

St. Xavier's College for Women

Aluva, Kerala



Annual Quality Assurance Report (AQAR)

2011-12

Submission

To



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

St. Xavier's College for Women, Aluva

1.2 Address Line 1

Palace Road

Address Line 2

Aluva

City/Town

Aluva

State

Kerala

Pin Code

683101

Institution e-mail address

college@stxaviersaluva.com

Contact Nos.

0484-2628840, 0484-2623240

Name of the Head of the Institution:

Sr. Pauly T. F.

Tel. No. with STD Code:

0484-2628840, 0484-2623240

Mobile:

09447167055

Name of the IQAC Co-ordinator:

Dr. Sr. Geege Joanamma
Xavier

Telephone:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Fourth Star	--	1999	1999-2005
2	2 nd Cycle	B++	81.10	2006	2006-2011
3	3 rd Cycle	A	3.08	2012	2012-2017

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR 08/09/2011 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Mahatma Gandhi University, Kottayam, Kerala

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2

2.9 Total No. of members

17

2.10 No. of IQAC meetings held :

2

2.11 No. of meetings with various stakeholders:

No.

8

Faculty

3

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Conduct National Seminars	Four National Seminars and workshop conducted
Regular NET Coaching Classes	15 students cleared NET exam
Encourage faculty for Faculty Improvement Programme	Two teachers undertook Faculty Improvement Programme for completing research leading to PhD

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	4	-	1	
UG	11		1	
PG Diploma				
Advanced Diploma	4			
Diploma				
Certificate	1			
Others	0			
Total	20	0	2	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4 PG & 11 UG
Trimester	-
Annual	-

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

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

***Please provide an analysis of the feedback in the Annexure**

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

Syllabus revised by the University according to CBCSS pattern

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others((Junior lecturers)
47	28	19	-	

2.2 No. of permanent faculty with Ph.D.

18

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	0	--	--		--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

26	-	1
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	2	1	1
Resource Persons			

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

Establishment of Everonn Virtual Learning Centre, Launch of college website

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

195

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

Yes

2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 2

2.10 Average percentage of attendance of students 87

2.11 Course/Programme wise distribution of pass percentage :

Undergraduate	Appeared	Passed	Pass %	Post Graduate	Appeared	Passed	Pass %
English	49	40	81.6	M.A. English	19	15	78.9
Malayalam	46	46	100	M.Sc. Physics	14	3	21.4
Economics	59	47	79.6	M.Com.	17	13	76.4
Comm. English	35	28	80	M.Sc. Microbiology	7	2	28.5
Mathematics	47	44	93.6				
Physics	34	32	94.1				
Chemistry	24	19	79.1				
Botany	29	22	75.8				
Zoology	35	34	97.1				
Zoology (V)	25	20	80				
B.Com.	56	56	100				

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :
Feedback by students and teachers were collected, analysed and remedial measures were taken.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	2
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	4

2.14 Details of Administrative and Technical staff

Category	Number of Permanent	Number of Vacant	Number of permanent positions	Number of positions filled

	Employees	Positions	filled during the Year	temporarily
Administrative Staff	19			14
Technical Staff	0	0	0	-

Criterion – III

3. Research, Consultancy and Extension

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

Faculty are encouraged to publish research work in peer reviewed journals and apply for funded projects.
Applied for research centre in Commerce

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	1	Nil	Nil
Outlay in Rs. Lakhs		22 Lakhs		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	4	0	0
Outlay in Rs.		245000/-	0	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	7	--
Non-Peer Review Journals			--
e-Journals			--
Conference proceedings		1	--

3.5 Details on Impact factor of publications:NA

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2008-11	UGC	22 Lakhs	22 Lakhs
Minor Projects		UGC	245000/-	245000/-
Interdisciplinary Projects		nil		
Industry sponsored		nil		
Projects sponsored by the University/ College		nil		
Students research projects <i>(other than compulsory by the University)</i>		nil		
Any other(Specify)		nil		
Total			24.45 Lakhs	24.45 Lakhs

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (DST)

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number	Nil	4	Nil		
Sponsoring agencies		UGC/ Self funded			

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this Year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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

Total	International	National	State	University	Dist	College
0			2	4		

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

and students registered under them

3.19 No. of Ph.D. awarded to faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

Given in ATR(7.2)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7.46 Acres	0		7.46
Class rooms	46	0		46
Laboratories	6	0		6
Seminar Halls	5	1		6
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	1	4	UGC	5
Value of the equipment purchased during the year (Rs.)	1159007/-		UGC	1159007/-
Others	-			-

4.2 Computerization of administration and library

Office computerization.

4.3 Library services:

(a) Total Number of Books	:	54263
(b) Total Number of Journals	:	76
(c) Total Number of Periodicals	:	16
(d) Numer of titles added during the year	:	580

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Other s
Existing	56	4	2	1	1	1	12	
Added	94							
Total	150	4	2	1	1	1	12	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

Office upgradation with new computers and internet facility, Add –on Courses in Computer science and Tally, for the students

4.6 Amount spent on maintenance in lakhs :

i) ICT	2811450/-
ii) Campus Infrastructure and facilities	7546231/-
iii) Equipments	-
iv) Others	1281547/-

Total : 11639228/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Interaction with students. Strengthening of feed back system

5.2 Efforts made by the institution for tracking the progression

Monthly evaluation of students in the form of test papers, assignments etc. and collection of feedback

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1268	140	13	

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	-	-		1408	100

No	%
1408	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	general	SC	ST	OBC	Physically Challenged	Total
989	150	8	149	-	1296	1236	163	9	153	--	1408

Demand ratio: The Admission is done through Single Window System by the University.

Dropout % : 0 %

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

Bank tests and PSC tests coaching separately arranged.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Sessions on career guidance especially on interview techniques and communication skills arranged. Life skill development sessions including grooming the students regarding facing the interview, mock tests and group discussions, Industrial visits resulting in project undertakings with research orientation, guidance sessions for higher education.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	60	3	4

5.8 Details of gender sensitization programmes

Seminars, exhibitions, competitions and other empowerment programmes are conducted

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	59	400000/-
Financial support from government	169	314400/-
Financial support from other sources	10	26000/-
Number of students who received International/ National recognitions	nil	nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed : More class rooms, more fans

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision is to uplift the educational, social and cultural status of women by empowering them with academic excellence, personality development and spiritual enlightenment. The Mission of the college is to form creative, self reliant and technology driven women with humane values and futuristic outlook

6.2 Does the Institution has a Management Information System

Yes

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

6.3.1 Curriculum Development

Two Faculty are members of the Board of Studies. Faculty is involved in the curriculum development programmes of the university. Add on Courses are given by Physics and Commerce departments. Mentoring and Value education sessions are provided.

6.3.2 Teaching and Learning

ICT enabled methods are utilized for teaching. Visit to industrial firms and historical places is incorporated. Inter disciplinary academic programmes are arranged for the students.

6.3.3 Examination and Evaluation

Apart from University exams, class tests are given. Internal assessment helps to give more attention to the weak students.

6.3.4 Research and Development

Faculty play active roles in research by undertaking research projects and publishing papers. Faculty also participate and present their work in various national and international seminars to update themselves with the latest developments.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library has digitalized database of previous question papers and student projects.

6.3.6 Human Resource Management

Every faculty submits Self-Appraisal, countersigned by the department heads and the principal. Principal does an evaluation concerning the faculty. Students' evaluation is also seriously conducted. Motivational sessions and training programmes are regularly arranged.

6.3.7 Faculty and Staff recruitment

According to the norms of Govt., UGC and the University, a panel comprising Subject Expert, Govt. Nominee and Management representative together select the faculty through personal interview.

6.3.8 Industry Interaction / Collaboration

Students of many disciplines do their project works in different industries and firms. BSc Zoology (Model II) and B. A. Communicative English students are provided on-the-job training in various organisations.

6.3.9 Admission of Students

According to the Govt. and University norms.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

10 Lakhs

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done? No

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA

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

N.A.

6.11 Activities and support from the Alumni Association

Alumni Association organises tailoring Classes for the students.
Honour the meritorious teachers and students
Alumni association regularly organizes visits to orphanages and old age homes.

6.12 Activities and support from the Parent – Teacher Association

Honour Rank holders by giving gold medals. Honour teachers and students for their meritorious achievements. PTA gives monetary and moral support for all the development activities. Orientation classes are conducted for Parents and Students. Took initiative in the construction and handing over the key of a new house to a student.

6.13 Development programmes for support staff

Efficiency enhancement programmes and stress management classes were arranged.

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

Maintains an eco-friendly ambience. Vermicomposting units are maintained. Co-operates with the activities of government and municipality in all the nature protecting endeavours and campaigns. The nature clubs in the college strives to maintain the greenery by planting saplings, vegetable gardening and cleaning missions.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Observance of Interdepartmental Academic Event-Academic Week
- To create digital environment- utilization of internet facility intelligently
- New Add-on Course in Mathematics, Commerce,
- Revival and strengthening of clubs
- SWOT Analysis
- Strengthen Departmental Social Outreach Programmes

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- New Add-on Courses in Physics, Commerce and Mathematics
- Celebrated Library Week to encourage wider reading habits amongst all.
- Teachers helped the students in solving academic as well as personal problems. Provided Mentoring, Remedial classes & tutorial hours for Group study, Special care to weak students and Student Counselling
- A number of social outreach programmes were organized.
- Intercollegiate competitions were held in the college and students were motivated to participate in various competitions at university and state level.
- Collected feedback from students, teachers, parents and alumni and that served a way for the assessment of teaching-learning process.
- Parent- teacher meetings strengthened the relationship among parents, teachers and students.
- Value education classes were conducted regularly. Seminars, discussions, debates and retreat sessions were arranged.

7.3 Give two Best Practices of the institution

- Four National Seminars were conducted
- Regular conduct of NET coaching classes and better success

7.4 Contribution to environmental awareness / protection

Seminars and Exhibitions are conducted to give awareness on the Environment and its protection.
World Environment Day was observed and tree saplings were planted.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths

- Accredited with A Grade by NAAC (3.08 points)
- Well maintained infrastructure facilities
- Student friendly campus
- High pass percentage in the University Examinations
- Activities of Women Study Cell supporting women empowerment
- Professional and academic contributions of the faculty
- Best NSS and NCC Units
- Best Basketball and Volleyball teams
- Supportive management
- Dedicated students council
- Strong Support from P. T. A. and Alumini
- Support of RELAX (Retired Lectures Association of St Xaviers) and RENTAX (Retired Non-Teaching Association of St Xaviers)

Weaknesses

- Lack of geographical space in the campus.
- Inability for expansion due to the proximity to the railway line.
- Inability to transcend the restrictions imposed by university and government.

Threats

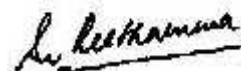
- Improper evaluation systems followed by the university.
- Economic crisis

Opportunities

- Availability of quite a number of varied basic/conventional UG and PG courses offering openings to higher studies and employment.
- High number of Ph. D. holders among faculty.
- Available resources are utilized to ensure excellence and empowerment of women.

8. Plans of institution for next year

- Apply for National Seminars and workshops to various funding agencies
- To apply for Add-on Courses
- To observe Academic week in which all departments take part with seminars and talks by eminent personalities to be organized under the auspices of IQAC
- Orientation Programmes for new comers was organized by the PTA
- To strengthen social outreach programmes organized by departments.
- To collected feedback from students, teachers, parents and alumni effectively
- To construct a house constructed for the houseless
- To observe days of national and international importance such as world environment day, International ozone day, National science day, Human Rights Day etc
- To conduct placement drives by reputed institutes
- Apply for more research projects
- To constitute of Research Promotion Council for promoting and building research aptitude in students and faculty
- More participation of teachers in Academic Conferences



Sr. Dr. Geege Joanamma Xavier

Principal

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
