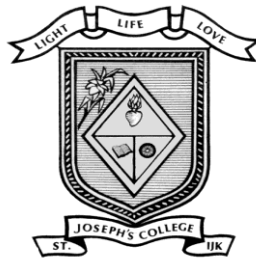


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Annual Quality Assurance Report

2006-'07

**Submitted to
National Assessment and Accreditation Council
Bangalore**

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AQAR REPORT 2007-2008

Part A

The various departments of the college were requested to chalk out a detailed five year plan of action for the period 2007 - 2012. The plans they have submitted for the year 2007-2008 are as follows:

1. Higher Focus Course:

As sustained effort to realize the vision and mission of the college, it was decided to continue the three-year Composite Empowering Training Programme – the Higher Focus Course - this year also which includes training in skills related to driving, yoga, self - defense, personality development, computer and internet etc. and to issue certificates to those who complete the course successfully.

2. Bridge Course:

A three-day orientation course was decided to be given for the first Year degree entrants from 23 July 2007 in order to make their transition from the Higher Secondary to the University level education quite jerk-free. The new skill development approach to university education and their goal orientation, the attitude and preparedness it calls for on the part of the students will form a major part of the course content. The talks given in this regard will touch the innumerable facilities, resources and support services available to the students in the college and the ways in which they can benefit out of them.

A session of the course will be set apart for the parents who will be briefed on the changing environment in which their wards are trained in the campus and the demands the new set up makes on them by way of co-operation with the teaching and non-teaching staff and the management.

Moreover, they will also be informed of the need of inculcating professional skill in their wards which alone can enable them to face the stiff competition, are likely to face in professional excellence at the global level. Over and above the usual working hours of 9 to 3, the students will be retained in the campus for an hour more in the evenings for imparting special soft skills they should acquire for the above purpose.

3. Remedial, Career Guidance and Soft skill courses:

Remedial, Career Guidance and Soft skill courses will commence during the first month of the first term itself without fail.

4. UGC sponsored add-on courses

The existing UGC sponsored add-on courses in Spoken English, Travel and Tourism and Audio Visual Media Practice will continue with added focus on increasing the number of participating students.

5. Enrichment Courses:

Appropriate Enrichment Courses in various skills in order to equip the undergraduate students to stand out in the job market scenario will also be held as usual. A list of the proposed courses is furnished below:

Table A.1**List of Certificate/ Add on Courses:**

Department	Course	Offered by	Purpose	Level

6. UGC Funded Innovative Programme:

Under this scheme the Department of Mathematics will commence a one year Diploma Course in Cryptography on 12-9-2007 for Engineers and Post graduate students in disciplines with Mathematics as a subject.

7. Value Education:

Reinforcing its commitment to value-based education, the following sessions will be held during the year under discussion:

- i. Regular Religion/Ethics classes for undergraduate and postgraduate students from first term onwards
- ii. Talks on value education by external experts at least once during each term.
- iii. Seminars on Life Guidance/Family Counseling/Happy Home
- iv. Regular Prayer Meetings at the beginning of each term
- v. Spiritual Renewal programme from 18 to 20 October 2007
- vi. Thought for the Programme and Morning Prayer on every working day

vii. Special Wednesday Prayer session of one hour.

viii. Inter religious dialogues and retreats

8. Advance Curriculum Planning:

Advance Curriculum planning will be done as usual by every Department, subject-wise and Teacher-wise, and the plans will be handed over to the IQAC and the Academic Excellence Committee for monitoring purpose. The Curriculum planning is done in such a way as to ensure that the syllabus is covered in full by the end of the second term and the rest of the working days are set apart for revision exercises and examination oriented test papers.

9. ICT Enabled Teaching & Learning:

The teachers will be specially urged to make use of ICT devices and gadgets and Internet in class room teaching and to ensure that the lecture content of the classes is brought down to the minimum thereby ensuring the active participation of the students in the teaching process.

10. Academic flexibility:

Adequate academic flexibility will be provided by introducing a number of course options for the students to choose from. The option facility will be made available also in Indian languages offered as second language. In the case of add -on -courses also a wide range of option facility will be ensured.

11. Coaching Classes:

Special Coaching classes will be arranged for PG students of June/December examinations of JRF and NET.

12. Student Feedback:

Student Feedback will be obtained on the following:

a)Teacher Performance (b) Student expectation of the courses (c) Student expectations about the college (d) Student evaluation of the Management and administration of the college (e) Student evaluation of the Performance of the Principal (f) Student evaluation of the performance of the non-teaching staff (g) Student evaluation of the learning resources like Library and ICT facilities (h) Student evaluation of the facilities offered for co-curricular activities like sports and cultural activities (i) Student evaluation of the infrastructure facilities (j) student evaluation of the examinations –

both internal and external (k) Student evaluation of the performance of the Grievance Redress Cell.

13. Admission Process:

The process of admission to various courses, both aided and unaided, will be in strict conformity with the relevant rules and regulations laid down by the government and university in this regard. In order to ensure maximum transparency, the admission rules and regulations will be published in the prospectus and the website of the college for the information of the public. The admission policy of the Management will be by and large inclusive.

14. Post Entrance Test (PET):

In order to cater to the diverse requirements of the various levels of learners, the students will be categorized into two categories – advanced learners and impaired learners - by means of a Post Entrance Test (PET) to be conducted on 23 July 2007.

15. Teaching & Learning:

The avowed intention of the college during the year will be to make learning and teaching process more and more learning and learner centered. Ample opportunities will therefore be offered to them to fend for themselves in the learning process by methods of Seminars, symposia, presentations, assignments, mock viva voce, quiz, study tours, talks, special library sessions etc.

16. Academic Events:

a) Department-wise Academic Event -Schedule of the year is as follows:

Table A.2

Academic Event -Schedule

Sl.No.	Department	Event	Tentative Date	Level
1.				
2.				
3.				
4.				
5.				

Apart from the above, state/regional level seminars/quiz programmes will be organized by all Departments. Debates, deliberations, discussions, displays, Paper presentations Exhibitions etc. will also be held by all Departments.

Following table shows the study tours proposed during the year by various Departments:

b) The Study Tours Proposed During the Year

Table A.3

Study Tours Proposed During the Year

Sl. No.	Department	Place of visit	Tentative Date	Class

c) Schedule of Debates proposed during the year:

Table A.4

Debates proposed during the year

Sl.No.	Department	Tentative Date	Class

d) Proposed Schedule of Paper Presentations by Faculty:

Table A.5

Proposed Schedule of Paper Presentations by Faculty:

Sl. No.	Department	Topic	Month & Year

17. Student Progress Monitoring Mechanism (SPMM) :

During the year the institution will ensure that the Student Progress Monitoring Mechanism (SPMM) in operation in the college is put to maximum use and advantage to the student community. The Mechanism will measure up stage by stage the progress or otherwise made by the student throughout the course and will furnish the student and the parent timely corrective directions. The tutors will be entrusted with the responsibility of this important task. A battery of testing systems will be

made use of for this purpose and they will mainly consist of test papers, surprise tests, quiz, terminal Examinations, model examinations, Mock Viva Voce, Assignments, Seminars, Paper Presentations, Business games etc. The existing open and participatory evaluation mechanism coupled with the grievance redress system will continue to ensure the transparency of the evaluation system.

Table A.6

Details of proposed tests during the year are as follows:

Sl. No.	Nature of the test	Tentative Date	Classes
1			

18. Academic Excellence Promotion Body:

The Academic Excellence Promotion Body working in the college will also monitor the progress of the students, especially that of the advanced learners and the impaired learners. Special efforts will be taken to devise a boosting mechanism by which the middle level students too are raised to the level of the advanced learners. Students with learning problems will be identified during the tutorial sessions and will be advised to seek help from the professional counseling facility offered by the institution.

19. Publications & Manuscripts:

The multidisciplinary annual research journal – RAYS – published by the research promotion wing of the college, GRACE, will be brought out this year also without fail by the end of this academic year. The registration formalities of the Journal are progressing fast. The attempt of the journal to include articles and abstracts from researchers outside the college has met with success. Every Department in the college brings out some sort of publication every year and the proposed schedule of release of the publication during the year is as follows:

Table A.7**Proposed schedule of release of the Publications & Manuscripts:**

Sl. No.	Department	Publication	Date
1			

20. Faculty Improvement Program (FIP):

Planning has been done in Departments to identify faculty desirous of pursuing doctoral, post doctoral and pre-doctoral programmes. Teachers with PhD will be persuaded to publish at least two research papers every year. Following is the list of faculty who will rejoin on completion of their

Table A.8**FIP tenure for PhD Research:**

Sl. No.	Department	Faculty	Month of rejoining
1.			

21. Refresher Courses:

Updating will be viewed as a very important teacher function, and for this purpose they will be urged to attend refresher/ orientation courses and seminars and symposia wherever the venue is. Maximum efforts will be made to make available to them participation allowance for which there is provision in the UGC grants. This will be specially looked into in the case of teachers who have received invitations from outside agencies or institutions for paper presentation, talks, classes etc. As usual they will be

entitled for legitimate leave with pay for their participation in such updating sessions.

22. Paper Publication:

Assistance will be considered also for the publication of the teachers. This year the college or the sponsoring agencies it finds out will publish at least two research books prepared by the teachers.

23. Innovative Methods:

Since the college is an affiliated one, it is not free to bring about any kind of reforms in testing or examination system practiced by the University. However, in the internal assessment made by the college the college intends to make use of innovative techniques like test with books, peer evaluation, oral tests, on-line tests, tests with books etc.

24. Administrative Efficiency

To enhance administrative efficiency it has been planned to organize workshop for the faculty and staff, guided by resource persons from offices of the concerned government departments or the University. The first of these seminars will be held during the midsummer vacation of the academic year 2008-09 in which the entire administrative staff will take part. Short courses in soft skills also will be arranged for the benefit of the staff. The schedule of this year's seminars is follows:

Seminar for faculty: 7 June 2007 & 12 July 2007

Seminar for Staff : 20 December 2007

25. Curriculum Designing

Curricular restructuring is an important exercise in which the teaching staff of the college should take an active part, and with this end in view departments will be persuaded to hold faculty discussion on the suggestions to be submitted to the University as and when such deliberations take place in the University. The Department will also consult the industry in this matter so that the syllabus ultimately turns out to be responsive to the needs of the industry. The faculty membership in University bodies related to this area will be encouraged and teacher participation in their deliberations will be ensured. Seminars/workshops organized on syllabus restructuring by bodies other than Universities will also receive attention. The faculty will also be urged to interact effectively with the newly formed

higher education council and to submit suggestions for reforms proposed by the council.

26. Consultancy

A consultancy Cell is proposed to be set up in every Department to promote institution/industry interface to the maximum extent possible. Surplus expertise available in the Department can then be successfully canalized for societal requirement. Consultancy has not been a strong point of the college for long and with the implementation of the present plan things are expected to take a turn for the better. The Cell will identify pockets in need of the expertise we have to offer, and this will widen the consultancy net-work of the college to an amazing extent.

27. Project Undertake:

The thrust on research will be accentuated by raising the number of projects departments undertaken with financial support from external agencies. At the beginning of every year a special workshop will be convened for this purpose, especially to chalk out major projects that are very few in the college now. Funding agencies other than the UGC will be approached for this purpose. And the Departments will be persuaded to give adequate consideration for the major projects. It is expected that the following faculty members will apply for Major/minor projects this year:

Table A.9

List of proposed Projects during the year

SL NO	Department	Name of the Faculty	Major/minor
1			
2			

28. Linkages

Adequate number of academic and research linkages will be developed during the year under review to widen the reach and scope of enquiry of the student and teacher community. Though the college at present has linkages with a number of institutions, these links are not bound by necessary documentary support. Efforts will be made also to get into Memoranda of Understanding in the case of these linkages.

29. Infrastructure:

New infrastructure facilities for starting new courses like MBA, MCA & B.Com under off campus scheme and a new state of the part computer laboratory will be provided for MCA and PG Diploma in Cryptography.

30. IT Facilities:

The LAN facility will be inaugurated very soon. Internet facilities will also be stepped up enabling students and faculty to make maximum use of the facility.

31. Library:

The number of books in the library will be raised to 65000. Number of journals and periodicals subscribed will be raised to 300 and the number of educational CD's in the library will be raised to 400. The reprographic facilities will be improved.

The service of the library will be extended to so people beyond campus limits in order to make it to be of service to common man. A book bank facility is also mooted. The working hours of the library will be enhanced by an hour every working day.

32. Website

The college website will be updated with information on the support given to the aspiring students. This information will also be provided in the college prospectus, brochures, handbook and advertisements published by the college. Personal counseling will also be provided in this matter.

33. IQAC

The IQAC functioning in the college will issue special handouts inviting attention of the students to the various facilities offered to them in the college.

34. Academic Calendar:

The teachers will speak to the students on the curricular plans at the opening of the first session of every course. An academic schedule will be issued to them on the first day of the course. Detailing the work plan of the year/semester. This will include also the code of conduct and behaviour expected from the students.

35. Central Monitoring Cell

A central monitoring cell function in the college will come to the help of the students in all areas or problems related to the University, Government and other Institutions. The academic counseling facilities available in the college will be further stepped up.

36. Sports & Cultural Events:

Recreation, cultural and sports facilities intended for the students will be further augmented. Special training for cultural competitions will be arranged in order to enable them to successfully compete in the inter collegiate and state level competitions. In sports and games also those interested will be given excellent training. Specialized coaches will be made available to all the students interested in Sports and games. Attempts will be made by liasoning with the Government, to secure sanction for a sports hostel for the higher secondary students.

37. Alumnae

The college alumnae will be called upon to extend assistance to the present students by donating generously to the various curricular and co curricular programs organized for them. The alumnae will also contribute generously to provide housing for a homeless student. They have also provided scholarships for a few needy students under the auspicious of the Botany alumnae, the neighbouring community will be train in various instant food manufacturing techniques and their marketing.

38. Entrepreneurial Development Club

The Entrepreneurial Development Cell will keep on motivating the students to take up self employment schemes on completion of the course. For this purpose the students will be familiarized with the governmental policies, programs and proposals for women self employment including the support from banks and other financial institutions.

39. All Round Development:

As leisure time activities opportunities will be provided for the student involvement in nature club, publication of magazines and journals, participation in cultural programs, involvement in audio visual production (including educational and documentary films).

40. Communal Harmony

All religious festivals will be appropriately observed in the campus with a view to promote among the students communal harmony and respect for all religions.

41. Community Programmes:

Available surplus space will be utilized for programs of outside agencies such as National Youth Forum, Women organizations, CASP activities, career guidance, Yoga practices etc. During holidays and after college hours on week days, the college premises will be utilized for examination of public service commission, Hindi prachara sabha etc.

42. Film Club

A film club will soon be begun in the campus which would promote production and exhibition of short films of art value.

43. Community Awareness:

To create community service awareness among the students and in order to make them aware of the realities apart from the main stream activities like NSS, NCC, AICUF, Social Service, Women's Cell, Free Medical Camp etc. a number of other activities will also be carried out as detailed below.

- a. CASP, CSS, Reach out programs will include programs like visit to the Home for the Aged, Home for physically and mentally challenged, Hospitals, Prisons, Rehabilitation centers and Orphanages.
- b. As part of the student support and progression programme Darsana, the college counseling centre will continue to provide professional aid to solve the personal problems of the students, their families and the community. Darsana will also extend its services to the *Alcoholic Anonymous, Mathruvedi and Youth*. Seminars and classes related to these are planned for this year also.
- c. Some of our faculty and staff are involved in the extension activities such as volunteers of crisis intervention centers and Lok Ayukth. More members of teaching staff will be urged to take up social responsibilities of this sort.
- d. Departmental associations and related clubs will plan various activities to motivate the students to excel in curricular and co-curricular activities.

- e. Freshers' day, Union Inauguration Day, Talents Day, Fine Arts Day, Sports Day, College Day, Foundress Day, Alumni Day, Parents Day, Community Day, Teachers Day, Womens Day etc along with festivals and other days of national importance will be celebrated in a befitting manner this year also.

Table A.10

Celebration of National / International Days

Sl. No.	Important Day	Date
1)		
2)		

- f. The 'Student of the Year' competition is to be conducted in a unique way with the several rounds of tough screenings.
- g. Farewell programs for the undergraduate and post graduate students will be arranged at the academic year end or semester end as usual.

44. Association Activities

To promote a sense of solidarity and oneness among the faculty and staff, picnics, staff day celebrations and send off functions to the retiring staff and faculty will be organized this year also.

Alumnae get together will be held on 26th January this year also, as was the practice in earlier years.

Every month a meeting of the faculty and staff will be held to plan monitor and ensure implementation of plants and policies of the management.

45. Welfare schemes to the Faculty and Staff:

The faculty and staff of the college enjoy soft loan facility advanced by the management in case of emergencies. The procedure involves a scrutiny of the applications received by a committee comprising the Manager, Principal and the staff Councilors. Loans granted are generally for purposes like Housing, Education and Marriage of children and above all to meet hospitalization expenses. In addition to the above, children of the members

of the non-teaching staff are eligible for special scholarships instituted by the management.

PART B

ACTIVITIES REFLECTING THE GOALS AND OBJECTIVES OF THE INSTITUTION CARRIED OUT DURING THE YEAR 2007-08.

The institution has always been formulating its plans and policies in such a way as to reflect its goals and objectives. They are also designed to motivate the students to strive for the sustained national development in every possible way.

1. INTERNAL QUALITY ASSURANCE CELL

The college has in place an Internal Quality Assurance Cell. The most important event of the year that IQAC would like to report on is the visit of the NAAC Peer Team to the college in connection with the Re-accreditation process. The visit was from 13 to 15 March 2007. About two months later, the college was informed of its Quality rating of B++. The College scored 830 points out of a total of 1000 in the peer team evaluation. Its present grade is a notch above its past three-star-status.

A new seven-member IQAC committee has been formed for the current academic year (07-08) with Dr. Philo Francis, Reader, and Department of Commerce as the Coordinator. The Committee has by this time held a number of meetings to chalk out its strategies and programs for the coming five-years. The Departments have by this time handed to the IQAC their detailed programmes for the ensuing five year period.

The IQAC is also concerned with raising the quality of the services of the non- Teaching staff, and with this end in view it is proposing to host a whole –day seminar for them on topics related to the administration of Higher Education Centres.

As part of its efforts to improve its own grasp of the quality improvement processes, three members of the IQAC committee attended two relevant national level seminars in two different colleges during the year and one of them presented a case study report of the college in one of the seminars.

2. Stress on National Development

A day begins in the college with ‘the thought for the day’ which acts as a daily reminder to the students on the key role they play in the national life and the great goals the nation has set for them. Unity of the national life undisrupted by communal or linguistic prejudices is specially dwelt on in these speeches.

3. Higher Focus Course:

As part of our effort to realize the vision and mission the institution has set for itself, the existing Higher Focus course went on as usual this year also. The course comprises a spectrum of training programmes stretching to a period of three years on driving, personality development; spoken English, self defense (judo), Yoga etc. and they seek to empower women students of the college in a number of ways. The students who complete the course successfully will be eligible for a Certificate.

4. Value Based Education:

Value education in this college is systematically planned and carried out aiming at conditioning our young women to meet the challenges of the modern world of fast depleting values. The Catholics are imparted values on the lines of the Gospel while the non-Catholics are enlightened with other ethical discussions. There is a well prepared value education syllabus for degree students and the post graduate students are given lessons chosen by the teachers in charge of their classes.

Furnished below is a table showing the important sessions held in connection with value based education. The sessions were common to all classes from I DC to II PG:

Table B. 1

Important Value Education Sessions

DATE	TOPIC COVERED

Two examinations were held during the year in Value education; one on 15 November 2007 and the second on 5-12-2007.

A few special sessions were also held on value education in which very eminent speakers spoke to the students. Details are furnished in the table below:

Table B.2

Special Sessions on Value Education

Date	Topic	Name of the Speaker

Proficiency Prizes are awarded to the top students in Value Education examinations.

5. Acquisition of Global Competence.

In order to equip the students to face the challenges in the Global Job Market, adequate stress is laid on their communicative skill in English. The college is trying its level best to acquire hundred percent computer literacy among its staff, students and faculty. Additional coaching classes are also being held to step up the preparedness of the students to tackle successfully competitive examinations (including NET/JRF) for recruitments to various positions.

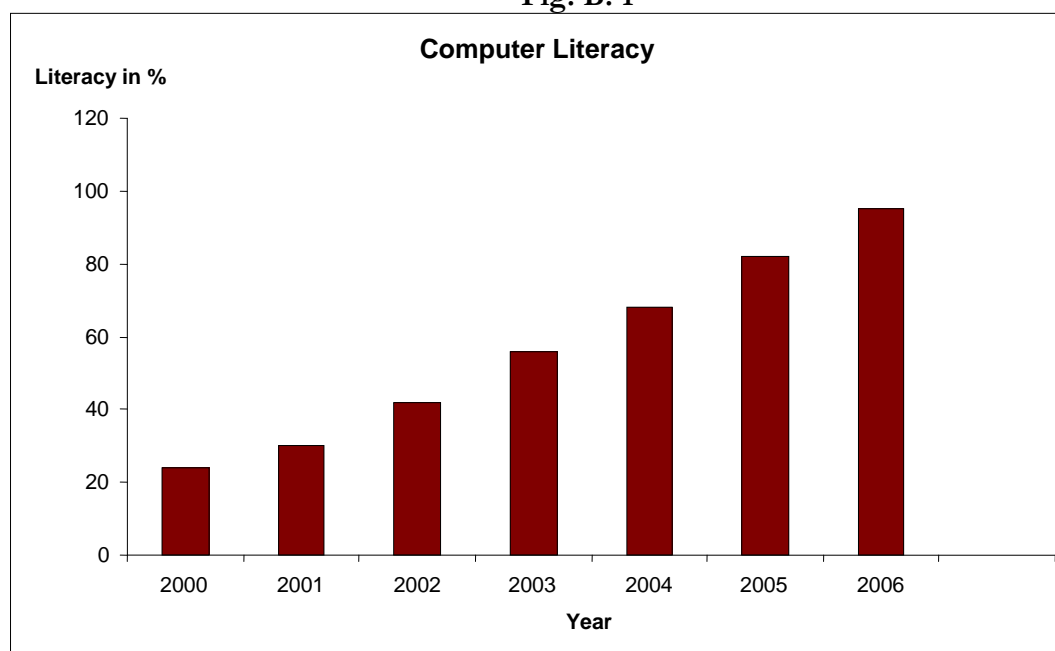
In this regard the following programmes offered by the various Departments of the college deserve special mention:

- Tally Graduation Course
- Front Office Management
- Personality Development
- Group Discussion
- Art of Communication & Social etiquettes
- Dress code, Body language, Spoken English
- Coaching for Entrance to Summer Fellowship of the Indian Institute of Science, Bangalore.
- National Seminar for PG students
- Visit to IICT and historically important places and monuments
- Career Guidance classes.
- Development of Entrepreneurial skill
- Certificate Course in Electrical and Electronic Maintenance.
- Certificate course in Health and Yoga education

Considering the changing face of journalism in the global scene, our Post Graduate Department of Journalism and Mass Communication has arranged interactions with the internationally reputed journalist like Laurie Goodstine, Editor, New York Times and James Estrine, Staff photographer, New York Times, Mr. Khunal, the Editor of Hindusan Times, New Delhi, News Editor of Financial Express, Anil Joseph, News Editor & Foreign correspondent of PTI, New Delhi and Deputy Director of Doordharsan, New Delhi. Manoj Das Resident Editor of Indian Express Cochin, Paul Manalil Assistant Editor of Malayala Manorama Year Book who has made special study on the western press, especially the British, Scotch and the European Press.

Further the Department also arranged invited lectures by US trained Knowledge Industry Experts from the reputed multinational software giant SISCO. The Department also had talks by resource persons drawn from various newspapers, magazines, broadcasting stations, television channels, research establishments and academic institutions. The computer literacy level of the campus is graphically represented hereunder:

Fig. B. 1



6. Upgradation of Technology.

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 and more data are now available on CD's, CD Library has got to be filled with more and more Disc recordings of educational material. 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. The college is also harnessing all possible means to ensure wider and longer hours of internet access to the faculty and the students at a very nominal cost.

In addition to the above the Department of Journalism has in place state of the art editing facility with a most modern television camera supported by other digital gadgets including the computer system. With the aid of the above facility our students bring out regularly a Lab Newspapers. Keeping in view of the fast technological changes overtaking the news paper industry, we have already switched over to Quark Express from Adobe Page Maker for the pagination and layout work of our Lab News Papers the Commentator and News Line.

Other technological up-gradation initiatives include the following:

- *Tally* Course for the students of Commerce and Mathematics
- Module course in Latex Software for M.Sc students.
- Certificate course in Operation Research
- M.S. Project (Project Planning and Management), SPSS (Social research), Key-Plot (Social-Research) and other advanced methods in Social Sciences.
- E-learning process for Elucidation and Clarification of difficult areas.

7. Obsessive Concern for Quality

The college is well aware that it has miles to go in its pursuits of excellence and in its effort to progressively enhance the quality of education it offers, a number of significant measures have been adopted keeping in mind global standards as the goal. The first step in this direction is the change introduced in curriculum transaction and this change was effected in conformity with the decision of the University to which the college is affiliated.

8. Innovations in Curriculum Design and Transaction

Being an affiliated institution, this college has no independent authority to design its own curriculum and syllabus. The college is expected to follow the curriculum and syllabus designed and implemented by the University for all the affiliated Courses. Our contribution to this area is limited to the role our teachers play as members of the various academic

bodies of the University. As members of the Board of examination both PG and UG offer significant suggestions in the deliberations of the board and such suggestions invariably influence the decisions of the board in designing the curriculum.

The innovative features of the curriculum of our college are the following.

- Replacement of the conventional method of 'chalk and talk' by *Power Point Presentations using Advanced Audio Video Aids*. Students are encouraged to make the best use of the transactional aids like OHP and LCD Projectors.
- All the final year UG and PG students are trained to *prepare their own* CD's and to use LCD for their general seminars.
- *Weekly Quiz Time* is a regular feature of almost all departments and this motivates the students to keep themselves abreast of the latest developments in their disciplines.
- *Visits by students to reputed research institutions and industrial establishments* related to their area of study is a regular annual feature in this institution. Such study tours form an integral part of the scheme of study in this college, in addition to the mandatory internship in factories or industrial units in the case of certain subjects.
- *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 intends to develop in them are frequently carried out by our Department of Social Work.
- *Weekly tasks* are common to all undergraduate students and so are Regular Test Papers.
- *The Tutorial System* which has been earnestly taken up and is being carried out in this college without fail also contributes effectively to the curriculum transaction. Under the system every teacher is assigned twenty to thirty students as wards for personal care. The tutor is expected to take care of the academic and the personal problems of the students left in her/his care. The tutor meets her/his wards at regular intervals and a record of such meetings is maintained by the teacher for proper monitoring. The system instils enough confidence and sense of security in the students and fosters in her the feeling that she has a guardian in the campus to whom she can turn, in case of trouble or crisis. The tutor can also keep motivating the students continually to achieve goals, individual as well as institutional.
- *Remedial teaching and special program for weak learners* include Peer Group Teaching, Special Coaching Classes before and after usual class hours in the morning and evening and consultations for which teachers are available in the campus at least an hour before the class hours and an hour after that. Weak learners are taken note of soon after the Post Entrance Test (PET) and their progress is constantly monitored

at the tutor and departmental level. Students belonging to the backward and depressed classes get separate coaching classes under financial assistance from the UGC and the Harijan Welfare Department about 250 SC/ST students are attending the Remedial Coaching Classes and twenty teachers are involved in the training programme.

- *Special interest programs* with the view to develop in the students special interest in the advanced areas of the subjects especially in students endowed with extra ordinary brilliance and aptitude have been undertaken by the departments of Physics and Mathematics. Physics Improvement Programme (PIP) has been successful in developing sustained interest in the academically brilliant students who undoubtedly deserve more than the ordinary in their intellectual pursuits. Another instance of similar programme is the SIM (Search in Mathematics) Club formed and operated by the Department of Mathematics with almost the same objectives.

9. New Academic Programmes:

In its attempt to introduce courses with utmost employment potential on the emerging and innovative areas in conformity with the suggestions made by the NAAC Peer Team in the Re-accreditation Report, the college now offers the following courses with effect from the current academic year:

1. Postgraduate Diploma in Cryptography under the Innovative Programme Scheme of the University Grants Commission.
2. Off Campus MBA and B. Com (with Computer application) courses.

10. Enrichment Courses:

As value added components to regular courses the college offers the following under the control of the Departments mentioned against each:

Table B.3

Details of Enrichment Courses:

Department	Course

11. UGC Sponsored Add-on courses.

In addition to empowering women with capability to earn through self – employment the following UGC Aided Add-on Courses have been incorporated in the regular curriculum from 2004 with the hope that at the end of three years, the students will be equipped with a professional skill for which they will be awarded an advanced diploma along with the conventional degree in Science/Arts/Commerce. The maximum number of students in the course is limited to 50 in order to maintain quality and standard. Admission is on “first come, first served” basis.

Table B.4 (a)**UGC Aided Add-on Courses**

Department	Course

During the academic year 2007-08 the College enrolled students to the three UGC-Universities approved add-on courses in Spoken English, Travel and Tourism Management and Audio-Visual-Media Practice at certificate course level. During the year, University announced the results of Certificate level and Diploma level examinations conducted in October 2006.

Table B.4 (b)**Result of UGC Aided-on Courses**

Sl. No	Name of the course	Ist class	%of pass	Ranks

12. Seminars /Workshops Organized.

As an effective technique to exchange and disseminate knowledge, the college introduced Seminars by external experts and luminaries on frontier areas of various disciplines at the Regional, State, National and International levels. This mode has become a regular feature of the teaching-learning process in this college. The Seminars held during the year are categorized as below:

Table B.5 (a)**International Level Seminars**

Department	Date(s)	Thrust Area	Prominent Resource Persons

Table B.5 (b)**National Level Seminars**

Department	Date(s)	Thrust Area	Prominent Resource Persons
Commerce	17-12-2006	Tally Graduation	
Physical Education	06-07-2006 to 07-07-2006	Exercise physiology and Hypokinetic diseases	

Table B.5 (c)**UGC Funded Seminars**

Department	Date(s)	Thrust Area	Prominent Resource Persons

Table B.5 (d)**Regional Level Seminars**

Department	Date(s)	Thrust Area	Prominent Resource Persons

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13. RESEARCH ENGAGEMENTS

As suggested by the NAAC Accreditation Peer Team, a definite leap has been made in the research activities of the college. A list of the research engagements of the institution is furnished below.

Table B.6

Projects Undertaken by the Faculty 2007-08

Name of the faculty	Title of the Project	Nature	Agency	Amount Sanctioned in Rs.	Period of the Project
Dr. Deena Antony (Department of Chemistry)	Computational study of the Reaction of Nitric oxide with acetone	Minor	UGC	60,000	2006-2008
Dr. Bincy Varghese V (Department of Chemistry)	Preparation of mixed Ligand complex of Transition metals mounted on zirconia surface and to study its catalytic activity in the H ₂ O ₂ decomposition	Minor	UGC	60,000	2006-2008
Dr. Rosebella K Puthur (Department of Chemistry)	Preparation of mixed Ligand complexes of Transition metals mounted on zirconia surface and to study its catalytic activity in the H ₂ O ₂ decomposition	Minor	UGC	60,000	2006-2008
Dr. Sr. Annee T.K. (Department of Physics)	Investigations on the impact of trace elements on the crystallization of DCPD which causes	Minor	UGC	40,000	2006-2008

	the dental and urinary calculi.				
Dr. Rani Paul Ukkan (Department of English)	Academic appreciation through Aesthetic Interpretation: Stage renderings of prescribed plays for college students	Minor	UGC	50,000	2006-2008

The faculty of the college is holding positions of repute as editors and reviewers of regional, national and international professional journals. A list of them is given below:

Table B. 7

Faculty as Editors & Reviewers

Faculty	Name of the Journal & Publishers	Position held	Level

14. GRACE (Guidance for Research and Consultancy Enhancement)

- Meetings of the Executive Committee of GRACE were held on 19th July, 20th August, and 21st October
- To felicitate the members of the Faculty whose articles appeared in National and International Journals during the year.
- Dr. Philo Francis and Dr. Rani Paul Ukkan were congratulated on their successful completion of U.G.C. Minor Projects.
- Dr. Rani Paul Ukkan has been invited by the UGC to appear for an interview on the 13 February 2008 at New Delhi in connection with a Major Project she had applied for.
- Dr. Sr. Lilly P.L. & Dr. Sr. Rose Anto were awarded minor projects by the UGC. Dr. Sr. Lilly P.L. was promoted as Reader and the University of Calicut has approved her as a competent Guide for Research in Mathematical Sciences with effect from the current academic year.

- Ms. Saji Jose Nellissery, Mr. M. Pradeepkumar and Sr. Jessin were also felicitated by the Grace for the financial assistance they have secured from the government of Kerala and Lakshadweep Administration for their Projects .

15. Faculty Improvement Programme

Furnished below is the list of members of the faculty who have availed Teacher Fellowship for the completion of PhD during the year under review:

Table B.8

Faculty Improvement Programme

Sl. no.	Name	Department	Ongoing/ Completed/Awarded	Date
1				
2.				

16. Paper Presentation in Seminars by the Faculty:

During the year 2007-08 the members of our Faculty presented research papers in various seminars and workshops and details of these presentations are furnished in the following table:

Table B.9

Paper Presentations by the Faculty

Sl. No	Name of faculty	Seminar/Workshop	Title	Place and Date
1	Mr. Biju Lona K (Department of Physical Education)		Exercise physiology and Hypokinetic diseases.	St. Joseph's college, Irinjalakuda 6 th and 7 th July 2006
			Role of Physical education in health and wellness.	St. Pius X College, Ravipuram 20 th and 21 st July 2006

17. Publications

The Research papers of the members of faculty of the college found space in some of the reputed international, national and regional professional journals. Details of these publications are shown below:

Table B.10 (a)

Publication in International Journals by Faculty

Name Of The Faculty	Title Of The Article	Name Of The Journal	Year, Volume, Page Number
Dr. Sr. Lilly K.O. (Department of Chemistry)	Reactivity of mixed ligand copper(II) complexes- study of phenyl isocyanation, naphthyl isocyanation, nitrosation and condensation reaction	Asial Journal of Chemistry	Vol.16 No.3(2006), 2559-2570

Table B.10 (b)

Publication in National Journals by Faculty

AUTHOR	TITLE	JOURNAL	YEAR/ PAGE NO.
Dr. Radha P.S. (Department of English)	The Doctor's Darling		Jan 2006, 69-70
Dr. Sr. Rose Anto (Department of Hindi)	Research article "Kabeer Sahithya Evam Bible Ki Prasangikata"	'Dhakshin Bharat', Dhakshin Bharat Prachar Sabha, Madras	July-Sept. 2006
Dr. Sr. Lilly P.L. (Department of Mathematics)	Root multiplicities of some generalized Kac-Moody algebras	Indian Journal of Pure and applied Mathematics	February 2007
A.V. Lincy Williams (Department of Biotechnology)	Alkaloid producing endophytic fungus from <i>Datura fastuosa</i>	Indian Journal of Biotechnology	2006

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Table B.10 (c)

Publication in Other Journals by Faculty

AUTHOR	TITLE	JOURNAL	YEAR/ PAGE NO.
Smt. Lisamma John (Department of Hindi)	Natan Pachakam	Polika-Folklore Trimasika, Thrissur	Aug-Oct 2006

18. PUBLICATIONS AND MANUSCRIPTS

In order to promote creativity among the students, Departments and Units in the college brings out some sort of a publication every year. Details of the publications are furnished below:

Table B. 11

Publications and Manuscripts

Department/Unit	NAME OF THE MANUSCRIPT/PUBLICATION	Date of Releasing

19. Non-teaching staff.

As usual this academic year also, a planning-evaluation session of the non teaching staff was conducted at the beginning of the session, in which the evaluation of the activities of the previous year was made, and suggestions for improvement were sought for the work allotment was also done in this meeting. The non-teaching staff were encouraged to attend courses, seminars and workshops conducted by different external agencies and the Holy Family Congregation to improve their work efficiency. A Mutual Aid Fund is in operation in the college in order to assist the non-teaching staff in financial crisis. The fund is raised by the staff themselves.

The college has a non teaching staff strength of 48 as on 1-4-08 of whom 31 are permanent and 17 temporary. Three of them were recruited during the current year to fill in

the retirement vacancies of the year ended 31-3-2007 and to provide for the vacancies caused by the commencement of new courses.

20. Faculty:

The faculty strength of the college of the current year is 85 of whom 49 are permanent teachers and 36 members of the temporary faculty. Departments have no unfilled vacancies in the teaching cadre at present.

Table B.12

Designation-wise data of permanent teaching staff

Sl.No.	Cadre	Number
1		
2		
3		
4		
5		
6		

At present the ratio of teaching and non-teaching staff is 9: 5

21. Library services:

The Library has a collection of 53,000 books, 270 journals/periodical and 450 CD ROMs. There are 12 internet terminals. Computer assisted library operations has enhanced the efficiency of the searching and lending process. As a result of the commencement of the new course in Cryptography the stress is on the collection of materials on this subject and related areas. Details of the books and journals purchased during the year are furnished in the following table:

Table B.13

Books purchased during the year with cost

Sl. No.	Subject	Number of books	Amount

Table B.14

New Journals subscribed during the year with cost

Sl. No.	Subject	Number of Periodicals	Amount
1.			

During the year the digital section of the library has added nine more educational CDs to its stock at a cost of Rs. 1,450.

22. Internal Resources Generated:

The college has generated during the year an amount of Rs. 84.3 lacs as internal resources. Details are furnished in the table below:

Table B.15

Internal Resources Generated

Particulars	Amount Rs.

23. Community services:

The most important channels through which the students reach out to the Society are the National Service Scheme, National Cadet Corps, Compulsory Social Service, All India Catholic University Federation (AICUF), Community Aid and Sponsorship Programme (CASP) operating actively in the college round the year.

Two members of our faculty are serving as part time counselors in 'Prathiasa', a crisis intervention centre affiliated to 'Befrienders India'. One of them is also a member of Lok Adalat, Irinjalakuda.

(a) National Service Scheme

The college has two units of the NSS with a total strength of 200 volunteers. During the year the units focused on activities such as cleaning, greening the campus and public places, planting trees and setting up of gardens as usual. The total number of programmes held during the year is 23. Details are furnished in the following table:

Table B.16 (a)**NSS Programmes 07-08**

Sl.No.	Date	Event

Table B.16 (b)**NSS Camps conducted**

Sl.No.	Date	Camp	Resource Person

(b) Compulsory Social Service Scheme

C.S.S of our College has a total strength of 1385 students. The students commenced their activities this year, under the guidance of class teachers. Students of each class pay frequent visits to the institutions for the physically and mentally challenged giving them love, concern and support in various ways like collecting clothes, soaps, books, pens and money. Students were actively participated in cleaning campaigns within and outside the campus. Visits to Homes for the Aged, the Destitute, the Handicapped and the Homeless formed part of the activities of this year. The students also organized an awareness campaign on the hazards of plastic waste for the benefit of the local people.

(c) Community Aided Sponsorship Programme

The activities of the CASP started with the life-school camp, *Soubridam*, in the month of May 07. The camp was inaugurated by Shri. KV Ramanathan, eminent writer and social activist. The camp was devoted to inculcate moral values, basic life skills and self-sufficiency in the children. About 100 children benefited from the camp. The programmes in the camp also included different activities like awareness class, cooking cleaning sessions, role-plays and drawing sessions. Classes on Mass media: its merits and demerits, Consumerism and Ecology were also held. The camp was rounded off with a Picnic to places of environmental importance. The students were provided supportive tuition facilities on every Saturday. The poor and the needy students benefited a lot from the classes. The parent-meet was held three times during the year. Programmes like group discussion on relevant topics and classes to the parents on parenting also were held during the year.

During the time of reopening of schools study materials and uniforms were provided to the children of the CASP as charity. The members of the CASP celebrated national festivals like Onam with gaity. The CASP authorities visited houses of 36 children who are members of the group to assess their family life. The Department of Social work conducted the case studies of two children to trace the psychosocial problems of children. CASP also organized a two-day study guidance camp for the benefit of the SSLC students.

(d) AICUF

AICUF Unit in our College stands to create Christian atmosphere in the College Campus. On the day of the re-opening of the college to invoke the blessings of Almighty, a Prayer service was organized in the college auditorium by AICUF members. In connection with the Founders day Celebration, on June 7, a Prayer meeting was arranged followed by a spiritual experience sharing of Rev.Sr.Anna Rose from Darsana Counseling Centre. In a special way, Feast of Sacred Heart of Jesus was also celebrated.

AICUF activities of this year were formally inaugurated by Rev.Fr.Jose Pulinthanath S.J. the state advisor of the AICUF. Principal Dr. Sr. Annie Kuriakose presided over the function. Another remarkable event of this year was the outreach programmes to Abhaya Bhavan, Porathussery and Santhi Sadan, the Home for the Aged, Destitute and the physically and mentally challenged. As a token of our love and concern, we distributed sweets, clothes and laundry items to the inmates. AICUF members raised Rs.5000/- and donated the amount for the Mission activities.

A three-day Open Retreat (Spiritual Renewal Programme) was organized by the AICUF for the whole college community. AICUF Zonal Women's meet of this year was hosted in the college auditorium on 24 October 2007. Classes on Women Empowerment and Leadership were also arranged on the occasion. A number of students from our college participated in various camps like, Leadership Camp, State Women's Meet, Fresher's Camp etc. Christmas Celebrations of the year was marked by a carol competition.

On January 25, a send-off Mass was offered for the retiring Faculty, Staff and outgoing students throughout this year. Patrons Day ` celebration was organized by the AICUF and the whole College family participated to make it a successful event.

E) National Cadet Corps

The College has a unit of all-women Army NCC cadets under the charge of a Lady Lieutenant who is a member of the Faculty.

The cadets organized a blood donation drive in collaboration with the Indian Medical Association (IMA) on 7 November, 2007 in the college campus. Around 33 cadets donated blood. The unit conducted a minicamp for the cadets on 15.11.2007. Weapon training (Loading, unloading, and assembling of the gun) was the main thrust of the camp. National Integration Camp (NIC) held in Kohima from 23 November to 7 December 2007 was attended by L/Cpl. A.S. Sreelakshmi of our unit. The last Sunday of November was celebrated as the NCC Day. The Independence Day of the year was also befittingly observed by the Unit. The Republic Day was the next national day observed by the Unit. NCC units of three colleges including ours organized a trekking expedition to the nearby hills. Around 150 cadets participated in the expedition.

24. Fine Arts Club:

The Fine Arts Club organized a Talent scouting Programme for the I DC students on 10 August 2007. The Fine Arts Fete of the year was conducted on 4 January 2008. A contingent of a good number of students participated in the D-'Zone and Inter-zone festivals of the University and other intercollegiate events. The details of the prizes bagged are furnished in Table No. B.31 in page number 86.

25. Nature Club:

The Nature Club of the college which has a student membership of 130 works under a faculty. The yearly Flower Carpet Contest sponsored by The Tata Tea Limited in which 17 teams participated was held this year also. The Club also conducted contests in essay writing, Short Story writing, Versification, Pencil drawing and painting on nature-related topics in order to foster sustained interest of the students in nature and environment. Our team took part in the eco-competitions held by the OSLE, India. The publication of the Club, *Haritha* was released last year also.

26. Entrepreneurial Development Club:

In order to transform the students as job providers instead of job seekers and to inculcate in them entrepreneurial skills the Department of Economics has organized an Entrepreneurial Development Club with the following objectives:

1. To make the students aware of significance of self employment.
2. Sensitize the students on the real economic and industrial development scenario of the state.
3. To inculcate entrepreneurial culture in students

4. To bring in successful entrepreneurs and students on a common platform.
5. Overall development of student members.

Functions:

1. Organize workshop/Seminars/Debates on:
 - a. Self employment programmes
 - b. Current issues related to industrialization of Kerala.
2. Organize industrial visits to business enterprises within the state.
3. Organize interactive sessions with successful entrepreneurs.
4. Entrepreneurial awareness programs.
5. Conduct certificate courses.

Table B.17

Activities of Entrepreneurial Development Club:

Sl. No.	Month	Activities
1.		
2.		

27. Film club.

Recognizing the role of cinema as a powerful medium of our times, and in order to enter into more academic debates on cinema, a Film Club has been working in the college as the joint venture of the language departments. The club hosts discussions, debates and talks on films and related areas and also screens films of outstanding merit for the benefit of the students.

The year's activities of the Film Club are mainly confined to the production of two short-films, *The Web* and *Space Capsule Recovery Experiment - a Success Story*. Both were produced completely by the students.

28. Tourism club

The Tourism Club functions with the aim of creating awareness about the Socio-Economic relevance of tourism for the development of the state and to make the younger generations interested in Tourism as a development activity. The College has a wall magazine for this purpose. The club frequently holds quiz competitions to make students take note of the important happenings in the field. It organizes study trips to places of tourist importance and its members participate in the Awareness Programmes and camps organized by the

various agencies. The club conducted a photography competition and celebrated the Tourism Day impressively.

Ms.Christine Dauwalder and Prof Michael Rutcho visited our college. They mesmerized the whole audience with their superb performance. The music that flowed spoke of the finer expressions of heart that went beyond words. In a brief interview with them, we got a glimpse into their thoughts and feelings. When asked about their first impression about our college they replied that they were impressed by the students. The warmth and the friendliness of St.Joseph's family touched their hearts. The warm welcome they received, emphasized the much talked about hospitality of Indians. They also spoke highly of the Ayurvedic treatment they received at the Kovalam beach and also the cooling effects of greenery. They found Indian music appealing to the senses as well as to the intellect. An underlying note of spirituality could be seen in the conventional Indian music. Indian music creates a meditating effect on the listeners. A similarity to the European music could be seen in the rhythm of Indian music.

29. Women's Cell.

The Women Cell functioning in the college works with the objective raising the status of women in the campus, family and society. Every class in the college is duly represented in the Cell. During the year the Cell has started a one year Diploma Course in Fashion Designing. Certificate of the Ministry of Human Resource Development will be issued to them on successful completion of the course. Classes in instrumental music are also conducted for students on every Tuesday from 3.00 p.m. to 5.00 p.m and 25 students are being trained in organ and guitar. Debates and discussions were conducted on topics related to women's issues. International Women's Day was celebrated in a grand manner on 8 March. The Programmes held in this connection included a rally to create awareness among the women population of the area on burning women issues.

30. HUMAN RESOURCE DEVELOPMENT & CAREER GUIDANCE CELL

The Human Resource Development Cell of this institution undertook multidimensional programmes and enlightened the student community of the college. The first of them was a talk by the renowned Management Expert Mr. J.P. Alexander on the *Role of Soft skill in a Global Economy* on 23 July 2007. A One-day Seminar was also held for the faculty on Educational Management and the key resource person was Fr. Joy James SJ, the provincial superior of Jesuit Province, Kerala. Under the Personality Development

Programme, the Cell organized a talk on Adolescent Goal Setting by Lt. Dr. Jacob George. The Cell also conducted talks on *Global Lifestyles* and *Molding Values*, screening of video documentary related to global terrorism, communal violence and social apartheid.

As a part of the competence enhancement programme the Cell conducted a training programme on event management for the selected students of various departments. Dr. Sony Jose, the faculty member of Loyola College, TVM coordinated the training programme.

The Cell invited SS Solution, a software company for campus recruitment. The company selected 44 students from various Departments in the preliminary recruitment process. The final interview of the selected students will be held before June, 2008. The final year students of the Department of Commerce, Economics, English, Physics, Chemistry and Mathematics participated in the campus recruitment programme of leading IT companies like Infosys and Wipro. Sixteen students were selected.

Nine students of the Social Work Department also were placed in various settings during the year.

Table B.18

Career Guidance Sessions:

Department	Date	Thrust Area	Key Resource Persons

31. HOLY FAMILY SOCIAL WORK CENTRE

As part of our Social commitment, the college operates a vocational centre named Holy Family Social Centre. It was started in 1979-80. Now, the Centre has equipped more than 350 economically poor girls to have a life of their own through self-help activities and training programmes. The Centre imparts training in tailoring, book binding, typewriting and chalk making. The Centre also makes and markets handicraft articles like soft toys. We have already conducted three 'exhibition cum sale programmes' in the centre.

As part of its social awareness programmes, the Centre conducts marriage preparation classes and, at times, free counseling sessions. The Center helps the girls to face mental tensions by timely counseling. It is a usual practice to give financial assistance for

their marriage and such other critical occasions. Social festivals like Onam, X'mas and other important festivals are also conducted. The girls of the social center are taken for a short picnic every year.

32. DARSANA FAMILY COUNSELLING CENTRE

Twenty first century families have to face immense challenges from the fast moving life-style. Darsana Family Counselling Centre is a heaven of peace and solace to such tortured minds. The timely help rendered by two full time counselors available at the center has succeeded in bringing back many students and families from the brink of a break down. Around 50 students of our college have utilized the service of the center last year. Such sessions helped the students to improve their grasp and develop their personality.

Seminars and awareness classes on different crucial issues like Alcoholism and Drug Addiction, Family Relations, Adolescent Problems, Personality Development, Women's Problems, Law, Human Rights, Pre-marital issues, Differential Psychology etc. were conducted by the Centre. Last year, special importance was given to adolescent problems. This was made possible by conducting awareness classes in Collaboration with Integrated Child Development Scheme. Every year festivals like Onam, Christmas, Children's Day, Women's Day, Republic Day and Independence Day are celebrated at the center with the active participation of children and women from the nearby slum Colony. Once a year, a picnic is arranged for the members of different groups functioning under the Family Counseling center. Every year the center provides chances for outreach programmes by visiting community centers like Smile gram, Vettikuzhi, Amma, Mothirakanni, Aakasaparavakal for the orphans at Mapranam Panchayath, Pope Paul Mercy Home, Athani for the mentally and Physically handicapped etc.

33. Outreach Programme

In order to bring students face-to-face with the social realities of the world around, and to generate in them sympathy and concern for the less fortunate sisters in the society, all Departments of the college plan outreach programmes every year. During the year various Departments of the college organized a number of outreach programmes with a view to cement the campus-community bondage. A list of them is furnished below.

Table B.19

Outreach Programmes

Department	Teacher in charge	Date	Place	Help given

34. Fitness centre

Towards the fitness drive and to tone the whole body a multi stationed fitness centre has been attached to the indoor stadium. The following facilities and equipment are available in the Centre. Tread mill, Vibrators, Wrist Curl, Bicycle ergometre, Twister, Stepper, Cross over machine, Peck deck machine, High lat oulley/Rowing pully Inclined abdomen bench, Inclined leg press heavy machine, Leg curl & leg extension machine, Inclined bench press, Vital (standing abdomen), Horizontal bar for gymnastics, Facilities for free weight exercises have been attached to the centre.

Physical Fitness Test : All the students of the college were subjected to a Physical Fitness Test and they were informed of their level so that those whose fitness levels are poor could try for remedies.

35. New Scholarship

In addition to the existing 81 scholarships, the following Scholarships were newly instituted:

1. Cash award instituted in the name of Dr. Sr. Lissitta by Ookken Family Unit, Poovathussery to the top student in History Subsidiary Papers.
2. Scholarship instituted by Dr. Anne Mary K. Manavalan to the top student in the final year English translation paper.
3. Scholarship instituted by Dr. Molly Johny, Head of the Department of Zoology to the most deserving student in B.Sc. Zoology.
4. Dr. Radha P.S.- Cash awards for the Teacher & Researcher of the year (in Arts) (Rs. 10,000)/-

36. TEACHING & LEARNING

Academic Calendar

At the commencement of each academic year an academic calendar is issued to every student which furnishes the following details:

- Units of the syllabus to be covered in each month
- Dates of seminars and assignments
- Dates of internal examinations and topics to be covered
- Scheme of examination

For final year students we have regular test papers, in the first hour of the first working day of every week (in the case of some Departments). Each cycle comprises four test papers. In one academic year there will be four RTP cycles. After each cycle the slow learners are identified and their guardians are requested to meet the teachers in charge. The toppers in each cycle are encouraged with appropriate prizes.

The teacher in charge of the class keeps a record of the marks of the test papers and of the terminal examinations and evaluates the performance of each student and of the whole class. The Department, as a whole, in the monthly meetings, makes a study of these results and suggests remedies and actions to be taken. The marks of the terminal examinations and number of days of attendance of the students are recorded on the progress card and the guardians are requested to visit the Department and consult the teachers who handle the topics. The tutors also meet the guardians and evaluate the performance of each student and suggest changes in method of study if necessary. Slow learners are taken care of especially and a detailed discussion with their guardians is often found to be effective. In many cases students are found to have family problems or personal problems. In such cases expert counseling is suggested to the family or to the individual via Darsana professional counseling centre operating in the campus. In some cases the tutors suggest to the parents that staying in the hostel may help the students. It has been found to be effective in the case of students who have to commute long distances daily. A grievance redress cell which comprises of the HoD, the teacher in charge of the semester and senior member of the faculty deals with the complaints of the students. If they have any, as far as internal assessment marks are concerned.

The HoD makes an audit of the academic calendar at the end of each term. The students are made to submit their completed assignments on prescribed dates and seminars are presented by students on dates set earlier. The assignments are evaluated by teachers and the seminar of each student is attended by the whole class and the concerned teacher. Each teacher awards the internal assessment marks on the basis of the marks of test papers, assignments, seminars and attendance. The internal marks are published on the Department notice board on a pre-notified date. The students make their complaints to the Grievance Redress cell which consists of the HoD, teacher in charge of the class and a senior faculty member. The complaints are handled by the Grievance Redress Cell and actions taken accordingly. The details of the internal assessment marks are prepared by the teacher in

charge of that paper and are countersigned by the Head of the Department and the Principal and are sent to the University before the commencement of the external examination. A copy of the same is kept at the Department. We make it a point to complete the syllabus at least 2 weeks before the beginning of the revision holidays.

The work schedule showing the calendar, workload and allotments are recorded in the Department Work Book. The Department conducts monthly test papers and progress is monitored. Oral tests, quizzes, terminal and model examinations are the various methods to evaluate the students performance. In addition, paper presentation and assignments are also given to students to develop their creativity and critical acumen. There has been a considerable increase in the number of evaluation methods since the last accreditation as evidenced through the records.

37. (a) Academic Excellence Committee (AEC) & Students' Progress Monitoring Cell (SPMC):

Academic Excellence Committee closely monitors the progress of the students through the class teachers and encourages the advanced learners and motivates the slow learners to perform better. Academic Excellence Committee arranges special coaching classes for the economically backward slow learners in English language. The Committee helps the slow learners, also through study groups, retests and personal guidance.

A committee of four faculty members is constituted in the beginning of every academic year to plan and programme certain activities intended to ensure the highest academic achievement and output of the students. Its activities consists of

- (1) identifying advanced learners and slow learners in each class
- (2) organizing programmes to motivate advanced learners to achieve higher University ranks
- (3) engaging even external expertise, if necessary
- (4) arranging periodical remedial coaching for slow learners
- (5) arranging personal Counselling
- (6) publishing results of term wise examination and internal assessments on the departmental notice boards to encourage and motivate the students to do their best
- (7) arranging orientation classes for the whole faculty regularly to make them aware of the need of an effective monitoring system and to share with them its new techniques, and
- (8) finding solutions to the grievances of the students through the

Grievance Redress Cell.

All these ensure the balanced development of students.

The Academic Excellence Committee identifies the slow learners and the advanced learners through a Post Entrance Test (PET), and a Bridge course is arranged for the freshers. The slow learners are given remedial classes, and the advanced learners are offered challenging tasks. A large number of awards, prizes, and scholarships also await the brilliant students.

(b) Learner Centered Teaching-Learning Methodology:

In order to make the process more and *more learner-centered* the college has supplemented the lecture method with the following methods of alternative teaching:

- ❖ Assignments and seminars by the students
- ❖ Debates on current issues
- ❖ Zoo week conducted
- ❖ Use of OHP, LCD, computers etc. by the faculty for teaching
- ❖ The traditional method of teaching is supplemented by the use of OHP and LCD. The other methods resorted to include.
- ❖ Study Circle
- ❖ Herbal Exhibition
- ❖ Bank Expo-and exhibition on practical banking
- ❖ Stage adaptations of prescribed plays
- ❖ Chemistry week of Seminars and Quiz
- ❖ SIM (Search in Mathematics) Club activities
- ❖ Computer literacy programme for all students of the campus done by II DC & III DC students of the Mathematics Department
- ❖ Use of LCD Visual Aids in Physical Culture and Sports Coaching.
- ❖ Album Setting on Historical personality
- ❖ Historical data collection
- ❖ Debates on dowry system and other anti social evils.

c) Bridge Course for Freshers

To bridge the academic gap the Higher secondary students feel as they are admitted to the first degree classes a Bridge Course is provided to them during the first two weeks of the academic year in all prescribed subjects. The Scheme of the course is as follows:

- The topics covered include the basic concepts from high school onwards.
- English Bridge course to familiarize the Malayalam medium students to the medium of teaching in the college.
- Familiarization with all laboratory equipment.
- Familiarization with IC trainer kit
- Identification of special teaching and learning devices
- Three days induction programme in course orientation
- 'Know Your Library' Sessions
- 'Know your college' session

Science Departments, especially the Department of Botany organizes Quiz contests (of Multiple Choice Questions) to acquaint the students with scientific and botanical terms. The assignments and seminar presentations regularly held in the Departments help to develop learning and learner centered method of teaching and communicative skills. Competitions are held in record-sheet-drawing and art-drawing which improve the handwriting and drawing skills. The laboratory demonstrations improve their subject grasp also.

(d) Post Entrance Test:

Academic Excellence Committee identifies the slow learners and advanced learners through a Post Entrance Test (PET). We have other norms also for this categorization. These two groups are classified mainly on the basis of their performance in the first and second terminal examinations. We have observed with concern that most of the SC/ST students fall in the category of slow learners. They are given special care as detailed below.

The college has introduced a number of measures to encourage Advanced Learners. This year's measures are listed as follows:

Table B.20

Encouragements to Advanced Learners

Sl. No.	Particulars.
1	

Measures for the betterment of Slow Learners

The measures adopted to improve the performance of the slow-learners during the year are furnished below:

1. Students are divided into groups of three. Each group is given to individual teachers for guidance and supervision.
2. Special test papers. Teachers help them to evaluate their own answer paper by preparing the scheme of evaluation.
3. As per the 'One teaches one' scheme, one weak student is placed under the special care of an advanced learner. Skill in laboratory practical is increased by individual attention.
4. The class teacher finds time to unearth the hidden potential in the students and to promote extra-curricular activities.
5. Regular test papers are conducted and students getting marks below 50% will be considered separately in order to bestow on them more attention.
6. We visit houses of weak students and understand their family situations in order to help them to overcome their difficulties.
7. Question bank is supplied to the weak students which help them to write answers properly.

Slow Learners of 1,11& 111 Degree classes were given a special session on the methods of boosting Self Esteem by the renowned motivational expert Dr. Sr. Pushpa. Another session on *Tips to Success* was given to them by Dr. Radha Muraleedharan.

e) Remedial Coaching

After identifying the advanced and slow learners, the Head of the Department arranges a department meeting. Each faculty member is entrusted with the care of a particular number of weak students by lot. Thereafter it is mainly the duty of the concerned teacher to see that the students under her tutelage do not lag behind. Remedial classes are arranged for slow learners through regular test papers their progress is recorded. Each faculty holds regular evaluation of the students under her mentorship and shares her findings with others in the department. This leads to the combined effort of the faculty members in helping their weak wards to pull through and cope with.

Students with bad and illegible handwriting are identified and transcription assignments are given to them. Sometimes a few of both the advanced and slow learners come under this category. We have observed that students with bad and illegible handwriting score low marks in the university exams, hence this remedial measure.

We have learned from experience that instilling confidence in the students and cheering up their lagging spirits, we can do a lot more in the all round growth of our students. These booster doses encourage the students to work more seriously. Hence the teachers make themselves available to the weak students even after regular class hours inspiring and enlightening them on various methods of improving their writing and memorizing skills and facing the examination without fear.

Another method for helping the slow learners is meeting their parents and visiting their houses. These meetings and visits, to a great extent enable the faculty to discover the real problems nagging the students, and help the students to solve them. The bond between the students and the teachers thus strengthens, making the students feel free to open themselves.

Device to make the bright students help the weak ones: We select a few willing students to assist the slow learners during lunch break, free hours and even after the regular class hours. It is quite heartening to note that some students voluntarily help their classmates who have absented themselves due to illness. Regular test papers both written and oral remain a regular feature of this course.

The advanced learners too get special attention from the faculty. We call this group individually and collectively and provide them with enough guidelines. Each one is made aware of her own potentials. Their progress is regularly scrutinized and we exhibit their first and second terminal examination marks and names of the university toppers on the department notice board. Teachers lend their own personal books to these students; special assignments are given to them like seminars, quizzes, paper presentations etc. They are also encouraged to prepare dictionaries of new words they have learned and albums of newspaper cuttings of events of regional, national and global import. We also meet the parents of these students and share with them our expectations about these students.

We request the parents to provide a congenial atmosphere at least during their revision holidays giving them minimum of domestic chores during the revision and

examination days. These tips are mainly given to the parents who fail to give priority to their children's education. We encourage the SC/ST day scholars to avail hostel facilities so that they can devote more time on studies and make progress academically. The very slow graspers are taught mainly from the examination point of view. They are provided with a list of probable questions and are given simplified answers. They are encouraged to study the same over and over again. We never ignore the average students. They are also given necessary guidance and tips for excellence and are encouraged to reach the top level.

Each-One Teach-One Programme: Each advanced learner of every batch is entrusted with the duty of caring one or two slow learners. Advanced learner shares her knowledge with the other and check other's notebooks regularly. The former explains the difficult topics and the method of solving the numerical problems to the later. In the case of practical too they help them in all possible ways. Our students usually come on Saturdays and other holidays for this purpose. After each test paper the advanced learner helps the other to find out the correct answers and the right way of writing answers. This method has improved our students amazingly. Above all it cultivates a co-operative mentality and a feeling of uniqueness among our students.

The program was started in July. The students were divided into six groups. Each group contains 2 advanced learners, 2 average learners and 2 weak learners. There is a leader and assistant leader in each group.

(f) Tutorial System

The objectives of the tutorial system are the following:

- a. To have at least one person in the life of a student in college, whom they can approach confidentially and de-stress themselves.
- b. To help improve student-teacher relationship
- c. To help improve academic performance
- d. To stress the importance of friendship in life.
- e. To help the student to discover the goals and values in life.

Every year 20 to 30 wards are assigned to a tutor. We collect the bio-data of every ward and make a detailed study of them. Later we arrange meetings with every individual. In these meetings we discuss personal, family, and college matters. Since the meeting has privacy, students generally feel free to disclose their aspirations and anxiety. In the event of any problems, we extend our support to them. Normally we give advice, guidance,

counseling etc. to survive the situation. Follow up meetings are arranged depending on the nature of the problem. If there is any serious problem, it will be referred to our counseling centre, DARSANA and will be handled by professional counselors

From our experience we could identify that this system is very effective. It is very effective in developing a strong teacher–student relationship as well as personal relationship. Moreover this can reduce the tension of students which leads them to a better state of mind for study. Thus we are encouraging our students to fly high towards excellence.

g) Visits of Academic Importance

Visits to industries, institutions etc play an important role in exposing students to the relevant world in which they have to work after securing degrees. It also gives them an idea of the skills the industry expects of them and the nature of the potential they have to cultivate during their years in the college. Such visits therefore form a vital part of the experience students have in this campus:

Table B.21

Student visit to places of academic important

Department	Place	Date	Level

38. Extension of the Faculty 2007-2008

A. Extension Activities of Faculty as Resource Persons

Table B.22

Faculty as Resource Persons in Extension services

Resource persons	Date	Activity

(B) Departmental Extension Work:

Given below are the details of the extension work carried out by the Departments for the benefit of the community:

Table B.23

Departmental Extension work

Department	Date	Activity	Beneficiaries

C. Positions Held by Faculty outside the Campus:**Table B.24****Positions held by faculty outside the campus.**

Name of the Faculty	Positions held

6. Evaluations Procedure

Monthly class tests, terminal examinations and practical examinations are the main procedures of evaluation adopted. In addition the assignments and presentations that the students make are also evaluated for the purpose of awarding internal assessment marks. Attendance is also one of the criteria adopted for the award of internal assessment marks.

The progress cards which is a performance record of the students in the examinations are directly issued to the parents in a meeting called for the purpose. The parents usually make good use of this opportunity and make enquiries about the progress made by their children in studies. The parents are given opportunity to meet the teachers at least once in two months.

Student of the Year is considered a covetable title by the outgoing student community of this college. The selection is made from the outgoing undergraduate students on the bases of academic achievement, popularity (Queen of Hearts), and general knowledge (Miss. Brainy) personality (Star on Stage), participation in fine arts and other campus activities.

The UG students have college every year - the First Terminal and the Second Terminal Examination. In addition to these, just before the commencement of the University examinations they have to appear for a model examination also just before the University examinations. The year's schedule of examinations

I. *The First Terminal Examination*

- | | |
|---|--------------------|
| a. Date of Notification | 17.07.07 |
| b. Submission of scheme of Examinations by Depts. | 20.07.07 |
| c. Submission of Question Papers | 27.07.07 |
| d. The Exam Time Table on the Notice Board | 11.08.07 |
| e. Invigilation duties on Notice Board | 14.08.07 |
| f. The Examinations | 16-8-07 to 22-8-07 |

- g. Submission of Mark lists 27.09.07
 h. Progress Report – Parents Meeting 10-10-07

II. *The Second Terminal Examination*

- a. Date of Notification 14.11.07
 b. Scheme – Submission 21.11.07
 c. Question Papers Ready 30.11.07
 d. Time Table on Notice Board 08.12.07
 e. Invigilation duties on Notice Board 09.12.07
 f. The Examinations 11.12.07 to 19.12.07
 g. Submission of Mark lists 18.01.08
 h. Progress Report & Parents Meeting 5-02-08

40. Achievements:

The College registered admirable achievements in the academic and non-academic fronts during the year under review:

A) Academic :

A detailed account of the performance of the college at the UG and PG level is furnished in the table below:

Table B.25

University Examinations Results (UG 2006-'07)

Department	Toal Strength	Rank	Distinction	Class			Percentage
				I	II	II	
History							
Physics							
Chemistry							
Botany							
Zoology							
Commerce							
English							
Mathematics							
Malayalam							
Hindi							

Economics							
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Table B.26**PG level 2006-'07**

Department	Total Strength	Rank	Distinction	Class			Percentage
				I	II	II	
Mathematics							
Chemistry							
English							
Biotechnology							
MSW							
Commerce							
MCJ							

B. Non-academic:**Sports & Games**

The college retained the University volley-ball title for 25 years consecutively.

I) International Level**Table B.27****International Level Achievements**

Name	Game	Name of the Competition

II) National Level:

Table B.28
List of National Level Achievements

No	Name	Game	Name of the Competition	Position

III) Inter University Level:

Table B.29
List of Inter University Level Achievements

Sl.No.	Name of the Event	No of Players	Position
1.			
2.			

IV) Inter Collegiate Level Achievements:

Table B.30
List of Inter Collegiate Level Achievements

Sl.No.	Game	Name of the Event	No of Players	Position
1.				
2.				

c) Achievements in the Fine Arts:

Table B.31
Prize won in Intercollegiate Level (Cultural)

Category	Item	Level of the Events	Prize

41 Assessment of Teachers

Evaluation of Teaching:

This college has an elaborate and effective system to **assess teacher performance** in order to give the teacher an idea of his/her strengths and weaknesses. The performance of the teacher is assessed at various stages as follows.

Assessment of the teacher by the Principal (yearly)

Assessment of the teacher by the students (yearly)

Assessment of the teacher by the peers (yearly)

Assessment of the department by the students (yearly)

Self - appraisal (yearly)

At the end of each academic year each teacher of the department receives feedback from students, peers, parents and principal in the pre planned feedback form. By analyzing the feed backs he or she accepts the suggestion for the improvement. Then she prepares action plan for the better performance in the next academic year. By doing this year after year the teacher marches into perfect teacher ship. The student also gets an opportunity to evaluate the performance of the department as a whole, again in a pre-planned feedback form. The members of the department make an open discussion about the feedback and propose the methods for the better performance in the next academic year. These student evaluations are available with the teachers for verification in original. In these cases, however, the identity of the student is not revealed. . The instrument used for the self-appraisal is an elaborate questionnaire issued by the University and this yearly self-assessment is a prerequisite for the promotion or placement of the teacher to a higher scale or post.

42. Redress Cell

The students often offer suggestions on the changes they expect in the working of the college, department etc. and these suggestions are invariably taken into account and attempts are made to implement them. During the year, the following feedback suggestions came up from among the students and appropriate actions were taken to implement them:

The Grievance Redress Cell consists of the following members : The Principal, Vice Principal, the Superintendent , a staff representative and the IQAC Coordinator. The Cell received the following grievances during the year:

1.The faculty requested to make available the attendance registers for

morning signature ten minutes after the first bell.

2.The College Union wanted the college to extend more help and encouragement to students for participation in the zonal and Inter- zone Arts Festivals organized by the University.

3.The students and faculty wanted the communication facilities (telephone) to be enhanced.

The Cell considered these grievances in detail and found them genuine.

1.The staffs were granted a grace time of five minutes in the morning session to sign up the attendance register.

2.The college began encouraging participants by making arrangements for their training in art forms like dance and drama by experts.

3.Two telephone booths were installed. (One near St. Joseph's Statue and other in the annex.)

43. Unit Expenditure

The college spends generously to the overall development of the capabilities of its students. The unit costs incurred this year for the aided and self-financing courses are given below:

Table B.32

Unit cost

Category	Amount in Rs.

44. Office Automations

The Office of the principal, the college library and all the departments are entirely computerized. Processes of admission to the UG and PG classes, compilation of examination results and the process of the issue of certificates are also computer enabled. Complete internal assessment records have also been computerized.

A new Department of an area of 30 x 11 sq. ft for Innovative Courses (UGC supported) has been opened up. The Department has thirty-four

state of the art computer systems with internet connectivity and complete
Generator support.

45. Additions to Infrastructure

a. Infra structural development:

Table B.33

Cryptography infrastructure

Sl. No.	Particulars	Dimension (in feet)

b. Details of IT Equipments & other equipment procured during the year:-

Table B.34

I T Equipment & Other Equipment

Sl. No.	Item	Quantity	Sl. No.	Item	Quantity
1.	PC, Server			Fax Machine	
2.	PC, Normal			Microsoft Office 2007 Professional	
3.	Laser Printer with copier			Plastic chairs	
4.	Head set			Generator	
5.	Web cam			UPS & Batteries	
6.	Switch (16 port)			TVSE Printer	
7.	Switch (8 port)			Pedestrial fan	
8.	Scanner			Ceiling fan	
9.	Laser printer			Split Air conditioner	
10.	Speaker 2.1			Chalk Board	

11.	LG DVD writer		25.	Colour Laser printer	
12.	Laptop		26.	Anti Virus	
13.	Code detecting equipment		27.	Aqua guard	
14.	Windows XP		28.	Desk jet	

c. Details of Audio-visual items procured during the year

The state of the art audio-visual equipments to be used for presentations and class room teaching items procured during this year are listed below:

Table B.35

Audio Visual Equipment

Sl.No.	Item	Quantity
1.	LCD Projector	
2.	LCD Stand	
3.	OHP	
4.	Digital Camera	
5.	Video Camera	
6.	Mike system	
7.	Mike stand	
8.	Collar Mike	
9.	LCD Screen	
10.	LCD Pointer	
11.	DVD player	

The departments are enthusiastically making use of these aids for seminars and other presentations.

d. Laboratory equipment procured during the year (Department-wise):

Table B.36
Laboratory equipment

Sl. No.	Department	Item	Quantity
1.	Physics		
2.			
3.			
4.			
5.	Chemistry		
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.	Biotechnology		
18.			
19.			
20.			
21.	Zoology		
22.			
23.			
24.			
25.	Botany		
26.			
27.			
28.			
29.			
30.	Physical Education		
31.			
32.			
33.			
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46. Computer and internet access and training to teachers and students:

All the members of our faculty are computer trained and regular users of internet facility available in the college. Almost all the science students and more than fifty percent of the total number of students are trained in the use of Internet.

Students of Science departments are regular users of internet and retrieve the latest information on the respective areas of their study from the relevant sites. In a year's time we expect the entire college community to be computer trained and internet savvy.

47. Financial aid to the students for the year:

The various teaching Departments in the college have always evinced keen interest in extending financial support to students of inadequate means. The purposes for which such financial aid was granted during this year include Fees (tuition and examination), purchase of uniform, books, study materials/equipment, preparation of Laboratory records, marriage of the students, compulsory study tours, participation in add-on or vocational courses and, above all, to undergo inevitable medical treatment for serious ailments. The funds for this purpose are raised by the Departments, themselves in most cases, and are not in any way related to the funds of the government or any other agency. The amounts spent by each department on this account are shown in the following table:

Table B.37

Financial Assistance

Sl.No.	Nature of Aid	Number of students	Amount in Rs.

48. Alumnae Association:

The investiture ceremony of the new Alumnae members of the fourth semester PG and final year UG students was held on 10 August 07 and the Annual Alumnae Get Together on 26-02-08. The occasion also saw the release of the year's Newsletter (volume 6). The alumnae association also saw off the retiring faculty and staff befittingly. This year Alumnae association extended financial help to a meritorious student for higher studies.

49. Parents, Teachers and Well-wishers' Association:

The Association that has been in existence ever since the inception of this college has always been a tower of strength to the institution in all its endeavors. The academic interest of the Association has always prompted to take quick notice of the achievements the college makes in that area and facilitate the winners and the teachers behind them without hesitation. In the matter of financial support also, the association has always been a perennial source of help. A good part of the development of college infrastructure was made possible with the funds raised by the PTA. It has always shown keen interest in facilitating the top scorers and in arranging fitting farewell functions to the retiring faculty. The Association has also taken care to arrange Seminars meant for the parents on topics specially important to them.

To chalk out the action plan of the current year, a meeting of the PTWA executive committee members was held in the month of June 2006. The PTWA arranged a welcome programme for the I DC students and an awareness talk for their parents. The general body meeting of the PTWA meeting was held on 12 November 2007. The first half of the meeting was celebrated as *AWARD MORN* and second half was set apart for official business. In that meeting the winners of the BEST TEACHER and RESEARCHER AWARD were awarded mementoes. The PTWA congratulated all the rank holders of the various departments and felicitated the student who won the STAR OF INDIA award this year. Election of the office bearers was conducted during the official meeting. In the month of March 2008, all Departments also conducted Parents-Teachers and students meeting.

50. Health

Health Centre

A Health Centre has been functioning in the college for the last three years to provide necessary health care to the students and the staff. The Centre provides the services

of a doctor every Thursday. Health awareness programme, vaccination etc are other services available at the centre free of charge.

Fitness Test.

Health related Physical Fitness Test was conducted to all the I DC students to know the fitness standard which was taken by students as detailed below:

Table B.38

Physical Fitness Test Participant's details:

No of Participants	Name of the Department (All I DC Students, Weekly two Days)

51. Yoga

Yoga Centre

Control of all mental function and silencing the mind are the keys to success, to tone one's mind and to regain the peace and harmony of life a Yoga Centre has been attached to the indoor stadium. Centre has been conducting regular yoga classes and a Health & Yoga Course, Certificate course in Health & Yoga education. Forty yoga foldable floor spreads are arranged in the centre for the yoga practitioners. Activities of the Centre include yoga classes, yoga seminars, yoga courses, yoga competitions and yoga publications.

52. Welfare

The faculty and staff of the college enjoy soft loan facility advanced by the management in case of emergencies. The procedure involves a scrutiny of the applications received by a committee comprising the Manager, Principal and the staff Councilors. Loans granted are generally for purposes like Housing, Education and Marriage of children and above all to meet hospitalization expenses. In addition to the above, children of the members of the non-teaching staff are eligible for special scholarships instituted by the management. During this year Rs. 68,941/- has been utilized for this purpose.

53. Hostel

The Hostel owned and managed by the college authorities situates in the vicinity of the college and provides safe and secure boarding and lodging facilities to about three

hundred inmates who stay away from their parents for the purpose of college education. The college rules do not permit any student to stay anywhere other than the college hostel if they are not staying with their parents. The College provides hostel facilities for 250 students. The calm and serene atmosphere in the hostel facilitates intellectual growth and personality development. The college hostel is absolutely free from any kind of ragging. All national celebrations like Onam, X'mas are celebrated with great fanfare in the hostel. On the charity side, the hotel inmates funds to help the needy and the poor through auctions. Sports Festival and Arts Festival are separately arranged for the hostel inmates every year. A picnic is also held without fail yearly. Hostel Day is another moment of joy and celebration for the inmates. Friendship Day was celebrated among the hostlers with the exchange of gifts and wishes.

Sports Hostel

The Holy Family Hostel consists of 29 sports students, out of this 6 volleyball players are of Kerala Sports Council and the rest 23 students have free accommodation. There are 9 Volleyball players and the rest are the members of our college Football, Judo, Kho-Kho, Archery, Cricket, Ball badminton, Kabadi and Shuttle badminton team. Sports Hostel for the Higher Secondary School students was added to the existing hostel this academic year.

54. Activities of the Subject Associations:

The subject associations functioning in all the teaching departments with the object of enhancing the grasp of the students in respective disciplines ensure their joint participation in discussions, debates, deliberations, quizzes etc. Often such gatherings are addressed by experts drawn from external sources. The Associations also host events like Welcome Function offered to freshers at the beginning of every academic year, felicitations to rank-holders and get-togethers of former and present students held in connection with the retirement of members of the faculty. Furnished below is a list of the various Programmes the associations hosted during the year:

a) Physical Education

Details of Tournaments and Coaching Camps held during the year 2007-08:

The following Tournaments and Coaching Camps were held in this college under the auspices of the Department of Physical Education during this academic year.

Table B. 39
Tournaments Organized

Sl.No	Game	Date	Name of the Event	No of Teams participated
1.				
2.				
3.				
4.				
5.				

Table B. 40
Coaching Camp Organized

Sl.No	Game	Level of Coaching	No of Students Attended	No of Days
1.				
2.				
3.				

b) Details of Other Academic and Non-academic Activities:

i) Invited Talks:

Table B.41
Academic talks

Department	Activity	Date (s)	Number & Nature of Participants	Key Resource Persons

ii) Quiz Contests

Table B.42

Intercollegiate Quizes

Department	Name of the Activity & Level	Date (s)	Number & Nature of Participants

iii) Celebration of Nationally & Internationally Important Days:

Table B.43

Celebration of Important Days

Department	Day	Date

55. CONSULTANCY SERVICES OFFERED

The various Departments offers free consultancy services to the Research scholars, Post Graduate teachers of Higher Secondary Schools, High schools and other educational institutions in the following areas:

56. Linkages :

This institution has maintained academic acquaintance with the following institutions:

57. Awards

1. TEACHER OF THE YEAR AWARD: Instituted by Pavanathma Educational Agency to the teacher of a college judged best based on the academic and social commitment of the teacher.

2. RESEARCHER OF THE YEAR AWARD: Instituted by Pavanathma Educational Agency to a dedicated and committed researcher who is also a teacher in a college. The award is given separately for Science and Social Sciences stream.

58. Best practices

1. Internal Quality Assurance Cell
2. College Website
3. Higher Focus Course
4. Regular value education classes with syllabus, examination and proficiency Prizes.
5. Pre-planned Academic Calendar and Examination schedule
6. Transparent internal evaluation system
7. ICT enabled and learning-centered learning-teaching process
8. Invited talks on frontier areas
9. Collaborations with other institutions, industrial visits, study tours.
10. Endowment lectures
11. Awards and Prizes
 - ❖ Teacher of the year award
 - ❖ Researcher of the year award
 - ❖ Student of the year award
 - ❖ Youth Icon award
 - ❖ Proficiency Prizes
12. Celebration of important National and International days
13. Research Promotion Cell (GRACE) and publication of the Research Journal (RAYS)
14. HRD & Placement
15. Professional In-house Counseling Centre
16. Departmental Publications
17. Departmental Associations
18. Academic Excellence Committee
19. Wall Magazines
20. Departmental Manuscripts
21. Tutorial System
22. Inter Collegiate Quiz Competitions
23. Remedial Coaching
24. Seventy Five Awards/Scholarships/Prizes for top academic achievers
25. Liberal and elaborate student support system for all sections of students.
26. Community Aid training programme – Buy back policy

59. CENTRAL MONITORING CELL (Student Support Services)

The functioning of the cell has been mainly confined to the help and assistance offered to the students individually and collectively. During this year about four students obtained extension of examination time from the university on the basis of their physical disability. The cell undertook the documentation and correspondence involved in this regard. Complication in the issue of mark list caused by wrongly-spelt name is another case the cell is presently dealing with. The student brought this to our notice and we have already written to the University seeking regularization. The cell recently monitored the participation of students in the recruitment drive held at St. Thresa's College, Ernakulam for language proficient students as proffers. The twenty or more students who were sent up were helped by the cell in the preparation of documents required. The cell also ensures that students are provided information, support on careers, courses and other progression avenues relevant to them. Keeping in mind the numerous traps they may fall into in their search for employment, the cell enquires about the good will and worth of the companies who appear on the employment scene and give the candidates appropriate aid and advice. The cell is open to them with the above services during working hours on all week days.

Presently, the cell has announced the Indira Gandhi Scholarship for single girl child and is awaiting responses from the students. It will be processed and sent to the concerned department of the Government as and when the students furnish particulars about them.

The cell extends its help to the students also in making available to them educational loans from banks and other financial institutions. They are also offered support by the cell in obtaining placement in local institutions like schools, college and hospitals. The cell intends to maintain register of such job-seekers so that they can be readily contacted and referred to the employers as they approach college seeking qualified hands.

Part C

Action Plan for the Year 2008-09

The various Departments and action committees of the college have prepared the following action plan for the functioning of the college for the year 2008-09. In formulating this action plan due evaluation has been made of the execution of the action plan of the previous year and it has been ensured that there is nothing unrealistic in the programme projected:

Table C

Action Plan for the Year 2007-08

Sl. No.	Department/ Committee	Event	Tentative Date
1.			