developing the strategic plan. At the time of the preparation of the annual plan, the suggestion are taken up and included in the list of activities proposed to be carried out in the coming academic year on a priority basis. The PTA executive committee or the management agrees to meet the expenditure. Accordingly, the Bursar and PTA office bearers are given the responsibility to execute the project. They, in-turn, invite quotations from competent and experienced firms in the field and prepare a budget for the project.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://ww.stxaviersthumba.ac.in/content/images/common/masterplan.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Manager is the over all in charge of the college campus who acts on behalf of the Governing Body of the Kerala Jesuit Society, the owner and proprietor of the institution. As the academic head of the institution, Principal presides over the academic and administrative committees. The Principal manages the functions of the institution as per the rules and regulations issued by the University. The College Council of the institution, consisting of HoDs of various departments, two elected representatives of faculty members, Librarian, President of the PTA, o?ce Superintendent and Chairperson of the Students Council, discusses and decides all matters concerning the academic and discipline related matters. The college strictly follows the service rules prescribed by the UGC, State Government and the University. The teaching and non-teaching faculty have the benefits of GPF/GIS/SLI/Gratuity and Casual/Earned/Medical/Maternity /Paternity/ Compensatory Leaves. Following the State Service rules, University Statutes and the regulations of the UGC the Management conducts the recruitment of staff. The Management ensures justice and fair treatment to all stakeholders. In this

regard systems such as Staff Grievance Redressal Committee and Students Grievance Redressal Committee function effectively to which are addressed the concerns of the staff and students.

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/administration/7/committees
Link to Organogram of the institution webpage	https://ww.stxaviersthumba.ac.in/content/images/common/organogram.pdf
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

IQAC organizes orientation and training programmes for teachers on teaching methodologies and for non-teaching staff on file management, advanced computer skills and administrative software. Teachers are motivated to take up research ventures through participation and presentations in seminars, contributions to Journals, book publications and projects. Each department is furnished with independent staff rooms with wi-fi and other IT facilities. The institution provides monetary assistance to meet emergency medical or other expenditure of staff and family members. There are separate clubs for the teaching and non-

teaching staff. They organize annual picnic, farewell parties for the retiring staff, cultural celebrations like Onam and Christmas, annual get together of families of the staff etc to facilitate cordiality among the staff. Rest and Wash rooms, cafeteria, parking facility etc are also available. The staff members are permitted to travel in the college buses. Patron's Day is celebrated with much gaiety every year as an annual coming together of the present and past teaching and non- teaching faculties. A home coming experience is provided to the retired faculty in a respectable and highly dignified manner. The retiring faculty is highly acknowledged for their commendable services at the end of their retiring year in a formal meeting.

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/student-support/119/other-facilities
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

18

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance of the staff is assessed based on their professional effectiveness in delivering the task they are employed for. There functions chiefly a five-tier system for a comprehensive performance appraisal for the staff. (i) Academic

Administrative Audit (AAA): Under the initiative of the IQAC, the performance of all the departments. and the administrative sections is audited every year by experts. (ii) Self Appraisal/Internal Audit: At the end of every academic year each staff member submits self assessment form in the required PBAS format. (iii) Peer Review of the Performance of the Teachers: The self assessment form and internal audit of IQAC are handed over to external experts to assess and evaluate. (iv) Feedback from immediate Stakeholders: Students assess the teachers by filling up a proforma given by the IQAC at the end of the academic year. (v) Feedback from PTA: Representatives of parents in the General Body of the PTA and the Class PTA give feedback of the performance of the staff in the periodic meetings. (vi) Appraisal by the Employer: The evaluation of the IQAC based on the Self Appraisal, Feedback from stakeholders and the Annual Quality Assurance Report (AQAR) are submitted to the Management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has a regular system of internal and external financial auditing of its accounts. a) Internal Audit System (i) The College Development Fund of the Management is managed by the Bursar, the Chief Financial Officer of the college, who disburses the money after following fixed procedures. (ii) The PTA too follows a similar system for internal audit. (iii) The Principal allots the funds under the various Government schemes and are disbursed and monitored with the help of the Office Head Accountant. A committee, appointed by the Principal, conducts regular internal audits. External Audit (i) Every year a competent Chartered Accountant firm visits the college and physically verifies the account details and prepares a financial audit report. (ii) Similarly the PTA accounts too are audited by the same firm. The audit report of the PTA, is submitted to the office of the Registrar of Societies of the Government of Kerala. (iii) The audit wings of the Deputy Directorate of Collegiate Education and the Auditor General's office, Trivandrum visit the college

periodically and inspects all the files relating to the rules and regulations, financial matters of all the schemes that the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college has an established policy and strategy for planning and allocation of financial resources. Government Aids: The salary and other monetary benefits of staff are given by the Government. hey also sanction funds for specific programmes like Walk with Scholar, Student Support Programme, ASAP and other such skill development programmes. A good many of the students receive grants such as SC/ST grant, Fisheries grant, Minority scholarships, etc. Contributions from Alumni and PTA: The Alumni Association and PTA have been instrumental in supporting the IQAC to expedite the fulfillment of infrastructural needs by availing their development funds. The entire classrooms in the institution are made ICT enabled through the Alumni contributions. Management Funds: Every year the Management contributes a significant amount of money raised from various sources to the development of the college. The college management is ever committed to developmental activities and promotes every new initiative meant for the academic and all

round growth of the student community. Local Resource Mobilization: The PTA and Alumni help the college to procure funds allotted to MLA, MP and other Local Body authorities and representatives for the development of their constituency.

File Description	Documents
Paste link for additional information	https://ww.stxaviersthumba.ac.in/content/images/common/masterplan.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) has been constituted in the college as per the norms prescribed by the NAAC with the principal as the chairman and a senior faculty as the convener, to monitor the quality of services being provided by the institution to its stakeholders. IQAC functions as the overarching framework for qualitative improvement of the curricular and non curricular practices of the college. Two best practices initiated by the IQAC of the college for institutionalizing the quality assurance strategies are: 1. Creation of Learner Centric Approach: The IQAC took initiatives and charted out a strategic plan to implement a learner centric approach in our pedagogical paradigms. The conventional approach to teaching and learning is revamped bringing the student to the center of learning process.

1. Learner Centric Teaching

2. Integrated Course Plan

3. Faculty Conclave and

4. Feedback and Monitoring

1. Faculty Development:

Quality and competence of a candidate is very well ensured before they are recruited. Once they are on board, IQAC has detailed plan for their academic and skill development.

1. Orientations and FDPs

2. Scholars in the House:

3. Sharing the Competence

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the college always seeks for its development; qualitative assessment, reviewing and feedback so that the goals and objective of the college can be achieved. The IQAC has it periodic review meetings where every aspect of curricular and co curricular is scrutinized to make the teaching learning process impressive and dynamic. IQAC initiatives for quality assurance and review of the teaching learning process have put the following Strategies and process in place:

• By updating and maintaining ICT enabled teaching and learning facilities we envisage an effective learning culture

• Implemented E- documentation submission

• IQAC makes sure timely preparation and submission of AQAR, and Annual Report of the College as part of our transparency and accountability.

• Participatory management is ensured by introducing decentralized administrative practices like team work, delegation etc.

• Periodic reviewing and auditing is conducted to make various functionaries of the college deliver the best output.

• Physical and academic infrastructure is constantly updated to suit the academic demands of the curriculum.

• Stakeholders are taken into confidence at every stage of our progress and a feedback mechanism is in place to understand and address their concerns to make our service effective.

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/content/images/common/capability_enhance.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.stxaviersthumba.ac.in/content/images/common/annual_report_2022_23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Annual Gender sensitization action plan Women Study Center of the college always takes or gender sensitization programmes in the college. During the academic year 2022-23, department of BEAMS conducted three gender sensitization activities as orientation talk series. Talk series 1 was delivered on the topic 'Higher way of learning and Goals'. 60 students participated in t he talk. The second talk was on 'Emerging Adult Relationships'. 100 students participated. The third talk of the series was organized on 'Fundamental rights in twenty first centaury'. 150 students and

teachers participated in the programme. Apart fro these Women Study Centre also organized one programmes on woman health and hygiene and a training on promotion of menstrual cups.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.stxaviersthumba.ac.in/student-support/119/other-facilities

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

All waste management activities are based on the principle of '3R's – Reduce, Reuse and Recycle. The campus is kept plastic free and students are encouraged to bring their lunch in steel ti?n boxes. For instance, the chemistry laboratory promotes green chemistry initiatives by implementing semi micro methods of analysis which significantly reduces the usage of chemicals during practical sessions. Double burette titrations are practices which are also a means of reducing chemical wastage. The college also ensures that banners made of cloth are used instead of plastic or ?ex. All departments and classrooms are provided with dustbins for disposing dry waste. There is a collection centre in the campus exclusively for segregating waste from the dustbins. The waste is categorized and biodegradable items like paper, leaves and food waste are used for vermin compositing to be used in the coconut

plantation of the campus. Glass and plastics are collected separately and handed over to the agencies linked with the corporation authorities. Waste water in the campus is treated through sedimentation. Water from the laboratories with chemical content in it is collected in a concrete tank underground without letting it ?ow out into the earth and contaminate it. E-Waste Management: The e-waste arising from various departments including computer monitors, printers and other peripherals are collected and segregated and is then handed over to the Corporation authorities.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college gives great importance for providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Onam, Christmas and Ramdan, three key cultural and religious festivals of our land are celebrated to facilitate interreligious friendship and cordiality. Gandhi Jayanthi is observed on the 2nd of October. The college keeps apart that day to keep the campus clean from all hazardous things. The feast of the patron of the college St. Xavier is celebrated with much gaiety on the 3rd of December

every year with a variety of programmes. International Women's Day is celebrated on 8th March to highlight the achievements of women. The day also marks a call to action for accelerating gender parity. To inculcate values of national integration and unity the college celebrates Independence Day, Republic Day and Human Rights Day, International Yoga Day etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college has a Human rights club which organizes awareness

programmes on constitutional obligations, values, rights, duties and responsibilities. Special programmes are organized by student's union to familiarize the constitution of India. The college union was names as Article 14, in respect to the article 14 of the constitution of India. The college is planning to start a study centre in collaboration with Sree Narayana Open university for the study and research on Indian constitution.

76th Anniversary of National Independence day was celebrated at the college on 15th August. Chief guest Dr. Shashi Tharoor MP hoisted the flag and delivered independence day message. Dr. (Fr.) Jose Mathew S.J, Dr. (Fr.) V Y Dasappan S.J , Smt. Reshmi Poulose addressed the gathering.100 NCC cadets of both army and navy wing conducted march past.

National Republic Day was celebrated on 26th January 2022 in the leadership of Sri. Rajesh M, NCC officer and Vice-Principal. NCC cadets of both Army and Navy wing conducted march past. Sweets were distributed to all teachers, cadets and parents gathered.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.stxaviersthumba.ac.in/event/222/independence-day-celebration-2023
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college gives great importance to commemoration and celebration of days of national and international importance. Every year June 5 is celebrated as the World Environment Day in the college by planting tree saplings and taking a pledge to protect and conserve nature. The Nature Club of the college takes leadership in organizing the events of the day. Onam, Christmas and Ramdan, three key cultural and religious festivals of our land are celebrated to facilitate interreligious friendship and cordiality. Talks by invited guest speakers on the importance and relevance of the day coupled with various cultural and sports events and competitions are the attractions of the day. Gandhi Jayanthi is observed on the 2nd of every October. Teachers' Day is celebrated to mark the birth anniversary of Dr Sarvepalli Radhakrishnan. To mark the assassination of Gandhiji on Martyrs day, 30 January, a two-minute silence in memory of Indian martyrs is observed in the college at 11 AM. To apprise students, faculty and staff of ways and means of sustaining ecological balance Environment Day, Earth Day, World Water Day , National Science Day, Ozone Day are celebrated every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice I) 'Wings to Fly': Support financially weak students who are good in studies through various schemes and programmes.

Objectives of the Practice

1. No student discontinues studies due to financial constrains.

1. No student goes hungry during meals time in this campus.

2. No student's study is hindered due to lack of text books.

3. No student's talent shall go unrecognized.

Best Practice II)

'Academic & Administrative Transparency Policy': Ensuring transparency in all academic and administrative activities of the college.

Objectives of the Practice

1. To ensure transparency in all academic and administrative activities of the college.

2. To ensure justice and timely service to all stakeholders of the college.

3. To make the governing process easy.

4. To ensure timely completion of syllabus.

5. To make internal assessment process complaint free.

6. To increase the attendance percentage of students.

7. To improve pass percentage of all progammes.

File Description	Documents
Best practices in the Institutional website	https://www.stxaviersthumba.ac.in/content/images/common/Best_practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

St. Xavier's College is cultivating vegetable in 5 acres of land inside the campus. Students are given paid internships in the vegetable farm. The vegetables are sold online among the stakeholders of the college and to the local community. The primary aim of education being the 'bread and butter' aim,

students should be made aware of the dignity of labor and are to be provided with opportunities to earn while they learn. On the other hand, agriculture- the first occupation of of our nomad ancestors and now the backbone of Indian economy is promoted among the youth. St. Xavier's college Thumba, situated in the cost of Arabian sea has its vast 85 acres of campus filled with slippery sand non- fertile for green to lush. It was the the perseverance of the past generation that created a green canopy over the campus as it is seen today. Still there was land uncultivated, which now is vegetated by green vegetables. Another context of the practice is to provide paid internship to the students in the vegetable farm thereby making them aware of the dignity of labor and let them meet the expense of their education all by themselves.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

St. Xavier's College, Thumba is affiliated to the University of Kerala and follows the curriculum designed and developed by the University. College has well-structured processes for the effective implementation and delivery of the curriculum. All the nine under graduate programs and two post graduate programs offered in the college follow Choice Based Credit Semester System (CBCSS). During the commencement of every academic year, the College Council meets to envisage a detailed academic plan and time-bound framework to achieve the academic goals set for the year in line with the vision and mission of the college. The staff members are given an online orientation to create awareness about the specific tasks and goals cut out for the year besides the regular academic programme. College prepares an academic calendar in unison with calendar of University and the same is included in College Hand Book. Academic calendar is made available in college website as well. Department-wise time table for each course is prepared and courses are allotted to faculty members on basis of experience and expertise. This academic plan is evaluated periodically to ensure effective delivery and timely completion of the syllabus.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar is prepared in the beginning of every academic year. Every department plans department level activities for the year ahead and prepare a calendar of its own. Clubs and committees also plan and prepare their own calendar in the same pattern. IQAC consolidates all these individual calendars and prepares the academic calendar of the college by incorporating the dates of university examinations,

internal examinations, date of declaration of results, days of national /international importance etc. This academic calendar is made available in the college website and IQAC ensures that all programs are conducted as per the schedule.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

6

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

152

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The policies on the code of conduct for various functionaries help the institution move forward with a work culture based on professional ethics reflecting the core values of the college. The best practice namely "Wings to Fly" as well as the institution's distinctive character of preferential option for the marginalized, give a humane face to its academic programme.

In order to inculcate values of gender sensitivity and other major social concerns the college o?ers courses like 'Writings on Contemporary Issues' and "Dalit Writing, Women's Writing: Theory and Practice" for students. The Women's Study Center organizes lectures, symposiums, debates and discussions on gender issues.

Environment and Sustainability: Courses on awareness of our ecosystem, natural resources, bio diversity, biotic resources, pollution due to various factors and its management are included in the syllabus by University. The Nature Club of the college celebrates World Environment Day and takes the leadership for conducting activities like 'Plastic free Campus', 'Green Campus Clean Campus' and debates and quiz competitions.

Human values: moral education classes are conducted on every first Friday to inculcate human values among students. Motto of the college and morning prayer are also spread the message of human values.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

45

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

409

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

444

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

398

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

St. Xavier's College ensures a strong supporting system for the slow learners as well as advanced learners. Class tutors determine the learning capacity of the students on the basis of performance in the qualifying examination and real time

classroom activities. For Slow Learners: Student Support Programme(SSP) Offline and Online Additional Skill Acquisition Programme (ASAP) and Access Offline and online Add- On courses to improve their skills and proficiency in English. Offline and online Motivational sessions and Training in learning skills. Remedial coaching and Mentoring sessions after working hours. Question banks and answering schemes are discussed. Formation of Guided Study Groups (GSG) to benefit more from their counter parts. ICT enabled teaching is practiced to make the theories and practical applications more comprehensible. Recorded videos of

lessons are provided for later reference. For Advanced Learners: The advanced learners are supported with schemes like Walk with Scholar (WWS) programme, ASAP and Offline and online Add-On courses. Students as Masters (SAM), novel venture under the initiative of Xavier Outreach Services (XOS), is offering free tuition classes for school children in the neighborhood. Challenging problems, book reviews, managerial skill development opportunities, funding support to represent college in national and internal workshops and forums. are also provided.

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/student-support/112/tutorial-system-and-support-programmes
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1257	53

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college has a number of practices to ensure student centric learning. The art and science of teaching cannot simply be confined to class room lecture methods. It must include a world view and a vision of the ideal human person to be educated. A distinctive feature of our approach is a continual interplay of EXPERIENCE, REFLECTION and ACTION in the teaching learning process. Our practices include the following methods: 1. Experiential Learning: The teacher creates the conditions whereby students gather and recollect the material of their own experience. Field visits, Industrial visits, Internships, Exhibitions, Video production, Photography, Lab journals, Green house, Organic farming, Tissue culture, Documentaries, and Skits are the commonly used experiential learning methods. 2. Participative Learning: Teacher assign group works such as Group assignments, Group projects, Seminar presentations, Debates and Discussion on specific topics to enhance participative learning. 3. Problem solving Learning: Project works are the main problem solving activity done in the college. Through these works students are trying to identify and solve specific issues or problems. 4. Blended learning: a combination of face-to-face and online learning.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Apart from the chalk and talk teaching method, The faculty members use the IT enabled learning tools such as PPT, Video clippings, Audio system, online sources, to expose the students for advanced knowledge and practical learning All classrooms and seminar halls are furnished with projectors, display screens and Wi-Fi facility. Every year special training is given to teachers on how to use ICT tools. Learning management systems such Moodle, Google classroom etc are used by every teacher. Conferencing software like google meet, Microsoft teams, Zoom etc are used for online lectures. Students can write online examinations in Moodle or Google classroom and also can submit their answer sheets and assignments through the same portal. Video lectures and power point presentation on all courses, across all programs are made available in college

`website under downloads tab.`

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

`53`

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

`53`

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

30

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

259

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Continuous Evaluation System: At the beginning of each academic year the College Council decides the dates and deadlines for Internal Evaluation. There are three criteria for Evaluation: Attendance, Assignments and Class tests. The college appoints a senior teacher as Chief Superintendent of Examinations (CSE) for the smooth conduct of examinations. There is also an examination committee under his /her supervision. Attendance and Assignments: Class Tutors prepare monthly attendance statements of each class and display it on the notice board. Since 2017 the college has been following an online system for attendance marking. This transparent system helps the students and their parents to login to the college website to view their attendance status. Assignments are given to each student and deadlines are informed with frequent reminders. The assignments are evaluated by the teacher concerned. Process and Preparation of CE Marks: Class Tutors consolidate the marks for CE and

present it in each class. Class PTA is held in each semester. Then the mark sheet is forwarded to the University. Class Tutor and the Department maintain records of all these. The college communicates its Evaluation Procedure through the College Calendar and the website.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.stxaviersthumba.ac.in/academics/116/evaluation-grading

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Exams are conducted as per the University norms with strict invigilation process. Once the tests are over, the papers are sent to teachers for valuation. The Head of the Department functions as the Chief Valuation Officer. A common and impartial method of assessment is made with the student as the focal point. Once the valuation is completed, answer scripts are given back to the students for scrutiny before entering them in the CE sheet. The teacher discusses the question papers with their answers in the class giving the students a chance to revise the portions and learn the art of writing examinations. Well structured grievance redressal mechanism is also functioning in the college.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

In the beginning of the academic year, during the college level and department level orientation programmes the stakeholders are briefed of the vision and mission of the college with its set objectives, learning outcomes and evaluation process. Besides his, other lectures and motivational sessions are organized round the year to keep the students focused and motivated in their learning outcome. The IQAC takes adequate

leadership in discussing the learning outcomes with the various departments and suggest remedial measures to achieve the desired results. In each department the faculty members convey course outcomes and program outcomes to students as part of their interactions. The semester wise PTA meetings are used as effective platforms to share information.

Each department regularly holds staff meetings to review issues pertaining to the syllabus covered by each teacher and other academic matters. Based on the performance of the students in internal assessment, teachers periodically evaluate the effectiveness of their methodologies and adopt appropriate new strategies. In addition to all these, course and programme outcome of all courses across all programmes are made available in college website also.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.stxaviersthumba.ac.in/academics/116/evaluation-grading
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Course outcomes is generally evaluated through student performance in class tests, assignments and class seminars. Class tutors record the performance of each student in the above mentioned academic activities. The tutor maintains a file containing the bio data, personal details like skills and talents and performance in the previous examinations, etc. of the students who are under his/her care. Relevant data is recorded in the file. This file is kept for three years by the same tutor in order to ensure personal accompaniment. Teachers initiate frequent discussion on specific topics to measure the level of attainment of course outcome by the learners. After having assigned a specific course the teacher concerned prepares a teaching methodology based on the syllabus prescribed by the university. Keeping the course outcomes in mind the teacher prepares a strategic teaching plan incorporating various elements of learning like experiential

learning; problem solving method, activity based learning, etc. Semester wise result analysis is done by the Departments to assess the levels of attainment. Proper feedback survey on lecture delivery and other pedagogical

practices are conducted among the students to make improvements in teaching methods and to address methodological lapses.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.stxaviersthumba.ac.in/academics/116/evaluation-grading

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

195

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.stxaviersthumba.ac.in/content/images/common/SSS_2022_23.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

7

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The teaching learning process at St. Xavier's rests on a strong platform of creation and transfer of knowledge. Teachers are given proper orientation in this direction by the IQAC and the Research Committee of the college. Accordingly, seminars, workshops, training programmes and symposia on areas and issues related to knowledge are conducted by various departments in the college in collaboration with industries and academic agencies. Both teachers and students acquire and disseminate knowledge not only within the prescribed syllabus but also go beyond the syllabus so as to foster competitive advantage and thereby optimizing organizational performance. The proceedings of these intellectual exercises are published in book format with ISBN. Publication of journals by almost all the departments in the college is yet another concrete mode of transferring knowledge. The institution recognizes and encourages those students and teachers who make special contributions in the creation and transfer of knowledge through research publications and Startups. Project Papers of the UG and PG students with innovative ideas are converted into oral and poster presentations in seminars conducted by other academic centres. Teachers are given incentives to participate in seminars and to publish papers in national /international journals.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.stxaviersthumba.ac.in/administration/7/committees

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

22

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

& Extension activities were carried out during the year by different departments, clubs and committees.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red

Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

720

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

4

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	<u>View File</u>

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<u>View File</u>

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has 35 ICT enabled classrooms, all are spacious, well ventilated and has sufficient number of lights and fans. Adequate seating facilities are provided. 27 classrooms have fixed projectors and 6 classrooms have facilities to use projector. Adequate lab facility is also available for the students. 1 lab for UG Physics, 4 labs for PG Physics, 2 for Chemistry, 1 for Botany, 1 for Biotech lab with tissue culture facility, 1 microbiology lab.

Two computer labs are available which contain 30 and 23 computers each, UPS facility and internet connectivity. Library also contain 4 computers which are dedicated for student

access.

There are 5 seminar halls in the college. The main seminar hall called Mother Theresa hall is air conditioned, contains 75 seats, smart board, LCD projection facilities, screen casting system, public addressing system and toilets at a nearby point. The second seminar hall called XOS Hall, contains 100 seats with LCD projection facilities and public addressing system. All other seminar halls contains smart board and LCD projection facilities. Media Lab of M&MC departments contains shooting floor, edit suit, all modern equipment and cameras.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution always takes measures to provide adequate facilities for sports, games and cultural activities. International Cricket stadium of the college, maintained by KCA (Kerala Cricket Association) is the one that should be mentioned with pride. Ranji Trophy, a domestic ?rst-class Cricket competition in India, is usually held here. The college has a good number of play grounds, gymnasium, yoga centre, sports pavilion and adequate sports goods.

Separate play grounds are available for Cricket, Football, Basketball, Volleyball, Handball, Shuttle badminton, Kabadi and Kho-kho. Indoor stadium contains Handball, Basketball, Shuttle badminton, Kabadi courts and Wrestling arena.

Yoga Center

Yoga centre of college undertakes every day Yoga practice at open stage Yoga centre. It also provides a value added course in Yoga. Classes on meditation, relaxation techniques and stress management are also provided by Yoga centre on demand of various clubs and committees. Cultural Facilities College has a music band of its own, which accommodates and trains talented students. There are a number of clubs to nurture the talents of students, such as music club, literary club, media club,

cultural-quiz and elocution club etc.

The college also contains one gymnasium and one health center.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

40

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

53.42

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is housed in a spacious building with a carpet space of 7093 sq. ft. and a seating capacity for 250 members. The Library has the Stack area in the Mezzanine ?oor and the Reading & Reference area in the ground ?oor. The Library provides print and electronic resources for all academic and related activities of the students and sta?. There is a collection of 28074 books and 47 journals/magazines. Over 161 Educational CDs on di?erent subjects are available for the use of stakeholders. The library is fully automated with LIBSOFT software and OPAC facility. Books available for circulation are listed in the OPAC. Information about status of book is also available through OPAC. Library tra?c is monitored by the automated gate register software. The college also houses departmental libraries for students under the various departments in co-ordination with the main library.

Name of ILMS software - LIBSOFT

Nature of automation and year- fully automated, 2012

Version – 4.1

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.56

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

25

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

There is an IT Cell in the college which takes care of all IT facilities of the college. The college frequently updates its IT facilities including wi-fi. Timely updation of software is the duty of IT cell. There are three internet connections from two different service providers each of speed of 100MBps. Among them, one connection of BSNL is dedicated for office use only. Every department is provided with LAN as well as Wi-Fi facility. Separate Wi-Fi connections are provided at library and in each seminar hall. Wi-Fi connections in departments are also available in the adjacent classes of each department room.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

5.4

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Periodic maintenance of physical facilities, painting and cleaning of buildings are done. Teachers are given training to ensure maximum utilization of ICT facilities.

IT cell of the college takes care of all IT infrastructure facilities. College buses are maintained by PTA. Computers are protected with anti-virus, UPS, sine wave inverters, etc.

Major decisions regarding purchase of books, software and other resources are taken in the Library Committee meeting. Feedback is collected periodically from the stakeholders. Library tra?c is monitored by e-Gate register. Adequate sta? is employed in library for proper functioning and maintenance. Library is maintained as fully automated by library management software. Laboratories keep stock, purchase and breakage registers, which are verified annually.

Maintenance and repair of laboratory equipment are done by professionals. The international cricket stadium of the college is maintained through a MoU with KCA. The Sports Committee monitors all the sports related activities of the college, including maintenance of grounds, gymnasium, health club etc. Equipment for sports and games are under the custody of the HoD of Physical Education. Adequate budget is allocated every year for proper maintenance

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

397

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

43

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

31

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

31

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

52

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

8

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The most important platform for students to take up responsibility in matters concerning academic and

administrative bodies of the college is through Student Council/Union. It is a mandatory and productive element in our college. The college promotes the formation of a Student Council rooted in the dictum of democracy. The Council is constituted as per the guidelines set by the University of Kerala. Every year as per the norms and timely regulations of the university, elections are conducted in Parliamentary system under the close monitoring of the staff. All the students in the college are free to file their nominations to any posts and do the campaign. Whoever gets the majority of votes are declared as winners and they take public oath and start functioning. All the students in the campus can cast their vote to elect a candidate. Active participation of girls are ensured through reserved post for lady representatives. The students union of the college takes the leadership in organizing the various co- curricular and cultural activities of the college. There are

student representatives in each committee of the college

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/administration/7/committees
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

24

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni association of the college now has about 250 life members and 900 temporary members. In addition to this, the Association has several chapters in different parts of the world. To keep the alumni/ae a constant part of the functioning of the college, a portal has been created in the college website. Financial contributions of Alumni: Alumni/ae Association has raised funds to set up a garden in front of the college building and every year sponsors five scholarships for deserving students worth five thousand rupees each. In the college's endeavor to convert all the class rooms ICT enabled, the Alumni has donated 25 LCD projectors with accessories. Alumni sponsors a large number of scholarships. Besides such specific contributions they also generously donate to help the college carry forward schemes like 'Noon Meals Scheme', 'Student Support Fund' and outreach activities. Non Financial Assistance for Student progression: Alumni share their accomplishments and their success mantra. Throughout these years college alumni association took initiatives to conduct a wide variety of orientation classes, life skill trainings, career development programmes, blood donation campaigns and similar activities for the students and their parents as wells as association members of the college.

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/alumnimembers
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of the of the institution are well reflected in its leadership and in the decision making process. Administration, Teamwork and Collaboration: Participation of students in various decision making bodies and women representation in administrative posts like Vice-Principals, HoDs and Heads of various administrative committees unite the college as one unit with a single vision and mission. Collaboration and networking with our well placed alumni and other famed Jesuit institutions in India and abroad provides an additional impetus for the development of the college. E-governance is introduced in all possible realms to ensure governance transparent and effective. Fair financial practices further embody the dynamics of the vision inspired leadership in this institution. The stakeholders, particularly the teachers, are part and parcel of all the important decision making bodies in the college. A professional harmony and team work among the staff make the functioning of various committees and clubs, including NSS and NCC, smooth and productive. The Xavier Outreach Services (XOS), a registered body, is able to co- ordinate all the extension activities of the college effectively as its Governing Body consists of a good number of teachers.

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/administration/7/committees
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Preparation of the Annual plan for the college begins by the end of the previous year itself through a participative process of the stakeholders. The faculty come together for an evaluation and planning session. Based on these, a detailed plan is prepared specifically stating their academic, material and ?nancial needs considering the areas for improvement. This is submitted to the planning Board of the college for a feasibility study. The Planning Board analyzes the plan in line with the stated vision and mission of the college and shortlist the final plan. Then the Board, considering the available sources of income, categorizes the needs, placing them under different heads. This list is placed for discussion and scrutiny in the College Council meeting. The document being an outcome of an effective participative process, the Managing Committee approves it after proper deliberations. Having obtained the requests from HoDs countersigned by the Principal, an advance amount is released by the Bursar. Departments are encouraged to find resources from sponsors, parents and alumni to meet any expense that is beyond the scope of the approved budget, thereby promoting local fund mobilization.

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/administration/7/committees
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A transparent and concrete time-bound plan of action is chalked out for the year ahead and it has almost always been successfully implemented. This is made possible with the help

of perspective/strategic plans that chalk out the necessary actions to be taken to grow and develop. The ?rst step taken by the administration for any plan of action is brainstorming sessions for ideas. All stakeholders, including the PTA of the institution, are involved in the process. Their inputs and suggestions are taken up while developing the strategic plan. At the time of the preparation of the annual plan, the suggestion are taken up and included in the list of activities proposed to be carried out in the coming academic year on a priority basis. The PTA executive committee or the management agrees to meet the expenditure. Accordingly, the Bursar and PTA office bearers are given the responsibility to execute the project. They, in-turn, invite quotations from competent and experienced firms in the field and prepare a budget for the project.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://ww.stxaviersthumba.ac.in/content/images/common/masterplan.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Manager is the over all in charge of the college campus who acts on behalf of the Governing Body of the Kerala Jesuit Society, the owner and proprietor of the institution. As the academic head of the institution, Principal presides over the academic and administrative committees. The Principal manages the functions of the institution as per the rules and regulations issued by the University. The College Council of the institution, consisting of HoDs of various departments, two elected representatives of faculty members, Librarian, President of the PTA, o?ce Superintendent and Chairperson of the Students Council, discusses and decides all matters concerning the academic and discipline related matters. The college strictly follows the service rules prescribed by the UGC, State Government and the University. The teaching and non-teaching faculty have the benefits of GPF/GIS/SLI/Gratuity and Casual/Earned/Medical/Maternity /Paternity/ Compensatory Leaves. Following the State Service rules, University Statutes

and the regulations of the UGC the Management conducts the recruitment of staff. The Management ensures justice and fair treatment to all stakeholders. In this regard systems such as Staff Grievance Redressal Committee and Students Grievance Redressal Committee function effectively to which are addressed the concerns of the staff and students.

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/administration/7/committees
Link to Organogram of the institution webpage	https://ww.stxaviersthumba.ac.in/content/images/common/organogram.pdf
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

IQAC organizes orientation and training programmes for teachers on teaching methodologies and for non-teaching staff on file management, advanced computer skills and administrative software. Teachers are motivated to take up research ventures through participation and presentations in seminars, contributions to Journals, book publications and projects. Each department is furnished with independent staff rooms with wi-fi

and other IT facilities. The institution provides monetary assistance to meet emergency medical or other expenditure of staff and family members. There are separate clubs for the teaching and non-teaching staff. They organize annual picnic, farewell parties for the retiring staff, cultural celebrations like Onam and Christmas, annual get together of families of the staff etc to facilitate cordiality among the staff. Rest and Wash rooms, cafeteria, parking facility etc are also available. The staff members are permitted to travel in the college buses. Patron's Day is celebrated with much gaiety every year as an annual coming together of the present and past teaching and non- teaching faculties. A home coming experience is provided to the retired faculty in a respectable and highly dignified manner. The retiring faculty is highly acknowledged for their commendable services at the end of their retiring year in a formal meeting.

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/student-support/119/other-facilities
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

18

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance of the staff is assessed based on their professional effectiveness in delivering the task they are employed for. There functions chiefly a five-tier system for a comprehensive performance appraisal for the staff. (i) Academic Administrative Audit (AAA): Under the initiative of the IQAC, the performance of all the departments. and the administrative sections is audited every year by experts. (ii) Self Appraisal/Internal Audit: At the end of every academic year each staff member submits self assessment form in the required PBAS format. (iii) Peer Review of the Performance of the Teachers: The self assessment form and internal audit of IQAC are handed over to external experts to assess and evaluate. (iv) Feedback from immediate Stakeholders: Students assess the teachers by filling up a proforma given by the IQAC at the end of the academic year. (v) Feedback from PTA: Representatives of parents in the General Body of the PTA and the Class PTA give feedback of the performance of the staff in the periodic meetings. (vi) Appraisal by the Employer: The evaluation of the IQAC based on the Self Appraisal, Feedback from stakeholders and the Annual Quality Assurance Report (AQAR) are submitted to the Management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has a regular system of internal and external financial auditing of its accounts. a) Internal Audit System (i) The College Development Fund of the Management is managed by the Bursar, the Chief Financial Officer of the college, who disburses the money after following fixed procedures. (ii) The PTA too follows a similar system for internal audit. (iii) The Principal allots the funds under the various Government schemes and are disbursed and monitored with the help of the Office Head Accountant. A committee, appointed by the Principal, conducts regular internal audits. External Audit (i) Every year

a competent Chartered Accountant firm visits the college and physically verifies the account details and prepares a financial audit report. (ii) Similarly the PTA accounts too are audited by the same firm. The audit report of the PTA, is submitted to the office of the Registrar of Societies of the Government of Kerala. (iii) The audit wings of the Deputy Directorate of Collegiate Education and the Auditor General's office, Trivandrum visit the college periodically and inspects all the files relating to the rules and regulations, financial matters of all the schemes that the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college has an established policy and strategy for planning and allocation of financial resources. Government Aids: The salary and other monetary benefits of staff are given by the Government. hey also sanction funds for specific programmes like Walk with Scholar, Student Support Programme, ASAP and other such skill development programmes. A good many of the students receive grants such as SC/ST grant, Fisheries grant, Minority scholarships, etc. Contributions from Alumni and PTA:

The Alumni Association and PTA have been instrumental in supporting the IQAC to expedite the fulfillment of infrastructural needs by availing their development funds. The entire classrooms in the institution are made ICT enabled through the Alumni contributions. Management Funds: Every year the Management contributes a significant amount of money raised from various sources to the development of the college. The college management is ever committed to developmental activities and promotes every new initiative meant for the academic and all round growth of the student community. Local Resource Mobilization: The PTA and Alumni help the college to procure funds allotted to MLA, MP and other Local Body authorities and representatives for the development of their constituency.

File Description	Documents
Paste link for additional information	https://ww.stxaviersthumba.ac.in/content/images/common/masterplan.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) has been constituted in the college as per the norms prescribed by the NAAC with the principal as the chairman and a senior faculty as the convener, to monitor the quality of services being provided by the institution to its stakeholders. IQAC functions as the overarching framework for qualitative improvement of the curricular and non curricular practices of the college. Two best practices initiated by the IQAC of the college for institutionalizing the quality assurance strategies are: 1. Creation of Learner Centric Approach: The IQAC took initiatives and charted out a strategic plan to implement a learner centric approach in our pedagogical paradigms. The conventional approach to teaching and learning is revamped bringing the student to the center of learning process.

1. Learner Centric Teaching

2. Integrated Course Plan

3. Faculty Conclave and

4. Feedback and Monitoring

1. Faculty Development:

Quality and competence of a candidate is very well ensured before they are recruited. Once they are on board, IQAC has detailed plan for their academic and skill development.

1. Orientations and FDPs

2. Scholars in the House:

3. Sharing the Competence

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the college always seeks for its development; qualitative assessment, reviewing and feedback so that the goals and objective of the college can be achieved. The IQAC has it periodic review meetings where every aspect of curricular and co curricular is scrutinized to make the teaching learning process impressive and dynamic. IQAC initiatives for quality assurance and review of the teaching learning process have put the following Strategies and process in place:

• By updating and maintaining ICT enabled teaching and learning facilities we envisage an effective learning culture

• Implemented E- documentation submission

• IQAC makes sure timely preparation and submission of AQAR, and Annual Report of the College as part of our transparency and accountability.

- **Participatory management is ensured by introducing decentralized administrative practices like team work, delegation etc.**

- **Periodic reviewing and auditing is conducted to make various functionaries of the college deliver the best output.**

- **Physical and academic infrastructure is constantly updated to suit the academic demands of the curriculum.**

- **Stakeholders are taken into confidence at every stage of our progress and a feedback mechanism is in place to understand and address their concerns to make our service effective.**

File Description	Documents
Paste link for additional information	https://www.stxaviersthumba.ac.in/content /images/common/capability_enhance.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.stxaviersthumba.ac.in/content/images/common/annual_report_2022_23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Annual Gender sensitization action plan Women Study Center of the college always takes or gender sensitization programmes in the college. During the academic year 2022-23, department of BEAMS conducted three gender sensitization activities as orientation talk series. Talk series 1 was delivered on the topic 'Higher way of learning and Goals'. 60 students participated in t he talk. The second talk was on 'Emerging Adult Relationships'. 100 students participated. The third talk of the series was organized on 'Fundamental rights in twenty first centaury'. 150 students and teachers participated in the programme. Apart fro these Women Study Centre also organized one programmes on woman health and hygiene and a training on promotion of menstrual cups.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.stxaviersthumba.ac.in/student-support/119/other-facilities

7.1.2 - The Institution has facilities for

A. 4 or All of the above

alternate sources of energy and energy conservation measures   Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

All waste management activities are based on the principle of '3R's – Reduce, Reuse and Recycle. The campus is kept plastic free and students are encouraged to bring their lunch in steel ti?n boxes. For instance, the chemistry laboratory promotes green chemistry initiatives by implementing semi micro methods of analysis which significantly reduces the usage of chemicals during practical sessions. Double burette titrations are practices which are also a means of reducing chemical wastage. The college also ensures that banners made of cloth are used instead of plastic or ?ex. All departments and classrooms are provided with dustbins for disposing dry waste. There is a collection centre in the campus exclusively for segregating waste from the dustbins. The waste is categorized and biodegradable items like paper, leaves and food waste are used for vermin compositing to be used in the coconut plantation of the campus. Glass and plastics are collected separately and handed over to the agencies linked with the corporation authorities. Waste water in the campus is treated through sedimentation. Water from the laboratories with chemical content in it is collected in a concrete tank underground without letting it ?ow out into the earth and contaminate it. E-Waste Management: The e-waste arising from various departments including computer monitors, printers and other peripherals are collected and segregated and is then handed over to the Corporation authorities.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college gives great importance for providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Onam, Christmas and Ramdan, three key cultural and religious festivals of our land are celebrated to facilitate interreligious friendship and cordiality. Gandhi Jayanthi is observed on the 2nd of October. The college keeps apart that day to keep the campus clean from all hazardous things. The feast of the patron of the college St. Xavier is celebrated with much gaiety on the 3rd of December

every year with a variety of programmes. International Women's Day is celebrated on 8th March to highlight the achievements of women. The day also marks a call to action for accelerating gender parity. To inculcate values of national integration and unity the college celebrates Independence Day, Republic Day and Human Rights Day, International Yoga Day etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college has a Human rights club which organizes awareness programmes on constitutional obligations, values, rights, duties and responsibilities. Special programmes are organized by student's union to familiarize the constitution of India. The college union was names as Article 14, in respect to the article 14 of the constitution of India. The college is planning to start a study centre in collaboration with Sree Narayana Open university for the study and research on Indian constitution.

76th Anniversary of National Independence day was celebrated at the college on 15th August. Chief guest Dr. Shashi Tharoor MP hoisted the flag and delivered independence day message. Dr.

(Fr.) Jose Mathew S.J, Dr. (Fr.) V Y Dasappan S.J , Smt. Reshmi Poulose addressed the gathering.100 NCC cadets of both army and navy wing conducted march past.

National Republic Day was celebrated on 26th January 2022 in the leadership of Sri. Rajesh M, NCC officer and Vice-Principal. NCC cadets of both Army and Navy wing conducted march past. Sweets were distributed to all teachers, cadets and parents gathered.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.stxaviersthumba.ac.in/event/222/independence-day-celebration-2023
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days,

events and festivals

The college gives great importance to commemoration and celebration of days of national and international importance. Every year June 5 is celebrated as the World Environment Day in the college by planting tree saplings and taking a pledge to protect and conserve nature. The Nature Club of the college takes leadership in organizing the events of the day. Onam, Christmas and Ramdan, three key cultural and religious festivals of our land are celebrated to facilitate interreligious friendship and cordiality. Talks by invited guest speakers on the importance and relevance of the day coupled with various cultural and sports events and competitions are the attractions of the day. Gandhi Jayanthi is observed on the 2nd of every October. Teachers' Day is celebrated to mark the birth anniversary of Dr Sarvepalli Radhakrishnan. To mark the assassination of Gandhiji on Martyrs day, 30 January, a two-minute silence in memory of Indian martyrs is observed in the college at 11 AM. To apprise students, faculty and staff of ways and means of sustaining ecological balance Environment Day, Earth Day, World Water Day , National Science Day, Ozone Day are celebrated every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice I) 'Wings to Fly': Support financially weak students who are good in studies through various schemes and programmes.

Objectives of the Practice

1. No student discontinues studies due to financial constrains.

1. No student goes hungry during meals time in this campus.

2. No student's study is hindered due to lack of text books.

3. No student's talent shall go unrecognized.

Best Practice II)

'Academic & Administrative Transparency Policy': Ensuring transparency in all academic and administrative activities of the college.

Objectives of the Practice

1. To ensure transparency in all academic and administrative activities of the college.

2. To ensure justice and timely service to all stakeholders of the college.

3. To make the governing process easy.

4. To ensure timely completion of syllabus.

5. To make internal assessment process complaint free.

6. To increase the attendance percentage of students.

7. To improve pass percentage of all progammes.

File Description	Documents
Best practices in the Institutional website	https://www.stxaviersthumba.ac.in/content/images/common/Best_practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

St. Xavier's College is cultivating vegetable in 5 acres of land inside the campus. Students are given paid internships in the vegetable farm. The vegetables are sold online among the stakeholders of the college and to the local community. The primary aim of education being the 'bread and butter' aim,

students should be made aware of the dignity of labor and are to be provided with opportunities to earn while they learn. On the other hand, agriculture- the first occupation of of our nomad ancestors and now the backbone of Indian economy is promoted among the youth. St. Xavier's college Thumba, situated in the cost of Arabian sea has its vast 85 acres of campus filled with slippery sand non- fertile for green to lush. It was the the perseverance of the past generation that created a green canopy over the campus as it is seen today. Still there was land uncultivated, which now is vegetated by green vegetables. Another context of the practice is to provide paid internship to the students in the vegetable farm thereby making them aware of the dignity of labor and let them meet the expense of their education all by themselves.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

1. Conduct training programmes for staff members on 4th cycle of NAAC accreditation ans start preparations of accreditation procedure.

2. Get registration in 'Education ad Research Network Govt of India'

3. Fill permanent administrative staff vacancies

4. Conduct training programmes for the staff on research methodology and intellectual property rights.