

# **Annual Quality Assurance Report AQAR - 2017-18**

**of**

**St. Xavier's College for Women  
Aluva, Kerala**



**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

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

sheenaxavier@stxaviersaluva.com

1.3 NAAC Track ID

KLCOGN10015

1.4 NAAC Executive Committee No. & Date:

EC(SC)/27/A&A/1.4 dated 12-09-2017

1.5 Website address:

www.stxaviersaluva.ac.in

Web-link of the AQAR:

www.stxaviersaluva.ac.in/ AQAR 2017-2018

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	Four Star	--	1999	1999-2005
2	2 <sup>nd</sup> Cycle	B++	81.10	2006	2006-2011
3	3 <sup>rd</sup> Cycle	A	3.08	2012	2012-2017
4	4 <sup>th</sup> Cycle	A	3.33	2017	2017-2022

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

02/06/2006

1.8 AQAR for the year

2017-2018

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

i. AQAR 16/08/2017

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	<input type="text"/>	DST-FIST	<input checked="" type="checkbox"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	DBT-Star College
UGC-COP Programmes	<input checked="" type="checkbox"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="18"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="26"/>
2.10 No. of IQAC meetings held :	<input type="text" value="6"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="11"/> Faculty <input type="text" value="5"/>
	Non-Teaching Staff <input type="text" value="2"/> Students <input type="text" value="2"/> Alumni <input type="text" value="1"/> Others <input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If yes, mention the amount <input type="text"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="8"/> International <input type="text"/> National <input type="text"/> State <input type="text"/> Institution Level <input type="text" value="8"/>

(ii) Themes

- Workshop on NAAC Assessment and Accreditation (MOCK VISIT)
- Orientation for students for NAAC
- Workshop on Quality Maintenance and Sustenance
- Five seminars on selected topics were organized in connection with Academic week celebration

2.14 Significant Activities and contributions made by IQAC

- Prepared the Self Study Report, sent the LOI and applied for NAAC reaccreditation in the 4th cycle.
- Submitted the proposal for Star College scheme support under the DBT Star College Scheme to 5 departments.
- Department visits and PPT presentations by the departments were conducted to evaluate the progress of each department for the NAAC visit
- IQAC has introduced Registers in all departments to track and record student progression
- Introduced student wing of IQAC
- Initiated ISO certification process. Agreement for certification and a training class for the core committee was organized.
- Organised Workshops / Seminars/ Talks for faculty, Non-teaching staff and students. Topics covered were
  - Women and Career
  - Talk on Media
  - Adolescent Health Issues
  - Aviation Management
  - Academic Enrichment in Management
  - Soft Skills
  - ICT
  - Career guidance
- Coordinated the activities of Placement Cell and organized campus recruitment drives
- Curriculum designed for Certificate/Diploma Courses
- Introduced more avenues for students to engage in community services
- Sensitized students to ecological and environment issues
- Organized hair donation programme and donated wig to cancer patients
- Organized workshop for faculty on Revised Accreditation Framework
- AQAR of 2016-17 was compiled and submitted to NAAC
- Applied for RUSA funding
- Conducted Academic and Administrative Audits.
- Student and faculty feedback
- Online courseware / LMS standardizations

## 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
Prepare for the NAAC Peer Team Visit for the fourth cycle assessment and accreditation	NAAC Peer Team visited the college during August 17-18, 2017. Got accredited with A grade, CGPA-3.33
Submit proposal for DBT Star College Scheme	The Institution has been recommended for financial support under the DBT Star College Scheme to 5 departments in 2017
Semester wise analysis of result	Result analysis is done as soon as the results of end semester examinations published
Provide more career oriented add on courses to students	Add on courses designed
Conduct more eco-friendly campaigns	Organized eco-friendly campaigns under the leadership of NCC and NSS
Encourage faculty to attend Faculty Development Programme	Ten faculty members participated in Orientation and Refresher courses
Motivate teachers and students to use online platforms SWAYAM and NPTEL for teaching and learning	11 teachers and 12 students completed various courses got certificate from NPTEL
Conduct National and International Seminars/Workshops/Symposiums	Three National and three International Seminars conducted
Organize workshops for faculty on Revised Accreditation Framework	Organized five workshops
Conduct Industrial and Educational visits as part of the academic curriculum	Conducted 13 Industrial and Educational visits
Enhance employability by pre-placement training programmes and additional skill development programmes	Organized soft skill training and Personality development programmes
Celebrate all National and International Days of observance	17 days were observed with talks, competitions and activities
Participation in Swatch Bharath Abhiyan	<ul style="list-style-type: none"> <li>• Cleaned Sivarathri Manappuram, Railway Station, Periyar</li> <li>• Conducted Street play at Aluva Metro Station</li> <li>• Performed Flash mob at railway Station</li> </ul>

Collect feedback forms from stakeholders- analyse and publish report on the website	Feedback was collected from all stakeholders, analysed and report submitted to Principal for corrective measures to be taken.
To involve all the students and faculty members in the extension activities	Staff and students participated in the extension activities organized under the leadership of NSS, NCC and Women Cell

*\* Attached the Academic Calendar of the year as Annexure I*

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

Verified and approved the AQAR



## Part – B

### Criterion – I

#### I. 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	1	1	-	-
PG	6		2	-
UG	14		4	-
PG Diploma	0		-	-
Advanced Diploma	-		-	-
Diploma	3		-	3
Certificate	10		7	10
Others (M. Phil)	1		1	-
<b>Total</b>	35	1	14	13
Interdisciplinary	14		4	-
Innovative				

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

- As per the CBCSS and CBCS, UG programmes have the flexibility in core courses and choice based core courses in the sixth semester.
- The PG programmes under the CSS have electives offered in the fourth semester.
- Students of fifth semester have the flexibility in choosing the open courses under UG programme.

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	21
Trimester	-
Annual	14

##### 1.3 Feedback from stakeholders\* (On all aspects)

Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback :	Online	<input checked="" type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>	

*\*Provided an analysis of the feedback in the Annexure II*

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

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Syllabus revised by the university according to CBCS pattern</li> </ul> |
|--|

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

- Yes, Research centre for English.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others((Junior lecturers)
56	44	10	----	2

2.2 No. of permanent faculty with Ph.D.

29

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
0	3	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

42

6

2

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	19	27	19
Presented papers	13	10	1
Resource Persons	2	3	2

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

- ICT tools are used for teaching and learning
- Online teaching tools are effectively used by teachers to make the learning easier
- MOODLE platform is used to conduct tests, submit assignments and offer courses
- Teachers and students participate and complete courses on SWAYAM platform
- Teachers and students participate and complete courses offered by NPTEL

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

179

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

- Open Book Examination
- Online Multiple-Choice Questions

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

11

2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division/Grading						Pass %
		A+	A	B+	B	C+	C	
B.Com.	57	7	28		10		1	91.23
B.Sc. Mathematics	46	3	11		11		3	63.04
B. Sc. Physics	40	6	13		12		1	80.00
B.Sc. Chemistry	29	6	8		9		1	83.00
B.Sc. Botany	38	6	7		1		4	50.00
B.Sc. Zoology	37	1	10		15		5	83.78
B.Sc. Zoology(Model II)	27	7	9		6		0	92.50
B.A. English	48	3	7		14		10	70.83
B.A. Malayalam	43	0	5		9		-	32.56
B. A Economics	59	1	8		14		11	58.00
B.A. Comm. Eng. (S/F) *	33	0	2		11		9	72.72
B.Com. Fin. & Tax. S/F)	40	1	7		13		7	70.00
B.Com. CA (S/F)	42	2	11		19		7	93.00
B.Com. T & T (S/F)	31	0	6		11		8	81.00
M Sc. Physics	14	0	0	6	2	0	0	57.14
MSc. Microbiology	13	0	0	4	6	1	0	84.62
M.A. English	18	0	0	2	9	0	0	61.11
M.Com.	17	0	1	9	2	0	0	70.58
M.Com. (S/F)	19	0	0	5	0	0	0	26.32
MA Malayalam	10	0	2	4	2	0	0	80.00

\*(S/F) - Self Financing Course

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Semester wise result analysis
- Training programs for teachers on Digital learning and flipped class rooms
- Encourage teachers to use ICT tools and LMS
- Encourage teachers to use digital teaching and learning tools
- Awareness given to teachers and students on online platforms offering courses -SWAYAM, NPTEL
- Feedback from students and teachers collected, analysed and report submitted to Governing body to take necessary action

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	4
HRD programmes	1
Orientation programmes	5
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	5
Summer / Winter schools, Workshops, etc.	44
Others (NPTEL, Festival of Books and Authors)	19

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	7	0	Nil
Technical Staff	1	0	0	Nil

### Criterion – III

### 3. Research, Consultancy and Extension

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

<ul style="list-style-type: none"> <li>• Paper presentations arranged once in a month (For Teachers, Scholars and students)</li> <li>• Conducted classes on Research methodology</li> <li>• Publishes an interdisciplinary research journal</li> <li>• Encouraged students to apply for funded projects</li> </ul>
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### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	1	3	Nil
Outlay in Rs. Lakhs	-	3.92	52.288	-

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	1
Outlay in Rs. Lakhs	-	-	-	-

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	2	-
Non-Peer Review Journals	-	-	-
e-Journals	13	-	-
Conference proceedings	2	-	-

### 3.5 Details on Impact factor of publications:

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	2017-20 2018-20 2016-19 2017-18	DST KSCSTE KSCSTE DBT	56,20,800	35,63,570
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2017-18	KSCSTE (9 projects)	76000	76000
Any other (Specify)	2017-18	DBT-STAR	3600000	3600000
<b>Total</b>			<b>92,96,800</b>	<b>72,39,570</b>

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

12,750/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	3	3	7	0	37
Sponsoring agencies	2 (self) 1 (Vijaya bank + self)	1(ICSSR) 1 Self 1 Federal bank	4 (KSCSTE) 1 (IISER, Tvm) 2 (Self )		DBT STAR

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

5

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

38

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
1	1					

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

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	<input type="text"/>	College forum	<input type="text" value="15"/>
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="42"/>
		Any other	<input type="text" value="22"/>

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	58	0	-	58
Laboratories	25 Cookery lab Fashion tech lab	0	-	8
Seminar Halls	7	0		7
No. of important equipment purchased ( $\geq$ 1-0 lakh) during the current year.	35	4	PD fund, Management	39
Value of the equipment purchased during the year (Rs. in Lakhs)	68.741	1.986	PD fund, Management	70.727
Others				

4.2 Computerization of administration and library

- Library is fully computerized
- Provides INFLIBNET access to faculty and students
- Issue & collection are through BAR Code system



#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
<b>Text Books</b>	12,896	13,90,100/-	328	1,02,351/-	13224	14,92,451/-
<b>Reference Books</b>	44,212	70,12,599/-	1861	5,51,465/-	46,073	75,64,064/-
<b>e-Books</b>	31,35,000	INFLIBNET	-	INFLIBNET	31,35,000	INFLIBNET
<b>Journals</b>	168	91,202/-	168 (Resub scribed)	1,01,095	168	1,92,297/-
<b>e-Journals</b>	6000	INFLIBNET	6000	INFLIBNET	6000	INFLIBNET
<b>Digital Database</b>	College Digital Library	-	College Digital Library	-	-	-
<b>CD &amp; Video</b>	150	-	6	-	156	-
<b>Others (specify)</b>	552	44,010/-	Nil	-	552	44,010/-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	154	4	2	2	1	14	25	5
Added	16	3	1	1	-	1	-	5
Total	170	7	3	3	1	15	25	10

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

<ul style="list-style-type: none"> <li>• ASAP – Additional Skill Acquiring Programme</li> <li>• Add –on Courses in Computer science and Tally for the students.</li> <li>• ICT training to faculty in association with ICT Academy, Kerala</li> <li>• Training on MOODLE for teachers and students</li> <li>• Training on Virtual Laboratory for teachers and students</li> <li>• Walk with a Scholar Programme (WWS). Scholar Support Programme (SSP) – for students</li> <li>• Diploma in Computer Applications for students</li> <li>• Bank Test and P.S. C. Coaching</li> </ul>
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4.6 Amount spent on maintenance in lakhs :

i) ICT	1597174
ii) Campus Infrastructure and facilities	13703025
iii) Equipment	198572
iv) Others	725966
<b>Total :</b>	<b>16224737</b>

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Awareness about Student Support Services is given through  
Website, College calendar, Class teachers/ mentors, Notice board (Conventional and Electronic), Student wing of IQAC

5.2 Efforts made by the institution for tracking the progression

- Alumna Meetings
- Progression register of students maintained in every department - Class teachers record progression
- Alumna corner in the college website
- Fourth Ambit platform
- Social networks

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (MPhil)
1727	190	24	4

(b) No. of students outside the state

12

(c) No. of international students

5

	Men		Women		Total	Last Year		This Year					Total
	No	%	No	%		General	SC	ST	OBC	Physically Challenged			
				100									
	778				1909	433	250	21	1241	9		1954	

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

Dropout % : 1.9

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

- NET coaching conducted for various subjects.
- ASAP programmes
- Competitive exam coaching, mock tests and interviews conducted for exams like JAM and CAT.
- Coaching for Bank tests and PSC tests
- Civil service coaching

No. of students beneficiaries

123

#### 5.5 No. of students qualified in these examinations

NET	7	SET/SLET	2	GATE	0	CAT	15
IAS/IPS etc	0	State PSC	1	UPSC	0	Others	11

#### 5.6 Details of student counselling and career guidance

Many delegates of MNCs came and interacted with the students.

- Conducted Mock tests and interviews
- Provided Sessions on emerging trends in the job market
- Conducted Exclusive sessions on Interview Techniques and Communication skills
- Organized Campus recruitment drives

No. of students benefitted

556

## 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
4	170	29	45

## 5.8 Details of gender sensitization programmes

1. Department of Commerce (SF) conducted state level workshop on Women Empowerment (Topic: Women, wind for a change).
2. The students of the department of Economics presented a **Flash Mob on the theme ‘Gender equality and Women Empowerment’** in the public places like Railway station, KSRTC Bus stand and Private Bus stand, Aluva and college campus on 11<sup>th</sup> July 2017 .
3. As part of the Population day observance, Planning Forum of the Department of Economics conducted an Inter Departmental Poster designing Competition on **‘Gender Equality’** and Cartooning Competition on the topic ‘Women Empowerment’ on 11<sup>th</sup> July 2017 .
4. The Department of Political Science organised a **talk on the topic “Social and Cultural rights of women in India”** by Adv Muhammed Shah, Senior government pleader of Kerala High Court on 14<sup>th</sup> December on 12<sup>th</sup> December in connection with human rights day observance.
5. NSS conducted self-job training for women. They also conducted **Transgender meet** and self-job training for them.
6. The Department of English organized a career orientation class by Mr.Murali Thummarukkudy, Chief of Disaster Risk Reduction, UN Environment Programme on the topic **“Women and Career.”**
7. The Department of English organized a talk on “Works of Dr. Molly Joseph and the importance of Perspective” by Dr. Molly Joseph in connection with ‘Vyazhavattom’

## 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	<input type="text" value="29"/>	National level	<input type="text" value="7"/>	International level	<input type="text"/>
Cultural: State/ University level	<input type="text" value="11"/>	National level	<input type="text"/>	International level	<input type="text"/>

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	260	2,31,280
Financial support from government (Fee Concession)	879	12,39,58,915
Financial support from government (Scholarship)	154	10,10,250
Financial support from other sources(Mahindra)	24	2,40,000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text" value="1"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
Exhibition: State/ University level	<input type="text" value="1"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed :

- Students grievances were recorded and analysed by the Grievance Cell of the college and some major grievances were redressed.
- The request for one more college bus was rectified by purchasing a new bus for the college.
- The request for more sports and game activities is under consideration.
- The students requested to improve moral and catechism classes and it was improved.
- The request for improving the timings of announcements was also made.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### **Vision**

St. Xavier's College for Women envisions the empowerment of women through academic excellence and spiritual enlightenment for their educational, social and cultural enhancement.

##### **Mission**

The institution provides an ideal academic environment for lifetime learning, nurturing the students as responsible women and resourceful global citizens, committed to national and cultural values.

#### 6.2 Does the Institution has a Management Information System

Yes, The Institution is having an automated management information system. It is established for performing various academic and administrative requirements.

**Office Management Software** to support the admission procedure the college. It also has a databank of students and faculty.

**Internal exam and exam management portal:** Customized software containing modules for attendance and internal exam management introduced in the year 2017-18. User login link was provided in homepage for both faculties and students. Monthly and semester wise attendance reports, A and B internal forms of UG (mark based) and PG (grade based), progress report (single semester and cumulative), students report with details etc could be generated by the software

**Online application management:** The process was mainly aimed for community, management, Physically Disabled, cultural and sports applications of UG streams.

**Online fee payment:** The software of Vijaya bank V-hive was used for paying exam and semester fee of self-finance courses. Each student was provided with SID number which is essentially a virtual account number which was used as login ID. The fee payment has online and offline modes. The link for fee payment was provided in home page of website.

**Fourth Ambit:** An MoU with Fourth Ambit, India's largest online community platform for educational institutions enable us to connect, network and engage with students, alumni, faculty across the educational ecosystem around the globe.

**Virtual Learning Platform 'MOODLE'** (Modular Object-Oriented Dynamic Learning Environment): – This provides an excellent suite of tools for online teaching-learning process.

•Dedicated email domain for our college

Online Public Catalogue services for the provision of automated book search, issue, return and other value-added services

#### 6.3.1 Curriculum Development

Since the Institution is affiliated to M.G University, the curriculum and syllabi of the affiliated University have been adopted.

- Ten faculty members are in the Board of Studies of the Universities and Autonomous Institutions and participate and contribute actively towards the curriculum development.
- Eleven faculty members are involved in course restructuring and revision committees constituted by the Mahatma Gandhi University. It enables us to contribute a lot towards the curriculum development.
- 50% of faculty members are active members of different universities and autonomous colleges to frame questions papers and evaluate examination scripts.
- In addition to the syllabus prescribed by the University, faculty members are involved in the designing of student Enrichment, ADD ON and soft skill courses to support the regular academic courses. All departments have designed 2 credit courses for UG students under the guidance of department faculty.
- Seminars, workshops and talks with experts from industry and civil society are organised at the departmental level in order to keep abreast of recent developments and emerging trends.
- Encouragement is given to faculty members to take up projects, publish research works organise and participate in programmes to keep abreast of emerging frontiers of knowledge and the timely deputation of faculty to attend such programmes and courses has greatly impacted the quality of the faculty and their contribution towards curriculum development.

#### 6.3.2 Teaching and Learning

The Institution's Teaching, Learning and Assessment strategies are continually reviewed, ideas for improvement identified, and implemented. We have highly qualified and dedicated faculty.

- Lecture method along with assignments and seminars is widely used by the faculty in all the departments. However, teachers are encouraged to use more modern and revolutionary methods that foster greater student interaction and enable the teacher to teach and also remain engaging such as power point presentations, field visits and applied extension activities.
- Mentoring, tutoring, counselling, remedial classes, and sponsorships are provided to students from disadvantaged sections, those who are differently abled and those with special needs.
- Virtual Learning Platform 'MOODLE' This provides an excellent suite of tools for online teaching-learning process, including the provision to set up question banks, conduct online exams, share teaching materials & resources, host discussion forums, assignment submission and generate course-related performance-reports.

- IQAC has a feedback system for stakeholders to evaluate the teaching learning process at the institutional level and suggest measures for improvement.
- The Librarian and the library staff work in close association with the teaching faculty to ensure that the library resources augment the teaching-learning process and to impart orientation and training for students and teachers in accessing appropriate learning resources.
- Online Assessments, LMS, Smart Class rooms, Flip Class room concepts are used.
- Teachers and student attend and complete online courses offered by NPTEL.
- Inflibnet Service offered by the college Library enables students to have greater virtual learning experience.
- Faculty members have been encouraged to attend Faculty Development Programmes, seminars and workshops for gaining strong knowledge in their field.
- Certificate courses, workshops, seminars on thrust areas are regularly organized.
- Bridge courses are offered to the first-year students and lateral students to understand the basics of different subjects

### 6.3.3 Examination and Evaluation

- The college follows the CBCSS for UG and CSS for PG courses prescribed by the Mahatma Gandhi University. There are two Internal Examinations each for the UG and PG students.
- Continuous evaluation is done through different methods like internal assessment test, assignments, presentations, projects etc.
- An Internal Exam Co-ordinator ensure the trouble-free operation of internal examinations.
- The Internal exam schedules are given in the Website and College Handbook issued to the students and faculty members at the beginning of the academic year.
- Exam management portal enables the teachers to manage, evaluate and analyse the exam easier.
- Progress Reports of the students are given to the parents during the Open House.



#### 6.3.4 Research and Development

- Research Promotion Council (RPC) of the college was constituted in the year 2013 to promote and coordinate research activities in the College. RPC through its various activities creates passion among the students and faculty of the college for research and innovation.
- College encourages students to take up funded projects and participate in Citizen Science projects.
- Students are encouraged to opt final year projects with research focus and guides are also allotted based on their specialization.
- PG Students/Advanced learners are encouraged to publish their project work as conference papers
- We have periodic interactions with experts in various fields
- Organize paper presentation sessions by faculty and students of the College. RPC also publishes the proceedings of these sessions as 'Book of Abstracts'
- Discourse is a peer-reviewed biannual interdisciplinary journal published with the aim of disseminating information in the field of science and humanities to the members of the academic community.
- Xaverian Journal of Research and Commerce (XJORC) is another peer-reviewed Bi – annual research journal that publishes articles in the field of commerce and management.
- College provides all support for research and development like sanctioning duty leaves, encouraging faculty to interact with faculty from other institutions, including those from abroad. Faculty members are also motivated to publish their research papers in UGC approved journals.
- Faculty members are encouraged to apply for research funding from various funding agencies like UGC, DST - FIST, DBT, KSCSTE etc. we do have five major and one minor projects funded by DST and KSCSTE.
- Plans for setting up a Technology Business Incubator to identify and nurture the significant innovative ideas and projects are under process.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

#### **Library**

- Library development committee is actively involved in all the policies and decisions being taken regarding development of library
- The Institution has well-furnished and fully digitalized library.
- INFLIBNET provides *user id* and *password* to users of the library. It facilitates to gather information from e-journals, books and other information which supports research activities.
- The IQAC monitors the regular updating of library resources. The new comers, both staff and students were given an orientation on effective use of library resources.
- Library week is celebrated every year to inculcate the habit of reading among students.
- A log book is kept to register entry of students and teachers.
- College has membership to access Shodganga and Shodsindu
- Students and staff members have open access to Library and also can access the availability of books through Web-OPAC.
- A well-developed procedure is followed for purchasing of books, journals, periodicals & e-journals etc.
- New additions in the stacks are displayed as 'New Arrival' for eight days.

#### **ICT and Physical Infrastructure / Instrumentation**

- E-content is developed for various courses by the concerned faculty and uploaded in MOODLE, an e-learning portal for students to facilitate the teaching - learning process.
- Internet facility to all the departments with a bandwidth of 20mbps
- Wi-Fi enabled Campus
- LCD & Smart Class Rooms
- Auditorium, Foyer and Halls for National, International Seminars and Workshops
- Ramp, Skyway and special wash room were constructed to support physically challenged students.
- An LED display board is put up to disseminate information.
- All departments are checked to ensure that there is adequate software and computational facilities to meet the needs of a growing institution.

### 6.3.6 Human Resource Management

- St. Xavier's College for Women has a well-written policy on the appointment of staff, training and development, compensation and handling grievances.
- Shortage of faculty members and office staff is regularly intimated to the management to be filled as soon as possible. At times, guest faculty and temporary office staff are being employed to fill the gap in human resource.
- The college has a governing council, Academic Council and staff council. Staff council is supporting the Principal in framing policies regarding the day to day management of the college.
- The college is managed according to the modern principles of management where authority is decentralised. Different committees are formed for various activities like discipline, internal evaluation, sports, arts, anti-ragging etc. Teachers and nonteaching staff get enough opportunity to deal with different tasks related to their field and their managerial capability is improved.
- Opportunities are provided for development through encouraging faculty members to attend orientation programmes and refresher courses in their own respective disciplines.
- Publicize and felicitate the academic success of faculty members
- The office staff members are provided with training programmes needed for upgrading the quality of their work.
- The faculty act in various roles like hostel warden, staff advisor, NCC officers, Coordinators NSS, WWS, SSP, ASAP, etc.
- There are Staff Associations for the teaching and non-teaching staff, under the aegis of which cultural programmes, celebration of festivals, retirement functions, annual staff picnic, etc., are organised to build a community feeling and foster love for and loyalty to the institution.

### 6.3.7 Faculty and Staff recruitment

- Advertisements inviting applications from qualified candidates are published in leading newspapers. Applicants who meet the eligibility criteria framed by the UGC are called for an interview cum trial teaching session. The selection panel consists of Principal, Members of the Management, Head of the concerned department and external subject experts and government nominee. Regulations and norms of UGC, Government of Kerala and Mahatma Gandhi University are followed for staff recruitment.
- The recruitment of non-teaching staff is done on the basis of directions provided by the Government of Kerala from time to time.
- Faculty and staff recruitment is done strictly on merit basis and no donation/capitation fee is taken.

### 6.3.8 Industry Interaction / Collaboration

- Industry Interaction is integrated for many courses
- Field visits, industrial visits, internships at state, national and international levels
- Collaboration with industries and other noted institutions to organize seminars, workshops and value-added courses
- The following are industry collaborations of various departments:
  - Microbiology: - UNIBIOSYS Kalamassery ,Kochi, CIFT, Kochi
  - Commerce: - TIME Institute, Hedge Equities, DIC, Ernakulam, Geojith
  - Botany: - Plan@Earth
  - Communicative English :- Neo Film School, Kaloor, Kochi

### 6.3.9 Admission of Students

- Admissions of students are made as per MG University norms.
- Admission process is carried out by MG University under the single window system.
- 40% of the seats are allotted on merit basis, 20% seats are allotted to SC/ST students, 20% seats are allotted on community merit and the rest 20% seats are allotted to students recommended by the management. Allotment out of management quota is purely based on merit.

### 6.4 Welfare schemes for

Teaching	Yes
Non-teaching	Yes
Students	Yes

### 6.5 Total corpus fund generated

3400000

6.6 Whether annual financial audit has been done    Yes                  No  
                                 

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Panel of Experts appointed by IQAC	Yes	IQAC
Administrative	Yes	Panel of Experts appointed by IQAC	Yes	IQAC

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

The Alumni Association of St. Xavier's College for Women named OLD STUDENTS ASSOCIATION OF ST. XAVIER'S COLLEGE (OSAX) was established in the year 1988 with the objective of fostering friendship and cooperation among the alumni through, organizing their reunion and by maintaining old students' headquarters in the campus.

- A mega exhibition is conducted every year in January to promote the activities of OSAX.
- Active participation and contribution by alumni.
- Interaction with alumni through annual alumni meetings.
- Involvement of alumni in IQAC of the college
- Each department maintains a biodata of the Alumni Batches, there by announcements and information are immediately circulated by alumni.
- Each department invites Alumnae every year to offer technical talk or orientation programme or a knowledge sharing session to the students on the basis of the industrial needs.
- The Institution is now in the process of promoting the Alumni Association under society registration act.
- Every year OSAX promotes several welfare schemes for the present students. Meritorious students are given due recognition by special awards for academic, cocurricular and extracurricular activities.
- Prominent alumni are felicitated during Mega Alumni Meet every year.
- Mathematics, Zoology and Economics Departments celebrated their Golden jubilee with their Alumni
- OSAX newsletter – *Nostalgia* is published every year

### 6.12 Activities and support from the Parent – Teacher Association

- Our PTA supports all the academic and non-academic activities of the college
- An annual General Body meeting is conducted every year to gather the Parents' opinions and suggestions for the further development of the institution. During the Meeting the PTA executive members of the present academic year are selected. The executive committee consists of Principal, 8 Parents and 8 teachers.
- Feedbacks are taken from parents regarding the teaching and learning process/ infrastructure facilities/curriculum
- Support the orientation programme for freshers
- Support the orientation for Parents on opening day
- Moral classes for students
- Financial support for NSS Van and House Construction
- Honouring faculty members and students for their achievements

- Parent Teachers Meeting are conducted in Every Semester and the suggestions given by the parents in the improvement of their wards are taken into account in every Semester
- There is frequent interaction between teachers and parents. PTA help to provide timely support and encouragement to students in times of need. Additionally, when there is a disciplinary problem or if there is poor performance in the examinations, the parents are contacted over the phone and counselling is held with parents

#### 6.13 Development programmes for support staff

- English language training is given for support staff.
- Staff Picnic is arranged to get relief from routine work.
- Games for support staff was conducted as part of the College Sports Day
- Different competitions were arranged as part of Library week Celebrations
- RENTAX established for the retired support staff. RENTAX members along with present support staff conduct meetings and get-togethers on a regular basis.
- Orientation programmes are conducted
- Laboratory training to handle and operate instruments like Auto Clave, Centrifuge and Distillation Unit.

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

- Usage of cloth bags and paper bags is recommended by banning plastics, conservation of water, electricity and paper resources through digital transactions is highly emphasized.
- Well-maintained and environmental friendly Campus. Cleanliness of the college environment and health and hygiene is given importance by regular maintenance of canteen and convenience facilities.
- Our campus has an effective bio waste management system.
- Installation of Solar Panel to move towards an eco-friendlier power source.
- Institution itself has taken stringent measures for the conservation of nature and natural resources. The measures are as follows:
  - Green auditing
  - Planting trees in the campus
  - Energy conservation
  - Regular Awareness campaigns
  - Rain Water Harvesting: To save the water resources and to raise the water level, the rain water is led into the underground pits which are located in the college premises.
  - Groundwater is recharged using a water recharge well.
  - Bio gas plant
  - Solar panels on the roof top are used as green energy.
- Bhoomithra Club, Lotus Club, Energy Conservation Club and Nature Club are functioning in the college to support the green initiatives taken by the college.
- Constant effort to minimize paper waste through E-filing system and Online Fee payment.
- Co-operates with the activities of Government and Local Governing Body in all nature protecting endeavours and campaigns.



## 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.

- Institutionalised Green Auditing
- Systematic updation of Monthly Performance report
- Regularised Remedial classes with a time table
- Research centre sanctioned for English
- Programmes with more employability added for Additional Skill Acquisition Programme
- Increased the number of Add- On programmes
- A number of new infrastructure facilities
- Mentoring system invigorated
- Research Promotion Council is made more research oriented
- Digitalisation of attendance entry and exam portal

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

#### **IQAC**

- NAAC visit as per schedule
- IQAC organised orientation/enrichment programmes for both teaching and non-teaching staff and students
- Academic Week Celebrations were organized under the leadership of IQAC
- Conducted academic and administrative audit
- Feedback collected, analysed and report submitted to Management

#### **PTA**

- PTA gave financial assistance for the construction of college foyer
- PTA honoured the rank holders with Gold medals
- PTA installed LCD Projectors in four departments and gave financial support to various departments for conducting International Seminars and purchasing books.

### Seminars/Workshops/Talks

- The college library organised an orientation class on “Inflibnet” for the first year UG and PG students.
- An intercollegiate workshop on “Research Writing for Academic Publication”
- A seminar on “Career as a Company Secretary” was conducted by Dr.K.H. Shajahan by the department of Commerce.
- An International conference on “Emerging Trends in Corporate Sector” was organized by the department of Commerce.
- The Department of Commerce (S/F) Organized a one day National Seminar on “Research Methodology” and Dr.Mavoothu D. of CUSAT was the resource person.
- The department of Commerce (S/F) organised A State level Workshop on “Women Empowerment: Women: Wind for a Change” which was inaugurated by Ms Khadeeja Majeed, EDARC Vanitha Wing Secretary.
- A two day intercollegiate workshop “Design O” was organized in the college campus on Fabric Art.
- The Placement Cell organised an Orientation Program on Psc Exams for All the Final Year Students.
- Guiders Education Gave An Orientation On Interpersonal Skills And Career Profile Mapping.
- A One Day Placement Readiness Workshop Was Arranged by The Happy Valley Business School, Coimbatore.
- The Department organized an ICSSR-SRC Sponsored National Symposium on ‘Contemporary Issues in Economy and Society’ in association with Jain University, Bangalore
- The department in collaboration with Centre for Budget Study Centre, CUSAT, organized a Post-Budget Panel discussion
- The dept. of Zoology organized a seminar on “Water Conflicts and Challenges”
- The dept. organised a lecture on “Story of Atmospheric Ozone and its impact on Biosphere”.
- The department organized a seminar on “Current Trends in Basic Sciences Research and Education”
- The department organized a lecture on ‘Adolescent Health Issues’
- One day lecture on ‘APPLICATIONS OF CYTOGENETICS IN MEDICINE’
- A job training programme on Robotics, workshop on “Virtual Lab,” talks on “Career in Physics” by Dr. Roby Cherian and “Women in Science” by Dr. Resmi.R were organised by the Department of Physics.
- A talk on “Advances in the field of Chemical Research” by Dr. P.V. Joseph were organised by the Department of Chemistry.
- A one day training programme was given to the Final B.Sc. Students on Antimicrobial Assay at Unibiosys Biotech Research Lab.
- A Workshop on “Micro Analysis” was taken by Prof. S.Murugan, highlighting the importance of reducing chemical waste in laboratory experiments.
- A training programme was organised on “Plastic Processing and Testing” at CBPST, Centre for Biopolymer Science and Technology.

- The department of Mathematics organized three day International Conference in memory of Late Rev. Sr. Bencita, formal Principal and Head of the Department of Mathematics.
- The department of Mathematics constructed a house to a poor family in Muppathadam in association with Kerala Action Force.
- Dr.Venu. G.Nair delivered a talk on “The story of Atmospheric Ozone and its impact on Biosphere” followed by a talk on “Ozone and Marine Ecosystem “ by Dr.Priyaja. P
- An invited talk by Mathew K. Varghese on ‘Indian and International Professional Courses’ was conducted.
- The second Rebecca Grace Thomas Memorial Lecture was organized
- The Department of Communicative English conducted a workshop on audio editing techniques using the software Neuendo
- In collaboration with Neo Film School the department conducted a live shooting session *Working with Actors*
- Under the banner of Urjakiran (Funded by The Energy Management Centre – Kerala (EMC)) the department organized workshop on LED bulb making
- ED Club organised an Entrepreneurship Development Seminar in collaboration with District Industries Centre, Aluva.
- Mother Isabell Memorial All Kerala Inter Collegiate Paper Presentation on ‘Black Money, Corruption and Demonetization’, Prof. Rebecca Mathen Memorial Debate on ‘GST: A Game changer or Not’ and the Mega Mind, a Quiz on Current affairs were also organized
- In collaboration with All India Democratic Women Association the department organized a one day seminar on “Women and Media”
- Talks were organized on “Media and Ethics and “Novel and Ecology.”
- An interactive session by Dr. Deepthi Menon of Amrita Centre for Nanosciences& Molecular Medicine was arranged by Research Promotion Council under the banner “Coffee with a Scientist.”
- OSAX fair UTASV was inaugurated by Smt.DaisyPuthren, an alumna of the college.
- Jubeerich Consultancy gave an orientation session on Overseas Educational and Career Opportunities to the outgoing students.

### **Publications**

- The newsletter “NOSTALGIA” was released by Rev.Sr. Silvinia, retired faculty of the History department.
- The dept. of Economics and Political Science inaugurated Planning Forum and the newsletter “Riflesso” was released
- Xav Voice, a quarterly tabloid is a student venture of the Communicative English department
- The dept of Botany released the manuscript magazine “BLOSSOMS”
- XJORC – Xaverian Journal of Research in Commerce was released by the Principal and Exordium –The Selfiecom Newsletter was released by the IQAC Co-ordinator Dr. Sheena Xavier.
- The department of Malayalam released Manuscript Magazine *Appoppanthadi* and Annual Literary Edition *Smrithi*

## Social Outreach

- NSS conducted eye camps, blood donation camps, medical camps
- NSS distributed educational awards and study materials for needy at Panayikkulam
- Construction of a house for a widow, Saraswathyamma, and a toilet for a poor lady named Sheela, natives of Asokapuram.
- donated 120 packets of Christmas and Onam kits for dialysis patients of Taluk Hospital Aluva
- NSS unit is conducting English Coaching Class for the students of Govt.L P school Aluva , donated a speaker set to the school
- Unit conducted a free medical camp and renewed 55 insurance scheme for the inmates of Madhavapuram colony having a coverage of Rs-5500000/- premium.
- The unit organized classes on Cyber Crimes, Anti-narcotics, Road safety awareness and Stree Suraksha
- NSS unit conducted a self-job training and a gathering for trans-genders, mentally and physically challenged people
- The unit helped Okhi rehabilitees and rendered financial support
- The Department of Communicative English organised an outreach programme “PadamOnnu: Oru Kai Sahayam” in collaboration with Club FM
- The department of Communicative English honoured the non-teaching staff under *All We Add is Love* ( AAL)
- An outreach programme “Jaiva Mulla Krishi” at Sivagiri village was organized by the department of Malayalam
- Malayalam Department in collaboration with Social Department, SJ Province, Aluva organized a Social Outreach Programme ,‘Serve the Little’ by providing financial aid to a tribal villages near Athirampalli

## Day Observations

- NSS and the departments observed days of importance like Blood Donor’s Day, World Reading Day, Yoga Day, Anti-Narcotics Day, Independence Day, Hiroshima Day, Alzheimer’s Day, NSS Day, World Population Day, Cancer Day, Nature Protection Day, Energy Conservation Day, National Youth Day
- The “Ozone Day Observation” was sponsored by Kerala State Council for Science Technology and Environment and Department of Microbiology.
- The department of Microbiology observed ‘World Environment Day’ by distributing tree saplings to students.
- In connection with World Tourism Day an interdepartmental quiz competition was conducted for the students.
- As part of the Wetland Day Observation members visited Malipuram mangrove site and Aqua farm. Quiz on wetland on wetlands for a sustainable urban future and a fishing competition were also held.
- NCC celebrated Independence Day, Republic Day and Yoga day
- National Science Day Paper Presentations were carried out on the theme Science and Technology for Sustainable Future.
- International Ozone Day was observed on the focal theme “CARING FOR ALL UNDER THE SUN”.

### **Competitions/Fairs/Fests**

- The Placement Cell in Collaboration With The Ernakulam Employability Centre Organised A Mega Job Fair ‘Lakshya 2017’ on Nov 4<sup>th</sup> 2017. Forty seven Companies Participated in this event.
- Library Week Celebration and Book Exhibition was organised
- Communicative English students organized Xav Virtuoso 2k17
- The Planning Forum of the Economics Department organized an Inter Collegiate Educational Fest, “Eco Aware”
- The College Youth Festival DHANAK was conducted with a variety of programmes by Student’s Council.

### **Environment Consciousness**

- The Bhoomitra Club club along with Social Forestry Department cleaned Aluva Manapuram.
- Different Clubs observed World Environment Day’ on June 5.<sup>th</sup>
- A class on paper bag making was conducted.
- Botany Department re-established mushroom cultivation programme and conducted a workshop on mushroom cultivation

### 7.3 Give two Best Practices of the institution

- Blood, Hair and Organ Donation Programmes
- Research Promotion Activities

### *Attached detailed report as Annexure III*

### 7.4 Contribution to environmental awareness / protection

- As part of the Swachh Bharat Abhiyan, the unit cleaned Sivarathri Manappuram.
- NSS unit cleaned the railway station, painted the waiting benches and performed a flash mob on cleanliness.
- River Periyar was cleaned under the project ‘Periyar Paithruka Punarjani’.
- NSS unit conducted a street play at Aluva Metro station on Cleanliness.
- Observed days of importance on World Environment Day, Nature Protection Day, World Wetland’s Day, and Energy Conservation Day.
- Distributed vegetable and fruit saplings to the public.
- Unit cleaned the Thirumuppam Pond as a part of “Ente Kulam- Ernakulam” Project.
- The unit conducted a survey on Waste Disposal and Waste Management in connection with “Haritha keralam” at ward no.22 of Aluva municipality.

- The unit conducted seven days special camp “Jaivam 2017” in Kanakkary Gramapanchayath, Kottayam and made it hundred percent organic literate.
- As a part of this camp the volunteers cleaned the school premises and set up an organic vegetable garden.
- The volunteers performed a flash mob at KSRTC bus stand Ettumanoor for the promotion of JAIVAM-2017.
- The unit is also maintaining an organic farm and terrace garden in the college.
- Different departments are also actively involved in executing different environment awareness programmes
- The students of Economics Department cleaned the Shivarathi Manaprama as a part of their cleaning drive.
- To develop entrepreneurship skill of the Students, Economics Department organised an environment friendly ‘Eco Mega Meal’, a fair on Organic vegetables and products.
- The Botany Department re-established mushroom cultivation programme and conducted a workshop on mushroom cultivation by Mr. Unnikrishnan.
- 
- A talk on water conservation by Dr. Seetharaman was organized by Botany Department under “Paaristhikam”.
- Workshop on Botanical Illustrations by Dr. Joby Paul and Work shop on Herbarium techniques by Mr. Arjun Thomas was organized by Botany Department.
- Zoology Department organised KSCSTE sponsored the programmes on World Environment Day.
- A seminar was organized on “Water Conflicts and Challenges” by Dr Martin G D.
- In connection with International Ozone Day, an intercollegiate poster designing competition and documentary film making competition were organized.
- Dr. Venu G Nair, Scientist, Centre for Earth Research and Environment Management, Kochi delivered a lecture on “Story of Atmospheric Ozone and its impact on Biosphere”.
- Dr. Priyaja P, gave a lecture on “Ozone & Marine Ecosystem.”
- In connection with the World Environment Day celebration the Tourism club conducted a poem recitation competition.
- The “Ozone Day Observation” of Microbiology Department was sponsored by Kerala State Council for Science Technology and Environment.
- The department of Microbiology observed ‘World Environment Day’ by distributing tree saplings to students.
  - The department of commerce (s/f) organised various competitions such as “Mind Mapping on Global Warming”
  - A session on paper bag making was also arranged for students on World Environment Day
  - The Tourism club conducted an Organic Vegetable Fest with a sale of home grown vegetables.

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 (CGPA-3.33)
- Well maintained infrastructure facilities
- Supportive management
- Highly committed, dedicated and qualified staff
- Value Added Courses are prepared to fill the curriculum gap between Industry and Institute.
- Achievements of NSS and NCC Units and Tourism Club
- Achievements in Sports with Best Basketball and Volleyball teams
- Strong Support from P. T. A., Alumni, RELAX (Retired Lectures Association of St Xavier's) and RENTAX (Retired Non-Teaching Association of St Xavier's)
- Strong community linkage

**Weaknesses**

- Students of rural background with low income and first-generation learners
- Campus constraints for expansion of the campus
- Inability for expansion due to the proximity to the railway line.
- Lack of technology incubators and consultancy activities

**Opportunities**

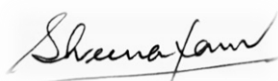
- Availability of quite a number of varied basic/conventional UG and PG courses and Research offering openings to higher studies and employment.
- Learning opportunities for faculty members and students through web-based environment
- Add-on Programmes increases the employability of students
- Interdisciplinary Research
- Available resources are utilized to ensure excellence and empowerment of women.

**Challenges**

- To meet the diverse need of Student community and to make them employable and to meet the Global competition
- Financial constraints for infrastructure and developmental requirements.

## **8. Plans of institution for next year**

1. Facilitate career development of faculty members
2. Organize programs and activities that will promote skill enhancement of students
3. Enhance competencies of the students for career opportunities
4. Collect and compile feedback responses from student, parents and other stakeholders
5. Create MIS for documentation of data and compilation of information from different functional areas of the institution
6. Develop an inclusive education culture in the campus
7. Organize National /International Seminars/ Workshops/ Conferences
8. Get ISO certification
9. Initiate and strengthen linkages, collaboration and MoUs
10. Explore possibilities to initiate start-ups and incubation centres
11. Establish more State/national and international tie-up for academic activities
12. Make feedback system online
13. Encourage faculty to have publications in SCOPUS, Web of Science etc.
14. Refurbish Visitor's Lounge and Manager's Room
15. Popularize use of e-learning and provide facilities for the same



*Dr. Sheena Xavier*

*Signature of the Coordinator, IQAC*



*Dr. Sr. Geege Joanamma Xavier*

*Signature of the Chairperson, IQAC*

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## ANNEXURE I

June	Day	Department	Particulars	Remarks
1	THURSDAY		Re-opening Day	
2	FRIDAY			
3	SATURDAY			
4	SUNDAY			
5	MONDAY	Chemistry Maths English Zoology, Micro, Botany Commerce (SF) Chemistry	Meditation for concentration 3 days programme Honouring farmers Environment week observation World Environment Day  Plant a tree programme Awareness programme at GGHSS Aluva	
6	TUESDAY			
7	WEDNESDAY			
8	THURSDAY	English	Inauguration of Vyazhavattom	
9	FRIDAY	English Comm.Eng	RPC activities inauguration Industrial Visit	
10	SATURDAY			
11	SUNDAY			
12	MONDAY	Commerce Women cell	Add On Global Trade Management Ezhuthupetty	
13	TUESDAY			
14	WEDNESDAY			
15	THURSDAY	English Chemistry Comm.Eng	Rabeca Grace memorial lecture Webinar Radio Xav 2017 launch	
16	FRIDAY			
17	SATURDAY			
18	SUNDAY			
19	MONDAY	Commerce (SF) Malayalam Physics	Research methodology National seminar Reading week celebrations Skill Development Programme	
20	TUESDAY	Phy.Edu	Coaching camp	
21	WEDNESDAY	Commerce Commerce (SF)	Investors club introduction International Yoga Day	
22	THURSDAY	Comm.Eng	Workshop	
23	FRIDAY	Economics	Mock Banking session	
24	SATURDAY			
25	SUNDAY			
26	MONDAY			
27	TUESDAY			
28	WEDNESDAY	Chemistry	PPT Training for II and III DC	
29	THURSDAY	Statistics	Exhibition	
30	FRIDAY	Maths	Mathematics Quiz for 2 <sup>nd</sup> yr Maths students	

July	Day	Department	Particulars	Remarks
1	SATURDAY			
2	SUNDAY			
3	MONDAY	Maths	Lecture series Inauguration	
4	TUESDAY	Chemistry Maths	Madam Curie Day RPC paper presentation	
5	WEDNESDAY	Commerce	Outreach programme	
6	THURSDAY	Zoology Commerce Commerce (SF)	Career Guidance class Bank coaching and Tally National FDP	
7	FRIDAY	Comm.Eng	Seminar- Social Media Advertising	
8	SATURDAY			
9	SUNDAY			
10	MONDAY			
11	TUESDAY			
12	WEDNESDAY	Chemistry	Association Inauguration	
13	THURSDAY	Malayalam	Lecture series 1	
14	FRIDAY	Commerce Commerce (SF)	NET coaching Youth Skills Day	
15	SATURDAY			
16	SUNDAY			
17	MONDAY	Commerce Comm.Eng Botany	English Language Proficiency Club Xav Voice 1 <sup>st</sup> issue release Association inauguration	
18	TUESDAY	Zoology Maths	Skill development programme Mathematics quiz for III DC	
19	WEDNESDAY	English	Research centre inauguration	
20	THURSDAY	Physics Chemistry Botany	Association Inauguration No Honking Awareness Programme State level seminar(KSCSTE)	
21	FRIDAY			
22	SATURDAY			
23	SUNDAY			
24	MONDAY	3 <sup>rd</sup> sem PG Maths and Statistics Economics	Internal Assessment Association inauguration ,,	
25	TUESDAY	Commerce English, Comm.Eng	Outreach programme Association inauguration	
26	WEDNESDAY	Chemistry	CBPST visit	
27	THURSDAY			
28	FRIDAY	Economics	All Kerala Inter – Collegiate competitions	
29	SATURDAY	Comm.Eng	Daughters Day Celebration	
30	SUNDAY			
31	MONDAY	Maths	Bridge course	

		Hindi 3 <sup>rd</sup> & 5 <sup>th</sup> UG	Premchand Jayanthi Internal Assessment	
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August	Day	Department	Particulars	Remarks
1	TUESDAY			
2	WEDNESDAY			
3	THURSDAY			
4	FRIDAY	Hindi	Association inauguration	
5	SATURDAY			
6	SUNDAY			
7	MONDAY			
8	TUESDAY	Botany Chemistry	Biodiversity trip workshop	
9	WEDNESDAY	Zoology Commerce(SF)	Association inauguration 2 day National workshop	
10	THURSDAY	Malayalam	Inauguration of Literary Association	
11	FRIDAY	Commerce English&Comm.Eng	International seminar Research methodology workshop	
12	SATURDAY			
13	SUNDAY			
14	MONDAY			
15	TUESDAY		INDEPENDENCE DAY	
16	WEDNESDAY	Maths	Interdepartmental Mathematics Quiz	
17	THURSDAY	Chemistry Physics	Workshop Workshop, lab manual release	
18	FRIDAY	Botany Commerce Microbiology	Career orientation Association inauguration Association inauguration	
19	SATURDAY			
20	SUNDAY			
21	MONDAY	Economics Commerce	Outreach programme Commerce week observatiion	
22	TUESDAY	malayalam	Folklore day celebrations	
23	WEDNESDAY	Zoology	Talk on "powerpoints"	
24	THURSDAY	English	National seminar	
25	FRIDAY	Maths Comm.Eng	Intercollegiate competitions & exhibition Intercollegiate fest	
26	SATURDAY	Comm.Eng	Intercollegiate fest	
27	SUNDAY			
28	MONDAY	Economics	Human Right Forum activities	
29	TUESDAY			
30	WEDNESDAY	Zoology Microbiology	State level workshop Visit to Abhaya bhavan	

31	THURSDAY			
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Sep	Day	department	Particulars	Remarks
1	FRIDAY	Bakrid,onam Holidays begins		
2	SATURDAY	Maths Onam with SOS		
3	SUNDAY			
4	MONDAY			
5	TUESDAY	Teachers Day		
6	WEDNESDAY			
7	THURSDAY			
8	FRIDAY			
9	SATURDAY			
10	SUNDAY			
11	MONDAY	Maths Commerce Comm.Eng Commerce(SF)	College Reopens after onam holidays Seminar Inter collegiate paper presentation, release of journal National seminar Teachers Day	
12	TUESDAY	Sreekrishna Jayanthi		
13	WEDNESDAY			
14	THURSDAY	Hindi	'Hindi Divas' celebration	
15	FRIDAY	Zoology Comm.Eng	Ozone day (KSCSTE) Xav voice II release	
16	SATURDAY			
17	SUNDAY			
18	MONDAY	Botany Microbiology Chemistry	National seminar(DBT) Ozone day – intercollegiate celebration Ozone day (KSCSTE)	
19	TUESDAY			
20	WEDNESDAY	Commerce Malayalam Comm.Eng	Intercollegiate commerce fest National seminar ALL initiative	
21	THURSDAY	Sreenarayana guru samathi		
22	FRIDAY	Zoology	News letter release	
23	SATURDAY			
24	SUNDAY			
25	MONDAY	English Botany 3 <sup>rd</sup> sem PG	Entrepreneurship programme Coffee with scientist Internal Assessment	
26	TUESDAY	Physics microbiology	Workshop Bridge course (PG)	
27	WEDNESDAY	Commerce (SF)	Tourism Day	
28	THURSDAY			
29	FRIDAY	mahanami		
30	SATURDAY	Vijayanami,muharam		

Oct	Day	Department	Particulars	Remarks
1	SUNDAY	muharam		
2	MONDAY	gandhijayanthi Maths Old age home visit		
3	TUESDAY	Botany Commerce(SF) Microbiology	Workshop (DBT) Interdepartmental essay competition Environmental friendly activity	
4	WEDNESDAY			
5	THURSDAY			
6	FRIDAY	Zoology	Wild life week celebrations	
7	SATURDAY			
8	SUNDAY			
9	MONDAY	Botany	Alumni talk	
10	TUESDAY	Economics Commerce	Human Right Forum activities Outreach programme	
11	WEDNESDAY	English&Comm.Eng Microbiology	SHE programme Workshop	
12	THURSDAY	Malayalam	State level award giving ceremony	
13	FRIDAY			
14	SATURDAY			
15	SUNDAY			
16	MONDAY			
17	TUESDAY			
18	WEDNESDAY	deepavali		
19	THURSDAY			
20	FRIDAY	1 <sup>st</sup> Sem UG	Internal Assessment	
21	SATURDAY			
22	SUNDAY			
23	MONDAY	Chemistry 1 <sup>st</sup> sem PG	Mole Day observation Internal Assessment	
24	TUESDAY			
25	WEDNESDAY	Maths	Study tour( III yrs)	
26	THURSDAY	Physics	Extension activity	
27	FRIDAY	Physics	Personality development class	
28	SATURDAY			
29	SUNDAY			
30	MONDAY			
31	TUESDAY	Comm.Eng	Halloween Day Celebration, Exhibition	

Nov	Day	Department	Particulars	Remarks
1	WEDNESDAY	Malayalam	Keralapiravi celebrations for a week	
2	THURSDAY			
3	FRIDAY			
4	SATURDAY			
5	SUNDAY			
6	MONDAY			
7	TUESDAY	Botany Commerce	Urjakiran Colony adoption	

8	WEDNESDAY			
9	THURSDAY			
10	FRIDAY			
11	SATURDAY			
12	SUNDAY			
13	MONDAY	Botany	Distribution of saplings	
14	TUESDAY	Commerce(SF)	Intercollegiate competition	
15	WEDNESDAY	Economics	Intercollegiate quiz	
16	THURSDAY			
17	FRIDAY	Zoology Commerce English Commerce	Interdepartmental training Entrepreneurial training Film workshop(NEO) Entrepreneurial training	
18	SATURDAY			
19	SUNDAY			
20	MONDAY	Physics	Extension activities	
21	TUESDAY	Physics	Exhibition	
22	WEDNESDAY	Physics	Talk	
23	THURSDAY	Physics	Lab training for school teachers	
24	FRIDAY			
25	SATURDAY			
26	SUNDAY			
27	MONDAY	Economics	Constitutional day observance	
28	TUESDAY			
29	WEDNESDAY			
30	THURSDAY			
Dec	Day	Department	Particulars	Remarks
1	FRIDAY	Commerce(SF) Comm.Eng	Old age home visit Walkathon	
2	SATURDAY			
3	SUNDAY			
4	MONDAY	Botany	Mushroom harvesting	
5	TUESDAY	Chemistry Microbiology	Exhibition Socially relevant activity	
6	WEDNESDAY	Botany Chemistry Microbiology	Haritha keralam Exhibition National symposium	
7	THURSDAY	Botany Zoology	Paaristhithikam National workshop(KSCSTE)	
8	FRIDAY	Maths Zoology Malayalam	Workshop National workshop(KSCSTE) Lecture series	
9	SATURDAY			
10	SUNDAY			
11	MONDAY	Physics	Skill development programme	
12	TUESDAY	Phy.Edu	Sports Day	
13	WEDNESDAY	Comm.Eng	Xav voice III release	
14	THURSDAY	Botany Zoology Microbiology	Urjakiran rally Museum exhibition Industrial visit	

15	FRIDAY	Comm.Eng	Industrial visit	
16	SATURDAY			
17	SUNDAY			
18	MONDAY	Comm.Eng 1 <sup>st</sup> sem PG	Christmas with inmates of old age home Internal Assessment	
19	TUESDAY			
20	WEDNESDAY			
21	THURSDAY			
22	FRIDAY			
23	SATURDAY	Maths	Christmas Holidays Christmas with inmates of Janaseva	
24	SUNDAY			
25	MONDAY			
26	TUESDAY			
27	WEDNESDAY			
28	THURSDAY			
29	FRIDAY			
30	SATURDAY			
31	SUNDAY			

JAN	Day	Department	Particulars	Remarks
1	MONDAY		College reopens after Christmas holidays	
2	TUESDAY	Commerce	Department magazine release	
3	WEDNESDAY	Maths	Seminar	
4	THURSDAY	Economics	Extension activity	
5	FRIDAY	Botany Comm.Eng, English	Nature club competitions Intercollegiate poetry writing competition	
6	SATURDAY			
7	SUNDAY			
8	MONDAY	4 <sup>th</sup> sem PG Maths	Internal assessment Madhava Mathematics competition	
9	TUESDAY	Chemistry	Seminar	
10	WEDNESDAY	Physics Zoology Chemistry Botany	Interdepartmental quiz Dialysis unit visit Young women scientist award programme Talk	
11	THURSDAY	English, comm..Eng Economics	Workshop Mother mary Magdalene lecture	
12	FRIDAY	Comm.Eng	Xav voice 4 release	
13	SATURDAY			
14	SUNDAY			
15	MONDAY	Commerce	Life skill training	
16	TUESDAY	Botany	Workshop	
17	WEDNESDAY			

18	THURSDAY	Zoology	Publication of Lab manual	
19	FRIDAY	4 <sup>th</sup> and 6 <sup>th</sup> UG	Internal Assessment	
20	SATURDAY			
21	SUNDAY			
22	MONDAY	Comm.Eng	Film workshop(NEO)	
23	TUESDAY	Malayalam	International talk, Malayalam library week celebrations	
24	WEDNESDAY	Zoology	Biodiversity register release	
25	THURSDAY	Commerce(SF) Botany	Inter departmental quiz Coffee with scientist	
26	FRIDAY	Republic Day		
27	SATURDAY			
28	SUNDAY			
29	MONDAY	Microbiology	Skill Development programme	
30	TUESDAY			
31	WEDNESDAY			

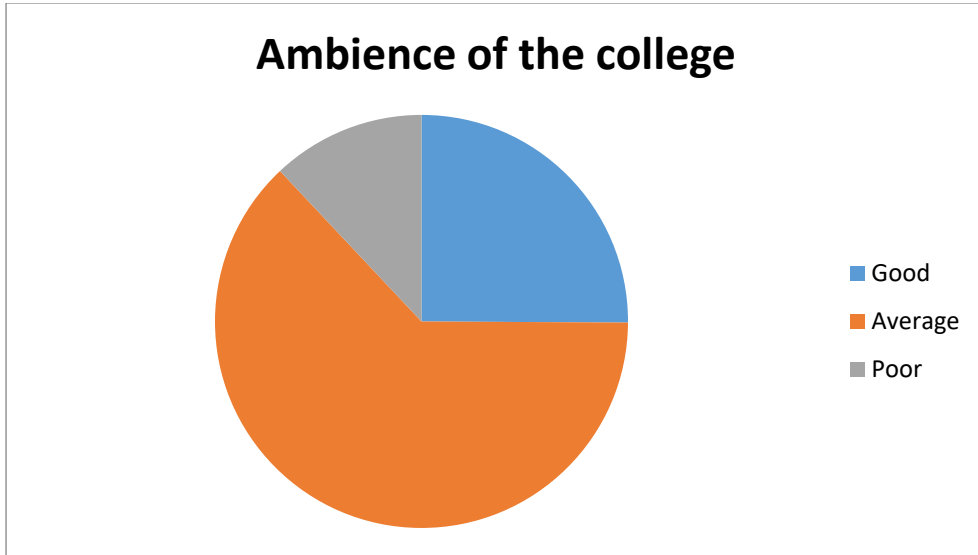
FEB	Day	Department	Particulars	Remarks
1	THURSDAY			
2	FRIDAY	Zoology Microbiology	World Wetland Day observation	
3	SATURDAY			
4	SUNDAY			
5	MONDAY	Commerce(SF)	workshop	
6	TUESDAY	Economics Chemistry	Budget review discussion Workshop	
7	WEDNESDAY			
8	THURSDAY			
9	FRIDAY			
10	SATURDAY			
11	SUNDAY			
12	MONDAY			
13	TUESDAY	Comm.Eng 2 <sup>nd</sup> Sem Pg	Workshop Internal Assessment	
14	WEDNESDAY			
15	THURSDAY	English Comm.Eng Commerce	Workshop Career guidance IIM visit	
16	FRIDAY	Physics 2 <sup>nd</sup> sem UG	Career Guidance, Entrepreneurial skill development programme Internal Assessment	
17	SATURDAY			
18	SUNDAY			
19	MONDAY			
20	TUESDAY	English 4th sem PG	Virtual seminar presentation Internal Assessment	
21	WEDNESDAY	Malayalam	mathrubhashadinacharanam	



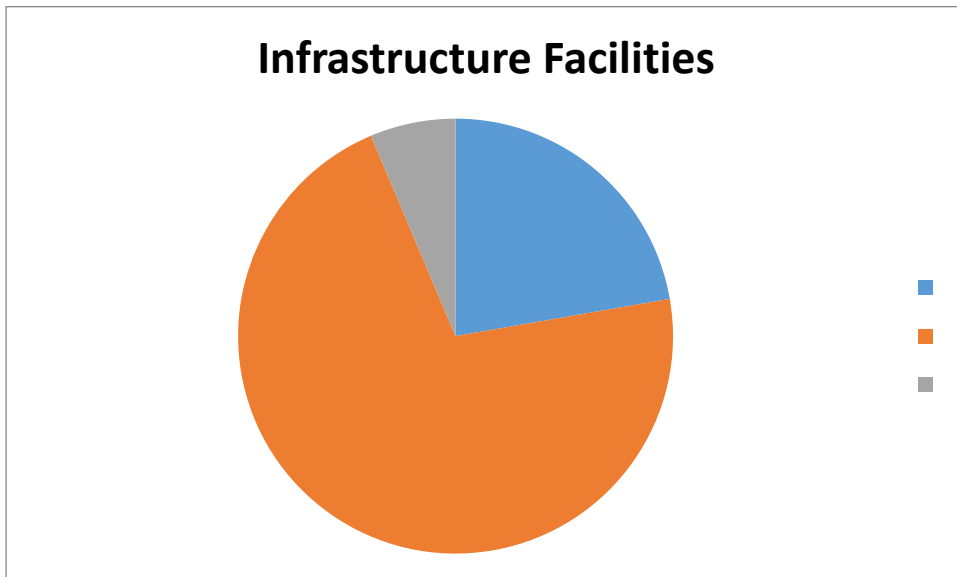
22	THURSDAY			
23	FRIDAY			
24	SATURDAY			
25	SUNDAY			
26	MONDAY			
27	TUESDAY	Zoology	National Science day observation(KSCSTE)	
28	WEDNESDAY	Chemistry Microbiology	Science day observation	

MAR	Day	Department	Particulars	Remarks
1	THURSDAY			
2	FRIDAY			
3	SATURDAY			
4	SUNDAY			
5	MONDAY			
6	TUESDAY			
7	WEDNESDAY			
8	THURSDAY	Comm.Eng Commerce(SF)	Talk Intercollegiate debate competition	
9	FRIDAY			
10	SATURDAY			
11	SUNDAY			
12	MONDAY			
13	TUESDAY			
14	WEDNESDAY	Physics	Manuscript release	
15	THURSDAY			
16	FRIDAY			
17	SATURDAY			
18	SUNDAY			
19	MONDAY			
20	TUESDAY	2 <sup>nd</sup> sem PG	Internal assessment	
21	WEDNESDAY	Comm.Eng	National PR day celebrations	
22	THURSDAY			
23	FRIDAY			
24	SATURDAY			
25	SUNDAY			
26	MONDAY			
27	TUESDAY			
28	WEDNESDAY			
29	THURSDAY			
30	FRIDAY			
31	SATURDAY			

# 1. ALUMNAE FEEDBACK

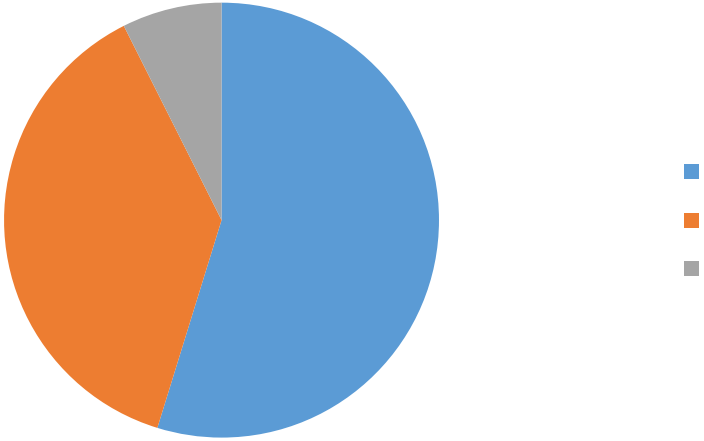


283 Respondents



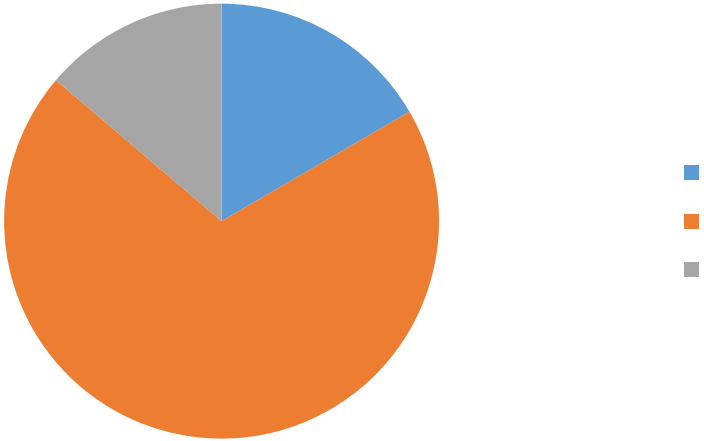
283 Respondents

### Quality of Faculty



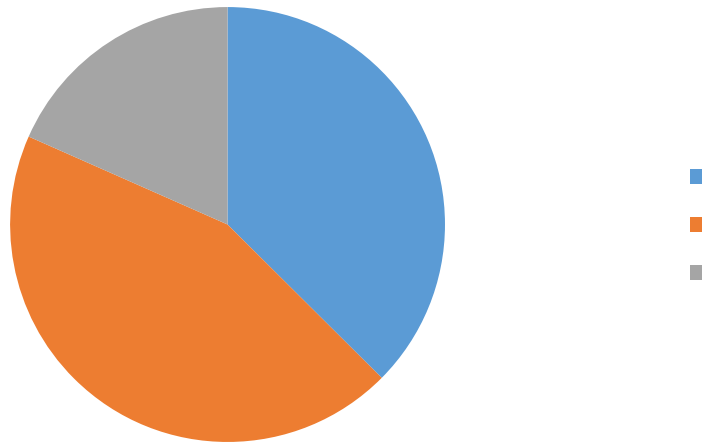
283 Respondents

### Skill development training



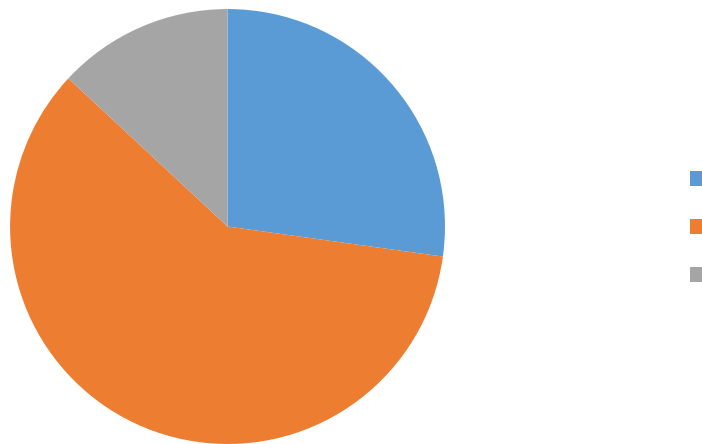
283 Respondents

### Support Services



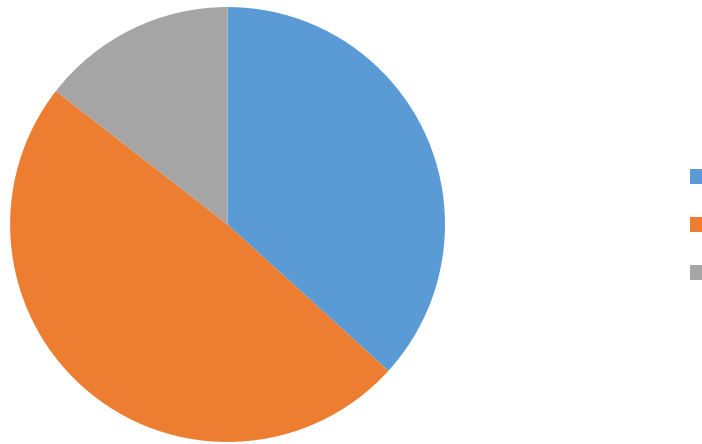
283 Respondents

### Training & Placement



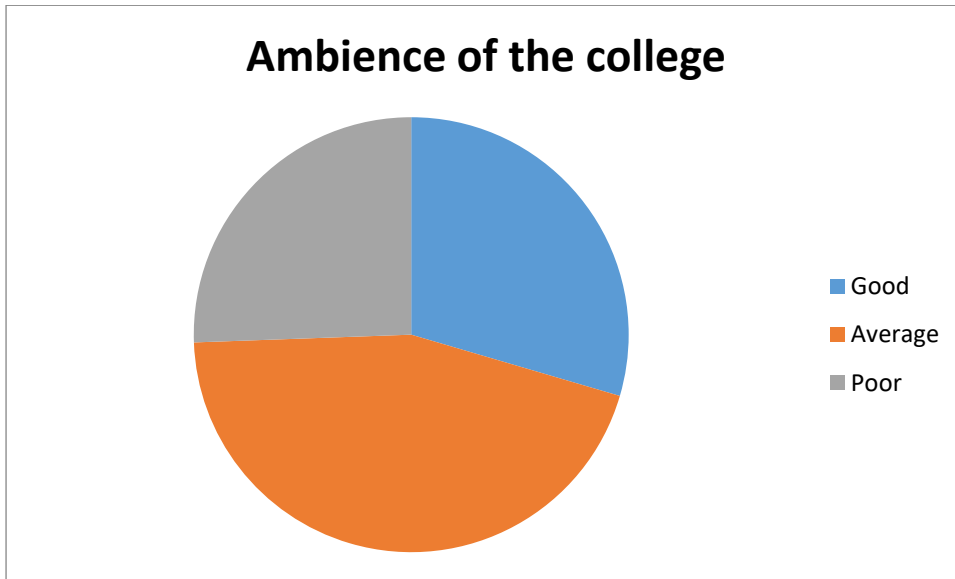
283 Respondents

## Library

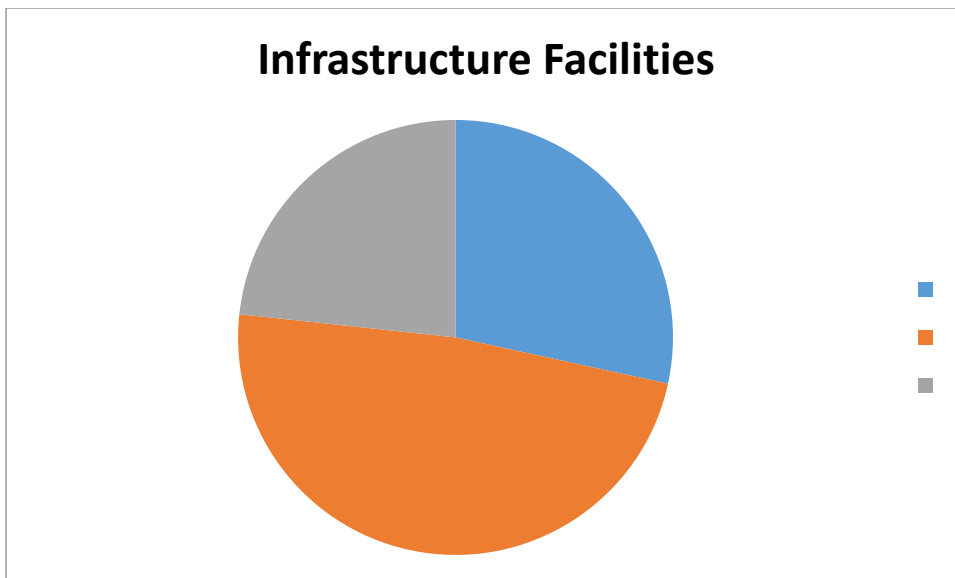


283 Respondents

## 2. PARENT FEEDBACK

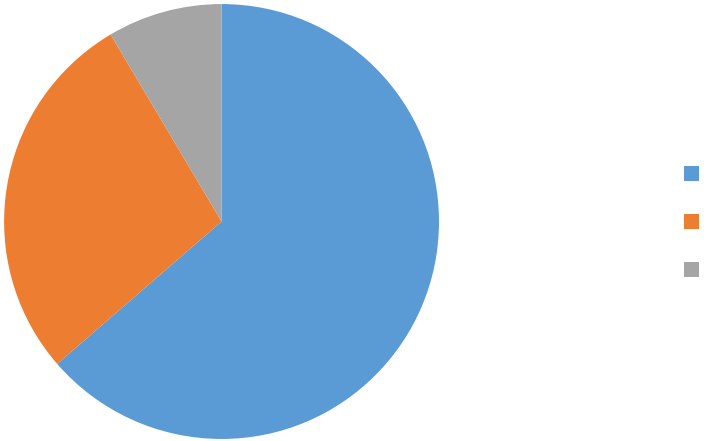


176 Respondents



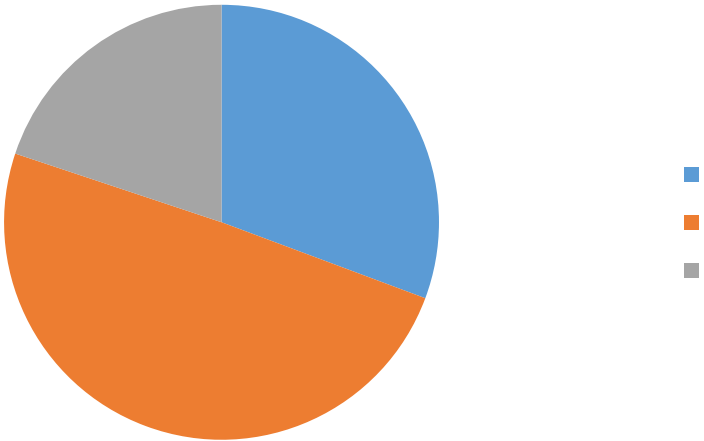
176 Respondents

### Quality of Faculty



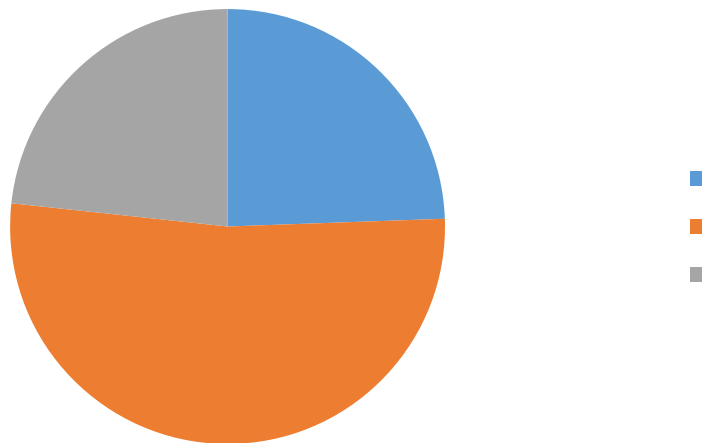
176 Respondents

### Curriculum



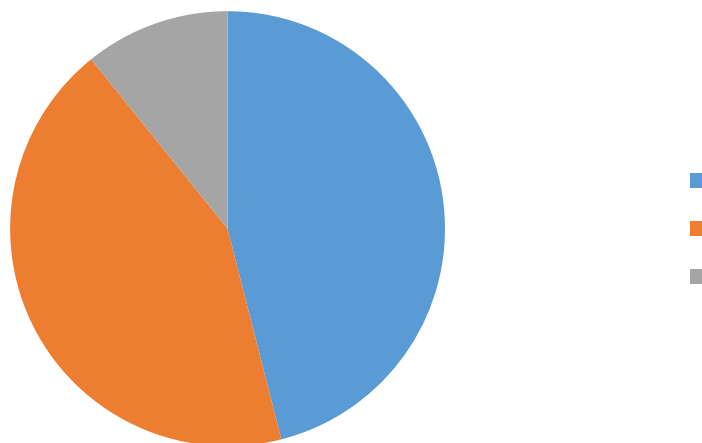
176 Respondents

### Quality of Student Support Services



176 Respondents

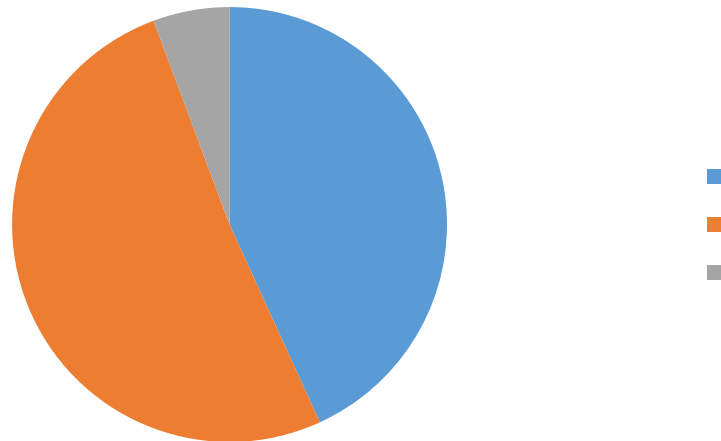
### Character formation of Students



176 Respondents

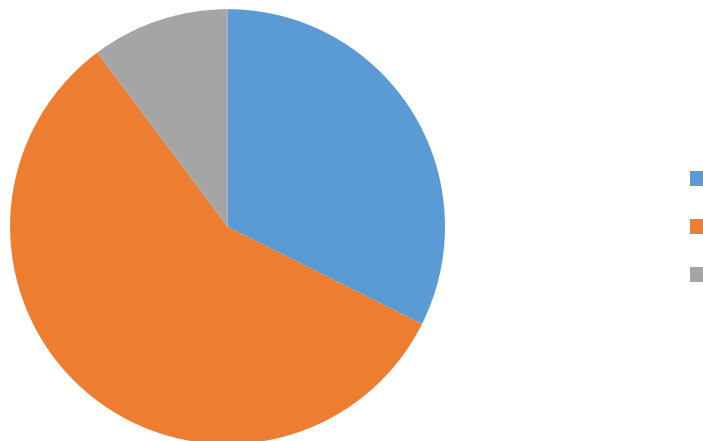


### Enrichment of talents of student



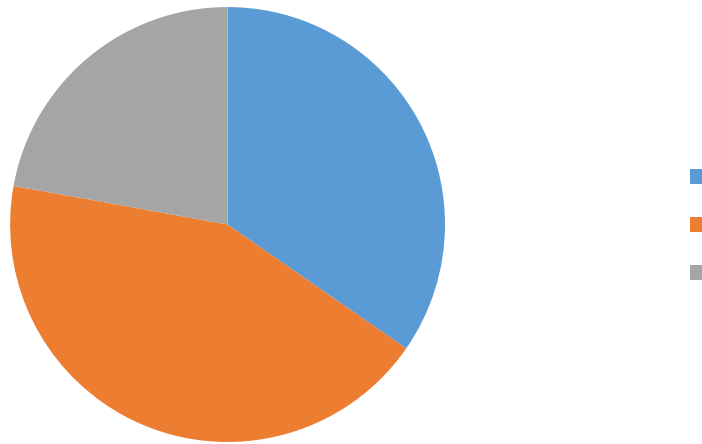
176 Respondents

### Library Facilities



176 Respondents

## Placement & Career Guidance



176 Respondents

## **BEST PRACTICE - I**

**1. Title of the Practice:** Solace for Society – Blood, Organ and Hair donation Campaign

### **2. Goal**

Blood, Organ and Hair donation campaigns are noble ventures envisioned as effective channels for translating the learning inputs into practical and creative outputs. These practices enable the students to transform themselves into better human beings with commitment towards their fellow beings. This helps them to become socially responsible individuals endowed with compassion and empathy towards the marginalized and the afflicted.

### **3. The Context**

As envisioned by the institution, the social and moral values inculcated in the students help them to extend themselves into the lives of the needy and the suffering humanity. In the present medical scenario there is a great need for 'safe blood' which is the elixir that sustains life. Realising the need of the times, the students have made it a practice to donate blood consistently to the needy irrespective of caste, creed, colour and gender. Donating hair to cancer patients is another mission taken up by the college which helps in alleviating the inhibitions of the patients. The staff and students of the college have given willingness to donate their organs. These initiatives reinforce the institution's efforts to mould young women into dutiful citizens.

### **4. The Practice**

In the beginning of the academic year an awareness programme is organised to make the students understand the nobility and efficacy of blood donation. Every year 4 blood donation camps are organised in connection with the Blood Donor's Day, Blood Donation Day, AIDS Day/Valentine's Day and Youth Day/Women's Day. On an average 35 students participate in every blood donation camp. Each student contributes 350 ml of blood and thus an average of 140 units of blood (49000 ml) is contributed every year to the Blood Transfusion Centre, District Hospital, Aluva. The faculty, alumni and the parents also contribute in the campaign. Besides, our faculty and students donate blood to different hospitals in emergency situations.

To commiserate with the cancer patients, the college initiated Hair donation campaign in 2015 by preparing wigs thereby reinvigorating their willpower and spirit. The students express their camaraderie to the cancer patients who lost their hair as the aftermath of chemotherapy. In two years 66 students and 10 faculty members donated hair to console the bereaved. Twenty one wigs were made with the financial support of the Federal Bank and Red FM and distributed to the cancer patients of General Hospital, Ernakulam.

In connection with the golden jubilee, the college organised organ donation campaign which successfully collected consent letters from more than 80% of the students and faculty members.

## 5. Evidence of Success

The blood donation has been carried out every year under Red Ribbon Club of NSS. An average of 49000 ml of blood is donated every year to the Blood Transfusion Centre, Aluva. It has become a culture among the students with the profound support by the parents and faculty.

This program has received prominent recognitions. Varied awards and achievements received by the college for this noble cause are:

- Red Ribbon Club under NSS unit received the State Award Instituted by Kerala State AIDS Control Society (KSACS) for promotion of female blood donation, (2012-2013)
- NSS unit received the State Award instituted by Indian Medical Association for promotion of blood donation.(2012- '13)
- NSS unit received award for Promotion of Voluntary Blood Donation instituted by Regional Blood Transfusion Centre, Aluva and Hindustan Latex Company Ltd.(2012-'13)
- NSS unit received special award for promoting voluntary blood donation from Indian Medical Association-Madhya Kerala.(2012-'13)
- 76 students and 12 faculty members donated hair to console the bereaved. Twenty eight wigs were made with the financial support from the Federal Bank and Red FM and distributed to the cancer patients.
- More than 80% of staff and students expressed their willingness in writing to donate organs.

The students are greatly inspired and elated to be a part of this noble undertaking. The positive change in the students' attitude is the influential evidence of success of this gracious venture.

## 6. Problems Encountered and Resources Required

- Many students, coming from poor financial background are anaemic and hence we find it difficult to meet the need of rare blood group.
- Even though the students are ready to donate blood there is a possibility of missing their classes during the camp days.
- The expenditure incurred during blood donation is met by the institute.
- The problem encountered in Hair donation was getting financial support from an external agency for smooth implementation of wig making.

## **BEST PRACTICE - II**

### **1. Title of the Practice: Research for Everyone, Everyone for Research**

#### **2. Goal**

The college shall ensure the implementation of updated curriculum by providing adequate exposure to the students regarding the latest developments in different fields and keep them abreast of frontier areas of study through various research oriented activities.

#### **3. The Context**

The mission of St. Xavier's College is to provide updated knowledge to the students as well as to ensure continuous learning. Moreover our present curriculum for students of under graduate and post graduate studies also ensures research oriented activities. The Research Promotion Council (RPC) of the college under the auspices of IQAC ensures the implementation of the objective through various research activities. These activities include presentation of research work by the students and faculty, scientists and faculties from other institutions, interactive sessions and debates. The RPC started its activities with paper presentation sessions followed by its documentation in a compiled form. Gaining momentum in 2014, the college started its first interdisciplinary peer reviewed journal DISCOURSE with ISBN. This year the sixth issue of DISCOURSE has been published.

#### **4. The Practice**

In the beginning of the academic year, the activities of RPC are officially inaugurated and the summary of the presentations of the previous year is published as a volume in a bound form. RPC organises the paper presentations in the second Fridays of every month. An average of thirty paper presentations were carried out by the students and teachers. The faculties from other colleges also attend sessions of their interest. Interactive sessions are also organised for the research scholars and post graduate students. In 2014 RPC started its first issue of interdisciplinary journal DISCOURSE to publish quality research works. The co-ordinator of RPC is the chief editor of this journal. The secretary and other RPC members extend their support to the co-ordinator.

RPC provides timely information about the funding opportunities, to apply for minor and major projects and student projects. During the period 2013 to 2017 the institution has received a fund of 10.23 lakhs for major project, 31.195 lakhs for minor projects and 2.12 lakhs for UG/PG student projects. During academic year 2017-18, 3 major projects worth 52.288 were sanctioned from government funding agencies. 9 Student projects worth 76000 funded by KSCSTE were sanctioned during 2017-18. Students are also encouraged to present papers in national and state level seminars and publish articles in reputed journals. The teachers with Ph.D and those pursuing Ph.D are also promoted to share their research findings with the students. Coffee with a scientist is an initiative in this regard.

#### **5. Evidence of Success**

1. 40 faculty members and 64 students of the college presented their research findings in the paper presentation sessions organized by RPC.
2. Three books of abstracts were published.

3. Ten issues of peer reviewed biannual interdisciplinary journal- *Discourse* were published and contents were uploaded on the College website. Three issues of XJORC were published by The P.G department of Commerce and Research (SF).
4. Four major project, 23 minor projects and 32 student projects were externally funded by various agencies during the last four years.
5. Twenty students have uploaded their findings on to citizen science project websites like ebird.org, indiabiodiversity.org, etc. College participated in Campus Bird Count, 2018, sub event of Greater Backyard Bird Count (GBBC) organized by Citizen scientists across the world.
6. Faculty published 103 International and 81 National research papers. Faculty members presented 32 research papers in International and 91 papers in National conferences / seminars.
7. Students published 10 International and 27 National research papers
8. Faculty members publish research papers based on extension activities
9. There is well knit group of active researchers including parents, alumni, students and teachers.

#### **6. Problems Encountered and Resources Required**

- The present CBCSS and grading system is highly time restrained. So the students and teachers are constrained by regular activities and hence intense research activities are affected.
- Since most of the students are coming from poor economic background, it is difficult for them to undertake the financial burden of research activities in advanced laboratories.