



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		ST. XAVIER'S COLLEGE FOR WOMEN, ALUVA
Name of the head of the Institution		Dr. Sr. Geege Joanamma Xavier
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04842623240
Mobile no.		9746481823
Registered Email		college@stxaviersaluva.ac.in
Alternate Email		principal@stxaviersaluva.ac.in
Address		Palace Road, Periyar Nagar, Aluva
City/Town		Aluva
State/UT		Kerala
Pincode		683101
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Sheena Xavier
Phone no/Alternate Phone no.	04842334137
Mobile no.	8606815587
Registered Email	sheenaxavier@stxaviersaluva.ac.in
Alternate Email	sheena.xavier1@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://stxaviersaluva.ac.in/uploads/2020/07/AQAR-2018-19.pdf
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4. Whether Academic Calendar prepared during the year

if yes, whether it is uploaded in the institutional website: Weblink :	Yes https://stxaviersaluva.ac.in/uploads/2021/08/calender-2019-20.pdf
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5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
4	A	3.33	2017	12-Sep-2017	11-Sep-2022
3	A	3.08	2012	05-Jul-2012	04-Jul-2017
2	B++	81.10	2006	21-May-2006	20-May-2011
1	Four Star	75	1999	09-Oct-1999	08-Oct-2005

6. Date of Establishment of IQAC

02-Jun-2006

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Regular Meetings of IQAC	14-Jun-2019 14	25
Academic Administrative Audit	07-Jul-2020 3	79
Participation in NIRF	30-Nov-2019 30	10
Feedback from all stake holders collected, analysed and used for improvements	20-Mar-2020 20	2500
End Semester Result Analysis	25-Oct-2019 1	18
Faculty Enrichment Programme on Outcome Based Education in association with KSHEC	29-Oct-2019 3	68
Student Solar Ambassador Workshop 2019	02-Oct-2019 1	104
Seminar on New Accreditation Framework	19-Feb-2020 3	67
Organized three day National Workshop on CYBERGOGY- Learn, Relearn and Unlearn in association with Central University of Kerala	07-Dec-2019 3	30
Seminar on Intellectual Property Rights	14-Feb-2020 1	50
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Zoology	Bacterial Diversity Associated with mangrove diversity in sediments of Cochin backwaters	KSCSTE	2018 1095	658900
Zoology	Diversity and Biotic Potential of Yeasts from Mangrooves of Kerala	KSCSTE	2017 1095	405900

Botany and Zoology	EMR	DST	2018 1095	906893
Institution	DBT STAR	DBT	2017 1095	1000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	14
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)
<p>1. Orientation and Training given to faculty members on "Outcome Based Education. 2. Training Programmes given to faculty members on online/offline teaching and learning tools. 3. Started Institution Innovation Council approved by MHRD. 4. Feedback from all stake holders collected, analysed and used for improvements. 5. Analyzing result and suggesting measures for improvement. 6. Academic Week organized with the theme Hope and Healing for the Environment. 7. Organized inter and intra institutional workshops, seminars on quality related themes for teaching and non teaching staff and students.</p>

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year
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Plan of Action	Achivements/Outcomes
End semester Result analysis	The pass percentage of students improved
Conduct Academic and Administrative Audit	Improvement in the quality and institutionalization of activities
Organize Academic week with innovative programs	Selected 'Hope and Healing for the Environment' as the theme for Academic week. All the staff and students participated in the programmes and

	competitions organized as part of Academic week. Encourage faculty to attend Faculty Development Programme
Encourage faculty to attend Faculty Development Programme	Sixteen faculty members participated in Orientation and Refresher courses
Organize Library week with innovative programs	10 teachers and 26 students completed various courses got certificate from NPTEL
Organize seminar on the theme Intellectual Property Rights (IPR)	Organized two workshops on IPR
Organize National and International Seminars/Workshops/Symposiums	Organized three International Seminars one National and three regional seminars
Organize workshops for faculty members, Non teaching staff and students	Organized eight workshops
Organize internship for the students	131 Students participated in the internship programs
Celebrate all National and International Days of observance	17 days were observed with talks, competitions and activities
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	26-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
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Date of Visit	08-Jul-2020
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	29-May-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Yes, The Institution is having an automated management information system. It is established for performing various academic and administrative requirements. deQ data collection tool implemented to
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continuously gather data required for accreditations. It provides a central repository for data and media. Office Management Software to support the admission procedure of the college. It also has a databank of students and faculty. Attendance Exam Management Portal: Customized software containing modules for attendance and internal exam management introduced in the year 201718. User login link was provided in homepage for both faculty 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: Exam fee payment is online for all students through university portal. The software of Vijaya bank Vhive was used for paying exam and semester fee of selffinance courses. Each student was provided with SID number which is essentially a virtual account number which was used as login ID. The course fee payment has online and offline modes. The link for fee payment was provided in home page of website. SMS dissemination gateway system for internal stakeholders of the college Fourth Ambit: An MoU with Fourth Ambit, Indias 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 ObjectOriented Dynamic Learning Environment): - This provides an excellent suite of tools for online teachinglearning process. Dedicated email domain for our college Online Public Catalogue services for the provision of automated book search, issue, return and other valueadded services Digital Display system Display of allimportant notifications and other information

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

St. Xavier's College for Women is affiliated to Mahatma Gandhi University, Kottayam, Kerala and the curricular aspects of the college are governed by the university guidelines. The college ensures effective implementation and delivery of the curriculum focusing on the vision and mission of the institution. To ensure smooth functioning of teaching-learning program, a general time-table is prepared at the beginning of every academic year. A detailed Academic Calendar is prepared, integrated and documented in the College Handbook and also made available on College Website. The students and parents of first year UG and PG are given an idea about the course objectives and outcome through orientation programmes organized by the institution. Choice Based Credit System prescribed by the University is implemented effectively and the details of various Courses, Course Out comes, Programme outcomes, programme specific outcomes, syllabus of UG, PG and Ph.D. are disseminated among students via college website. The faculty members also prepare a Course Plan focusing on the course outcomes and it is documented by every teacher in the teacher's diary. An Outcome based learning environment focusing on excellence through innovative methods and research is a remarkable feature of the institution. The ICT enabled teaching methods and the N-List resource of the college library ensures smooth delivery of the curriculum. The learning platform of the college, Moodle, facilitates the innovative teaching learning practices in the college. Several teachers and students are undertaking various courses on SWAYAM, COURSERA and NPTEL and the e contents developed by the faculty members are uploaded on various online platforms which caters to the curriculum enrichment. To achieve the programme outcomes of the curriculum, Webinars, Peer Learning, Experiential Learning, internship, Community Outreach Programme and Extension Activities are organised by the college. UGC sponsored and self-supported Certificate and Diploma Courses, Skill Courses under ASAP, WWS and SSP are effectively functioning in the college and helps to cater to the demands of slow and advanced learners. College also gives emphasis on Career oriented courses and have implemented new B.Voc courses in this academic year. Curriculum of Add on Courses in the college are designed to focus on the topics of Gender, Climate Change, Environment, Human Rights, life skills and career are also highlight of the college. Regular Academic Audit conducted by IQAC ensure smooth and accurate delivery of the curriculum. The monthly report of the activities submitted by each department via the Academic Council to the Principal is scrutinized and documented. The result analysis, submission of the data to IQAC and the remedial measures helps to keep a track on the curriculum delivery. The feedback on curriculum from the students, teachers, parents, and employers is communicated to the college council, college advisory board and to University. The feedback is taken via google forms and the institution even prepares platform for students to address their concerns directly to the head of the institution through the programme "Open your heart". The feedbacks are documented, follow up actions necessitated and the same is made available on college website.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
CERTIFICATE COURSE IN FRENCH	Nil	20/08/2019	30	Employability	Language skill

CERTIFICATE COURSE IN GERMAN	Nil	20/08/2019	30	Employability	Language skill
FASHION TECHNOLOGY	Nil	01/08/2019	60	Employability/Entrepreneurship	Stiching, Social Interaction
MATHEMATICAL APTITUDE	Nil	19/08/2019	36	Employability	Analytical Logical Skills
MUSHROOM CULTIVATION	Nil	01/08/2019	30	Employability/Entrepreneurship	Practical Knowledge
PROGRAMMING IN C	Nil	05/09/2019	40	Employability	Computer Language
ROBOTICS	Nil	01/08/2019	40	Employability	Computer Language
JEWELLERY DESIGNING AND FINE ARTS	Nil	06/06/2019	30	Employability/Entrepreneurship	Artistic Creative Skills
PUBLIC ADMINISTRATION	Nil	20/09/2019	30	Employability	Good governance
TALLY AND GST	Nil	07/08/2019	50	Employability/Entrepreneurship	Book keeping and accounting skills
Nil	DIPLOMA IN COMPUTER APPLICATION (DCA)	01/08/2019	60	Employability/Entrepreneurship	Computer skills
PLASTIC PROCESSING TECHNIQUES AND QUALITY CONTROL	Nil	20/07/2020	40	Employability	Practical Knowledge

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	Finance and Taxation	06/06/2019
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MSc	Physics	06/06/2019
MSc	Microbiology (S/F)	06/06/2019

MCom	Finance (R)	06/06/2019
MA	English	06/06/2019
MA	Malayalam	06/06/2019
MCom	Finance (S/F)	06/06/2019
BSc	Mathematics Model 1	06/06/2019
BSc	Physics Model 1	06/06/2019
BSc	Chemistry Model 1	06/06/2019
BSc	Zoology Model 1	06/06/2019
BSc	Zoology Model 2	06/06/2019
BSc	Botany Model 1	06/06/2019
BA	Economics Model 1	06/06/2019
BA	English Model 1	06/06/2019
BA	English Model 3	06/06/2019
BA	Malayalam Model 1	06/06/2019
BCom	Taxation (R)	06/06/2019
BCom	Taxation (S/F)	06/06/2019
BCom	Computer Application (S/F)	06/06/2019
BCom	Travel & Tourism (S/F)	06/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	355	22

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Jewellery Designing and Fine Arts	06/06/2019	10
Mushroom Cultivation	01/08/2019	35
Programming in C	05/09/2019	37
Robotics	01/08/2019	27
Plastic Processing Techniques and Quality Control	20/07/2020	39
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Microbiology	10
BSc	Zoology model II Medical microbiology	27
BSc	Zoology	48

BSc	Physics	2
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

<p>Feedback Obtained</p> <p>FEEDBACK ON CURRICULAR ASPECTS (2019-2020) The feedback on Curricular aspects for the academic year 2019-2020 was collected from the following stakeholders namely students, teachers, alumni, parents and employers and were analysed by using a five-point scale. Students' feedback The overall academic atmosphere of the college is satisfactory to most UG and PG students. The Students have satisfaction about the job relevance of the course content. Syllabus is career oriented and has much relevance with the practical aspects of the subject (4.05). The syllabus promotes ethical values and helps them develop as good human beings (4.04). They acknowledge the benefits of regular value education classes organized by the Institution on weekly basis help them more ethically oriented. The students are highly satisfied about the capacity of the curriculum in supporting them in higher studies. They are very much aware about the objectives and relevance of the course (4.24) UG as well as PG students are highly satisfied about the depth of their course content (4.24). Teachers' feedback Most of the teachers agree that the course /syllabus had made them interested in the subject area. They also appreciate the opportunity given by the curriculum in providing practical learning to the students. (4.09) Most of the teachers are highly satisfied with the availability of and accessibility of instructional materials and references in proportion to the Course content (4.16) Further, it is also understood that there is clarity in course objectives (3.83) Syllabus is need based according to majority and has the capacity to support students for higher learning as well as career opportunities (4.03) Parent's Feedback Parents have a very high opinion regarding the teaching- learning environment, competence and commitment of the faculty and learning resources of the college. They are satisfied with the infrastructure facilities, ambience of the college, program outcomes and holistic development of the students. The relevance of courses in the job market and their use in real life situations are the area they have suggested for improvement. Employers' feedback Most of the employers are of the opinion that the Curriculum has relevance and caters to the recent developments in the fields which help students in getting more chances of employability. Apart from merely theory based, the syllabus caters to applicational level to acquire first hand application of the areas concerned. The inclination of the Syllabus that caters to the need of employment is highly appreciated. Alumni feedback The alumni observed that the Programme outcomes are very much explicit and they are also highly oriented in this aspect. They are made aware of the applicability of the course to real life situation. The teaching quality of the institution is highly rated. Curriculum is at par with the relevance to latest technologies. They are highly satisfied with the course content in its employability aspect. The curriculum provided in the college nurtures entrepreneurial skills. The feedback was analysed by the IQAC and presented</p>
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before the College council and Governing Body for necessary action.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Communicative English Model II	38	118	39
BA	English Model I	50	2708	47
BA	Economics Model I	50	2424	50
BCom	Commerce Model I	50	3450	50
BSc	Botany Model I	40	2183	36
BSc	Zoology Model II	30	1175	28
BSc	Zoology Model I	40	2416	39
BSc	Chemistry Model I	30	2086	29
BSc	Physics Model I	40	1286	38
BSc	Mathematics Model I	50	834	49

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1655	190	45	4	44

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
93	93	239	45	3	57

[View File of ICT Tools and resources](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring System: The IQAC of the college has adopted a well structured mentoring system as a best practice, an on-campus mentoring system for all students that commences with the start of the academic year and continues till the end of academic career of the student in the college. Each teaching faculty usually gets to mentor about twenty students each year. The mentor–student bond is organic and effortless and efficient as the students faculty usually come from like streams. Internal Mentoring external Counselling sessions are held weekly and is integrated with the time table. This mentoring is in addition to the internal mentors that the weak and advanced students have as part of the SSP and WWS programmes respectively. Objectives: Mentorship aims to enhance the learning process, mental support and personality development of the students. Mentorship encourage students to explore and utilise the ambience provided by the institution for both academic and cultural activities. It inculcates discipline, punctuality, and empowers the students to resolve their day to day problems, academic or otherwise. Mentors keep students' best interests, abilities, skills and talents in mind, giving them the influence and guidance, they need to reach their highest potential. This is achieved by analysing the strengths and weaknesses of each student and ensuring proper guidance and timely rectification, to bring about improvement in every identified area. An essential part of mentoring is also advice on higher studies and proper career guidance. The roles of a mentor: • Monitoring students punctuality discipline • Enabling the parents to know about the performance of their wards. • Improvement of teacher-student relationship • Counselling for building self-confidence and capabilities to improve their quality of life. • Addressing conflicts in attitudes, habits, and approach of the students towards learning. • Guiding students to choose right career path or higher studies. Mentor Responsibilities Practices: • Maintenance of Online Attendance Portal and Register and posting of absentee's information to the parents every day. Parents and students can also check their attendance online through the college website. • If a student is absent for more than three days continuously then the mentor calls the parents of the student, enquires the reason for the absence and corrective and preventive measures are implemented. Subsequently HODs forward the details of the absentee student to the Principal for necessary action. • Mentoring is for overall development of the student and Mentors continuously monitor, counsel, guide and motivate the students in all academic matters. • Student-mentor meetings are conducted every week. Five to six students from each class i.e I, II III year, are allotted to each mentor. • Parents/guardians are informed in case of academic irregularities, behavioural changes and attitudinal problems. • Additional duty is assigned to the faculty members to prevent freshers` from being affected by any form of ragging on the campus. Tangible Outcomes of the Mentoring system: Mentoring system has ensured a significant improvement in overall attendance percentage, marked improvement in the teacher-student relationship, better academic performance and almost zero percent drop-outs during

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1845	93	1 : 20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
93	80	13	13	36

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Swapna C Kombath	Assistant Professor	Kerala Sahithya Academy Endowment Prize For Thunchan Smaraka Prabandha Malsaram
2020	Dr.Revathy.S	Assistant	Certificate Of

		Professor	Appreciation From Samrambhaka Mitra-Herbo Paper
2020	Dr.Revathy.S	Assistant Professor	First Position In State level ED Club Conclave "EDLIGHT 2020 "organized by Industrial Department at Trivandrum on 29th and 30th of January 2020
2019	Ms. Minimole K	Assistant Professor	Certificate of Appreciation From Institute of Parliamentary Affairs, Govt. Of Kerala For Coordinating Model Parliament Competition
2020	Dr.Raji Mohan	Assistant Professor	Recongnised As Ph.D Guide In M.G University
2020	Dr. Tinsy Rose Tom	Assistant Professor	Recongnised As Ph.D Guide In M.G University
2020	Ms.Shereena John	Assistant Professor	Certificate Of Appreciation From Samrambhaka Mitra For Mentoring The Project Rakshak
2020	Ms.Shereena John	Assistant Professor	Recognised as Innovation Ambassador by MHRD Innovation Cell and AICTE
2020	Dr. Sheena Xavier	Assistant Professor	Recognised as Innovation Ambassador by MHRD Innovation Cell and AICTE
2020	Dr. Anu Anto	Assistant Professor	Recognised as Innovation Ambassador by MHRD Innovation Cell and AICTE
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last	Date of declaration of
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			semester-end/ year-end examination	results of semester-end/ year- end examination
BSc	BMM1RSXC01	5	16/11/2019	01/02/2020
MSc	MPHRSXC02	3	29/11/2019	23/11/2020
BSc	BMM1RSXC01	3	20/11/2019	30/09/2020
MCom	MCOMSSXC15	2	12/07/2019	03/07/2020
MA	MMLRSXC11	2	12/07/2019	18/05/2020
MA	MENRSXC09	2	12/07/2019	21/05/2020
MCom	MCORSXC07	2	12/07/2019	03/07/2020
MSc	MMBRSXC05	2	26/09/2019	02/06/2020
MSc	MPHRSXC02	2	12/08/2019	12/05/2020
BSc	BMM1RSXC01	1	16/12/2019	28/01/2021

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Internal Examination Coordinator in consultation with the Academic Council schedules internal examinations, in accordance with the University Exam Schedule. At the beginning of the academic year, the students are informed about the evaluation process, reforms/changes introduced through the academic calendar. The coordinator of internal examinations monitors the continuous evaluation process. The college gives utmost importance to the internal evaluation by preparing an academic plan including the dates of internal examinations, individual seminar and assignments. Adequate measures are taken to ensure fairness and objectivity in the evaluation process. The tentative schedule of examinations is informed to the students well in advance through the academic calendar. The valued answer scripts are distributed to the students and open house is conducted to ensure transparency. The internal marks of the students are uploaded in the University Exam Management Portal. The Internal examination coordinator and the Heads of the Departments ensure the effective implementation and transparency of the evaluation process. As per the CBCS system introduced by the University two internals are being conducted. In the wake of COVID-19 pandemic, few reforms had to be made in the continuous internal evaluation system. The institution's Learning Management System, MOODLE was used extensively for teaching and evaluation, in addition to other online platforms such as Google Classroom, Microsoft Teams, Zoom etc. The students were first trained to use these platforms by videos and live demonstrations before using these educational platforms. The two internal examinations, seminar presentations as well as submission of assignments were conducted without any hassles. Special classes and continuous regular evaluations (Tests) are conducted for slow learners.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college has a well structured academic calendar, prepared at the beginning of each academic year, which insists on conducting the academic activities in a time bound manner. It includes schedule of internal examination, number of working days, functioning of various clubs, holidays, rules and regulations of institution. The academic committee of the college plans and prepares the academic calendar. According to the academic calendar, teachers prepare a detailed teaching plan including tentative time table for internal test papers, assignments and seminars. The teaching learning evaluation processes are systematically done according to the academic calendar and the examination

schedule is prepared well in advance. Due care is taken to conduct the curricular and cocurricular activities of the college without compromising the quality of teaching learning. The tentative schedule of examinations is informed to the students well in advance through the academic calendar.

Adequate measures are taken to ensure fairness and objectivity in the evaluation process. The valued answer scripts distributed to the students and open house is conducted to ensure transparency. The internal marks of the students are uploaded in the University Exam Management Portal. The teachers participate in the Centralized Valuation Camp of the University to facilitate timely declaration of the examination results. College Council ensures strict adherence to the academic calendar. Even in the pandemic situation of COVID-19, the examinations and other evaluation procedures were conducted on time as scheduled in the academic calendar using online platforms. The open house for the analysis of student performances was also conducted using online mode.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.stxaviersaluva.ac.in/wp-content/uploads/2019/12/OUTCOMES-UG-AND-PG.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BCE2SSXC10	BA	English Model 3	29	27	93.1
BEN1RSXC09	BA	English Model 1	45	38	84.44
BEC1RSXC08	BA	Economics Model 1	50	32	64
BCO1RSXC07	BCom	Taxation (R)	48	45	93.75
BBO1RSXC06	BSc	Botany Model 1	33	28	84.85
BZO2RSXC04	BSc	Zoology Model 2	26	21	80.77
BZO1RSXC04	BSc	Zoology Model 1	37	33	89.19
BCH1RSXC03	BSc	Chemistry Model 1	28	22	78.57
BPH1RSXC02	BSc	Physics Model 1	37	34	91.89
BMM1RSXC01	BSc	Mathematics Model 1	50	34	68

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

questionnaire) (results and details be provided as weblink)

<https://stxaviersaluva.ac.in/uploads/2021/08/students-satisfaction-survey-2019-20-1.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Interdisciplinary Projects	1095	Department of Science Technology	31.77	9.07
Major Projects	1095	Kerala State council for Science Technology Environment	12.52	4.05
Major Projects	1095	Kerala State council for Science Technology Environment	13.66	6.58

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on CYBERGOLOGY- Learn, Relearn and Unlearn	IQAC	05/12/2019
Navigating community through emergencies- Leadership and Volunteering	IQAC	05/05/2020
Contactless learning and Teaching pedagogy	IQAC	19/05/2020
Seminar series on Energy Conservation	Botany	13/02/2020
Newspaper Writing 101	Communicative English	25/02/2020
Pagination Workshop	Communicative English	29/02/2020
Workshop on soap making, dish wash making and paper bag making	Chemistry	11/11/2019
Workshop on preparation of Hand Sanitizer	Chemistry	18/03/2020
Seminar on Manipuri folk Tradition	Malayalam	15/01/2020
Seminar on Malayathile	Malayalam	03/02/2020

penkadhakal		
Njattuvela sargakairalai-Seminar on Bhashayude Thalakramam	Malayalam	22/07/2019
Webinar on Laplace Transforms	Mathematics	15/05/2020
Research Methodology	Communicative English	11/12/2020
Sustainable Green Banking Practices in India	Commerce	22/10/2020
Research Methodology	Commerce	12/10/2020
Investor awareness program	Commerce	17/10/2020
Education to Employment	Commerce	31/10/2020
SIR and its Extension for Modelling Epidemic Diseases	Mathematics	10/07/2020
First Aid	Zoology	04/07/2020
How to Read Scientific Literature, Introduction to MANAV- Human Atlas Project	Zoology	14/08/2020
Career Advancement talk- "Is Life Science a Good Career Choice?"	Zoology	18/08/2020
Nutrition and Health	Zoology	11/09/2020
Automated techniques in microbiology	Zoology	21/10/2020
Mangrove diversity Ecosystem Services	Zoology	15/08/2020
Step by Step Guide to Ecology Projects- Part 1	Zoology	22/08/2020
Animals around us- An Ethological Approach	Zoology	19/09/2020
An Introduction to the World of Bees Butterflies	Zoology	07/11/2020
Identification of Crop pests	Zoology	28/11/2020
Is Ecological Survival Possible? EIA 2020: Issues Challenges	Economics	20/08/2020
Legal Provisions for Women Protection	Economics	28/09/2020
Super Resolution Microscopy	Physics	17/07/2020
Solar Student Ambassador- Role of Youth in attaining Atmanirbhar Bharath in Energy	Physics	02/10/2020

Workshop on Design Thinking, Critical Thinking and Innovation Design	Physics	29/12/2020
Energy Conservation Management	Physics	02/07/2020
Interaction with a Startup Facilitator	IIC, IEDC, Samrambhak Mithra	25/11/2020
Orientation session for all students faculties of Institute by Innovation Ambassadors	IIC, IEDC	18/12/2020
Project Work- Way of Easiness	Commerce (S/F)	05/08/2020
Triple Bottom-line of Corporate Social Responsibility	Commerce (S/F)	26/08/2020
Role of Organic Products in the Current Scenario	Commerce (S/F)	30/10/2020
Recent developments in water analysis-emerging contaminants	Chemistry	27/06/2020
Challenges opportunities of metal complexes in medicinal field	Chemistry	06/07/2020
How fingerprinting came about and some recent cases	Chemistry	08/10/2020
NMR Spectroscopy	Chemistry	13/11/2020
Population and Resource Constraints-World Population day 2020	Chemistry	11/07/2020
Career Opportunities of a Chemistry graduate in ISRO	Chemistry	12/09/2020
Paper structuring, publishing and beyond	Microbiology	20/07/2020
Enzyme purification	Microbiology	25/07/2020
The journey of Microbiology research -lab to authentic reports	Microbiology	16/09/2020
Communicators' Dilemma: Media Media Everywhere: Which media to choose ?	Communicative English	06/07/2020
Webinar on Mad studies 'We are all mad here: A dialogue dissent in digital spaces'	Communicative English	13/10/2020
Diksha- Alumni Talk	Communicative English	09/10/2020

Indoor gardening	Botany	20/05/2020
Literature After the Pandemic	Literary Club	15/06/2020
Understanding Cinema: Intersections in Indian Horror Films	Literary Club	18/06/2020
Webinar: Online teaching- A new approach	IQAC	31/07/2020
National Education Policy 2020 and Higher Education in Kerala	IQAC	11/08/2020
Research Ethics and Integrity	IQAC, Physics RPC	10/11/2020
Research Methodology e Workshop	English	21/06/2020
Mental Illness in Indian Cinema: Stigma and Stereotypes	English	26/06/2020
Online Tools and Techniques on Research and allied areas	English	13/11/2020
Inclusion of Persons with Disabilities in Higher Education and Employment	Differently abled cell	23/07/2020
Samakaleen kavita: Rajneetik yatharth	Hindi	05/07/2020
Pusthakangalude Samskarika Parinamam	Malayalam	19/06/2020
Ezhuthocha- Discussion Forum	Malayalam	29/07/2020
Research Methodology	Malayalam	08/08/2020
Webinar on Folklore	Malayalam	20/08/2020
Identifying Intellectual Property component at the early stage of innovation	IIC, IEDC	29/12/2020
Creative Problem Solving	IIC, IEDC	19/11/2020
Robotics and automation	Physics	20/06/2019
Quantum Information Theory	Physics	19/07/2019
Sustainable development, it starts with you	Physics	18/12/2019
International Seminar on Artificial Intelligence Workshop on Deep Learning	Physics	06/01/2020
Artificial Intelligence and its future aspects	Physics	22/01/2020
Knowing the Universe through New Windows	Physics	24/02/2020

How to live a successful life and how to have a successful career as a researcher	Physics	28/01/2020
Mathematics for Space Applications	Mathematics	10/07/2019
International Seminar on Stochastic Processes Applications	Mathematics	14/12/2019
My Story Session with Next Gen Entrepreneurs	Institutions Innovation Council	19/11/2020
Workshop on National Innovation Start-up Policy	Institutions Innovation Council	29/11/2019
Business Idea Presentation	Institutions Innovation Council	07/02/2020
Smart India Hackathon	Institutions Innovation Council	07/02/2020
Blooming Pink Business Idea Competition	ED Club Institutions Innovation Council	07/02/2020
Social Responsibility of Institutions of Higher Learning	UBA cell	30/05/2020
Intercollegiate lecture on schemes and opportunities for differently abled students	Specially abled cell	13/02/2020
Caffelapictura	Painting and Photography club	22/08/2019
Workshop on Foldscope Microscopy	Zoology	07/01/2020
Workshop on Intellectual Property Rights	Research Promotion Council	14/02/2020
International Workshop on Innovations in teaching and learning using Technology and PBL Approach	Commerce	16/08/2019
Webinar on Fair Use of Copyright in classrooms	Research Promotion Council	14/05/2020
Webinar on Internet Banking	Malayalam	12/05/2020
International webinar on Role of women entrepreneurs in logistics and supply chain management	Commerce	14/05/2020
Innovative Teaching and Learning Methods	Commerce	20/05/2020

Webinar on Indoor Gardening: Guide for Beginners	Botany	20/05/2020
Biodiversity informatics and documentation through Citizen Science on the India Biodiversity Portal	Zoology	22/05/2020
Seminar on "The Dynamics of Histrionics: Themes, Motifs and Emerging Trends in Contemporary Theatre	English	25/06/2019
Need and Progress Towards Fast Photography: A Glimpse through Femtosecond Spectroscopy	Chemistry	25/05/2020
National Webinar on The Man Who Knew Infinity	Mathematics	26/04/2020
International Webinar on Life and Contributions of Maryam Mirzakhani	Mathematics	12/05/2020
National Webinar on Impact of Lockdown on the Economy	Economics	05/05/2020
Mushroom cultivation-Workshop	Botany	26/06/2019
Webinar on Language Universals and Communication Typology: An Introduction to Essential English Language Tools in the Digital Age	Career Guidance and Placement Cell	21/05/2020
Webinar on Job Opportunities in Banking	Career Guidance and Placement Cell	11/05/2020
Outcome Based Education	IQAC	28/10/2019
Student Solar Ambassador Workshop	IQAC	02/10/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
A Scaly Deal- An alternative to banned single use plastic	Dr Revathy.S, Aswani Viswan, Sandra M A and Chithrathara M	Department of Industry Commerce, Ministry of Kerala	30/01/2020	State
Rakshak - Borewell Rescue System	Ms. Shereena John	Samrambhaka Mitra	01/08/2019	State
Herbo paper	Dr. Revathy S	Samrambhaka Mitra	01/08/2019	State

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
8	5	

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
P.G. Research Department of Commerce	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	1	2
International	Zoology	1	0
International	Mathematics	1	0
International	Botany	1	0
International	English	1	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Zoology	5
Botany	1
Economics	1
Physics	1
Mathematics	2
English	3
Microbiology	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Pharmacognostic and Phytoc	Jaya Kuruvilla, M.Anilkuma	Pharmacognosy Journal	2020	0	St.Xaviers College	Nill

hemical evaluation of the bark of Grewia tiliifolia Vahl.	r				for Women, Aluva	
Centrality and reciprocity in directed social networks - A case study	Deepa V G, Aparna Lakshmanan S.	Malaya Journal of Mathematik	2020	0	St.Xaviers College for Women, Aluva	Nil
Impact of Caudal autotomy on the Behaviour of Asian House Gecko Hemidactylus frenatus	Nimisha Shaju, Anu Anto	Russian Journal of Herpetology	2019	0	St.Xaviers College for Women, Aluva	Nil
Investigations on the effects of rGO incorporation on the photosensitivity of (Cd:Zn)Sn nanocrystalline thin film based visible photodetectors by hydrothermal synthesis	Joissy Mathew, V. G. Sreeja, P. S. Subin, E. I. Anila	Journal of Materials Science: Materials in Electronics	2019	2	St.Xaviers College for Women, Aluva	2
Babu English Revisited: A Sociolinguistic Study	V Sreeja	Journal of English as an International Language	2020	0	St.Xaviers College for Women, Aluva	Nil

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self	Institutional affiliation as mentioned in
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					citation	the publication
Investigations on the effects of rGO incorporation on the photosensitivity of (Cd:Zn)S nanocrystalline thin film based visible photodetectors by hydrothermal synthesis	Joissy Mathew, V. G. Sreeja, P. S. Subin, E. I. Anila	Journal of Materials Science: Materials in Electronics	2020	2	2	St.Xaviers College for Women, Aluva
Impact of Caudal autotomy on the Behaviour of Asian House Gecko Hemidactylus frenatus	Nimisha Shaju, Anu Anto	Russian Journal of Herpetology	2019	3	Nil	St.Xaviers College for Women, Aluva
Centrality and reciprocity in directed social networks - A case study	Deepa V G, Aparna Lakshmanan S.	Malaya Journal of Mathematics	2019	5	1	St.Xaviers College for Women, Aluva
Pharmacognostic and Phytochemical evaluation of the bark of Grewia tiliifolia Vahl.	Jaya Kuruvilla, M.Anilkumar	Pharmacognosy Journal	2020	Nil	Nil	St.Xaviers College for Women, Aluva
Babu English Revisited: A Sociolinguistic Study	V Sreeja	Journal of English as an International Language	2020	Nil	Nil	St.Xaviers College for Women, Aluva

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	203	528	231	75
Presented papers	5	2	1	Nil
Resource persons	1	4	2	1
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Flood relief activity	NCC, NSS, PTA, Staff and students of the college	69	1264
Volunteered in Kuttipadama project by Malayala Manorama	NCC	1	15
Road safety week-Rally Awareness class	NCC	1	95
Valicheriyal Muktha Campus 'Gramam Nagaram' programme	NSS	2	50
World Blood Donor day and Blood donation camp	NSS	2	110
Annam" distribution of one pothichoru by 100 NSS volunteers every Month	NSS	2	200
'Thanaloram' Cleaning and beautification	NSS	2	50
Hair Donation Camp "Sneha sparsham"	NSS	3	26
Flood relief materials collection and Distribution	NSS	2	200
Vayaloram: NSS Volunteers prepared	NSS	2	100

a way side resting place near the paddy field in kattepadam.

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Mini Krishi Farm- A project by Malayala Manorama	Certificate of Appreciation	Malayala Manorama Kochi	15
Extension activities- Flood relief, swach bharat abhiyan, Environment day, AIDS day, Road safety week	Certificate of Appreciation	7(K) Girls bn, NCC, Thrissur	45
Hair donation initiative	Award of Appreciation	Amala Institute of Medical Sciences	26
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
URJAKIRAN	Botany Dept/E MC-Kerala/CED	Awareness campaign on energy conservation	2	10
Awareness Campaign on National Science Day	Department of Physics in association with APT, DBT	An awareness program on National Science day	8	29
Awareness campaign	Department of Physics	Covid 19	8	103
XAV-CARE	Department of Chemistry	Antiplastic awareness campaign-Paper bag making, organic soap and dish wash making	5	58
Break the chain Campaign	Departments of Botany, Chemistry, Physics, Zoology and Mathematics/ DBT- STAR	Preparation and distribution of Sanitizer to the public	5	20

	College Scheme			
Igniting minds	Department of Chemistry, SNDP School Aluva	An initiative for developing scientific temper among secondary school students.	3	55
School Linkage Program	Department of Physics/SNDP School Aluva	Experiential learning	8	66
Lockdown birding Challenge	Department of Zoology,Citizen science-ebird.org	Citizen Science awareness program on bird monitoring-Lockdown birding Challenge	1	5
Question Pool Development	Department of Zoology	A web enabled initiative for developing Scientific Temper among Secondary School Students in Kerala	1	Nil
Books to Listen	Department of Malayalam SAKSHAMA(NGO)	Audio Books to blind people	10	14
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange Program	Naipunya Institute of Management and Information Technology, Thrissur, Kerala	Nil	365
Faculty and student exchange Program	Nirmala College Muvattupuzha, Ernakulam, Kerala	DBT STAR	730
Faculty Exchange Program	St. Paul's College, Kalamassery, Ernakulam, Kerala	Nil	365
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the	Name of the	Duration From	Duration To	Participant
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	linkage	partnering institution/ industry /research lab with contact details			
On Job Training	On Job Training	Don Bosco Hospital, N.Paravur	02/12/2019	17/12/2019	5
On Job Training	On Job Training	Lissie Hospital, Ernakulam	30/11/2019	14/12/2019	2
On Job Training	On Job Training	SNIMS Hospital, Kunnukara	02/12/2019	30/12/2019	5
Research	ASPIRE Scholarship	St. Teresas College, Ernakulam	30/01/2019	30/07/2019	2
Field Trip	Field Trip	Securities and Exchange Board of India	27/02/2020	Nil	38
Field Survey	Odonate Survey	Periyar Tiger Reserve	28/09/2019	30/09/2019	1
Field Survey	Meenachil Odonate Survey	Tropical Institute of Ecological sciences, Kottayam	07/12/2019	08/12/2019	8
On Job Training	On Job Training	Samaritan Hospital, Pazhanganad	02/12/2019	24/12/2019	2
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Lacotia Computer Centre	06/06/2019	Provide a certificate course on Tally to students	28
The Tax Study Centre	01/10/2019	Certificate Course in Tally with GST	30
Speedwings Aviation Academy	01/10/2019	Fundamentals of Aviation Industry	15
DCS Robotics, Aluva	27/07/2019	Certificate course in Robotics	27

Aeroglint Training Solutions, Aluva	26/06/2020	Webinars on Entrepreneurship skills enhancement	72
DCS Robotics, Aluva	25/06/2020	Skill based certificate course	26
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3000000	3072456.04

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Newly Added
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Maestro Nuvo	Fully	10	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13335	1492451	240	38200	13575	1530651
Reference Books	46173	7564064	180	223941	46353	7788005
e-Books	3135000	5900	29309	5900	3164309	11800

Journals	165	101168	5	9322	170	110490
e-Journals	6000	5900	150	5900	6150	11800
Digital Database	1	Nil	Nil	Nil	1	Nil
CD & Video	156	Nil	Nil	Nil	156	Nil
Library Automation	1	38500	Nil	38500	1	77000
Weeding (hard & soft)	17	393	Nil	Nil	17	393
Others(s pecify)	552	44010	Nil	Nil	552	44010
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Camilla Diana B H	Concept and strategies to promote healthy lifestyle skills	SWAYAM	10/10/2019
Camilla Diana B H	Life Skill Approach in Education and Training	SWAYAM	21/11/2019
Camilla Diana B H	Evolution and Development of the Concept of Life skills Education	SWAYAM	21/11/2019
Dr.Raji Mohan	Values as life skills	SWAYAM	17/09/2020
Dr.Raji Mohan	CoConcepts and strategies to promote area specific skillsncepts and strategies of	SWAYAM	02/10/2020
Dr. Aparna Lakshmanan	VIDEO CONFERENCING TOOLS	LMS(Moodle)	27/07/2020
Ms. Sruthy Francis M	VIDEO CREATION TOOLS	LMS(Moodle)	28/07/2020
Ms. Camilla Diana B H	LEARNING MANAGEMENT SYSTEM	LMS(Moodle)	29/07/2020
Ms. Sonia John Markose	ONLINE ASSESSMENT TOOLS	LMS(Moodle)	02/08/2020
Ms. Renjitha	DESIGN AND	LMS(Moodle)	03/08/2020

[View File](#)**4.3 – IT Infrastructure**

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	137	6	3	5	1	20	22	10	10
Added	14	0	0	0	0	0	9	0	0
Total	151	6	3	5	1	20	31	10	10

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
VIDEO	http://www.ghnanam.com/course/index.php?categoryid=182 , http://www.ghnanam.com/course/index.php?categoryid=180
VIDEO RECORDING FACILITY	https://stxaviersaluva.ac.in/campus/audio-visual-recording-studio/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1100000	1194564.9	4200000	4276412

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

St. Xavier's College for Women has established policies and procedures for maintaining and utilizing Physical, Academic and support facilities. An annual budget for maintenance of all Infrastructure facilities is catered for at the beginning of the year. It is functioning with the help of a Planning Committee comprising of the Principal, Vice Principal, IQAC Coordinator and 5 faculty members. • The committee has categorized all requirements in to I. day to day requirements II. yearly requirements • The committee organises a meeting at the end of the year to assess the infrastructural facilities and requirements for the next academic year. The Committee prepares the budget as per the requirements of the departments and are placed before Principal and Bursar for approval. • Day to day reporting on requirements of repairs and maintenance are submitted by the HODs to the Principal's office. The requirements are processed in 4- 5 working days by the bursar so as to keep things ready as soon as possible. The civil and electrical work is adequately monitored and maintained

by the Bursar's office. Library • The Library runs under the guidance of an Advisory Committee constituted as per GO. Ms No 169/94/H. Edn dated 22/11/1994. Advisory Committee and its Student Wing facilitate effective functioning of the Library. • The requirement and list of books is taken from the concerned departments. The finalized list of required books is duly approved and signed by the Principal. • Pest control of library books and records is done every year by the maintenance department • First year students are registered to use INFLIBNET every year. • NVDA computer facility is available for visually challenged students Laboratory • Optimum working condition of equipment on the campus is ensured through annual maintenance contracts (AMC). • Apart from contract workers, the college has a trained in - house mechanic. • Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories • Every department maintains a stock register for the available equipment • Proper inspection is done and verification of stock takes place at the end of every year. Sports • The play grounds and stadium of the college are made available to nearby schools and other institutions for practice and to conduct matches and sports meets. • Programme calendar is charted for student participation in sports and games • Sports and Games facilities are upgraded periodically. Student coaching Camps are conducted as per requirements. Computer • The college has adequate number of computers with adequate facilities maintained by Computer Maintenance Service Provider. • Anti-virus /Anti Malware software are installed and updated at specific intervals. Classrooms • The classrooms boards and furniture facilities are utilized regularly by the students • sometime it is also made available for the other governmental and the non-governmental organizations for conducting the exams like PSC, CSIR NET etc. • The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff • ICT

<https://stxaviersaluva.ac.in/administration/procedures-and-policies/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Endowment Prizes and Financial Help	165	2470069
Financial Support from Other Sources			
a) National	National Scholarship	144	802250
b) International	NA	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Certificate Course in French	20/08/2019	17	Pontifical Institute Theology and Philosophy, Aluva
Junior Scientist Programme	30/07/2019	18	Navadarshan, Archdiocese of

			Verapoly
SSP	19/06/2019	60	Diroctorate of Collegiate Education Co Ordinator Dr. Linda Louis
WWS	19/06/2019	90	Diroctorate of Collegiate Education Co Ordinator Dr. Vandana Aravindan
Remedial coaching	01/07/2019	486	Institution level
Mentoring	20/01/2020	596	Institutional Level
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	CAREER GUIDANCE BY PLACEMENT CELL	Nil	61	Nil	Nil
2019	PLACEMENT TRAINING BY PLACEMENT CELL	Nil	52	Nil	46
2019	NET COACHING BY DEPARTMENT OF ENGLISH	12	Nil	3	2
2019	CAREER GUIDANCE BY DEPARTMENT OF BOTANY	Nil	33	Nil	Nil
2019	CAREER GUIDANCE BY DEPARTMENT OF ZOOLOGY	Nil	45	1	Nil
2019	NET COACHING BY DEPARTMENT OF COMMERCE	Nil	38	2	Nil
2019	CAREER GUIDANCE BY COMMUNICATIVE ENGLISH	Nil	29	1	Nil

2019	CAREER GUIDANCE BY COMMERCE DEPARTMENT UNDER CA, CMA, CS	Nil	110	Nil	Nil
2019	CAREER GUIDANCE BY COMMERCE TAX PRACTITIONER	Nil	115	Nil	Nil
2019	CAREER GUIDANCE BY COMMERCE AVIATION CLASS	Nil	80	Nil	Nil

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
35	27	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Accenta Education, Southerland Global, Goan Intitute, Chegg India	136	46	Rainbow Industires, KINFRA, Nivedyam Group, Orio Edu Wing, Randstad, Muthoot Fincorp, Nest Group, Cochin Stock Exchange	11	11

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	15	B.Sc. Chemistry	Chemistry	Aided college, Universities inside and outside the state,	MSc. Chemistry, Msc biochemistry

				Deemed university	
2020	21	B.Sc. Physics	Physics	Aided college, Universities inside the state, outside the state and country	MSc. Physics, Masters in Advanced functional materials, M.Sc. Psychology, MSC. MEDICAL PHYSICS, MBA Marketing
2020	16	B.A. Economics	Economics	Aided college, Govt. college, Government Commercial Institute, JNU	LLB, MA ECONOMICS, MA Business Economics, Diploma in Sectorial practice, HDC & BM, MA APPLIED ECONOMICS
2020	9	B.A. Malayalam	Malayalam	Aided Colleges	M.A. Malayalam
2020	20	B.A. English	English	Aided Colleges in and Outside Country, Govt Law College, Open Univesity and Universities outside State	M.A. English, B.Ed, Buisness Managemennt, M.A. Journalism, Mass Communi cation, Masters in Social Work, LLB
2020	6	B.A. Commu nicative English	Communicat ive English	Govt. college, Aided college and deemed universities	MA English, Master of Library and Information Science, MA Journalism and Mass Com munication, Masters in Social Work
2020	16	B.A. Economics	Economics	Aided college, Govt. college, Government Commercial Institute, JNU	LLB, MA ECONOMICS, MA Business Economics, Diploma in Sectorial practice, HDC & BM, MA

					APPLIED ECONOMICS
2020	20	B.Sc. Mathematics	Mathematics	Aided college, Govt. college, Central university, CUSAT	MCA, MBA, MSc Mathematics
2020	13	B.Sc. Botany	Botany	Aided and affiliated colleges, KUFOS	Msc Biotechnology, Msc disaster management, Master of social work, MSc Botany, Msc bioinformatics, BLiSc , MSC Environmental science and technology

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	11
Any Other	6

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Mother Isabell Memorial All Kerala Inter Collegiate Paper Presentation on Role of Media in disaster Managment' Prof. Rebecca Mathen Memorial Debate on Social Media Guarantees Human Rights'	Institutional Level	15
Brush Lens (Inter College School painting Photography Competition)as part of Wildlife week 2K19 on the Theme- Wild in the Backyard. Intercollegiate Animal Master Zoology Quiz Intercollegiate Poster Designing Competition as part of	Institutional Level	149

Internation		
training session on mushroom cultivation essay writing and painting competition green audit of institution Talk-Academic week- Man and Environment	Institutional Level	195
Flash Mob for Promoting Eco Tourism on Nov 26th 2019: Creative fashion competition Sari Pallu designing competition Beauty tips competition	Institutional Level	88
In connection with the International HOBAC CIENCIA 2K19 - Freshers Day Celebrations was Year of Periodic Table 2019 an interdepartmental Quiz on "Know the Elements for the science students was organised to familiarise the elements in periodic	Institutional Level	340
One day ^{table} workshop on newspaper art15	Institutional Level	15
Mathematical Model Making Competition Math Exhibition on 2.7.2020	Institutional Level	146
Celebrated Premchand Jayanthi(30th July) by creating a wall magazine. Hindi week celebration was organized by Soch Vichar Club of Department of Hindi from 29/08/2019 - 03/09/2019 29/08/2019- Vaachan pratiyogitha 30/09/2019- Shabd paheli pratiyogitha	Institutional Level	157
Institutions Innovation Council, Workshop on National Innovation Start-up Policy Institutions Innovation Council Business Idea Presentation Institutions Innovation Council Smart India Hackathon ED Club Institutions Innovation Council Bloomin	Institutional Level	1347
Dr.Sr.Redempta memorial Intercollegiate state level Essay competition on the topic "Climate	State Level	31

change and Environmental Issues".

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	All India Inte runivesity	National	1	Nil	80805291 5282	Jisha K.S.
2019	All India Inte runivesity	National	1	Nil	97269580 7499	Varna M.S.
2019	All India Inte runivesity	National	1	Nil	80805291 5282	Jisha K.S

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

On June 24th, 2019 an orientation programme for parents of first-year degree students was conducted under the aegis of College students council. The programme started with a prayer for newly inducted students. The presidential address was delivered by Rev. Felicitation was done by Mr Sebastian T.C, retired Senior Deputy Manager, FACT who is the PTA Vice President. The Students union council organized fresher's day on the 16th of July 2019 under the Banner 'Aloha Novato' which means Hello fresher's in Spanish with the tagline 'Show What You Got'. Each team /department was given 5 mins to showcase their talent. The program also showcased the talent of new students of the college with individual performance in between. The elections to our college student's union council for the academic year 2019-2020 was conducted successfully on 21st August 2019. The College Union is intended to allow the students to channel their energy and talents along constructive lines. On 20th, a 'Meet the Candidate' program was conducted and candidates were asked to give a two-minute introduction about themselves. Onam celebration in St. Xavier's college for women was conducted grandly and traditionally. Onam celebration started with ribbon-cutting ceremony of 'Onam vilpana Mela' at 9.15 am at the college foyer with more than 10 stalls organized by the College students Union including stall of Entrepreneurship development club, Women cell members also. competitions that celebrated the spirit of the festival. The Inauguration of the College Union was held on 20th September 2019 at 12.00 pm. The Chief Guest of the inaugural function was Honorable Minister J.Mercykutty Amma, Minister for Fisheries, Harbour Engineering, Cashew Industry, Fisheries University, Government of Kerala. The Arts Club was inaugurated by the scriptwriter Mr. Sanjay. The College student's council Chiraku hosted co-curricular and extracurricular activity-filled week known as the Xaverian Week Haritham 2K19 for the first time in college history from the 16th to the 20th of December 2019. The College youth festival-ADVAYAM saw some of the most promising and talented students competing with each other and winners of various events were selected for the University youth festival. ACADEMIA 2019, the academic activities were held during the week, where expert talks by resource persons took place. This was very informative and useful for the students. SPORTACUS-

Which were events filled with sports that saw both teachers and students enthusiastically taking part. VAIKHAARI 2019, library activities were conducted to spread awareness on the importance of books in our lives. OSAX UTSAV 2019, a fair with various attractive stalls were conducted by the OSAX Team which consists of alumnae of college on the second day of the Xaverian week made the week more enjoyable. College Christmas celebration, 'JINGLE FIESTA' was held on the 20th of December. Christmas competitions like snowman competition, Christmas tree decoration, Christmas carol singing and Santa Claus competition were also held as part of the Christmas celebrations.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has an active Alumnae Association named OSAX (Old Students Association of St Xavier's). The association is registered with registration number EKM/TC/406/2017 dated 29th October 2018. The Association aims to foster strong bonds between alumnae, staff and students of the college. The association enables alumnae to participate in the activities of the college and contribute towards the welfare of the institution. Retired staff is also a part of this association. The annual get together of the alumnae is held on Second Saturday in the month of February every year. Departmental alumnae gatherings are also conducted. Alumnae serve as members of the Internal Quality Assurance Cell of the college and as resource persons for seminars and lectures organized by departments. Motivational talks and career guidance classes given by alumnae play a key role in grooming the career of students. OSAX has instituted endowments for meritorious and financially backward first year students of both undergraduate and postgraduate programmes and awards to honour alumni achievers who have excelled in their careers. The association also honour the rank holders of University examination and the retiring staff members for their dedicated service. OSAX conducts an intercollegiate state level essay competition for the undergraduate and postgraduate students all over Kerala in memory of Dr. Sr Redempta, the first principal of the college. OSAX releases a newsletter "Nostalgia" which gives an overview of the association activities. An OSAX Fair exclusively for women is organized and the income generated is utilized for social welfare activities. The event encourages women entrepreneurship and thereby contribute to women empowerment. Humanitarian and social commitment activities are undertaken by the association. OSAX has implemented a project named "Snehasparsham" to give financial support for alumnae with physical ailments.

5.4.2 – No. of enrolled Alumni:

562

5.4.3 – Alumni contribution during the year (in Rupees) :

189465

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association (OSAX) is a very active body of the college. The executive committee members met three times during three year and planned the activities of OSAX. The association organised Dr.Sr.Redempta memorial Intercollegiate state level Essay competition on the topic "Climate change and Environmental Issues". A lecture series was organized under the auspices of OSAX and alumnae were invited as resource persons. Each department conducted one invited lecture. Under the project "Snehasparsham" financial support of Rs 10,000 was given to Mrs. Hanza Abdul Latheef, an alumna suffering from Wilsons disease. OSAX fair named "OSAX UTASV 19-20" was conducted on 18h December

2019. The event was inaugurated by Rev. Sr. Charles, Former Principal and alumna of our college. The event motivated the young entrepreneurs of our college. A Calligraphy class was organized on 1st February 2020 for our students. Our alumna Mrs Baby Mampilly was the resource person. OSAX honoured the rank holders on college day. OSAX endowment prizes were given to three meritorious and financially backward first year students of both under graduate and post graduate programmes –one student each from Arts, Science and Commerce stream. Annual General Body meeting of OSAX was conducted on 8th February (Second Saturday) 2020. Around 400 members were present. The news letter "NOSTALGIA" was released by Dr. Lilly C O., Retired faculty and alumna of our college. OSAX honoured our alumnae Dr. Revathy S, Dr. Refeeqamol, Dr Leena A K, Dr Babitha B Nair, Dr. Sr. Elia Raine P J and Dr. Geethu for achieving Ph.D. degree and Mrs. Molly mampilly for securing Vaighnanika Sathya krithi award, Adv. Pramitha Augustine for achieving LLB degree and Ms. Reshma Rajeev for her outstanding contribution in the field of Bharatanatyam. Cash prize and certificates were distributed to the winners of Dr. Sr. Redempta memorial Intercollegiate state level Essay competition.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

I. The institution believes in decentralized governance and participative management. The major bodies entrusted with the governance of the college are the Governing Body and the College Council. The former largely attends to policy matters while the latter takes care of the day to day running of the College. The following administrative roles and responsibilities are vested with the members of the teaching staff: ? Vice Principal: Shares the responsibility of Principal and is the acting authority in her absence. ? IQAC: Constituted as per NAAC guidelines, it includes representatives of teaching, non-teaching staff, students, alumni and society. ? Bursar: Appointed by Principal on approval of the Governing body. She supervises the various financial matters related to college and property accounts and their audit. ? Senior Assistant: Appointed by the Principal, they are responsible for smooth conduct of end semester examinations in the college. ? Head of the department: Each faculty member mandatorily takes charge of the department for three years by rotation on the basis of seniority. HoD handles affairs of the departments along with members. ? Clubs and Cells in Charges take important co-curricular and extra-curricular decisions. At the end of the academic year, all cells, clubs and committees present their report for the year and discuss the future course of action in the Council. ? A duly elected Students' Council works towards the best interest of students and College. They contribute towards the management of the institution through their roles as Class Representatives, office bearers of clubs, Cells and committees. II. A classic example of the practice of decentralization and participative management of the College is revealed in the initiative of the house construction for a needy student. The unprecedented 2018 floods that hit Kerala, virtually destroyed the dreams and hopes of many of our children. The government, philanthropists and NGOs extended help for many students to go back to normal life. However even after one year, one of the students was unable to get support from any of the above said sources. Sensing the gravity of the situation the class teacher of the student brought this issue to the notice of the HoD of the department. The HoD mentioned this in a council meeting and in the meeting, it was decided to make a preliminary enquiry about the situation. To verify the authenticity of the situation the concerned class teacher, HoD, NSS programme officers and PTA Secretary visited the students residential area. Their old house which was already on the verge of collapse was completely submerged by floods and was

beyond retrieval. In the next council meeting the Principal discussed this matter and requested the support of the teaching staff. The class teacher's initiative for a safe and secure home for a girl child of our college triggered a spark for a good cause and funds poured in from different quarters. The magnanimous contribution of the Management, Teaching staff, PTA, NSS, Non-teaching staff and Alumni were instrumental enough in materialising the completion of a beautiful home.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> o A constituent college of the M G University and follows the syllabus prescribed by the University o Ten Faculty are members of the Board of Studies of programs in Universities and Autonomous colleges o Faculty are engaged with the University in revision of syllabus. o Faculty, students and alumni give feedback on the curriculum to the University through the BoS members o Developed Curriculum for Skill Based Certificate Courses, ADD ON certificate and Value Added Courses o The rich and diverse experience of our staff members are utilized by universities and autonomous colleges for Curriculum Development.
Teaching and Learning	<ul style="list-style-type: none"> o Departments organise special talks, workshops, webinars, seminars and conferences, industrial visit, study tour and fieldwork o Faculty are encouraged to participate in faculty development programmes, short term courses, seminars and conferences o Student driven research led by faculty encouraged through Institution's Innovation Council. o Institution continuously improves infrastructure and incorporates new technology, tools and aids (Smart Classrooms) o MOODLE (http://www.ghnanam.com/ server) is used to enrich learning o The practice of Outcome Based Education is adopted by every faculty o Training given to teachers to use the online platforms o Tie up with Coursera to enhance the teaching and learning
Examination and Evaluation	<ul style="list-style-type: none"> o Continuous and Comprehensive Evaluations undertaken through two Tests, Assignments, Case Studies, Seminars and Projects o The rules and regulations are informed during

induction and displayed on the college website
 o Coordinators ensure timely uploading of attendance, marks of assignments, tests and projects on the portal
 o During the COVID 19 lockdown, internal exams were conducted in the Online mode using MOODLE, Google Classroom, Quizziz and Kahoot
 o External Examinations are scheduled as per University time table
 o Printing of the university question papers sent one hour prior to the exam is carried out under strict confidentiality.

Research and Development

Research Promotion Council: o Provides support facilities to students and faculty members for research activities.
 o Provides guidance to faculty about funding agencies, promotes interdisciplinary research and monitors ongoing projects.
 o Provides Consultancy service to students and Agencies.
 Institution's Innovation Council: o Fosters the culture of Innovation amongst teachers and students.
 o Completed 7 innovation projects and submitted in National Innovation Contest
 o Won first prize for the state level hackathon
 o Submitted two innovation projects in smart India hackathon.
 o 7 innovation research projects are being run in the college
 o Received a financial grant of Rs 10 Lakhs

Library, ICT and Physical Infrastructure / Instrumentation

o Fully automated Library has 64123 barcoded books, 854 books have been added in 2019-20, INFLIBNET e journal facility, 170 journals, 6000 e journals and 164300 e-books under NLIST and 600000 e-books through NDL
 o ICT: Continuous, uninterrupted supply of internet with WiFi connection, Audio visual facilities in labs and class rooms.
 o Physical Infrastructure/Instruments: LCD Projectors are installed in all classrooms. Generator system provides backup for the entire campus. Science laboratories are equipped with the latest instruments. A Well-equipped Gym, Auditorium, Ramp and Walkway are available.
 o Institution is recognized as a NPTEL Local chapter

Human Resource Management

o The College follows rules laid down by M G University and UGC.
 o Performance appraisals are regularly filled and used positively.
 o Personal files well maintained.
 o The college

has automated account keeping and administrative systems. o Payslips and PF statements of employees are transmitted electronically. o Certificate of appreciation for teachers and non-teaching staff who excel in different areas o All leave rules as per the Government of Kerala statutes are adhered to. o Staff Training was provided.

Industry Interaction / Collaboration

? Placement Cell: ? Works towards reducing the gap between a student's skills and the industry needs ? Organized various training sessions, seminars and workshops ? Invited companies to conduct interviews and offer internships ? Students are encouraged to take up an Internship ? Provided Value added courses in association with industry ? Some of the Industry collaborations are listed below : i. UNIBIOSYS Kalamassery, Kochi, ii. CIFT, Kochi iii. Geojit Financial Services Ltd. iv. Speedwings Aviation Academy v. DCS Robotics, Aluva vi. Travancore Coir Industries vii. Lacotia Computers viii. Aeroglint Training Solutions, Aluva

Admission of Students

o The admission of students is done according to the clearly laid down policies and guidelines set by the University. o Reservation of OBC/SC/ST and PWD are strictly adhered to. o The process of admission is fully transparent o MIS tool for community and management admission has made the process easy and smooth by generating merit lists, with online filling of admission forms by introducing an Enterprise Resource Planning (ERP) package leading to multiple benefits like error free analysis of student database by identifying students with different academic capabilities and understanding their socioeconomic profile.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Examination</p>	<p>? The institute participates in online pre and post examination processes of university examination such as exam form filling and submission, hall ticket generation and printing, internal marks uploading, practical marks uploading etc. ? The College has an Examination Committee</p>

for conducting Internal Examination. ? Internal assessment marks of the students are available in the exam management portal which can be accessed via the website. ? The College has an Examination section with necessary ICT tools for conducting end semester examination purposes. ? As per the requirement of the Examination department all the necessary facilities are provided by the college such as Strong Room, Separate Desktop, Internet Facility for online procedure of Paper Downloading, printers and the like.

Planning and Development

? Timetable and academic calendar are planned and uploaded on the website. ? College website is systematically updated with all the information required for admission, scheduling time table, exam dates, attendance wind up dates for calculating attendance monthly and the like. ? E based system is available for Admission Requirements, Eligibility, Prospectus, Online Enquiry Form. ? The students' feedback is collected through E-feedback forms. ? Social Media Updates by Social Media Champion on Instagram, Twitter, YouTube and Facebook. ? Digital display near the main entrance of the college highlights various college activities as well as notices for students and visitors. ? The college campus is equipped with 48 CCTV Cameras installed at various places ? Implemented SMS system for dissemination of information including regular notice to all stakeholders. ? In view of COVID-19, online classes are being arranged along with offline classes for all programs, using Google Meet and LMS Platforms ? Monthly Performance Reports from the Departments are collected

Administration

? Student administration software is being used for recording and maintaining the student data. ? The College attendance and Examination portal (LIKHA) is our customised software used for attendance, internal marks and Form A, B generation etc. ? For establishment of Management Information Systems (MIS), the college has opted for some ERP solutions which have been highly beneficial for both academic and administrative purposes. ? ID card generation for students is done

by the office. ? Online registration by students during admissions has helped us create an accessible student database. The system also helps save time and the whole process reduces paper usage. ? Student profiles which can be easily retrieved from the said MIS. ? Dedicated domain ID for all employees. ? Online Alumnae Database including Online Registration.

Finance and Accounts

? The students deposit their fee online. The college has a dedicated fee payment service called SIB Academia ? College is using CS3 software for maintaining the books of accounts and state government's SPARK (Service and Payroll Administrative Repository for Kerala) for salary dispersal. ? The college conducts regular audits of annual books of accounts. ? The Administrative Office maintains the Books of Accounts properly which helps in auditing procedures.

Student Admission and Support

? We follow the CAP round process laid down by the affiliating university and state government ? Customized software containing modules are used for receiving applications online, sorting and rank list preparation. The software was mainly aimed for community, management, Physically Disabled, cultural and sports applications of UG streams. ? The Online Student Attendance Record maintains a quick and accurate record of attendance of students which can be viewed by students. Student admission and maintenance of data is done through ERP software. ? Students can access OPAC at library ? Portal for Students' Grievance Redressal and Complaint form is available online. ? 'Open Your Hearts' program is organized every year where students can interact directly with the Principal

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Geege Joanamma Xavier	Faculty Development Programme for	Nil	1000

		Administrators		
2019	Dr. Sheena Xavier	Faculty Development Programme for Administrators	Nil	1000
2019	Dr. Sr Stella K.A	University Meeting	Nil	1200
2019	Sr. Vandana	Hands on Training on OBE	Nil	1500
2019	Dr. Sr. Stella K.A	Hands on Training on OBE	Nil	1500
2019	Dr. Geege Joanamma Xavier	Training	Nil	1750
2019	Dr. Sr. Stella K.A	Training	Nil	1750
2020	Ms. Shyamala M. P	Training	Nil	2000
2019	Ms. Sonia John Markose	Training	Nil	2000
2020	Dr. Cicily Pearly Alex	AIACHE Seminar	Nil	850
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Training programme for teachers on Life Skills	Nil	25/07/2019	25/07/2019	65	Nil
2019	Orientat ion class for teachers on Outcome Based Education (OBE)	Nil	05/10/2019	05/10/2019	80	Nil
2019	A two day inter-collegiate workshop on Outcome Based	Nil	28/10/2019	29/10/2019	37	Nil

	Education (OBE) in association with Kerala Higher Education Council					
2019	Three day National Workshop on CYBERGOGY-Learn, Relearn and Unlearn in association with Central University of Kerala	Nil	05/12/2019	07/12/2019	40	Nil
2020	One day Seminar on IPR	Nil	14/02/2020	14/02/2020	6	Nil
2020	Faculty development programme for teachers on Revised NAAC Accreditation Framework	Nil	17/02/2020	19/02/2020	54	Nil
2020	ISO Internal Audit Training	Nil	01/07/2020	01/07/2020	5	Nil
2020	Eco Sense	Nil	03/03/2020	03/03/2020	35	Nil
2020	Workshop for SWOC analysis and framing of recommendations for Strategic plan 2025	Nil	10/03/2020	10/03/2020	47	Nil
2019	Training programme for teachers	Training programme for teachers	17/08/2019	17/08/2019	75	2

on ISO

on ISO

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Induction training	1	23/09/2019	22/10/2020	30
Gender studies	1	15/11/2020	28/11/2020	14
Commerce Induction Training	1	10/11/2020	09/12/2020	30
Citation network Analysis	1	18/02/2020	02/03/2020	14
A 4-Week Induction/Orientation Programme	1	04/06/2020	01/07/2020	28
Refresher Course in Life Science	1	07/09/2020	20/09/2020	14
MOOC on Online Learning and Content Development	1	18/04/2020	02/05/2020	15
MOOC's, MOODLE, OER E-CONTENT DEVELOPMENT	5	26/11/2019	02/12/2019	7
Managing Online Classes and Co-creating MOOCS	10	20/04/2020	06/05/2020	15
D TEACH	66	20/07/2020	02/08/2020	14

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	13	Nil	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? Co-operative society is functioning in the college for meeting the stationary products	? Medical assistance is given for the needy and medical check up is provided ? Financial	? Medical assistance is given for the needy and medical check up is provided ? Financial

requirement of the staff and students at an affordable rate. ? Financial support is provided for the staff to meet medical expenses in times of emergency. ? Free Wi-Fi facility on campus and domain email addresses to all staff members. ? Special Casual Leave is given to staff members during any medical emergency. ? Canteen facilities are provided to staff at a subsidized rate ? Free uniform is supplied to supporting staff and security men. ? Gymnasium is available for the staff to maintain their physical fitness. ? A Recreation Room is provided to staff for their recreation. ? Separate Parking area is maintained for parking the staff vehicles. ? Annual tour programme is arranged for the staff members. ? Jobs on compassionate grounds are given to family members of the non-teaching staff ? Free medical checkup is available on campus. The college conducts health check-up campaigns, Yoga classes, meditation sessions ? Free counselling for the deserving through a counseling centre ? The college maintains round the clock security along with CCTV cameras. ? Day-care facility for staff children ? Training and development programmes for staff to develop professional competency ? Encouragement and financial support to participate in national and international FDP programmes ? Achievements of faculties including

assistance is provided as interest free loans and also for house construction, medical emergency etc ? Training and development programmes to develop professional competency ? Natural calamity Assistance- Flood relief activities included supply of grocery items, clothes etc

assistance is provided fee payment, Youth Festival, House construction ? Training and development programmes

guideship, paper publication, Projects etc are recognized as awards

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

St. Xavier's College for Women regularly conducts internal and external financial audits. It has a full time Accounts Department and Internal auditor since its inception to ensure maintenance of annual accounts and audits. The following agencies conduct regular financial audit in the Institute: External Audit: For government funds, audits are conducted as per the procedures. External Audit is conducted by the following: (a) Deputy Director of Collegiate Education (b) CAG (Comptroller and Auditor General) through Auditor General (AG) Kerala (c) Chartered Accountant of the University (d) Chartered Accountant of the Institute Internal Audit: The Internal Audit of the college makes a thorough audit of the expenditures of the college. The college constituted a Finance committee to monitor the usage of financial resources from funding agencies. The finance committee works under the direct control and supervision of the Principal.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Contribution from Management	2372895	Infrastructure development of the college
View File		

6.4.3 – Total corpus fund generated

3000000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Nil	Yes	IQAC
Administrative	Yes	Nil	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Infrastructure development in various Departments- 11projectors, 9 Desktops and 6 Laptops-Rs. 987730.00 2. High speed 3 in one printer for College (Canon IR Adv 4545) to print online question paper-Rs. 286960.00 3. Financial support to PG Departments for purchasing Library books-Rs. 150000.00

6.5.3 – Development programmes for support staff (at least three)

1. 'e learning to e-training', a one week training programme for administrative staff (June 29th 2020 to 3rd July 2020) 2. Health care programs 3. Financial assistance is provided as interest free loans and also for house construction, medical emergency etc

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Got approval for 5 year Integrated MSc Programme and started the Programme

in the Academic year 2020-21 2. Got approval from UGC for 5 B. Voc programmes and started 2 programmes with the approval of the Mahatma Gandhi University in the Academic year 2020-21 3. Got ISO certification

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Regular Meetings of IQAC	14/06/2019	14/06/2019	03/03/2020	25
2019	Academic Administrative Audit	04/06/2020	04/06/2020	07/06/2020	79
2019	Participation in NIRF	01/11/2019	01/11/2019	30/11/2019	10
2020	Feedback from all stakeholders collected, analysed and used for improvements	01/02/2020	01/02/2020	20/03/2020	2500
2019	End Semester Result Analysis	25/10/2019	25/10/2019	25/10/2019	18
2019	Faculty Enrichment Programme on Outcome Based Education in association with KSHEC	28/10/2019	28/10/2019	29/10/2019	68
2020	FDP on New Accreditation Framework	17/02/2020	17/02/2020	19/02/2020	67
2019	National Workshop on CYBERGOGY - Learn, Relearn and Unlearn in association with Central University of Kerala	05/12/2019	05/12/2019	07/12/2019	30

2020	Seminar on Intellectual Property Rights	14/02/2020	14/02/2020	14/02/2020	50
2020	ECO-SENSE - Awareness on Plastic free campus and community	03/03/2020	03/03/2020	03/03/2020	460
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Conducted a survey on Women political participation - A case study of St.Xavier's College for women Aluva	09/07/2019	09/07/2019	4	Nil
A Talk on "Impact of Kudumbasree mission on women" by Mrs. Renjini, Asst. District Coordinator, Kudumbasree Mission	19/07/2019	19/07/2019	95	Nil
Gender and human rights related movies ; JUICE (Short film), KAKKA MUTTAI (Tamil film) and IT'S A GIRL (Documentary)	01/09/2019	31/10/2019	30	Nil
Interactive discussion with "Women Entrepreneurs: My Story Session with next gen Entrepreneurs"	11/09/2019	11/09/2019	28	Nil

A Talk on Mahesh Dattani's Play- "Do the Needful: Alternative Sexualitites"	19/12/2019	19/12/2019	28	Nill
Seminar on " Sthree Swathvav ishikaram Malayala cherkadhayil"	03/02/2020	03/02/2020	121	Nill
Discussion on "Vimathalingiga thayum Malayala cherukadhayum"	09/05/2020	09/05/2020	50	Nill
Celebration of world youth skills day by poster presentation of "Skills in action"	15/07/2020	15/07/2020	54	Nill
Ensemble Alumnae Talk - Power of positive thinking	11/09/2020	11/09/2020	66	Nill
Gender Equality awareness Programme - Street Play	19/11/2019	19/11/2019	30	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The institution is conscious about the need to keep abreast of the global demand of energy conservation. As a step to sustain and safeguard the electrical energy, the college has installed a solar power unit which gives a fraction of the annual power requirement. Though the alternate energy received is minimal, the college hopes to extend its pursuit of solar energy in the coming years. In the year 2019 2020, the percentage of the power met by renewable energy is as follows: Total Annual Power Requirement of the College: 66000 KVA Annual Power Requirement met by Alternate energy sources: 3600 KVA Percentage of the annual power requirement of the institution met by solar power: 5.45. The institution has tried to minimize the use of electric power by replacing the regular tubes and bulbs with LED. Though the replacement has not reached its cent percentage, 25 of the bulbs and tubes have been replaced by LED, thereby ensuring power efficiency.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	11
Provision for lift	Yes	11

Ramp/Rails	Yes	11
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	11
Scribes for examination	Yes	5
Special skill development for differently abled students	Yes	1
Any other similar facility	Yes	49

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	19/11/2019	1	Gender Equality awareness Programme - Street Play	Gender Issues	30
2019	1	1	10/10/2019	1	Electoral awareness Programme	Electoral Literacy	97
2019	1	1	06/06/2019	1	World Environment Day Observance- Planting saplings	Environment Issues	43
2019	1	1	07/06/2019	1	Green Initiative : Planting saplings at Aluva Palace premises	Environment Issues	15
2019	1	1	06/09/2019	1	Donated Walker to a kidney Patient in association with Anwar Pain Pall	Social Responsibility	4

					iative Care Society		
2019	1	1	14/06/2019	1	World Blood Donor day and Blood donation camp in a ssociatio n with IMA, Aluva	Blood Donation	37
2019	1	1	29/06/2019	1	Perform ance of Skit to spread the message of taking care of aged- parents as part ` Samraksha na Sangamam	Social Responsibility	15
2019	1	1	09/08/2019	1	VAYALOR AM: NSS V olunteers prepared a way side resting place near the paddy field in kattepada m in coll aboration with NGO- ADAYALAM	Social Responsibility	89
2019	1	1	09/08/2019	1	Partici pation in Farming A ctivities at Choor nikkara Pa nchayath NGO- Adayalam	Environ ment Issues	89
2019	1	1	09/11/2019	1	Survey on solid waste man agement	Environ ment Issues	89

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Faculty Professional Ethics (Handbook)	03/06/2019	<p>The College Handbook has incorporated the Code of Conduct for Teaching Faculty to furnish them with the college norms regarding professional ethics. It includes the norms regarding integrity and professional honour that each faculty is supposed to maintain in and out of the college campus. The Code of Conduct reinstates the principles and moral ethos expected from each faculty. The code of conduct for faculty ensures that the faculty discharges her duties efficiently and performs in accordance with the norms lay down by the College Management from time to time. It also insists the faculty to maintain her conduct with absolute dignity and decorum in dealing with all the stake holders throughout. The professional matters are brought to attention of the faculties by the Governing Body and College council. The Heads of the Department do follow up on their progress. Periodical meetings are also conducted by the staff council, departments PTA to analyse the course of action. Student feedback about each faculty is taken periodically on an institutional level and communicated with the concerned faculty for</p>

		further improvement.
Non- Teaching Faculty	03/06/2019	<p>Professional ethics of Non- Teaching Faculty are assured by incorporating in the college Handbook the standards and criteria they are expected to follow. As non- teaching faculty are integral for the smooth functioning of the institution, due care is given to ensure their behavioural codes and deportment. The Code of Conduct formulated in honour of the non-teaching faculty ensures that each faculty maintain honesty, integrity and fairness in every activity they are associated with. It encourages the staff to Exercise self-discipline and virtuosity. They are advised to restrain at all times from disparaging comportment and to maintain decorum. The Code of Conduct mentions that they deal positively with superiors, staff and students. Governing Body provides the requisite supervision in the proper execution of the prescribed etiquette. Feedback about the staff is taken from various stakeholders on their behaviour and performance feedback is provided to them. Grievances received in this regard are enquired and those which are found genuine are given care and rectified by the authority.</p>
Students Code of Conduct (Handbook)	11/06/2019	<p>The Code of Conduct for Students is published at the beginning of the academic year in order to make the students conversant with the the norms, rules and</p>

regulations of the institution. The handbook is distributed to all the students and the code of conduct is being displayed in the College Website for maximum circulation and awareness. The prescribed code of conduct amongst the students is ensured and safeguarded by continuous supervision and relentless monitoring. The college has set up Student Advisory-Monitoring cell to monitor all the student related activities and thereby to ensure a fair and decent behaviour of students. The monitoring cell addresses various problems associated with students, takes corrective actions successfully acts as a mediator between the students and authority. The Anti-Ragging cell in the college takes all preventive measures related to ragging. The Mentoring process along with the catechism moral science classes provide support to the students that they are enabled to move in line with the accepted codes. The college also offers student counselling by an expert periodically to create moral awareness and to address various challenges faced by students. The College PTA actively ensures proper orientation for the students by proffering an Orientation and Induction Programme at the beginning of each academic year. The students are given a detailed and clear intuition into the

college rules and regulations and the codes of conduct as the mandates of St. Xaviers College for Women, Aluva.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
To spread an awareness about the protection of Earth a Green Poem Recitation Competition was conducted	06/06/2019	06/06/2019	15
The students of our college by preseving the rich hritage of our composite culture observed Yoga day and performed Yoga	21/06/2019	21/06/2019	100
NSS Volunteers performed Skit to spread the message of taking care of aged- parents as part 'Samrakshana Sangamam', an initiative of Anwar Palliative Care.	29/06/2019	29/06/2019	55
For inculcating the spirit of common brotherhood and harmony NSS unit of our college observed blood donor day and blood donation camp	14/06/2019	14/06/2019	55
To spread the awarenss about the need to provide access to food the NSS unit organised the programme "ANNAM - Pothichoru	11/06/2019	20/03/2020	100
To spread the feeling of patriotism and the need to uphold sovereingity , unity and integrity of India our college observed the Independence	15/08/2019	15/08/2019	100

day			
With a view to help the society by providing a care to live well NSS unit observed Paliative Care day	14/01/2020	14/01/2020	100
Power of Mind- Lecture by Lee Chung Habe, Director of International Mind Educational Institute , Korea	24/06/2019	24/06/2019	225
For bringing a feeling of fraternity among the student commuity a programme named ALL WE ADD IS LOVE- DISTRIBUTED ONAM KIT FOR OFFICE STAFF was organised	05/09/2019	05/09/2019	100
With a view to promote eco tourism- Each One Teach One programme for Promoting Eco Tourism on Nov 28th 2019:Final Year degree students taught the local people at Malpi beach,Udupi to make paper bags out of newspaper. 'Each one teach one' practice wa	28/11/2019	28/11/2019	26
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) PLASTIC FREE CAMPUS -The need of the hour to protect the environment by reducing the use of plastic has been upheld by the college in the academic year of 2019-2020. Plastic free campus campaign was organised at various levels in the college by promoting the use of newspaper bags and cloth bags. As a part of the plastic free campus, NSS distributed paper bags in the canteen. The Bhoomitra Sena organised a paper bag making challenge for students and was distributed in the college. The use of cloth bags was promoted by the Bhoomitra Sena through the cloth bag making challenge for the students. The cloth bags made by the students were sold as a part of promoting the use of cloth bags in the society. Furthermore, the IQAC also campaigned the cloth bag making challenge. The cloth bags were later distributed in the PTA. An awareness class regarding the use of cloth and newspaper bags was organised by the IQAC for the students. The Staff Council too held up the campaign of plastic free campus by promoting the use of steel glasses for common programs. This initiative

contributed in reducing the considerable use of plastic in the college programs. 2) RESTRICTED USE OF AUTOMOBILES - Restricted use of automobiles has been encouraged through various means - carpooling, public transport and college bus. Although many teachers resort to private vehicles, they abide by the Green drive of the campus by the system of carpooling. Almost 60 of the teachers resort to carpooling and 70 of the students depend on public transport. This has considerably reduced the entry of automobiles into the campus. The two college buses provide transportation service to the rest of the students. 3) PEDESTRIAN FRIENDLY PATHWAYS AND SIDEWAYS - The students and college staff have been provided with pedestrian - friendly pathways and sideways in the college campus. 4) ECO-FRIENDLY CAMPUS THROUGH LANDSCAPING AND PLANTING TREES - The college premises are made eco-friendly by landscaping and planting trees and plants. The spirit of an eco-friendly campus has been encouraged by making the students plant trees and plants in the college premises. 5) RAIN WATER HARVESTING -The necessity to conserve water in the college has been practiced through rain water harvesting. The rain water harvesting plants have been an additional source of water supply in the college. 6) SOLAR ENERGY - Conservation of electrical energy has been implemented in the college campus through the installation of solar panels. This contributes to the various means of conserving different energy resources used in the college campus. 7) Bicycle Transportation- The college has bought 3 bicycles for the students and faculty to use. For short drives to the town or for incampus transportation, the faculty and students can lend the bicycles which helps to keep the environment pollution free. 8) Student Solar Ambassador Programme - Assembling of Solar Lamps - The Department of Physics in association with Energy conservation

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: XavADAPT - Xaverian Academic Dissemination and Practicing Tradition Objectives: St. Xavier's College for Women, Aluva aims at college-community linkage in terms of deliberations and actions on academic and societal levels. The Best Practice, XavADAPT focuses: ? To instil scientific bent in the knowledge incurred ? To infuse social commitment ? To inculcate positive stance to environment Targeting affiliation with the society and aiming to establish a veracious rapport with the surrounding communities, St. Xavier's College for Women, Aluva has adopted an ethos of inclusion as one of its Best Practices. The institution envisages to establish a culture of academia-meet-application through its venture of XavADAPT- Xaverian Academic Dissemination and Practicing Tradition. It is a practice of knowledge dissemination among students and society embracing a theme of pivotal concern. The institution considers Environment as an area of focus to be propagated and proliferated amongst students and society. To achieve the goal, programmes are organised each year at two levels- at the academic level and at the societal level. The Practice: The Best Practice, XavADAPT functions at two levels. The Academic Level perpetrates the activities in the institutional scenario, incorporating the participation of the student community in imbibing the vantage points. The Societal Level suffuses social responsibility in the students by ensuring their participation in the community linkage programmes i. Academic Level - Academic Week The IQAC organises an Academic Week every year espousing the motif of Environment. Academic week is a concept conceived by the institution to ruminate on the issues of contemporary concern in an institutionalized method. The modus operandi works on three realms- Institutional, Departmental and Students'. In the academic year 2019-20, the institution embraced the theme of "Environmental Concerns" which is a global issue. At the institutional level, Academic Week- ACADEMIA 19 was organised with the theme Hope and Healing for the Environemnt from December 16-18,2019.

In Event 1: "How Smart are You?", an intercollegiate Powerpoint presentation competition was organised on the topic: Smart Policies for an Eco-Smart City. Students from different colleges participated in the event exhibiting their innovative ideas. Event 2: Oracle offered a platform for the departments to organisinter disciplinary talks on Envirnment related topics. The expert talks on varied aspects of environment prompted the students to deliberate on the matter. Event 3: Interact was organised at the Students' level, wherein the selected students from each department gave lectures on Green Topics to the students of the twinned departments. The Academic Week proved a fruitful endeavour as it enriched the student community by sensitising them with the issues of universal magnitude. The departments, associations and Cells also organised different Eco related awareness programmes to sensitise the student community about the need for environment conservation. ii. Societal Level - Knowledge Dissemination and Practice in Society The IQAC took initiative to usher in a culture of societal alliance amongst the students for which varied programmes were instituted. To engage the students in the ecological concerns at a societal level, varied Green Initiatives were organised under the auspices of different departments and Cells. The societal activities instilled social responsibility among students. Under the auspices of IQAC, five villages were selected as Adopted Villages. The villages selected were Kalady, Malayattoor, Kadungallore, Chendamangalam and Karumallore. To instil environmental sensitisation among the public, 2000 Cloth bags were distributed along with an awareness campaign to the households of the 5 adapted villages. Evidence of Success: The integration of the students with the society was a rewarding endeavour as it helped in the synthesis of academic and societal cultures. The academic deliberations on the environmental issues impregnated the student community with deep insights about Eco-concerns. The active participation of the students in the theoretical ponderings and in the community service are proof enough of the success of the enterprise. Various achievements also came our way as a token of concurring merit to the institution. Problems Encountered: The college had to face some problems in the process of executing its modus operandi. ? Time constraints to incorporate Beyond the Curriculum endeavours ? COVID 19 Pandemic had restrained the regular working of the college activities ? The UBA villages adopted are vast in expanse which was hard to be covered by the students amidst the academic pursuits ? Non-cooperation from the natives' side was also challenging to make the practice fruitful. To meet the challenges and problems encountered, the institution has to accelerate new paradigms of teaching-learning system wherein more time could be devoted to strengthen and to bolster academia-meet-application ventures. Best Practice 2 XavQWEST- Xaverian Quality Women Entrepreneurship and Skills Training. Objectives: XavQWEST is an enterprise to develop and fine tune the entrepreneurial skills of the students. The goals of the practice are: ? To inculcate the spirit of self-dependence and to enhance the entrepreneur skills of the students ? To augment self sufficiency The Context: XavQWEST, a multidimensional venture unique to the College, has become synonymous with self economic independence for Women through its diverse entrepreneurial activities. Activities of different units encourage women to initiate, organize and run business enterprises of their own. From student's level, women in and around the institution are supported with various skill development initiatives to promote their entrepreneur skills and self-reliance. Activities that center around XavQWEST are aimed at aiding women to perform all functions involved in establishing an enterprise. The Practice: Working with the prime focus on Entrepreneurial Skills development, XavQWEST enterprises to hone the innate skills in business and to help the beginners with appropriate tactics and strategies in their journey of entrepreneurship. The programme strikes at the very core of student ardour so as to encourage them to come up with novelty and vicissitude. The myriad activities that the venture undertakes prove fruitful and beneficial for the students in the immediate and far future. The activities

of XavQWEST in the year 2019-20 and in the first few months of 2020- 2021 could be categorized into two: 1) SamrambhakaVedi SamrambhakaVedi under XavQWEST aims to offer a direct physical platform for women entrepreneurs, amateurs and experts to bring their skills and ideas in action. Aiding them to transform themselves as individuals who create a new business, bearing most of the risks and enjoying most of the rewards, the practice is effectual and beneficial in terms of the availability of market. Samrambakavedi gives the opportunity to materialise their incubated ideas and find financial gain for their efforts from the stalls and exhibits facilitated by the institution. The College has a long tradition of promoting entrepreneurship among students, alumnae and women from different arenas of society through its OSAX Fair (Old Students' Association of Xavier's). It gives visibility and recognition to alumni entrepreneurs as well as other female run enterprises, including that of the students. The sale which started twenty five years ago has now given an opportunity to network and showcase the products of women from far and wide. The college also promotes entrepreneurship through different Department Associations, Clubs and Cells. 2) Product Workshops and Skills Training XavQWEST promotes hosting workshops and skills training to give hands-on training to create products, aiming to enable women to launch businesses of their own. Usually brief intensive educational programs are given to the students of interest with a poignant focus on techniques and skills in the field of entrepreneurship. Adequate scaffolding is given to the students via the training ventures to define and redefine their set prospects. In 2019-2020, though the COVID 19 Pandemic had its ravage on its regular functioning, the institution could come up with varied programmes to make students adept in skills related to innovation and entrepreneurship. Evidence of Success: XavQWEST, as an initiative aided in diffusing the institution's stance on entrepreneurship among the students and public. The affairs ventured in the Practice were decisive in moulding a student community in line with the changing World employment scenario. The institution deemed it a responsibility to raise its students on par with the fast pacing entrepreneurial revolution. The Practice proved effective and fruitful in making quality developments in the students capacitating them to excel not only at the regional level but also at the State and National Level. Problems Encountered and Resources Required: Being a Women's College and an Arts and Science College, the institution faced many encounters, challenges and risks while implementing XavQWEST. Our students, being women, had to deal with: ? Challenges and constraints with regard to the fund and time in accomplishing the desired goal ? Tied to the rigid semester system, students lack sufficient time to pursue the entrepreneurial endeavours they have mastered ? The funds needed are hard to be raised as the university grants and funds are minimal ? The students had to evolve their own finance within the stipulated time frame To overcome the challenges and obstacles towards achieving the desired goal, the institution needs to identify more financial sources to meet the needs. The possibilities of Academic flexibility must also be speculated in terms of academic autonomy so that more time and energy could be invested in Entrepreneurship endeavours.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://stxaviersaluva.ac.in/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Title: WE-AIM (Women Empowerment Activities for Integral Maturation) St. Xaviers College believes in the holistic development of the students and aims at promoting the innate talents of the students through academic and artistic

initiatives. We nurture their managerial skillsets through entrepreneurial ventures and instil in them a scientific temperament through theoretical and practical exposition. The distinctiveness of the institution lies in its vision to mould a generation of empowered women through liberal cultural practices that transform the life outlook of young women. The practices would impart in them a sense of freedom and independence that can empower their lives through a process of development which is life-long in its impact. To achieve this goal of empowering young women, we encourage programmes and activities under the auspices of different clubs, associations and departments that encourage leadership, promote career advancement, and instil in the students such values that promote complete maturation and fullness. WE-AIM- Women Empowerment Activities for Integral Maturation, aims at empowering young women through various clubs, cells, organisations and associations functioning in the college. The activities are diverse to ensure holistic and value-added development. The Students' Council of the College aims at the all-round development of the students with variety of activities. Run by the students and for the students, the Students' Council is the cross section of the students' activities, acclimatising the student community to the fast pacing changes in the socio-cultural realm. Cultivating the talents and skills inherent in the students, the council gave myriad platforms in 2019-20 for the students to excel in the territorial realm. The college has varied Registered Clubs and Non-Registered clubs functioning in the college. The Registered clubs include Energy and Environment Conservation Club, EBSB Club, Biodiversity Club, Folklore Club, Lotus Club, Bhoomitra Sena, etc. The Non-Registered clubs include Theatre Club, Dance Club, Music Club, Quiz Club, Debate Club, Electoral Literacy Club, Soch Vicar Club, Literary Club, Fine arts Club, Film Club, Road Safety Club and Peace Club, etc. Under the aegis of different clubs, myriad programmes are organised in the year 2019-2020 with the focus on developing the innate skills and talents of the students. Concentrating on cultivating the literary, acting, culinary and performance skills besides civic sense and social responsibility, the club activities initiated the student community towards integrating the secrets of integral maturation. The associations like Women Cell, NSS and NCC also arranged activities and enterprises in 2019-20 to mould the students impeccable and infallible in their future life. The activities of the clubs, departments and associations gave myriad opportunities for the students to integrate their latent potential and to refurbish their manifest talents. The training given at the college via manifold platforms helped them excel in competitions in and outside the college. The students bagged many prizes, awards, and recognitions in the year in the M. G. University Youth festival. The students could also win in the talent contests hosted by other institutions because of the tutelage and confidence they imbibed from the Skills training sessions at the college

Provide the weblink of the institution

<https://stxaviersaluva.ac.in/igac/institutional-distinctives/>

8.Future Plans of Actions for Next Academic Year

FUTURE PLANS 2019-20 St. Xavier's College for Women, Aluva envisages to actuate its dream of future growth and augmentation by planning visionary targets for the years to come. Among its multifaceted schemes for the future, the following are of significant gravity. The institution plans: • To purchase landed property so as to upsurge the campus area and infrastructure facility • To apply for autonomous college status. • To develop more e-contents and online courses by inhouse faculty. • To increase and facilitate the number of students enrolling for online courses offered by Coursera, edX, NPTEL etc. • To organise FDPs to empower the inhouse faculty and the teachers of neighbouring colleges and institutions. • To upgrade institutional website. • To conduct more placement drives to provide job opportunities to the students. • To strengthen ICT

facilities in the college. • To increase the publications of the faculty by giving necessary motivation, workshops and training sessions. • To upgrade the main library with RFID facility and to add more books to the repository. • To take active stride in galvanizing maximum utilisation of INFLIBNET by staff and students. • To invigorate the faculty to avail the projects funded by national and international agencies.