



# **YEARLY STATUS REPORT - 2021-2022**

## **Part A**

### **Data of the Institution**

#### **1.Name of the Institution**

**ST. JOSEPH'S COLLEGE  
(AUTONOMOUS), IRINJALAKUDA**

- Name of the Head of the institution **Dr. Ligy V. K.**
- Designation **Principal (in-charge)**
- Does the institution function from its own campus? **Yes**
  
- Phone No. of the Principal **8301000565**
- Alternate phone No. **8301000125**
- Mobile No. (Principal) **9995459172**
- Registered e-mail ID (Principal) **principal@stjosephs.edu.in**
- Address **ST. JOSEPH'S COLLEGE  
(AUTONOMOUS), IRINJALAKUDA**
- City/Town **THRISSUR**
- State/UT **Kerala**
- Pin Code **680121**

#### **2.Institutional status**

- Autonomous Status (Provide the date of conferment of Autonomy) **01/06/2016**
- Type of Institution **Women**
  
- Location **Semi-Urban**

• Financial Status UGC 2f and 12(B)

• Name of the IQAC Co-ordinator/Director **Naijil George**

• Phone No. **9495465285**

• Mobile No: **9744680831**

• IQAC e-mail ID **iqac@stjosephs.edu.in**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://www.stjosephs.edu.in/aqar.html>

**4. Was the Academic Calendar prepared for that year?**

**Yes**

• if yes, whether it is uploaded in the Institutional website Web link:

[https://www.stjosephs.edu.in/upload/pdf\\_upload/bdaa3828982678be39d21f47a7ece61e.pdf](https://www.stjosephs.edu.in/upload/pdf_upload/bdaa3828982678be39d21f47a7ece61e.pdf)

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 4</b>	<b>A++</b>	<b>3.66</b>	<b>2023</b>	<b>24/01/2023</b>	<b>24/01/2028</b>

**6. Date of Establishment of IQAC**

**01/06/2004**

**7. Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?**

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
<b>ST. JOSEPH'S COLLEGE (AUTONOMOUS), IRINJALAKUDA</b>	<b>Colleges with Potential for Excellence</b>	<b>UGC</b>	<b>27/05/2017</b>	<b>15000000</b>

**8. Provide details regarding the composition of the IQAC:**

• Upload the latest notification regarding the composition of the IQAC by the HEI [View File](#)

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

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

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

**10.Did IQAC receive funding from any funding agency to support its activities during the year?**      **No**

- If yes, mention the amount

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

**IQAC effectively implemented and sustained e-governance across all areas of the college through faculty and staff development programs.**

**Academic accountability was ensured through the conduct of academic audits.**

**Outcome Based Education was successfully implemented and its refined versions were presented.**

**IQAC has completed all necessary steps in preparing the college for its 4th cycle of NAAC accreditation and the SSR is ready for submission.**

**The IQAC was instrumental in the attainment of the band 'Performer' for the college in the ATAL ranking**

**12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:**

Plan of Action	Achievements/Outcomes
Establish an incubation centre to support start-up ventures	BOOT- an incubation centre was established for promoting start-up ventures
Upgrade the library to broaden student educational experiences	Library was renovated to include exclusive reading areas, discussion areas, garden library and tower library
Implement additional Skill development programs within the college	As part of the College's SPARC initiative, department-specific skill-building programs were conducted
Revising Outcome Based Education for enhanced performance	The upgraded Outcome Based Education system with new features was successfully put into practice
Re-evaluate the policy guidelines	The policy documents were updated to reflect the changes and were successfully executed

**13. Was the AQAR placed before the statutory body?** Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Governing Body	09/09/2022

**14. Was the institutional data submitted to AISHE ?** Yes

- Year

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	ST. JOSEPH'S COLLEGE (AUTONOMOUS), IRINJALAKUDA
• Name of the Head of the institution	Dr. Ligy V. K.
• Designation	Principal (in-charge)
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	8301000565
• Alternate phone No.	8301000125
• Mobile No. (Principal)	9995459172
• Registered e-mail ID (Principal)	principal@stjosephs.edu.in
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• City/Town	THRISSUR
• State/UT	Kerala
• Pin Code	680121
<b>2.Institutional status</b>	
• Autonomous Status (Provide the date of conferment of Autonomy)	01/06/2016
• Type of Institution	Women
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)
• Name of the IQAC Co-ordinator/Director	Naijil George

• Phone No.	9495465285				
• Mobile No:	9744680831				
• IQAC e-mail ID	iqac@stjosephs.edu.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.stjosephs.edu.in/aqar.html">https://www.stjosephs.edu.in/aqar.html</a>				
<b>4.Was the Academic Calendar prepared for that year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.stjosephs.edu.in/upload/pdf_upload/bdaa3828982678be39d21f47a7ece61e.pdf">https://www.stjosephs.edu.in/upload/pdf_upload/bdaa3828982678be39d21f47a7ece61e.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	A++	3.66	2023	24/01/2023	24/01/2028
<b>6.Date of Establishment of IQAC</b>			01/06/2004		
<b>7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?</b>					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
ST. JOSEPH'S COLLEGE (AUTONOMOUS), IRINJALAKUDA	Colleges with Potential for Excellence	UGC	27/05/2017	15000000	
<b>8.Provide details regarding the composition of the IQAC:</b>					
• Upload the latest notification regarding the composition of the IQAC by the HEI	<a href="#">View File</a>				
<b>9.No. of IQAC meetings held during the year</b>	6				

<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?</li> </ul>	<p><b>Yes</b></p>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<p>No File Uploaded</p>	
<p><b>10. Did IQAC receive funding from any funding agency to support its activities during the year?</b></p>	<p><b>No</b></p>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<p><b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b></p>		
<p><b>IQAC effectively implemented and sustained e-governance across all areas of the college through faculty and staff development programs.</b></p>		
<p><b>Academic accountability was ensured through the conduct of academic audits.</b></p>		
<p><b>Outcome Based Education was successfully implemented and its refined versions were presented.</b></p>		
<p><b>IQAC has completed all necessary steps in preparing the college for its 4th cycle of NAAC accreditation and the SSR is ready for submission.</b></p>		
<p><b>The IQAC was instrumental in the attainment of the band 'Performer' for the college in the ATAL ranking</b></p>		
<p><b>12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:</b></p>		
Empty space for the plan of action and outcome		

Plan of Action	Achievements/Outcomes
Establish an incubation centre to support start-up ventures	BOOT- an incubation centre was established for promoting start-up ventures
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<b>13. Was the AQAR placed before the statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name of the statutory body	Date of meeting(s)
Governing Body	09/09/2022
<b>14. Was the institutional data submitted to AISHE ?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Year</li> </ul>	
Year	Date of Submission
2020-2021	30/03/2022
<b>15. Multidisciplinary / interdisciplinary</b>	



With the institutional vision and mission thriving on holistic quality education for empowering women, the implementation of the New Education Policy 2020 in the institution can take our efforts a step ahead in time. St. Joseph's College (autonomous), Irinjalakuda, with all its academic amenities is ever ready to march forward in its educational endeavors carrying the essence of the NEP alongside.

#### Multidisciplinary/interdisciplinary approach

With the anticipation of providing holistic and flexible education, the students are provided with the liberty to opt from a myriad choice of the streams of study they opt for during their tenure in the institution for their overall development. The institution promotes a wide framed curricular approach that in addition to the regular credit-based courses offers choices on certificate courses, audit courses, add-on courses, value added courses and their elective papers. These multidisciplinary courses are designed to impart experiential learning and fulfil their economic needs by conscientizing them on the job markets together with social responsibilities. The choice-based credit system followed adds to the flexibility feature of the curriculum. Other activities apart from the academics like workshops, seminars, hands-on training, social activities under JOSSINE REACH, NSS and NCC use interdisciplinary methods to provide the required coverage for invoking the social, cultural, health and environmental consciousness among the students

#### **16.Academic bank of credits (ABC):**

Prioritizing student mobility across HEIs and emphasizing on academic flexibility, the institution has implemented the Choice based Credit System across all its programs. Along with the administrative and academic excellence, the current educational system followed in the institution holds strong grounds for the complete and successful inclusion of the Academic Bank of Credit for the students in the upcoming years. This shall encourage the students for opting courses that suit their taste of choices, and the institution can supply the necessary support for commuting between HEIs in pursual of their academic objectives. Our learner friendly educational framework provides ample course completion duration that incorporates adequate doses of practical and pedagogical insights into the coursework. In addition to the student centric approaches, the academy can enhance the prospects of the students by accumulation of credit points obtained through the additional courses opted with the institution.

### **17.Skill development:**

Understanding the increasing demand surge for the skill based working population, the institution has ensured that the courses included in the curricular framework suit the growing skill set demand of the occupational world. This is constituted through the value-added courses on professional ethics, research ethics, Indian constitution, life-skills, and orientation sessions on the code of conduct. Certificate courses, sports events, activities of the clubs and associations, co-curricular activities of the campus effortlessly levitate the skill development opportunities making them job-ready for the future. Additionally, being the ASAP skill acquisition location, the institution can conveniently upgrade the skill set of the students through the work-based experiences. Our HRD and Placement cell are ever ready to polish the student personalities through workshops, demos, motivational classes, and placements thereby presenting a better version of the students for the employability world. Today, the institution is ready to deliver unmatched quality of learning through its innovative blended modes of education that presently hosts value-added courses and vocational courses on the most relevant and recent topics of the time. The experiential learning needs of the learners are met through well-organized and prepared internships, field visits, hand on training workshops, trainings, celebration of the days of importance and activities that can provide an impressive learning atmosphere for our students.

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

The institution recognizes the prominence of the Indian tradition and value system and strives to impart the same through deliverance of a learning system that focuses on awareness of the Indian Culture, language, and tradition through its academic and non-academic activities in the campus. The most effective method followed for infusing social pride and acceptance is through celebration of the days of national importance and socially beneficial camps that actively engages student support and participation. The NCC, NSS and other associations function actively to ensure the students receive maximum social exposure. These activities received state wise acclaim with the NSS unit being accredited as 'the Best in State' during the academic year of 2021-22. The recent pandemic and the times of Kerala Floods witnessed incomparable level of social support mechanisms being upheld by these units for the public welfare. The institution has always promoted imparting values through practice and hence, the students gradually habitualize the values, culture and traditions

exercised in the campus. Apart from these activities, the institution follows a socially significant curriculum with several departments like English, History and Malayalam offering papers exclusively dedicated to Indian Culture, history, language, and tradition. The library comprises of well-maintained sections that pay tribute to national leaders and Indian Culture. Overall, via academics and nationally relevant non-academical activities, the institution is capable to cater and enkindle the patriotic commitments of the students by integrating sufficient Indian knowledge during their learning tenure.

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

Directional approach to learning is the motivational factor behind adopting OBE into the curricular framework. With the outcome sketched out at the initial stages of learning, the learners and the trainers are given ample space to prepare and develop their capacities to imbibe and deliver the outcomes received from a specific course. Adequate FDPs and orientation sessions are organized under the guideship of the IQAC of the college to ensure optimal understanding of the procedures involved in OBE. Recognizing the exit outcomes leads to better and combined efforts towards the attainment of the PO, PSOs and CO outlined in the course offering learner independence and responsible learning atmosphere. The college official website is regularly maintained, and the outcomes are published unfailingly for the learners and the guardians to take wise decisions in their learning journey. In our path of excellence, we have included assistive technological competence through software like QnSmart that aids in developing outcome-based question papers based on Blooms Taxonomy ensuring fairness and accuracy in the evaluatory procedures thereby, fulfilling the promise of quality education reflected through the deliverance of skilled professionals for the employability world.

#### **20.Distance education/online education:**

With the pandemic leading the way to the dawn of technology in the educational sector, learners and educational hubs have become more receptive to online/distance education. St. Joseph's College has always been a staunch promoter of technological assisted learning and its efforts at e-learning were accelerated at full force with the pandemic. Linways- the college LMS has become the working grounds for dealing with all the academic, administrative and evaluatory aspects of the institution utilized equally by the staff, faculty, and students with its services accessible via the admin, faculty, and student modules,

respectively. From marking attendance to publishing of results, Linways has made all the academic tasks appear effortless making the institution capable of meeting advanced learning requirements. In order to reap maximum benefits of this platform, the institution holds regular orientation sessions like FDPs and SDPs at the initiation of every academic year for the staff, students and faculty explaining the latest updated features that serves better user experience. The college is highly facilitated with its innovative iLab services that offers plethora of opportunities for making impressive e-learning experiences. Apart from being the local chapter of the NPTEL, it is customary for the teachers and students to enroll themselves into nationally and internationally accredited skill enhancement programs like Coursera, Mooc, Swayam, NPTEL etc. Additionally, our library facilities are in a state of art delivering quality reference materials from its e-repositories accessible exclusively to our students and teachers via their login ID and Passwords. These combined amenities undeniably assist and prepare the academy for the complete and successful implementation of the NEP into the curricular framework.

## Extended Profile

### 1. Programme

1.1 37

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 2. Student

2.1 3162

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2 1000

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.3

**3024**

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

### **3.Academic**

3.1

**1026**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

3.2

**136**

Number of full-time teachers during the year:

## Extended Profile

### 1. Programme

1.1 37

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 2. Student

2.1 3162

Total number of students during the year:

File Description	Documents
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Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.3 3024

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 3. Academic

3.1 1026

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

3.2 136

Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.3	136
Number of sanctioned posts for the year:	
<b>4.Institution</b>	
4.1	291
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	100
Total number of Classrooms and Seminar halls	
4.3	440
Total number of computers on campus for academic purposes	
4.4	734
Total expenditure, excluding salary, during the year (INR in Lakhs):	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

All the 40 programmes that the institution offers comes with outcome-based curricula and the following points highlights the relevance of the curriculum:

**Curriculum Design & Development:** Curriculum is featured with CBCS system, structured feedback mechanism and undergoes regular curriculum revisions that is examined by the BoS and approved by the College Academic Council.

Outcome Based Curriculum: POs, PSOs and COs are formulated based on the requirements of local/ national / regional/global developmental needs. Evaluation conducted through external and internal assessments and students are acquainted and supported through bridge courses and remedial classes respectively.

Curriculum Enrichment: Through value-added courses with focus on employability, entrepreneurship and skill development and through student centric, hands-on-training and internship activities.

Development of Global Competencies: Collaborations with top institutions (State as well as National level), MoUs signed with prestigious and recognized agencies and mandatory course end project works contribute in the process.

Value oriented curriculum: One-hour value education sessions/week, an annual three-day camp, and Darshana, the in-house family counselling centre add to the spiritual and ethical upliftment of the students.

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	<a href="https://www.stjosephs.edu.in/obe.html">https://www.stjosephs.edu.in/obe.html</a>

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

38

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

1044



File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

1044

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

38

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Gender Sensitivity is introduced through audit courses on Gender

Studies and as a part of Common Courses, gender related PR campaigns, field projects, Value Education classes and gender sensitization activities organised by the Women Cell and Women Studies Centre of the College. Professional Ethics is conveyed through course programs that contain topics underlining the ethics and integrity of each subject area distinctively. The Research and Publication Ethics (RPE) and IPR are offered as part of PhD coursework and the submission of plagiarism report for student dissertations helps the students to understand the values of academic integrity and professional ethics.

Environment and Sustainability is promoted through reduce, reuse and recycle philosophy, rainwater harvesting, zero waste promotion, scientific management of wastes, wastewater treatment (STP), biogas plant, use of solar energy, 'Swatch Bharath Abhiyan' initiatives, activities of ecocentric clubs, environment-oriented courses, audit courses, field visits, promotion and manufacturing eco-friendly and biodegradable sanitary pads, introduction of aquaponics; and observance of environment related days. Finally, Human Values become a significant part of common courses and Value Education classes, social service activities under CSS, outreach programs by NSS and NCC and the flood, disaster pandemic relief and rehabilitation activities by the students.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year**

35

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

3008

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

3008

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni**

**A. All 4 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="https://www.stjosephs.edu.in/syllabus-feedback.html">https://www.stjosephs.edu.in/syllabus-feedback.html</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - The feedback system of the Institution comprises the following**

**A. Feedback collected, analysed and action taken made available on the website**

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://www.stjosephs.edu.in/syllabus-feedback.html">https://www.stjosephs.edu.in/syllabus-feedback.html</a>
Any additional information	<a href="#">View File</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment of Students**

**2.1.1.1 - Number of students admitted (year-wise) during the year**

**1091**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

**273**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Student calibre assessed through performance in PET/SAT exam, board exam results, personal interview and first internal assessment and after semester end examination.

Induction programs, orientation programs, campus visit and bridge courses and club activities are organised. Special sessions for the late admission students, Zero-hour for department-wise academic activities, Guidance programmes by HRD Cell, online courses from recognised educational platforms and training for competitive examinations are held as enhancement activities. The Academic Excellence Committee monitors student progress through PTA meetings and conduct of Merit Day. Faculty@student's home program and Darsana-the on-site counselling centre of the college addresses the psychological and external requirements. Admission, campus infrastructure and academic equally support the disabled students. Technological aids support online/blended learning during the pandemic.

Advanced Learners: Minor and major project guidance, personality development sessions, subject based site visits and field trips, peer teaching activities and additional coaching for competitive examinations and activities as part of Walk with Scholar are organised for the advanced learners.

Slow learners: Remedial sessions, breaking down of complex concepts, regular test papers, inclusion into peer learning groups through Each one Teach One scheme and Government supported Scholar Support Program and personalised interaction help in their progress.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stjosephs.edu.in/wws.html">https://www.stjosephs.edu.in/wws.html</a>

### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/11/2021	3163	136

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

**Experiential learning:** Students get to know the pulse of the society, its needs and challenges through experiential learning. The college provides experiential learning through internships, projects, study tour, exposure visits, Rural camp, Skill Development Workshops, Field surveys, Hands-on training sessions, Aquaponics and Outdoor Sketching.

Participative learning is encouraged through Virtual Reality Lab, Organising literary fests and competitions, Student exchange programme, Preparation of student manuscripts, Class-wise management of Bulletin Boards, Participation in club activities, attending seminars and workshops in and out of college, Presentations, Mobile quizzes, games, Group discussions, Debates, Mock Interviews, Encouragement to enroll for MOOC courses, Project Work, Community mobilisation and Participatory Rural Appraisal.

**Problem Solving Methodologies:** The teacher presents a problem for exploration and suggests a line of inquiry for students to investigate and equip them with required skills to plan and carry out investigations. Field projects, Street plays, activities like Post flood water quality assurance programme, Waste management techniques, Management sponsored Student Project, Production of Eco-friendly sanitary pads, Sanitisers,

masks, biopesticides, LED serial lights are encouraged. Manuscript preservation, Case Study, Crime scene investigations and forensic puzzle series, Hackathon, Simulation and Role Play inspire the students for better problem solving.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.stjosephs.edu.in/faculty-2.html">https://www.stjosephs.edu.in/faculty-2.html</a>

### 2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Interactive ICT Panels, PC/ laptops, document camera, and data projectors ease our online modes of education through educational networking, web-based learning, mobile learning and classroom equipment.

LMS@SJC along with its mobile app provide a customized learning experience to the students. It enables the teachers in online educational activities.

computerized labs and equipment with audio suite and video production lab provide a platform help teachers and students to avail online content within the College. The Language Lab involves students to actively participate in language learning exercises

Research Hall equipped with visual - audio aids help the smooth conduct of national and international seminars, workshops and lectures.

iLab studio with green screen, high resolution camera and proper lighting addresses teaching delivery needs such as video and audio content recording, live classes and live streaming.

Google meetings, Google workspace and online applications like WhatsApp and Email support student-teacher interactions

The library provides access to subscription-based e-journals and e-Books from prestigious sources: N-List e- journals and e-books; Pearson e-books and DELNET e-journal and e-Books. The 'Grammarly' software is used to check plagiarism and a Braille

software JAWS helps the visually challenged students to navigate through various texts.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://www.stjosephs.edu.in/online-classes.html">https://www.stjosephs.edu.in/online-classes.html</a>
Upload any additional information	<a href="#">View File</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

136

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

#### Academic Calendar

The College Council, the IQAC and the Controller of Examinations organize a meeting in the month of May to discuss the feedback from multiple sources and to draft an action plan for the following academic year. The Annual Academic Calendar is finalized in a participative manner taking into consideration the year plans prepared by the respective Academic Departments.

#### Teaching Plan

The plan has been instructed to be designed to cover 40% of the syllabus before the first sessional. The second sessional will follow the next 40%. The rest 20% of the syllabus has to be covered before the final examinations.

#### Adherence to Academic Calendar and Teaching plan

Adherence to the Calendar is monitored through LMS@SJC. Course



facilitators submit 'Daily Mirror' on a regular basis. Monthly evaluation is followed and the completed modules are submitted by the course coordinators to the heads for evaluation and guidance. The learning-teaching process and the strategies are evaluated in the assessment process. The plan is submitted in detail containing the durations and the time for implementation. The teachers as per the finalized plans after review prepare the timetable which is presented before the college council for final approval.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

136

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

60

File Description	Documents
List of number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

11

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

### 2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

16

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

62

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

**IT Integration:** The exam registration and fee payment is done through Linways@SJC and the Generation of question papers through QnSmart@SJC that aids in Mapping of questions to COs, PSOs and POs. The generation of hall tickets, list of invigilators and student's nominal roll, preparation of timetable for exams, seating arrangement for SEE, recording and

compiling the marks, generating semester-wise and consolidated marksheets with security features and publication of semester wise result on the website was made possible through digitalization.

Reforms in the Examination Procedures included different colour coded answer booklets in alphabetical series and bar coded with false numbers to ensure the transparency in valuation. The Question papers generated through QnSmart@SJC that also aids in mapping the CO, PSO and PO of different programmes with the question papers. Examination fee is collected through 'Razorpay'. Token generation software generates token for the students to visit Controller of Examination's office. Analysis of student's performance is done through 'Z Analysis'

Reforms during Pandemics included Decentralized exam centres, Student data collection and centre preference through google forms, Software consolidated exam details and student data, Ceiling system in question papers, Special exams for the Covid affected students and relaxed attendance

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.stjosephs.edu.in/examination-procedures.html">https://www.stjosephs.edu.in/examination-procedures.html</a>

## 2.6 - Student Performance and Learning Outcomes

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

The CO, PO and PSOs are reviewed by the Board of Studies of the respective departments and submitted before the Academic Council for the approval. The approved POs, PSOs and COs for all programs offered are stated and displayed on the College Website. Timely revision of the outcomes is done as per the changes introduced in the syllabus. The approved learning outcomes are communicated to teachers, students, and parents.

An OBE workshop was conducted by the Kerala Higher Education Council members for the faculty members to help them formulate appropriate COs, PSOs and POs. The teachers were also provided with training sessions to familiarise them with the workings of LINWAYS@SJC and QnSmart.

Orientation is given to new students on the concept of OBE. The outcome integrated syllabus is displayed on the college website and the teachers familiarize the students with the outcomes at the beginning of a course. Lesson plans and instructional strategies are prepared accordingly. Orientation programmes and parent-teacher meetings acquaint the parents with the outcomes.

The Academic Excellence Committee monitors achievement through periodic and systematic review of the outcome of all programmes of the institution. IQAC monitoring, academic audit and feedbacks from stakeholders contribute to the assessment process.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.stjosephs.edu.in/obe.html">https://www.stjosephs.edu.in/obe.html</a>

#### 2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

1. Direct Assessment is carried out through external and Internal assessments. The CO, PO and PSOs of programmes are linked with the question papers generated through QnSmart. The marks attained by students for each question would determine the level of attainment of various outcomes. A statistical indicator Z value is used to evaluate the academic performance of the students. The components of the Internal exams depends on the course content offered by the departments and may also include two internal examinations, assignment, seminar, classroom participation; and participation in quiz, industrial visit and other online MOOC courses. These components are directly linked to the different COs, PSOs and POs.
2. Indirect Assessment: Along with the data received from the internal and external assessments, feedbacks from stakeholders are collected to check the syllabus efficacy. Syllabus revisions done based on the assessments are presented before the Academic Council and Governing Body for approval and later to the University of Calicut. Modifications are recommended to the statutory bodies. Recommendations are forwarded for generating new

programmes or courses in the emerging areas of knowledge.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.stjosephs.edu.in/obe.html">https://www.stjosephs.edu.in/obe.html</a>

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

995

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.stjosephs.edu.in/office-of-examination.html">https://www.stjosephs.edu.in/office-of-examination.html</a>

### 2.7 - Student Satisfaction Survey

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

<https://www.stjosephs.edu.in/feedback.html>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The Research Policy is constituted by the Research Advisory Board and is updated as per the norms of UGC. The Institute also promotes and directs the research activities of young researchers through GRACE (Guidance for Research and Assistance for Consultancy and Extension).

Research Block has a central instrumentation facility with advanced instruments, conference halls, separate workspace for scholars and research guides, lab with uninterrupted power supply and wifi.

The research centers in Mathematics, Commerce, Chemistry and English serve as Research Hubs. The Communicable Disease Research Laboratory, Manuscript Research and Preservation Centre, DST-FIST funded Instrumentation Facility, Centre for Plant Tissue Culture, Centre for Animal Tissue Culture, Advanced TaxoHub, Optometric lab etc. are some of the facilities in research. The college also serves as a centre of non-academic research activities leading to productive innovations.

Plagiarism free Research is promoted through Governmental & Non-governmental funded research projects and collaborative research ventures leading to international collaborations of research; National, state, and private funding. The research aptitudes are uplifted through projects, internships, and promotion of entrepreneurship and archives in the library.

The Research is also depicted through collaborations and conferences, Hands on workshops, FDPs, Doctoral & Post-Doctoral, International Travel and Exchange Programs, publications

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	<a href="https://www.stjosephs.edu.in/research-policy.html">https://www.stjosephs.edu.in/research-policy.html</a>
Any additional information	<a href="#">View File</a>

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

12

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	<a href="#">View File</a>
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

2

File Description	Documents
e-copies of the award letters of the teachers	<a href="#">View File</a>
List of teachers and details of their international fellowship(s)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.2 - Resource Mobilization for Research

#### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

9

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.2.2 - Number of teachers having research projects during the year

29

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil
List of research projects during the year	<a href="#">View File</a>

### 3.2.3 - Number of teachers recognised as research guides

36

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

### 3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

12

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	<a href="https://www.stjosephs.edu.in/grantsfunding.html">https://www.stjosephs.edu.in/grantsfunding.html</a>
Any additional information	<a href="#">View File</a>

### 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The College has a distinct research block with Central Instrumentation facility, incubation centre, social centre, GRACE etc providing adequate infrastructure and support system for the faculty and students to do multidisciplinary research.



Institution's Innovation Council (IIC), Innovation and Entrepreneurship Development Centre (IEDC), Entrepreneurship Development Club (ED club) and Young Innovators Programme (YIP) encourages entrepreneurship attitude and act as a platform for initiation of start-ups. Workshops, training programmes and interactions with experts, consultants and advisors are conducted by these cells for the transformation of various innovative ideas put forward by students.

Techniques in tissue culture, Nursery management, Training in Mask production, Candle making, Mushroom cultivation, aquaponics and Hackathon-coding program were conducted for the community to enhance entrepreneurship among local people.

Various valuable products have been successfully produced and marketed with the aid of Incubation centre like production and sale of essentialities of daily use, assembling of LED bulbs to make decorative lamp-forms, App for the easy working of library, online mentoring and counselling and the E-Bazar initiative of ED club to market the products made by students.

Green initiatives include vermicomposting, production of plastic free antibacterial grow bags from water weeds, production of bio-fertilisers, bio-pesticides, mushroom cultivation, etc

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stjosephs.edu.in/innovation-centre.html">https://www.stjosephs.edu.in/innovation-centre.html</a>

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

46

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4 - Research Publications and Awards

<b>3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software</b>	<b>A. All of the above</b>
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File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

**3.4.2.1 - Number of PhD students registered during the year**

**56**

File Description	Documents
URL to the research page on HEI website	<a href="https://www.stjosephs.edu.in/golden-jubilee-research-centre.html">https://www.stjosephs.edu.in/golden-jubilee-research-centre.html</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year**

**87**

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File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

36

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stjosephs.edu.in/research-publications.html">https://www.stjosephs.edu.in/research-publications.html</a>

### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

#### 3.4.5.1 - Total number of Citations in Scopus during the year

854

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	<a href="#">View File</a>

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

15

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

11

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

25

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

**Environmental Protection and Conservation is instilled through activities, campaigns, tree planting, promotion of organic farming, awareness classes.**

Community Health is promoted by conducting awareness programmes, blood and hair donation camps and medical camps for the enhancement of health and wellness of the community.

Gender Sensitization and Mainstreaming is achieved through seminars and campaigns and extension activities related to women's health and well-being, gender sensitization, women safety, sex education, domestic violence, and legal issues.

Disaster Response and Pandemic Mitigation was carried during Okhi cyclone, Kerala floods, Kavalapara landslide, Assam flood and COVID pandemic by setting up relief camps, fund raising and distribution of essentialities.

Civic Responsibility is invoked through visits to destitute homes and orphanages, meal, study materials and free tuition classes for the poor and maintaining mobile community library.

Conscientization and Capacity Building is done through life skill acquisition classes, job orientation and computer literacy

NCC activities include providing financial help, environmental projects, free tuition classes for the needy, donation and medical camps, camps against anti-social activities and essential repair works.

NSS activities include Swatch Bharath Mission, Haritha Keralam Mission, Atmanirbhar Bharat Abhiyan, Fit India Campaign, Save Energy Campaign, disaster management and other initiatives for nation building.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stjosephs.edu.in/extension.html">https://www.stjosephs.edu.in/extension.html</a>

**3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year**

4

File Description	Documents
Number of awards for extension activities in during the year	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)**

50

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year**

3131

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.7 - Collaboration**

**3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

204

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)**

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

**Classrooms:** 100 classrooms, four ICT enabled seminar halls, four computer labs, Five conference rooms, iLab studio, reading room, interactive panel boards, LCD projectors, LED TVs, speakers, lecture capturing systems, black boards, documentation camera, Over Head Projectors and the public announcement system supplement the high-quality teaching and learning experience.

**Laboratories:** 15 science labs, 4 research labs, 3 computer labs, business lab, audio lab, video lab, media lab, wellness lab, Fashion Designing lab, manuscript lab and language lab aid in the practical expertise

**Computing Facilities:** 400 computing systems, High speed internet lease line facilities, Wi-Fi access points and server rooms along with LINWAYS courseware is used for academic, administrative, evaluative, communication and grievance redressal purposes.

**Blended Learning Facilities:** The iLab (studio), interactive boards, media lab and teleconference room help with the blended learning

**Other facilities:** The hostel accommodation, common study rooms and KIOSK with computers and internet facilities. Ramps, elevators, washrooms ,Camera assisted reading facility and softwares for challenged students. Auditorium, Research block, Zoological Museum, Herbarium, Botanical Garden, History Museum,

Script Garden, Darshana Student Counselling Centre, Recreational Room, Washrooms, Restroom, water purifying machines and Uninterrupted power supply through the substation and generators in the campus support quality learning endeavours.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stjosephs.edu.in/blocks-and-halls.html">https://www.stjosephs.edu.in/blocks-and-halls.html</a>

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

**Cultural activities:** Fine Arts club conducts intramural cultural competitions and facilitates participation in D-zone and interzone events of the University. 'SJC Chronicle', the in-house news channel helps to gain experience in mass communication. The different clubs offer an excellent performing platform for students. The infrastructure facilities include Auditorium with a seating capacity of 3000 with fully equipped stage and sound system, amphitheatre, Seminar halls, iLab studio for Audio-Video recording and editing, Arcadia for relaxation and a college band with adequate musical instruments.

**Yoga:** hall with teak wood flooring and yoga course work with interactive smart board handled by yoga gurus

**Sports and Games:**

Outdoor facilities comprise of football field, 200 Mtr track, 2 volleyball courts, synthetic basketball cement court, handball court, open gymnasium and an adventure park that serves the outdoor physical needs of the students.

**Indoor Facilities:** Basketball teakwood court, volleyball wooden court, 4 shuttle badminton courts, 4 Sepak takraw courts, 32 judo mats, 100 kabaddi mats, 2 table tennis boards

**Other Facilities in the Indoor Stadium** include fitness centre, Yoga Hall, wellness centre, two dressing rooms, coaches' accommodation room, physical education department office, two sports equipment rooms, gymnasium



File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stjosephs.edu.in/sports-and-cultural-facilitites.html">https://www.stjosephs.edu.in/sports-and-cultural-facilitites.html</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

100

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

388

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

Automated door entry and exit through a chip-based identification card.

Integrated Library Management System (ILMS)-'Koha' which facilitates modules acquisitions, circulation, cataloguing, serials management, flexible reporting, label printing, multi-format notices, full text searching and many more.

Self service desk to issue or return his/her books in a single scan of his/her id card and book's barcode.

Remote user access in LMS (LINWAYS) enables off campus access to digital library and enables them to locate, renew and reserve books.

Computers and internet connectivity inside the whole library and fifty desk top computers with ethernet connection and catalogue searching facility

Mini teleconference room meant for research scholars and their mentors that can accommodate 6 to 8 people.

e-subscriptions: 15 e-journals, DELNET, INFLIBNET, N-LIST, DSpace, E ShodhSindhu and Pearson digital library and a digital repository of previous years question papers are available online.

Orientation programme is arranged for various e-contents and e-subscriptions

Other Facilities include general reference and reading area, discussion zone for peer group discussions, PG reading area, Faculty reading area, Balcony cubicles, Differently- abled friendly library, Thaliola collection, Thesis collection, Abdul Kalam Museum, Lakshadweep Zone, Printing, scanning, spiral binding and photocopying facilities and CCTV surveillance.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://stjosephlibrary.e-doc.co.in/">http://stjosephlibrary.e-doc.co.in/</a>

<b>4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources</b>	<b>A. Any 4 or more of the above</b>
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File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

125

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

##### 4.2.4.1 - Number of teachers and students using the library per day during the year

1325

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The college IT policy outlines how technology should be used to meet Confidentiality, Integrity, and Availability (CIA) and applies to all for network devices, internet access, computing facility, data storage, printers/scanners, and multimedia content.

Cyber-Security is assured through the installation of authentic software, use of secure protocols (HTTPS, SSH), communicating

via official Email address, providing individual login portal and safe login credentials, secure database for conducting exams and setting question bank. Active antivirus software and FIREWALL network security system is installed to protect from cyber-attacks. Round the clock CCTV monitoring system adds extra care to the IT facilities in the college.

Software installation is monitored by the IT wing and the IT policy promotes Free and Open-Source software (FOSS). Proper e-governance, evaluation of student progression, examination procedures etc. are accomplished with SJC's ERP software (LINWAYS)

IT committee meets regularly to evaluate the requirements submitted by various departments for the subsequent academic year. The confirmed requirements are sent to the purchase committee for approval. The finance committee prepares a budget based on the requirements approved by purchase committee and it is forwarded to the Principal for approval, and the purchase is initiated by the purchase committee with the Principals consent.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stjosephs.edu.in/academic-management-system.html">https://www.stjosephs.edu.in/academic-management-system.html</a>

#### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
3162	440

File Description	Documents
Upload any additional information	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing**

**A. All four of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stjosephs.edu.in/e-content-development-facilities.html">https://www.stjosephs.edu.in/e-content-development-facilities.html</a>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>

#### **4.4 - Maintenance of Campus Infrastructure**

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

**346**

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

**Laboratories: Standard operational procedures for handling chemicals and instruments are followed. First aid kits, fire extinguishers, stock registers are inspected & replenished regularly.**

**Library: Issuance and locating of books is automated using KOHA.**

Student library card is used for issuing books based on study levels and late returns are charged. E-library, photocopying and printing facilities are also made available.

**Computer Laboratory:** Labs are allotted to classes based on the timetable. vacant time slots are identifying via e-timetable and are allotted to students for academic purposes on request

**Classrooms:** Classrooms are allotted as per the student strength. The class teacher notifies the concerned authorities for maintenance and repair works.

**Sports and games:** Grounds and equipment are maintained by the Department of Physical Education. First aid kits, BMI machine and composition analysers are installed. Repair works and ground levelling are done annually.

**ICT:** Softwares and devices are installed and maintained under AMC. Wi-Fi is maintained by BSNL and Jio Fiber. Online academic and administrative works are carried out through Linways. College website is maintained by Kerala Infotech and all general maintenance of technological devices comes under the responsibility of the IT wing. Specific problem related maintenance is done by PC Links.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://stjosephs.e-doc.co.in/">http://stjosephs.e-doc.co.in/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

1156

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year**

1267

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology**

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://www.stjosephs.edu.in/skill-enhancement-programmes.html">https://www.stjosephs.edu.in/skill-enhancement-programmes.html</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year**

2846

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<b>5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees</b>	<b>A. All of the above</b>
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File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.2 - Student Progression**

**5.2.1 - Number of outgoing students who got placement during the year**

**210**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.2.2 - Number of outgoing students progressing to higher education**



478

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year**

**5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year**

47

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

195

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution**

**College Student union**

The members of the college union council are elected democratically via Presidential system. During pandemic, college initiated a digitalized voting system for the smooth processing

of college union election for the academic year 2020-2021. Under the guidance of the Staff Advisor, nominated by the principal, the student union holds academic, cultural, literary, and other events along with celebrations, festivals, and competitions every academic year. They regularly conduct meetings to brainstorm events that are part of curriculum. The student editor of the union council along with the guidance of faculty coordinators spearheads the publication of the college magazine 'The Sibyl'

**Associations:** Each department has an association headed by a student secretary who coordinates the association activities and academic activities.

**Representations in Academic & Administrative bodies/ Committees of the institution:** There are 2 Department Council student representatives and student IQAC representatives from each class. Students' feedback is valued on academics, administration, and evaluation. Student representation is evident in Library Committee, Anti-ragging Committee, Grievance Redressal Cell, Discipline Committee, Research advisory committee, Ethics committee, Hostel Committee, Women Development Cell, HRD Cell, Fine arts club, literary club, Oratory, Quiz club, Eco club & Nature Club, Biodiversity club, minority cell, Anti-Narcotics club etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stjosephs.edu.in/college-union.html">https://www.stjosephs.edu.in/college-union.html</a>

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

128

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumnae Association performs as a charitable society under Travancore Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1995 (Reg NO: TSR/TC/283).

**Financial contributions:** An equal amount of Rs. 5 lakhs were contributed towards library renovation and for needy batch mates. For digital notice boards and for online education purposes they have donated Rs. 45,000 and Rs.1,35,300 respectively. For charity and disaster relief funds, our Alumnae raised amounts of Rs 85,000 and 45,000 correspondingly. As endowments, Alumnae contributed Rs.71,648 and Rs. 40,000 and Rs. 45000 for buying oximeters.

**Nonfinancial contribution:** They have academically contributed in the form of seminars, workshops and webinars on relevant topics. They have supported in developing syllabus, introduction of new courses and curriculum modification. They form significant parts of the Board of Studies of several Departments. Initiated 'BLOOM- from being to becoming' a certificate program to develop soft skills, communication skills and leadership through residential camps by a retired UNICEF professional.

**Social Commitment** included exhibitions like 'Reconnect' that promoted entrepreneurial openings and 'Guruvandanam' that paid tribute to the teachers. They also paid tributes to Padma Vibhushan ONV Kurup and to the frontline Covid helpers. They also helped in developing academic audios for the blind.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.stjosephs.edu.in/special/alumnae.html">https://www.stjosephs.edu.in/special/alumnae.html</a>

**5.4.2 - Alumni's financial contribution during the year**

A. ? 15 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The management and the institution strive in achieving the educational goals reflected in the vision and mission of the institution.

The System and Nature of Governance:

The Board of Management is comprised by the Superior of Pavanatma Province of CHF Congregation and the executive committee of the society. They develop policies and plans to assess the crucial requirements of the institution through regular meetings.

The administrative council constituted according to the UGC regulations and State norms addresses the academic, administrative and intellectual pursuits of staff and students. Meets daily to set plans for daily operations.

The academic Council meets frequently to assess the syllabi adhered by the Board of Studies of different departments.

The IQAC of the college maintains institutional quality and implements initiatives based on feedback.

Teachers operate collaboratively on administrative and academic roles offered to them and become inevitable part of the decision-making bodies and staff association activities.

The immediate Perspective plan of the college is to raise the platform of teaching-learning, research, student support extension, consultancy and innovations. Other plans include timely updation the syllabi, initiating globally demanded programs, attaining star College status and becoming a centre of excellence

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.stjosephs.edu.in/about-the-college.html">https://www.stjosephs.edu.in/about-the-college.html</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The Board of Management as an apex body formulates overall policy for the college and the Administrative Council supervises the implementation of these policies on a daily basis. The HoDs with the faculty organize the daily functioning of their respective department. Staff Association is gathers monthly to address issues related to them. Student participation in governance is valued through Student Union Council, Department Councils and other various clubs and associations.

#### Case study: Library Renovation

Launched in April 2020, the teaching and non-teaching staff, PTA, students, Alumni Associations, retired staff and benefactors contributed in building the library in infrastructural, financial, intellectual and artistical aspects through regular meetings and valuable support leading to the following outcome:

- Kalam Museum
- Audio Lab
- Cubicles and Discussion Hall for Research Scholars and Faculty
- Students reading corner for reading their own books.
- exhibit space for publications and thesis work of teachers.
- Alumni area for dissertations and project works.
- A digital library setting, 'D-space'
- Book purchase Store
- KIBO Software

#### Additional Outcomes:

- Lift, Generator, media centre and Dark room
- Open Gym and Hostel renovation

- Revamping Campus
- Software like KOHA, GRAMMARLY, LINWAYS
- Blended Learning and soft skill programs

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.stjosephs.edu.in/management-board.html">https://www.stjosephs.edu.in/management-board.html</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

**6.2.1 The institutional Strategic / Perspective plan is effectively deployed**

The institution follows participative management methods engaging all its stakeholders for actualising the goals set in the strategic plans of 2013-2023. Department wise short term goals concerning Faculty excellence, student performance, Academic system and Infrastructure are set during Association meetings and the Management gives direction for long term goal setting.

Activity successfully implemented: Improving Teaching / Learning Experience in

Campus

This strategic plan was raised in the Board of Management in 2013 followed by the approval of the administrative council that geared up the activities by enhancement of ICT enabled teaching-learning measures, extension activities, new programs and value aided courses, coaching and placements for career development during the past years. As a result, there was significant increased in ICT devices that also enabled video conferencing by educationist from anywhere in the world. Increase in skill development programs, certificate courses, vocational Certificate / Diploma / Advanced Diploma / Degree Courses, orientation classes, linkages and extension activities were also

evident. Zero hour for enrichment courses, conduct of green audit via external agents, collaborative activities within and outside the campus and developing entrepreneurial skills among the students became some of the undeniable outputs of the initiative.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stjosephs.edu.in/strategic-plan.html">https://www.stjosephs.edu.in/strategic-plan.html</a>
Upload any additional information	<a href="#">View File</a>

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

The college has a well organizational structure with set guidelines and a wide system of principles followed to formulate and ensure a desired outcome in every discipline.

The organization structure and function can be elaborated with the Board of Management headed by the Provincial Superior functioning as the apex body followed by the Administrative Council. The principal is accountable for the academic and administrative activities in the campus. (organogram) The college office constituted by the administrative and supporting staff. An outreach wing named 'Jossine Reach' supports the faculty and students to reach out to the community through socially relevant disciplines.

The Appointment and service rules for the aided staffs are based on State Government and University guidelines. For the unaided staff, the qualification, promotion and the appraisal methods are followed as per the guidelines of Government and the well drafted policy document of the institution. Considering the sanctioned post, planning is carried out each year. The academic recruitments include three levels - Assistant Professor, Associate Professor and Professor. The non- academic staff have five levels and their selection is based on the qualification and the performance appraisal. The appointment and service rules are well laid down in the Staff Handbook.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://www.stjosephs.edu.in/organogram.html">https://www.stjosephs.edu.in/organogram.html</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.stjosephs.edu.in/governing-body.html">https://www.stjosephs.edu.in/governing-body.html</a>

<b>6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination</b>	<b>A. All of the above</b>
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File Description	Documents
ERP (Enterprise Resource Planning) Documen	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### **6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

All benefits as per the norms of government along with additional training programmes and workshop are provided to aided staff. The welfare schemes for our employers include educational assistance, scholarship and admission preference for the children of the staff. Medical Insurance, annual medical camp and maternity leaves cater to their health welfare. Financial assistance, Bonus, subsidized canteen facilities, PF, ESI and gratuity support their expense requirements. Along with these, orientation sessions, annual staff picnic, birthday celebrations, Wi-Fi facilities, gym, consented FDP and refresher programs, seed money, incentives and duty leaves for self-developmental activities are part of the welfare schemes available for them.



The teaching staff have the opportunity for career growth through regular performance assessment and promotions from each grade depending on the fulfilment of qualifying requirements based on the norms of the government and UGC.

The non-teaching staff are classified into five grades and the appointment to a grade level is purely based on their educational qualification, work experience and their performance. An employee is upgraded on completion of required number of years under respective grades and also on their performance assessment chart.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stjosephs.edu.in/employee-welfare.html">https://www.stjosephs.edu.in/employee-welfare.html</a>

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

47

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year**

11

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)**

64

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly

The college undergoes 3 financial audits -External, Internal and Government. The finance committee comprises of the purchasing committee and the Bursar representing the educational board of management.

Internal Audit is conducted once a year by a team appointed by the Board of Management that evaluates the income and expenditure of the government funds. The audit report is submitted to the Board of Management who ascertains the implementation of the necessary rectifications.

The external Audit is conducted with the help of a group of accountants organised by the college who examine account books and balance sheets to get a fair view on the financial affairs of the college.

The Government Audits are conducted to check on the funds aided by government and monitor the maintenance of accounts and records of college.

Major areas covered by the audits are assets, liabilities, payments, receipts and statements of income and expenditure.

The audit demur, pointed out by auditors is presented in purchasing committee, which enables the management board to make amendments quickly. The remedial action is carried out by the

accounts department with an explanatory note to Bursar and the purchasing committee

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stjosephs.edu.in/finance-committee.html">https://www.stjosephs.edu.in/finance-committee.html</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

16.98

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The institution funds its ventures through a culmination of course fee and hostel fee, consultancy and corporate training by the faculty, Alumni funds, sponsorship for academic events and donations.

The institution is also funded by Central and state government for the staff salary and through UGC autonomous grant, UGC fund, KSIDC fund and RUSA fund.

Other funds include scholarships and interest from banks for infrastructural expansion. Funds are also collected from corporates, under CSR policy and as endowments from retired staff and other benefactors.

Each department submits a list of requirements annually, after a department meeting of students and faculty to the principal of the college. Examining the list and finding it valid, principal hands over the requirement list to the Purchasing Committee. After scrutiny, the purchasing committee implements the needs

with the help of Bursar.

The management funds are used for academic progress and campus extension. Funds received from corporate and other organizations are utilized according to their norms and concerns.

All the funds are accounted and audited.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.stjosephs.edu.in/projects.htm">https://www.stjosephs.edu.in/projects.htm</a> <a href="#">1</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

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

Outcome based Education is the first quality strategy done by IQAC since the grant of the college autonomy stature in 2016. To enhance the quality education IQAC conducted periodic workshops for formulating the outcomes of education at different levels provided by the institution. As a student-centric teaching and learning methodology, IQAC focused on 3 levels of outcomes in course delivery. The significance is given to Course Outcome (CO), Programme Outcome (PO), and Programme Specific Outcome (PSO).

By 2018, IQAC was succeeded in defining outcomes at these specified levels, thus ensuring quality academics in institution. By the end of 2020, mapping of courses, programmes and their outcomes were completed using software. IQAC emphasizes in collecting feedbacks from students, teachers and parents after each semester and also analyses the student performance based on the laid down outcomes to make alternative amendments as required, thus ensuring a global level education in the institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stjosephs.edu.in/inititatives.html">https://www.stjosephs.edu.in/inititatives.html</a>

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

**Stakeholder Review on Teaching-Learning Process:** The IQAC collects periodical feedbacks from stakeholders on academic syllabi, teaching methodology, learning experience, faculty performance, campus facilities etc. This process is administered by Principal and HoDs. Based on collected feedbacks, IQAC prepares an analysis report and submits the same to the Principal and the Board of Management. The principal meets each faculty member in person for clarifications and they have to submit an action plan on the student's feedback on the teachers. IQAC makes revisions on academic syllabi and curriculum based on feedback and also offers workshops and seminars for faculty for better teaching-learning experience.

Additionally, Academic Audits are conducted to ensure the quality of education served.

**Online Education:** The IQAC conducts a review on teaching-learning experience of online education during pandemic through feedbacks meanwhile, mentors of each class were appointed to collect feedback from respective students and their parents over calls during initial months of online education. Based on analysis report, IQAC organized training courses and workshops to equip faculty to deal with online classes. Classes were uploaded in Linways, as a measure for students to easily access their lessons. It also aided teachers with additional learning tools like quizzes and assignments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stjosephs.edu.in/inititatives.html">https://www.stjosephs.edu.in/inititatives.html</a>

<p><b>6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)</b></p>	<p><b>A. Any 4 or all of the above</b></p>
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File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://www.stjosephs.edu.in/annual-report.html">https://www.stjosephs.edu.in/annual-report.html</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

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

**Curricular activities:** The curriculum offers topics that discussed gender related issues with concrete papers specifying gender theories and gender issues. Audit courses and value education are integral parts of the curriculum.

**Co-curricular activities:** Activities and initiatives by Women Development Cell (We for Women Club), Women Study Centre, NSS, NCC, Student Union, Anti-Ragging Cell and Anti-sexual Harassment Cell introduce the students to gender related issues and the possible solutions. Gender related days of importance are also duly commemorated in the campus.

**Other activities:** Special programs on legal rights of women, awareness programs on menstrual hygiene, sexual health and healthy habits, orientation classes, interactive sessions with health experts and motivational speakers, self-defence classes, personality development and skill enhancement initiatives help

in promoting gender equity in the campus.

Facilities offered: 24X7 security personnel and CCTV surveillance, movement registers, visitors registers and mandatory use of ID cards add to the safety features. Self-defence classes and Doctor on call facilities is available. Career guidance, Career counselling and the mentor-mentee initiatives along with the in-house counselling centre DARSANA addresses the socio-psychological needs of the students. The college also has sufficient washrooms, sick room and day care facility for the children of our staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.stjosephs.edu.in/facility-for-women.html">https://www.stjosephs.edu.in/facility-for-women.html</a>

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

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Maintaining a clean green campus, the college follows the refuse, reduce, reuse, recycle policy.

**Solid Waste Management:** Solid waste is segregated into biodegradable and non-biodegradable waste and disposed in allotted coloured bins in the campus. MoUs with external agencies assist in dispose of waste materials.

Biodegradable waste is converted as fertilizers and microbial consortium via vermicomposting, biogas plants and judicial paper waste management along with paperless communication.

Non-Biodegradable waste like plastic and glass are incinerated, crushed or grinded with specific machines and either re-used for socially beneficial purposes or taken up by governmental agencies.

Liquid waste management: Waste water undergoes sedimentation and filtrations and are recycled for irrigation the remaining water is disposed to the drains. Liquid waste is treated with Sewage treatment plants and organic chemical waste is disposed according to the appropriate norms and methods.

Bio-medical waste are transferred to MoU signed hospital and disposed according to the governmental norms.

For E-waste management, MoU has been signed with external agencies for recycling or repairing electronics. Meanwhile, softwares and hardwares are regularly upgraded and maintained.

Hazardous Chemicals are used minimally for microscale experiments under strict supervision to reduce production of waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>



**7.1.5 - Green campus initiatives include**

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"><li><b>1. Restricted entry of automobiles</b></li><li><b>2. Use of bicycles/ Battery-powered vehicles</b></li><li><b>3. Pedestrian-friendly pathways</b></li><li><b>4. Ban on use of plastic</b></li><li><b>5. Landscaping</b></li></ol>	<p><b>A. Any 4 or All of the above</b></p>
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File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

<p><b>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</b></p> <ol style="list-style-type: none"><li><b>1. Green audit</b></li><li><b>2. Energy audit</b></li><li><b>3. Environment audit</b></li><li><b>4. Clean and green campus recognitions/awards</b></li><li><b>5. Beyond the campus environmental promotional activities</b></li></ol>	<p><b>A. Any 4 or all of the above</b></p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.</b></p>	<p><b>A. Any 4 or all of the above</b></p>
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File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).</p> <p><b>Academic inclusiveness</b></p> <p><b>Admissions are in accordance to the norms of Government and University with special reservations for SC, ST and OBC. Scholarship for economically backward students and through</b></p>
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unified dress code for students

### Cultural Harmony

Festivals are celebrated and inter cultural program sensitises students about the culture and traditions of other states and countries. National Integration Day was celebrated by incorporating art forms from different cultures

### Regional Harmony

Visits to tribal camps, events and programs organized for sensitising students on various agricultural practices and awareness class on 'Empowerment of women' for Kudumbasree members was conducted by the college.

### Linguistic Harmony

Observation of World Mother Tongue Day, teaching in Malayalam as well as in English and activities of the Manuscript Lab (MRPC) with a huge collection of Palm leaf help in bringing linguistic harmony.

### Communal Harmony

Value-based learning, accomplishment of community library, support for mentally challenged children, transgenders, orphans and old age inmates, awareness classes on AIDS, cleaning the surroundings and planting trees, distribution of phones for online classes helped in instilling social harmony

### Other Diversities

Lakshadweep students are given special reservation for admission and Hostel accommodation. Library has Lakshadweep Corner for exhibiting their regional journals and publications.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>

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

Induction Program: - Academic programmes commence each year by an induction program. In addition, a faculty Induction program is conducted every year for teachers. These programs motivate students and employees into socially committed citizens.

Display of Constitutional obligations: - platforms like website/hand-book, hoardings, placards and sign boards are used to propagate the constitutional values and the fundamental duties

Constitutional Values in Curriculum: - UG common course topics, Value education and other course materials has helped the students develop awareness about their obligations, values, responsibilities and duties.

NCC programs: - the relief and rescue operations, partnership with police, organising socially motivational talks and activities, participation in national camps and events, TSC, National Integration Camp, Ek Bharath Sresht Bharat etc.; has been exemplary.

Swachh Bharath Mission: college campus cleaning activities are carried out periodically by all the students under the guidance of NSS

The College formulates 'Activity Cells' and organizes programmes to instil comprehensive awareness on various rights of a citizen through academic and non-academic activities in topics like Intellectual property rights, Human Rights Day celebration, Fundamental Rights and Duties, Right to Education, Environmental -Wild life conservation Week and Election Awareness programme

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to**

A. All of the above

**monitor adherence to the Code of Conduct  
Institution organizes professional ethics  
programmes for students, teachers,  
administrators and other staff Annual  
awareness programmes on the Code of  
Conduct are organized**

File Description	Documents
Code of Ethics - policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Every year, the following Days are commemorated in the most befitting manner by the whole College:

National and state relevant days like Independence Day, Republic Day, Gandhi Jayanti Dr. APJ Abdul Kalam Day, Kerala Piravi Day, St. Mother Mariam Theresia day, National Mathematics Day, Ramzan, Holi, Diwali, Onam and Christmas.

International Days of prominence like International Women's Day, World Environment Day, International Youth Day, Teacher's Day, Ozone Day, World Vegetation Day, Wetlands Day and Earth Day World AIDS Day, World Elders Day, Hiroshima and Nagasaki Day, World Population Day, UN day, Anti-Poverty Day, International Yoga Day:

Other specific days like Mosquito Day, Anti-Drugs Day, Human Rights Day, Cancer Awareness Day, World Mental Health Day, World Hand Washing Day, Mother's Day, Father's Day etc.

Talks and messages by eminent personalities, meetings, cultural and academic activities, rallies of students, poster making competition, slideshows, film shows, literary competitions, cultural fests and competitions, flash mobs, stage shows, visits

to destitute homes, special schools and old age homes, honouring of retired teachers etc. mark the commemoration in connection with the above Days of tribute.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

**BEST PRACTICE I: 'CEED'- COMPHRENSIVE EDUCATION FOR EXCELLANCE AND DEVELOPMENT -To empower women through quality education and innovative teaching and learning.**

**The Context:**

- Online blended learning, collaborative teaching, individualised computer assisted learning for digital fluency.
- "Faculty@ Student's Homes"
- multi stationed Fitness Centre for physical fitness through check-ups and BMI analysis.
- Audit courses, talks, seminars and sustainable management for environmental consciousness.
- 'Green Campus, Clean Campus' and 'Learn with Nature', incorporating the initiatives of the Swachh Bharath, Haritha Keralam, Save Energy campaigns, Nature and Biodiversity Clubs.
- Sports day and government sponsored students support programs
- Awards for highly performing students and teachers.
- Student Placement Cell

**BEST PRACTICE II**

**'STEPS' - STRETCH THYSELF TO ENLIGHTEN THE PEOPLE AND SOCIETY- A campus community connect initiative**

## The Practice:

### Community Service

- adoption of 5 villages and construction of 41 houses for poor families,
- providing adult education, literacy mission, counselling services and awareness programs
- 'Home Care', 'Love Locks Mission' and 'Fast a Meal, Feast a Meal' for societal progress.

### Health service:

- blood donation and detection,
- pathological investigation,
- distribution of Oximeters and masks.

### Environment Conservation and Sustainability

Green audits and programs like Bird Friendly Campus, A Tree for Every Home, Pathayora Thanal and Mara Samrakashana are organized.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.stjosephs.edu.in/best-practices.html">https://www.stjosephs.edu.in/best-practices.html</a>
Any other relevant information	<a href="https://www.stjosephs.edu.in/learn-with-nature.html">https://www.stjosephs.edu.in/learn-with-nature.html</a>

## 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

The PO/PSO of the courses enhance competency and all departments offer skills-based certificate courses for student progression. The entrepreneur Development Club organises seminars and career guidance classes and the HRD cell supports in student placement.

The Fine Arts, Oratory and Quiz clubs, News Channel of the College help in improving student calibre. Participated and bagged awards in State level Declamation contest and South India Paper Presentation Competition. Our athletes exhibited their

supremacy in the Asian Junior Powerlifting Championship with awards and the title of 'Strong Woman of Asia', Shuttle Badminton Championship held under Calicut University, Inter Zone Championship for Football, Handball, Hockey, Basketball etc.

'Pratheeksha' ensures transformation of every student into a socially committed entity. The two award-winning NSS Units of the College promulgate democratic living and selfless service to the Society. Students volunteered in the rescue operations during the Kerala floods and the Covid pandemic. Developing their social responsibilities with visits to Orphanages and old age homes and celebrating festivals with the inmates of these homes. Field activities, blood donation, hair donation, meals, clothes and other useful items for poor, etc. exemplify a value system among students.

File Description	Documents
Appropriate link in the institutional website	<a href="https://www.stjosephs.edu.in/institutional-distinctiveness.html">https://www.stjosephs.edu.in/institutional-distinctiveness.html</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. Improving student performance and academic outcomes
2. Improving communication and engagement with stakeholders, such as students, parents, alumni, and the community.
3. Developing an educational system that enhances moral, environmental and social values
4. Develop a sustainable and well-planned route map of progress.