



YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone no./Alternate phone no.	04842623240
• Mobile no	9746481823
• Registered e-mail	college@stxaviersaluva.ac.in
• Alternate e-mail	principal@stxaviersaluva.ac.in
• Address	Palace Road, Periyar Nagar
• City/Town	Aluva
• State/UT	Kerala
• Pin Code	683101
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Semi-Urban

• Financial Status	Grants-in aid																														
• Name of the Affiliating University	Mahatma Gandhi University, Kottayam																														
• Name of the IQAC Coordinator	Dr. Sujatha N V																														
• Phone No.	04842628840																														
• Alternate phone No.	04842623240																														
• Mobile	9446894045																														
• IQAC e-mail address	iqac@stxaviersaluva.ac.in																														
• Alternate Email address	sujathanv@stxaviersaluva.ac.in																														
3.Website address (Web link of the AQAR (Previous Academic Year)	https://stxaviersaluva.ac.in/uploads/2021/10/AQAR-2019-20.pdf																														
4.Whether Academic Calendar prepared during the year?	Yes																														
• if yes, whether it is uploaded in the Institutional website Web link:	https://stxaviersaluva.ac.in/wp-content/uploads/2022/03/Academic-College-Calendar-AY-2020-21.pdf																														
5.Accreditation Details																															
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>Four Star</td> <td>75</td> <td>1999</td> <td>09/10/1999</td> <td>08/10/2005</td> </tr> <tr> <td>Cycle 2</td> <td>B++</td> <td>81.10</td> <td>2006</td> <td>21/05/2006</td> <td>20/05/2011</td> </tr> <tr> <td>Cycle 3</td> <td>A</td> <td>3.08</td> <td>2012</td> <td>05/07/2012</td> <td>04/07/2017</td> </tr> <tr> <td>Cycle 4</td> <td>A</td> <td>3.33</td> <td>2017</td> <td>12/09/2017</td> <td>11/09/2022</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	Four Star	75	1999	09/10/1999	08/10/2005	Cycle 2	B++	81.10	2006	21/05/2006	20/05/2011	Cycle 3	A	3.08	2012	05/07/2012	04/07/2017	Cycle 4	A	3.33	2017	12/09/2017	11/09/2022
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6.Date of Establishment of IQAC	02/06/2006																														
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																															

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	Ecology and Environment Research	KSCSTE	2018, 1095 days	1366000
Faculty	Ecology and Environment Research	KSCSTE	2017, 730 days	1252000
Faculty	EMR	DST	2018, 1095 days	3177000
Institutional 1	STAR College	DBT	2017, 1095 days	4600000
Institutional 1	RUSA	Ministry of Education, Govt. of India	2020, 1095 days	20000000
Faculty	Minor Project	ICSSR	2019, 180 days	110000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes		
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File		
9.No. of IQAC meetings held during the year	6		
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes		
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes		

• If yes, mention the amount	9500
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Training Programmes given to faculty members on online/offline teaching and learning tools 2. Organized webinar on National Education Policy 2020 and Higher Education in Kerala 3. Organized National Webinar on Research Ethics and Integrity 4. Organized Academic Week with the theme Health @ Habitat 5. Introduced new initiative Entrepreneur's week	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
Get ISO certification for the Institution	Got ISO 9001:2015 Certification
Participate in NIRF 2021	Participated in NIRF 2021 and ranked in 151-200 band
Organize Academic week with innovative programs	Organized Academic week with the theme Health @ Habitat incorporating events like INTERACT and ORACLE for students, EXPERTEASE for faculty and KNOW CODEX for non-teaching staff. The programs geared up the students with academic deliberations and societal interventions, equipped the teaching community to efficiently utilise digital platforms to develop e-contents, and enhanced the professional acumen of the non-teaching staff.
Conduct Academic and Administrative Audit	Accomplished institutionalization of activities and documentation thereby enhancing the quality parameters.
Encourage faculty to attend Faculty Development Programme	All the faculty members attended at least one FDP during the academic year that enabled the

	teaching community to enhance their proficiency in varied disciplines.
Organize seminar on the theme Intellectual Property Rights (IPR) and Research Methodology	Organized 9 workshops on the topics IPR and Research Methodology that helped the faculty and research scholars to reinstate the research ethics & integrity among themselves. Also organized 48 Entrepreneurship and skill development programs to develop the Entrepreneurial skills of the students and to showcase their innate talents.
Collect feedback from stakeholders (Students, Teachers, Parents, Alumnae and Employers) on curriculum, Institution and Teaching Learning. Analyze and publish report on the website	Feedback collected from stakeholders were analyzed and corrective measures were taken by the Principal.
Encourage faculty to publish research articles/Books/Book chapters at National and International level	Resulted in 8 Research Publications in UGC listed journals, 4 Book chapters/National/International Proceedings and 10 Research papers in journals with ISSN/ISBN number.
To involve all the students and faculty members in the extension activities/ Community services	Staff and students participated in the online/offline extension activities/ community services organized under the leadership of NSS, NCC, UBA, Women Cell, Clubs and Various Associations
Conduct eco-friendly campaigns	Organized eco-friendly campaigns under the leadership of IQAC, NCC, NSS, Students Council, Clubs and all Dep
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing body	22/03/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	21/03/2022
Extended Profile	
1. Programme	
1.1 Number of courses offered by the institution across all programs during the year	595
File Description	Documents
Data Template	View File
2. Student	
2.1 Number of students during the year	1865
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	234
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	660

File Description	Documents
Data Template	View File

3.Academic

3.1	90
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	90
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	66
Total number of Classrooms and Seminar halls	

4.2	577.0420884
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	170
Total number of computers on campus for academic purposes	

Part B**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Being affiliated to Mahatma Gandhi University, CBCS in UG and CSS in PG are implemented focussed on Outcome Based Education.

Curriculum Delivery Planning

- IQAC prepares annual academic plan accommodating university academic calendar and departmental academic plans, published in the college hand book and website.
- Attuned to CBCS, the syllabi, the details of various programmes, programme outcomes, programme specific outcomes, course outcomes, weightage of internal and external examinations are communicated through college website.
- Well-planned academic calendar, general timetable, the department timetable and course plan
- E-resources prepared by the faculty, Question Bank and previous years' university question papers available in college library.

Classroom Management

- Adaptive Teaching Methodology
- Identifies Advanced and Slow Learners
- Tailor made management of student diversity

Curriculum Delivery Process

- Faculty use LMS-Moodle and platforms like Google Classroom, YouTube Channel, Quizizz, Kahoot, etc and provides video lectures, Power Point slides to students.
- Access to N-List resource and Moodle through college website.
- Student participation in 'Academia Interact Programme', paper presentations, webinars/seminars, study tours, workshops, industrial visits, alumni lecture series, interaction with eminent scientists and innovators.
- Remedial courses, academic support programme, bridge courses, mentor support programme, counselling sessions and yoga training
- Proper conduct of internal exams, timely evaluation of answer scripts, open house meetings, seminars, assignments and industrial visits.
- Feedback regarding curriculum from stakeholders.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/03/1.1.1-c-AQAR-2020-21.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

Internal Evaluation (CIE)

Aligned to the Mahatma Gandhi University Calendar schedule, an academic calendar:

- Prepared and published at the beginning of every academic year.
- The teacher in charge prepares the academic calendar in consultation with the Principal, Vice-Principal, HoDs and IQAC members incorporating the relevant information regarding the working days, holidays, dates of internal examinations, semester examination, departmental action plan on various events to be organized, etc which is distributed to students and teachers in time.
- The internal exam coordinator monitors the smooth conduct and completion of internal exams on time.
- The model exams conducted also help to evaluate the curriculum delivery.
- In addition, assignments, seminars, projects, internships are done by the students as per the academic calendar.
- Publication of the marks before uploading on the university portal makes the process error free.
- The time bound completion of add on courses, value added courses, and distribution of certificates after timely exams cater to continuous evaluation.
- Internal Academic Audit conducted by IQAC ensures adherence to well-charted system.
- PO, PSO, CO attainment values are prepared, analysed, integrated, and documented on college website.
- The feedback collected is scrutinized, statistically analysed and corrective measures implemented to help institutionalise proper and accurate mechanism for continuous evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/01/1.1.2-c-AQAR-2020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

A. All of the above

**Academic council/BoS of Affiliating University
Setting of question papers for UG/PG
programs Design and Development of
Curriculum for Add on/ certificate/ Diploma
Courses Assessment /evaluation process of the
affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

27

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

9

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

813

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The college integrates courses related to Gender, Human Values, Environment and Sustainability, for both UG and PG programs, in allied areas like Gender Studies, Environmental studies in Science, Economics, Mathematics, Biology, Microbiology, Literature, Management & Human Rights, Environmental Issues & Conservation Strategies, Eco-tourism and Environment Management, Dalit Studies, Business Ethics, Women Writing, etc.

Issue Addressed

No. of Courses integrated in Curriculum

Other Bodies/ Practices

Gender Sensitivity

26

- Women Cell
- Anti- Sexual Harassment Cell
- Moral and Value Education
- Legal Awareness program
- Human Rights and Gender Awareness classes
- Skill Development Classes
- Entrepreneurship avenues

Environment and Sustainability

14

- Energy, Green and Environment Audit
- Energy Conservation Club, Nature Club, Bhoomithrasena and Peace Club
- MOOC course on organic farming and Workshop on solar lamp assembling
- Environmental Sensitization talks
- Botanical garden
- Car pooling system
- Waste collection and disposal system
- Landscaping
- Lock Down birding Challenge
- Campus Bird Count
- LED lamps installations
- Solar panel installation
- Bio-Gas system
- Rainwater Harvesting system
- Micro Green challenge
- XAV CARE programmes
- Green awareness campaigns
- Eco-Drive- planting saplings
- Nature camps and visits to heritage sites

Human Values

26

- Regular Value Education and Mentoring Classes
- Social Ventures- House Construction, Paddy Cultivation, Waste Management
- Cleaning Drive
- Awareness Video for Economically weaker section
- COVID Awareness Video
- Anti-Drugs awareness
- Training on duty and discipline

Professional Ethics

14

- Career Guidance Programmes
- Code of Conduct and Discipline Committee for students and teachers
- Value-added courses

- **Soft Skill Development**
- **Pre-placement Training**
- **Verbal and Logical Skills**

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

23

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

655

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://stxaviersaluva.ac.in/wp-content/uploads/2022/03/Feedback-Procedure-and-filled-forms.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://stxaviersaluva.ac.in/wp-content/uploads/2022/03/1.4.2.Feedback-on-curriculum-signed-AOAR-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

643

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

113

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

To assess the learning levels of students, each department conducts:

- Analysis of qualifying examination marks
- Psychometric Analysis
- Communication Test
- Entry level aptitude test

Programmes for Advanced learners

- Participation in national and international webinars to listen and interact with the experts from various fields.
- Students are also assigned projects in their final year and are encouraged to present papers for seminars.
- Students enrolled and completed various online coursera courses.
- Involved in preparation of educational videos, manuscript magazines and newsletter.
- Webinars on higher learning prospects, online NET coaching and problem solving sessions arranged

- Internships, virtual summer school programmes and literary meets organized.
- Personal mentoring sessions to motivate, to keep their aim high and achieve their goals.

Programmes for Slow learners

- Special remedial coaching is given for small groups as well as for individuals
- Bridge courses were conducted to fill the knowledge gaps.
- Additional tutorial session and language guidance classes conducted and recorded videos of selected portions shared
- Teacher-parent interactions to reduce their stress at home.
- Regular sessions of personal mentoring to build confidence and track progress
- Arranged counselling sessions to resolve personal issues and to motivate.
- Short exams to improve their exam writing skills

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/02/2.2.1-list-of-AL-and-SL-agar-2020-21.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1865	90

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The institution has created a student-centered learning environment to stimulate deep approaches to learning and also fosters remote learning with student-centered tools. The teaching learning method is fixed on Outcome Based Education to make it student centric.

The college adopts myriad student oriented projects, practices and facilities as follows:

- Experiential Learning through hands-on trainings, Laboratory Experiments through well-equipped science labs, Language lab, computer lab, etc
- Theme Based Quizzes, skits, drama renderings, Poetry writing and recitation
- Making of short films as part of education
- Conduction of surveys & report presentation
- Campus Radio- XavVoice
- On the Job Training, Field visits, Educational Tours, etc
- Theatre Workshops
- Ethnic Day Celebrations and Folklore Exhibitions
- Organic farming and Paddy Cultivation
- Gardening and terrarium making
- Internships, Projects and Dissertation related to real world problems, environment, agriculture, sustainability etc.
- Students' presentations and publications
- Demonstration of experiments, industrial visits, field trips etc.
- Group discussions, debates and panel discussions
- The students are motivated to do video lectures
- 'Coursera Campus @ SXC, "Each One Learn One Online Course" initiative
- Flipped classroom
- Participatory Learning
- Assignments, Seminars & Peer teaching
- Problem solving sessions
- Creation of educational content and awareness videos
- Extensive use of Online Quiz platforms like Quizziz and Kahoot
- Manuscript Magazines, College Newsletter and College Magazine prepared by students

File Description	Documents
Upload any additional information	View File
Link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/02/2.3.1-Activity-Reports.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institution has undergone radical transformations driven by the

need to digitalize education.

Teachers' proficiency in ICT-aided teaching is ensured through:

- Faculty development programmes
- Training Sessions and Workshops on ICT
- Promotion and availability of ICT Tools among staff and students
- Feedback of Effectiveness through feedback
- Corrective Measures on time

Teachers integrate their conventional mode of teaching with ICT-enabled pedagogy. Teachers use:

- MOOC, College LMS - MOODLE and Google classroom to provide customised teaching-learning experience
- The online attendance system and internal mark entry portal to promote digital environment
- Wi- Fi enabled campus to open new vistas
- Smart classrooms and interactive boards to explain the new concepts
- Language Lab and Computer Centre to develop students' soft skills
- MG University Study Centre facilities like INFLIBNET, NLIST Shodganga, Shodhsindhu etc. to widen knowledge sources
- Library e-repository, digital database of question papers, e-books etc. to deepen learning
- NPTEL and Coursera courses to broaden students' subject knowledge
- E-Patshala, E-Pusthakalaya, Free Digital Library, SWAYAM, MG University E-thesis to upgrade their learning skills

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

90

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

90

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

39

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

774

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As per university guidelines, internal assessment of students is done based on attendance, assignment (writing skills), Seminar (presentation skills), test papers (knowledge levels). Each component has fixed weightage - 50% for two tests, 25% each for assignment and attendance.

The college internal exam committee comprising of two coordinators, ensures transparency and robustness.

The dates of internal examination are published in the college hand book and on notice boards.

The schedule, syllabus of the exam are published well in advance. The question paper is prepared in accordance with the university examination format.

Teachers evaluate answer scripts and the scores are published in the college internal exam portal, accessible to students.

Students can verify their attendance online and the marks for attendance is linked to the internal exam portal.

Progress reports generated from the exam portal is discussed with parents during annual open house meetings.

The internal exam reports are generated from the portal and are published. These are further forwarding to the university after error-free scrutiny by teachers, class tutors and internal exam coordinators.

Two test papers, one assignment and/one seminar are conducted for each paper as part of CIE.

Teachers also conduct model examinations, open book tests, quizzes, case studies etc.

File Description	Documents
Any additional information	View File
Link for additional information	https://stxaviersaluva.ac.in/examinations/

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institution follows a three - tier - grievance redressal mechanism.

1. Department: constitutes HOD, internal exam coordinator of the department, class teachers.

The valued CIE answer scripts are distributed and discussed by teacher. Students can clarify doubts regarding evaluation and request reevaluation.

- Internal examination reports are reviewed by students before handing over to internal exam co-ordinators.
- Re-tests are conducted.
- Answer scripts are retained in the departments.
- Progress report of students are discussed with parents.
- Fairness of faculty is ensured through Teachers' evaluation by students.

2. College: If a grievance is not resolved at the department, a college level committee comprising principal, grievance cell members, concerned HOD investigates the matter.

- Parents and students are given orientation on pattern of CIE.
- Internal examination coordinators verify the internal exam reports prepared by class teachers before forwarding to university.
- CCTV cameras in halls ensure minimal malpractices.

3. University: A committee constituted by VC as Chairman and Pro-VC, Convener - Syndicate Subcommittee on Student's Discipline and Welfare, Board of Examinations and the Controller of Examination addresses the grievances.

4. Students' Grievance portal caters to grievances. Following UGC's

mandate students' grievance redressal form is available in the portal with tracking and follow up.

Malpractice is referred to university immediately.

File Description	Documents
Any additional information	View File
Link for additional information	https://stxaviersaluva.ac.in/exam-grievance/

2.6 - Student Performance and Learning Outcomes

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

Focussed on Outcome Based Education, Programme and Course Outcomes are prepared and timely amended. The outcomes are clearly stated and displayed on website to help teachers and students internalise the purpose and process of teaching learning.

Communication to the Teachers:

- The OBE Advisory committee is headed by the IQAC coordinator
- Devised a mechanism to operationalise OBE
- The Departmental OBE Committee (DOC) of each department is constituted to help analyse and internalise outcomes.
- IQAC of the college also organised various workshops to familiarise teachers with OBE.

Communication to the Students

- POs, PSOs and COs are well displayed on the website and department notice boards
- During the departmental induction/orientation meeting, the programme outcomes and program specific outcomes are described in detail to the first year students
- In addition, the course-in-charges explain course outcomes and relate such outcomes to POs and PSOs.
- Each department keeps a booklet for POs, PSOs and COs and the soft copy of the same are made available to the students through college LMS and other online learning platforms.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://stxaviersaluva.ac.in/academics/courses-outcome/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The POs, PSOs and COs were formally stated. Six levels of cognitive domain in Bloom's Taxonomy were used for defining the Course Outcomes.

Evaluation Process

- For a course, the COs are mapped to POs through the CO-PO matrix and to PSOs through the CO-PSO matrix
- The average correlation level of each course is calculated in relation to programme outcomes and programme specific outcomes
- Course outcomes are measured on the basis of the scores attained by the students for their internal and external evaluation
- Direct attainment of POs and PSOs are based on the logical mapping and attainment of cognitive levels of course outcomes with POs and PSOs
- Indirect attainment of POs and PSOs are based on Course Exit Survey
- The final PO and PSO attainment values are computed by adding direct and indirect PO and PSO attainment values in the proportion of 80:20 respectively.
- Attainment Levels are as under:

Level "0" - Not Attained

Level " 1" - 50% students achieved cut-off % Marks

Level "2 " - 60% students achieved cut-off % Marks

Level "3 " - 70% students achieved cut-off % Marks

- On the basis of evaluation, Gap analysis is done and corrective measures are taken and the need for new courses to

fill the gap is intimated to BoS.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/03/2.6.2-AQAR-2020-21.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

523

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://stxaviersaluva.ac.in/annual-report/

2.7 - Student Satisfaction Survey

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

<https://stxaviersaluva.ac.in/igac/feedback/students/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

4.5

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

13

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

3

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.serb.gov.in/home.php

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has created a niche to foster innovation & entrepreneurship by focusing on ideation, concept development,

design thinking, intellectual property, hackathons, sessions with entrepreneurs etc. For its activities, Institution's Innovation Council (IIC) has been consecutively awarded the top position in annual IIC ranking & for the annual national ranking 2020-2021 in the field of innovation and entrepreneurship received 4-star rating (highest for the year) & Certificate of Recognition from ATAL Ranking in Performer Band. The Xaverian Incubation, Entrepreneurship Development Centre , Innovation & Entrepreneurship Development Cell (IEDC) as well as Entrepreneurship Development Club & along with IPR Cell provides a platform for realizing business & Innovation opportunities, IP awareness , skill development training. The College initiated the Innovation & Start -up policy in line with the National Innovation & Start Up Policy 2019. Our students & faculty members have won various prizes in the All Kerala Upcycle contest by Samrambhakmithra & Textile Value Chain. Entries were shortlisted for the second round for Young Innovators Programme by Kerala Development Innovation Strategic Council & National Innovation Contest. Ours is the only Arts & Science College from Kerala to receive the mentorship status with financial support by MIC & AICTE.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://stxaviersaluva.ac.in/iic-activities/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

57

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

39

File Description	Documents
URL to the research page on HEI website	https://stxaviersaluva.ac.in/wp-content/uploads/2022/01/3.3.1-AOAR-2020-21.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

10

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

5

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to

social issues, for their holistic development, and impact thereof during the year

St. Xavier's College for Women Aluva has been actively involved in extension activities in the neighborhood. Due to Covid -19, most of the community outreach programs were based on virtual volunteering. Virtual volunteering when designed well and delivered efficiently, can lead to the creation of a stronger sense of social commitment in students. The following are the list of programs conducted:

- COVID-19 care - Use of social media for preparing the medical emergency of COVID-19.
- Raksha - Help Desk for Covid- 19 patients.
- Sanitizer and masks were distributed in the adopted villages of Unnat Bharat Abhiyan
- Honouring the COVID 19 warriors.
- Swachh Bharat Initiatives-clean Campus, Green Campus, cleaning of nearby premises of staff and students, cleaning of Fort Kochi Beach, etc
- Environmental consciousness programs -Thanaloram project- Cleaning of roadside park
- Christmas celebration with physically handicapped and mentally challenged peoples
- Green Election campaign
- Mobile data recharge for sponsored children
- Sparsham- Offline tuitions for school students
- Arogya Jalakam- Awareness to public on first aid, vector/water/food borne, re-emerging diseases and its prevention
- Awareness on National educational policy in adopted villages.
- Day observations: Anti -drugs day, World environment day, Road Safety, Menstrual Hygiene, World No Tobacco day, World Anti-terrorism day, Red Cross day etc.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/01/3.4.1-AQAR-2020-21.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

63

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1035

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

8

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

With a total of 7.46 acres of land the establishment is divided into three blocks. A new building is emerging funded by RUSA. Besides, a new land of 49 cents is acquired for future expansion.

The management continually assesses and upgrades the infrastructure facility giving credence to curricular and co-curricular requirement.

Classroom Facilities

- 57 fully furnished well ventilated lecture halls
- 37 ICT enabled classrooms
- 4 smart classrooms
- 9 seminar halls
- All classrooms have Wi-Fi/LAN facilities to make effective teaching-learning process
- Examination halls are equipped with CCTV cameras
- 1 audio visual room

Lab Facilities

- 6 Computer Labs
- 17 science labs including 3 research labs
- 1 Language Lab cum Digital Lab
- Science departments are funded partially by DBT-STAR College scheme

Computer Facilities

- 149 Computers and 21 Laptops
- A central computing facility (CCF)
- Broadband Connection
- Wi-Fi enabled Campus

Other facilities

- Seperate Rooms forNSS, NCC, Women Cell, Counselling, IQAC, Students' Council
- Health Centre
- Incubation Centre
- Mushroom cultivation facility, Botanical garden
- Auditorium with a Seating capacity of 2000
- Mess hall with a seating capacity of 150
- Faculty Rooms and Store rooms
- Guest Room
- Sickroom
- 2 Photocopy Centres

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://stxaviersaluva.ac.in/physical-infrastructure/

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

The Institution has a rich tradition of promoting cultural activities through varied bodies like Students' Council, Dance Club, Music Club, Literary Club, Theatre Club, Fine Arts Club, Film Club, Painting and Photography Club. These bodies provide ample opportunities for Cultural activities facilitating students' integral development.

Facilities for Cultural Activities

- Auditorium with a Seating capacity of 2000
- Multipurpose Foyer
- Open spaces for practice and performance
- Audio-Visual Studio
- Campus Radio
- Seminar Halls

In the Pandemic situation, extracurricular activities were promoted through Official online venues:

- YouTube channel
- College Facebook
- Instagram
- Twitter

The Physical Education Department furnishes abundant conveniences to promote the progress of students in sports and athletics. Providing adequate facilities, the college moulds the students for University, State and National level championships. The myriad awards and recognitions validate the meritorious journey of the college in sports and games.

Sports and Games facilities

- Sports centre (Indoor)
- Multipurpose Indoor court

- Weight training hall
- Basketball court
- Volleyball court
- Table Tennis board
- Handball court
- Badminton court
- Yoga and Fitness Centre (Gymnasium) for staff and students
- Spacious playground
- Space for indoor games like Chess, Carroms
- Sporting equipment, kits and sportswear for the team members
- Health Club develop fitness oriented culture among students and staff

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://stxaviersaluva.ac.in/students-corner/students-council/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

55

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.ghnanam.com/login/index.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

577.0420884

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

SR. ANNA CENTRAL LIBRARY with a total Carpet Area - 581.67sq.metres accomodates 200 students and 30 teachers at a timeand a collection of 64378 books, academic journals, magazines, periodicals and access to online resources. Library follows the open stack system with multiple cataloguing. Radio Frequency Identification (RFID) Technology is installed for the automation of library usage which includes Book tagging, Desktop reader, Portable hand-held reader, Anti-theft Gate reader and Self Check- in /Check-out Kiosk.

Library is automated using Integrated Library Management System

Name of ILMS Software - Maestro Nuvo

Nature of automation - Fully

Version - 10

Year of Automation - 2010

On-line Public Access Catalogue (OPAC) functions in a networked environment with Maestro Nuvo Software facilitating cataloging, circulation, quick access information and book reserving.

Maestro Nuvo RFID Enabled Library Management System to ease theLibrary environment incorporating RFID based book tagging, self-issue/ return, hand held reader-based search, theft detection systems and Book Drop Box.

Amneties:

- Five catalogue search engines and five computers with internet facility and reprographic facility.

- Printer for public access
- Internet band width/ speed
- Round the clock Wi-Fi facility with two service providers
 - Jio Wi-Fi 600MB per person per day
 - 10mbps BSNL Broadband 512 kbps at 05 different nodes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://stxaviersaluva.ac.in/campus/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

5.92673

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

17

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

St. Xavier's College for Women, Aluva has following IT facilities available

IT Upgradation During the year 2020-21

- New 9 computers
- Updation of RFID facility in library
- New computer lab construction going on
- Online platform for taking online class during pandemic Google meet.
- Live streaming through youtube channel

The existing facilities include:

- 149 Computers and 21 Laptops
- 42 ICT enabled Classrooms
- 9 ICT enabled seminar Halls
- 4 Smart classrooms
- Printers and scanners in every Department, Computer Labs
- 4 Computer labs
- 1 Computer centre with browsing facility

- 1 Language lab
- Academic support software- LIkha
- Administration Software - DLG
- Admission Software - SXC Admission Software
- Academic software for teachers- DeQ Accreditation
- LMS - Learning Management System - Moodle
- 4 Internet Connections
- Free WIFI for Students
- BULK SMS facility for students
- CCTV camera surveillance
- Digital Library- Maestro Neuvo
- LCD display facility at front office
- E resources centre at college library
- Inplibnet facility
- Sr. Anna Digital Repository
- All departments and administration block equipped with WIFI facility
- Audio visual Room
- Recording Facility
- Intercom facility
- Reprographic facilities
- Official social platforms like youtube, twitter, instagram and facebook
- Collaboration with IPSR solutions for ICT academic support

- Website
- Official domain for google account
- Google classroom facility
- Google meet for online programs and classes
- Biometric facility in Library

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://stxaviersaluva.ac.in/it-infrastructure-2/

4.3.2 - Number of Computers

170

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

35.613409

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Policies and procedures:

1. Planning Committee prepares annual budget for maintenance of Infrastructure
2. Regular year end meeting to assess the infrastructural requirements
3. Repairs and maintenance monitored by the Bursar

Library

- Advisory Committee and its Student Wing monitors the functioning
- Required books' and journals' list are finalised and approved by the Principal.
- Pest control of library books and records are done annually
- NVDA computer facility maintained for visually challenged students

Laboratory

- Maintenance of equipments ensured through AMC
- A trained in-house mechanic and Lab assistants ensure regular maintenance
- Stock registers maintained in departments
- Regular inspection and proper verification of stock

Sports

- The play grounds and stadium of the college are maintained annually
- Periodical upgrading of Sports and Games facilities.
- Condemnation of old items and purchase of new sports and games items as per requirement

Computer

- Computers are maintained by Service Provider.
- Anti-virus /Anti Malware software are installed and updated at specific intervals.

Classrooms

- The classrooms, boards and furniture facilities are maintained optimally
- Utility of classrooms to conduct governmental and non-governmental exams
- Maintenance of ICT enabled Classrooms by in-house technician.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://stxaviersaluva.ac.in/policy-documents/

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

779

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

116

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	https://stxaviersaluva.ac.in/wp-content/uploads/2022/01/5.1.3-Weblink-AOAR-2020-21-1.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

435

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

435

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

39

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

144

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

8

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college assures students' representation and engagement in various bodies, cells and committee with an aim to bolster them accomplish integral development. Students' representation is ensured in:

- The College Students' Council is a representative body of students who govern and organise various activities and programmes in the college. By giving an administrative role in organising cultural, literary and artistic events, the council heightens the leadership quotient of the students.
- NSS and NCC provide ample opportunities to work in line with the society
- IQAC Student Wing offers platform for the students to initiate quality ventures
- Registered and non-registered clubs provide sufficient prospects to engage in leadership roles for students.
- Student secretaries are elected for NSS and various clubs and they take initiative in organising various events and activities.
- The student representative in the IQAC ensured student participation in policy matters.

- The UBA activities of the students are aimed at rural development which are piloted by student secretaries
- The memberships of students in IIC, ED club and IEDC gives exposure to incubation, innovation and entrepreneurial activities.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/students-corner/students-council/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

14

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has an active Alumnae Association named OSAX (Old Students Association of St Xavier's) to foster strong bonds between alumnae, staff and students. The association is registered with registration number EKM/TC/406/2017 dated 29th October 2018. The association enables alumnae to participate in the activities of the college and contribute towards the welfare of the institution. The contribution of the alumnae include:

- Alumnae serve as members of the IQAC and as resource persons for webinars and lectures organized by departments.
- OSAX organised events like lecture series, ENSEMBLE, Motivational talks and career guidance classes, intercollegiate state level essay competition to groom the students.
- The association has instituted endowments for meritorious and financially backward students of both undergraduate and postgraduate programs
- OSAX honoured alumni achievers who have excelled in their careers
- The association also honoured the rank holders of University examination and the retiring staff members for their selfless service
- Charity projects are undertaken by the association. The project, "Snehasparsham" professed financial support of Rs. 60000/- to a former deserving student
- Financial support was also given to needy students for mobile data recharging that enabled them to attend online classes without fail.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/01/5.4.1-OSAX-AQAR-2020-21.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

St. Xavier's College for Women, Aluva, is a renowned Christian minority educational institution of Kerala, governed by the management of the Congregation of Teresian Carmelites (CTC). The institution strives for the empowerment of women as envisaged by the

foundress of CTC, Rev. Mother Eliswa. Urged by the foundress, Rev. Mother Magdelene CTC instituted St. Xavier's college for women, Aluva.

The Nature of Governance

The empowerment of women visualized by Mother Eliswa is tangible in women leadership of the college. The participatory governance system of the institution consists of Governing body, College Council, IQAC, Staff Association, College Students' Council, Finance Committee etc.

Perspective plans

In alignment with the vision and mission, perspective plans of the institution focus on:

- Strengthening Research Activities
- Faculty Development & Consultancy
- Student Support and Progression,
- Educational Leadership
- Expansion of the knowledge domain
- Infrastructure Expansion
- Industry tie ups and MoUs.

Participation of the Teachers

- Faculty representation in Governing body and College Council.
- Delegation of various responsibilities as coordinators of IQAC, NAAC, Clubs, Cells and Committee.
- Dynamic roles of the Principal, Heads of the departments, Class teachers, administrative staff and the support services.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/institution/qui-ntessence/vision-and-mission/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Amelioration of Infrastructure

Objective:

Amelioration of infrastructure envisages the expansion of campus through the construction of advanced academic block, and upgrading of the facilities in labs and library. Implementation of these projects are illustration of the participative management of the institution for the holistic development of the students as proficient citizens of the country.

Process of implementation

A committee headed by Vice Principal and four faculty members initiated to workout the strategic plans in alliance with all stakeholders including the Retired Staff.

- **Expansion of campus:** The stakeholders of the institution including staff, retired staff and PTA lend loan for the purchase of land.
- **Computer lab:** Planning was done in college council for an ideal arrangement of computer lab to facilitate students towards tech-heavy future. Finance committee examined and scrutinized the project and gave adequate recommendations to the Governing body
- **RFID based total library management system:** The collaboration of non-teaching staff, in book tagging by pasting RFID tags on every books and in the entry of the IDs of all books of the library.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/board-of-management/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Campus Extension Venture (CEV)

The Governing body had proposed various projects to implement the Strategic Plan (2019-2024), in accordance with the vision and mission of our institution. The core objective of the strategic plan is to ensure the holistic development of the students. Campus Extension Venture was launched for the expansion of campus

envisioning the construction of academic block. To raise the fund for the same, we applied for Infrastructure Grants for colleges under the scheme RUSA2.0 during the year 2017-18 academic year. The fund was approved and released during the 2018-19 academic year. The institution proceeded with the construction by utilizing the Infrastructure Grants by the scheme RUSA2.0 and the fund granted by the Xaverian Trust. CEV is an eight storied building which will house the classrooms, research amenities and other infrastructure conveniences for the stakeholders. The construction of the first floor is completed which includes class rooms and parking premises. According to the accessibility of the fund, the project will be consummated in the near future.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://stxaviersaluva.ac.in/strategic-plan/
Upload any additional information	View File

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

The college has a well-expound system to design and execute its policies and programmes for its streamlined functioning. It comprises of statutory and non statutory bodies which run corresponding to the statutes, manuals and policies by the government, university and governing body of the college.

- **Board of Management:-** The decisions regarding strategic plan and recommendations of the Governing Body are finalized by the board.
- **Governing body and College Council** are the supreme bodies that make decisions concerning new programmes, fee structure, scholarships, freeships and facilitation of curricular and co curricular activities.
- **Manager:-**The manager is the Administrative Head of the College and the Appointing authority. The annual performance of the faculty and the staff are analysed by the Manager and appropriate suggestions and corrections for improvement are given.
- **Principal:-**As an academic head of the institution, the Principal spearheads the academic, administrative and extracurricular activities of the institution. She is assisted

by the Vice Principal, Bursar, Staff association and the PTA.

- IQAC is a facilitative system ensuring catalytic improvement of the institution. It assures the institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/board-of-management/
Link to Organogram of the institution webpage	https://stxaviersaluva.ac.in/institution/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The welfare measure adopted by the institution include:

- Xaverian Health clinic for staff and students.
- Incentives for the creditable & successful efforts of the staff in curricular and co-curricular realms.

- Interest free loans to staff.
- Renewal programs to enliven the staff.
- Hostel facility for Teaching & Non-Teaching Staff
- Entertainment and recreation facilities such as tour, cultural events, sports, etc for Teaching and Non-Teaching Staff
- Temporary jobs on compassionate grounds are given to family members of the non-teaching staff
- Admission preference is given to children of teaching and non-teaching staff
- Festive allowances are granted and celebrations of national festivals are organized.
- Canteen service with proper sanitary conditions.
- E-mail addresses with the domain name of the institution granted to all staff and training on the use of various Google services.
- CCTV surveillance system for campus security.
- Motivation and support to the staff to venture higher studies
- Professional and technical training programmes for career development of the staff.
- Adequate awareness & training programmes for non teaching staff.
- RFID enabled library management system provides easy accessibility of academic resources.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/uploads/2022/02/welfare-form-for-non-teaching.pdf
Upload any additional information	View File

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

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

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

7

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

90

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

To improve overall organisational performance of teams and individuals, each employee's performance is evaluated annually. The goal is not only to objectively evaluate the employee's performance against established norms, but also to discover prospective areas of improvement that can lead to further advancement and growth.

The following are the key features of the performance appraisal system:

Teaching Staff

a) Each faculty member's performance is evaluated using the Performance Based Appraisal System (PBAS) which is also used for promotion under the UGC Career Advancement Scheme (CAS). Performances are classified into three categories in this scheme: i) Teaching, Learning, and Evaluation related activities, (ii) Co-Curricular, Extension, and Professional Development related activities, and (iii) Research Publications and Academic Contributions.

b) Besides academics, the institution engages in a wide range of activities for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institution gives these contributions appropriate weightage.

c) The Faculty Member's PBAS proforma is checked and verified by a subcommittee constituted of the Vice-Principal, Principal, and Manager.

Non-Teaching Staff

- a) The Performance of non-teaching staff are assessed annually.
- b) There are six parameters in the comprehensive Annual Assessment Report that assess their professional and behavioural characteristics

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/downloads/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has mechanisms of external and internal audit for both Government and Management accounts. The College Accounts are audited by external auditors at the end of financial year, while internal audits are conducted every academic year. The receipts, bills and vouchers, payments, statements of income and expenditure and the utilization certificates of the institutional projects and those sponsored by other agencies are consolidated and audited by registered chartered accountants on an annual basis. The balance sheet pertaining to both receipts and payments is audited and its Income Tax (IT) Returns are filed every year. The Institution has a well-framed budgeting, accounting and auditing system evolved over the years of experience. The external audit is conducted by the Deputy Director of Collegiate Education and by the Accountants General of India, for the funds received from the Governmental sources.

The internal audit is done by the office staff comprising the superintendent and the head accountant. This is done in the case of the daily income and expenditure statement regarding fees, caution deposit, grants for students etc. and it is verified by the Principal. College takes utmost care in rectifying the queries raised in audit report.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/02/6.4.2-Audited-Statements-AQAR-2020-21.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

195.2916

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure.

Fund Acquisition:

- The Fund Mobilisation Committee tracks the availability and receipt of funds. The committee monitors the statutory and non-statutory funds and devises means to self raise funds.

Fund Management:

- The Planning Committee develops decisive plans to productively utilise the funds.
- The Purchase Committee forges policies and procedures to track expenditure on the purchase of exigencies considering immediate and futuristic needs.

Funding sources:**Central Government Funds**

- RUSA
- University Grants Commission (UGC)
- Ministry of Science and Technology (FIST)
- DBT- STAR
- Major and Minor Projects
- UBA

State Government Funds

- Kerala State Higher Education Council
- Grant- in- aid for salary
- State Government fund for NSS, ASAP, WWS, SSP
- Scholarships

Non Government Funds

- Financial support from Management
- Student fee from self financing courses
- Contribution of Alumni
- Contribution of teachers
- PTA funds

Funds from the Central Government are utilized for the development of infrastructure facilities and research. Funds from Kerala State Higher Education Council are used for the smooth conduct of classes of ASAP, SSP and WWS. Other contributions are used to meet the developmental needs of the institution.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/03/6.4.3-link-AQAR.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

1. **Academic Week:** IQAC has been instrumental in the implementation of new initiatives at the college. Academic week is one such

practice that has piqued the interest of students and teachers. The college has been doing it for a while now, and it's turned into a tradition of the institution. The academic week, ACADEMIA 2021 was conducted during 11th-15th January, 2021. The theme for academic week was 'Health@Habitat'. The IQAC's Academic Week hosted a myriad of programs for stakeholders which included Expert lectures - ORACLE, Inter-departmental student exchange program - INTERACT, QUIZ, EXPELTEASE - FDP for teaching faculty, Know Codex-Training program for non-teaching staff.

2. Entrepreneur's Week: Following the success of academic week, IQAC launched a new initiative called Entrepreneur's Week during this academic year, which aims to instil a love of entrepreneurship in students. Ms. Sheela Kochouseph, a prominent entrepreneur, inaugurated Entrepreneur's Week, which was held from 22nd to 26th February 2021. Workshop, Group discussion, and an Expo N Fair were the highlights of this program. The Expo exhibited the Entrepreneurial skills of our students as they displayed and sold their own products at the expo.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/03/6.5.1.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Enhancement of Digital Delivery of Curriculum:

IQAC regularly improves the ICT skills of teaching and non-teaching staff by hosting workshops on topics such as G-suite, video conferencing tools, digital signature, and LMS. As online education has become a boon in the current scenario, teachers must be skilled and creative. At this point, IQAC played a critical role in providing a seven-day FDP programme, Dteach, to keep teachers updated on cutting-edge online teaching methods. As a result, all teachers contributed to online educational content.

2. Periodical Academic Review and Reflection:

The Academic Calendar is planned, displayed and distributed

throughout the Institute, and strictly followed. Academic programmes, Year plan of departments and internal examination schedules are announced in the Academic Calendar. Teachers record teaching plan in the Teachers diary which facilitates organised classroom functioning and timely completion of syllabus. Head of the department and Principal monitor and review the process. The monthly performance report is collected every month to monitor and review the progress of the departments. Result analysis of each course is reviewed by the Principal regularly. At the end of each year, the IQAC collects feedback on Teaching - Learning which is analysed and steps for improvement are communicated.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/03/IQAC-Report-2020-21-6.5.2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://stxaviersaluva.ac.in/annual-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College is concerned about gender equity and is cautious of imparting gender sensitivity through various cells and organizations like Women Cell, Anti-Ragging Cell, Anti-Sexual Harassment Cell and Monitoring Cell

1. Safety and Security

- Women Cell- Functions actively to train students in personality development, career orientation and life skill development. Organised Awareness classes on Women rights and Gender Equality, World Girl Child Day, Womanhood and Happy Periods Awareness Program, Menstrual Hygiene program and E-magazine release.
- Anti-Ragging Cell, Anti-Sexual Harassment Cell and Monitoring Cell are functional generating an alert in case of student issues
- Hostel facilities in the campus provide proper care and appropriate security
- Canteen offers a relaxed environment to dine and interact
- Surveillance Cameras at various vantage points ensure security. Security personnel is entrusted for surveillance round the clock.

2. Counseling cell functions availing the service of Dr. Sr. Ruby CTC, Counsellor, Prasanthi Counseling centre, Edapally. The regular mode of personal counseling is conducted every Thursday. To tackle the Pandemic impact, group counseling sessions were arranged for each department. Covid Impact Assessment Form was collected to identify students' personal, educational and psychological issues during lockdown. Feedback were collected and assessed by the co-coordinators.

3. Common Room facilities ensure students' relaxation.

File Description	Documents
Annual gender sensitization action plan	https://stxaviersaluva.ac.in/wp-content/uploads/2022/03/7.1.1-Genderplan-AQAR-2020-21.docx.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/03/7.1.1-facilities-web-AQAR-2020-21.pdf

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Wastes are segregated and collected at the source. Non-biodegradable waste is collected by Plan@Earth for recycling. Degradable organic waste is transferred to the biogas plant. Paper Wastes generated in the campus are collected by an external agency for recycling. Single Use Plastic is banned within the Campus so Plastic Waste is comparatively Less. The broken glass wastes and the non usable instruments are collected for recycling after thorough cleaning. The Liquid Waste generated from Laboratory, Sewage and Canteen are properly managed within the campus. Infectious waste like clinical specimens, soiled swabs, microbial cultures are autoclaved and freed of all pathogens before disposal into landfills. Glass slides are treated with sodium hypochlorite before autoclaving. Syringe incinerator is used to burn syringes used for blood collection. Acidic and basic Chemicals are neutralised in the laboratories itself. Waste generated from the science labs are mostly put in the landfills or in the biogas plant. Maxburn Sanitary Napkin Destroyer@

Max care India Pvt. Ltd destroys sanitary napkins hygienically. E-Waste of the college was collected and managed to handover to an authorised vendor. Vermicompost pit is used for student projects. Students prepare Compost from the dried leaves which are largely available in the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Focused on offering quality education on an inclusive basis, the college admits students of diverse sections of the society. Sticking on to the mandates of the affiliating university, admissions are done incorporating students from SC, ST, Differently-abled, backward communities, Lakshdweep and minority communities. Community and Management Quota provides admission to students from poor financial background.

Being a women-only academic sphere, women empowerment transcending racial, cultural, social and linguistic borderlines is focused. Socially and economically deprived are scaffolded with scholarships and freeships. Special attention is accorded to the differently-abled students. Under the auspices of different bodies/cells/clubs, an inclusive environment is facilitated.

The Women Cell of the college provided platform to constantly chisel students' gender consciousness and to brave the world. Curricular and co-curricular activities of the Students' Council incorporated myriad activities that address equity and inclusiveness. The college, as a partner institution of Ek Bharat Shreshtha Bharat Programme indulges in linguistic and cultural sharing. Nationalistic spirit is kindled by Electoral Literacy Club by constituting Youth Parliament and monthly wall magazine. The Peace Club ensured communal harmony by venturing events on communal and social equilibrium. The initiatives undertaken by the NCC and NSS managed to instil in the young minds humanitarian values.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Constitutional values, rights, duties and responsibilities of each individual are instilled among staff and students by incorporating myriad programmes, webinars and competition events. Human rights awareness is cemented through activities in diversified themes like observance of human rights day, Peace day and Hiroshima - Nagasaki day. Awareness video on UDHR reinstating the concept of human rights was prepared and Pamphlets on Communicable diseases were distributed. Webinars were organised on Human Rights and Self-Defence for girls, Human Rights in Indian perspectives, Real Sense of Health and The Role Of Balanced Diet, First Aid, Glimpses of Gandhiji's Life. " The documentary film "Story of Human Rights" was screened and poster making competition on "Ending the HIV/AIDS Epidemic: Resilience and Impact" was conducted.

Sensitize about constitutional obligations, a session on "Gandhian Principles and Fundamental Duties" was organised. lecture series -"Health@Habitat, Seminar on Energy Conservation and Management, Atmanirbhar Bharath in Energy, E Newsletter- "Identify the Fauna around your Home", E poster competition- "Our solutions are in Nature", Lockdown Birding Challenge, Micro-green challenge, awareness video on Waste management and climate change, survey on 'Non registered Neo Electorates" were organised. Wildlife Week, Constitution day, Gandhi Jayanti and other days of national and international importance were also observed.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://stxaviersaluva.ac.in/wp-content/uploads/2022/03/7.1.9-Consitutionobligationfinal-20-21.pdf
Any other relevant information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/03/7.1.9-Consitutionobligation-AOAR-2020-2021.docx-1.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. **Annual awareness programmes on Code of Conduct are organized**

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Events organised:

- **WORLD ENVIRONMENT DAY: Theme "Reimagine,Recreate, Restore," conducted interdepartmental essay competition, prepared videos on climate change, ventured cleaning drive and conducted online quiz competition.**
- **INTERNATIONAL YOGA DAY: Organised"Yoga for well-being."**
- **VAYANADINAM: Observed reading week.**

- INTERNATIONAL DAY AGAINST DRUG ABUSE
- KARGIL VIJAY DIWAS
- WORLD YOUTH SKILL DAY:- Strengthening Youth skills for employment and entrepreneurship.
- HIROSHIMA- NAGASAKI DAY:- Conducted a National quiz competition.
- INDEPENDENCE DAY/ PUNARJANI2K20 : Organised competitions-stamp designing, poster designing, Essay writing competition, Make an inspirational quote, patriotic song, photography, video presentation, Power Point presentation and National Level quiz.
- International Peace Day: Organised competitions-Drawing, Poster making, Slogan making.
- INTERNATIONAL NON VIOLENCE DAY/ GANDHI JAYANTI: Ventured cleaning drive at Fort Cochin and own houses; organised webinar on the 'Role of Youth in obtaining Atmanirbhar Bharath in Energy'
- GLOBAL HANDWASHING DAY: Ventured-"Our Future is at Our Hand - Let's move forward together."
- RASHTRIYA EKTA DIWAS: Commemorated Sardar Patel's ideals
- NCC DAY
- CONSTITUTION DAY/ SAMVIDHAN DIWAS: Prepared an awareness video, conducted seminar on the Philosophy of Indian Constitution, took Constitution Day Pledge, read preamble and received online certificates through mygov.in
- HUMAN RIGHTS DAY: Prepared awareness video; screened documentary film, "Story of Human Rights."
- CHILDREN'S DAY: Recharged mobile data of students from other institutions for study purposes.
- National Mathematics Day: Organised seminar.
- VIJAY DIWAS: Prepared posters and video.
- NATIONAL YOUTH DAY: Theme-" Enlight," organised Skit, Tableau, Pen a Poem, Book review, video of creativity, Thematic song, Thematic Dance, competition on paper presentation and Vlogging
- ARMY DAY: Prepared videos and took flag day pledge
- WOMEN'S DAY: Performed Street Play and Flash Mob; distributed Eco-friendly sanitary Napkins; honoured menial staff, conducted Women's Day Rally
- REPUBLIC DAY: Prepared e-magazine, "Covidum Shasthravum"
- EARTH DAY: Awareness on global climate change and environmental literacy

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best practice 1

XavADAPT (Xaverian Academic Dissemination and Practicing Tradition)

Title of the practice

XavADAPT (Xaverian Academic Dissemination and Practicing Tradition)

Objectives of the practice:

- To instil scientific bent in the knowledge incurred
- To infuse social commitment
- To inseminate positive stance to environment

Intended Outcome

- Develop environmental consciousness and social responsibility

The Context

- Establish a culture of academia-meet-application
- Network of Teachers, students and society
- Environment chosen as an area of focus to be propagated and proliferated
- Academic week conducted annually to deliberate on the pivotal theme of Environment concerns
- Societal level practice of the knowledge disseminated

Challenges

- Academic level knowledge dissemination has to be integrated to the society.

- New paradigms of conceptual application have to be devised and integrated to the teaching-learning process.
- The faculty and students have to invest their time to work on the strategy.

The Practice:

XavADAPT as a practice functions at two levels. The Academic Level accomplishes the activities in the institutional scenario, incorporating the participation of the student community. The Societal Level suffuses social responsibility in the students by ensuring their participation in the community linkage programmes.

1. Academic Level - Academic Week and other Academic Activities

The academic week, ACADEMIA 2021 was conducted during 11th-15th January, 2021 on the theme, 'Health @ Habitat' with five events of which 'ORACLE: Expert Lectures' and 'INTERACT: Inter-departmental student exchange program' offered a platform to organize interdisciplinary talks and to deliberate on Environment related topics.

1. Societal Level - Knowledge Dissemination and Practice in Society

To implant social responsibility, social accountability and civic liability, the college made it mandatory for the students to participate in societal activities. Even amidst the Pandemic situation, to usher in a culture of societal alliance amongst the students, the college instituted varied programmes incorporating the participation of the students and their parents in their own social surroundings.

Evidence of Success

- Under the initiative of the Energy Conservation Club, the college became a Partner Institution in the Student Solar Ambassador Project, a Central Govt project
- 18 members of the college were selected as Solar Ambassadors
- Lockdown Birding Challenge was organised by the college in association with the Popular Citizen Science Event. Lakshmi Satyapal, I B.Sc. Zoology, received a special mention in the bird count.in website for her contributions.

Problems encountered /Resource required

- COVID 19 Pandemic had restrained the regular working of the college activities
- Lack of teamwork due to the Pandemic isolation was challenging as the students were hesitant to engage in the events organised
- The Paradigm Shift from the traditional to virtual classrooms waned the interest of the students to indulge in social activities marring the prospects of the project.

Resources required

- Sufficient time and adequate fund

Notes

- The institution has to devise new paradigms of extension and outreach possibilities to strengthen and bolster academia-meet-application ventures
- Assimilation of the students into the selected communities is vital to identify and resolve issues of regional import.

Best practice 2

XavQWEST (Xaverian Quality Women Entrepreneurship and Skills Training)

Title of the practice

XavQWEST (Xaverian Quality Women Entrepreneurship and Skills Training)

Objectives of the practice:

- To inculcate the spirit of self-reliance to help enhance students' entrepreneurial skills.
- To provide students with different opportunities to practice their skills through an incubation centre
- To make students aware of the career opportunities available for them in their specific areas of interest.
- To provide students of all classes ample opportunities to develop self-employability skills

Intended outcome

- Develop entrepreneurial skills, incubate business ideas and augment self-sufficiency

The Context

- Foster economic independence among women
- Network of Teachers, Trainers, Alumni, students and society
- Diverse entrepreneurial initiatives to help students acquire employability skills
- Transform women into successful entrepreneurs.

Challenges

- Innovative conceptualisation and execution of ideas have to be encouraged among students by assimilating contemporary demands into the teaching-learning scenario.
- Prospects of Product creation and marketing have to be explored and analysed to promote entrepreneurship.
- The faculty and students have to invest their time to work on the strategy.

The Practice:

XavQWEST as a practice is pivotal in devising an entrepreneur-based community. Entrepreneurial initiatives are organised every academic year under the auspices of the Incubation Centre to amplify the desired skill sets in the students to grow as blooming entrepreneurs. The activities of XavQWEST in the year 2020-2021 could be categorized into two:

1. Samrambhaka Vedi

Samrambhaka Vedi aims to offer a direct physical platform for women entrepreneurs, experts and amateurs to transform their ideas into reality. Entrepreneurs' Week was organized under the auspices of IQAC to provide a platform for the students to identify and develop their entrepreneurial skills. Online entrepreneurship was highly encouraged among students.

2. Product Workshops and Skills Training

Entrepreneurial Initiatives were augmented through the incubation centre. Under its auspices Skill Development cell, ED Club, IIC, different departments and cells function in the college that offer

students skills training. The workshops and skills training were aimed at endorsing the perennial skills of self-sufficiency in the students.

Evidence of Success

- The college bagged 4 Stars Rating (Highest for IIC 3.0 period) in the Institution Innovation Council 2020-21 Annual Performance by the Ministry of Education, Govt. of India
- St. Xavier's College is the only Arts and Science College from Kerala assigned with Mentor status with Financial Support by MIC and AICTE
- 18 of the faculty and students are recognised as Innovation Ambassadors

Problems encountered /Resource required

- Making and marketing of products are challenging in the strict educational scenario
- The university grants and funds are minimal.
- Tied to the rigid semester system, students lack sufficient time to pursue the entrepreneurial prospects they have mastered.

Resource required

- Sufficient time and adequate fund

Notes

- Since entrepreneurship initiatives are not part of the formal syllabus and curriculum, much pain and labour are put in to incorporate such initiatives and training programmes.
- The possibilities of academic flexibility must be reviewed in terms of academic autonomy so that more time and energy could be invested in entrepreneurial endeavours

File Description	Documents
Best practices in the Institutional website	https://stxaviersaluva.ac.in/best-practices/
Any other relevant information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/03/7.2-AcademicWeek-AOAR-2020-2021.docx.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

WE-AIM (Women Empowerment- Activities for Integral Maturation)

Objectives:

St. Xavier's College aims at the holistic development of women through academic and artistic initiatives. The venture intends to nurture their inherent skill sets and to instil in them a scientific temperament through theoretical and practical exposition.

The Context:

The distinctiveness of the institution lies in its vision to mould a generation of empowered women through liberal cultural practices. To achieve the goal, programmes and club activities were encouraged that exhort leadership, promote career advancement, instil eco-sensitivity, constitutional awareness, and self- efficiency.

The Practice:

The integral Maturation of students is realized through various clubs, cells, organizations and associations. Even amidst the Pandemic situation, diverse activities were organised at the institutional level to ensure holistic and value-added development.

The Students' Council attuned the artistic and creative talents of the students through divergent competitions.

Registered and Non-Registered clubs helped to accomplish personality development.

The different cells and associations offered multifaceted activities processing means to achieve integral maturation.

Inference

Resolute on fulfilling the vision and mission of the institution, the activities of 2020-21 are aimed at the emotional, spiritual, mental, artistic, cultural and constitutional evolution and expansion of the students. Professing varied roles, the activities contributed positively.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

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 include:

- Construction of new academic block to improve the infrastructure facility.
- Applying for autonomous college status.
- Embarkment of new value added/skill oriented add on courses and new generation courses.
- Increase in e-contents and online courses offered from the institution
- Systematisation of OBE attainment using appropriate softwares.
- Enhancement of enrolment in online courses offered by Coursera, edX, NPTEL etc.
- Facilitation of FDPs through collaborations with affiliating universities to empower the faculty
- Augmentation of more placement drives to provide job opportunities to the students.
- Installation of elevator in the old academic block.
- Implementation of innovation and incubation centre.
- Commencement of college start up
- Efficient utility of RFID facility and addition of more books to the repository.
- Endorsing the academic and societal capabilities of faculty and departments through funded projects