ST. JOSEPH'S COLLEGE (AUTONOMOUS)

College with Potential for Excellence
NAAC Accredited (3rd Cycle with 'A' Grade)

Internal Quality Assurance Cell (IQAC)
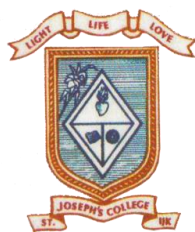*Annual Quality Assurance Report*

AQAR
2016 ~ 2017

Submitted to

National Assessment and Accreditation Council
Bangalore

ST. JOSEPH'S COLLEGE (AUTONOMOUS), IRINJALAKUDA
THRISSUR – 680121, KERALA, INDIA
College with Potential for Excellence
NAAC Accredited at A Grade in the 3rd Cycle

Internal Quality Assurance Cell (IQAC)
Annual Quality Assurance Report
For the Period 2016 to 2017

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
(An Autonomous Institution of the University Grants Commission)
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

The Annual Quality Assurance Report (AQAR) 2016-17, of the IQAC

Part – A

AQAR for the year

2016- 17

1. Details of the Institution

1.1 Name of the Institution

St. Joseph's College (Autonomous)

1.2 Address Line 1

Irinjalakuda

Address Line 2

Thrissur District

City/Town

Irinjalakuda

State

Kerala

Pin Code

680121

Institution e-mail address

info@stjosephs.edu.in

Contact No.

0480-2825358

Name of the Head of the Institution:

> Dr. Sr. Lilly P. L
>
> (Dr. Sr. Christy CHF)

Tel. No. with STD Code:

> 0480 2831200

Mobile:

> 9961155779

Name of the IQAC Co-ordinator:

> Dr. Asha Thomas

Mobile:

> 9447815724

IQAC e-mail address:

> iqac4sjc@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

> KLCOGN10080

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

> EC/65/RAR/69 dated 25 October 2013

1.5 Website address:

> www.stjosephs.edu.in

Web-link of the AQAR:

> http://stjosephs.edu.in/uploads/AQAR_2016-17.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	Three star		2000	2007
2	2nd Cycle	B++	83	2007	31/03/2012
3	3rd Cycle	A	3.10	2013	25/10/2018

1.7 Date of Establishment of IQAC : DD/MM/YYYY | 01/06/2004 |

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i.   AQAR 2012-13 submitted to NAAC on 25/09/2013
  ii.   AQAR 2013-14 submitted to NAAC on 05/08/2014
 iii.   AQAR 2014-15 submitted to NAAC on 25/10/2015
 iv.   AQAR 2015-16 submitted to NAAC on 05/10/2016

1.9 Institutional Status

  University   State [✓] Central [ ] Deemed [ ] Private [ ]

  Affiliated College   Yes [✓] No [ ]

  Constituent College   Yes [ ] No [✓]

  Autonomous college of UGC Yes [✓] No [ ]

  Regulatory Agency approved Institution   Yes [ ]   No [✓]

  (eg. AICTE, BCI, MCI, PCI, NCI)

  Type of Institution   Co-education [ ] Men [ ] Women [✓]

                      Urban [✓] Rural [ ] Tribal [ ]

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

                   Grant-in-aid + Self Financing [✓] Totally Self-financing [ ]

1.10 Type of Faculty/Programme

      Arts [✓] Science [✓] Commerce [✓] Law [ ]   PEI (Phys Edu) [ ]

      TEI (Edu) [ ] Engineering [ ] Health Science [ ]   Management [✓]

      Others (Specify) | Value Added Certificate Courses |

1.11 Name of the Affiliating University *(for the Colleges)* | University of Calicut |

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

Autonomy by State/Central Govt. / University | Autonomy granted on 9th March 2016 |

University with Potential for Excellence [ ]   UGC-CPE | CPE granted on 26th April 2016 |

DST Star Scheme [ ]   UGC-CE [ ]

UGC-Special Assistance Programme [ ]   DST-FIST | YES |

UGC-Innovative PG programmes [ ]   Any other (*Specify*) | ASAP (Additional Skill Acquisition Programme) by State Govt. |

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers | 6+1(Principal) |

2.2 No. of Administrative/Technical staff | 2 |

2.3 No. of students | 2 |

2.4 No. of Management representatives | 2 |

2.5 No. of Alumni | 2 |

2.6 No. of any other stakeholder and
    community representatives | 2 |

2.7 No. of Employers/ Industrialists | 2 |
2.8 No. of other External Experts
 | 2 |

2.9 Total No. of members | 21 |

2.10 No. of IQAC meetings held | 40 |

2.11 No. of meetings with various stakeholders   No. | 5 | Faculty | 20 |

Non-Teaching Staff Students | 5 | Alumni | 3 | Others [ ]

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

   If yes, mention the amount ☐

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. | 15 | International | ☐ | National | 1 | State | 1 | Institution Level | 13

   (ii) Themes — Implementation of autonomy – updation of Healthy and Best Practices – Academic and Administrative Audit for Quality Enhancement How to improve Teaching, learning, Evalution- Inputs for the implementation of Programmes for College with Potential for Excellence – Quality Enhancement in PG Science Programmes – Faculty Quality Benchmarking

2.14 Significant Activities and contributions made by IQAC

a)   IQAC's day-to-day functions on the campus include support and provision of a conducive atmosphere for the following:

   1) Preparation & timely revision of Vision & Mission statements of the IQAC
      Vision - Excellence Through Consistent Quality Sustenance And Enhancement
      Mission - Formulate and implement a programmed action to improve academic and administrative quality performance; Internalize and institutionalize innovative and best practices;Facilitate timely ICT upgradation for a learner centric environment;Co-ordinate Teaching, Research, Extension & Consultancy activities;Spearhead the feedback mechanism on the institutional processes; Assimilate and document the various programmes and activities organized in the institution.

   2) Publishing a quarterly IQAC newsletter, 'Quality Quest' for dissemination   of information on quality sustenance and enhancement, among the stakeholders of the college and academic peers, and preparation of the annual Newsletter, 'Campus Tidings'

   3) Preparation and submission of Annual Quality Assurance Report (AQAR) to the NAAC, and SSR at the end of the stipulated Period

   4) Preparing and forwarding proposals for schemes such as Vocational Courses, Community College Courses, College with Potential for Excellence, Star College, Solar City etc.

   5) Giving directions to GRACE (Guidance for Research and Assistance for Consultancy and Extension) of the college

   6) Conducting periodic meetings of the Department Heads and discussing ways and means for quality sustenance and enhancement in each department

   7) Analysis of feedback on all aspects of teaching and learning at the end of every semester

8) Participation in the academic audit of the functioning of all Departments every year as well as in the administrative & Green audits

9) Preparing and forwarding proposals for selected candidates for the awards of University, State, AIACHE etc.

10) Preparation of the year-plan targeted at the timely conduct and quality improvement of various functions of the college; preparation of the academic calendar of the college based on the year-plan thus prepared

11) Ensuring that activities entrusted to the various committees and clubs are carried out according to the Year Plan

12) Organizing of ICT upgradation sessions in order to bring about enhancement in technology oriented teaching and learning practices

13) Arranging faculty-student Council interaction on academic and non-academic issues to gauge student- reaction to the day-to-day working of the college

14) Tutorial and mentoring planning including Student Home Visits by the faculty

15) Career Path Inquiry in collaboration with Career Counseling Cell

16) Participatory and supporting role in every event of the campus life including the seminars conducted by various departments, assisting functions like preparation of brochures, identifying resource persons etc.

17) Designing of cross-cultural experience to enrich campus life

18) Ensuring support structures and systems for faculty and administrative staff

19) Being vigilant to the timely instructions and directives of NAAC, UGC, State Higher Education Department and the University

20) Conducting annual SWOT analysis, and finding ways and means to overcome the weaknesses by taking up challenges and making full use of opportunities.

21) Encouraging the departments and all the faculty to apply for relevant minor, major projects, National, International seminars and helping them to approach various funding agencies

b) Significant and specific activities undertaken and contributions made by the IQAC include the following :-

1. Preparing the proforma and assisting in the tabulation of credit points for the Best Teacher / Researcher awards

2. Facilitating for the conduct of Administrative, Academic and Green Audit

3. Providing necessary directions to the Autonomy Committee for the implementation of the same

4. Providing sufficient directions to various associations such as Women Club, Value Club, Fine Arts & Culture Club, Biodiversity and Nature Clubs, Academic Excellence Club, HRD etc.

5. Coordinating the allotment of students / classes to be included in various clubs and monitoring their performance with the assistance of club – co-ordinators for the award of credits

6. Co-ordinating the ASAP activities for summer skill camp
7. Providing necessary directions to WWS & SSP activities organized by the Academic Excellence Committee

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
New Programmes / Courses	M. Sc. Physics
New Faculty / Staff recruitment	Faculty – 1
Organising PTWA meetings, Meet – the Parents & Faculty @ Students' Homes	PTWA meeting – 5 Faculty @ Students Homes - 300
Celebration & Observance of Important Days of National & International Significance	World Environment Day, Teachers Day, International Youth Day, World Elder's Day, Hiroshima & Nagasaki Day, World Population Day, AIDS Day, Earth Day, Mother's Day, Father's Day, Human Rights Day, Independence Day, Republic Day, Onam, Christmas, Ramzan, St. Joseph's Feast, Mother Mariam Thresia Day, World Mental Health Day, Wetland Day, International Women's Day
Clean Campus, Green Campus Drive & Conduct of Green Audit	Campus divided into zones and each zone allotted to each department, the co-ordination was undertaken by the Nature Club. Green audit initiatives undertaken by the Nature Club and the Dept. of Botany, Biodiversity club & Zoology Dept. undertook the biodiversity activities.
More Research–Oriented Activities (Seminars, Projects, Journals etc)	Seminars – 11, Projects – 14, Journals - 27
Courses / Classes for the Faculty	7
Strengthening Campus Placement	1 student was selected in SIB and 1 student was selected in TCSL

Other more specific plan of action include the following:-
- Collection and co-ordination of documents in May, August, November 2016, and February 2017
- Conducted academic audit of Departments and administrative audit- March 17
- Prepared Vision & Mission Statements for IQAC – 28th June
- Drafted Scholars' Pledge for Fresher's Orientation Day - June

- IQAC 2016-18 Master Plan drafted and displayed in the IQAC site – 28th June
- Conducted 'Inspire to Innovative Story-Telling Movement' – Competition – 1st July
- Resubmitted the Solar City Proposal – 27th July
- Proposal for Star College sent – 11th August
- Terms of Reference of 6th Pay Revision – Questionnaire – Data filled up and sent to MHRD/UGC – 23rd September
- Data filled and uploaded for National Institutional Ranking Framework by MHRD – September. Nodal Officer IQAC Co-ordinator
- 42nd Position in all India NIRF Ranking 2017.
- CPE – I Year Action Plan Prepared
- Vigyan Sagar Vision – Mission – Logo – competition – Drafted and applied – 27th September (Dr. Asha Thomas, the IQAC co-ordinator won the I Prize for the Vision and Mission category)
- Autonomy Action Plan Charted - 28th October
- Checking of Progress Reports of Students as part of the Academic Audit – 4th October
- Venus International Research Awards applied for Dr. Aneesh E M and Dr. Sr. Floweret – 20th October (Both of them won the awards in separate categories)
- Applied for PFSD Award for the Best Student Social Activist for Ms. Anjaly K
- Feedback from Freshers sought in revised format and report submitted to the Principal - 24th October
- Green Audit conducted by the Department of Botany in association with IQAC – 26th October
- Parents Feedback sought in revised format – 15th November
- Report of the plan of action and follow up in connection with Unnath Bharat Abhiyan – 21st November
- Prepared the Alumnae Progression Survey format on 22nd November
- Green Audit held in November 2016 by Dr. C. M. Joy, Retired Associate Professor , Sacred Heart College, Thevara & Retired Registrar, KFRI
- Forwarded the application for Fr. Jose Chunkan Kalalayaratna Award 2016 for Anjaly K – 29th November
- Forwarded the Proposal for Berchman's Award – 2016 for Dr. Sr. Rose Anto – 14th December
- Star College Interface with the UGC in Delhi – Dr. Aneesh E M represented the College - 10th January 2017
- Conducted the NAAC sponsored IQAC seminar on 'Academic & Administrative Audit for Quality Enhancement' – 19th January 2017
- Academic & Administrative Audit Guidelines prepared – 27th & 28th February 2017
- Academic Audit by the IQAC – 20th & 21st March , 2017
- Administrative Audit by IQAC – 22nd March, 2017
- Quality Quest released in June, August, November (2016), February (2017)

- Forwarded the proposal for Sivaprasad Award for Dr. N. R. Mangalambal, Head, Dept. of Mathematics – March 26th, 2017
- Campus Tidings released in March 2017

Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☑   Syndicate ☐   Any other body ☑

Provide the details of the action taken

The AQAR prepared as per the guidelines of the UGC was placed in the statutory body for reading and evaluation. The suggestions were taken into consideration and those that seemed necessary were incorporated. The pre-final copy was placed for the perusal of the faculty and staff. Their corrections and suggestions were also given consideration before the final copy approved by the Management was despatched to the UGC. Some of the recommendations and suggestions included augmenting placement drives, strengthening technology based teaching–learning, conducting seminars on academic & administrative audit and research methodology

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	4			
PG	13	1	8	
UG	17		7	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	21			
Others				
Total	55	1	15	

Interdisciplinary				
Innovative	1 (Higher Focus course)			

1.2 (i) After the award of autonomy in March 2016, the freedom to create its own curriculam and syllabus in order to tackle the menace of rote learning, resting within the confines of the university regulations at the implementary years, is taken seriously by the institution. E-content development, addition of micromodules, inter –departmental tie-ups for quality enhancement, further promotion of the existing culture of research, strengthening of the self-financing stream and augmentation of the aided programmes in line with the stated aims and objectives upon the implementation of autonomy, are already initiated. Curriculum restructuring is reviewed by the Departments, Boards of Studies and the Academic Council. The syllabus – content is discussed and prepared by the department in view of the feedback from the various stakeholders. This is presented before the Boards of Studies which review it and also decide on the evaluation method and the panel of examiners. The decisions of the Board are approved by the Academic Council.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	30
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni ✓ Parents ✓ Employers ✓ Students ✓
   (On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

E-content development and addition of micro modules and inter – departmental tie-ups were initiated by departments in the first year of the implementation of autonomy. This is complying with the university regulation that no major changes to the curriculum and syllabi should be made in the initial year. The Boards of Studies and the Academic Council have met and discussed changes to be implemented from the next year onwards.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
58	43	15	-	-

2.2 No. of permanent faculty with Ph.D. | 23 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	15			-	-	-	-	1	15

2.4 No. of Guest and Visiting faculty and Temporary faculty | 88 | | 1 | | - |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	28	82	41
Presented papers	9	28	
Resource Persons		4	25

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

The innovative features of the Curriculum Teaching and Learning the college is following are given below:

- Introduction of micro modules to the syllabus, and preparation of e-content for teacher - learning assistance
- Post Entrance Text (PET) to evaluate the new students and find out the high & low performers
- Maximum application of the ICT in the teaching-learning process
- Flip Classes where students engage classes on prepared topics
- Training in Courseware CD preparation and LCD projection for all UG and PG students.

- *Annual Visits by students to reputed research institutions and industrial establishments* related to their area of study as an integral part of the scheme of study in addition to the mandatory internship in factories or industrial units wherever applicable.
- *Student Projects* to develop investigation faculties and writing skills
- WWS (Walk With a Scholar) and SSP (Scholar Support Programme) introduced to support High and Low Performers
- Interactive Sessions with Experts and Resource Persons
- Each-One-Teach-One Programme where top students support the weak ones
- Academic Excellence Committee to monitor teaching and student performance
- *Exclusive programs* like Rural Camps, Mini Research, Community Oriented Programs, Article Reviews and discussions that fine-tune the students to the mind set the courses intend to develop in them
- ASAP for skill acquisition
- *Weekly tasks* and Regular Test Papers for all undergraduate students
- *The Tutorial System,* one of the best practices followed in this institution since 1990
- *An additional period every day of exposure to programmes that enrich curriculum teaching and learning*

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

| 207 |

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

| 2 |

2.9   No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

| 45 | |

2.10 Average percentage of attendance of students

| 92% |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division								
		A+	A	B+	B	C+	C	D	FAIL	Pass %
B.Sc. Mathematics	49	-	6	-	16	-	11	-	14	71
B.Sc. Physics	40	Nil	18		13		7		2	95
B.Sc. Chemistry	43	1	17	-	16	4			5	88.3
B.Sc. Botany	35	-	10		12	3			10	72
B.Sc. Zoology	33	1	10	-	11	-	9	-	2	93
B.Sc. Biotechnology	32	-	9	-	14	-	5	-	4	87.5
B.Sc. Psychology	27		2		16		8	1		100
B.A English Lang & Lit	37		7		15		15		3	89.51
B.A Economics	58	-	2	-	16		22	4	11	75.86
B. A History	52	---	----	5	26	7			14	73.07
B.Com. Finance	40	-	2	-	18	-	14	3	3	92.5
B. Com with CA	49	-	3	0	22	-	19	2	3	93.87
BCA	28		3		9		9		7	75
BBA	44	-	1	9	14		6	2	12	72.7
BSW	13	-	-	-	3	8	-	-	2	85

P.G Results not yet announced

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
   A culture of continuous review and improvement underpins our approach at departmental,
   faculty and institutional level.

- Orientation Classes and Refresher classes are arranged for the faculty every year to plan the teaching / learning process
- The Departmental Diary given to every department in print format provides for recording the actual hour-by-hour work done by each faculty.
- The Institution analyses the feedback on teaching and learning obtained from different sections of stakeholders.
- Internal Academic Audit, monitored by the IQAC by means of stakeholder feedback, is an in-depth term-wise review led by departmental peers.
- IQAC team always monitors teaching-learning, observes and checks whether the faculty is making use of ICT teaching devices and whether enough e-content is developed and used in the classroom context.
- The college has introduced department-level appreciative peer review of learning and teaching.
- A highly confidential evaluation of the teacher is collected from the students by the Principal
- The assessment made by the Principal based on the student responses is invariably passed on to the teacher for improvement every year.

- Self – Appraisal report is collected from the faculty based on the criteria and morms formulated by the IQAC (Teacher Mirror).
- The 'Teacher of the Year Award' and the 'Researcher of the Year Award' are given by the CHF Pavanatma Educational Society after evaluating the performance of faculty.
- Post Entrance Test (PET), a mechanism to assess the skill and knowledge of the students at the entrance/admission stage after an immersion module (bridge course) is conducted every year.
- SC/ST, OBC, minority and economically backward students are given remedial coaching after class hours.
- Specific programmes are arranged for advanced/slow learners by the Academic Excellence Committee.
- Effective tutorial/mentoring of students is undertaken by the faculty.
- Faculty visit the houses of students under their mentorship, help them and provide facilities for improvement.
- Financially weak students are given help from the PTWA Fund or granted freeships and scholarships.
- WWS, Walk With Scholar, a Kerala Govt initiative is introduced to high performance students. SSP, Scholar Support Programme, an initiative to support the Low Performers is introduced.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	Nil
HRD programmes	2
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	-
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	6
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	22	5	4	5
Technical Staff	1	-		

Criterion – III

1. Research, Consultancy and Extension

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

- 11 research oriented workshops/seminars (1 International, 7 National & 3 Regional) were organised for the faculty, PG and research students of various departments.
- The Research Centre of Mathematics has two research guides and 8 research scholars.
- The Centre for Commerce has three research guides and 16 research scholars.
- The Department of Chemistry has two guides and 1 research scholar
- The Department of Zoology (CDRL) has one research guide and 8 research scholars
- The Centre for research in English has one research guide and one research scholar
- Four faculty have research guideship in other Universities.
- Consultancy Assistance is given to the faculty by GRACE, the fully functional R&D centre of the college, for applying for Major and Minor Projects.
- Nine funded minor projects were undertaken by the faculty during the period. (2 is ongoing & 7 is completed)
- Five major projects funded by the UGC/KSCSTE/DST were undertaken by the faculty during the period (1 is completed & 4 is ongoing)
- A total of 9 (International) & 28 (National) paper presentations were made in International/ National Workshops/ Seminars/ Conferences
- A total of 20 paper publications in International journals, 15 proceedings of national/ international seminars were made by faculty during this period.
- A total of 7 paper publications in International Journals by students
- A total of 2 book publications and 7 chapters in edited books.
- Two faculty have life membership in international organizations
- Four faculty are reviewers of International databases, American Mathematical Society, Zentrablatt Math, Germany, African Journal of Biotechnology and Biomediationa, UNV, WoS & Scopus.
- The annual interdisciplinary research journal VISTAS is a compendium of research articles by the faculty of our institution as well as other Higher Education Institutions in multidisciplinary academic field. It is a Print and Online journal of International status with ISSN No. 2319-5770

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	4		
Outlay in Rs. Lakhs	12.2	71.96		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	7	2		
Outlay in Rs. Lakhs	8.12	2.60		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	27		
Non-Peer Review Journals			
e-Journals	28		
Conference proceedings	5	10	

3.5 Details on Impact factor of publications:

Range   0.48 - 6.58   Average   2.828   h-index   345   Nos. in SCOPUS   4

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned in 2016-17	Received in 2016-17 (from previous grant)
Major projects	3 years	DST, KSCSTE, UGC	Nil	582866
Minor Projects	2 years	UGC	Nil	15656
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*		KSCSTE	Nil	17000
Any other(Specify)		PDF	Nil	960000
Total				15.75 lakhs

3.7 No. of books published   i) With ISBN No.   3   Chapters in Edited Books   7

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy | Awarded 9th March 2016 |

    CPE | Awarded in April 2016 |

DBT Star Scheme [ ] INSPIRE [ ] CE [ ] Any Other (specify) [ ]

3.10 Revenue generated through consultancy | Rs. 37300/- |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	6			8
Sponsoring agencies	1	4			

3.12 No. of faculty served as experts, chairpersons or resource persons | 29 |

3.13 No. of collaborations International [ ] National [ ] Any other | 14 |

3.14 No. of linkages created during this year | 74 |

3.15 Total budget for research for current year in lakhs :

    From Funding agency | 15.75 lakhs |

    From Management of University/College | 3.68 lakhs |

    Total | 19.43 lakhs |

3.16 No. of patents received this year – Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
   Of the institute in the year

Total	Name	International	National	State	University	Dist	College
5	Dr. Aneesh E	✓	✓				✓
	Dr. Viji M O	✓					✓
	Dr. Stalin Rapheal						✓
	Dr. Naijil George	✓					

3.18 No. of faculty from the Institution
   who are Ph. D. Guides   9

   and students registered under them   34

3.19 No. of Ph.D. awarded by faculty from the Institution   4
   - Dr. Stalin Rapheal (Physical Education)
   - Dr. Jency K A (Malayalam)
   - Dr.Ragesh.S.R (Sanskrit)
   - Dr. Sr. Deeni C J (Mathematics)

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)
   JRF   10   SRF   Project Fellows   1   Any other   2

3.21 No. of students Participated in NSS events:

International level   National level   University level   State level   1

3.22 No. of students participated in NCC events:

International level   National level   5   University level   State level   1

3.23 No. of Awards won in NSS:

International level   National level   University level   3   State level

3.24 No. of Awards won in NCC:

International level   National level   University level   State level

3.25 No. of extension activities organized

University forum [ ]   College forum [47]

NCC [5]   NSS [20]   Any other [7]

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

Some of the major extension activities and activities of institutional social responsibility are listed below:

- 'International Day for Poverty Eradication and ' Poverty week 'observance
- Talk on 'Global Warming' in connection with World Environment Day
- 'Peace March' to commemorate Hiroshima and Nagasaki Day
- Poster Exhibition on 'War & Peace' on UN Day
- Talk on Kerala Culture
- Workshop on 'Devadasi System'
- Distribution of study materials for school children
- Diploma Course in Ecological studies
- 'Prakriti Samrakshana Sandesa Rally' in connection with International Environment Day
- 'A Tree for Every Home' Project in association with Kerala Forest & Wild Life Department
- Awareness Talk on Palliative Care
- Amrith Palliative Homecare Program
- Free Tuition for school slow learners
- Proficiency Scholarship distribution to outstanding school students
- "Pathayora Thanal Mara Samrakshana Program" (for the protection of Trees on road sides)
- Seminar on 'Prevent Diseases & Maintain Health'
- 'Love Locks Mission', a hair donation campaign for cancer patients.
- 'Fast A Meal, Feast A Meal' program for the poor
- Summer Coaching Camp for 60 school students selected and given year – long coaching
- Promotion of Organic Farming Campaign
- Awareness Program on 'Cyber Crime' and 'Cyber Ethics'
- Street play on 'Cyber Crimes'
- Exposure visits to various Social Welfare Agencies
- Children's Camp called 'Changathikootam' organized
- Celebrated Elders' Day and conducted an Eye –Camp
- Organized a five – day Tribal camp, 'Snehatheeram', and a three – day camp, Disha – 2016

- Awareness class on 'Alcoholism and Drug Abuse'
- AIDS Day Observance
- Environment Protection Month celebration
- Invited Lecture and Interaction on Cancer
- Ozone Day observance
- Talk on 'Monsoon Fevers in Kerala'
- Talk on 'Tumour Micro Environment'
- 'Bird Friendly Campus' and 'Oru Veedinu Oru Kadu' (One Forest for One Home) inaugurated
- Blood Group Detection Campaign
- E-Popularisation Classes
- Classes on 'Cashless Transactions'
- Seminar on 'Suicide Prevention Among College Students'
- Green Commerce activities
- Promotion of Health Awareness through Lecture Series 'Sastralokam'
- Haritha Keralam Celebration
- International Yoga Day Celebration
- Swatch Bharath Mission activities
- NSS activities (Ithirivettam , Snehasparsam, Home for the Homeless, adoption of Nadavarambu Colony, Plantain for the village, Organic farming, Blood donation camp, Save Energy Campaign, Anti-Plastic Campus)
- Alcoholic Anonymous Program
- Classes in tailoring, book binding, typewriting, chalk making, frame printing etc. for poor and needy women of the locality
- Conduct of a Student Social Survey
- Funds for the Blind Orchestra
- CASP – Community Aided Sponsorship Program
- Entrepreneurial Development Club activities
- We for Women Club activities
- Nature & Biodiversity Clubs
- Faculty as volunteers at 'Prathyasa' a suicide prevention centre, and at 'Justice Forum' – a dispute settling centre
- Darsana – Govt approved counseling centre
- Health Fitness & Yoga Centre activities
- Anti – Ragging & Anti – Substance – Abuse Clubs
- National Cadet Corps activities

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	76890.27m^2	92.9 m^2	Management	76983.17 m^2
Class rooms	90	-	Management	90
Laboratories	21	1	Management	22
Seminar Halls	5	-	-	5
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	23	13	Management	36
Value of the equipment purchased during the year (Rs. in Lakhs)	80.32	27.32	Management	107.64 lakhs
Others	6 Lakhs	4.68 Lakhs	Management	10.68

4.2 Computerization of administration and library

Office and Libray are automated. Information about College and Library are available in the College Website. The administration wing of the college was renovated with separate built-in-cabins for the staff and equipped with computer and internet connectivity. Examination section and Bill-section are fully computerised. A separate Examination block has been set up in the wake of autonomy. All the departments are net-connected, and wi-fi facility is available in most of the campus.The following facilities are available in the campus for smoother administration: College Web-Portal, Electronic file system and automated workflow, Digitalised personal file, Payroll and software package, Student Database, E-mail accounts for students and employees, Smart classrooms and Smart teaching devices etc. Support staffs are provided software such as SPARK, encouraged to attend training programmes organised by KSHEC, DEC & the University.

Library Computerisation

The Central Library, the core Learning and Teaching Resource Centre of the college with **63331 books, 350 journals and 1300 CDs** supports teaching, learning and research across a wide range of all conceivable disciplines.

An increasing amount of resources are now available online, both on and off campus, including images and full-text journal articles. Enough number of computers with internet and reprographic facility help the students download or copy any required information.

The college also provides to all the faculty and students personal ID to gain access to the INFLIBNET N-List site that offers **605 e-books and 10000 e-journals** in full text form. This facility is a boon to the research scholars.

Access to the library is managed electronically by producing the smart card. Library is open for use from 7 a. m. to 7 p.m. Users can easily search and locate reading materials with the help of user friendly software. CCTV cameras installed ensure disciplined and effective use of the library. Part of our four year old Digital Library Initiative - the Digital Repository Service (DRS) - provides a set of professionally managed services to store, preserve, and provide access to digital objects over time.

A relevant online listing of websites of manuscripts, archives, rare books, historical photographs and other primary sources for research is available for the research scholars.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18494	208022	29	89010	18523	297032
Reference Books	44535	9824550	273	2800535	44808	12922117
e-Books			605	35700	605	35100
Journals/ Periodicals	344	1018500	6	15050	350	1033550
e-Journals	9000	20750	4000	575	10000	26500
Digital Database			556	26000	556	26000
CD & Video	1295	182600	5	450	1300	183050
Others (specify)	52	3499	4	109000	56	109000
Globe	2	2445			2	2445

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	202	3 (85 computers)	5 broad band connections, WiFi (195 computers)	1 (19 computers)	2 centres	20 (computers)	40 computers	38
Added	22	15					1	6
Total	224	100		19		20	41	44

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)
- The college provides computing facility to the staff, faculty and the students with its 224 computer systems and an equal number of allied accessories and internet connectivity. Its computer centre is of the Stand-alone kind, but LAN connected.

Wi-fi facility is available in some areas of the campus.

- The management is particular that the technological resources of the college must be upgraded to keep pace with the fast growing techniques in various fields of advanced education. With this end in view the administrative machinery of the college has been automated by this time. The Library of the college is also fully computer enabled. As more educational data are now available on CD's, CD Library has got to be stocked with more and more Disc recordings of educational wares. The college can boast of a wide variety of the state of the art audio visual teaching aids such as Overhead Projectors, Liquid Crystal Display Units, Educational Compact Discs and Cassettes in addition to a good number of Computers and Smart class rooms and Seminar Halls.

4.6 Amount spent on maintenance in lakhs :

i) ICT   4.65

ii) Campus Infrastructure and facilities   3.18

iii) Equipments   .44

iv) Others   .28

Total :   8.55

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The **Prospectus** of the college is prepared for UG and PG separately, updated every year and can be downloaded by the applicants along with the application forms. It contains the vision, mission, details of courses offered, eligibility, and facilities available which help the students to choose the desired course in this institution.

The Handbook is revised every year and distributed to every student, faculty and staff at the beginning of the academic year. It contains all the information required for the students for a smooth and effective college life.

UGC and institutional support is available to the college for organizing coaching classes for competitive exams and skill development (spoken English, computer literacy, coaching for Civil Service and NET etc.). Remedial coaching for slow learners is also provided by the college.

- Value Orientation & Education classes are conducted for all students on a regular basis.
- Special orientation is given to freshers regarding the proper use of librry and other infrastructure & supportive facilities available.

- The college **Academic Excellence Cell** also has free appropriate special coaching and guidance schemes for **slow learners and advanced learners**.
- WWS (Walk With a Scholar) and SSP (Student Support Programme) under the auspices of DCE, govt. of Kerala, launched for providing additional, personalized assistance, the former to academically strong students and the latter to weak students.
- Visits and interactions with experts from relevant institutions, industry and corporate houses are conducted, internships in reputed institutions are offered every year for students of all departments as opportunities for higher experiential learning.
- Publication of the College Annual Magazine is a regular practice, funded by the combined effort of the management, faculty and students.   In addition, every department publishes its own subject-related student manuscripts.
- IQAC also coordinates counselling services such as academic counselling, personal psycho-social counselling and career counselling. An effectively functioning Vocational & Enrichment Programmes, Value added courses, Grievance Redress Cell, Anti-Ragging Committee, Mentoring Tutorial System, Medical Aid, an on-campus Professional Counselling Centre-Darsana, the Innovative Programme – Faculty @ Students' Homes, Student Welfare Scheme, We for Women Club etc. also come under the monitoring and supervision of the IQAC in its responsibility of students' support and progression.
- Another IQAC initiative was mandatory participation of students in various club activities during the sixth hour set apart for the same. Details are provided in the chart given below
-

UG						
Sl. No	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI
1.	Youth for Value & Religion	Youth for Value & Religion	Campus Nature club/ Off Campus Biodiversity club	Campus Nature club/ Off Campus Biodiversity club	House Visits	House Visits
2.	Diploma Enrichment Courses	Diploma Enrichment Courses	We for Women club	We for Women club	Philanthropic Outreach club	Philanthropic Outreach club
3.	Fine Arts & Culture / Sports & Games	Fine Arts & Culture / Sports & Games	HFC	HFC	HRD	HRD
4.	Speak English	Speak English	Academic Excellence / Tutorial	Academic Excellence / Tutorial	Remedial	Remedial
5.	Dept. Association	Dept. Association	Dept. Association	Dept. Association	Dept. Association	Dept. Association

		PG		
Sl. No	Sem I	Sem II	Sem III	Sem IV
1.	Youth for Value & Religion	Youth for Value & Religion	Campus Nature club/ Off Campus Biodiversity club	Campus Natural club/ Off Campus Biodiversity club
2.	Library	Library	We for Women club	We for Women club
3.	Fine Arts & Culture / Sports & Games	Fine Arts & Culture / Sports & Games	HRD	HRD
4.	Speak English	Speak English	Academic Excellence / Tutorial/ House Visits	Academic Excellence / Tutorial/ House Visits
5.	Dept. Association	Dept. Association	Dept. Association	Dept. Association

5.2 Efforts made by the institution for tracking the progression

The institution facilitates student progression to higher level of education/ employment in the following ways:

- Documentation of programme wise course completion – Rate & Pass percentage
- Analysis of the results of UG & PG programmes
- Conduct of career seminars and campus recruitment drives
- Personal counselling, mentoring and tutorial system instilling confidence and achievement drive in each and every student
- Regular conduct of internal and semester exams, preparation of progress reports, open house programmes with parents etc., instilling an achievement drive in students
- Campus atmosphere of study, research, interaction with eminent persons, exposure to various programmes etc., encourage student progression
- Guidance sessions through career orientation classes given to the graduate and undergraduate students
- Guidance in selecting organizations for student internship eventually leading to placement
- Linkages with Government/Non government Organizations leading to employment(ACE- a Franchisee of TALLY Solutions, Bangalore)
- Coaching/ special training provided for writing examinations such as UGC/CSIR/NET/JRF and Entrance level examinations for the posts of clerk/officer in Nationalized /Scheduled Banks, tests conducted by Public Service Commission-Government of Kerala, Coaching for Entry Level Examinations of Civil Service, and CPT for CA provided

- WWS (Walk With a Scholar) and SSP (Student Support Programme) under the auspices of DCE, govt. of Kerala, launched for providing additional, personalized assistance, the former to academically strong students and the latter to weak students.
- Many awards instituted for excellence like **'Student of the Year'** '**Star of Excellence',** motivating the students for high levels of achievements, along with **101** scholarships/endowments instituted earlier
- The post graduates directed to various jobs including teaching posts in various HEIs and Higher Secondary Schools, industries, NGOs etc.
- UGC funds utilized for student support programmes.
- **The central monitoring cell of the college** is always ready to look into the student needs, grievances and requests. The cell took up problems related to examinations with the office of the Controller of Examinations, University of Calicut and the Controller's of Examinations (Autonomous & non- Autonomous) of the College. The cell also gives timely information and guidance regarding various scholarships and freeships such as Single Girl Child Scholarship, Minority Scholarship, Muslim Scholarship, Manorama Merit Scholarship, University Merit Scholarship, Post Merit Scholarship etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2141	294	34	

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
Nil	

Women

No	%
Nil	

	Last Year						This Year						
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	OEC	Physically Challenged	Total
UG	820	299	5	827	3	1954	864	268	11	903	93	2	2141
PG	148	41		101	2	292	162	31	1	90	9	1	294

Demand ratio 25:1   Dropout % 2.05

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

The HRD Centre of the college and the departments conduct the essential research needed in this regard and suggests the training for job skills, competitive exams and campus recruitment.

- The HRD centre provides facility for campus recruitment
- The Communicative English programme ensures the acquisition of English language skills for employment.
- Some of the students contribute articles, work as columnists and are in the editorial boards of news papers and journals
- The yoga course offered provides a floor to be yoga instructers
- Career Training Wing operating under the HRD Centre, arranges year long coaching schemes for all advertised posts particularly for the large scale opening in offices of banks and other establishments. Professional trainers are hired for this purpose every year.
- The Centre has year-long coaching schemes also for Civil Service, NET/JRF, & JAM examinations. The total number of students making use of these schemes exceeds two hundred every year.
- Career information Seminars by experts drawn from various domains form another source by which we inform and enlighten our students on various opportunities open to them
- Group Discussion, Mock Interviews and soft skill development programmes are conducted. Peer Teaching system is ongoing in many departments to boost the confidence level of students
- ASAP facilitates skill acquisition of students.

No. of students beneficiaries | 250 |

5.5 No. of students qualified in these examinations

NET | 9 | SET/SLET | | GATE | | CAT | |

IAS/IPS etc | | State PSC | | UPSC | | Others | 3 |

5.6 Details of student counselling and career guidance

a) Academic Counselling: The Departments educate the students on the academic system and rules that regulate their academic career and the many resources available to them on campus.
Guidance is provided by **HRD and Progression Support Cell** for special entrance coaching for examinations like nation-wide Central Universities' PG Admission Entrance Test, UGC NET JRF etc. The faculty of the Departments provide guidance to each student on a wide range of academic matters including assessments and examinations, choosing their core and complementary options and scholastic difficulties. After the **Post Entrance Test (PET)**, students are categorized as advanced learners, slow learners and average performers. Special counselling and guidance is

provided by the tutors to students of each category. Special cases which need expert care are directed to the counselling centre for psycho-social counselling.

b) Personal and Psycho-social Counselling: Our counselling programme is so designed as to support and assist students who have personal issues. Departments have faculty prepared to counsel students to resolve simple personal problems. If the faculty find the problem deep and complicated, the student is directed to **Darsana, the on campus full-time government sponsored counselling centre** manned by professionals. As a result, there occurs an increase in self-confidence, assertiveness, self-esteem, and stress management in students. The College recognizes that personality development, emotional wellness, and success in academic pursuits are closely intertwined. Hence these services are offered to all the students free of cost.

c) Career Counselling: The HRD Cell provides the students the counselling services such as career goal setting based on assessment of individual aptitudes, guidance on viable career options available and assistance in choosing the best career oriented educational enrichment programme. Various Career Guidance sessions for final year undergraduates and postgraduates, representing multifarious industries, were conducted in the college.

No. of students benefitted | 549 |

The Human Resources Development Cell in the campus conducted a half- day, Students Placement Training Programme, on 19th July, 2016 for prospective students, to equip them for better campus recruitment interviews. The programme focused on General Knowledge, Quantitative Ability, Interview and Group Discussion Techniques engaged by faculty members from IMS, Thrissur.

❖ The results of the Campus Recruitment program from Sutherland Global Services for non-Voice Round was published in the beginning of the academic year 2016 – 2017. Thirty students were shortlisted from our campus as "Consultants" in the firm.

❖ Ms. Sruthy V.S., III DC Physics, 2015- 2016 - got selection into SIB as a Probationary Officer.

❖ Ms. Jincy Johnson Pereira, III DC Physics, 2016 – 2017 got selection into TCSL (Tata Consulting Services Limited) as **Graduate Trainee** in Grade **YG**.

❖ Department of Computer Applications (BCA) organized a Campus Recruitment for prospective students in the IT industry on 8th December, 2016.

❖ 17 students from St. Joseph's College participated in the ALTIUS Camp, at Vimala College, Thrissur, an initiative of World Malayalee Council on 10/12/2016.

❖ HRD cell of the college organizes Hindu Newspaper Subscription to the students, faculty and staff for a subsidized rate.

❖ Various Career Guidance sessions for final year undergraduates and postgraduates, representing multifarious industries, conducted in the college include the following:
  ➢ Tata Consulting Services (TCS) Preplacement Talk for Campus Recruitment
  ➢ Career Orientation Talk by TIME Pvt Ltd, Thrissur on 10th August, 2016
  ➢ Mr Prasidh Prasadh, from DIST, Angamaly on 25th January, 2017
  ➢ Mr Mathew George from Amity Global Business School on 20th January, 2017.

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	120	2	6

5.8 Details of gender sensitization programmes

- This is a women's college and instances of sexual harassment are unknown on this campus. Yet complying with the statutory provisions, a **special cell** has been formed for dealing with problems related to **sexual harassment**. A complaint box provided from the police station has been kept accessible to students and at any time they can report to the Principal/Police.
- The institution has an **anti-ragging committee** formed according to the statutory provisions; but instances of ragging have never been reported so far.
- Various gender sensitization programmes were organized this year under the auspices of the **We for Women Club, NSS, NCC & Darsana**

5.9 Students Activities

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

State/ University level [82]   National level [20]   International level [5]

No. of students participated in cultural events

State/ University level [25]   National level [   ]   International level [   ]

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level [68]   National level [8]   International level [   ]

Cultural: State/ University level [16]   National level [   ]   International level [   ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	110	402634/-
Financial support from government	124	2111707/-
Financial support from other sources	96	48752/-
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [6]   National level [1]   International level [   ]

5.12   No. of social initiatives undertaken by the students   [31]

5.13 Major grievances of students (if any) redressed:

A Student Grievance Redress Cell has been effectively functioning on this campus for the last several years and the grievance-redress data of the last four years are as shown below:

Grievance and Solutions

Sl. No.	Grievances	Redress Solutions
1.	Bus travel Concession Card	Resolved with the help of Janamaithri Police, an agreement to produce ID card only
2.	Extension of library hours during examination season	Library hours were extended from 7 am to 7 pm during the examination season
3.	Harassment on the road	Informed the Police and solved the problem
4.	Eve teasing in the bus	Informed the Police and solved the problem
5.	Deposit of waste near the college premises	Informed the Municipal authorities and remedy sought
6.	Obstructive Parking of vehicles in front of the College	Informed the authorities and got permission to plant a flowering garden in the vacant space near the road

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION
Women empowered and liberated through knowledge, for a brave new world of ideal families

MISSION
Creating an educational environment for the total development of young women, in this globalized e-world, through value based holistic instruction across a wide range of disciplines, and mainstreaming a gender perspective in the national development process

6.2 Does the Institution have a Management Information System

Information is generated by the Management prior to decision making from the stakeholders. Support systems, expert systems, planning & executive systems are also organized once decisions are taken. Evaluation of programme conduct and programme content is done every year, Suggestions are taken into consideation, grievances are redressed and improvements made.

The college management believes that education is the most effective route to the empowerment of women and development of families and the nation as a whole. Programmes and courses offered by the college are chosen accordingly. The college authorities have always encouraged a culture of participative management which includes Management, Principal, Principal's Council, HODs, Faculty, Staff, Student Union, PTWA and Alumnae.

The following measures are undertaken for the effective planning and implementation of policies in this institution:

➢ Governing Council meetings held at the beginning of every semester to assess the faculty requirement, development needs etc.
➢ Daily meetings of the Principal's Council, to ensure that daily operations are carried out according to the set plans
➢ Weekly meetings of the Heads of Departments, to plan pin pointedly the activities of the week ahead
➢ Faculty Meetings at the end of every month to evaluate the month's activities against set targets and to plan for the month ahead
➢ Regular committee meetings for the implementation of strategic plan modules
➢ IQAC Core committee meetings with Principal, Heads of departments and the faculty at regular intervals to ensure and evaluate quality sustenance and enhancement programmes
➢ Dissemination of information to student body, implementation of plans and collection of feedback through class representatives

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

6.3.1   Curriculum Development

The curriculum design and development is implemented incorporating the vision and mission of the institution. The intellectual and moral tasks envisaged by the founders and reflected in the College Coat of Arms and the motto on the crest are also kept in mind in designing and developing the curriculum. The academic autonomy obtained in March 2016 has resulted in flexibility and freedom in the development of curriculum in line with the institution's objectives of enlightenment and illumination of heart and mind to dispel the darkness of ignorance and evil.

Until the award of autonomy, the freedom of the college to shape its curriculum was curtailed by university stipulations. Even then, the curriculum was augmented by several unaided unaffiliated add –on courses aimed at vocationalzing and enriching the conventional degree programs, by various departments.

A Higher Focus Course (HFC), a program administered over the entire period of the bachelor degree, a package of multiple skills ranging from two and four – wheel driving to value and spirituality classes, is also offered as a mandatory program. All of the above are still ongoing.

After the conferment of autonomy, the processes followed in the design and development of the curriculum are as follows:

➢ Feedback was collected from the alumnae in the higher echelons of the society, from the industry-representatives, from resource person educationists, from students, PTWA and faculty, regarding the existing curricula and the possible up-gradation required.
➢ The curricula of the established autonomous colleges are studied.
➢ Guidelines of the UGC are followed in curriculum development.
➢ Departments are asked to submit their suggestions for curricular redesign & development. This is subjected to the review of Boards of Studies. The curricula recommended by the Board of Studies is placed in the Academic Council.
➢ The Academic Council- approved curriculum is submitted to the affiliating university for ratification. The ratified curricula is then implemented.
➢ The institution fosters a collaborative network with all beneficiaries, such as experts from industry, research bodies and civil society, in the curriculum design and development processes. Their presence in the Boards of Studies and the Academic Council contributes significantly to the reframing of syllabi.

All these aspects are given due consideration in the designing and developing of the curriculum. The institution believes that the objective of the higher education system is to provide enhanced opportunities to the students for progression into job placements and research, while cultivating a spirit of innovation.

6.3.2 Teaching and Learning

The college plans and organizes the teaching, learning and evaluation schedules in the following manner:

- The Academic calendar of Calicut University (June to March) is strictly followed in the college for the non - autonomous. At the beginning of the academic session, year plan of every department, based on that of the university's, is prepared by the departments and after IQAC scrutiny, a compilation of these plans is brought out in a printed book format and distributed among the staff and students for strict compliance.
- The Academic diaries maintained by the faculty ensure compliance of the academic plans by them and the diaries are assessed by Heads of Departments every week.
- At the beginning of the academic year the Principal convenes a faculty meeting to draw an annual blue-print of the college events and activities and this is positively implemented by the concerned committees entrusted with such responsibilities.
- Our Learning and Teaching Plans during the period 2016-17 were in alignment with the key objectives of the college for the period, so that the faculty are able to achieve excellence in teaching outcome. It has been built upon the success of the earlier plan in the following ways:
    - ∗ Changes in teaching modes introducing ICT in a large measure
    - ∗ Use of digital class room, e-content, virtual lab
- Responsibility of implementing, monitoring and reviewing the academic plan is vested in the Academic Excellence Committee with the IQAC support.
- Micromodules are added on to supplement the syllabi in the first year of the implementation of autonomy

6.3.3 Examination and Evaluation

The college adopts the following measures to ensure that all the stakeholders are aware of the evaluation processes that are operative here:-

- ❖ For students of the non-autonomous stream, evaluation details are made known through announcements made by the university in advance, whenever the system undergoes a change.
- ❖ For students of the autonomous stream, as well as for those of the non –autonomous stream, information is available in the college Handbook – Calendar issued to every student regarding the evaluation process and examination schedule

- ❖ Every class teacher briefs the student regarding the steps and grades involved in the internal assessment which is also available in the Handbook-Calendar
- ❖ Timely notifications are also made in the examination Notice-Boards about the evaluation process
- ❖ In the annual PTWA meet, and in the induction program of freshers the process to explained to the parents/guardians /well wishers and new students. Any clarifications required by the PTW are given in the class-wise PTA meets held every semester
- ❖ Examination manual is given to all departments

Other than the university examination (for non-autonomous students), and the mid-sem and end-sem examinations (for the autonomous students), class tests, practical examinations, assignments & seminar presentations are also evaluated for awarding internal marks. Attendance is also a criterion for the award of internal assessment marks.

Until the award of autonomy in March 2016, the college was strictly adhering to the system and schedule of the affiliating Calicut university. After the grant of academic autonomy, the institution has exercised the liberty to reframe the evaluation process in order to make it more efficient. The following are the measure taken for the same:-

- ❖ Centralized conduct of examination (both internal and external) under an internal Controller of Examinations
- ❖ Internal assessment grades (attendance + tests + assignment + seminars) published by every department
- ❖ Valued answer scripts made available to students for verification, and collected with students signature stored as document
- ❖ For the end-sem examination five sets of question papers invited from a panel of setters approved by the respective Board of Studies
- ❖ The question paper to be used is selected by the COE.
- ❖ Centralized valuation camp held in the college with faculty as examiners from other institutions as well
- ❖ Results are made available in the college website
- ❖ Students may, if needed, apply for scrutiny / revaluation /photocopy of answer scripts at a stipulated fee.

The average time taken by the College for the declaration of the results of end semester examination is 45 days and of internal examinations is 10 days from the date of the last examination. The results are published in the College website and made available in the student's portal. For the non-autonomous batches, the affiliating university decides the schedule for publication of results.

Being in the infancy of autonomy, the College is developing an integrated examination platform which meticulously addresses all the pre-examination, examination and post-

examination processes. The examination related activities are taken care of partly by manual methods and partly by computerized process.

6.3.4 Research and Development
- A Research Monitoring Committee is constituted.
- The institution has the policy of promoting and ensuring smooth progress/ implementation of higher research by ensuring that the faculty members are sanctioned leave under FIP.
- In addition faculty have been undergoing PhD studies on part time basis. Such faculty were granted leave for completion of research, on request.
- Assistance is also provided for the conduct of seminars and workshops, and implementation of Projects.
- The R & D cell, GRACE, oversees and guides the research activities of the college such as Projects, Seminars, Workshops, Journal-Publications, Paper Publications etc.
- Autonomy is accorded to the Principal Investigator and funds transferred as and when released.
- College subscribes to 7 national and 13 International Journals and publishes an international research journal VISTAS, and journals of the departments.
- Student manuscripts are published by most of the departments.
- Publications by faculty scholars and project reports and Ph.D. theses are exhibited in the college library
- Academic Consultancy and Extension is given stress.

6.3.5 Library, ICT and physical infrastructure / instrumentation
The library is the heart and treasure house of knowledge and information and it is an essential and integral component of this institution. St.Joseph's College library is reputed as an excellent one which houses **63331 books, 350 journals and periodicals, 1300 CDs** and cassettes. It has INFLIBNET (N-List) facility for accessing **605 e- books and 10000 e-journals**.
- The very entry into the open-access library is regulated by a sensor identified e-card issued to every student. Advanced Computer aided search enables author-based, subject-based, title-based and publisher-based search facilities. All the following facilities are available at the library:

OPAC: On-line Public Access system is in operation in the library.

Electronic Resource management Package used: N-List of INFLIBNET

Federated Searching Tool used to search Articles: Greenstone

Library website: www.stjosephlibraryirinjalakuda.com

In-house/remote Access to Publications**:** Through Personal ID provided by N-List

<div align="center">**ICT and Other Tools**</div>

ICT Facility	Details
Library Automation	Registered pen access system, Computerized management of library operation, Computer based retrieval of information, Bar coded issue and return / Book reservation
Computers for public access	30
Printers for public access	8
Internet band width/ speed	100Mbps
Participation in Resource sharing networks/consortia (like Inflibnet)	INFLIBNET- N-List

- Among the other facilities offered by the library are Institutional Repository, Reprography, Scanning, Colour laser printing etc.
- The college provides computing facility to the staff, faculty and the students with its 202 computer systems and an equal number of allied accessories and internet connectivity. Its computer centre is of the Stand-alone kind, but LAN connected.

Details on the Computing Facility Available in the Institution

Facility	Details
Configuration	Intel(R) Core (TM) 2 Dual CPU, E7500@2.93 GHz and Intel (R) Pentium(R) D CPU,2.80 GHz
Softwares available	SPSS, Coreldraw, MATLAB, Tally11.0, Adobe Pagemaker7.0, Adobe Photoshop, Adobe flash, Sigmaplot, LaTeX, Texmaker 3.5.2, LaTex Equation Editor1.01,Graphpad,- InStat, Stata, Relative quantification, CryptoForge, gnu-crypto-2.1.0.net application, Bioinformatic tools- Phylip, Clustal, Probit Analysis, Python, SPARK & e-solutions for office automation, Final Cut Pro 6.0.6,
LAN Facility	Five broadband connections, fully LAN connected
Computer: Student ratio	1: 14
Nodes with internet facility	302

- Free Internet and computer access is available to the staff and faculty during the college hours. The entire campus is LAN connected. Wi-Fi facility is available in full areas of the campus.
- The IT infrastructure upgradation plans of the institution chiefly involve:
    - Upgradation of internet band width from 1.0Gbps to 1.5 bps
    - Fully Wi-Fi enabled campus
    - ICT enabling in all classrooms
    - Development of virtual learning technology
    - Hosting web server

Infrastructure
- The institutional policy regarding creation and enhancement of infrastructure is to provide state of the art facilities necessary to make teaching and learning process effective.

Therefore, attention is paid to design and deploy concrete plans to develop cost effective and sustainable infrastructure service available to all kinds of users.

- The institution has the following facilities for curricular, co-curricular and extra-curricular activities:

Infrastructure facilities for Curricular and Co-curricular Activities

Sl. No.	Description of the Facility	Quantity	
1.	Classrooms	90	
2.	Faculty Chambers	25	
3.	Laboratories	20	
4.	Language Lab	01	
5.	Computer Labs	04	
6.	Smart A/C Seminar Halls	05	
7.	ICT Enabled Seminar Halls	11	
8.	Film Space AV Hall	01	
9.	Tutorial Spaces	10	
10.	Intercom linked and networked departments	18	
11.	Auditorium	01	
12.	Indoor Stadium	01	
13.	Open Air Amphi Theatre	01	
14.	Outdoor Stadium	01	
15.	Specialized Teaching-Learning Equipment		
	a) Computer systems with all accessories	214	
	b) Laptops	35	
	c) LCD Projectors	19	
	d) Other Projection Devices	06	
16.	Debate Club Space	01	
17.	Editing Suite	01	
18.	A/C Guest suites	01	
19.	Aquarium	01	
20.	Botanical Garden	01	
21.	Medicinal Garden	01	
22.	Bird Rearing House	01	
23.	Central Computing Centre	01	
24.	Central Library	01	
25.	Research Library	04	
26.	Examination Hall	01	

- Apart from the above mentioned a Herbarium, and educational museums of Zoology, Botany and History are also there.
- The laboratories include different UG and PG labs, Plant tissue culture lab, Microbiology lab, Cold Room, Instrumentation rooms, Physical Chemistry lab, Research lab, Gemology lab, BG room and Dark Room.

- Equipment available in labs include Laminar Air flow (horizontal and vertical), Hot Air oven, BOD incubator, Cooling centrifuge, Rotary microtome, Digital photoelectric calorimeter, PCR apparatus, Autoclave, Electronic balances, Kymograph, Newton's rings apparatus, Electrical microscopes, Cathode Ray Oscilloscope, UV spectrophotometer, Generator, Inverter, Refrigerators, Over Head Projectors , FTIR, Gas Cromotograph etc.
- Land has been purchased as an extension of the campus for a Research Block.
- 15 CCTV cameras are installed in the library and other strategic points to promote good learning habits in students, through continuous monitoring.
- A Lift is installed for the benefit of the physically challenged and sick students students & faculty.
- A new faculty quarters is constructed behind the Sr. Fraco Memorial Block.
- The new examination hall has been constructed.
- New Autonomous Examination Wing with strong room facilities.
- IQAC room renueated.

6.3.6   Human Resource Management
- Orientation classes and talks given to students every year
- Students Union meetings are held on a regular basis, and valid suggestions are favourably considered.
- Faculty & Staff encouraged to attend training programmes, orientation & refresher courses and MPhil and Ph.D. programmes.
- Every faculty assigned some extra / Co-curricular duty
- Promotions, career advancements given without delay to eligible faculty
- Participative system of management adopted
- Involvement of Faculty, Staff & Students ensured in all activities of the college and is highly appreciated by the PTWA & the public
- Staff meetings held every month, & staff picnic once every year
- Several welfare schemes launched for the benefit of students, staff & faculty
- HODs entrusted with co-ordinating activities at the department level
- Meetings of IQAC, Staff council, and various committees and associations held regularly
- Faculty to submit self – appraisal report to the Principal through the HODs
- Student enrolment is 100% in almost all programmes offered.
- The dropout rate is nominal.
- A pro – active HRD cell involved in placement drives and career - guidance
- Though selected by companies, UG students prefer to go for higher studies. About **60%** of our students opt for PG courses.
- Hundred per cent students from departments like Journalism and Mass Communication and Social Work were directly absorbed by employers during the last four years.

- The reputation earned by the institution as one of the best in Calicut University is good enough to attract and retain eminent faculty to the institution.

6.3.7   Faculty and Staff recruitment

- The appointment procedure of the permanent faculty involves the following steps:
  a) Applications are invited through advertisement on the websites and in the local news papers. The number of posts in the subjects, the required qualifications and the last date for receiving applications are notified.
  b) Applications received are scrutinized and qualified candidates short- listed and informed of date of interview.
  c) The interview panel is finalized. It comprises the Manager, the Principal, the Government nominee, the Subject Expert and usually the Head of the Department.
  d) Results of the interview are published and the selected candidates are informed.
- Appointment of ad-hoc faculty also involves advertising of the post and interview by the Principal and Head. Only those candidates who have already registered their names with the office of the Director of Collegiate Education can apply for the post now.

  Selection norms are as follows: Marks are allotted to the candidates based on various attributes - NET, PhD, M. Phil, rank, experience, publications, and interview. In the interview, personality, communication skills, computer knowledge, teaching ability, proficiency in ICT and soft-skills are given weightage.

6.3.8   Industry Interaction / Collaboration
Though twinning is not approved by the affiliating University, we have established linkages with several institutions and firms for **Curriculum development/enrichment**, **Internship/On-the-job training, Summer Placement, Professional development, Research facilities, Consultancy**, **Extension, Student Placement & Publication.**

We have linkages with:- Tax Study Centre, IMS Learning Resources Pvt. Ltd, Atees, Pepper Port Solutions, G Tech Computers, Ramanuja Sarani, COSMIC MATHS, Kerala State Sports Council, Divisional Forest Office,Vazhachal Division,Chalakudy, Divisional Forest Office,Malayattur Division,Kodanadu,Eranakulum, Vector biology research lab Mysore & Unibios India Ltd , Cochin, Appollo Tyres Ltd Perambra, Cherpu Service Co-operative Bank Ltd., Global International General Trading &Contracting Company W.L.L Kuwait, Irinjalakuda Town Co-operative Bank, Karuvannur Service Co-operative Bank, KSE LTD IJK, Parampuzhayil Home Appliances Sreekandapuram,Puthenchira Service co-operative bank, Veenamol Transports Transports, Sachindra Polymer Industries, Vallivattom. Noble Industries, Avittathur, Freddy Enterprises, Triprayar, Cumi Ltd, Koratty, Poljo Agents And Distributors Mullakad, Kallettumkara Service Cooperative Bank, Ashok Metal Crafts Pvt Ltd Aloof, Srivari Honda Thrissur, Delicious Cashew Company Aloor, SBI, Manapuram Finance Ltd Valapad, Vallathol Rubbers Pvt Ltd Thrissur, Bellwicks Handicrafts Cooperative Society

Nadavaramba, NBHM[DAE] Vision Irinjalakuda, Adat Grama Panchayath, Alagappanagar Grama Panchayath, Aloor Panchayath, Athirapilly Grama Panchayath, AVARD , Chalakudy, Bethsada,Vengola, BVMHS, Kalletumkara, Cochin Social service Society, Cultural Academy for Peace,EKM, Ernakulam social service society, Govt H.S.S Nadavarambu, Govt H.S.S,Kodakara, Iqraa Hospital, Calicut, Irinjalakuda Muncipality, Jubilee Mission Hospital, Pullur, Katoor Grama , Panchayath, Kodakara Grama Panchayath, Mala Grama Panchayath, Muriyad Grama Panchayath, Perinjanam Grama Panchayath, Pudukad Grama Panchayath, R.M.H.S, Rajah Rehabilitation Centre,Chavakkad, Vellangallur Grama Panchayath, Community Health Centre,Puthenchira, Primary Health Centre,Vellangallur, CEVA,Kochi, People Social Service Society,Palakkad, Govt Childrens Home,Thavannur, Social Action Forum,Irinjalakuda, Kudumbasree Mission,Thrissur, Child Line,Thrissur, Child Line, Malappuram, Trivandrum Social Service Society, KESS Bhavan,Thrissur, Sreyas,Wayanad, Malankara Social Service Society,TVM, Vijayapuram Social Service Society, Bodhana ,Thiruvalla, KILA,Tcr, Kudumbasree Mission ,Kollam, Lissie Hospital,EKM, Bethsada Mental health Centre,Vengolla, Kairos, Kannur, Govt Mental Health Centre, oolampara, Lakshmi thread mill,TCR, Pain & Palliative Care,TCR, Asrayam Rural Development Society, Kollamkodu, WIPRO, WIPRO Vista, TCS, SIB Tech Mahindra, HEIs, Hospitals, Excel India Publishers, Abhijeet Publishers and Delhi.

6.3.9   Admission of Students

(i) UG Admissions: The admission process is carried out keeping in mind principles of justice, equity and inclusiveness by strictly adhering to the Government and University norms for autonomous colleges

The steps followed for selection process are as follows:

Step 1: Requirements for Online Registration:
a. Visit the College Website (www.stjosephs.edu.in) and click **'Degree Admission 2016'** link.
b. Please read the Prospectus and instructions carefully before filling up the Application Form.
c. Candidate must have a valid email id. If she does not have an email id, create one.
d. All correspondence regarding the Admission Process will be communicated to this email id.
e. Candidates can opt maximum five courses in order of their preference, lower options will be cancelled if the higher options are allotted

Step 2: Online Registration Process:
a. New user – click the data entry form available in the instruction page (already registered students give the email id and application no for editing or printing the Application Form).
b. Please fill up the Form carefully (the Application will be rejected, if your entries are not correct).
c. Please verify all the entered data carefully and submit the Application Form. Once submitted, the Application Form cannot be edited.
d. Take the print out of the submitted Application Form
e. Catholic candidates belonging to Syro Malabar rite can select seat reservation as SyroMalabar for the purpose of Community Quota. Community Quota has no other separate form.
f. Management Quota Forms are available at the College Office.

Step 3: Mode of payment
a. DD for the amount (Rs. 200/- for General Candidates and Rs. 100/- for SC/ST candidates)to the College Office in the following address "The Principal, St. Joseph's College (Autonomous), Irinjalakuda - 680 121".
b. Fund transferring through net banking to the A/C Number
   State Bank of Travancore, Irinjalakuda Branch, Branch Code, IFSC code
c. Direct payment at the college office

Step 4: Submission of the Application form
a. Submit the Application Form along with the self attested copies of SSLC Mark List, HSE Mark List (both sides), Caste Certificates for Reservation Categories, other relevant Certificates for eligible weightage of marks (NSS, NCC, PH, Sports, Ex-Servicemen, etc.), DD/ bank transaction details/fee receipt to the College Office on or before the last date of the submission of the Application Form (9.30 am to 4.30 pm on all working days).
b. Please write **'Application for UG Programme 2016'** on the top of the cover. The Application Form should reach the College Office either as Registered Post or as Speed Post on or before the last date of the submission.
c. Application for admission should be submitted on or before 08/06/2016
d. The list of the selected candidates will be published according to the rules of the University subject to the terms and conditions put by the Government. Candidates will have to remit the fees stipulated by the University and the Government for Aided and the Self-Financing Programmes.
e. The applicant will receive an acknowledgement mail and Application number confirming the successful submission and payment.
f. The duly filled application from the portal shall be printed and submitted at the time of interview for admission also.

Step 5: Publishing of Selected List
   List of Selected candidates will be published on the college notice board and in the college website. Candidates can also see their Status /ranking also using their application no and date of Birth

Step 6: Produce the following certificates (original) at the time of interview:
a. Mark list of qualifying examination.
b. Transfer certificate and valid conduct certificate from the institution last attended.
c. Applicants who are eligible for fee concession, the income, community and nativity certificate, issued by the competent authority.
d. Applicants claiming NCC/NSS/Ex-servicemen weightage or quota for physically handicapped, certificate from the competent authorities.
e. Equivalency certificate for those who qualified from other Boards/ University.
f. Original/ Provisional certificate in the case of PG admission.
g. 6 stamp size photos.
h. Applicants under sports quota and physically handicapped should submit printout of the application at the office along with the self attested copies of all the relevant certificates
i. Parent/guardian should be present at the time of interview.

The percentage-wise allocation of seats is shown in the table below:

Percentage-wise Allocation of UG Seats

Sl. No	Details of Quota	Percentage
1.	Open Merit, Physically Handicapped and Sports	50
2.	SC/ST Reservation	20
3.	Community Reservation	10
4.	Management Quota Reservation	20

ii) PG Admissions: The key criterion for admission to general courses is the percentage of marks obtained in the relevant subject at the qualifying degree examinations. University has fixed a minimum percentage of marks for admission to PG programmes with usual relaxations for backward class students. Due weightage is, however, given to students who have served in NCC/NSS or have won laurels in the University level arts and sports meets. The selection process is similar to that of UG.

However, admission to certain PG programmes for which qualifying degree is multidisciplinary, is governed by the scores obtained by the candidates in the Entrance Examination and/or group discussion conducted by the University. This college has the following programmes coming under this category:

Programmes which Require Entrance Test

Sl.No	Details of Quota	Percentage
1.	Master of Social Work (MSW)	20
2.	Master of Mass Communication and Journalism (MCJ)	15
3.	Master of Science (Cyber Security)	20
4.	Master of Science (Biotechnology)	20

* Due weightage is given to students who have served in NSS/NCC or won   in the University /State/National/ International level in fine arts and sports and to the differently abled students.
* Admission under management quota is controlled by a committee appointed by the management for this purpose. Academic merit of the students is ensured by fixing a minimum percentage of, marks for consideration for admission. Financially and socially backward students are given utmost consideration.
* Men students are considered only for Doctoral Research.

iii) Ph.D Programs
The eligibility criteria for admission to Ph.D. programs are :
  ➢ UGC/CSIR/JRF/GATE/Ph.D. Inspire fellowship
     Or
  ➢ Clearing the common Entrance Admission conducted by affiliating university

Candidates who satisfy either of the above norms have to submit a research proposal to be scrutinized by a six-member Doctoral Committee comprising a Nominee of the Vice chancellor, an External Expert, the supervising teacher, and two Ph.D guides from the college as members, with the Principal as chairman.

6.4 Welfare schemes for faculty and staff

Faculty & Staff	- Campus single residence facility for women staff - Free food and accommodation for watchmen - Rent - free accommodation with 75% reduction in mess fee for last grade employees - Interest- free loans - Advance payment of salary for faculty and staff in case of request - Admission reservation to any course for children and wards of the employees - Fee Concession for Children of non teaching staff - Canteen, recreation and physical fitness facilities - On-campus medical consultation facility - Free use of college infrastructure for individual research - Financial help given from the management funds in case of emergency - Financial aid given for construction and repair of house for the needy - Medical Treatment of family members & Education of children of the needy - Special scholarship for children - PF, ESI, Annual increment in salary
Students	- College – sponsored scholarships - Department – sponsored scholarships - Financial endowments for deserving students - Assistance to participate in various competitions - Free on-campus medical consultation - Free counselling at Darsana

6.5 Total corpus fund generated   Rs. 42836788/-

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			✓	IQAC & Management Committee
Administrative			✓	IQAC & Management Committee

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes | ✓ | No | ✓ |

                      (for Autonomus stream)   (for non-Autonomus)

For PG Programmes   Yes | ✓ | No | ✓ |

                      (for Autonomus stream)   (for non-Autonomus)

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

- The system of internal assessment for UG being practised in this institution under University guidelines since 2010 provides for continuous student-assessment by their teachers in the prescribed curriculum, knowledge, communication skills, attendance and interest and progress in a five point scale of letter grades (A,B,C,D and E) formulated by the University.
- The internal evaluation is based on predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on written tests, lab skill/records/viva and attendance in respect of practical courses.
- To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester is published on the notice board at least one week before the commencement of external examination. There is no chance for improving the internal grades. Each student is asked to verify her internal marks and acknowledge it. If they have any grievance, they can immediately approach the Head of the Department or the Principal and seek redress.
- The course teacher maintains the academic record of each student on the programme-rolls and these records are forwarded to the University (through the college Principal) to reach them on or before dates specified by the Controller of Examinations before each semester examination. Internal Assessment marks are shown separately in the mark-sheet issued by the University and these marks are added to the semester examination marks by the University for determining the grade of the student.
- The College has in place a Departmental Grievance Redress Cell (GRC) comprising two senior teachers as members, and the Head of the Department as Chairman. The Committee addresses all grievances relating to the internal assessment grades of the students.
- A college level Grievance Redress Committee also functions round the year to hear and decide on appeals from or against the department level GRC.
- Online Examinations are conducted for Post Entrance Test (PET)
- Online registration of examination form and uploading of semester examinations results are in practice.

The college adopts the following measures to ensure that all the stakeholders are aware of the evaluation processes that are operative here:-

- ❖ For students of the non-autonomous stream, evaluation details are made known through announcements made by the university in advance, whenever the system undergoes a change
- ❖ For students of the autonomous stream, as well as for those of the non –autonomous stream, information is available in the college Handbook – Calendar issued to every student regarding the evaluation process and examination schedule

- ❖ Every class teacher briefs the student regarding the steps and grades involved in the internal assessment which is also available in the Handbook-Calendar
- ❖ Timely notifications are also made in the examination Notice – Boards about the evaluation process
- ❖ In the annual PTWA meet, and in the induction program of freshers the process is explained to the parents/guardians /well wishers and new students. Any clarifications required by the PTW are given in the class-wise PTA meets held every semester.
- ❖ Examination manual is given to all departments.

Other than the university examination (for non-autonomous students), and the mid-sem and end-sem examinations (for the autonomous students), class tests, practical examinations, assignments & seminar presentations are also evaluated for awarding internal marks. Attendance is also a criterion for the award of internal assessment marks.

Until the award of autonomy in March 2016, the college was strictly adhering to the system and schedule of the affiliating Calicut University. After the grant of academic autonomy, the institution has exercised the liberty to reframe the evaluation process in order to make it more efficient. The following are the measure taken for the same:-

- ❖ Centralized conduct of examination (both internal and external) under an internal Controller of Examinations.
- ❖ Internal assessment grades (attendance + tests + assignment + seminars) published by every department.
- ❖ Valued answer scripts made available to students for verification, and collected with students signature stored as document.
- ❖ For the end-sem examination five sets of question papers invited from a panel of setters approved by the respective Board of Studies
- ❖ The question paper to be used is selected by the Controller of Examinations.
- ❖ Centralized valuation camp held in the college with faculty as examiners from other institutions as well
- ❖ Results are made available in the college website
- ❖ Students may , if needed, apply for scrutiny / revaluation /photocopy of answer scripts at a stipulated fee.

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

- Autonomy is granted to the College in March 2016
- Autonomy is implemented from June 2016 onwards
- CPE is awarded to the college in April 2016
- Formal declaration ceremony of the conferment of autonomy held on 14th July
- Autonomy Statutory and non-Statutory committees constituted in early June 2016

- Meetings of Governing Council, Finance Committee, Academic Council and Boards of Studies held as per the regulations specified
- Autonomy committees include University nominees
- Syllabus will be restructured and sent to the university for approval
- University extends all necessary support to the college regarding promotion of autonomy

6.11 Activities and support from the Alumni Association

- Four alumnae executive meetings were organized.
- On 26th January 2017 'Alumnae Meet' was conducted and alumnae news letter- Domus Josfite released.
- Dr.Sujitha Sekharan was given the as the best alumnae Award of the year
- An ever rolling trophy was instituted by alumnae to the department that has the highest percentage of attendance on the Alumnae Day.
- An official send off was given to the four retiring members Dr.Jancy Davy, Ms.Lilly T I, Sr. Anjali Thekkan and Sr. Lisieux Joseph.
- An official send off was given to PG students.
- The college has a strong association of a large number of alumnae scattered all over the world and they have been providing a variety of services to their alma mater ever since they left it. The alumnae members offer student support ranging from donations to networking.
- The college Alumnae Association has instituted a number of scholarship programmes, awards and endowments for incoming students.

Some of the other contributions of the alumnae are listed below:

Career Networking: The present students get a jump-start on job-hunting by contacting alumnae around the world.

Contact with the Alumnae: Alumnae Association helps alumnae stay tuned in to the happenings at the college, through alumnae newsletter '**Domus Josephite'** and annual gatherings. **January 26th** has been declared as **Alumnae Day**, which brings the alumnae to the campus every year. The College website provides separate domain for Alumnae with provisions for personal mail and access for each student.

6.12 Activities and support from the Parent – Teacher Association

- The PTWA, a strong and approachable group of elected members involve themselves in all the activities and developmental projects of the institution.
- The PTWA is headed by Dr.S.Sreekumar as President, Mr. P B Sathyan & Ms. Suja Sajeev Kumar as Vice Presidents.
- Welcome gathering and a motivational talk was arranged for first UG students and parents.
- Department wise PTA meeting was held.
- The fund collected by the PTWA is used for the welfare of the students.
- The Executive Committee meeting is held on special occasions.
- Reception is given to the student and faculty achievers & retirees.

6.13 Development programmes for support staff

As employees of this college, both the teaching and non-teaching employees enjoy the following benefits.

- They are encouraged to attend qualitative professional development programs and inspired to make continual professional improvement.
- Their participation in seminar, workshops etc. is promoted
- Guidance of faculty veterans is provided to the new recruits for initiation into the college culture and improvement of their teaching skills
- 30-hour professional development training is made compulsory for all administrative staff
- Support staff are encouraged to development their IT Skills
- They are provided an inspiring work environment, and recognition on special achievements
- Continuing professional development is effected through collection of student feedback, peer and management feedback, personal meetings with the HODs and the Principal etc.
- Interactive motivational talks enable them to develop their professional competence

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

Initiatives are taken by the institution to make the campus eco-friendly. The Nature Club & Biodiversity Club of the College co-ordinate the eco-friendly drives; A proposal has been forwarded to the MHRD for 'Development of Solar City'

Initiatives   taken by the College to make the Campus Eco-Friendly are as follows:

a) **Energy Conservation:**
   The College is fast switching over to the use of alternative energy resources to minimize electricity consumption.
   Solar lamps have been installed in the hostel and college campus.
   Existing energy consuming tube lights and fans are replaced with energy saving tubes(252), CFL(347), and fans(93), Sodium Lamp(2), Air Cooler(3),Solar Light(14) Solar UPS (1) and Metal Hileed(11). Energy consumption in the hostel is closely monitored by turning off power during day time.
b) **Use of Renewable Energy:** Two biogas plants are installed and biogas is used for cooking purposes in the hostel and staff quarters.
c) **Water Harvesting:** To minimize water shortage, an elaborate Rainwater   Harvesting System has been set up. The water thus collected and conserved is put to maximum use and utilized for daily routine purposes (except for drinking).
d) **Check Dam Construction:**
   - NSS volunteers have been active participants in a voluntary check dam construction.

e) Efforts for Carbon neutrality:

- Care is taken to restrict vehicle entry into the campus and specific parking area is allotted for faculty and students.
- Awareness programmes are conducted on special days by various departments.

f) Plantation/Greening Drives:

- We started "Greening" initiatives beyond the boundaries of our campus as early as 2005, when we planted 2500 saplings on the Munackal beach, as part of greening drive initiated by the Department of Forests. The follow up and upkeep is done by the students every year.
- Trees were planted by students along roadsides and on both sides of the road in front of the college. A garden was also set up in front of the college campus.
- There is active participation in the Save Energy campaign and the 'Haritha Keralam' project of Kerala Goverment.
- The institution has a Nature Club that functions actively in making the campus green and a manuscript called 'Haritha' is released annually.
- Our campus is a totally de-plasticized zone. Use of Plastic bags, cups and plates are restricted in the campus and the NSS volunteers make it a point to pick and clean every bit of plastic waste from the campus.
- The Departments actively participate in green campaigns and has taken the initiative to teach students how to make paper bags and files.
- The Discipline Committee and its student leaders ensure that the class rooms and campus are kept clean and plastic free.
- Special drainages are provided to dispose of chemical waste from the labs.
- Priority is given to the use of organic manure on the campus.
- One of the healthy practices of the institution is **'Green Campus- Clean Campus'** initiative. The entire campus is divided into different zones and entrusted to various departments under the supervision of CSS committee.

g) Hazardous Waste Management and e-Waste Management:

- This institution has a desirable acreage of land and this enables us to dispose the waste materials without much harm to the nearby people.
- e-waste is disposed through outside agencies.
- Students were conscientised on the necessity of effective waste management through invited talks and seminars organized by the departments of Zoology, Biotechnology and Botany.
- Various environment related activities, seminars, invited talks, and programmes were initiated by NSS as well as all the departments of the college.

Criterion – VII
7. <u>Innovations and Best Practices</u>

   7.1 & 7.2 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution and the action taken report are as follows:

   a. Walk With a Scholar (WWS) and Scholar Support Programme (SSP), State Govt. And Collegiate Directorate initiatives introduced
   b. Anti – Narcotics club, in collaboration with the Excise Dept introduced
   c. Community – oriented Extension Programmes undertaken with passion
   d. Research atmosphere Culture in the Campus nourished by the visits of eminent scientists academicians and artists
   e. Quality enhancement initiatives undertaken in view of the grant of autonomy
   f. Various initiatives undertaken to promote awareness on environmental issues and to spread the message of greening and cleaning
   g. Conduct of the innovative Higher Focus Courses of 275 hrs. duration for the holistic development of the students
   h. ASAP, Skill Acquisition Programme of the Dept. of Higher Education & the Govt. Of Kerala ongoing
   i. Introduction of a 6th period, after the regular 5-period class for the conduct of programmes for student enrichment
   j. Women Club is actively functional for gender awareness
   k. DARSANA, the state –Govt-approved, registered counselling centre with professional counsellors for the benefit of the students & the public.
   l. Adventure Park started for healthy recreation of students

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

   Even though the college has quite a number of healthy practices, two of them **'Green Campus - Clean Campus'** and '**Faculty @ Students' Homes'** deserve special mention.

Best   Practice I
   1. **Title of the Practice:** '**Green Campus – Clean Campus'**
   2. **Goal:**
      • To train students to become protectors of Nature and to make a difference to the endangered Planet Earth
      • To promote awareness on environmental issues
      • To spread the message of greening and cleanliness

Action Taken:
- Trees have been planted both within the campus and outside. Plants and shrubs, of the flowering, vegetable and medicinal variety, are visible in the campus.
- Saplings have been distributed to the students and nearby houses, in collaboration with the Departments of Forests and Agriculture.
- Students are encouraged to be active members of the Nature Club.
- The various departments of the Institution have been allotted specific spaces on the campus to maintain greenness and cleanliness. (Diagram of the spaces allotted is attached).
- Care is taken to keep the campus, pollution and plastic free.
- There is restricted vehicle entry during working hours and a separate parking lot.
- There are dustbins in strategic places with a system of effective waste disposal.
- Students are encouraged to keep their classrooms and common spaces clean. There is a Cleaning Day for the campus spearheaded by the NSS and CSS units and a special prize instituted for the 'B**est Class Room'**.

Best   Practice II

1. **Title of the Practice: Faculty @ Students' Homes**
2. **Goal:**
   - To effect holistic development of students
   - To facilitate closer bonds between faculty, students and their families
   - To prepare young women to be architects of ideal families
   - To contribute to the building up of a good society/nation

Action Taken:

Teachers visit all their students at their homes at least once in the time span of their academic studies in the college (UG- 3 years, PG-2 years). About one-third of the houses are visited per year by the faculty.

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

7.4 Contribution to environmental awareness / protection

Environment Consciousness

St.Joseph's College is situated in the heart of Irinjalakuda, a bustling small, semi-urban town in Kerala. A tranquil world in itself, our campus stands unique with its lush green expanse, paved pathways, colorful plants, gigantic trees, gentle breeze and a serene, soothing environment. Our strategic plans for development have always been driven by a love of nature and sustainability of important resources like energy and water as well as by adopting practices such as waste reduction, recycling and energy conservation.

Conduct of Green Audit by the Institution

The institution is very conscious of its responsibilities to the environment and conducts a Green Audit of its campus and facilities. The institution maintains a checklist of the following in connection with Green Audit:

- Facility information such as number of users and functions
- Feedback mechanism from facility users
- Collection service record for waste materials
- Consumption of electricity and Solar energy in the campus
- Usage of the Rain Water Harvesting System
- Eco friendly practices
- Green Campaigns
- Integration of sustainability principles and practices into curriculum through awareness Programmes and Environmental Studies

Initiatives taken by the College to make the Campus eco-friendly include

a) Energy Conservation
b) Use of Renewable Energy
c) Water Harvesting
d) Check Dam Construction
e) Efforts for Carbon neutrality
f) Plantation/Greening Drives
g) Hazardous Waste Management and e-Waste Management

Major activities of the year include the following

- The Biodiversity club managed by the Department of Zoology does an audit of biodiversity inside and out of the Campus.
- The Club inaugurated 'Bird Friendly Campus' and 'Oruveedinu oru Kaadu' (One forest for one house) program this year
- Environment Protection Month celebrated with the support of KSCSTE and organized various competitions including Poster making, Elocution, Power point presentation and Quiz
- Inaugurated lecture series and conducted invited talk on 'Go Wild for Life'
- Planted an endangered tree sapling in connection with Environment Day
- Students planted Neem tree saplings in the campus with the title 'Nammude oxygen bankilekk'
- Tree of the year 'Gooseberry' distributed and planted in the campus.
- Tree saplings collected from K.F.R. I distributed to the staff and students of our college
- Students manured and put nameboard on the trees planted during last year for Environment Day celebrations.
- Delivered a talk on 'Healthy Practices for Healthy Living' to the Science students
- The Environment Protection Month celebrations concluded with an invited talk

- Inagurated the Celebration of International Year of Pulses - 2016
- Conducted an invited lecture and seeds and seedlings distributed.
- An intercollegiate Quiz competition was conducted
- A flashmob conducted to convey the importance of pulses
- Invited lecture and interaction on cancer.
- Organised Karkidaka Masacharanam.
- Conducted 'Scienza' life science Quiz
- 'Prakriti Samrakshana Sandesa Rally' in connection with International Environment Day
- 'A Tree for Every Home' Project in association with Kerala Forest & Wild Life Department
- "Pathayora Thanal Mara Samrakshana Program" (for the protection of Trees on road sides)
- Promotion of Organic Farming Campaign
- Green Commerce activities
- Haritha Keralam Celebration
- NSS activities (Ithirivettam , Snehasparsam, Plantain for the village, Organic farming, Anti-Plastic Campus)
- Nature & Biodiversity Clubs

7.5 Whether environmental audit was conducted?   Yes ☐ ✓   No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The institutional strengths, weaknesses, opportunities and challenges are as follows:
Strengths
- Centre with Potential for Excellence
- Autonomous status
- The reputation gained through 53 yrs of academically enriching , research –oriented, socially relevant, value based holistic educare.
- Steady rise in performance and rating
- Proactive management, dedicated faculty & staff and co-operative students
- Peaceful, unpoliticised, tension free-campus
- High demand for all the programs, impressive results and low drop out ratio
- Four research centers, 1 Communicable Disease Research Laboratory (CDRL), 9 research guides & 34 research scholars
- ICT enabled curriculum delivery
- Infrastructure facilities at par with global requirements
- Construction of a two crore Research Block ongoing slated to be completed by 2017-18
- Well – structured Tutorial – mentoring system
- Academic programmes enriched by micro-modules and certificate courses of vocational, value content.

- A Higher Focus Centre (HFC) for Learning Unlimited
- Campus- Community – Connect as educative, empowerment and philanthropic commitment
- Learn with Nature program comprising Nature and Biodiversity clubs for eco-friendly practices
- Best practices like Faculty @ Students Homes
- Active Alumnae Association, and highly supportive PTA
- Research ambience enhanced by frequent Seminars, Workshops, interaction with experts, projects, publications and consultancies
- Effective feedback mechanism from all stakeholders
- An active IQAC committed to quality enhancement
- An on-campus, govt. recognized, registered Counseling Centre, a Social Work Centre, Hostel facilities for Students and Staff
- DST/FIST recognized Departments
- Award winning 'We for Women Club' and NSS units
- Various awards for the college and for the Faculty & Students
- Outstanding performance in Games items like Volleyball (University Champions for the 34th year in succession), Football (won the Calicut University inter zone championship for the fourth consecutive year), Basketball, Kho-Kho
- Wellness & Fitness Centres functioning under the Physical Education Department
- Healthy Teacher – Student relationship

Weaknesses
- ❖ Fully fledged interdisciplinary programs yet to begin
- ❖ Inadequate collaborative research, MOUS and linkages
- ❖ Inadequate entrepreneurship ventures by students
- ❖ Semi –urban locality, students from poor and less educated backgrounds with insufficient drive for higher education and career development
- ❖ Lack of experienced faculty, since more and more seniors are retiring

Opportunities
- ❖ Academic flexibility due to the grant of autonomy
- ❖ Strengthening of the aided programmes due to the award of CPE
- ❖ Consultancy to be developed into more income generating source
- ❖ Set up more research centres by elevating departments with PG programs
- ❖ More evening schedules to be opened to utilize the infrastructure facilities and expertise

Challenges
- ❖ Paucity of funds for infrastructural and developmental requirements
- ❖ Official red-tape slowing down implementation of decisions taken
- ❖ Delay in the appointment of regular faculty leading to larger number of adhoc faculty
- ❖ Complete conversion into solar energy
- ❖ Availing students from other states and countries for enhanced diversity
- ❖ Integration of the fresh faculty into the culture and heritage of the institution

❖ Fulfilling the requirements of Autonomy & CPE
❖ Increasing running cost and reduction in budget allocation by the government

8. **<u>Plans of the Institution for next year</u>**

- Qualify as a Star College
- Regular curricular restructuring
- More training programs, linkages , collaborations and MOUs with other institutions
- Student intake from other States & other countries
- Launching MOOC
- Other future projections comprise the upgradation of the already active women cell into a Centre of Women Studies, further development of the e-library and virtual library to augment ICT enabled teaching and learning, starting an advanced research lab, seeking and availing increased assistance for workshops, conferences and seminars – national and international, and signing MOUs with universities and institutes of repute.
- More Research Departments
- More Faculty & Student Exchange Programms
- E-content to be developed in all depts. as a reservoir of learning materials
- Development of Blogs and other networking sites for transfer of knowledge
- Augmentation of income –generating consultancy practices
- Completion of the Research Block
- National / International Seminar of interdisciplinary nature
- More projects of societal benefit
- All classes into smart classes
- Setting up a crèche for the care of the children of the faculty & Staff
- Evening classes for Vocational /Enrichment programs
- Increased placement drives leading to more placements
- Start a community college
- More facilities for students with physical challenges
- Become part of the Solar City Project of the central govt.
- Finishing college course/program for final year students
- Green Campus, Clean Campus drive to continue as 'Learning with Nature', Healthy Practice.
- Campus Community Connect to be introduced to co-ordinate extension, outreach programs
- Connecting through Computer program to be implemented
- Campus Campus Connect for faculty & student exchange and inter-institutional ties.

Realization of Plans Projected Last Year
- Awarded "Centre with Potential for Excellence" status
- Granted Autonomous status by the UGC
- An Overhaul of the Curriculum initiated with the introduction of micromodules to the existing syllabi by most of the departments, due to the implementation of autonomy
- Land acquired for building a research block. Plans for the same approved. Construction started in March 2017
- E- Content developed by some departments
- Research Labs upgraded with CPE funds
- Conducted the Kerala State Government and Higher Education Council sponsored programme ASAP (Additional Skill Acquisition Programme)
- Applied for ' Solar City Project' to the MHRD for the conversion of energy consumption to solar sources, and for 'Star College' Status
- Conducted Green Audit & Energy Audit
- 'The Green Campus, Clean Campus' drive continues
- A New Examination Block (Autonomous Wing) with Strong Room facilities constructed.
- IQAC room renovated
- Examination Hall constructed
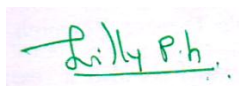
Name: Dr. Asha Thomas   *Name: Dr. Sr. Lilly P L*

_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

<u>Annexure I</u>
Abbreviations:

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

****

Academic Calendar of the Year

DATE		DAY	PARTICULARS
JUNE 2016			
1		WED	Reopening & Prayer meeting,Staff meeting, Department meeting, Year Plan –discussion, Feast Celebration of Sr. Isabel
2		THU	Class for Teachers
3		FRI	English-UGC Net Coaching, International day drug against drug abuse
4	**(H)**	**SAT**	**NSS Day**
5	**(H)**	**SUN**	Observance of World Environment Day
6		MON	**Special Uniform** -Classes Begin for III sem and PG students ,Physics - Bridge Class for III Sub & Main, Awareness talk to History students , MCJ-PR Campaign , Chemistry-Environmental Day Celebrations, Hindi, Botany & NSS,CSS visit to Santhisadan, Malayalam - Reading week celebrations, inauguration, House Visit
7		TUE	History-Talk on Environmental issues ,Botany- Poster Competition, Economics - An awareness Programme on global warming, NSS-Dry day Campus Cleaning, Zoology – House Visit
8		WED	Botany- Speech competition, Zoology – House Visit
9		THU	Botany- Short film on Environmental protecttion, Physics- Bridge classes
10		FRI	Commerce -Release of Research Journal, Computer Science – Hardware workshop, Hindi –Distribution of study materials, Malayalam -Reading week celebrations, Botany – Healthy practices for healthy living, Zoology – House Visit
11	**(H)**	**SAT**	
12	**(H)**	**SUN**	
13		MON	NSS –'ITHIRIVETTAM'
14		TUE	
15		WED	
16		THU	Felicitation to achievers of biotechnology
17		FRI	History-Motivation and Career guidance Class, Botany Outreach Programme for 3rd DC, NSS Inauguration ' SNEHASPARSHAM'
18	**(H)**	**SAT**	
19	**(H)**	**SUN**	
20		MON	I DC admission, Mathematics – June 20-July, 2 International Workshop, Hindi & NSS - Celebrating Reading Day Celebration
21		TUE	Zoology – Blood group detection
22		WED	MSW-Training on SPSS
23		THU	
24		FRI	
25	**(H)**	**SAT**	
26	**(H)**	**SUN**	
27		MON	Mathematics- June 27 -29 Talk by Prof. Marcus Brodmann, NSS – International Day Against Drug Abuse Competitions, rallies
28		TUE	Physics –Department Meeting, NSS – 'ITHIRIVETTAM' Distribution of bags, books etc
29		WED	Commerce-Industrial Visit for UG Commencement of UG first semester
30		THU	Orientation course

JULY 2016			
DATE		**DAY**	**PARTICULARS**
1		FRI	**Special Uniform,** Classes begin for UG I sem, MCJ-Commentator-Print release, His tory Department meeting, Bridge Course
2	**H**	SAT	
3	**H**	SUN	St. Thomas Day
4		MON	Orientation Programme for I DC ,BSWEnthuse- Induction program, Botany – Quiz series:1, NSS – Blood donation camp
5		TUE	Feast Celebration of Sr. Lilly Kachappilly, Staff meeting ,Physics – Certificate course begins, Malayalam – Seminar presentations, NSS - ` SNEHASPARSHAM
6		WED	IdulFitar, Commencement of PG first semester
7		THU	
8		FRI	Holy Mass, Computer Science – Personality Development Class for BCA I year students , History – Archaeological site visit II DC
9	**H**	SAT	
10	**H**	SUN	
11		MON	Mathematics- Sim Club Inauguration & Release of MATHZIANA Vol.8 by II M.Sc, Psychology-Group discussion, Economics and NSS - World Population Day Competitions
12		TUE	NSS – Personality Development Programme
13		WED	
14		THU	Computer Science – 14, 15-National Seminar on Cyber intelligence
15		FRI	Botany – Distribution of Biofertilizers & Biopesticides, MCJ – Documentary release, ZoologyOutreach Programme
16	**H**	SAT	
17	**H**	SUN	
18		MON	MSW- Inspire-Induction Programme, Physics- CSS visit to Abhaya Bhavan for II & I DC students, NSS – Visiting any Mental health Care
19		TUE	Malayalam Inauguration of Thudi Association, NSS- ITHIRIVETTAM', Zoology – In duced breeding Demonstration
20		WED	Malayalam - Seminar
21		THU	MSW& BSW- 21 &22 – Exposure Visits
22		FRI	Orientation for I DC , Chemistry-General seminar by students, Computer Science Paper publication of NS on Cyber intelligence
23	**H**	SAT	Botany – Outreach Programme for II DC
24	**H**	SUN	
25		MON	Mathematics- UGC-NET coaching class Inauguration, NSS – Campus Cleaning
26		TUE	Physics Department meeting, Commerce –Association Inauguration
27		WED	
28		THU	MSW-28 & 29 Organizing National Seminar,Botany – Motivational talk by alumina
29		FRI	Botany – Distribution of Biofertilizers & Biopesticides, MCJ – Documentary release, ZoologyOutreach Programme
30	**H**	SAT	
31	**H**	SUN	

AUGUST 2016			
DATE		DAY	PARTICULARS
1		MON	**Special Uniform**, History – Department meeting, MSW- one month internship inside Kerala
2		TUE	Computer Science – PET Exam
3		WED	AICUF Inauguration ,NSS – Orientation for I sem students, MSW -3-5 PRA Training
4		THU	Botany – Association Inauguration, Physics – PIP 2, Economics – Certificate Course begins(II DC)-Flower making & hand embroidery
5		FRI	Holy Mass,NSS – Observing Hiroshima & Nagasaki Day Competitions, History
6	**H**	**SAT**	NSS Day, Botany – Outreach Programme for IDC
7	**H**	**SUN**	
8		MON	MSW – 8-12 Tribal Camp , MCJ – Photogra phy Exhibition
9		TUE	Malayalam – National seminar on linguistics
10		WED	NSS – Quit India Day-Poster Making Com petition, Botany Quiz series :2, Malayalam – National Seminar, Chemistry- General semi nar by students, Hiroshima Nagasaki Day, History - Quit India Day-Poster Making Competition
11		THU	Fresher's Day for PG
12		FRI	Commerce – Free one time PSC registration to III DC, MSW & BSW, Psychology-Observance of International Youth Day
13	**H**	**SAT**	
14	**H**	**SUN**	
15	H	MON	**Independence Day**
16		TUE	NSS- Independence Day Competitions, Flash Mob
17		WED	Zoology – Rev.Sr.Gregoria Endowment lecture=
18		THU	Biotechnology – Quiz competition for higher secondary school students, Physics Extension work-Tuition for HSS
19		FRI	NSS – Celebrating Sathbhavana Day
20	**H**	**SAT**	Physics –CSS visit to Santhwanam for II & I main
21	**H**	**SUN**	
22		MON	NSS – ITHIRIVETTAM, BSW – Study Tour-Hyderabad
23		TUE	Zoology – 3 day workshop
24		WED	Mathematics – National seminar on GRAPH THEORY, Physics – 24-28 House visit, Zoology – 3 day workshop
25		THU	Commerce - 25 & 26 Study Tour, Zoology – 3 day workshop , UG -CAT 1
26		FRI	Staff meeting, UG -CAT
27	**H**	**SAT**	
28	**H**	**SUN**	
29		MON	SNEHASPARSHAM', UG -CAT 1
30		TUE	Physics – Department meeting, UG -CAT 1
31		WED	UG -CAT 1

SEPTEMBER 2016			
DATE		DAY	PARTICULARS
1		THU	**Special Uniform,** Physics 1-4 House visit , History – Department meeting
2		FRI	Holy Mass, Psychology – Fetal Alcoholic Spectrum Disorder awareness Day
3	(H)	SAT	
4	(H)	SUN	
5		MON	History – Teacher Day celebration, NSSTeacher Day Celebration, Competition & greetings, Malayalam – PoovukalkkuPunnyakalam
6		TUE	MSW –Regional workshop on Transactionalanalysis
7		WED	English National Seminar
8		THU	Onam Celebration, Economics – Non Academic visit, NSS World Literary Day
9		FRI	MCJ – Short Film Festival, College closes forOnam holidays
10	(H)	SAT	
11	(H)	SUN	
12	(H)	MON	
13	(H)	TUE	
14	(H)	WED	
15	(H)	THU	
16	(H)	FRI	
17	(H)	SAT	
18	(H)	SUN	
19		MON	**Special Uniform,** College reopening Chemistry – Certificate course begins, Ozone day Celebration, Botany – III DC project review presentation, . MSW – Observance of World Alzheimer's Day, Hindi Day celebration,Physics – Physikos , College reopens after Onam holidays
20		TUE	Psychology – Fetal Alcoholic Spectrum Disorder awareness day, Publication of results of UG & PG-CAT1
21		WED	
22	(H)	THU	Chemistry – Mobile Quiz on Ozone day ,Commerce- National Seminar
23		FRI	Physics – General Quiz Preliminary Round, Biotechnology- Invited talk, History – Tour III DC , Commerce- National Seminar, Botany – Distribution of seeds of Cabbage & Cauliflower seeds, Computer Science – Invited Talk on emerging Technology in Computer Science
24	(H)	SAT	NSS Day Pledge, cleaning
25	(H)	SUN	Physics- House Visit 25-29
26		MON	Physics – Power point presentation Competition, Chemistry – Formal inauguration of Chem. association
27		TUE	Physics – General Quiz Final Round, Department meeting, Computer Science – IT Quiz
28		WED	Mathematics – Intercollegiate /School Math- Quiz, Zoology – Field Trip, History – Invited talk research methodology, Computer Science –Hardware exhibition, Economics – seminar on Research Methodology
29		THU	MSW – Publication of research work, Zoology – Field Trip, English – National Seminar, Staff meeting
30		FRI	Zoology – Field Trip, English – National Seminar

OCTOBER 2016			
DATE		**DAY**	**PARTICULARS**
1	**(H)**	**SAT**	NSS Day, MSW& Hindi- Observance of International day for Elders
2	**(H)**	**SUN**	Gandhi Jayanthi
3		MON	**Special Uniform** ,Hindi , NSS –Celebrating Gandhi Jayanthi Power Point presentation, History- Regional seminar, Zoology - WEEK
4		TUE	Computer Science –Network Workshop, History –Department meeting, Zoology – WEEK, Mathematics- PPT Competition of latest innovations in Mathematics for department students organized by IIDC students
5		WED	Physics – Space week celebration , Zoology - Week, Notification for UG &PG first semester examination
6		THU	Physics – Space week celebration, Computer Science – Debugging Competition, Commencement of UG exam registration
7		FRI	Holy Mass, Physics – Space week celebration, Physikos 2015, Hindi- Govt. Hospital Visit, Postal Day Special –Letters to Parents
8	**(H)**	**SAT**	
9	**(H)**	**SUN**	
10	**(H)**	MON	
11	**(H)**	TUE	
12		WED	Physics – Lecture Workshop, Botany – Quiz series, MCJ – Media Visit, Hindi –Faculty & Students Exchange Programme, Hindi – World students Day -Documentary
13		THU	Physics – Lecture Workshop, NSS –SNEHASPARSHAM, History –Archaeological Site Visit I DC ,Chemistry- Study tour for III DC, Economics – Pleasure trip
14		FRI	
15	**(H)**	**SAT**	
16	**(H)**	**SUN**	
17		MON	NSS – Free Tuition, Commerce – Bank Ac count Campaign, Chemistry- Lab cleaning day
18		TUE	NSS – Debate on any topic, Commerce – Bank Account Campaign, Economics- Observation of International day for poverty eradication
19		WED	Commerce – Bank Account Campaign, Chemistry- Chem Quiz
20		THU	Physics , Computer Science, MCJ and Commerce – Bank Account Campaign Study Tour, Quiz Competition, Malayalam – Magazine release
21		FRI	Commerce – Bank Account Campaign
22	**(H)**	**SAT**	
23	**(H)**	**SUN**	
24		MON	NSS – Visiting Old Age Home, Botany Debate on Organizing farming Vs Chemical farming, History –UN Day –Quiz Competition
25		TUE	Physics -Department meeting, Computer Science – Fresher's Day for M.Sc. First year stu dents
26		WED	Physics – Lecture Workshop ,House Visit, Chemistry- General seminar, Psychology – Mental health week and national depression screening day, UG & PG CAT II
27		THU	Physics – PIP 4 PH5 B09 Electrodynamics II, House Visit, English – Poet's Day, Economics – Industrial visit, Staff meeting, UG & PG CAT II
28		FRI	House Visit, MSW – Workshop on Social Auditing, UG & PG CAT II
29	**(H)**	**SAT**	Deepavali
30	**(H)**	**SUN**	
31		MON	NSS – ITHIRIVETTAM, Chemistry- Send off to S4 students, UG & PG CAT II

			NOVEMBER 2016
DATE		DAY	PARTICULARS
1.		TUE	1 TUE **Special Uniform** ,NSS, Malayalam, History - Keralapiravi celebration, and lecture series on Heritage & Culture, UG & PG CAT II, Last date of receipt of UG & PG attendance details from departments 14 MON
2.		WED	Computer Science- Power point presentation competition, Group discussion, UG & PG CAT II
3.		THU	Psychology- Elimination of violence against the women, Computer Science- Group discussion, Last date of receipt of application for UG & PG first semester examination without fine
4.		FRI	Holy Mass, UG & PG CAT II, Publication of results of CAT II
5.	(H)	SAT	NSS Day
6.	(H)	SUN	
7.		MON	NSS - SNEHASPARSHAM, Last date of receipt of application for UG & PG first semes ter examination with fine
8.		TUE	Last date of submission of UG & PG CA marks by teachers to the heads of departments
9.		WED	Botany- Quiz series, Zoology – Academic out rewach program tp AMHA, Last date of receipt of application for UG & PG first semester examination with super fine, Publication of UG & PG CA marks
10.		THU	Last date for submission of complaints , if any to the HOD s
11.		FRI	Commerce- International Savings Day, Last date of submission of UG & PG internal marks to CE
12.	(H)	SAT	
13.	(H)	SUN	
14.		MON	Hindi-Children's Day-Village visit, NSS –Visit ing Orphanage, Chemistry – Chem week cel
15.		TUE	Zoology – Rev.Sr.Cabrini Memorial lecture series, UG first semester examinations
16.		WED	MCJ- Press Day Celebration, MSW –Study Tour, History –Research methodology – second series, Mathematics - Brain Challenge Competition for other Department students by I MSc. students , UG & PG first sem examinations
17.		THU	Physics – House Visit, UG & PG first sem examinations
18.		FRI	NSS- National Integration Day, Chemistry –Chem week celebrations , Physics – House Visit, UG & PG first sem examinations
19.	(H)	SAT	
20.	(H)	SUN	
21.		MON	English – National Xmas song composition and Tuning competition, NSS –Voter ID Registration, Physics – Semester Exams, UG & PG first sem examinations, PG CAT II
22.		TUE	Botany – Dr. Egy T Paul, Endowment lecture 2016, Commerce – Com Battle, UG & PG first sem examinations
23.		WED	Commerce – Com Battle, UG & PG second semester begins
24.		THU	24 THU Commerce – Com Battle
25.		FRI	Feast Celebration of Principal Dr. Sr. Christy, Malayalam –Kaviyarangu, Chemistry – General seminar
26.	(H)	SAT	
27.	(H)	SUN	
28.		MON	NSS- ITHIRIVETTAM, Physics – Study Tour
29.		TUE	Staff meeting
30.		WED	

DATE		DAY	PARTICULARS
			DECEMBER 2016
1.		THU	**Special Uniform** ,Psychology -AIDS Day Class, History – Department Meeting , MSWField Work 20days Observance or World AIDS Day,
2.		FRI	Holy Mass, Chemistry – Mobile Lab for school students,
3.	**(H)**	**SAT**	NSS Day
4.	**(H)**	**SUN**	
5.		MON	NSS Visiting House of Aids patients
6.		TUE	NSS- SNEHASPARSHAM
7.		WED	Zoology – Rev.Sr.Cabrini Memorial lecture Series
8.		THU	Malayalam – Invited talk
9.		FRI	English – Sagesse Lit., MSW- Observance of World girl child day, History – Conduct power point presentation – Human right Day
10.	**(H)**	**SAT**	NSS- Human rights day, Flash Mob, competitions
11.	**(H)**	**SUN**	
12.		MON	MCJ- Handwritten Magazine release
13.		TUE	BSW –Tribal Camp 4days, History – Speech- Human Right s in the current scenario
14.		WED	Botany- Quiz series: 6
15.		THU	
16.		FRI	Economics – Non academic visit
17.	**(H)**	**SAT**	Hindi – A visit to Orphanage, Christmas holi days begin
18.	**(H)**	**SUN**	
19.		MON	NSS – Visiting Old Age Home Celebrate Christmas
20.		TUE	20 TUE BSW- Exposure visits to Athirapilly, Malayalam- One day seminar, Physics – Xmas celebration
21.		WED	Chemistry – Xmas Celebrations
22.		THU	Xmas Celebration, Hindi-Xmas Card making Competition , Mathematics – Special Alum nae meet of department of mathematics
23.		FRI	
24.	**(H)**	**SAT**	Hindi-Xmas Kit Distribution
25.	**(H)**	**SUN**	Christmas
26.		MON	NSS – ITHIRIVETTAM, College reopens after Christmas holidays
27.		TUE	
28.		WED	
29.		THU	
30.		FRI	
31.	**(H)**	**SAT**	

| JANUARY 2017			
DATE		DAY	PARTICULARS
1	(H)	SUN	
2		MON	**Special Uniform** ,Psychology -National sui cide prevention week – Seminar, BSW – Blockfield work-25 days, NSS – New year celebra tion with inmates of IJK Jail, History –Department Meeting
3		TUE	
4		WED	English – Class on research methodology
5		THU	Computer Science- Project review of DC Students
6		FRI	Holy Mass
7	(H)	SAT	NSS Day
8	(H)	SUN	
9		MON	MCJ –Media Seminar, NSS –Medical Camp, Chemistry – Farewell week
10		TUE	Chemistry – Farewell week, History Genesis 2017(Elocution, debate, Quiz)
11		WED	
12		THU	
13		FRI	Hindi-World Leprosy Day – Leprosy CentreVisit, MSW – Invited talk on
14	(H)	SAT	NSS- Celebrating Republic Day competitions, History – To Conduct Elocution competition in connection with Republic Day
15	(H)	SUN	
16		MON	
17		TUE	
18		WED	
19		THU	
20		FRI	
21	(H)	SAT	
22	(H)	SUN	
23		MON	
24		TUE	
25		WED	
26		THU	Republic Day, Alumnae meet, Com - Union
27		FRI	
28	(H)	SAT	
29	(H)	SUN	
30		MON	SNEHASPARSHAM Computer Science-BCA Project review, NSS
31		TUE	Physics – Department meeting

FEBRUARY 2017			
DATE		DAY	PARTICULARS
1		WED	1 WED **Special Uniform**,Psychology – Month- Hospital visit, History – Department Meeting, UG & PG second semester CAT 1
2		THU	UG & PG second semester CAT 1
3		FRI	Holy Mass(Send off),MSW- World Cancer Day, UG & PG second semester CAT 1
4	**(H)**	**SAT**	Commerce –Department Faculty Tour
5	**(H)**	**SUN**	
6		MON	BSW – Submission of research work, NSSAwareness Class on the topic Cyber Crime, UG & PG second semester CAT 1
7		TUE	NSS – ITHIRIVETTAM, UG & PG second semester CAT 1
8		WED	Botany –Quiz series:8, Zoology – Release of Manuscript zooqest, UG & PG second semester CAT 1
9		THU	
10		FRI	English – Endowment Lecture
11	**(H)**	**SAT**	
12	**(H)**	**SUN**	
13		MON	NSS Water Conservation Programme, Hindi – One day Trip
14		TUE	NSS Water Conservation Programme, Hindi – One day Trip
15		WED	Chemistry – Send off to III DC, UG & PG second semester CAT I marks to HOD
16		THU	History – Launching of Departmental Manu script and Journal, PG S2 CAT 1
17		FRI	MSW- Workshop on EIA
18	**(H)**	**SAT**	
19	**(H)**	**SUN**	
20		MON	NSS –Blood Donation Camp
21		TUE	Malayalam – World mother tongue day observation , Economics – A talk on social justice
22		WED	Biotechnology – Release of Magazine
23		THU	
24	**(H)**	FRI	Maha Sivarathri
25	**(H)**	**SAT**	
26	**(H)**	**SUN**	
27		MON	NSS SNEHASPARSHAM, Physics – National Science Day, Mathematics – Mathematician's Day –in association withSIM club celebration by I DC & II DC
28		TUE	Physics – Department meeting, III DC Send Off, visit to Kuzhikkattussery , Biotechnology – Science Day celebrationSend off Day – III DC stusdents

| MARCH 2017			
DATE		DAY	PARTICULARS
1		WED	**Special Uniform**, History – Department Meeting , Physics – II DC Main & Sub Practical s I Internal
2		THU	Psychology – World Down syndrome day- One day Workshop
3		FRI	Holy Mass
4	**(H)**	**SAT**	NSS Day
5	**(H)**	**SUN**	
6		MON	
7		TUE	NSS- Awareness class on Women's Right
8		WED	MSW & NSS – International Women's Day Competition, Malayalam - Submission of folk lore projects
9		THU	
10		FRI	
11	**(H)**	**SAT**	
12	**(H)**	**SUN**	
13		MON	NSS Anti Plastic Campaign, History –Conduct group discussion in connection with women's day
14		TUE	Chemistry – Chem family meet
15		WED	Malayalam – Chuttezhuth release, Mathematics – Special Programme for Retiring Staff, Notification for UG & PG second semester examination
16		THU	Hindi-Submission of Manuscript, Commence ment of exam registration
17		FRI	date for receipt of application for UG & PG second semester examination without fine
18	**(H)**	**SAT**	
19	**(H)**	**SUN**	
20		MON	NSS – ITHIRIVETTAM, Last date for receipt of application for UG & PG S2 examination with fine
21		TUE	
22		WED	MSW- Water day, BSW- Publishing of Research Work, UG & PG second semester CAT II
23		THU	UG & PG second semester CAT II
24		FRI	MSW- Observance of T.B Day, UG&PG second semester CAT II
25	**(H)**	**SAT**	
26	**(H)**	**SUN**	
27		MON	NSS SNEHASPARSHAM, UG & PG second semester CAT II
28		TUE	Physics – Department meeting, UG & PG second semester CAT
29		WED	Staff Day, Last date for receipt of application for UG second semester with super fine, UG & PG second semester CAT II
30		THU	Send off Day, Last date for uploading of UG & PG second semester attendance details by HOD
31		FRI	

APRIL 2017			
DATE		DAY	PARTICULARS
1	(H)	SAT	
2	(H)	SUN	
3		MON	
4		TUE	
5		WED	
6		THU	
7		FRI	UG & PG S2 CAT II marks to HOD
8	(H)	SAT	
9	(H)	SUN	
10		MON	Publication of UG & PG second semester internal marks by HOD
11		TUE	Last date for raising complaints if any, regarding internal marks to HOD
12		WED	Last date of uploading UG & PG second semester internal marks to CE by HODS
13	(H)	THU	Mounty Thursday, Vishu, Ambedkar Jayanti
14	(H)	FRI	Good Friday
15	(H)	SAT	
16	(H)	SUN	Easter
17		MON	
18		TUE	
19		WED	UG& PG S2 examinations
20		THU	UG second semester examinations
21		FRI	UG& PG S2 examinations
22	(H)	SAT	
23	(H)	SUN	
24		MON	UG& PG S2 examinations
25		TUE	UG second semester examinations
26		WED	UG& PG S2 examinations
27		THU	
28		FRI	
29	(H)	SAT	
30	(H)	SUN	

MAY 2017			
DATE		DAY	PARTICULARS
1	(H)	MON	May Day
2		TUE	
3		WED	
4		THU	
5		FRI	
6	(H)	SAT	
7	(H)	SUN	
8		MON	
9		TUE	
10		WED	
11		THU	
12		FRI	
13	(H)	SAT	
14	(H)	SUN	
15		MON	Practical Exam begins
16		TUE	
17		WED	
18		THU	
19		FRI	
20	(H)	SAT	
21	(H)	SUN	
22		MON	
23		TUE	
24		WED	
25		THU	
26		FRI	
27	(H)	SAT	
28	(H)	SUN	
29		MON	
30		TUE	
31		WED	

Annexure – II
Analysis of the Feedback

Feedback from Stakeholders - Parent /Society
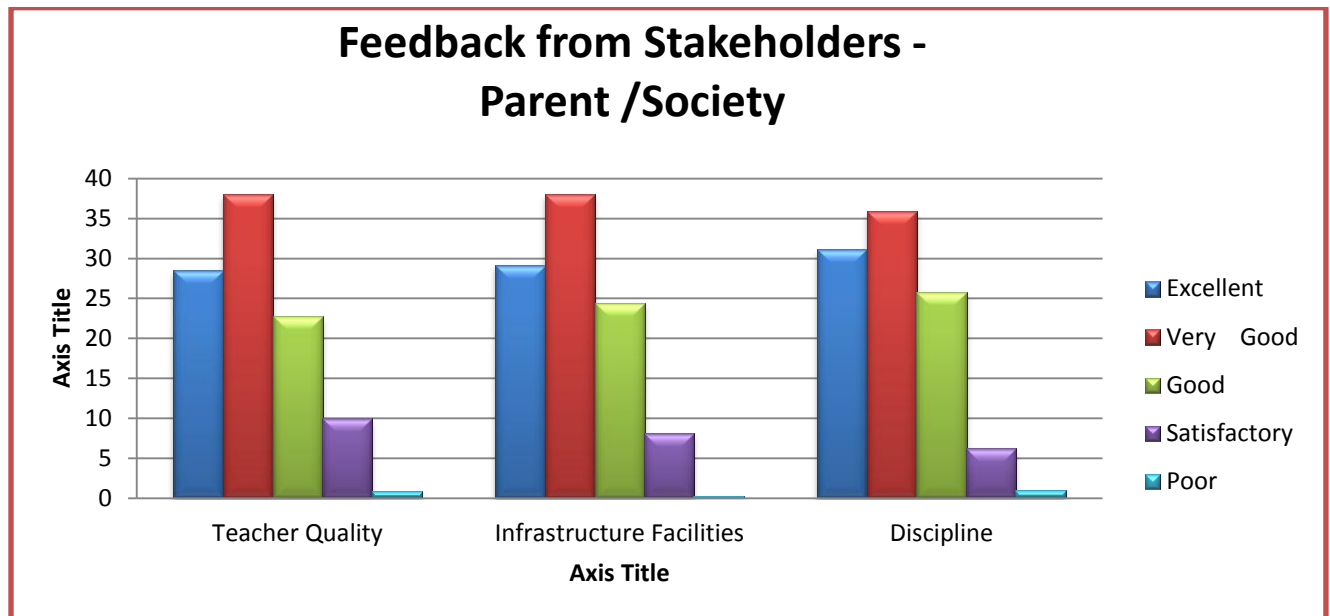
The feed back from parents is collected during the open house, PTA meeting and it shows that the teacher quality and discipline mentioned in the college is very good. Feed back is also collected from old students, well wishers and benefactors.

Employers Feedback
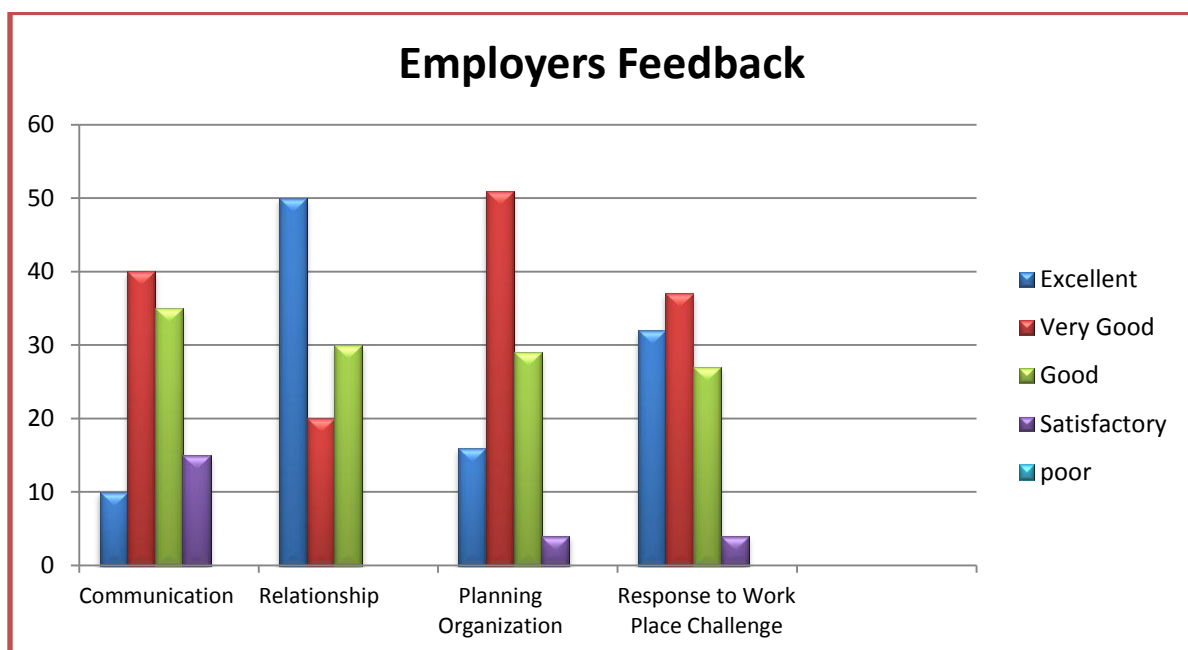
The pie diagram shows the employer's opinion about the product. Relation of our students with college management, customers and team work is excellent. It is also very good in planning, taking up responsibility, time keeping, executing plans etc.
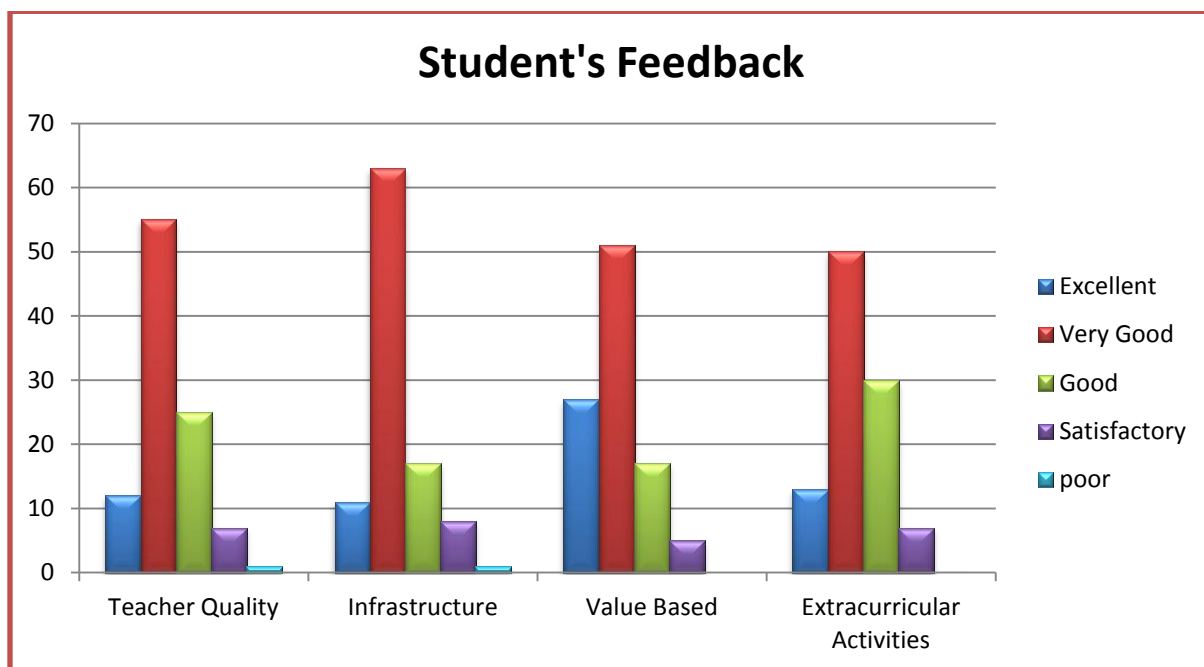
Student's Feedback

The college has a mechanism for analyzing student feedback on the performance of the college. Each year students are given an opportunity to provide confidential feedback on various aspects of the college functioning such as the college, the course, the faculty, departments, canteen, non-teaching staff, teaching-learning-assessment, research, extension and special resources such as Labs, Library, ICT amenities and other facilities based on a standardized questionnaire provided.

The college maintains a self appraisal system giving weightage to multiple activities performed by faculty inside and outside the campus in various fields. The Appraisal system in this institution gives 50% weightage for student feedback. Students are asked to evaluate each and every teacher who teaches them, with the help of a printed feedback form, towards the end of each academic year. The remaining 50% weightage is distributed equally among four heads (12.5% each) namely, research activities, consultancy and extension, involvement in evaluation duty and teaching experience and qualification. Duly filled in Appraisal forms are received from all the faculty members at the end of the academic year based on their performance in the previous year (Teachers Mirror), and this is evaluated by the Management.

The suggestions for improvement are grouped into three categories:
- Those we can change immediately
- Those that must wait until the next time the course is offered
- Those that we cannot change

In all possible cases, remedy is provided, after discussions with the concerned authorities.

Annexure – III
Best Practices of the institution

Best Practice I

1. **Title of the Practice:** '**Green Campus – Clean Campus**'

2. **Goal:**

To train students to put knowledge acquired in the class room to practical application (This practice aims to enable students to imbibe higher research culture and "**lab to land**" practice whereby they can apply what they have learned to practices that can benefit the society and environment.). To train students to become protectors of Nature and to make a difference to the endangered Planet Earth. To promote awareness on environmental. To spread the message of greening and cleanliness.

3. **The Context:**

It is a topic of hot debate in the modern world that the Earth is in desperate need for caretakers. Global Warming, Greenhouse gases, Ozone layer depletion, Ecosystem, Environmental Studies, Earth Day etc. are commonplace terms now. Trees and plants help create the air we breathe and help keep earth at the right temperature for life. Trees can help prevent Global Warming. Awareness programmes and seminars on the protection of the environment create in students an orientation on environmental issues. This knowledge is put to practical application through the Green Campus - Clean Campus Practice. The institution is highly conscious of its environmental responsibility. The Green Campus - Clean Campus Practice orients the student community about their responsibility to the environment and makes them active participants in greening drives.

4. **The Practice:**

- A research culture mode is integrated into the practice of the curriculum through frequent invited talks, workshops and seminars. Experts from Government organizations and the fields of Geology, Environmental Studies and Life Sciences are invited for lectures and interactions with the students. There are a number of projects undertaken by faculty and students on ecological concerns in addition to a number of publications.
- Faculty engaged in UGC Minor Projects: A Study on the Faunal Diversity, Ecological Significance and Conservation Strategies of Sacred Groves of Thrissur District", Principal Investigator- Dr. Sr. Anis K V, Department of Zoology Ecological Degeneration of Water Ways and Water Sources, Shanmugham Canal-A Case Study- Problem & Solution", Principal Investigator Dr. Sr. Rose Anto, Department of Hindi
- UG Projects undertaken by Life Science students give priority to environmental issues.
- Every effort is taken to keep the campus green and clean. The institution understands the need to preserve Earth.
- Trees have been planted both within the campus and outside. Plants and shrubs, of the flowering, vegetable and medicinal variety, are visible in the campus.

- Saplings have been distributed to the students and nearby houses, in collaboration with the Departments of Forests and Agriculture (Green Earth Project 2011 of the English department).
- Students are encouraged to be active members of the Nature Club and Biodiversity Club
- The various departments of the Institution have been allotted specific spaces on the campus to maintain greenness and cleanliness. (Diagram of the spaces allotted is attached).
- Care is taken to keep the campus, pollution and plastic free.
- There is restricted vehicle entry during working hours and a separate parking lot.
- There are dustbins in strategic places with a system of effective waste disposal.
- Students are encouraged to keep their classrooms and common spaces clean. There is a Cleaning Day for the campus spearheaded by the NSS and CSS units and a special prize instituted for the Best Class Room'.
- Green Audit was conducted by external and internal agencies.

5. **Evidence of Success:**
The evidence of the success of the practice is the green and clean campus itself. The giant trees near Arcadia and the basket ball court, the manicured lawns and hedges, the flowers, vegetables, botanical and medicinal gardens, the pollution free campus and the trees planted on either side of the college road are all proud testimonials to how the green mission envisaged by the Founders of the Institution continues to be preserved even today.

6. **Problems Encountered and Resources Required:**
- Availability of time is the main constraint in the implementation of the practice.
- The tight schedule of the semester system provides very little spare time. Students make use of weekends and special holidays.
- There is also the need for more garden and cleaning equipment.
- Additional spaces can also be allotted in the campus for greening activities.

7. **Notes:**
The Green Campus –Clean Campus Practice is a healthy practice that all institutions can adopt. It encourages in students a love of nature and makes them active protectors of the earth. Specific spaces should be allotted for greening. A feedback mechanism on the practice is mandatory to ensure positive results.

Best Practice II
1. **Title of the Practice: Faculty @ Students' Homes**
2. **Goal:**
To effect holistic development of students
To facilitate closer bonds between faculty, students and their families
To prepare young women to be architects of ideal families
To contribute to the building up of a good Society/Nation

3. **Context:**

St. Joseph's College, Irinjalakuda is a college for women managed by St. Joseph's Educational Society of the Congregation of the Holy Family. The charism of the Congregation is Family Apostolate. The Vision and Mission statements of the Institution stress on the importance of creating ideal families through the empowerment of young women. The practice "Faculty @ Student's Homes" is based on the concept that ideal families will provide for a happy nation.

The various socio, economic and cultural contexts that the students belong to shape their academic life and progress. Many ailments that afflict society today, is the result of broken families. Family problems adversely affect the student's performance and scheme of life. Many students are helpless victims of their vicious domestic atmosphere. A drunken father, a mentally deranged mother, an ailing parent, family problems, financial constraints and health problems can shatter the hopes and aspirations of the students. It becomes impossible for them to concentrate on their studies in such an atmosphere. The family background of the student plays an important role in the academic performance of the student. House visits enable the teacher to gauge the students by understanding their home circles. The teacher can work miracles by changing the entire situation for the student by his/her intervention. This practice gives importance to the role of the teacher as mentor and counsellor, facilitates closer bonds between faculty, students and their families and positively affects the academic as well as the overall performance of the student.

4**. The Practice:**

Teachers are encouraged to visit all their students at their homes at least once in the time span of their academic studies in the college (UG- 3 years, PG-2 years). About one-third of the houses are visited per year by the faculty. Besides this ongoing practice, the Principal, Vice Principals and IQAC coordinator visit the houses of almost all faculty and staff on the rolls. House visits enable the teacher to assess the student individually and provide necessary remedial action be it financial assistance or professional guidance. There are two trained counselors at the Darsana Counseling Centre to which the students and their family members are directed if it is found that they need professional assistance. Houses have been built for four students and two non-teaching staff by the NSS units and the institution. Free lunch coupons are provided to needy students based on information provided by the class teacher. Financial assistance is provided to meet the expenses for the medical treatment of student/parent, purchase of study books, tour programmes etc.

5**. Evidence of Success:**

Feedback on this healthy practice is very positive both from the students and their parents. There is marked progress in the overall performance of the students visited at home. The students are motivated to perform better in their studies and also develop interpersonal skills. Parents feel at home with the teachers who have visited them in their home ground. They are able to communicate more freely on the problems related to their children. There is considerable reduction in the dropout and failure rates. Fathers who are drug addicts and alcoholics have been rehabilitated through professional counselling at Darsana, given membership in "Alcoholic Anonymous" and treatment at De-Addiction Centres with which the college has tie ups. The present day academic syllabus under

the semester system has created a lot of psychological stress in some students. Such students are identified and directed to the counseling centre. The strong bond that the Alumnae maintain with their alma mater and the mentors is a strong evidence of the success of the practice.

6**. Problems Encountered and Resources Required:**
The tight schedule of the semester system leaves little time for house visits. Teachers have to make use of spare time and holidays to complete this mission. Conveyance to far off and remote places poses problems at times. There is also difficulty encountered in visiting the homes of the hostellers and children with both parents working. Travelling expenses is another issue, which is at present sponsored mainly by the management.

7. **Notes:**
The Practice **Faculty @ Students' Homes** is a healthy practice that all institutions can adopt. It forges a closer relationship between the teacher and student. The teacher now steps beyond the boundaries of the classroom and staffroom and becomes part of the student's family. Academic performance is improved as a result of closer ties between the student and the teacher. A feedback mechanism on the practice, from students, parents and teachers, is mandatory to ensure positive results.