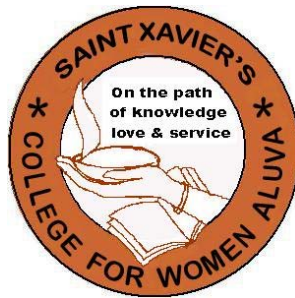


**ST.XAVIER'S COLLEGE FOR WOMEN**  
**ALUVA-683 101, KERALA**



**SELF STUDY REPORT**

*Submitted To*

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*For*

**REACCREDITATION**

*February 2012*

***Was Re-Accredited at the B++ level***

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## **ST. XAVIER'S COLLEGE FOR WOMEN, ALUVA**

### **The Institution**

St. Xavier's College is situated on the enchanting banks of river Periyar, in the semi-urban area of Aluva, nearly 35 Kilometers away from Kochi, Kerala. The College was established in 1964. It is a First Grade College managed by The Congregation of Teresian Carmelites and is affiliated to Mahatma Gandhi University, Kottayam, Kerala. The College was reaccredited with B++ grade by NAAC in 2006.

The College is a Minority educational institution recognized by National Minority Commission, covered under article 30 of the Constitution of India. The College also comes under 2(f) and 12(b) of the UGC Act. It caters to the higher education needs of the girls from the marginalized minority communities such as Latin Catholics, Muslims, and Scheduled Castes and Tribes.

St. Xavier's College is named after St. Francis Xavier, an outstanding Jesuit professor, educationalist and a great missionary of the 15<sup>th</sup> Century. This is the only Women's College in this area and is situated in the Aluva town on the banks of river Periyar at the entry point to the hilly areas of Kerala. This educational institution started functioning with a strength of 238 pre-degree students in four batches and 22 members of teaching staff. It was upgraded as a degree College in 1968. It now offers UG courses in Mathematics, Physics, Chemistry, Zoology, Zoology Vocational, Botany, English Literature, Communicative English, Malayalam, Economics and Commerce. Post graduate courses in Commerce, Physics, English, and Microbiology were started in 1984, 1998, and 2001 respectively. The Everonn Virtual Class Room gives access to the students to attend lecture sessions of professors from other universities. The College conducts five skill – oriented add-on courses in order to equip students to face the challenges in the field of employment.

St. Xavier' College is extending its services not only to the academic field but also to community building programmes. In collaboration with the Kerala

Action force, the IMA, the municipality and the local community, it conducts various programmes to help the poor, the widows, and the homeless.

Since the previous reaccreditation, the College has improved academically and in infrastructure. New courses, and departments, and more space for various departments have been added. New technological innovations have been introduced in teaching and learning.

The College has now completed five years since the last reaccreditation. Now it is time for the institution to have an evaluation and assessment of its strength and weakness, opportunities and threats for further improvement.

**PART I**  
**INSTITUTIONAL DATA**

**A) Profile of the College**

1. Name and address of the college:

Name	: ST. XAVIER'S COLLEGE FOR WOMEN
Address	: PALACE ROAD, ALUVA
City	: KOCHI
District	: ERNAKULAM
State	: KERALA
Pin code	: 683 101
Website:	<a href="http://www.stxaviersaluva.ac.in">www.stxaviersaluva.ac.in</a>

2. For communication:

**Office**

Name	Area/ STD code	Tel. No.	Fax No.	E-mail
Principal <b>T.F. Pauly( Sr. Percy )</b>	0484	2623240	2628840	srpercycctc@gmail.com
Vice Principal <b>Dr. Sr. Benedict Mary A.</b>	0484	2623240	2628840	srbenedictactc@gmail.com
Steering Committee Coordinator <b>Ms. Patricia Janet</b>	0484	2623240	2628840	pajanchris@gmail.com

**Residence**

Name	Area/ STD code	Tel. No.	Mobile No.
Principal <b>T.F. Pauly( Sr. Percy )</b>	0484	2631201	9447167055
Vice Principal <b>Dr. Sr. Benedict Mary A.</b>	0484	2631201	8547435240
Steering Committee Coordinator <b>Ms. Patricia Janet</b>	0484	2391806	9388638933

3. Type of Institution:

- |                  |                         |                                     |
|------------------|-------------------------|-------------------------------------|
| a. By management | i. Affiliated College   | <input checked="" type="checkbox"/> |
|                  | ii. Constituent College | <input type="checkbox"/>            |
| b. By funding    | i. Government           | <input type="checkbox"/>            |
|                  | ii. Grant-in-aid        | <input checked="" type="checkbox"/> |
|                  | iii. Self-financed      | <input type="checkbox"/>            |
|                  | iv. Any other           | <input type="checkbox"/>            |
|                  | (Specify the type)      |                                     |
| c. By Gender     | i. For Men              | <input type="checkbox"/>            |
|                  | ii. For Women           | <input checked="" type="checkbox"/> |
|                  | iii. Co-education       | <input type="checkbox"/>            |

4. Is it a recognized minority institution?

☒ Yes ☐ No

If yes specify the minority status (Religious/linguistic/ any other)

(Provide the necessary supporting documents)

Copy of the certificate of minority educational institution issued by Government of India is attached. **Attachment 1**

5. a) Date of establishment of the college:

Date	Month	Year
06	07	1964

b) University to which the college is affiliated (If it is an affiliated college)

or which governs the college (If it is an constituent college)

Mahatma Gandhi University, Kottayam-686560, Kerala.

6. Date of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	04 - 01 - 1969	
ii. 12 (B)	04 - 01 - 1969	

Copy is attached. **(Attachment 2)**

7. Does the University Act provide for autonomy of Affiliated/Constituent Colleges?

Yes ☐

No ☒

If yes, has the college applied for autonomy?

Yes ☐

No ☒

8. Campus area in acres/sq.mts:

7.46 Acres

9. Location of the college: (based on Govt. of India census)

Urban ☐

Semi-urban ☒

Rural ☐

Tribal ☐

Hilly area ☐

Any other (specify)

10. Details of programmes offered by the institution: (Give last year's data)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted
i)	Under-graduate	B.A. English	3	+ 2	English	52	50
		B.A. Comm. English	"	"	"	39	39
		B.A. Malayalam	"	"	"	52	49
		B.A. Economics	"	"	"	60	60
		B.Sc. Mathematics	"	"	"	52	42
		B.Sc. Physics	"	"	"	42	38
		B.Sc. Chemistry	"	"	"	29	25
		B.Sc. Botany	"	"	"	42	42
		B.Sc. Zoology	"	"	"	42	39
		B.Sc. Zoology (V)	"	"	"	29	20
		B.Com	"	"	"	52	50
ii)	Post-graduate	M.A. English	2	B. A./ B. Sc.	English	19	19
		M.Sc. Physics	"	B. Sc.	"	15	11
		M.Com. Financial Management Stream	"	B.Com	"	19	19
		M.Sc. Microbiology	"	B. Sc.	"	12	12
iii)	M. Phil	-	-	-	-	-	-
iv)	Ph. D.	-	-	-	-	-	-
v)	Certificate course	Human Rights and Duties	3 months	+ 2	English		12



vi)	UG Diploma	E. Banking	1 year	+ 2	English		15
		Security Analysis	"	"	"		15
		Computer Application	"	"	"		15
		Tally	"	"	"		15
vii)	PG Diploma	PGDCA	"		"		5
viii)	Any Other (specify)	<b>Virtual Class Room Courses</b>					
		Basic English Course	"		"		22
		Financial Marketing	"		"		13
		Software Testing	"		"		8
		Placement Support and English Enhancement Courses	"		"		44
		B.Com with Computer Application – Off campus course, M.G University	3 years	+ 2	"		90
		BBA – Off campus Course – M.G University	"	"	"		36
		BCA – Off campus Course – M.G University	"	"	"		56
		MCA – Off campus Course – M.G University	2 years	Degree	"		3

11. List the departments:

<b>Science</b>	
Departments: Mathematics, Physics, Chemistry, Botany, Zoology, Microbiology (Zoology Vocational)	6
<b>Arts</b> (Language and Social sciences included)	
Departments: English, Communicative English, Malayalam, Hindi, Economics	5
<b>Commerce</b>	
Departments: Commerce	1
<b>Any Other (Specify)</b>	
Departments: Physical Education, Everonn Virtual Class Room, Computer Applications (Offcampus)	4

12. Unit Cost of Education

*(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled )*

(a) including the salary component = Rs.20300/-

(b) excluding the salary component = Rs.5022/-

## B) Criterion-wise Inputs

### Criterion I: Curricular Aspects

#### 1. Does the College have a stated

Vision? Yes ☒ No ☐  
 Mission? Yes ☒ No ☐  
 Objectives? Yes ☒ No ☐

#### 2. Does the college offer self-financed Programmes? Yes ☒ No ☐

If yes, how many?

Fee charged for each programme (include Certificate , Diploma, Add-on courses

Sl. No.	Programme (B.A, B.Sc., B.Com. etc.)	Fee charged in ₹.
1.	B.A. Communicative English	5000/Sem
2.	M.Sc. Microbiology	25,000/Sem
3.	<b>Virtual Class Room Course</b> 1. Basic English Course 2. Financial Marketing 3. Software Testing 4. Placement Support and English, Enhancement Courses	2000 3000 25000 2000
4.	Certificate course in Human Rights and Duties U G Diploma: 1. E. Banking 2. Security Analysis 3. Computer Application 4. Tally	1000/year 1000/year 1000/year 1000/year
5	Offcampus BBA BCA B.Com with CA MCA	10000/ year 15000/ year 9500/ year 27000/ year

3. Number of Programmes offered under
- a. annual system 10
- b. semester system 14
- c. trimester system -
4. Programmes with
- a. choice based credit system
- |     |   |    |  |        |    |
|-----|---|----|--|--------|----|
| Yes | ✓ | No |  | Number | 14 |
|-----|---|----|--|--------|----|
- b. Inter/multidisciplinary approach
- |     |   |    |  |        |    |
|-----|---|----|--|--------|----|
| Yes | ✓ | No |  | Number | 10 |
|-----|---|----|--|--------|----|
- c. Any other, specify
- |     |   |    |  |        |   |
|-----|---|----|--|--------|---|
| Yes | ✓ | No |  | Number | 3 |
|-----|---|----|--|--------|---|
5. Are there Programmes where assessment of teachers by students is practiced?
- |     |   |    |  |        |     |
|-----|---|----|--|--------|-----|
| Yes | ✓ | No |  | Number | All |
|-----|---|----|--|--------|-----|
6. Are there Programmes taught only by visiting faculty?
- |     |   |    |  |        |     |
|-----|---|----|--|--------|-----|
| Yes | ✓ | No |  | Number | All |
|-----|---|----|--|--------|-----|
7. New programmes introduced during the last five years
- UG
- |     |   |    |  |        |   |
|-----|---|----|--|--------|---|
| Yes | ✓ | No |  | Number | 1 |
|-----|---|----|--|--------|---|
- PG
- |     |  |    |   |        |  |
|-----|--|----|---|--------|--|
| Yes |  | No | ✓ | Number |  |
|-----|--|----|---|--------|--|
- Others (specify)
- |     |  |    |   |        |  |
|-----|--|----|---|--------|--|
| Yes |  | No | ✓ | Number |  |
|-----|--|----|---|--------|--|
8. How long does it take for the institution to introduce a new programme within the existing system?
- |                   |  |  |  |  |  |
|-------------------|--|--|--|--|--|
| One to two months |  |  |  |  |  |
|-------------------|--|--|--|--|--|
9. Does the institution develop and deploy action plans for effective implementation of the curriculum?
- |     |   |    |  |  |  |
|-----|---|----|--|--|--|
| Yes | ✓ | No |  |  |  |
|-----|---|----|--|--|--|
10. Was there major syllabus revision during the last five years? If yes, indicate the number.
- |     |   |    |  |        |    |
|-----|---|----|--|--------|----|
| Yes | ✓ | No |  | Number | 11 |
|-----|---|----|--|--------|----|
11. Is there a provision for Project work etc. in the programme? If yes, indicate the number.
- |     |   |    |  |        |    |
|-----|---|----|--|--------|----|
| Yes | ✓ | No |  | Number | 14 |
|-----|---|----|--|--------|----|
12. Is there any mechanism to obtain feedback on curricular aspects from
- a. Academic Peers?
- |     |   |    |  |  |  |
|-----|---|----|--|--|--|
| Yes | ✓ | No |  |  |  |
|-----|---|----|--|--|--|
- b. Alumni?
- |     |   |    |  |  |  |
|-----|---|----|--|--|--|
| Yes | ✓ | No |  |  |  |
|-----|---|----|--|--|--|
- c. Students?
- |     |   |    |  |  |  |
|-----|---|----|--|--|--|
| Yes | ✓ | No |  |  |  |
|-----|---|----|--|--|--|
- d. Employers?
- |     |   |    |  |  |  |
|-----|---|----|--|--|--|
| Yes | ✓ | No |  |  |  |
|-----|---|----|--|--|--|
- e. Any other?
- |     |   |    |  |  |  |
|-----|---|----|--|--|--|
| Yes | ✓ | No |  |  |  |
|-----|---|----|--|--|--|

## Criterion II: Teaching-Learning and Evaluation

1. How are students selected for admission to various courses?

Yes ☒ No ☐

- a) Through an entrance test developed by the institution ☐
- b) Common entrance test conducted by the University/Government ☒
- c) Through interview ☒
- d) Entrance test and interview ☐
- e) Merit at the previous qualifying examination ☒
- f) Any other (specify) ☐

2. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic year

Programmes (UG and PG)	Open category		SC/ST category		Any other (Community Category)	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
UG	96	54	90	44	93	44
PG	85	76	74	44	85	62

3. Number of working days during the last academic year

195
-----

4. Number of teaching days during the last academic year

190
-----

5. Number of positions sanctioned and filled Sanctioned/ Filled

Teaching

60	46
----	----

Non-teaching

30	19
----	----

Technical

1	0
---	---

6. a. Number of regular and permanent teachers (gender-wise)

Associate Professors

M		F	44
---	--	---	----

Readers

M		F	1
---	--	---	---

Assistant Professors

M		F	0
---	--	---	---

Lecturers

M		F	1
---	--	---	---

b. Number of temporary Lecturers – Full-time teachers (gender-wise)

M	1	F	24
---	---	---	----

Lecturers – Part- time	M		F	1
Lecturers (Mgt appt.) Full time	M		F	8
Lecturers (Management appointees) - Part time	M		F	2
Any other	M		F	
Total	M		F	27

c.	Number of teachers	From the same State	45
		From other States	1

\* M – Male F – Female

7.	a.	Number of qualified/ permanent teachers and their percentage to the total number of faculty	Number	%
			60	77%

b.	Teacher: student ratio	1:23
----	------------------------	------

c.	Number of teachers with Ph.D. as the highest qualification and their percentage to the total faculty strength	16	34%
----	---	----	-----

d.	Number of teachers with M. Phil as the highest qualification and their percentage to the total faculty strength	20	70%
----	---	----	-----

e.	Percentage of the teachers who have completed UGC, NET and SLET exams	40%
----	---	-----

f.	Percentage of the faculty who have served as resource persons in Workshop/ Seminars/ Conferences during the last five years	20 %
----	---	------

g	Number of faculty development programmes availed by teachers (last five years)	1	2	3	4	5
---	--	---	---	---	---	---

UGC/ FIP programme					>
Refresher:					>
Orientation:					>
Any other (specify) (Ph.D without FIP)					>

h	Number of faculty development programmes organized by the college during the last five years
---	--

Seminars/ workshops/symposia on curricular development, teaching- learning, assessment, etc.

1	2	3	4	5
				>

Research management

				>
--	--	--	--	---

Invited/endowment lectures

				>
--	--	--	--	---

Any other (specify) : Retreat and Motivation class

				>
--	--	--	--	---

Number %

8. Number and percentage of the courses where predominantly the lecture method is practiced

All	%
	100

9. Does the college have the tutor-ward system?

Yes ☒ No ☐

- If yes, how many students are under the care of a teacher?

25
----

10. Are remedial programmes offered?

Yes	<input checked="" type="checkbox"/>	No		Number	10
-----	-------------------------------------	----	--	--------	----

11. Are bridge courses offered?

Yes	<input checked="" type="checkbox"/>	No		Number	
-----	-------------------------------------	----	--	--------	--

12. Are there Courses with ICT-enabled teaching-learning processes?

Yes	<input checked="" type="checkbox"/>	No		Number	8
-----	-------------------------------------	----	--	--------	---

13. Is there a mechanism for:

a. Self appraisal of faculty?

Yes ☒ No ☐

b. Student assessment of faculty performance?

Yes ☒ No ☐

c. Expert /Peer assessment of faculty performance?

Yes ☒ No ☐

14. Do the faculty members perform additional administrative work? If yes, the average number of hours spent by the faculty per week

Yes ☒ No ☐

3 to 4 hours

### ***Criterion III: Research, Consultancy and Extension***

1. How many teaching faculty are actively involved in research? (Guiding student research, managing research projects etc.,)

Number % of total

20 48%

#### **2. Research collaborations**

a) National

Yes ☒ No ☐

If yes, how many?

1

b) International

Yes ☒ No ☐

If yes, how many?

2

3. Is the faculty involved in consultancy work?

Yes ☒ No ☐

If yes, consultancy earnings/ year (average of last two years may be given)

.....

4. a. Do the teachers have ongoing/ completed research projects?

Yes ☒ No ☐

If yes, how many?

On going

5

Completed

2

b. Provide the following details about the ongoing research projects

Major projects	Yes	<input checked="" type="checkbox"/>	No	3	Number	Agency	1.DST, Govt. of India 2. NBHM 3.UGC	Amt	240000 100000 300000
Minor projects	Yes	<input checked="" type="checkbox"/>	No	4	Number	Agency	UGC	Amt	45000 60000 95000 45000
College Projects	Yes	<input checked="" type="checkbox"/>	No		Number	Amount			
Industry sponsored	Yes	<input checked="" type="checkbox"/>	No		Number	Industry		Amt	
Any other (specify)									
No. of student research projects	Yes	<input checked="" type="checkbox"/>	No		Number	Amount sanctioned by the College	NA		

5. Research publications:

International journals	Yes	<input checked="" type="checkbox"/>	No		Number	20
National journals – refereed papers	Yes	<input checked="" type="checkbox"/>	No		Number	28
College journal	Yes	<input checked="" type="checkbox"/>	No		Number	3
Books	Yes	<input checked="" type="checkbox"/>	No		Number	8
Abstracts	Yes	<input checked="" type="checkbox"/>	No		Number	
Any other (specify)	Yes		No		Number	
Awards, recognition, patents etc. if any (specify) : 7						



6. Has the faculty
- a) Participated in Conferences? Yes ☒ No ☐ Number
- b) Presented research papers Yes ☒ No ☐ Number  
in Conferences?
7. Number of extension activities organized in collaboration with other agencies/NGOs (such as Rotary/Lions Club) (average of last two years) 30
8. Number of regular extension programmes organized by NSS and NCC (average of last two years)
- | NSS | NCC |
|-----|-----|
| 25  | 12  |
9. Number of NCC Cadets/units
- |   |  |   |     |       |   |
|---|--|---|-----|-------|---|
| M |  | F | 108 | Units | 1 |
|---|--|---|-----|-------|---|
10. Number of NSS Volunteers/units
- |   |  |   |     |       |   |
|---|--|---|-----|-------|---|
| M |  | F | 324 | Units | 2 |
|---|--|---|-----|-------|---|

***Criterion IV: Infrastructure and Learning Resources***

1. (a) Campus area in acres 7.46 acres  
(b) Built up area in Sq. Meters 9114 Sq. Meters  
(\* 1 sq.ft. = 0.093 sq.mt)
2. Working hours of the Library
- (a) On working days 8 hours
- (b) On holidays 8 hours
- (c) On Examination days 8 hours
3. Average number of faculty visiting the library/day (average for the last two years) 4517
4. Average number of students visiting the library/day (average for the last two years) 48307
5. Number of journals subscribed to the institution 86
6. Does the library have the open access system?
- |     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|
7. Total collection (Number) as on 31-10-2011
- |                    |       |
|--------------------|-------|
|                    |       |
| Titles             |       |
| Volumes            |       |
| a. Books           | 38983 |
| b. Textbooks       | 12893 |
| c. Reference books | 3200  |
| d. Magazines       | 39    |

e. Current journals

Indian journals

108

Foreign journals

3

f. Peer- reviewed journals

96

g. Back volumes of journals

1495

h. E-resources

CDs/ DVDs

110

Databases

1

Online journals

5

Audio- Visual resources

70

i. Special collections (numbers)

Repository

(World Bank, OECD, UNESCO etc.)

Interlibrary borrowing facility

Materials acquired under special schemes  
(UGC, DST etc. )

Materials for Competitive examinations  
including Employment news, Yojana etc.

Book Bank

Braille materials

Manuscripts

Any other (specify)

Yes	No	No.	
	✓		
✓			
✓			
✓			
✓			
	✓		
✓			

8 Number of books/journals / periodicals added during the last two years and their total cost

	The year before last		Last Year	
	Number 2009-2010	Total Cost (Rs.)	Number 1010- 2011	Total Cost (Rs.)
Text books	103	7837.50	84	7044.00
Reference Books	346	7675.00	1005	277955.00
Other books	236	12887.00	206	32913.00
Journals/Periodicals	72	30232.00	87	41308.00
Encyclopedia	3	999	25	49350.00
Any other(specify)				

9. Mention the

Total carpet area of the Central Library (in sq. ft)	6674.81
Number of departmental libraries	1
Average carpet area of the departmental libraries	413.25sq.ft.
Seating capacity of the Central Library ( Reading room)	170

10 Status of Automation of the Library

not initiated

☐

fully automated

☐

partially automated

☒

11 Percentage of library budget in relation to the total budget

2.5%

12 Services/facilities available in the library (If yes, tick in the box)

Circulation

Clipping

☒

Bibliographic compilation

☒

Reference

☒

Reprography

☒

Computer and Printing

☒

Internet

☒

Inter-library loan

☒

Power back up

☒

Information display and notification

☒

User orientation /information literacy

☒

Any other (specify)

☒

720

13 Average number of books issued/returned per day

14 Ratio of library books to the number of students enrolled

30.6
------

15 Computer Facilities

Number of computers in the college

150
-----

Number of Departments with computer facilities

12

Central computer facility ( Number of terminals )

40
----

Budget allocated for purchase of computers during the last academic year

5%
----

Amount spent on maintenance and upgrading of computer facilities during the last academic year

299969.00
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Internet Facility, Connectivity	Dialup	Broadband	Others (Specify)
	Nil	100000.00	Nil

Number of nodes/ computers with Internet  
facility

100

16. Is there a  
Workshop/Instrumentation  
Centre?

Yes	✓	No		Available from the year	1964
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17. Is there a Health Centre?

Yes	✓	No		Available from the year	2005
-----	---	----	--	-------------------------------	------

18. Is there Residential accommodation for

Faculty ?

Yes	✓	No	
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Non-teaching staff ?

Yes	✓	No	
-----	---	----	--

19. Are there student Hostels?

Yes	✓	No	
-----	---	----	--

If yes, number of students residing in  
hostels

175

Male

Yes		No	✓	Number	
-----	--	----	---	--------	--

Female

Yes	✓	No		Number	175
-----	---	----	--	--------	-----

20. Is there a provision for

a) Sports fields

Yes	✓	No	
-----	---	----	--

b) Gymnasium (Health Club)

Yes	✓	No	
-----	---	----	--

c) Womens' rest rooms

Yes	✓	No	
-----	---	----	--

d) Transport

Yes	✓	No	
-----	---	----	--

e) Canteen/Cafeteria

Yes	✓	No	
-----	---	----	--

f) Students centre

Yes	✓	No	
-----	---	----	--

g) Vehicle parking facility

Yes	✓	No	
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### Criterion V: Student Support and Progression

1. a

Student Enrolment	UG			PG			Diploma / Certificate			Self-Funded		
	M	F	T	M	F	T	M	F	T	M	F	T
Number of students from the same State where the college is located	Nil	1300	1300	-	123	123	-	304	304		185	185
Number of students from other States	-	16	13	-	2	2						
Number of NRI students	-	1	-	-	Nil							

b. Dropout rate in UG and PG (average for the last two batches)

	Number	%
UG	28	2
PG	4	0.3

2. Financial support for students: (last Year)

Endowments

Freeships

Scholarships (Government)

Scholarships (Institution)

Number of loan facilities

Educational loans from banks

Any other financial support

(Specify)

No.	Amount
48	24000
Nil	Nil
7	122792
32	7050

3. Does the college obtain feedback from students on their campus experience?

Yes ☒ No ☐

4. Major cultural events (data for last year)

Events	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	✓		1	✓		2
Inter-university		✓			✓	
National		✓			✓	
Any other (specify)	College Day, Onam celebrations, Xaverian day & Christmas day, College Youth Festival					

5.

Results	UG					PG				
	06-07	07-08	08-09	09-10	10-11	06-07	07-08	08-09	09-10	10-11
	1	2	3	4	5	1	2	3	4	5
Pass Percentage	94	97	93	93	91	85	84	82	68	68
Number of first classes	280	279	256	246	215	39	9	31	25	24
Ranks (if any)	5	5	2	2	3					

(\* Add more columns if not adequate)

6. Number of overseas programmes on campus  
and income earned:

Number	Amount	Agency
Nil		

7. Number of students who have passed the following examinations during the last five years

NET	1	8	4	12	15
SLET		N	I	L	
CAT					2
TOEFL		N	I	L	
GRE		N	I	L	
GMAT		N	I	L	
Civil services (IAS / IPS/IFS)		N	I	L	
Defence Entrance		N	I	L	
Other services		N	I	L	
Any other (specify)		N	I	L	

8. Is there a Student Counselling Centre?

Yes	✓	No	
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9. Is there a Grievance Redressal Cell?

Yes	✓	No	
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10. Does the college have an Alumni Association?

Yes	✓	No		Formed in the year	1998
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11. Does the college have a Parent-teachers Association?

Yes	✓	No		Formed in the year	1986
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### ***Criterion VI: Governance and Leadership***

1. Has the institution appointed a permanent Principal?

Yes	✓	No	
M.A, M.Phil			

If Yes, denote the qualifications

If No, for how long has the position been vacant

2. Number of professional development programmes held for the Non-teaching staff (last two years)

4	4
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3. Financial resources of the college (approximate amount) – Last year's data

Grant-in-aid

Rs.3474910

Fee from aided courses

Rs.2244675

Donation

Nil

Fee from Self-funded courses

850000

Any other (specify)-Rent

Rs.131405

4. Statement of Expenditure ( for last two years)

Item	Before last	last year
% spent on the salaries of faculty	55.16	53.47
% spent on the salaries of non-teaching employees including contractual workers	14.16	15
% spent on books and journals	2.44	2.21
% spent on Building development	0.71	0.78
% spent on hostels, and other student amenities	1.65	0.74
% spent on maintenance - electricity, water, telephones, infrastructure	4.59	6.38
% spent on academic activities of departments - laboratories, green house, animal house, field trips etc.	0.46	4.32
.% spent on research, seminars, etc.	1.59	0.99
% spent on miscellaneous expenditure	3.51	3.77

5. Dates of meetings of Academic and Administrative Bodies during the last two years:

Governing Body

Last year

Year before last

30.05.2010

28.05.2009

Internal Admn. Bodies (mention only three most important bodies)

IQAC

25.03.2010

20.03.2009

College Council

03.03.2011

13.01.2009

PTA Executive

03.06.2010

27 01 2009

Any other (specify):

Library Committee

15.11.2010

25.11.2009

Staff Association

22.01.2010

13.03.2009

Planning Forum

05.06.2010

03.06.2009

Equipment Committee

10.01.2010

09.02.209



Regular meetings are held which can be had from the respective reports.

6. Are there Welfare Schemes for the academic community?

Loans:	Yes	<input checked="" type="checkbox"/>	No	
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Medical allowance	Yes	<input checked="" type="checkbox"/>	No	
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Any other (specify) Life Insurance	Yes	<input checked="" type="checkbox"/>	No	
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7. Are there ICT supported / Computerised units/processes/activities for the following?

a) Administrative section/Office Yes ☒ No ☐

b) Finance Unit Yes ☒ No ☐

c) Student Admissions Yes ☒ No ☐

d) Placements Yes ☒ No ☐

e) Aptitude Testing Yes ☒ No ☐

f) Examinations Yes ☒ No ☐

### ***Criterion VII: Innovative Practices***

1. Has the institution established Internal Quality Assurance Mechanisms

Yes	✓	No	
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2. Do students participate in the Quality Enhancement initiatives of the Institution?

Yes	✓	No	
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3. What is the percentage of the following student categories in the institution?

a. SC	20
b. ST	0.1
c. OBC	40
d. Women	100
e. Differently-abled	0.2
f. Rural	90
h. Tribal (Lakshadweep)	1
i. Any other (Semi Urban)	10

4. What is the percentage of the following category of staff?

	Category	Teaching staff	%	Non-teaching staff	%
A	SC	-	0	-	0
B	ST	1	1.6	-	0
C	OBC	35	75	18	90
D	Women	46	100	14	70
E	Physically-challenged	1	2	-	0
F	General Category	11	22	1	5
G	Any other ( specify)				

5. What is the percentage incremental academic growth of the following category of students for the last two batches?

	Category	At Admission		On completion of the course	
		Batch I	Batch II	Batch I	Batch II
a.	SC	44	45	50	51
b.	ST				
c.	OBC	44	50	60	65
d.	Women				
e.	Physically challenged				
f.	General Category	54	60	74	80
G	Any other ( specify)				

### C. Profile of the Departments

<b>DEPARTMENT OF ENGLISH</b>		<b>Responses</b>
1.	Name of the Department	<b>English</b>
2.	Year of Establishment	1964
3.	Number of Teachers sanctioned and present position	13, 10
4.	Number of Administrative Staff	-
5.	Number of Technical Staff	-
6.	Number of Teachers and Students	10, 182
7.	Demand Ratio (No. of seats : No. of applications)	1:10
8.	Ratio of Teachers to Students	1:16
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2009
11.	Number of students passed NET/SLET etc. (last two years)	4
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	Higher than university
13.	University Distinction/ Ranks	2
14.	Publications by faculty (last 5 years)	6
15.	Awards and recognition received by faculty (last five years)	1
16.	Faculty who have Attended National and International Seminars (last five years)	13
17.	Number of National and International seminars organized (Last five years)	3
18.	Number of teachers engaged in consultancy and the revenue generated	-
19.	Number of Ongoing projects and its total outlay	-
20.	Research projects completed during last two & its total outlay	Part time Ph.D completed
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	365
24.	Number of Journals/Periodicals	2
25.	Number of Computers	19
26.	Annual Budget	Government and Management

DEPARTMENT OF COMMUNICATIVE ENGLISH		Responses
1.	Name of the Department	Communicative English
2.	Year of Establishment	1995
3.	Number of Teachers sanctioned and present position	3
4.	Number of Administrative Staff	-
5.	Number of Technical Staff	1
6.	Number of Teachers and Students	3: 99
7.	Demand Ratio (No. of seats: No. of applications)	1:10
8.	Ratio of Teachers to Students	1:33
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2009
11.	Number of students passed NET/SLET etc. (last two years)	4
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	100%
13.	University Distinction/ Ranks	2
14.	Publications by faculty (last 5 years)	4
15.	Awards and recognition received by faculty (last five years)	1
16.	Faculty who have Attended National and International Seminars (last five years)	3
17.	Number of National and International seminars organized (Last five years)	-
18.	Number of teachers engaged in consultancy and the revenue generated	-
19.	Number of Ongoing projects and its total outlay	-
20.	Research projects completed during last two & its total outlay	-
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	30
24.	Number of Journals/Periodicals	1
25.	Number of Computers	19
26.	Annual Budget	5 lakh management

<b>DEPARTMENT OF MALAYALAM</b>		<b>Responses</b>
1.	Name of the Department	<b>Malayalam</b>
2.	Year of Establishment	1964
3.	Number of Teachers sanctioned and present position	4, 3 + 2
4.	Number of Administrative Staff	-
5.	Number of Technical Staff	-
6.	Number of Teachers and Students	3, 142
7.	Demand Ratio (No. of seats : No. of applications)	-
8.	Ratio of Teachers to Students	1 : 33
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2009
11.	Number of students passed NET/SLET etc. (last two years)	2
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	97.9
13.	University Distinction/ Ranks	2
14.	Publications by faculty (last 5 years)	1
15.	Awards and recognition received by faculty (last five years)	-
16.	Faculty who have Attended National and International Seminars (last five years)	7
17.	Number of National and International seminars organized (Last five years)	4
18.	Number of teachers engaged in consultancy and the revenue generated	1
19.	Number of Ongoing projects and its total outlay	-
20.	Research projects completed during last two & its total outlay	1
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	-
24.	Number of Journals/Periodicals	-
25.	Number of Computers	2
26.	Annual Budget	Government and management

<b>DEPARTMENT OF SANSKRIT</b>		<b>Responses</b>
1.	Name of the Department <b>(Complementary Course)</b>	<b>Sanskrit</b>
2.	Year of Establishment	1964
3.	Number of Teachers sanctioned and present position	1
4.	Number of Administrative Staff	-
5.	Number of Technical Staff	-
6.	Number of Teachers and Students	1, 48
7.	Demand Ratio (No. of seats : No. of applications)	-
8.	Ratio of Teachers to Students	1 : 48
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2009
11.	Number of students passed NET/SLET etc. (last two years)	-
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	100
13.	University Distinction/ Ranks	-
14.	Publications by faculty (last 5 years)	-
15.	Awards and recognition received by faculty (last five years)	-
16.	Faculty who have Attended National and International Seminars (last five years)	1
17.	Number of National and International seminars organized (Last five years)	4
18.	Number of teachers engaged in consultancy and the revenue generated	-
19.	Number of Ongoing projects and its total outlay	-
20.	Research projects completed during last two & its total outlay	-
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	-
24.	Number of Journals/Periodicals	-
25.	Number of Computers	2
26.	Annual Budget	Management

DEPARTMENT OF HINDI		Responses
1.	Name of the Department	Hindi
2.	Year of Establishment	1964
3.	Number of Teachers sanctioned and present position	2, 1
4.	Number of Administrative Staff	-
5.	Number of Technical Staff	-
6.	Number of Teachers and Students	2, 280
7.	Demand Ratio (No. of seats : No. of applications)	-
8.	Ratio of Teachers to Students	1 : 140
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2010
11.	Number of students passed NET/SLET etc. (last two years)	-
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	100%
13.	University Distinction/ Ranks	-
14.	Publications by faculty (last 5 years)	3
15.	Awards and recognition received by faculty (five year)	1
16.	Faculty who have Attended National and International Seminars (last five years)	3
17.	Number of National and International seminars organized (Last five years)	1
18.	Number of teachers engaged in consultancy and the revenue generated	-
19.	Number of Ongoing projects and its total outlay	-
20.	Research projects completed during last two & its total outlay	-
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	200
24.	Number of Journals/Periodicals	2
25.	Number of Computers	1
26.	Annual Budget	Government and management

DEPARTMENT OF MATHEMATICS		Responses	
1.	Name of the Department	Mathematics	
2.	Year of Establishment	1964	
3.	Number of Teachers sanctioned and present position	3	3
4.	<i>Number of Administrative Staff</i>	-	
5.	<i>Number of Technical Staff</i>	-	
6.	Number of Teachers and Students	3, 132	
7.	Demand Ratio (No. of seats : No. of applications)	1:12	
8.	Ratio of Teachers to Students	1 : 44	
9.	Number of research scholars who had their master's degree from other institutions	-	
10.	The year when the curriculum was revised last	2009	
11.	Number of students passed NET/SLET etc. (last two years)	1	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	95.45%	
13.	University Distinction/ Ranks	5 A Grade	
14.	Publications by faculty (last 5 years)	15	
15.	Awards and recognition received by faculty (last five years)	4	
16.	Faculty who have Attended National and International Seminars (last five years)	3	
17.	Number of National and International seminars organized (Last five years)	-	
18.	Number of teachers engaged in consultancy and the revenue generated	-	
19.	<i>Number of Ongoing projects and its total outlay</i>	1	
20.	Research projects completed during last two & its total outlay	-	
21.	Number of inventions and patents	-	
22.	Number of Ph. D theses guided during the last two years	-	
23.	Number of Books in the Departmental Library, if any	30	
24.	Number of Journals/Periodicals	3	
25.	Number of Computers	2	
26.	Annual Budget	Government and management	



<b>DEPARTMENT OF STATISTICS</b>		<b>Responses</b>
1.	Name of the Department <b>(Complementary Course)</b>	<b>Statistics</b>
2.	Year of Establishment	1964
3.	Number of Teachers sanctioned and present position	1, 1
4.	Number of Administrative Staff	
5.	Number of Technical Staff	
6.	Number of Teachers and Students	1, 170
7.	Demand Ratio (No. of seats : No. of applications)	1:12
8.	Ratio of Teachers to Students	1 : 170
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2009
11.	Number of students passed NET/SLET etc. (last two years)	-
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	98%
13.	University Distinction/ Ranks	-
14.	Publications by faculty (last 5 years)	6
15.	Awards and recognition received by faculty (last five years)	1
16.	Faculty who have Attended National and International Seminars (last five years)	1
17.	Number of National and International seminars organized (Last five years)	-
18.	Number of teachers engaged in consultancy and the revenue generated	-
19.	Number of Ongoing projects and its total outlay	-
20.	Research projects completed during last two & its total outlay	1
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	-
24.	Number of Journals/Periodicals	1
25.	Number of Computers	1
26.	Annual Budget	Government

<b>DEPARTMENT OF PHYSICS</b>		<b>Responses</b>
1.	Name of the Department	<b>Physics</b>
2.	Year of Establishment	1964
3.	Number of Teachers sanctioned and present position	10, 8+2
4.	Number of Administrative Staff	2
5.	Number of Technical Staff	1
6.	Number of Teachers and Students	8,156
7.	Demand Ratio (No. of seats : No. of applications)	1:9
8.	Ratio of Teachers to Students	1:20
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2009
11.	Number of students passed NET/SLET etc. (last two years)	3
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	73%
13.	University Distinction/ Ranks	-
14.	Publications by faculty (last 5 years)	16
15.	Awards and recognition received by faculty (last five years)	1
16.	Faculty who have Attended National and International Seminars (last five years)	8
17.	Number of National and International seminars organized (Last five years)	2
18.	Number of teachers engaged in consultancy and the revenue generated	1
19.	Number of Ongoing projects and its total outlay	2
20.	Research projects completed during last two & its total outlay	1
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	1
23.	Number of Books in the Departmental Library, if any	-
24.	Number of Journals/Periodicals	-
25.	Number of Computers	19
26.	Annual Budget	Government and management

<b>DEPARTMENT OF CHEMISTRY</b>		<b>Responses</b>
1.	Name of the Department	<b>Chemistry</b>
2.	Year of Establishment	1965
3.	Number of Teachers sanctioned and present position	5, 1+4
4.	Number of Administrative Staff	-
5.	Number of Technical Staff	2
6.	Number of Teachers and Students	6,73
7.	Demand Ratio (No. of seats : No. of applications)	1:30
8.	Ratio of Teachers to Students	1:15
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2009
11.	Number of students passed NET/SLET etc. (last two years)	3
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	97%
13.	University Distinction/ Ranks	Distinction 60%
14.	Publications by faculty (last 5 years)	2
15.	Awards and recognition received by faculty (last five years)	2
16.	Faculty who have Attended National and International Seminars (last five years)	2
17.	Number of National and International seminars organized (Last five years)	-
18.	Number of teachers engaged in consultancy and the revenue generated	-
19.	Number of Ongoing projects and its total outlay	-
20.	Research projects completed during last two & its total outlay	-
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	-
24.	Number of Journals/Periodicals	-
25.	Number of Computers	1
26.	Annual Budget	Government and management

<b>DEPARTMENT OF BIOCHEMISTRY (Complementary Course)</b>		<b>Response</b>
1.	Name of the Department	<b>Biochemistry</b>
2.	Year of Establishment	-
3.	Number of Teachers sanctioned and present position	1,1
4.	Number of Administrative Staff	-
5.	Number of Technical Staff	-
6.	Number of Teachers and Students	1, 30
7.	Demand Ratio (No. of seats : No. of applications)	1:30
8.	Ratio of Teachers to Students	1: 30
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	-
11.	Number of students passed NET/SLET etc. (last two years)	-
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	97%
13.	University Distinction/ Ranks	-
14.	Publications by faculty (last 5 years)	3
15.	Awards and recognition received by faculty (last five years)	-
16.	Faculty who have Attended National and International Seminars (last five years)	6
17.	Number of National and International seminars organized (Last five years)	-
18.	Number of teachers engaged in consultancy and the revenue generated	-
19.	Number of Ongoing projects and its total outlay	-
20.	Research projects completed during last two & its total outlay	-
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	-
24.	Number of Journals/Periodicals	-
25.	Number of Computers	1
26.	Annual Budget	Government

<b>DEPARTMENT OF BOTANY</b>		<b>Responses</b>
1.	Name of the Department	<b>Botany</b>
2.	Year of Establishment	1968
3.	Number of Teachers sanctioned and present position	4,1
4.	Number of Administrative Staff	1
5.	Number of Technical Staff	-
6.	Number of Teachers and Students	4, 108
7.	Demand Ratio (No. of seats : No. of applications)	
8.	Ratio of Teachers to Students	1 : 27
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2009
11.	Number of students passed NET/SLET etc. (last two years)	2
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	89%
13.	University Distinction/ Ranks	2
14.	Publications by faculty (last 5 years)	-
15.	Awards and recognition received by faculty (last five years)	Ph.D
16.	Faculty who have Attended National and International Seminars (last five years)	4
17.	Number of National and International seminars organized (Last five years)	2
18.	Number of teachers engaged in consultancy and the revenue generated	-
19.	Number of Ongoing projects and its total outlay	-
20.	Research projects completed during last two & its total outlay	-
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	-
24.	Number of Journals/Periodicals	-
25.	Number of Computers	2
26.	Annual Budget	Government and management

<b>DEPARTMENT OF ZOOLOGY</b>		<b>Responses</b>
1.	Name of the Department	<b>Zoology</b>
2.	Year of Establishment	1968
3.	Number of Teachers sanctioned and present position	4, 4
4.	Number of Administrative Staff	2
5.	Number of Technical Staff	-
6.	Number of Teachers and Students	4, 160
7.	Demand Ratio (No. of seats : No. of applications)	-
8.	Ratio of Teachers to Students	1:40
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2009
11.	Number of students passed NET/SLET etc. (last two years)	2
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	89%
13.	University Distinction/ Ranks	9
14.	Publications by faculty (last 5 years)	3
15.	Awards and recognition received by faculty (last five years)	-
16.	Faculty who have Attended National and International Seminars (last five years)	4
17.	Number of National and International seminars organized (Last five years)	1
18.	Number of teachers engaged in consultancy and the revenue generated	-
19.	Number of Ongoing projects and its total outlay	-
20.	Research projects completed during last two & its total outlay	-
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	-
24.	Number of Journals/Periodicals	-
25.	Number of Computers	2
26.	Annual Budget	Government

<b>DEPARTMENT OF MICROBIOLOGY</b>		<b>Responses</b>
1.	Name of the Department	<b>Microbiology</b>
2.	Year of Establishment	2002
3.	Number of Teachers sanctioned and present position	6, 2 +4
4.	Number of Administrative Staff	-
5.	Number of Technical Staff	1
6.	Number of Teachers and Students	4 , 14
7.	Demand Ratio (No. of seats : No. of applications)	1:15
8.	Ratio of Teachers to Students	2: 7
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2009
11.	Number of students passed NET/SLET etc. (last two years)	-
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	68%
13.	University Distinction/ Ranks	II Rank
14.	Publications by faculty (last 5 years)	5
15.	Awards and recognition received by faculty (last five years)	-
16.	Faculty who have Attended National and International Seminars (last five years)	-
17.	Number of National and International seminars organized (Last five years)	-
18.	Number of teachers engaged in consultancy and the revenue generated	-
19.	Number of Ongoing projects and its total outlay	-
20.	Research projects completed during last two & its total outlay	-
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	-
24.	Number of Journals/Periodicals	-
25.	Number of Computers	1
26.	Annual Budget	Government

	<b>DEPARTMENT OF POLITICAL SCIENCE ( Complementary Course)</b>	<b>Response</b>
1.	Name of the Department	<b>Political science</b>
2.	Year of Establishment	1968
3.	Number of Teachers sanctioned and present position	1, 1
4.	Number of Administrative Staff	-
5.	Number of Technical Staff	-
6.	Number of Teachers and Students	1, 110
7.	Demand Ratio (No. of seats : No. of applications)	1 : 30
8.	Ratio of Teachers to Students	1 : 110
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2009
11.	Number of students passed NET/SLET etc. (last two years)	-
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	90%
13.	University Distinction/ Ranks	17
14.	Publications by faculty (last 5 years)	-
15.	Awards and recognition received by faculty (last five years)	-
16.	Faculty who have Attended National and International Seminars (last five years)	1
17.	Number of National and International seminars organized (Last five years)	-
18.	Number of teachers engaged in consultancy and the revenue generated	1
19.	Number of Ongoing projects and its total outlay	1
20.	Research projects completed during last two & its total outlay	-
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	-
24.	Number of Journals/Periodicals	5
25.	Number of Computers	1
26.	Annual Budget	Government



<b>DEPARTMENT OF ECONOMICS</b>		<b>Responses</b>
1.	Name of the Department	<b>Economics</b>
2.	Year of Establishment	1968
3.	Number of Teachers sanctioned and present position	2, 2
4.	Number of Administrative Staff	-
5.	Number of Technical Staff	-
6.	Number of Teachers and Students	2, 176
7.	Demand Ratio (No. of seats : No. of applications)	1 : 30
8.	Ratio of Teachers to Students	1 ; 83
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2009
11.	Number of students passed NET/SLET etc. (last two years)	2
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	97%
13.	University Distinction/ Ranks	3
14.	Publications by faculty (last 5 years)	Nil
15.	Awards and recognition received by faculty (last five years)	1
16.	Faculty who have Attended National and International Seminars (last five years)	2
17.	Number of National and International seminars organized (Last five years)	-
18.	Number of teachers engaged in consultancy and the revenue generated	-
19.	Number of Ongoing projects and its total outlay	-
20.	Research projects completed during last two & its total outlay	-
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	30
24.	Number of Journals/Periodicals	17
25.	Number of Computers	1
26.	Annual Budget	Government

<b>DEPARTMENT OF COMMERCE</b>		<b>Responses</b>
1.	Name of the Department	<b>Commerce</b>
2.	Year of Establishment	1982
3.	Number of Teachers sanctioned and present position	9, 9
4.	Number of Administrative Staff	-
5.	Number of Technical Staff	-
6.	Number of Teachers and Students	9, 190
7.	Demand Ratio (No. of seats : No. of applications)	1:40
8.	Ratio of Teachers to Students	1:21
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2009
11.	Number of students passed NET/SLET etc. (last two years)	6
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	98%.
13.	University Distinction/ Ranks	3 <sup>rd</sup> Rank
14.	Publications by faculty (last 5 years)	17
15.	Awards and recognition received by faculty (last five years)	2
16.	Faculty who have Attended National and International Seminars (last five years)	9
17.	Number of National and International seminars organized (Last five years)	1
18.	Number of teachers engaged in consultancy and the revenue generated	-
19.	Number of Ongoing projects and its total outlay	1
20.	Research projects completed during last two & its total outlay	1, 70000
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	10
23.	Number of Books in the Departmental Library, if any	70
24.	Number of Journals/Periodicals	13
25.	Number of Computers	12
26.	Annual Budget	Government

	<b>DEPARTMENT OF PHYSICAL EDUCATION</b>	<b>Response</b>
1.	Name of the Department	<b>Physical Education</b>
2.	Year of Establishment	1964
3.	Number of Teachers sanctioned and present position	2, 1
4.	Number of Administrative Staff	-
5.	Number of Technical Staff	2
6.	Number of Teachers and Students	1, 1408
7.	Demand Ratio (No. of seats : No. of applications)	1:4
8.	Ratio of Teachers to Students	1:1408
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	2011
11.	Number of students passed NET/SLET etc. (last two years)	-
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	-
13.	University Distinction/ Ranks	-
14.	Publications by faculty (last 5 years)	1
15.	Awards and recognition received by faculty (last five years)	2
16.	Faculty who have Attended National and International Seminars (last five years)	2
17.	Number of National and International seminars organized (Last five years)	-
18.	Number of teachers engaged in consultancy and the revenue generated	-
19.	Number of Ongoing projects and its total outlay	-
20.	Research projects completed during last two & its total outlay	-
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	-
24.	Number of Journals/Periodicals	-
25.	Number of Computers	1
26.	Annual Budget	Government and management

	DEPARTMENT OF LIBRARY	Response
1.	Name of the Department	Library
2.	Year of Establishment	1964
3.	Number of Teachers sanctioned and present position	No teaching staff
4.	Number of Administrative Staff	1
5.	Number of Technical Staff	3
6.	Number of Teachers and Students	-
7.	Demand Ratio (No. of seats : No. of applications)	-
8.	Ratio of Teachers to Students	-
9.	Number of research scholars who had their master's degree from other institutions	-
10.	The year when the curriculum was revised last	-
11.	Number of students passed NET/SLET etc. (last two years)	-
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	-
13.	University Distinction/ Ranks	-
14.	Publications by faculty (last 5 years)	-
15.	Awards and recognition received by faculty (last five years)	-
16.	Faculty who have Attended National and International Seminars (last five years)	1
17.	Number of National and International seminars organized (Last five years)	-
18.	Number of teachers engaged in consultancy and the revenue generated	-
19.	Number of Ongoing projects and its total outlay	-
20.	Research projects completed during last two & its total outlay	-
21.	Number of inventions and patents	-
22.	Number of Ph. D theses guided during the last two years	-
23.	Number of Books in the Departmental Library, if any	55,076
24.	Number of Journals/Periodicals	157
25.	Number of Computers	3
26.	Annual Budget	Government and Management

## ***Part II: Evaluative Report***

### **a. Executive Summary**

St. Xavier's College for Women, Aluva, is owned and administered by the Teresian Carmelites, a religious congregation of dedicated nuns. The College is named after the great Jesuit missionary, St. Francis Xavier. The social reformer and the foundress of the congregation of Teresian Carmelites, Servant of God Mother Eliswa Vakayil started to educate girls in the beginning of 19<sup>th</sup> century responding to the call of the needs of the society in Kerala at that time. This higher education institution is a proof of her vision of educating women towards empowerment and spiritual enrichment.

This college started functioning on 6<sup>th</sup> July 1964 with four batches of pre-degree classes with a total strength of 238 students and 22 teaching faculty. It was upgraded to the status of a degree college in 1968. It now offers 11 UG courses, and 4 Post-graduate courses. As an institute of higher education, St. Xavier's College has 47 years of dedicated service to the community.

The college was first accredited in 1999 at 4 star level by NAAC. In 2006 the College was reaccredited at B++ grade. A Research cell was introduced in 2007. The Department of Microbiology with UG course was regularized. A UGC Certificate Course in Human Rights and Duties along with add-on programme was started.

The college emblem is redesigned to focus on the path of knowledge, love and service, being represented symbolically by the book, hand and the lighted lamp. The introduction of Houses and Clubs, institutionalization of Mentoring and introduction of uniform were the major milestones in the history of the college.

Improvements in infrastructural facilities were remarkable during the academic years following the last reaccreditation. The construction of the fourth floor, in the St. Joseph's Block has been completed. A fire alarm, and control and extinguishing system have been installed. In the Jesus Block, the office section was modernized to improve the efficient functioning of the office. Arrangement of class rooms was done to improve the efficient functioning. The PG departments have their own seminar halls with LCDs. Infrastructure facilities were improved by

installing a generator, lift, and also by tarring the road in the campus. Rain water harvesting and vermin compost have been installed to make the campus eco-friendly. For convenient and safe transportation, the college has introduced two bus services. The canteen which is clean, hygienic, modern, spacious and comfortable is a place where the students flock to enjoy their snacks and involve themselves in debates and discussions. The open ground around the basket ball and volleyball courts have comfortable shaded areas for recreation of students. A cafeteria like common room in the quiet surroundings is an apt place for students to do silent reading. Xaverian Kids Centre materialized with the funding of UGC is very helpful for the faculty with small children.

For future academic development, applications have been submitted to the University for the demand oriented PG courses in Mathematics, Economics, Communicative English and Malayalam and UG courses in Sociology, Hindi, B.Com. with Computer Application, and B. Com with Journalism. Since the college is an affiliated college, it follows the M.G. University curriculum. The college admits students strictly on the basis of the norms of the University and the Government and at present on rolls there are 1408 students. There are 47 permanent faculty members in the college. Out of this 14 have Ph.D. as the highest qualification and 13 have M. Phil as the highest qualification. Four of the faculty members have availed FIP. In addition there are 34 temporary Assistant Professors and 49 administrative staff. A major research project is carried out in the college by our retired faculty Dr. Sr. Karmaly K.A. During the last five years ten UGC sponsored National Seminars were conducted by various departments.

A great change has occurred in the admission procedure with the introduction of credit and semester pattern by the M.G. University. The academic challenge, for both students and teachers, has increased after this and the college has performed a supportive role in helping both of them attain their respective goals. A Remedial Coaching for Minority girls was carried out with a funding of four lakhs from the Ministry of Minority Rights.

The achievements of NSS and NCC are remarkable for the last five years. The NSS unit of the college could bag the awards for the Best Unit, Best Teacher Co-ordinator, Best Student Volunteer and the Best Supporting Principal for the year

2010-2011. The NCC unit of the college could secure 2012 Overall Championship in Seven Kerala Girls Battalion, NCC Unit Trissur and Ashida of II English Literature is selected as the Best Cadet.

## **B. Criterion-Wise Evaluative Report**

### **Criterion I: Curricular Aspects**

#### **1.1 Curriculum Design and Development**

1.1.1 State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholders?

##### **Vision:**

*To uplift the educational, social, cultural, and vocational status of women by empowering them with academic excellence, personality development, and spiritual enlightenment.*

St. Xavier's College aims at the full-fledged development of young women enabling them to live a richer life, fulfilling their individual and social responsibilities. Since the college focuses on women empowerment, the entire activities (academic, curricular, co-curricular and extra-curricular) centre around this main objective. By catering to a student population that hails from rural and semi urban background, special efforts are taken to evaluate them at the entry level to gauge their potential and to achieve possible level of competence. Confidence is infused into them through a number of personality development programmes and seminars. In order to make them aware of effective role in society and social responsibility, a number of community related programmes are organized. Value education is rendered through spiritual formation sessions. Efforts are taken to foster harmonious relationship and sense of relatedness to the environment and to make them aware of current environmental hazards.

##### **Mission:**

*The mission of the college is to have creative, self reliant, technology driven women with humane values and traditional culture with an empowered outlook.*

Through the academic community consisting of faculty, staff and students the college create, integrate, and disseminate knowledge, and foster in the students critical thinking and other intellectual skills along with the attitudes and abilities that enable them to live as educated, tolerant, and empowered leaders disseminating values to the society.

Every young woman with a receptive mind finds her life in the campus a rewarding and stimulating experience. The legacy of St. Xavier inspires the young women to cherish traditional values and at the same time to be empowered to meet the challenges of a fast changing world.

The vision and mission are communicated through the college diary which is given to each student and faculty. The academic classes, continuous friendly interactions, timely help, personal availability and assistance of the faculty and non-teaching staff all promote the vision and mission of St. Xavier's College.

- 1.1.2 How does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientation?

The foundress Rev. Mother Eliswa took prophetic daring steps to educate girls in order to educate families and thereby empower the society with faith, morality and culture in 19<sup>th</sup> century when educating girls was considered as an illegal act deserving punishment. From the time of its inception, St. Xavier's College empowers the women of minority groups enabling them to live a richer life, fulfilling their individual and social responsibilities. The mission is definitely reflected and fulfilled in the tradition of the institution of having a beautiful involvement of retired staff (RELAX), alumni (OSAX) and retired non-teaching staff (RENTAX) in the day-to-day functioning of the College.

- 1.1.3 Are the academic programmes in line with the institution's goals and objectives? If yes, give details on how the curricula developed/ adopted,



address the needs of the society and have relevance to the regional/ national and global trends and developmental needs? (access to the Disadvantaged, Equity, Self development, Community and National Development, Ecology and environment, Value orientation, Employment, ICT introduction, Global and National demands and so on)

The academic programmes are developed by the University which is adhered to by the college. The conventional arts and science courses are strengthened through the use of ICT by the faculty to be more useful to the learners. Various seminars and workshops in different disciplines are conducted to keep up with the fast changing pace of knowledge. Interdisciplinary programmes and open course system introduced in tune with the university system give the students exposure to various new disciplines.

Add on courses in E-Banking, Security Analysis, Computer Application, Human Rights Education and Tally is offered to the students throwing open the window of knowledge to global needs and standards. Virtual classroom courses such as Bio-informatics, CCNA, Software Testing and Placement Support and English Enhancement Courses are also courses which meet the challenges of modern days.

The camps conducted by the NSS unit in rural villages, give access to the students to be with the disadvantaged communities and get involved in National development programmes.

In every class admission is offered to 20 percentage of SC/ST students, 20 percentage of Latin Catholic minority community students, 20 percentages from other minority groups, and 40 percentage to general merit. The students get a chance to mingle with disadvantaged groups and practice equity and exchange of culture.

Moral science and catechism classes are included in the extra curriculum giving adequate value education.

The Career Guidance Cell in the college functions as a mediator between different recruiting agencies and gives students ample opportunity for employment facilities in the state and country. Cyber net knowledge in addition to their conventional degrees enables them to get employed in government, quasi-government and private firms.

- 1.1.4 How does the curriculum cater to inclusion/integration of Information and Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment markets?

All the departments have a LCD equipped seminar hall. Students are taught communication skills with the help of ICT. ICT has become an inevitable part of the curriculum. Improvements in the infrastructure facilities have helped various departments to give individual care to learners and use ICT in an efficient way.

The language lab in the English dept is open for all students and courses are offered to improve their communication skill.

Power point presentation skills are taught with the help of Computer lab in the Physics department. ICT enabled viva is conducted for all the first year degree students to enable them to face interviews in future. The project work that is part of the curriculum for both UG and PG, On the job training, and the language lab facilities give adequate exposure to the widening horizons of knowledge.

- 1.1.5 Specify the initiatives and contributions of the institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers, and communicating the information and feedback for appropriate inclusion and decisions in statutory academic bodies, Membership of BOS and by sending agenda items etc.)

Two of our faculty members were in the board of studies of M.G. University which plays a major role in designing curriculum and syllabus of the

colleges. Three of our Associate Professors were subject experts of M.G. University for faculty appointment. Three books written by Dr. Shyla Papoo of the Hindi department are part of the revised syllabus of M.G. University. For one year our college was the centre for centralized paper valuation camp of M.G. University. The self financing courses in Communicative English and Micro-biology are need based courses and the outgoing students are employed within and outside India.

Feed back is collected every year from students and this is an innovative practice in improving teaching learning process.

Within the timetable an hour in every week is allotted for Mentoring and it becomes a forum for non academic teacher student interaction.

Good Mentors:

- Engages in a positive relationship
- Has a positive self esteem
- Reacts well to stressful situations
- Tolerates frustrating situations
- Listen well
- Communicates well
- Is stable
- Provides leadership
- Is a positive role mode
- Not a judgmental person
- Nurtures a relationship that respects the student dignity
- Accepts responsibilities
- Reinforces student's success.

## **1.2 Academic Flexibility**

1.2.1 What are the range of programme options available to learners in terms of Degrees, Certificates and Diplomas?

***Three year Degree Programmes with six semesters***

1. B.A. English
2. B.A. Communicative English
3. B.A. Malayalam
4. B.A. Economics
5. B.Sc. Mathematics
6. B.Sc. Physics
7. B.Sc. Chemistry
8. B.Sc. Botany
9. B.Sc. Zoology
10. B.Sc. Zoology (Vocational)
11. B.Com

***Two-year/four-semester Master's degree***

1. M.A. English
2. M.Sc. Physics
3. M.Com Financial Management Stream
4. M.Sc. Microbiology

***Add on Certificate/ Diploma/ Advanced Diploma Courses***

1. E. Banking
2. Security Analysis
3. Computer Application
4. Tally

### ***Virtual Classroom Courses***

1. Bio-informatics
2. CCNA
3. Software Testing
4. Placement Support and English Enhancement Courses

### ***UGC Certificate Course***

1. Human Rights and Duties

Coaching for Minority Community students

Remedial Classes

### ***Computer centre offers certificate and Diploma courses***

1. PGDCA
2. DCA

### ***Other Courses***

1. NET training courses in English and Commerce.
2. Courses in Yoga, Instrumental Music, Stitching, Classical dance.
3. Training for Pain and Palliative Care was given by PTA.
4. ICT enabled Traffic Awareness class by RTO.
5. Legal Awareness Class for girls, widows and unemployed women were given.

1.2.2 Give details on the following provisions with reference to academic flexibility, value addition and course enrichment:

#### ***a) Core options***

Core subjects are in accordance with the approved programmes of the M.G University. Plus two Science students can opt for B.Sc. Physics,

Chemistry, Mathematics, Zoology, Zoology (V), Botany and B.A. English, Communicative English and Malayalam. Plus two arts students can opt for B.Com, B.A. Economics, English, Communicative English and Malayalam. The under graduate students have four options for PG respectively Physics, Microbiology, English and Commerce.

***b) Elective options***

Electives are available for every degree and PG course. Departments select them taking into consideration the demand and current need. The electives in core course are selected by the department. The open course system as part of the CBCSS system gives students freedom to select Electives from outside disciplines. The project work that is undertaken in the curriculum is need based and job-oriented.

***c) Add on course options***

UGC sponsored Add on courses include Students can opt for any of the add-on courses and pursue it along with the regular degree programmes.

***d) Interdisciplinary courses***

The open course system implemented by the university for the 5<sup>th</sup> semester degree students makes it mandatory that a student should study an open course from any other discipline other than the one offered by the home department. The academic flexibility and exposure has increased with this. It also gives the faculty an opportunity to encounter the academic need of students of various disciplines. Each department has taken care in implementing this change and a co-ordinator is chosen for the proper conduct of these courses. The complementary courses in the conventional degrees courses give an access to PG course in another discipline.

***e) Flexibility to the students to move from one discipline to another***

Flexibility to move from one discipline to another is there in the curriculum. For Mathematics and Physics students with complementary

course in Statistics can go for P.G. in Statistics. All science and arts students with English as first language can go for PG in English, similarly all science and arts students with the second language as Hindi and Malayalam can go for PG in Hindi and Malayalam. This flexibility is limited to the extend implemented by the M.G University norms.

***f) Flexibility to pursue the programme with reference to the time frame***

***(flexible time for completion)***

The regular time frame for completion of UG and PG programmes are 3 and 2 years respectively. However for valid reason there is flexibility of time for completion provided the University norms are satisfied.

**1.2.3 Give details of the programmes and other facilities available for international Students (if any)**

B.A. Communicative English and B.Sc. and M.Sc. Microbiology are courses which can attract international students.

**1.2.4 Does the institution offer any self-financed programmes in the institution? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification and salary etc.**

B.A. Communicative English and M.Sc. Microbiology are self financed programmes offered at St. Xavier's College for Women, Aluva.

Admissions for the above courses are carried out according to the norms of the university. For B.A. Communicative English 50% of the seats are filled by the university and the other 50% by the college as per merit list. For M.Sc. Microbiology selection is based on the entrance test conducted by the university, and interview. The Curriculum for these courses are given by the university. The fee structure and schedule are as per the University and state guidelines. The regular teachers are not permitted to teach in the self-financing courses. Salary for faculty for the self-financing courses is fixed

by the management. There is no compromise on the quality of the faculty members.

### **1.3 Feedback on Curriculum**

#### **1.3.1. How does the college obtain feedback on curriculum from:**

##### ***a) Students***

Feedback has emerged as a means to facilitate both the learning and teaching process. Teaching feedback involve, an environment of trust, classifying expectations, gathering significant information, adjusting teaching as needed. A questionnaire is given to each class and the data is collected and analyzed. The personal interaction between the teacher and the students builds a cordial learning atmosphere. Effective feedback helps students to develop their understanding and improve their performance.

##### ***b) Alumni***

OSAX (Old Students Association of St. Xavier's) gives the information in their annual meet in the college and also as and when they visit the home department. The online community sites give ample opportunity for alumni feedback. The alumni feedback column in the official web site of the college is very helpful in getting feedbacks.

##### ***c) Parents***

PTA annual body meeting is an open forum where the parents freely express their opinions about the institute and teaching methods. They raise their doubts and they demand changes. During the 'Open Houses' sessions they meet individual teachers to get the feedback about the progress in learning of their ward. The parents are given freedom to meet the Principal and teachers during working hours. They can also contact the HOD's and the class teacher over the phone. Parents are called for counselling in certain cases to understand and help the students.



d) ***Teachers***

Teachers are constantly giving students feedback on their learning. The way the teachers respond when students contribute in lectures, seminars and assignment tell them something about the progress of their learning. Asking students to summarise a lecture or to compare notes or answers with the person sitting next to them are simple ways of offering some insight into their level of understanding. Feedback should be an ongoing process. To be effective, students need to receive feedback in time to make use of it.

e) ***Peer***

Students gain useful feedback from each other and through reflecting on their own learning. Providing opportunities for peer and self assessment ensures that feedback is not something that happens at the end of a course but is an ongoing part of the learning process.

f) ***Employers / industries***

Feed-back is collected from authorities of institutes/industries where our students are employed. Feed-back is also collected from authorities of the institutes where students go for on-the-job training sessions.

g) ***Academic peers***

The formal feedback from academic community is collected during seminar session in a prescribed format. Informal feedback is collected during personal interaction during centralized valuation camps.

h) ***Community***

Community feedback is mainly collected through personal interaction.

- 1.3.2. How is the above feedback analyzed and the outcome / suggestions used for continuous improvements, and communicated to the affiliating university for appropriate inclusion?

The feed-backs are collected and analyzed statistically and remedial measures are taken by the College Council and the Grievance Redressal Cell. Teachers who are in the Board of Studies of the M.G. University express their views during the formal meetings regarding the curriculum development, evaluation and assessment.

#### **1.4 Curriculum update**

- 1.4.1 What is the frequency and the basis for syllabus revision and what are the major revisions made during the last two years?

Syllabus revision is done by M.G. University. It takes place once in five years. A drastic revision from annual to semester stream took place when the university introduced credit and semester pattern in 2009.

Quality teaching is focused on student achievement and the results of the input of the students at entry level are compared with the output of the outgoing students.

The language and practices of the classroom are inclusive of all students.

Teaching is structured to support active learning collaborative group work with individual accountability mechanisms and student demonstrates active co-operative and social skills learning process.

Cultural practices are made transparent and available to all.

- 1.4.2 How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC?

Within the curriculum itself college has introduced regular teaching hours for mentoring and moral education which inculcate value system among students. In order to foster global competence among students add-on courses in E-Banking, Security Analysis, Computer Application and Tally along with Virtual Classroom Courses such as Bio-informatics, CCNA, Software Testing, Placement Support and English Enhancement Courses are conducted in addition to traditional course as per the university norms.

These courses are ICT enabled, promoting the use of technology. When we educate girls, the education is for families and thus the society also benefits. Employed women contribute much in various fields for national development. They also contribute to national income and GDP.

- 1.4.3 Does the institution use the guidelines of statutory bodies (UGC/AICTE / State Councils of HE and other bodies) for developing and/or restructuring the curricula?

The college is affiliated to M.G University. Thus it has to obey the guidelines of the University in developing and restructuring the curricula. The Curriculum followed is revised, including inter-disciplinary areas of studies catering to the modern needs for employment. The transparency in admission as per the norms of the university and government ensure equity among students.

The Principal, Vice Principal, faculty and non-teaching staff are appointed as per the norms and guidelines made by the Directorate of Higher Education.

UGC sponsored add-on courses are conducted using the guidelines of UGC. The classrooms and learning facilities are devised according to UGC norms.

- 1.4.4 How are the existing courses modified to meet the emerging/ changing national and global trends?

The existing courses are modified in the new semester system. This gives opportunities for inter-disciplinary learning. There are two internal examinations in each semester which reduce the fear of exams of the students. The semester end examination is faced by the students in a calm way with very little examination fears. The credit and semester pattern enhances inter-institutional mobility and gives an opportunity to be enrolled in various universities. Duration of the semester, number of contact hour per paper, per semester and relative weightage of continuous internal assessment are introduced effectively.

## **1.5 Best Practices in Curricular Aspects**

- 1.5.1 What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?

Additional learning materials from the internet and library based on the syllabus are provided. National seminars, quiz competitions and workshops are arranged periodically to give students an awareness of the global trends on the subject. Educational tours are undertaken to give students a wide exposure and to enhance the learning process. Group field work is carried out on the topics discussed in and around the college.

Teaching faculty is also encouraged to participate in seminars and workshops. The internet facility is made available to all departments. ICT enabled seminar halls, English teaching Language Labs with LCD projectors help in quality sustenance. The improvements in the infrastructure facilities with additional seminar halls and labs will also have a positive effect on teaching and learning. The IQAC of the college functions as an advisory body to evaluate the functioning of the college and to suggest areas for improvements in curricular, extra-curricular and administrative aspects.

- 1.5.2 What best practices in 'Curricular Aspects' have been planned/ implemented by the institution?

Feedback on curriculum is invited from the faculty, alumni, parents and students on various aspects. Applications have been submitted to the university for the UG course in Fine Arts and Fashion Technology, B.Com (Tourism) and PG courses in Mathematics, Economics, Communicative English and Malayalam. Need based add on courses are conducted in the college and the College Computer Centre. The college is trying to upgrade itself to a research centre.

### **For Re-accreditation:**

1. What were the evaluative observations made under Curricular Aspects in the previous assessment report and how have they been acted upon?

The evaluative observations made were satisfactory.

1. Quality teaching focused on student achievement.
2. Results input, output, background
  - Diverse student group
  - Peer learning support system
  - Book bank system

Groups are formed to work as caring, inclusive and cohesive learning groups. The atmosphere of student motivation is optimized and aspirations are supported. Caring and support are generated through different practices like mentoring, class-in-charge, advisors and other interaction (moral science, catechisms, and cultural programmes among the faculty and students.

The language and practices of the classroom are inclusive to all students. Teaching is structured to support active learning and collaborative group work with individual accountability mechanisms and students demonstrate active co-operation and social skills learning process.

Quality homework will have positive impact on student learning. The effectiveness of the homework is dependent upon the teachers' skill to construct resource. Feedback is collected upon the approximate home work tasks that support in class learning. The fast learners are motivated to help the slow learners. The support from the parents is sought to align a link to support the student learning and then the skill development can be optimized. Curriculum is interconnected and links are made to real life experience.

2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Curricular Aspects?

The Curriculum, revised by the University, is more learner friendly, where the students have to go in search of knowledge through their faculty for presenting their assignments, projects and seminars. The Open Course which is

compulsory for all the students of the fifth Semester gives a better exposure to areas of interest, which the student is given liberty to choose from a wide range of topics. The students have become more oriented towards research programmes. Mentoring and Value education are introduced within the curriculum with one special hour set apart every week for it, which strengthens the mental capacity and morale of the students.

## **Criterion II: Teaching – Learning and Evaluation**

### **2.1 Admission Process and Student Profile.**

#### **2.1.1 How does the institution ensure wide publicity to the admission process?**

##### **a. Prospectus**

St. Xavier's College is well-known around Aluva. There are large number of applications for various programmes even without any advertisement. Yet some publicity is given through the following methods:

- Hand Book and Calendar given to each Xaverian
- Printed Prospectus given along with the application form to prospective students.
- Announcement in parishes regarding the dates of admission
- Grace marks for alumni
- Institutional web site for international students

#### **2.1.2 How are the students selected for admission to the following courses? Give the cut off percentage for admission at the entry level**

- a) General
- b) Professional
- c) Vocational

For the general merit quota consisting of 40% and the 20% reserved for SC/ST candidates of the total admission is made through the Central Allotment Scheme of the M.G University. The remaining 20% is admitted on merit basis from the minority community of Latin Catholics and Anglo

Indians for which they have to submit, special application in the college. The remaining 20% seats are allotted by the management to students who are in need of pursuing higher education but have no financial support.

The cut of level of marks varies from year to year and from group to group according to the norms of the University.

2.1.3 How does the Institution ensure transparency in the Admission process?

Students are admitted as per the University norms and guidelines. The list of students seeking admission is displayed on the notice board for public scrutiny. If there are discrepancies, the same can be brought to the notice of the Principal, who will look into the grievance and rectify it. Admission is made under the following quota system - 20percentage of SC/ST students, 20 percentage of community students, 20 percentage of minority students from other groups, and 40 percentage from general category.

2.1.4 How do you promote access to ensure equity?

**a) *Students from disadvantaged community***

20% of the seats are reserved for SC/ST community. Care is taken to see that every SC/ST candidates who has put in application is given the chance.

20% of seats are reserved for the minority community of Latin Catholics and Anglo Indians in which category there are always large number of applications. 20% of the management seats are given to other minority communities like Muslims and Ezhavas who are in the disadvantage category living in the area surrounding the college.

**b) *Women***

Being a Women's college all the seats are exclusively for women.

**c) *Differently-abled***

Seats are reserved for differently-abled students like the blind, the physically disadvantaged and mentally slightly challenged in every class.

**d) *Economically-weaker sections***

Management seats are given to economically-weaker sections of all communities like fishermen and to those in Kumara pillai commission report (KPCR), Seetharam Jindal foundation (BPL students), and all first generation learners.

**e) *Sports personnel***

St. Xavier's is well known for sports especially – Volleyball, Basketball and Kabaddi, Swimming and Athletics and the individual items in the university. As most of these sports students are usually from very poor and rural families, they are given financial support. During admission process they are given freedom all support to select their desired subject within the norms of the University.

**f) *Any other (specify)***

1. Students with cultural talents are admitted in cultural quota.
2. Students from Lakshadweep Islands are given admission as per the government norms.

## **2.2 Catering to Diverse Needs**

2.2.1 Is there a provision for assessing the students' knowledge and skills before the commencement of the programme? If yes, give details on the strategies of the institution to bridge the knowledge gap of the incoming students for enabling them to cope with the programme to which they are enrolled.

An Orientation programme is conducted for all the first year students as well as parents before the beginning of the academic year to enable them to cope with the educational programme and to fill the gap that exists between school and college. In the first semester, an internal assessment test is conducted and the students are evaluated. Weak students are given special attention and remedial coaching in various subjects. Peer team help is used where bright students help the slow learners. The class is divided into various groups and combine study within the campus after and before



college hours is promoted. Motivational classes are conducted for students with the help of external faculty.

2.2.2 How does the institution identify slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners.

The slow and advanced learners are identified through the class tests, term tests and from classroom responses. Remedial classes are designed to bring up students who are lagging behind the level of achievement attained by their peers.

- Some students come from schools of poor quality and do not have adequate competency especially in the English language.
- There are deficiencies in their education which contribute to lack of knowledge in core subject.
- Students also have learning disorders.
- Many students come from economically backward families. There are also problems of alcoholic addiction among fathers. Many of the students are first generation learners and their lack a supportive atmosphere at home. Hence a large number of students need to be motivated in their studies.

Slow learners are given counselling session to find out the reason for their backwardness and remedial measures are given in consultation with parents through regular follow-up programmes. The teachers will introduce challenging areas of study. Opportunities are given to attend competitive tests. When new areas in the subject of study are introduced, students are encouraged to use the library and web facilities. As awards there are proficiency prizes and endowment prizes. Gold medals are given to rank holders during the meeting on the first day of the classes, thereby encouraging the new comers.

- 2.2.3 Does the institution have a provision for tutorials for the students? If yes, give details.

In this institution the class teacher plays the role of a tutor. Each class has an assigned tutor who maintains the student's profile and monitors the progress. The tutor is also responsible for the 'open houses' with parents. Each teacher who handles the topic finds out the slow learners and puts forth remedial measures like questioning, tests during the morning hours, giving peer help by selecting the peer-helper and monitoring them from time to time.

Remedial teaching is done after college hours. The instruction is the same as in the main stream. As the student strength is small and the teacher can respond to the unique needs of each student.

- 2.2.4 Is there a provision for mentoring of students or any similar process? If yes, give details.

Every Monday second hour is allotted for mentoring. Mentors have personal interaction with students and help them in academic and personal progress. The mentors have a diary in which the progress of students is noted down.

These mentor teachers develop a positive relationship with students. They help the students to develop self-esteem that will help them in stressful and frustrating situations. They also help to develop leadership qualities and nurture a relationship that respects the students self respect and dignity to enhance success in academic activities and life.

- 2.2.5 How does the institution cater to the needs of differently-abled students?

The class in-charge makes an appeal to the classmates to help the disadvantaged students. Usually there will be one or two students in this category, whom we will help both physically and mentally in every way. The management provides hostel facilities to these students if they need it. Special attention is also given by the non-teaching staff and the examination co-ordinator, in conformity with the guidelines provided by the university,

in providing extra time and convenient place for such candidates. Scribes are also provided if necessary.

## **2.3 Teaching -Learning Process**

### **2.3.1 How does the institution plan and organize the teaching-learning and evaluation Schedules? (Academic calendar, teaching plan and evaluation blue print, etc.)**

Placing students at the center of teaching- learning environment requires the teachers to have a different attitude and a new way of relating to students. Effective teachers are comfortable with both cognitive and affective dimensions of teaching. Achieving genuine relationships means being available to students, being glad to be in the classroom with them, sharing with them what is happening that is relevant and interesting, and finding time for meaningful activities.

Teaching is enabling the students to do their best by helping them to know their capacities. Teaching is a daily exercise which demands courage and honesty. It is vital to view the process of teaching as a developmental journey and to share the belief that teachers are always in process of becoming in their profession. In this way, teachers become more approachable, and the negative attitudes decline. The students are able to accept their teachers. The making of a teacher should not be a one-time event, but an ongoing process that spans the entire career. Focusing on students, building their capabilities and examining the practice can transform teaching as well as learning. The evolving nature of becoming a teacher definitely makes the journey wise, meaningful and enjoyable.

An academic calendar is prepared by the college every year in accordance with the university calendar. A year plan is prepared by each department including curricular and extracurricular activities of that academic year. Faculties in various disciplines work out time bound teaching programmes to make it feasible within the academic curriculum. The time table is prepared with a view to cater to the needs of students and also by avoiding repetition of topics.

The progress of students is analyzed with the help of test papers (conducted after each module), assignments and seminar presentations. Class teachers record the periodical progress of the students in teacher's diary. The evaluation of blue print includes class tests, term tests, re-tests, progress report, seminars, projects, assignments and teacher feedback.

Teachers constantly give feedback to students on their learning. The way the teachers respond when students contribute to lectures, seminars and assignments give them insights about the progress of their learning. Asking students to summarize a lecture or to compare notes or answers with the person sitting next to them are simple ways of offering some insight into their level of understanding. Feedback should be an ongoing process. To be effective, students need to receive feedback in time and to make use of it. Students gain useful feedback from each other and through reflecting on their own learning. Providing opportunities for peer and self-assessment ensures that it is not something that happens at the end of a course, but an ongoing part of the learning process.

2.3.2 What are the various teaching-learning methods (lecture method, interactive method, project-based learning, computer-assisted learning, experiential learning, seminars and others) used by the teachers? Give details.

Teachers have diversified the teaching methods from teacher oriented to more learner-oriented activities where group work and team learning play a major role. There is corrective and creative interaction between the faculty and students. Experimentation, observation, group discussion, case study, practical work, projects and dissertations strengthen qualities of communication, research and professional competence. Every method used in teaching-learning process is supplement with the use of IT and e-learning. The experience of the on the job training at industrial units and work places evaluates the functional success of teaching-learning and gives a performance appraisal of teachers and learners. Field trips, visit to industrial units, reputed research labs, major business establishments etc, are conducted.

Learning is undoubtedly more effective through visual interactive materials. Though traditional textbook continues to be a major educational resource, the videos are fast becoming an alternative learning tool. Education does not mean learning only core subjects prescribed for the programme. Along with the subjects the pedagogic and home environment should offer facilities that help learning life lessons too-like how to deal with others, how to develop positive thinking and leadership qualities.

2.3.3 How learning is made student-centric? What are the institutional strategies which contribute to acquisition of life skills, knowledge management skills and lifelong learning?

Learning is made student-centric by introducing the relevant training such as soft skill development, interview techniques and stress/time management. Students are provided with opportunities to take up leadership in organizing seminars, quiz programmes, workshops and event management. The students are trained in life skills and problem solving behaviors through seminars, workshops, group tasks in order to manage personal affairs appropriately and responsibly. In moral and mentoring classes teachers share experiential knowledge to handle problems and questions commonly encountered in daily life. Depending on societal norms and community expectations our students are trained through the units like NCC, NSS and Women's Study Cell. Career Guidance and Placement Cell are conducting programmes on personality development and Career Orientation and our students are securing placements in Multinational companies. The Certificate Course in Pain and Palliative Care conducted by NSS unit in collaboration with Anwar Hospital, Aluva is the most useful one for women of today.

2.3.4 How does the institution ensure that the students have effective learning experiences? (Use of modern teaching aids and tools like computers, audio-visual, multi-media, ICT, CAL , Internet and other information /materials)

To make learning effective, computers, audio-visual and multi-media, ICT, CAL and Internet are used regularly. Power-point presentations, film-shows,

facilities of language lab etc. are employed to give an effective learning experience for the students. Broadband facility is provided for all departments. English classes for all UG students are taught with the help of ICT. The Research Cell of our college provides a platform for multi-disciplinary power point presentation thereby giving exposure to various areas of knowledge. The library week celebration helps in inculcating reading habits among students and staff.

2.3.5 How do the students and faculty keep pace with the recent developments in the various subjects?

Teachers as well as students take part in seminars, workshops, camps, site visits and refresher courses in order to update their knowledge. Various departments of the college have organized seminars and conferences to keep pace with the growing frontiers of knowledge. Inter-disciplinary seminars have been conducted with the aim of promoting respect and esteem for all areas of knowledge. New books and journals are purchased every year for updating knowledge. The internet facility enables every learner in the college to refresh her knowledge. Faculty with foreign exposure brings innovative ideas to the campus. The contact with various organizations, industrial and commercial institutes familiarize us with the new inventions in different fields. Software updating and purchase of new computers help a lot to keep pace with the changes in educational technology.

2.3.6 Are there departmental libraries for the use of faculty and students? If yes, how effectively are they used for the enhancement of teaching and learning?

The departments with postgraduate programmes are in the process of improving their existing library facilities. It helps both teachers and students for immediate reference. Circulation system is also there in certain departments. Apart from books there is also a collection of multi-media materials in the departments.

2.3.7 Has the institution introduced evaluation of the teachers by students? If yes, how is the feedback analyzed and implemented for the improvement of teaching?

Feedback mechanism is effectively employed in improving teaching. Feedback forms are prepared by the faculty and the students are asked to fill in the details. Students freely express their views on the inadequacies and the improvements needed. Teachers analyze the feedback of students and identify the areas for improvement.

### **Teacher Quality**

- 2.4.1 How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If not, how does the institution cope with the requirements?

The members of the faculty are selected based on the University, Government and UGC norms. The vacancies are advertised in all editions of one National English daily and two Malayalam dailies having wide circulation. The selection committee consisting of the Principal, General Manager, Government Nominee, Subject Expert and the Department Head selects the candidates on the basis of the rank list prepared on merit basis and also a personal interview. All the sanctioned posts are filled immediately with highly qualified teachers. At present there are 47 permanent faculty members; out of this 16 have Ph.D. and 13 have M. Phil as the highest qualification. A few vacancies in certain departments, where the concurrence from the government is awaited, temporary teachers with adequate qualification are appointed and financed by the management. Qualified and competent teachers handle all the self-financing courses.

- 2.4.2 How does the college appoint additional faculty to teach new programmes/modern areas of study (Biotechnology, IT, Bioinformatics etc.)? How many such appointments were made during the last three years?

The additional faculty members are appointed on the basis of advertisement in the newspapers and interview. The college interview board consisting of the Principal, the Manager, HOD, and Superintendent selects the qualified teachers. Thirteen appointments were made for the last three years.

- 2.4.3 What efforts are made by the management for professional development of the faculty? (eg: research grants, study leave, deputation to national/ international conferences/ seminars, training programmes, organizing national/ international conferences etc)? How many faculties have availed these facilities during the last three years?

The professional development of the faculty is ensured in various methods. 100% computer literacy of the faculty is attained and all the faculty members by themselves are uploading the internal assessment marks to the university in the website. The Faculty has full freedom to develop themselves. They can apply for any research grants, can undertake study leave and can go on deputation for national and international conferences and training programmes. All the departments are requested to conduct at least one seminar, workshop or conference once in every two years. All the departments have conducted seminars and faculty members have attended the same.

- 2.4.4 Give details on the awards/ recognitions received by the faculty during the last five years?

#### ***TEACHER AWARDS***

##### ***DR. SR. BENEDICT MARY A (Mathematics)***

Awarded Ph.D. for the thesis “Algorithmic Approach to Certain Intersection Graphs” November 2006.

##### ***DR. SHYLA PAPOO (Hindi)***

Teacher co-ordinator of the Tourism club, continued as the District Teacher Co-ordinator of Tourism clubs under the Ernakulam District Tourism Promotion Council. Also member of the Governing body of DTPC.

##### ***SHEENA XAVIER (Physics)***

- State award by KESACS for repeated regular female blood donor



***Dr. LIMA ANTONY (English)***

- Awarded Ph.D. for the thesis entitled “Gerard Manley Hopkins and Indian Poetic” from M.G. University in January 2012

***DR. APARNA LAXMANAN S (Mathematics)***

- State award from KESACS and TERUMO PENOL for blood donation motivator.
- Sevana award from Kerala Action Force for the year 2010-2011.
- Dr.Aparna Lakshmanan S. was awarded Ph.D. in March, 2009.

***DR. ANSA ALPHONSA ANTONY (Statistics)***

- Awarded Ph.D. for the thesis, “Non parametric Estimation of Bivariate Survivor Function of Competing Risk Model” in 2006.  
Received All India Award for Best Young Statistician.

***DR. ANNIE FEBY (Zoology)***

- Awarded Ph.D. in January 2012

2.4.5 How often does the institution organize training programmes for the faculty in the use of?

a) Computers

The entire teaching faculty and the administrative staff have been were given training in the competent use of computers.

b) Internet

With the competency in the usage of computers the faculties have learned to use the internet also.

c) Audio Visual Aids

When audio visual aids are purchased, training in its usage in ensured from the suppliers themselves.

d) Computer-Aided Packages

The faculty members enter the internal assessment marks of the students in the university website with the help of software developed by the M.G. University.

e) Material development for CAL, multi-media etc.

Faculty members who are in the board of studies have developed materials for learning.

## **2.5 Evaluation Process and Reform**

Internal examinations are conducted as per the university norms. They are valued as per the GPA grading system. External examinations are conducted by the university and the faculty members regularly undertake the evaluation work.

### **2.5.1 How are the evaluation methods communicated to the students and other institutional members?**

An orientation programme is conducted for the first year students and their parents in the beginning of the academic year. Since most of the parents are not well educated information regarding evaluation methods and time of evaluation are made known to them. Evaluation and internal assessment methods are explained to them. University notifications are circulated in the departments and are displayed for the students on the notice board. The evaluation methods are clearly given in the college calendar distributed to students. The faculty of the department and the class-in-charge will explain these to the students and clarify their doubts regarding evaluation methods. Question banks are compiled to familiarize the students with the examination mode.

The internal assessment co-ordinator bridges the gap between the university and the college community. The college council arranges the examination as per the university notifications which are also informed to the faculty members. The dates of the internal tests are notified in the handbook.

Announcements through the public address system and display of the examination schedule on the notice boards are made. The examination dates are also read out in each class.

2.5.2 How does the institution monitor the progress of the students and communicate it to the students and their parents?

The progress of the students is monitored using periodic tests, seminars and assignments. After each term, a progress report is prepared with relevant remarks and parents are invited for open house sessions. During this session, a firsthand knowledge regarding the student's economic and social condition is collected. This enables a teacher in helping the student overcome difficulties in the learning process. The students are also informed of their progress at the time of return of the valued answer scripts. Class-in-charge in their discussions with students reminds them of their progress in studies. An annual PTA meeting is conducted in which constructive suggestions are welcomed.

2.5.3 What is the mechanism for redressal of grievances regarding evaluation?

Firstly the complaints regarding evaluation are brought to the notice of the concerned teacher. If the student is not satisfied, the head of the department deals with the matter and usually settles the issue. If the student is not satisfied still, she can bring it to the notice of the Principal. But this has not happened in the college so far. A retest is conducted if any student had been sick or had to participate in sports events or cultural and art festivals.

2.5.4 What are the major evaluation reforms initiated by the institution/affiliating University? How does the institution ensure effective implementation of these reforms?

The major evaluation system introduced by the university includes the grading of answer scripts, assignments and seminars. On the introduction of the grading system faculty representatives underwent a two day workshop. They in turn explained to the rest of the faculty how the grading system is

done. The system of internal assessment along with university exam has undergone reforms. There is centralized valuation camp for paper valuation. A university code is assigned to each teacher to ensure transparency in evaluation. The institute strictly follows the mode of evaluation proposed by the university. Internal assessment forms are manually prepared with care firstly by the subject teacher. The forms are rechecked by the class-in-charge and verified by the students. The HOD and the Principal countersign the data which is then uploaded in the university exam portal.

## **2.6 Best Practices in Teaching -Learning Process**

Slow learners are identified and they are encouraged by the teachers to do combined peer study. Teachers have diversified the teaching methods from teacher oriented to more learner-oriented activities where group work and team learning play a major role. There is corrective and creative interaction between the faculty and students. Experimentation, observation, group discussion, case study, practical work, projects and dissertations help in improving qualities of communication, research and professional competence.

Every method used in teaching-learning process is supplemented with the use of IT and E-learning.

The experience of the on the job training at industrial units and work places evaluates the functional success of teaching-learning and gives a performance appraisal of teachers and learners.

Field trips, visit to industrial units, reputed research labs, major business establishments etc, are conducted.

### **2.6.1 Detail any significant innovations in teaching/learning/evaluation introduced by the institution?**

- 100% computer literacy of the faculty is attained and all the faculty members by themselves are uploading the internal assessment marks to the university website. Each department is provided with atleast two computers and with a printer which are used intensively.

- More audio visual aids are included in various departments to make the teaching effective. Learning is undoubtedly more effective through visual interactive materials. Though traditional textbook continues to be a major educational resource, the videos and LCD's are fast becoming an alternative learning tool.
- Moral and spiritual support is given to teachers, students and non-teaching staff by conducting seminars, workshops and interactive sessions in collaboration with the Xavier Board of Higher Education and AICUF.
- The rapport established between the management and the teaching faculty enhances teaching. Similarly the cordial atmosphere in the college from the part of the management encourages the students to enjoy freedom and comfort for smooth learning.

#### **For Re-accreditation:**

1. What were the evaluative observations made under Teaching-Learning and Evaluation in the previous assessment report and how have they been acted upon?

The present system of grading is found to be more acceptable to the students. The students seem to score better under the system. Most of the students are found to be computer literate and those who are not, are figured out and asked to undergo a Computer Certificate Course in the College itself. Those students who have a Computer at home are encouraged to make power point presentations with the help of their system and others make use of the systems available in the home departments. The workload of the faculty is found to have increased as the numbers of test papers, seminars, assignments and external evaluation have doubled in relation to the annual system of examination which the teachers have accepted with grace.

2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Teaching-Learning and Evaluation?

Improvements in infrastructural facilities were remarkable during the academic years following last accreditation. The construction of the fourth storey in the St. Joseph's Block has been completed. The safety of the human life is very important factor and as per the building regulations of the Municipality a fire alarm, control and extinguishing system has been installed. In the Jesus block the office was refurbished according to the present needs. Arrangement of class rooms was done in the functional manner. The PG departments have their own seminar halls with LCD's.

Infrastructure facilities like the generator, lift, tarring of the road, rain water harvesting and vermin compost have been installed for the convenience of the stake holders. For convenient and safe transportation the college has introduced two bus services along the routes where the traffic of the students are heavy. The canteen which is clean, modern, spacious and comfortable is the meeting ground where the students flock to enjoy their snacks and involve themselves in debates and arguments. The open ground around the basket ball and volleyball courts have comfortable shaded areas where again the students gather themselves to enjoy the blissful surroundings. Looking forward to the future, application is submitted to the University for demand oriented PG courses in Mathematics, Economics, Communicative English and Malayalam and UG courses, Sociology, Hindi, B.Com. with Computer Application and Business Communication with Journalism.

The grading system of evaluation introduced by the University is followed for all internal evaluation. Feed- back regarding teaching learning is accepted from the students at the end of each semester and remedial measures are under taken.

### **Criterion III: Research, Consultancy and Extension**

#### **3.1 Promotion of Research**

- 3.1.1 Is there a Research Committee to facilitate and monitor research activity? If yes, give details on its activities, major decisions taken (during last year) and composition of the Committee.

There is a Research Cell which facilitates research activities consisting of:

Co-ordinator	Dr. Vimala,	Dept. of Commerce
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Members	Dr. Ansa alphonsa Antony	Dept. of Statistics
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	Dr. Raji Joseph	Dept. of Commerce
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Research Cell daily checks the websites of major research facilitating bodies like UGC, Human Resource Development Board, SPICES BOARD, IMRB, RBI, AICTE, and UNESCO etc., and discuss them with student leaders and faculty and encourage every one to start research projects. The major decision taken in the last year is to present research papers of different disciplines continuously and give encouragement to students to engage in research. A few research sessions are also conducted.

3.1.2 How does the institution promote faculty participation in research? (providing seed money, research grants, leave , other facilities)

The management always expresses its full and whole hearted support to the teachers to engage themselves in research activities, by sanctioning leave, adjusting work-load, extending laboratory facilities, equipping the library with books and journals as per the request, giving technical assistance, and moral support. Teachers are encouraged to avail FIP to carry on research work. To attend seminars, workshops and conferences every support is given. Teachers are encouraged to take up major and minor projects funded by UGC.

3.1.3. Does the institutional budget have a provision for research and development?

If yes, give details

The institution helps the faculty to take up research programmes and help them to do the paper work with the assistance of the administrative staff. When the research cell comes to know of various research programmes, it communicates the same to the faculty through the college council. Separate funds are not allocated in the budget of the management for research and

development. The funds for research and developments are usually sort from outside agencies and other funding organizations.

3.1.4 Does the institution promote participation of students in research activities?  
If yes, give details.

- Field Work for Economic students on Eradication of Polio.
- Field work for Commerce students on “A survey on health issues at Choornikkara Panchayat”.
- Field work for Botany students regarding the collection and development of Herbarium.
- On-job-training for all fifth semester students of Communicative English.
- On job training of all fifth semester students of Zoology (Vocational).
- Dissertation for all PG students.
- Projects for all 6<sup>th</sup> Semester students of the undergraduate level.
- PG students of Physics department are making use of facilities of the research labs in the department of Physics CUSAT, neighbouring colleges and institutions like FACT for their desertion. This will create an interest towards research activities.

3.1.5 What are the major research facilities developed on the campus?

The Library has research oriented books. 178 Journals on all subjects are subscribed for. Computer and internet facilities for staff and students are provided in each department.

In the science departments modern and requisite equipment have been installed. The museum of the zoology department is refurbished and modernized. A vermin-composite pit is developed for managing waste generated in the campus. 200KV generator for the use of the college is installed.



A high vacuum coating unit, distillation unit, microbalance, magnetic stirrer etc are installed in the Department of Physics for promoting research in Material Science.

- 3.1.6 Give details of the initiatives taken by the institution for collaborative research ( with national/ foreign Universities/ Research/Scientific organizations/ Industries/ NGOs)

In the council and staff meetings the details regarding the research works called for by various agencies are made known to the faculty members. The faculty members are encouraged to undertake the same.

A major research project is carried out in the college by our retired faculty Dr. Sr. Karmaly K.A. on “Investigation on the Biosystematics of Formicid Fauna (Hymenoptera: Formicidae) of Peninsular India including Western Ghats.” It was sanctioned and funded by Dept. of Science and Technology, Govt. of India.

Minor research works are also undertaken by various faculty members as stated above.

### **3.2 Research and Publication Output**

- 3.2.1 Give details of the research guides and research students of the institution (Number of students registered for Ph.D. and M. Phil., fellowship/scholarship, funding agency, Ph.Ds and M.Phils awarded during the last five years, major achievements, etc.,)

Dr. P. Vimala and Dr.Sybila Pius of the Commerce department and Dr. SujathaV.N, Dr. Nirmala Paul of the Physics are research guides. Smt.Joissy Mathew is doing part time research in M.G University under the guide ship of Dr. Nirmala Paul(Guest Lecturer at present), the retired faculty of Physics department.

- 3.2.2 Give details of the following:

- Departments recognized as research centres : Nil

- Faculty recognized as research guides : Dr. Vimala P, Dr.Sybila Pius Fernandez, Dr. Nirmala Paul, Dr. Sujatha N.V
- Priority areas for research : Commerce
- Ongoing Faculty Research Projects (minor and major projects ,funding from the Government, UGC, DST, CSIR, AICTE, Industry, NGO or International agencies)

Teacher	Order No	Subject			Topic
Dr. Vimala P	MRP(H)- 580/08-09/ KLMG043/ UGC-SWRO dt.30.03.09	MRP in humanities	25000	45000	A study on national rural employment guarantee scheme in Kerala
Dr. Sybila Pius Fernandez	MRP(H)- 941/09-10/ KLMG043/ UGC-SWRO dt.27.01.10	MRP in humanities	42500	60000	Social service marketing with special reference to pulse polio programme in Aluva municipality.
Dr. Ansa Alphonsa Antony	MRP(S)-668/09- 10/ KLMG043/ UGC-SWRO dt.27.01.10	MRP in Science	80000	95000	Bivariate Survivor Function of competing risk models under dependent censoring.
Ms. Sheena Xavier	MRP(S)-669/09- 10/ KLMG043/ UGC-SWRO dt.27.01.10	MRP in Science	27500 17500	45000	Synthesis and characterization of cobalt based nano rerrites

- Ongoing Student Research Projects (title, duration, funding agency, total funding received for the project). : Nil

3.2.3 What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the Industry needs, community development, patents etc.)?

### ***To subject knowledge***

Dr. M.P Vijayalakshmi, the former HOD of Malayalam was a member of the Governing body, 'Kerala Bhasha Institute'- Thiruvananthapuram and Chairperson of Board of Studies (UG), M.G University and member of Board of Studies Malayalam (UG) – Kerala University (and Director Board member of Co-operative Hospital, Kakkanad).

Dr. Shyla Papoo the former HOD of Hindi was a member of the board of studies (UG) M.G University and a subject expert of Staff Selection Committee, and Chairperson of UG Board Examination, M.G University. 3 books written and published by her have been prescribed in M.G University syllabus (titled 'Sahitya Chaman' and 'Rachana Ka Sach' for I B.Com Part II Hindi and 'Samvad Thadha Samrachana' for BA/ B.Sc Part II Hindi). She was also a governing body member of District Tourism Promotion Council, Ernakulam and also District Teacher Co-ordinator of Tourism Clubs, Ernakulam district.

Dr. Molly Joseph M, the former HOD of English was the Deputy Chairperson of PG Board, M.G University; a Member of Board of Studies and subject expert in Sree Sankaracharya University of Sanskrit, Kalady, and an Advisory Board member in FISAT, Mookkannoor

### ***To the industry needs***

The dissertations which the students undertake help them to establish a rapport with the industry and build a relationship which strengthens knowledge on the industrial skills required by a prospective candidate.

### ***Community development***

The outreach programmes of the NSS, NCC, Nature Club, Women's Cell and PTA regarding blood donation, environmental protection, planting of trees, tailoring and cookery classes, building homes for the poor, helping out needy and aged people for medical operations, and helping students in their studies are some of the community development programmes.

### ***Patents***

The Tourism club helps to promote tourism activities in and around Aluva. The club has also produced a documentary film.

- 3.2.4 Are there research papers published in refereed journals by the faculty? If yes, give details for the last five years including citation index and impact factor.

#### ***Dr. Aparna Laxmanan S.***

- Research paper “Gallai and anti- Gallai graphs of a graph” in the journal “Mathematica Bohemica” is cited by 2.
- Research paper “Clique irreducibility of iterated classes of graphs” in Math. Graph Theory is cited by 4.
- Research paper “Clique irreducibility and clique vertex irreducibility of graphs” in Discrete Mathematics is cited by 1.
- Research paper “On weakly clique irreducible graphs” in the Bulletin of ICA is cited by 1.
- Research paper “ the t- property of some classes of graphs” in Discrete Mathematics is cited by 2.
- Research paper “Cographic and global cographic domination number of a graph” in Ars. Combinatoria is cited by 2.

#### ***Dr. Ansa Alphonsa Antony***

- Research paper “Estimation of distribution function in bivariate competing risk models” is cited by 2.
- Research paper “Bivariate competing risks models under masked causes of failure” is cited by 1.

**Add additional matter if any**

**3.2.5 Give list of publications of the faculty.**

**a. Books**

1. ***Dr.Shyla Pappoo*** - Published 3 text books - 2 text books for B.Com semester I & II and one text book for semester II of B.A/B.Sc
2. Financial services by Ms. Patricia Janet Netto
3. Indian Ants and Genes Componotus Mayr by Sr. K.A Karmaly.

**b. Articles**

***Dr.Aparna Lakshmanan S.***

1. On the (t) -property of graph classes, Discrete Mathematics, 309(2009), 259-263
2. "A note on some domination parameters in graph products," Journal of Combinatorial Theory and combinatorial computing , 69(2009) , 31-3
3. Clique irreducibility and clique vextex irreducibility of graphs, Applicable Analysis and Discrete Mathematics, 3(2009),137-146

***Dr. Lima Antony***

1. "The Poetry Therapy of Depersonalization and the Unique Self Tate of G.M.Hopkins" *Teresian Journal of English Studies*. October 2009. Vol1. No.1. Dept of English and Centre for Research, St.Teresa's College, Ernakulam.
2. "Surrendering of the Self in Indian Aesthetics" *Journal of Sukritindra Oriental Research Institute*, Vol 1. No.1 October 2006.

***Dr. P.Vimala Dept. of Commerce***

1. Contributed an article titled " India's Foreign trade- Structure and composition in the post liberalisation era " in the books

"Globalisation and economic development "Inittal Publications,  
New Delhi.

2. Contributed an article titled "Women Empowerment through Kudumbashree" in the book "Micro Finance and Women Employment" of Mittal publishers New Delhi.
3. Participated in a national seminar "Repositioning India in the New Global Trade Order with implication
4. On Kerala Economy" at Panampilly Memorial Government College, Trissur on 30th September, 09.
5. Doing a minor research project on the topic "A study on National Rural Employment Guarantee Scheme in Kerala" funded by U.G.C.
6. Published on article entitled Kudumbasree. A model for Women Employeement Sournthern Economist Nov.15,09 Vol.48(14).
7. National Rural Employment Guarentee Scheme in Kerala, Cognizance, Vol 1 (4), January 2010
8. Marine Exports of Kerala – An Evaluation, Organised Management, vol XXVI (3), Oct- Dec 2010

***Dr.Shila Pappoo***

1. Member of the board of studies(Hindi) for UG Chairperson of BA/B.Sc/B.Com examination of March/April, 2009
2. Member of subject expert panel for Hindi Lecturers selection committee.
3. Published 3 text books - 2 text books for B.Com semester I & II and one text book for semester II of B.A/B.Sc

***Dr. Sybila Pius Fernandez, Dept. of Commerce***

1. "A study on Economic impacts of tourism in Kerala" Research lines, Vol 391), June 2010. By

2. “A study on occupational stress of Employees working in IT sector, Research Lines, volume 391), June 2010

***Linda Louis, Dept. of Chemistry***

1. Biochemical changes in seed and mesocarp of mango (*Mangifera indica* .L) cv. ‘Alphonsa’ and their significance during the development of spongy tissue. *Journal of Horticulture Science of Biotechnology* (2007) 82 (1):35-40
2. “Isolation, purification and partial characterization of isbiophages from mangrove ecozytem. “Book of Abstracts of MECOS, 09” Cochin , Kerala. International symposium on Marine Ecosystem challenges and Opportunities, Cochin, from 9-12. February 2009.
3. Differential efficiency of induction of vibriophage ((PALP(ve)-3) encoding in rulent genes in naturally occurring non 01 vibrio cholera. Published online “Vibrios in the Environment – VIBRIOS 2010
4. LOCUS GU721058 671bp, DNA linea PLN 01 – March 2010

***Aneymol V. S., Department of Microbiology***

1. Ecophysiology of bacteria on some selected algae, *Proceedings on National seminar on Current Scenario in Molecular Biotechnology*, 2009
2. Assessment of Bacteriological quality of ground water in Eloor Ernakulam district of Kerala. *Indian Journal of Environmental protection*. Sept. 2011
3. Prevalence Of Toxoplasmosis In HIV-I Sero-Positive Patients. *International Journal of Pharma and Biosciences*, vol 3/issue - I Jan-March 2012(Accepted and will be printed in this issue)

***Manjusha K, Department of Microbiology***

- 1 Application of alkaline protease from *Vibrio* sp in the removal of protein stains from fabric. In: Menon NN, Hatha AAM, Philip B, Saramma AV. Editors. Proceedings of National seminar on Bioactive compounds from Marine Organisms. India: 2009. p.90-95.
- 2 Alkaline protease of *Vibrio* sp. V26 for recovery of silver from used X-ray film. Book of abstracts, 1st Kerala Women's Science Congress. 2011. p 309-313

***Dr. K.A Karmaly (Zoology)***

1. Community structure and functional group classification of litter ants in the montane evergreen and deciduous forest of Wayanad region of Western Ghats, Southern India. *Oriental Insects*, 2007. Vol.41 p. 427-442
2. A checklist of Ants of Thirunelli in Wayanad. *Journal of Bombay Natural History*, 2010. Vol. 107(1). P64-67
3. Anti-beneficial insects. Proceedings of the National seminar on harmful/ beneficial insects of agricultural importance with special reference to the Nuisance Pest *Luprops tristis* in rubber plantations, 2011. P80-85
4. Preliminary survey of ant fauna (Hymenoptera: Formicidae) in Shenduruny Wildlife Sanctuary and nearby area, Kollam. *Entomon* (Under peer review)
5. Preliminary evaluation of significance of plant species richness on the diversity of ant species of IFGTB Forest campus, Coimbatore. *Asian myrmecology* (Under peer Review)
6. A new species of the Genus *Stereomyrmex* Emery from Dhanushkodi, Tamilnadu. *Genus* (Under peer Review)



7. Description of new species of genus Cerapachys, smith from Kerala. Journal of Entomological Research. (Under peer Review)
8. Description of a new species of Meranoplus smith from Aralam Wildlife Sanctuary. Journal of Threatened Taxa (Under peer Review)
9. First Record of Solenopsis nitens Bingham from India with Redescription. Proceedings of Swadesi Science Congress (Under peer Review)
10. First Record of Pheidole meghacepahala Fabricius from India. Halteres (Under peer Review)
11. First record of Pheidologeton nanus Roger from India. Halteres (Under peer Review)

***Dr. N.V Sujatha***

1. Far-ultraviolet scattering by dust in Orion 2006 MNRAS. 367. 1686S
2. Diffuse UV Background: GALEX Results 2007 AAS...210. 4406H
3. Interstellar dust studies with TAUVE X 2007 BASI..35.233M
4. Studies of diffuse UV radiation 2007BASI. 35. 295 S
5. Measurement of Dust Optical Properties in the Coalsack Nebula 2007 ApJ . 665. 363S
6. GALEX observations of Diffuse UV Radiation at High Spatial Resolution from the Sandage Nebulosity 2009 ApJ. 692. 1333S
7. The ISM is A glow in UV Radiation 2010 AAS. 21531905C
8. GALEX observations of Diffuse Ultraviolet Emission from Draco 2010 ApJ. 723.1549S

9. Mapping the Diffuse Ultraviolet Sky with the Galaxy Evolution Explorer 2010 ApJ. 724. 1389M

10. Survey of O VI absorption in the Large Magellanic Cloud 2011 MNRAS. 412.1105P

c. Conference/Seminar Proceedings

Dr. Lima Antony “Dhwani and Aesthetic Experience” Seminar proceeding from CUSAT.

### 3.3 Consultancy

- 3.3.1 List the broad areas of consultancy services provided by the Institution during the last five years (free of cost and/or remunerative). Who are the beneficiaries of such consultancy?

English Language Lab at Sree Sankara College, Kalady and at Federal Institute of Science and Technology, Mookannoor was set up by Dr. Molly Joseph.

“The best practices at St. Xavier’s College” a presentation was made at Aquinas College, Edacochi by Dr. Molly Joseph.

- 3.3.2 How does the institution publicize the expertise available for consultancy services?

By word of mouth the institution publishes the expertise.

- 3.3.3 How does the institution reward the staff for the consultation provided by them?

The institution appreciates the sharing of knowledge. It encourages the staff to undertake such programmes by giving them time off to do the same. The staff does not look forward for any material reward.

- 3.3.4 How does the institution utilize the revenue generated through consultancy services?

No revenue was generated so far for the institution.

### **3.4 Extension Activities**

#### **3.4.1 How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs)**

NSS unit of the college has won the best unit award, best co-coordinator award, the best volunteer award, continuously for the past 5 years, and the best supporting principal award in the last year.

The University provides the students grace marks when they participate in NSS activities. Grace marks are also provided during the admission process for higher studies.

The institute supports and encourages the NSS unit to conduct 10 day's major camp and two day's minicamp to which help the students to understand and study the effects of community living. The NSS volunteers also participate in rallies which help them to have an understanding of the current issues faced by the society such as Mullaperiyar issue. The students conduct surveys and make field studies and prepare study reports. Blood donation, visiting old age homes, adoption of village, providing facilities to the village, building homes for the homeless are some of the social service undertaken by the NSS regularly. Students are indeed very much interested and are attracted in large numbers to these programmes as they feel that they have very good chance for personality development, exchange of culture, creation of the ability to establish healthy relationships, getting social awareness etc. These are some of the chances for interacting and involving in social outreach programmes.

#### **3.4.2 What are the outreach programmes organized by the institution? How are they integrated with the academic curricula?**

All the departments conduct study tours for the final year students and they are asked to present feed backs in the class. These study tours give them first hand information on the practical aspects of the subjects. Visits

to factories, collection of specimens, visiting planetarium, museums, art galleries, interacting with the different cultures, enjoying the food in the neighboring states, and visiting libraries of other institutes give them more details regarding the practical aspects of their study.

Visits to old age homes and mentally retarded schools and sharing the experiences also enrich the girls to feel with the disabled society.

Twice in a year Blood donation camp is conducted in collaboration with IMA which shows them the nobility of the act. Ms. Sheena Xavier, the teacher donor is held in high esteem and is a role model. Her blood group is AB negative. Training programmes are conducted in Pain and Palliative care in collaboration with the neighbouring hospitals. The red – ribbon club in the college gives awareness programmes on Aids and conducts rallies to propagate anti-AIDS movement.

Along with Kerala Action Force, programmes in tailoring, cookery and soap making for local women and widows are conducted to create awareness for the marginalized among our students. Women's Day is celebrated in the class which throws light on the empowerment programmes of the Government.

Seminars and workshops are conducted so as to give awareness regarding the legal issues, traffic rules and other social issues.

Important days such as World Aids Day, Republic Day, Independence Day, Teacher's Day, World Environmental Day, Hiroshima Day, Kerala Day etc are celebrated by participating in the various programmes arranged by the Municipality.

A certificate course in Human rights and duties is conducted to give the awareness about our duties and responsibilities as human beings. The Women's study Cell conducts classes for soap making, cookery and tailoring which empower the economically weak and deprived women of the adopted village. The Career Guidance cell helps the needy and those

desiring to take up a job after their course by inviting companies for placements. The project of Home for the poor taken by NSS and PTA provide asylums for many poor people in the locality.

Tailoring, Yoga, Music and counseling classes by RELAX and OSAX of the college empower women with physical and mental health and also give the opportunity to earn their livelihood.

- 3.4.3 How does the institution promote college-neighborhood network in which students acquire attitude for service and training, contributive to community development?

The college has adopted Madhavapuram Village. Here cleanliness programmes, programmes on the awareness of the destructiveness of alcohol for negativism of liquor and drugs, AIDS awareness programmes, health related lectures are conducted in order to help the backward communities in the village. The widows and economically deprived women are motivated to become self sufficient.

- 3.4.4 What are the initiatives taken by the institution to have a partnership with University / Research institutions / Industries / NGOs etc. for extension activities?

The college accepts all the norms provided by the University and encourages the students to take up the various programmes initiated. The Pain and Palliative programme of the Anwar Hospital, Aluva is promoted by the college. NGO's like Kerala Action Force have close collaboration.

- 3.4.5 How has the local community benefited by the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs)

The Madhavapuram Village has been adopted. Here cleanliness programmes, awareness of the destructiveness of liquor and drugs, AIDS awareness, health related programmes, empowerment of women are some

of the benefits to the residents. Surveys and field studies are made and measures taken to rectify the shortcomings.

The pain and palliative club visits the old age homes around its suburbs giving relief and spreading happiness to the aged.

Twice in a year Blood donation camp is conducted in collaboration with IMA. IMA gives lectures which show the nobility of the act. Ms. Sheena Xavier, the teacher donor is held in high esteem and is a role model. Her blood group is AB negative. The red-ribbon club in the college is giving awareness programmes on Aids and conducting rallies to propagate anti-aids movement. The NSS initiated this practice which was considered to be exemplary. But the public and NGO's in an around Aluva were highly responsive. This was then taken up and continued by the different sectors of the College.

Till date 8 houses have been built for the needy and homeless. . Responses from the public to this have been very encouraging and more of them are coming forward to seek help to complete the construction of their incomplete houses. Four such houses were completed with the help of the college.

3.4.6 How has the institution involved the community in its extension activities? (Community participation in institutional development, institution-community networking etc.)

The College with Kerala Action Force participate in development programmes around Aluva. With the Municipality joint programmes are undertaken. Seminars and Workshops are conducted with the collaboration of The Federal Bank, Kannan Devan -Nature Club and other such organization. Doctors from Hospitals like Anwar, Lakshmi, Karothukuzhi and Ayurcare in and around Aluva give lectures in health care issues related to women which are very useful for our girl students. The Nature Club along with the district Ayurveda hospital have initiated banana and

vegetable cultivation in an eco-friendly manner. The PTA helps in building houses for the poor.

3.4.7 Any awards or recognition received by the faculty / students/ Institution for the extension activities?

NSS unit of the college has won the best unit award, best co-ordinator award, the best volunteer award, continuously for the past 5 years, and the best supporting principal award in the last year.

- a. The NSS unit received special awards for promoting voluntary blood donation from KSACS and from TERUMO PENPOL
- b. The Pain and Palliative Care Unit under the NSS unit received 'Best Pain and Palliative care unit award' from Madhya Kerala Social Forum.
- c. Ms. Sheena Xavier, Associate Professor, Dept. of Physics received the State award from KESACS for repeated regular female blood donor.
- d. Dr Aparna Lakshmanan S, Assistant Professor, Dept. of Mathematics and Ms.Vandana Aravindan, Assistant Professor, Dept of Economics received State award from KESACS and TERUMO PENOL for blood donation motivators.
- e. The following students got the State award from TERUMO PENOL for repeated regular blood donors
  - Arifa Muhammed
  - Deepika Raj
  - Jimsha John
  - Nayana Bhaskar
  - Christine Luiz

- Rincy Mathew
  - Jilmy Paulose
- f. Re.Sr. Percy received the M.G. University Award for best supporting Principal in N.S.S. Activities 2010-2011.
  - g. The college NSS unit got M. G. University Award for best N.S.S. Unit 2010-2011.
  - h. Dr Aparna Lakshmanan S, Assistant Professor, Dept. of Mathematics received the M.G.University Award for best N.S.S. Programme Officer for the year 2010-2011.
  - i. Sevana Award - Sevana Award for social activities instituted by Jana Seva Sisubhavan.

### **3.5 Collaborations**

3.5.1 Give details of the collaborative activities of the institution with the following organizations:

- local bodies/ community
  - The College with Kerala Action Force participate in development programmes around Aluva.
  - With the Municipality joint works are undertaken.
  - Jana Seva Sisubhavan
- State
  - NSS
  - NCC
- National
- International
- Industry



- The Federal Bank Ltd
- Kannan Devan Nature Club
- Service sector
  - Anwar Hospital
  - Lakshmi Hospital
  - Karothukuzhi Hospital
  - Ayur Care Hospital
- Agriculture sector
- Administrative agencies

3.5.2 How has the institution benefited from the collaboration?

- Curriculum development
- Internship
- On-the-job training
- Faculty exchange and development
- Research
- Consultancy
- Extension
- Publication
- Student Placement

3.5.3 Does the institution have any MoU/MoC/mutually beneficial agreements signed with

- Other academic institutions
- Industry
- Other agencies

### **3.6 Best Practices in Research, Consultancy and Extension**

#### **3.6.1 What are the significant innovations / good practices in Research, Consultancy and Extension activities of the institution?**

- Undergraduate students are involved in research. Field studies and surveys are undertaken by the students on a freelance basis to carry out research on activities relating to current social issues.

#### **For Re-accreditation:**

1. What were the evaluative observations made under Research, Consultancy and Extension in the previous assessment report and how have they been acted upon?

The faculty members were asked to engage in more research. Under the FIP scheme many teachers have taken M. Phil. and Ph.D. degrees. Major and minor projects were also taken up by various faculty members. In UG courses Seminars, assignments and projects works are made compulsory and are advised and encouraged to take up a research oriented careers. The research output of the faculty has increased considerably as their exposure to various interdisciplinary programmes have widened. Every Semester the Research Cell conducts an inter- disciplinary presentation of research papers for both PG and UG students.

2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Research, Consultancy and Extension?

Seminars and Workshops were held at regular intervals on quality sustenance and enhancement both as an in house programme and also as at the national level. The Chemistry department is providing soil testing facilities for farmers who approach them. The NSS is providing consultancy programmes for farming, health programmes etc. Surveys and field works are conducted on matters of current issues.

## **4. Criterion IV: Infrastructure and Learning Resources**

### **4.1 Physical Facilities**

#### **4.1.1 What are the infrastructure facilities available for**

##### ***(a) Academic activities***

All departments are provided with well furnished, clean and well ventilated classrooms. Seminar halls equipped with LCD's are provided to all PG departments. The science departments have well equipped updated laboratories. The college is proud of its collection of books in its partly digitalized and well furnished library. Well furnished modern canteen is the place where the students relax and enjoy their meals and snacks. Photostat machines are placed in vantage points. Safe, clean and well ventilated rooms are provided in the hostel. An auditorium supported by a 125KV generator, podium, high lumens LCD and sound system is very useful for conducting all curricular and co-curricular programmes . Mother Redempta Seminar Hall is utilized by all the departments for all the State and National Seminars.

##### ***(b) Co-curricular activities***

NCC, NSS, Women's cell, Nature club, Students council and Counselling are provided with rooms for carrying out their works.

##### ***(c) Extra –curricular activities and sports***

The health club with well furnished health oriented equipments is the attraction especially for the sports students and hostellers.

There are standard Volleyball and Basketball courts for various tournaments. A Kabaddi field is also there.

There is a prayer room For the Jesus Youth and AICUF members.

The Sargavedi club in collaboration with Malayala Manorama, Mathrubhoomi and Kerala Kaumadhi newspapers provide media oriented programmes.

- 4.1.2 Enclose the Master Plan of the college campus indicating the existing physical infrastructure and the projected future expansions.

### **Annexure 3**

- 4.1.3 Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last five years.

The institution has augmented the infrastructure to keep pace with its academic growth by installing the lift, modernizing the administrative block, installation of the fire extinguishing system, installation of vermin compost unit for managing the waste, rain harvesting system and biogas. A minimum average amount of `5,00,000 lakhs per annum is being spent for the purpose.

- 4.1.4 Does the institution provide facilities like common room, separate rest rooms for women students and staff?

Being a Women's College good facilities are provided for the purpose. The rest and rest rooms are provided with vending sanitary napkin units with disposable facilities. Cubicles are provided in the common room where the students will have privacy for learning and having their meals.

- 4.1.5 How does the institution plan and ensure that the available infrastructure is optimally utilized?

The Principal has a diary in which the uses of the auditorium and seminar hall are listed and if outsiders ask for the utilization of the same it is granted to them free of cost. The auditorium is used by the neighbouring educational institutes for conducting different seminars. The medical camps and the award giving ceremonies and various functions for the public are held in the auditorium. The college canteen facilities are utilized for

marriage functions of poor girls. It is used for Congregational purposes. The basketball and volleyball court is used by public teams from outside the campus during holidays.

4.1.6 How does the institution ensure that the infrastructure facilities meet the requirements of the differently-abled students?

The differently-abled students are given admission in the hostel. The differently abled students seek admission mainly in English and Malayalam classes and these departments are in the ground floor. There is the lift facility in St. Joseph's block which is a great help to these students. Those students who seek admission in the hostel are given ground floor rooms. The canteen, rest room, library, seminar hall, prayer room, counselling room, office room consisting of the administration section are all in the ground floor which is easily accessible.

## 4.2 Maintenance of Infrastructure

4.2.1 What is the budget allocation for the maintenance of (last year's data)

a. Land	:	1 lakh (Cleaning)
b. Building	:	13 lakhs
c. Furniture	:	1.5 lakhs
d. Equipment	:	4 lakhs
e. Computers	:	1.5 lakh
f. Vehicles	:	1.5 lakh

4.2.2 How does the institution ensure optimal utilization of budget allocated for various activities?

The infrastructure needs to be maintained on a regular basis. The need for maintenance is brought to the notice of the committee for maintenance and the college council. The Principal conveys this to the management which carries out the work.

- 4.2.3 Does the institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?

The management has appointed ten staff members on a regular basis for maintenance and repair activities. Further technical maintenance is supplemented by technical staff employed on daily wages.

### **4.3 Library as a Learning Resource**

- 4.3.1 Does the library have a Library Advisory Committee? What are its major responsibilities?

The library has a Library Advisory Committee. Ms. Lincy Joseph, Head of the Department of English is the head of the committee. The major responsibilities of this committee is co-ordinating the library activities. The major activity of the library is the conduct of the “Library week”. Book shows, book talks and the programmes of the functioning of the library are carried out to increase reading habits. Maintaining the discipline, evaluating the effective functioning of the library periodically and addressing the students complaints are also monitored by the committee. The purchase of new books and journals are made under the direction of the library committee and the college council. The needs of the staffs and students are taken into consideration before decisions are taken.

- 4.3.2 How does the library ensure access, use and security of materials?

The Library functions from 8.30 am to 4.30pm on every working day. The periodicals and newspapers section is open during the working time and students spent their time in light reading. The reference section is also open to the students during the working time. The stack room is open for the students and staff from 9.30 to 3.30, books is issued regularly every week, on different days for different classes. For the PG Students and Staff there are no such restrictions. The materials in the library are safe as the users are strictly instructed to take care of the books and journals. They are also

instructed to use the facilities in a mature way and to be mindful of the future users and not to damage any books or journal.

4.3.3 What are the various support facilities available in the library? (computers, internet, band width, reprographic facilities etc.)

The support facilities in the library are

- TV to watch the news.
- Computer
- Internet
- Index Catalogue & author catalogue
- Digital system for entrance to stack room
- Xerox facility
- Computer Automation
- Bar Coding System

4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on new books and journals during the last five years.

The purchase of the new books and journals are made through the library committee and the college council. The UGC fund is very diligently used by all the departments. About 6.5 lakhs has been spend for a last 5 years for the purchase. The dailies in Malayalam are sponsored by well wishers. New arrivals of books and magazines are well displayed to attract the attention of the readers.

4.3.5 Give details on the access of the on-line and Internet services in the library to the students and faculty? (hours, frequency of use , subscriptions, licensed software etc.,).

The library functions from 8.30am to 4.30pm. Free broadband Internet and data search are available to all staff and students within the working hours. The college has complete licensed versions of Microsoft Windows XP, Windows 7, Vista, Microsoft Office, Visual Studio 6.0, Tally 9.0.

4.3.6 Are the library services computerized? If yes, to what extent?

The library services are fully computerized. Digital Repository Solution is used for preserving the digital assets like eBooks, Teaching Notes, Project Reports, Past year Question Papers, Video Courseware, Journals, e-Thesis, etc. of St. Xavier's College. We are proposing the implementation of Dspace Digital Repository.

4.3.7 Does the institution make use of INFLIBNET / DELNET/IUC facilities? If yes, give details.

The college has installed INFLIBNET facility in the Library.

4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?

New additions are displayed on the notice board.

4.3.9 Does the library have interlibrary borrowing facility? If yes, give details of the facility

The library does not have interlibrary borrowing facility but outsiders like bank employees, and the public in an around Aluva can borrow the books by making a deposit which is returned on returning the books.

4.3.10 What are the special facilities offered by the library to the visually- and physically- challenged persons?

The physically challenged students are helped by their class mates in selecting books. The audio facilities available is of great help to blind students.



4.3.11 List the infrastructural development of the library over the last two years.

Safety door with Proximity Card System is introduced. It is a method to assess the students' time spent in the library, references made and the total details or the use of library. Bar coding system is introduced for borrowing and returning. For better stacking one more room is built. The library is provided with computers fitted with internet facilities. A Photostat machine is installed.

4.3.12 What other information services are provided by the library to its users?

The recent arrivals of books and journals are displayed in a special counter. The Librarian gives personal attention to the required needs of the users as per their requests.

#### **4.4 ICT as Learning Resources**

4.4.1 Does the Institution have up-to-date computer facility? If yes, give details on the available hardware and software (No. of computers, computer-students ratio, stand alone facility, LAN facility, configuration, software)

A computer centre with 45 desktops connected with LAN and Internet. An add-on course on Computer Applications is conducted with 18 computers. The Tally course is conducted with 8 computers. The English Language Lab has 17 computers for language learning. Every department is provided with a computer, printer and scanner with broadband connection. The PG departments have a LCD with smart class room facility.

4.4.2 Is there a central computing facility? If yes, how is it utilized for staff to students?

A computer centre with central computing facility with 45 desktops with LAN connection is utilized fully for providing computer literacy to students. Various courses are offered to the students of the college under the auspices of the computer centre. The staff and students who do not have computers at home use the systems available in the computer lab.

- 4.4.3 How are the faculty facilitated to prepare computer-aided teaching/ learning materials? What are the facilities available in the college for such efforts?

Teachers when they undergo seminars and workshops come to know of the recent trends in technology aided teaching and learning. They will disseminate the information to the Principal who presents it to the college council and during the staff meeting a demo class of the same is held. The college is fully equipped as detailed above for computer-aided teaching and learning.

- 4.4.4 Does the Institution have a website? How frequently is it updated? Give details.

The website of the college is [stxaviersaluva.ac.in](http://stxaviersaluva.ac.in) and it is updated at frequent intervals. Ms. Leena Deenja of the Physics department is in-charge of website updating.

- 4.4.5 How often does the institution plan and upgrade its computer systems? What is the provision made in the annual budget for update, deployment and maintenance of the computers in the institution?

The computer systems are upgraded as per the need. For the maintenance of the computer system about Rs.3 lakhs per annum is spent. For updating the computers between 5 lakhs to 10 lakhs have been spend every year over the last five years.

- 4.4.6 How are the computers and their accessories maintained? (AMC etc.)

A person is appointed on a regular basis for maintenance of all electronic gadgets. Outside help of technicians is utilized on a need basis.

## **4.5 Other Facilities**

- 4.5.1 Give details of the following facilities:

- a) Capacity of the hostels (to be given separately for boys and Girls)

The hostel has a capacity to accommodate 250 students. 28 sports students are also accommodated in the hostel.

The students's hostel in the college is now occupied by 157 girls. Most of the students are day scholars and they come from the rural areas of Aluva.

b) Rooms in the hostel (to be given separately for boys and Girls)

Rooms in the hostel are on a sharing basis and the students are grouped as UG and PG and accommodated as such.

c) Recreational facilities

There is a common room for the girls to relax and to have their social get together. The hostel environment is peaceful and quiet. In the evenings one can enjoy a beautiful view of the river periyar from the hostel.

d) Sports and Games (Indoor and Outdoor) facilities

The Basketball and Volleyball courts are well maintained. The walkway is used by the students for a stroll in the evening.

e) Health and Hygiene (Health Care centre, Ambulance, Nurse, Qualified Doctor) (full time/ part time etc.)

There is a health club with all its gadgets which are utilized by the students. The sports students use it for their exercise. The college is surrounded by very good private hospitals where the management has built a very good relationship with the doctors. The doctors are always obliging to attend emergencies. Canteens and hostels are maintained hygienically.

4.5.2 How does the institution ensure participation of women in intra-and inter-institutional sports competitions and cultural activities?

Being women's college there is encouragement for the participation of women in all competitions and cultural activities. Students actively

participate in sports and cultural activities. The achievements listed already bear evidence for the outstanding achievements of our students. The sports students have won laurels at all levels that are University, State and National. The college could secure fourth place in M.G University Youth Festival in the year 2010-11.

- 4.5.3 Give details of the common facilities available with the Institution (Staff room, day care centre, common room for students, rest rooms, health centre, vehicle parking, guest house, Canteen, telephone, internet cafe, transport, drinking water etc.)

All the departments of the College are having well furnished staff rooms with individual seating arrangements, phone connection, computers, and internet facilities. There are two Common rooms for the girls, to rest, recreate and for personal and group study. A Health Club is functioning with all modern equipments for physical fitness. Apart from that First Aid facilities are provided in all the departments. The College has two guest rooms in the Jesus Block where the important personalities are accommodated. The Canteen in the ground floor of St. Joseph's Block is well furnished and can accommodate more than 100 students at a time. It has got the status of 4 Star hotel and the students enjoy. The drinking water facilities are installed in alternate floors and indeed it is a great comfort to refresh the students. Two buses are at the service of the students from distant places. All the blocks including administrative block are connected with intercom facilities and we have 40 phone connections. Xaverian Kid's Care is functioning to facilitate the faculty members to be at ease by taking care of their kids safely while the mother's are engaged in teaching and other activities.

#### **4.6 Best Practices in Infrastructure and Learning Resources**

- 4.6.1 What innovations/best practices in 'Infrastructure and Learning Resources' are in vogue or adopted/adapted by the institution?

The faculty who are 100 percent computer literate, ascertain at the time of admission, the students who are not computer literate. The faculty encourages and motivates them to become computer literate which is usually accepted by the students.

Since mobile phone cannot be used in the campus, two coin box phone booths are provided for the students. For interdepartmental instant communication there is the mobile under the CUG System and intercom.

The internet facility is open from 9.30 am till 4.30 pm. As several young teachers are recruited recently, the need for a day care centre is felt. So the Xaverian Kid's Centre is established with the UGC aid. A hygienic and very comfortable canteen is available in the campus. The college environment is very conducive and promotes socializing of the students and the stake holders.

**For Re-accreditation:**

1. What were the evaluative observations made under Infrastructure and Learning Resources in the previous assessment report and how have they been acted upon?

The evaluative observance made was to enhance total literacy of non-teaching staff and computer literacy for students. For the computer literacy of the students, the departments of Physics and Commerce have begun add-on courses on Computer application, E-Banking, Security analysis, Tally, etc., and all the non teaching staff members are given training in computer usage. All the sections in the administrative office are provided with computers and all the office works are done using computer programmes and softwares. Apart from this the Computer Centre is open to all to update their computer skills.

2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Infrastructure and Learning Resources?

The laboratory and library facilities were upgraded creating a conducive environment for research and learning. New laboratory was set up, for the Microbiology department. A language lab has been set up with audio and video facilities for the English department. A new computer lab is created for the Physics department. The staff room facilities of all departments were modified and strengthened. Electrical, re-wiring and cabling was done and a transformer was setup. Class rooms were re-furnished with better lighting arrangements and fans. Drinking water facility has been set up in alternative floors. Reprographic facilities are also introduced. A rest room and waiting room were also set up. The library facilities have been enhanced by automation; reprographic and internet facilities are also provided. The college library committee looks into matters like annual purchase and other enhancements. The computer centre was modified by the introduction of more computers and LAN facility. Sports and research facilities of the college were improved. A new wing is added to the existing structure and a lift system is introduced in St. Joseph's Block and a generator of 1200 Watt started to function in order to rectify the shortage in electricity.

## **Criterion V: Student Support and Progression**

### **5.1 Student Progression**

5.1.1 Give the socio-economic profile (General, SC/ST, OBC etc.,) of the students of the last two batches.

#### **2009-2010**

<b>CLASS</b>	<b>SC/ST</b>	<b>OEC</b>	<b>OBC</b>	<b>GENERAL</b>	<b>TOTAL</b>
I DC	49	17	185	364	615
II DC	46	15	181	267	509
III DC	50	20	180	158	408
I PG	5	-	16	33	54
II PG	4	-	17	27	48

**2010-2011**

<b>CLASS</b>	<b>SC/ST</b>	<b>OEC</b>	<b>OBC</b>	<b>GENERAL</b>	<b>TOTAL</b>
I DC	49	11	192	267	519
II DC	50	16	240	147	453
III DC	46	21	258	122	447
I PG	5	-	9	43	57
II PG	5	-	16	51	62

- 5.1.2 What are the efforts made by the Institution to minimize the dropout rate and facilitate the students to complete the course?

In spite of the large number of students from marginalized section of society, the dropout rate is very low about less than 3 percent. The M.G. University has introduced central admission system from the academic year 2011. The students are given counselling as to the need to get themselves educated and be financially independent by securing a career.

- 5.1.3 On an average, what percentage of the students progress to further studies and for employment? Give details for the last two years. (UG to PG to Ph.D and /or to employment)

In the Arts section about 40% of the students are going for higher studies namely M.A, MBA, LLB, IAS etc.

In the science section about 35% of the students go for higher studies namely M.Sc and MCA. After graduation about 25 % seek employment in the public and private sectors.

In the Commerce section about 80% go for higher studies – M.Com, MBA, IAS, CA, CS, ICWA, ICFAI, Bank test etc

The remaining 20% usually seek employment in the private sector.

- 5.1.4 How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students have been employed? (average of last five years)

The Career Guidance and Placement Cell empower students by mentoring, motivating and guiding them to realize their career aspirations. As per the data most of the students go in for higher studies or get employed. Many industrial and IT firms are invited by the institute to conduct selection programmes and thus encourage campus interview programmes. Through this many of our students get placements. Every year the Communicative English students in large number are placed in various prestigious organizations and firms through campus selection programmes.

- 5.1.5 How does the institution facilitate and support students for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations (Average of last five years) (UGC-CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT, Civil Services- IAS,IPS,IFS, Central/State services etc. )

The Department of Commerce has been giving training to the candidates to appear for competitive examinations. Within two years they have trained fifty students and 10 of them qualified UGC-CSIR-NET. The English Department conducted two crash courses in UGC training and two students have qualified their NET examination. The staff members of all the departments support and guide the students in getting learning materials for their competitive exams.

- 5.1.6 Give a comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the university average. ( Pass percentage, Distinctions, Gold medals and University Ranks, Marks obtained in relation to university average etc.(Last five years' data)



PERCENTAGE OF PASS					
Subject	Years				
	2006-2007	2007-2008	2008-2009	2009-10	2010-11
English	95.35	93.02	94.23	100	91
Comm.English	97.05	100	100	100	97
Malayalam	95	95.56	90	100	98
Economics	86	96.55	81.97	94.74	90
BCom	88.89	80.39	94.12	90.57	100
Mathematics	97.30	100	79.45	97.5	84
Physics	100	100	95.83	88	73
Chemistry	86.36	100	100	95.65	100
Botany	97.50	100	100	80.95	89
Zoology	96.43	100	92.59	94.87	89
Zoology(V)	30.48	100	100	84	100
MA English	83		72.72	50	54
MCom	100		100	100	94
MSc Physics	86.6	78.57	78.57	46.7	66
MSc Microbiology	71.4	75	75	75	57

All these percentages are very much above the percentages of University results.

Rank Holders	
<b>2006-2007</b>	I Rank - Haseena M.H (BA Malayalam) II Rank - Nisha K Mohammed (BSc Zoology Vocational) III Rank- Rekha R (BSc Zoology Vocational) IV Rank- Sujitha K.A (BSc Chemistry) IV Rank- Nikitha Xavier (BA Malayalam)
<b>2007-2008</b>	I Rank- Sruthy Sabu(BSc Zoology Vocational) II Rank – Elmy Elizabeth(BSc Zoology Vocational) III Rank- Lakshmi ( BA Malayalam) III Rank- Reshmy T.R (BSc Botany) II Rank- Aswani.A (M.Sc Zoology Vocational)
<b>2008-2009</b>	I Rank- Revathy.S (BSc Zoology) I Rank- Lakshmi Das(BA Malayalam) II Rank- Seena Joseph (BSc Zoology Vocational)
<b>2009-10</b>	I Rank- Aswathy Agnes Joseph (BSc Zoology Vocational) II Rank- R.Devisri (BSc Zoology Vocational)
<b>2010-11</b>	I Rank- Sruthy Purushothaman (BSc Zoology) I Rank- Anaswara Franklin (BSc Zoology Vocational) III Rank- Maria Cheenikal (BSc Botany)

## 5.2 Student Support

5.2.1 Does the institution publish its updated prospectus, handbook and other student information material annually? If yes, what is the information disseminated to students through these publications?

This institution publishes updated prospectus, handbook, Teacher's Diary, College Magazine, News letter, and Manuscript magazines of the departments regularly.

The Prospectus issued along with admission application form contains the details of the courses offered, instructions to fill up the application form, eligibility for admission, admission process and other necessary details.

Hand book cum diary issued to each student for every academic year is printed in an attractive book form. It contains the Vision, Objective and Motto of the College, a short history of the College is also provided. A description about the congregation that administer the college, university norms, rules and regulations, endowment prizes and scholarships and space is also provided for including important matter on a daily basis. It also gives the list of teaching and non-teaching staff, working days and College anthem. The 'Teacher's Diary' is a handbook for the teachers to record all information about the students, mentoring reports, marks, internal assessments and all data regarding students. The Newsletter is brought out in every semester. This is revised twice in every semester.

5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/ freeships given to the students during the last academic year by the institution (other than those provided by the social welfare departments of the State or Central Governments).

There are 48 Endowment prizes instituted by Retired Teaching and Non-Teaching Staff. Apart from this, the PTA sponsors the proficiency prizes for the top scoring students in every class. From PD funds scholarships are

given to poor students. SAF- Students Aid Fund gives financial support to students who are not supported under any other schemes of financing.

Category	No. of Scholarships
Students Aid Fund	32
Endowment Prizes	48
PTA	40
OSAX	05

Suverna Jubilee merit Scholarship				
	Class	Name	Year	Received Amount
1	II BCom	Tiji Thomas	2009-10	10000
2	I MCom	Thushara T.P	2009-10	10000
State Merit Scholarship				
	Per Student			
	1250	16 Nos (Renewal Students)	2009-10	22500
State Merit Scholarship				
	Per Student			
	1250	20 Nos(Fresh Students)	2009-10	25000
State Merit Scholarship				
1	I MCom	Bindu P.K	2009-10	1500
2	I MCom	Krishnendu Nandakumar	2010-10	1500
3	I MCom	Rajani A.V	2010-11	1500
Muslim Nadar Scholarship				
	Per Student			
	125	13 Nos( Fresh Students)	2009-10	1625
	125	17 Nos(Renewal Students)	2009-10	2125
Muslim Girl scholarship				
1	I Maths	Ruqzana Hakkim	2009-10	3000
Post Metric Scholarship				
	Per Student 3800	7 Nos ( Fresh Students)	2009-10	26685
Blind Concession Scholarship				
1	BA English Literature	Simi Thomas	2009-10	17357
Lump-sum Grand Stipend Students Details				
1	Fisherman Students		Renewal	31
			Fresh	10
			Total	41

2	SC Students	Renewal	99
		Fresh	51
		Total	<b>150</b>
3	ST Students	Renewal	7
		Fresh	3
		Total	<b>10</b>
4	OEC Students	Renewal	35
		Fresh	17
		Total	<b>52</b>

5.2.3 Give details of schemes for student welfare? (insurance, subsidized canteen facilities, special diets, student counseling support, “earn while you learn” scheme etc.)

Insurance – All the students of the college are enrolled in Personal Accident Policy with National Insurance Company Ltd.

Sports students are given subsidized and special diets.

Assist Prof. Mrs. Mini Mol K is in charge of Students counselling centre working inside this institute. Apart from this all class teachers and religious sisters as members of the faculty are available to help the students always. The counselling sessions carried out by medical doctors under the Rural Mission are available for the students.

“Earn while you Learn” scheme is made use of by 90 percentage of our students. Students offer tuitions for the school students at home and earn for their study expenses. Some of the students are working in fish processing companies in holidays and earn money. Others are working as office assistants on Saturdays and in the evening hours of class days.

5.2.4 What type of support services is available to overseas students?

As per the University regulations the intake of the Lakshadweep students is done as per the quota every year. There are a few students who are from the Gulf regions. They are given time of as per their schedules to renew their visa. They are provided hostel facilities and given counseling so that they can integrate into the main stream of the students. Even in summer holidays the hostel functions so that the students will have boarding accommodation

during the examinations and in time according to the schedule of the sailing services.

5.2.5 Give details of the placement and counseling services for the students?

The Career Guidance Cell and the Placement Officer, along with the Public Relations Officer of this institution arrange skill enhancing programmes and training on interview skills for the final year students. Grooming and soft skills classes are held for the students. Campus interviews with prospective employees are arranged. Students attend the leadership courses conducted by AICUF, NSS, NCC and other similar organizations and get the skills improved.

5.2.6 How does the institution encourage and develop entrepreneurial skills among the students?

The ED Club is effectively functioning in the college. It conducts seminars in collaboration with the Kerala State Entrepreneur Council every year. Students are taught to start a small business like soap making, dress making, fashion designing, cookery and DTP. An Entrepreneur programme is conducted for women in an around Aluva by the NSS unit in collaboration with Kerala Action Force and Social Service Department of the Archdiocese of Verapolly.

5.2.7 Does the faculty participate in academic and personal counseling? If yes, give details on services provided during the last academic year?

Academic Counselling is carried out through the respective class in charges. Personal counselling is offered through faculty who are mentors to a group of students. Details of all such activities are recorded in the teacher's diary. All the faculty members compulsory undergo two days seminar on value education every year which helps them in counselling.

5.2.8 Is there a separate guidance and counseling centre for women students? If yes, enumerate the activities of the centre

Being a women's college, all the academic and non academic programmes are concentrated on women alone.

5.2.9 Is there a Cell /Committee constituted for prevention/ action against sexual harassment of women students? If yes, detail its constitution and enumerate its activities (issues addressed during the last two years)

The handbook of the college provides the Ragging Prohibition Act 1998 for helping the students understand the legal aspects of ragging. The Kerala Action Force conducts programmes on regular intervals regarding sexual harassment. They are also given guidance as to who to contact regarding such grievances. The Students Council of the college along with the PTA brings to the notice of the Principal and staff if there are any such incidents. The Superintendent of the Police Rural is always helpful and guides the students to be bold and brave. The local police are helpful in this regard.

5.2.10 Does the institution have a grievance redressal cell? If yes, what are its functions? Detail the major grievances redressed during the last two years.

The Grievance Redressal Cell is an active body comprising a teacher in charge Ms.Mary Mildred and a Committee. It reaches out to the student needs and requirements and collects feedback regularly from students and staff. This cell takes up the complaints regarding rest rooms, toilets, office matters, canteen, teaching and behavior of teachers. Most of the grievances are sort out through dialogue. The short fall in facilities are noted and remedial measures taken when funds are available. The Anti-Ragging Cell is also incorporated into the Grievance Redressal Cell.

5.2.11 Is there a provision for acquiring computer skills/ literacy for all students, in the curriculum? If yes, give details on how it is imparted, and level of proficiency.

Most of the regular courses have a provision for computer studies in the curriculum. At the entry level in the first year of the degree course those students who do not have computer literacy are sorted out and asked to undergo a basic computer course. Hence all the students at the exit level are computer literate. The Departments of Physics and Commerce are giving Add-on Computer Courses.

All the departments are provided with computers and broadband internet connectivity. The Computer Centre is providing different courses from 9.30 a.m to 4.30 p.m. All the staff and the students are computer literate.

- 5.2.12 What value-added courses are introduced by the institution to develop life skills; career training; community orientation; good citizenship and personality development of students?

Certificate Courses are conducted under UGC scheme on Human Rights and Duties, Pain and Palliative Care Training conducted by NSS Unit of the College. A course in Computer Application is conducted by the Physics department. Courses on E-banking, Security Analysis and Tally, Communication Skill Training for the Communicative English students, training for producing documentary video plays, correct usage of language in the English language lab, training to conduct inter collegiate programmes are also carried out. Catechism and value educations classes for moral development and life skills, retreat programme for spiritual development, social outreach programmes for developing social conducts, study tours for better outreach, cultural programmes by the college Students Council with the help of various efficient teachers from outside are helpful in the personality development of students.

- 5.2.13 How does the institution ensure safety and security of the students, faculty and the institutional assets?

The traffic to and from the college are well maintained with the help of the local police and the traffic warden which ensures of the safety students and faculty. Full time security is provided at the College gate. No students are allowed to go out of the college gate during class hours. Fire extinguishers are provided in all the blocks and in the laboratories. A fire alarm and extinguishing system is installed in the new block. All the students are having membership in life insurance policy. The institutional assets are kept under the safe custody of the faculty and non-teaching staff members.

### 5.3 Student Activities

#### 5.3.1 Does the institution have an Alumni Association? If yes,

i. List its current Office bearers are,

President : Sr. Principal  
Secretary : Dr. Annie Feby  
Executive Members : Mrs Vaheetha  
Mrs. Baby Mampilly  
12 teaching Faculty.

The activities during the last two years

#### ***2009- 2010***

- Retired staff members were honored with mementos
- Spoken English and Computer Classes were conducted for the students from backward communities in the Final year classes.
- Journalism classes for the First year Degree students, with the financial aid from Tata Tea Ltd., Cochin.
- Visited Karuna Mentally Retarded Special School at Vadel, Nayarambalam and donated Rs. 5000/- for their welfare.
- Felicitated Rank holders, Miss Aswathy Agnes Joseph and Miss. R. Devisree and awarded cash prizes.
- Endowment prizes were given to two meritorious and financially backward students of first year degree course, one each from Arts and Science.
- Inter departmental quiz competition on general knowledge was organized and cash prizes were given.
- Tailoring and embroidery classes were arranged for the students by an alumni Mrs. Baby Mampilly,



- Three alumna were honoured for their meritorious academic and cultural achievements.

Miss Amrutha Babu	I Rank M.Sc. Bio-Technology
Dr. Renuka	Ph.D.
Miss Lakshmidas	Participation in TV Programme, Mampazham.

### **2010 - 2011**

- Visited Snehakoodyu, an orphanage and donated Rs. 5000/- for their welfare.
- Retiring staff members were honored by mementos
- Felicitated the rank holders, Miss. Anaswara Franklin, Miss. Sruthy Purushothaman and Miss Maria Cheenickal and awarded cash prizes.
- Endowment prizes were given to two meritorious and financially backward students of first Year Degree Course, one each from Arts and Science.
- Tailoring and Embroidery classes were arranged for the students by an alumni Mrs. Baby Mampilly
- Cine artist Ananya and Lakshmidas were felicitated

### **iii. Give details of the top ten alumni occupying prominent positions.**

Dr. Sheela	FISAT Principal
Dr . Sr Annie Sheela	Cardiologist, P.S. Hospital, Maradu
Dr. Sr.Jaya	Pediatrician, P.S. Hospital, Maradu
Mrs. Josephine	Former GCDA Chair person
Ananya	Film Artist
Lakshmi Das	Reality Show winner of Malayalam Recitation
Dr.Sr. Karmaly K.A	Research Guide Zoology

Ms. Mrinmay	In aviation industry
Ms. Teena Roger	ACCPA, London
Ms. Minmini	Play back singer

- iv. Give details of the contribution of alumni to the growth and development of the institution.

The alumni encourage the students to have the fellow feeling for the old and disadvantaged. The alumni sponsors the fund required to meet the personals.

At the entry level in the first years financial help is given to the needy students one each in Arts and Science.

The students are helped to start small businesses in catering, tailoring and soap making.

- 5.3.2 How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students during the last two years. (Institution level/ inter-collegiate / Inter-University/ Inter-state/ National/ International)

The College gives encouragement to students in participate in all extra-curricular and sports activities. The teams of Volleyball, Basketball, Netball and Kabady are the University winners. Many of our students are selected in the University and State teams.

### ***Sports And Games***

#### ***2009-10***

Dept. of Physical Education organized the 16<sup>th</sup> Rev. Sr. Redempta Memorial South India Intercollegiate Basketball tournament in August 2009. Sri.Baby Mathew Somatheeram, M.D, Jeevan TV inaugurated the championship. In this championship our college won the Winner's trophy after a gap of 5 years. The basketball team achieved the following championships:

- Winners in the Baselius Trophy intercollegiate Basketball Tournament at Kottayam

- Fr.Bartholomeo Memorial Basketball tournament at S.H College, Thevara
- U.C Trophy at U.C College, Aluva

### ***Runners Up***

- The intercollegiate basketball tournament at Assumption College, Changanassery
- 17<sup>th</sup> Karunya Evangelic Memorial Basketball championship at Coimbatore
- M.G University Intercollegiate Basketball Championship.

### ***Student Achievements***

- Miss.Leena Jacob and Ms.Alphy George represented Kerala State for the Women's National championship held at Bhopal.
- Ms. Lisha M.D, Anu Joseph and Akhila Manuel participated in the Junior State Basketball championship held at Malapuram.
- Ms.Lisha M.D, Ms.Linda M.J, Ms.Jilna Jose and Ms.Anjana Michael were selected to represent M. G. University Basketball Team for the South-West Zone Basketball Championship held at St Peter's College and the team won the winner's trophy. They qualified for the All India Interuniversity championship held at Kolencherry, and secured third position.
- Ms.Lisha M D and Ms.Jilna Jose represented Kerala state for the Senior National Basketball championship held at Bhopal.
- Ms. Lisha M D and Ms. Akhila Mannual represented Kerala state for the Junior National Basketball championship held at Indore, Madhya Pradesh.

### ***The Volley ball team participated in various intercollegiate tournaments:***

- Ms. Nimisha Joseph and Ms.Nishamol N participated in the Senior State Volleyball Championship held at Peringathur.

- Ms.Nimisha Joseph, Ms.Nishamol.N, Ms.Ancy Antony, Ms.Rahana Sadhan and Ms.Aswathy.K.P participated in the women's state championship held at Kasargode.
- Ms.Nimisha Joseph and Ms.Sijy M.T participated in the Youth state championship held at Trivandrum.

### ***The Netball Players***

- Won the M.G University Netball Championship held at U.C College, Aluva. Pravisha K, Ragi Sajeevan, Anu Joseph, Honey.M.J, Renjisha K got selection to the M.G University Netball team.

### ***Student Achievements***

- Miss.Leena Jacob, Ms.Raji Sajeevan, Ms.Anu Joseph, Ms.Avelyan Maria Jean, Ms Ranjisha K, Ms.Rayana K, Ms.Akhila Manuel and Ms.Honey.M.J were selected to represent Kerala state for the Junior National Netball Championship held at Nasik in December, 09.

### ***Athletic Team***

The athletic team secured team championship in the women's section at EKM District Athletic Meet in September, 09 and participated in the M.G. University Athletics Championship in December, 09.

### ***Sports Day***

Annual Sports competitions were organized at the college sports complex on 2<sup>nd</sup> February 2010. Various events were conducted for the Students, Teaching and Non teaching staff.

### ***2010 - 2011***

The Department of Physical Education organized the 17<sup>th</sup> Rev.Sr.Redempta Memorial South India Intercollegiate Basketball and 17<sup>th</sup> Msgr. Augustine Maveli Memorial All Kerala Intercollegiate Volleyball tournament from 25<sup>th</sup> to 28<sup>th</sup>, January 2011. **Sri Neeraj George Baby**, Bronze Medalist in the World Badminton Championship inaugurated the tournament and Sri M.T.

Jacob, Chairman; Aluva Municipality distributed the prizes to the Winners of Basketball championship.

**Sri V D Satheeshan**, MLA was the Guest of Honour for the inaugural function of the Msgr Augustine Maveli Memorial 17<sup>th</sup> All Kerala Volleyball tournament. Various Colleges participated in this Championship. Sri K J Oustine Rex, PTA Vice President, distributed prizes to the Winners of Volleyball tournament. This year too, our college retained **the Winner's trophy** in the Basketball tournament.

### *The Achievements of Various Teams*

#### *Basketball Team*

- The Basketball team participated and winners in:
- The Baselius Trophy intercollegiate Basketball Tournament
- Golden Jubilee All Kerala Inter Collegiate basketball tournament
- 11th Champion's Trophy Basketball Tournament
- 18<sup>th</sup> Karunya Evangelic Memorial Basketball Championship.
- Winners in the 65<sup>th</sup> Fr. Bartholomew Memorial Inter collegiate Basketball Tournament

#### *Runners Up*

- M.G University Intercollegiate Basketball Championship
- In the 40<sup>th</sup> U.C. Trophy Championship.

#### *Student Achievements*

- Basketball players Ms Anu Joseph, Ms Rayana K, Ms Linda M J., Ms Renjisha K and Ms.Alphy George represented Kerala State for the Women's National championship.
- Ms. Lisha M.D and Ashey Mathew participated in the Senior National Basketball championship held at Delhi. They are also selected for the Federation cup Basketball championship and National Games

Basketball Championship, which is held at Jharkhand, Ranchi from 16<sup>th</sup> -23<sup>rd</sup> February, 2011.

- Ms.Jilna Jose, Ms Ashey Mathew and Ms.Ragi Sajeevan were selected to represent M. G. University Basketball team for the South–West Zone Basketball Championship held at Ajmeer.

### ***Volley Ball Team***

Volley ball team participated and winners in :

- Intercollegiate tournaments Rev. Sr. Teresa Mary Memorial All Kerala Inter Collegiate Volleyball Tournament
- the M.G University Intercollegiate Volleyball tournament
- Ernakulam District Senior Women Volleyball Championship.

### ***Runners Up***

- In the 65<sup>th</sup> Fr. Bartholomew Memorial Inter collegiate Volleyball tournament.

### ***Student Achievement***

- Nishamol N, of volleyball team participated in the Youth state volleyball championship held at Thrissur
- Bincy Babu in the Junior State volleyball championship held at Thrissur.
- Nimisha Joseph participated in the Senior State Volleyball Championship held at Kannur.

### ***Kabaddi Team***

Kabaddi team participated in the M G University Kabaddi championship and secured 4<sup>th</sup> place.

**Ms Aswathy K P** got selection to the M G University Kabaddi team.

### ***Netball team***

Netball Team **secured Runners up trophy in** the M.G University Netball Championship held at Assumption College, Changanaserry. Ragi Sajeevan, Honey.M.J., Renjisha K., Akhila Mannual, and Jilna Jose got selection to the M.G University Netball team.

### ***Athletic Team***

- Athletic team secured **team championship** in the women's section Ernakulam District Athletic Meet conducted at Maharaja's College Synthetic track,
- secured **team championship** in the Keralosavam Athletic Meet at Muncipal Ground, Aluva.
- Ms Lakshmy Sivakumar secured First prize in Shot put and in Discus throw in the District level Keralosavam Athletic meet held at Nirmala College, Muvattupuzha.
- Athletic team also participated in the M.G. University Athletics Championship held at Ernakulam.

### ***M.G. University Youth Festival "Varnam"***

M.G. University Youth Festival "Varnam" was held at Ernakulam and our college had an active participation in group items. We are proud that the laurels won by these students brought the college to the fourth position among all the college under M.G. University. The Group Dance team bagged a first prize with A Grade. The Mime and Eastern Group Song teams secured a second prize with A grade and the Thiruvathirakali team and Drama team could secure the third position.

Meera Johny of II Physics secured third position for Mohiniyatton and an A grade for Folk Dance and Bharatanatyam.

Geethu M. Jose of I B.A.Communicative English bagged a third prize with A grade in English Recitation.

- 5.3.3 How does the institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the major publications/ materials brought out by the students during the previous academic session.

College Magazine published and released in the beginning of the academic year carries all information about the functioning, achievements, activities and the results of the college especially of the previous academic year. It is a proof and prestige of the college. The name of the college magazine published last year was, 'Puranavam.'

News letter is the report of all the departmental and union activities of the College such as association inaugurations, field activities of the associations like NSS and NCC.,

Manuscript Magazines – Published from every department is the proof of the literary abilities of the students and this encourages even an average students to come out to express their creativity.

- 5.3.4 Does the institution have a Student Council or any similar body? Give details on its constitution, major activities and funding.

The College Students Council consisting of Chairperson, Vice Chairperson, General Secretary, Arts Club secretary, Magazine Editor, two university union Councilors, and 5 representatives for each year in the degree and post graduate and two teaching faculty as student advisors. The election to the students' council is conducted according to the parliamentary system. The major activities of the College are conducting seminars and workshops for the personality of the students, preparing teams for participating in University Youth Festival, conducting College youth festival, Christmas, Onam, Xaverian day, and College day celebrations, are the activities carried out by these student. The funding of the activities is done but the college management, PTA and union fund from students.



- 5.3.5 Give details of the various academic and administrative bodies and their activities (academic and administrative), which have student representations on them.

The Academic bodies are Women Study Centre, Planning forum, College magazine Editorial Board and various Departmental Associations. The administrative bodies are, The Governing Body of the College, IQAC, The College Council, The Students Council, The Planning committees for library, building, administration and the PTA.

- 5.3.6 Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?

Institutions where the students are employed are the ambassadors of the college and they are always willing to do their mite and are proud to work for the growth and development of the college.

#### **5.4 Best Practices in Student Support and Progression**

- 5.4.1. Give details of institutional best practices towards Student Support and Progression?

- Admission – preference to the students of weaker sections and physically challenged ones.
- Endowment prizes
- Proficiency prizes
- Special and remedial coaching

School going boys and girls from poor living conditions, selected from the parishes, where the educational agency is running schools are brought to this college on every second saturday and are given special coaching in language, life skills, soft skills, leadership and guidance for future career. The faculty of the college offers their services. This programmes is conducted for the upliftment of the backward Latin Catholic Society, in the

name of the foundress, Servant of God Mother Eliswa (REFORM- Renewal Educational Forum of Mother Eliswa).

Training is given to students to become good housewives. The various patrons like the OSAX and RELAX conduct tailoring, cookery and soap making classes. Career counselling and Personality development classes are also held.

The college conducts seminars on Traffic awareness, Legal awareness, best practices, Career guidance, Stress management and Yoga meditation.

Students are given chances to express their solidarity to the people in current issues and problems of the society, such as, interstate controversy for dam water.

Counselling sessions by medical doctors are given to our students to clarify their doubts, related to different ailments. They are given counselling for emotional problems and stress management.

**For Re-accreditation:**

1. What were the evaluative observations made under Student Support and Progression in the previous assessment report and how have they been acted upon?

Participation of students and faculty in community related extension and outreach activities such as visit to old age homes, orphanages, seminars on AIDS, natural birth system, building homes for the homeless are enhanced. The hostel facility is improved with special emphasis on quality meals. The students are mostly day scholars as they come from the suburbs of Aluva.

The Placement Cell is providing students with a variety of career options. Seventy five percentages of our students are opting for higher studies. Only about 10 percent seek the assistance of the placement cell. These students are given placement around Aluva.

2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Student Support and Progression?

The Commerce, Physics and Economics departments are conducting add-on courses which are open to all students. Seminars are given in soft skills and life skills. Personal and academic counselling are given to equip the students to face the challenges of life. Mentoring encourages the students to find solutions for their personal problems through the mentors.

The OSAX and the RELAX are getting involved with the students needs. The Pain and Palliative Care Unit, the Kerala Action Force, Legal Aid cell, Blood Donation cell help to enhance the needs of the society.

## **Criterion VI: Governance and Leadership**

### **6.1 Institutional Vision and Leadership**

- 6.1.1 State the Vision and Mission statement of the institution and give details on how the institution
- a) Ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the Nation?
  - b) Translates its vision statement into its activities?

#### ***Vision***

***The vision is to uplift the educational, social, cultural, and vocational status of women by empowering them with academic excellence, personality development and spiritual enlightenment.***

St. Xavier's College aims at the full-fledged development of young women enabling them live a richer life, fulfilling their individual and social responsibilities. Since the college focuses on women empowerment, the entire activities (academic, curricular, co-curricular and extra-curricular) centre around this main objective. By catering to a student population that hails from rural, semi urban background special efforts are taken to evaluate them at the entry level to gauge their potential and possible level of

competence. Confidence is infused into them through a number of personality development programmes and seminars. In order to conscientize them as to their effective role in society and social responsibility a number of community related programmes are organized. Value education is rendered through spiritual formation sessions. Efforts are taken to foster harmonious relationship and sense of relatedness to the environment and current environmental hazards.

### ***Mission***

***The mission of the college is to have creative, self reliant, technology driven women with humane values and traditional culture with an empowered outlook.***

Considering each student as a human being delivered as a child of God. Taking the inspirational model of the Holy Patron St. Francis Xavier and the Foundress Servant of God Mother Eliswa Vakayil, irrespective of caste, creed and nationality, this institution aims at enriching girls with the gospel and moral values helping them to attain that maturity needed to form a successful future as loyal citizens, good house-wives, ideal mothers and authentic persons capable of facing the challenges of this fast changing world.

The foundress, Rev. Mother Eliswa took far sighted, courageous steps to educate girls in order to educate families and thereby empower the society with faith, morality and culture in 19<sup>th</sup> century. At that time, educating girls was considered as unlawful act deserving punishment. From the time of its inception, St. Xavier's College has been empowering the women of minority groups enabling them to live a richer life, fulfilling their individual and social responsibilities.

6.1.2 Enumerate the Management's commitment, leadership-role and involvement for effective and efficient transaction of the teaching-learning processes.

- The management is keen in provide necessary infrastructural facilities for the effectiveness of the teaching – learning process.

- Faculty appointments are made on the basis of quality.
- Provides opportunity for faculty to enhance qualifications by updating themselves by obtaining M.Phil, Ph.D or participating in paper presentation and research works.
- Takes initiative in starting new courses that provide better opportunity to students.
- Provides a peaceful, cordial atmosphere and spiritual nourishment for the students and teachers to enjoy a peace of mind and concentrate in the work.

6.1.3 How does the management and the Head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?

Regular meeting of the HODs and the college council, is held to discuss, various issues both academic and non academic. Teachers are assigned different non academic duties which they do it with grace. The faculty and non teaching members are highly responsible and motivated. They point out the shortcomings in one another and take remedial measures to improve and bring the college to the forefront. The communication is made through the public address system for all students and teachers. Communication for all faculty members is made by circulating a notice regarding the same. If individual communication is to made it is made through the intercom or the CUG system.

6.1.4 How does the Management/Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the management, to review the activities of the institution?

The attendance registers of the teaching and non-teaching staff are verified by the Principal. The principal visits the departments regularly. The feedback of the students are collected every semester and analyzed and remedial measures are taken by the faculty. This is also reviewed by the Principal who is the representative of the management.

- 6.1.5 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?

The management gives participation for the teaching and non-teaching staff in the administration of the College. The suggestions and opinions of the faculty are welcomed and they are encouraged by words of appreciation.

- 6.1.6 Describe the leadership role of the Head of the institution, in governance and management of the institution.

The principal, as head of the institute, leads all the academic, non academic and social activities of the college. She is the inspirational force to convey the spirit of the foundress to the staff and students. She functions as the link between the staff and the management. She studies the situation and takes steps for further improvements and recommends for action to the management.

## **6.2 Organizational Arrangements**

- 6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, linkages and examinations held during the last two years.

- College council meetings

College council meetings are held every term and when need arises

- IQAC meetings

IQAC meeting is held every semester to draw out the plans for the semester.

- Governing body meetings

Governing body meets once a year to decide on the infrastructure and the staff appointments.

- Meetings of committees

Various committees like Planning, Library, Infrastructure building, Staff, Non-teaching staff, OSAX, RELAX, RENTAX are held frequently as per the need to undertake decisions on the issues concerned. The records of which are held by the various secretaries.

- Meetings for internal assessment

The faculty members who are in-charge of the classes meet, to discuss about the manner in which test will be conducted. The marksheets are prepared and grades are uploaded in the M.G University website.

- 6.2.2 To what extent is the administration decentralized? How does the institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?

The administration is highly decentralized. Each department has a head and can decide and execute matters on a day-to-day basis. Administrative matters of extreme importance are to be executed in concurrence with the principal and the college council.

- 6.2.3 Does the institution have effective internal coordination and monitoring mechanisms? If yes, specify.

The Principal, Vice Principal, Heads of the Departments together are responsible for the internal matters of the college. The class in charges assigned to each class take care of academic progress, mentoring and personal matters of students. Superintendent, office staff, attenders and casual hands cooperate to carry on the functioning of the college.

- 6.2.4 Does the institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of grievances redressed during the last two years.

The Grievances Redressal Cell along with the Principal redress all the grievances:

- Remedial measures were taken regarding the complaints related to the facilities of canteen, hostel, library timings, cleanliness and other petty feuds among the students.
- The complaints of the parents related to class room teaching were brought to the notice of the concern teachers for remedial measures.
- The complaints of the staff members regarding infra structural facilities are rectified in time
- Hygienic sanitary napkin usage and disposal system were introduced to rectify complaints regarding the same.

6.2.5 How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?

The Principal as the representative of the management meets the staff members at least four times in an academic year during staff meetings and staff day celebrations. Teaching staff and the non teaching staff meet separately. The major issues discussed during the last meetings were regarding, the conduct of open houses for the students and the internal assessment. Minutes of proceedings were prepared and recorded in the staff association register.

6.2.6 Is there a Cell to prevent sexual harassment of women staff? How effective is the functioning of the Cell?

The disciplined functioning of the college and the safety measures existing in the College prevent sexual harassment of any type.

### **6.3 Strategy Development and Deployment**

6.3.1 Describe the procedure of developing the perspective institutional plan. How are the Teachers, Students and Administrators involved in the planning process?

By the end of each academic year the individual departments are advised by the management to submit a work plan for the next semester. All suggestions are reviewed and consolidated by the Governing Body for



approval and implementation. Feedback from the students are also considered for the planning process.

6.3.2 How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?

The objectives are communicated to the teaching and non teaching staff during staff meetings and the gatherings held in the beginning of every academic year. The contribution of the employees for the institutional development is mainly their responsibility.

6.3.3 List the different committees constituted for the management of different institutional activities? Give details of the meetings held and the decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages, and examinations held during the last two years.

- College council meetings are held every term and when need arises
- IQAC meeting is held every semester to draw out the plans for the semester.
- Governing body meets once a year to decide on the infrastructure and the staff appointments.
- Various committees like Planning, Library, Infrastructure building, Staff, Non teaching staff, OSAX, RELAX, RENTAX are held frequently as per the need to undertake decisions on the issues concerned. The records of which are kept by the various secretaries.
- The faculty members who are in-charge of the classes meet to decide the internal exam to be held and the manner in which test will be conducted with the dates for submission of marksheet. They upload the grades in the M.G. University website.

- 6.3.4 Has the institution an MIS in place, to select, collect, align and integrate data and information on the academic and administrative aspects of the institution?

The academic and non academic management information is maintained in the administrative section. The departments have details which are found necessary. The College is connected through LAN.

- 6.3.5 Does the institution use the various data and information obtained from the feedback, in decision-making and performance improvement? If yes, give details.

Every feedback on academic and non academic activities are reviewed by the Principal in order to enhance the quality of the College.

- 6.3.6 What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments, creating/providing conducive environment, etc.)

Staff meetings, Staff day celebrations, Staff tours, College day celebrations are the occasions for promoting cooperation among the faculty. The faculty members who are trained in Soft – Skills and Life – Skills extend their services to the students of various departments. There are enough opportunities such as Feast day celebration of Manager, Principal and the Patron of the College for all the staff to come together for introspection and improvement. Annual retreat and workshops are conducted for the spiritual and moral empowerment of the faculty.

#### **6.4 Human Resource Management**

- 6.4.1 What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluation by students and peers). Does the institution use the evaluations to improve teaching/ research of the faculty and service of the faculty by other staff? If yes, how?

Every faculty member submits a Self appraisal form to the management every year. The department heads and the Principal countersigned the same.

At the end of the every academic year the Principal submits to the Manager an evaluation of each faculty member regarding punctuality, commitment and responsibility. Student's evaluation is also considered. The outcome is analyzed by the top management and discussed with the concerned teacher. Motivation talks are organized to inspire the faculty and staff apart from the messages of the Principal on various occasions.

- 6.4.2 What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)

Staff association for both teaching and non teaching staff is functioning in order to ensure corporation and moral supports.

- 6.4.3 What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills?

The appointments to the permanent vacancies are basically according to the University norms. The advertisement and interview are conducted as prescribed by the University and the rank lists for appointments are made. The interview board is constituted as per the University norms. In the case of recruitment of Guest- Faculty also University norms are followed.

- 6.4.4 What are the criteria for employing part-time/adhoc faculty? How are the recruitment conditions of part-time/adhoc faculty different from that of the regular faculty? (Eg. salary structure, workload, specialisations).

Ad-hoc faculty is recruited as two categories.

1. Guest lecturer under vacancies for the regular staff – the norms is based on the University stipulations. The workload and the corresponding salary are stipulated by the Government.
2. Guest lecturers for the shortfall due to retirement are recruited in the same manner. Qualification is based on the University norms, guidelines and the salary is negotiated.

- 6.4.5 What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (Eg. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations).

The college has an active efficient UGC Cell which assists the faculty members to apply for faculty development and improvement programmes, Research projects, Seminars, Workshop etc.

- 6.4.6 How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up-gradation and training of the staff? If yes, give details.

The needs for the faculty development are assessed mainly based on the general feedback and suggestions from the stakeholders of the institute such as Principal, Head of the Departments, PTA members etc. The institute has conducted staff development programmes for the skill- upgradation and training of the staff. Demo classes on the usage of electronic communication devices, and equipments are conducted. Spiritual improvement and motivation classes are also conducted for the staff. The representatives from the faculty attend seminar sessions conducted by Xavier Board of Higher Education.

- 6.4.7. What are the facilities provided to faculty? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively etc.,)

The staff room in each department contains separate seating arrangements for the faculty. There are computers and internet connection for all the departments. Intercom, mobile phones are provided for interconnectivity. Faculty members can use the Computer Centre of the College. Specific space is provided in the Library and Canteen.

## 6.5 Financial Management and Resource Mobilization

6.5.1 Does the institution get financial support from the Government? If yes, mention the grants received in the last three years under different heads. If no, give details of the sources of revenue and income generated during the last three years?

The College gets financial support from the Government. The salary of the teaching and administrative staff in the aided stream is paid by the Government. There is provision for a small amount as maintenance grant from Government. However, due to the vacancies of both teaching and non-teaching staff in the aided stream which remain unfilled for want of clearance from the Government, the management engages additional staff-members for the smooth functioning of the College and their salary is paid by management.

Including this salary, the maintenance of the building, electricity, water charge etc., would be over 2.5 lakhs to 3.5 lakhs per month expense from the part of the management.

The source of income generated by the College is Rent (from examinations conducted on Sundays by different agencies), PTA and income from Self-financing courses. The expenses over and above the income and the new construction cost are also met by the management.

The income generated in the last three years is the following:

### ***Academic year 2008 – 2009***

Rent (from examinations conducted on Sundays)	Rs.9000.00
	PTA Rs. 50,000.00
Income from Self – financing courses	Rs. 2725115.00

### ***Academic year 2009 – 2010***

Rent (from examinations conducted on Sundays)	Rs.43887.00
	PTA Rs. 100000.00

Income from Self – financing courses Rs. 2926225.00

***Academic year 2010– 2011***

Rent (from examinations conducted on Sundays) Rs. 131405.00

PTA Rs. 100000.00

Income from Self – financing courses Rs. 2244675.00

- 6.5.2 What is the quantum of resources mobilized through donations? Give information for the last two years.

On an average 40 lakhs per annum.

- 6.5.3 Is there adequate budget to cover the day-to-day expenses? If no, how is the deficit met?

Budget is given in the Annexure 4. Deficit is met by management contribution.

- 6.5.4 What are the budgetary resources to fulfill the institution's mission and offer quality programmes? (Budget allocations over the past two years (provide income expenditure statements)

Budget is given in the **Annexure 4**.

- 6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and the audit reports for last two years.

Internal audit is done by the management representative.

External audit is done by the AG's department 2008-09.

- 6.5.6 Has the institution computerized its finance management systems? If yes, give details.

The finance management system is partially computerized.

**6.6 Best Practices in Governance and Leadership**

- 6.6.1. What are the significant best practices in Governance and Leadership carried out by the institution?

In Governing the college, PTA is given an important role. They are free to give their feedback. PTA General Body Meeting is conducted in order to give an open forum for the parents and teachers to express their opinions, criticize the functioning of the college and to suggest progressive measures.

Individual classes are having class representatives to maintain discipline in the class rooms. Each department is lead by the Head of the department. A College Council is functioning effectively constituted by Principal, Vice Principal, HOD's and teaches who are incharges of various activities. IQAC is also influencing for quality improvement within the functioning.

Students Council, advised by two efficient teachers, conducts and directs all the activities of the council regarding art and culture. The members are elected as per university guidelines.

College Governing body consists of Mother General, Local Manager, Principal, Vice Principal and other nominated members gather frequently and discuss issues related to infrasture, appointments, admissions, alterations and all other matters related to the college.

Complaint boxes are kept in all the departments to receive the complaints and feed backs from students.

***For Re-accreditation:***

1. What were the evaluative observations made under Organization and Management in the previous assessment report and how have they been acted upon?

The IQAC of the college meet frequently to discuss various plans, budgets, quality and improvements to be made regarding mode of teaching and learning. The college by itself cannot opt for autonomous status as it has to get the permission from the State Government. At the conclusion of every academic year each department is preparing a plan of action for the next year and the college itself is having the practice of preparing budget for the coming year. Single window system for students is already instituted and the admissions are done through this system. External academic audit of the departments are

carried out during the meetings of IQAC, Open house, Progress Card distribution to parents, OSAX, RELAX, Counselling and meeting of the General Body of PTA.

A democratic leadership style where ideas and creativity flow freely in a free environment involving all the stakeholders namely parents, staffs, students and the public authorities. It focuses on human resources management and learning process including time management and quality control. The students are groomed keeping in mind the objectives and goals which they carry forward to the society. An open door approach is maintained at all levels. In the Xaverian family there is an air of politeness and warmth and the stakeholders enjoy their work and give their best during work hours.

The management encourages the staff to work on multiple areas on a voluntary basis in a quest to build cross functional capabilities. Here the staff know something about everything and everything about something. It gives a chance to gain from the different perspective of each Xaverian and diversity of thought will challenge old paradigms as they do not carry the burden of any legacy.

All Xaverians are committed to their work. The commitment and involvement of the stakeholders help in the growth of each person and is a catalyst for each individual to reach the tip of Maslow's Pyramid of self realization.

The management creates a pool of capable talent that is multi-skilled and it gives the college a tremendous competitive advantage of creating expertise in various cross functional areas.

2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Organisation and Management?

With regard to Organization and management, the activities of College Council and PTA are strengthened, the opinion of all stake holders of the College are sought in improvement of activities.



## **Criterion VII: Innovative Practices**

### **7.1 Internal Quality Assurance System**

7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?

Within the academic system, the Semester system is introduced and the individual departments introduce new methods of evaluating the standard of students. Qualified and motivated teachers are appointed in the vacancies of faculty in various departments. Each department prepares the year plan for the next year with academic and extracurricular activities and try their best to implement their decisions. Each faculty is asked to maintain a work diary called Teacher's Diary. The IQAC is working as per the guidelines of NAAC. Changes in the time table of the class hours and the time of working of the library has been increased.

The facilities in the administrative block have been renewed and it is shifted to the ground floor for the effective monitoring of the functioning of the College. By strengthening the relationship between the staff and management the administration is made effective. Subsequent internal departmental grading is introduced to ensure quality and healthy competition among the departments.

7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement of the institution?

The IQAC is the central committee which decides and plans all the activities of the college. The communication of these matters is made through the secretary of the IQAC to the College Council consisting of the HOD's, the student advisors and the staff secretaries. The management provides necessary infrastructure facilities and do not involve in the academic affairs of the college.

7.1.3 What role is played by students in assuring quality of education imparted by the institution?

The feedback of students regarding the performance of teachers and the functioning of the individual departments and the College in general helps in increasing the quality of teaching. The grievance redressal cell is facilitating the students to point out the deficiencies, inadequacies and complaints regarding teaching, infrastructure and administration. This helps the authorities to rectify the deficiencies when it arises.

7.1.4 What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the Best Practices have been internalized?

The service of the retired teaching faculty (RELAX) is welcomed for giving counseling and teaching vocational courses to the students.

The alumni of the college (OSAX) also is playing an active role in the extracurricular activities of the college.

Maintenance of Teacher's Diary

Departmental grading

Mentoring and value education

Annual presentation of the achievements and future plans of each department.

Open house conducted to facilitate the parents to have active participation in the academic and extra-curricular activities of the students

PTA has an effective role in the daily functioning of the College.

7.1.5 In which way has the institution added value to the quality enhancement of students?

The institution conducts organizes many career oriented courses, seminars demo-sessions, workshops and interview sessions for the quality enhancement of students. The departments conduct add-on courses in computer and soft skills to increase the proficiency and employability of the students. Apart from these seminars on life-skills help the girls to develop the right approach towards life. The retreat sessions give them spiritual and moral formation.

Inter College fests are conducted to increase the organizing and coordinating skills of the students.

## **7.2 Inclusive practices**

7.2.1 What practices have been taken up by the institution to provide access to students from the following sections of the society:

**a) *Socially-backward***

Special quota for admission is allotted for socially backward students. They are exempted from fees and scholarships are given to encourage them to study. Classes in Spoken English and Computer classes are conducted for the students from backward communities by the alumni association, OSAX.

**b) *Economically-weaker***

A good number of Government, Social welfare and Institutional Scholarships are provided to economically backward students. All the 48 endowment prizes are intended for economically weak students having good academic achievements.

**c) *Differently-abled***

Specific quota for admission is allotted for differently-abled candidates. Hostel facilities are provided for them. Special facilities to write examinations are also arranged.

7.2.1 What efforts have been made by the institution to recruit 1) Staff from the disadvantaged communities? Specify?

a) teaching

b) non-teaching

All appointments, both teaching and non-teaching, are made according to the norms of the University and Government. The College belongs to the Congregation of Teresian Carmelites which is a Roman Catholic Latin Christian Congregation for Women Religious. The Community of Latin Christian is both minority and disadvantaged. Minority

Institutions have the provision to appoint 50% of the vacancy from the same community. So half of the vacancies are filled with Latin Catholic persons but the quality of the candidate selected is also considered without compromise. SC and ST candidates can also be given preference. Handicapped candidates are also considered.

- 7.2.2 What special efforts are made to achieve gender balance amongst students and staff?

The College, being for Women, only lady teachers are appointed except one staff in the Physical Education department.

- 7.2.3 Has the institution done a gender audit and/or any gender-related sensitizing courses for the staff/ students? Give details.

The women in the backward communities and in the rural areas are economically, educationally and socially backward. Upholding the vision and objectives of the foundress Rev. Mother Eliswa, the College is concentrating on educating girls and thus empowering the marginalized women folk for the building up of the society.

- 7.2.4 What intervention strategies have been adopted by the institution to promote the overall development of students from rural/ tribal backgrounds?

20% of the seats in each and every class are exclusively for the Tribal students only. They are given free hostel facilities. The Government and Social Scholarships are announced in the College and all necessary steps are taken to guide the students to make their application at the right time and in the proper manner. The Career Guidance Cell gives information regarding employment.

- 7.2.5 Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?

Progress Card of marks obtained in the internal assessment shows the academic growth. Tests conducted during the remedial classes for minority and SC/ST show the academic growth of students admitted from the

disadvantaged sections. Assessment of the academic standard of the students by comparing the entry level with the exit level is done.

- 7.2.6 What initiatives have been taken by the institution to promote social-justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?

The objective and mission of the institution itself is to form good citizens. The foundress of this institution intended the education of girls to establish social justice in a society where women were considered as socially marginalized. The general orientation session for freshers and their parents in the beginning of each academic year is oriented towards good citizenship and to inculcate human rights and human equality. The Spirit of the great missionary and patron of the college St. Francis Xavier is deep rooted in the spirit of this institution. The college is very particular to reach out its activities for having solidarity with the local people with current social problems. The NSS and NCC units of the College are giving leadership in social outreach programmes. Blood donation camps, Kerala Day Celebration, participation in Republic Day parade and Independence Day celebrations, participation in Anti-Aids programmes and rallies, etc., are some of the reach out programmes regularly conducted in the college. Every year our NCC cadets and NSS volunteers participate in RD parade at New Delhi.

### **7.3 Stakeholder relationships**

- 7.3.1 How does the institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?

Feedback and suggestions are taken from IQAC, teachers, students, parents, well wishers, alumna, and PTA for annual planning, implementation, and evaluation of the academic programmes.

- 7.3.2 How does the institution develop new programmes to create an overall climate conducive to learning?

The college gives importance to conventional as well as job oriented courses more acceptable to the rural girls and to their culture. The conventional courses are also much in demand by this society for teaching career and easy employment. Job oriented courses like BA Communicative English, B.Sc Zoology Vocational and M.Sc Microbiology are also high in demand. More student support activities are introduced and a safe atmosphere is kept within the campus.

7.3.3 What are the key factors that attract students and stakeholders, to the institution and result in stakeholder satisfaction?

Location of the institution

Easy accessibility

Managerial and Institutional reputation

Student support activities

The disciplined and friendly campus culture

Spiritual and cordial atmosphere of the institute run by Christian nuns

Efficiency and expertise of the faculty

Past glory of the College through Alumina

Social outreach programmes

Well furnished infrastructure.

7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and the personal/spiritual development of the students?

The disciplined, safe atmosphere that prevails in the campus and the teacher student relationship established among the students and the faculty, the cordial relationship between the management and the employees and the involvement of PTA are very conducive for Higher Education intending the overall development of the students. The management is highly supportive to the faculty improvement programmes. The students are given best opportunities

for curricular and co-curricular activities, community orientation activities and personality development programmes. Above all orientation sessions, value education classes, catechism classes, prayer sessions, retreat programmes are provided. The presence of the prayer room in the campus itself fosters spiritual development of the students and teachers.

7.3.5 How do you anticipate public concerns in your current and future programme offerings and operations?

Now the education given is not teacher oriented but student oriented with social outreach programmes. The girls are given programmes that have relevance to the society and broad acceptance. Specific awareness about the dangers of immoral trafficking, the dangers involving in the irresponsible use of Mobile phones and Internet are given. Medical and psychological counseling sessions is given. Voter's rights awareness is given in collaboration with the Government agencies, and the ID cards are provided.

7.3.6 How does the institution promote social responsibilities and citizenship roles among the students? Does it have exclusive programme for the same?

The institution is keen in training the girls as socially upright citizens. The college has taken many programmes.

- Every year NSS Unit and PTA construct and repair houses of poor students or alumina of this college.
- The whole College took up a demonstration along with the Kerala Action Force Volunteers and Jana Seva Sisubhavan in Aluva town to show the solidarity with the Mullaperiyar Dam.
- The NSS Volunteers participated in a rally conducted by Rajagiri Social Service School from Paravoor Kavala to Nedumbassery Airport as a protest against dumping waste by the side of the road.
- In order to help the poor patients in medical need, college conducts blood donation camps twice in a year and many students and teachers are regular donors, in collaboration with IMA.

- In association with Anwar Hospital, pain and palliative centre, the NSS unit is giving training to the girls in taking care of patients in agony.
- During 10 days' Camp our NSS volunteers make survey of the camp venue on literacy and submit the study report to the Panchayat for further developmental activities.
- The students visit the old age homes and special school in order to feel with and help the disabled in the society.
- Conducted seminars of hygiene and waste management.

#### 7.3.7 What are the institutional efforts to bring in community-orientation in its activities?

The College conducted seminars on socially relevant topics such as waste management, social justice, legal aspects of life of ladies trafficking , traffic rules, Human Rights, personality development, pain and palliative care training, regular blood donation camps, red Ribbon club etc., are the open forums in community extension activities.

The students visit old age homes, orphanages, “sisubhavans” etc., on a class wise basis and as part of the activities of NSS, NCC, AICUF and Jesus Youth. Street plays are conducted by NSS volunteers to make the public aware of AIDS. Trees were planted in 300 houses in the village Kaitharam by our students on Environmental Day.

Under the leadership of NSS in collaboration with Kerala Action Force, College conducted seminars for widows, and practical sessions in making ornaments without gold in order to fight against the excessive attraction to gold. 700 widows participated in this event. On World Cancer Day, the ED Club as part of community outreach programme collected and handed over Rs.17000 to Pain and Palliative Care Centre.



7.3.8 How does your institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?

The students assisted the inmates of “Snehakoodu,” (the house of homeless children) by providing study materials , library books, tutorial services and financial assistance.

Madhavapuram, adopted colony of the college is given Medical Aids and financial assistance for construction of House and awareness programmes on a regular basis. Social outreach programmes are organized with the help of NGO’s, like Kerala Action Force, IMA, Alumni Association, OSAX, RELAX and PTA on a regular basis.

7.3.8 How do the faculty and students contribute in these activities?

The faculty act as organizers, instructors and facilitators. There are NSS coordinators, NCC Supervisor, and directors for all kinds of activities among the students. Students themselves find out the deserving persons and areas of activities.

7.3.9 Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?

Through feedback from students their satisfaction is determined. Current and future educational needs are updated based on the demands of students and the parents through add-on courses and soft skill training. Friendly loving approach with discipline from the part of management and teachers, equip the students to meet the challenges in social relationship. The seminars on life skills, human values, human rights and spiritual values together with retreat programmes provide all possible means to meet the challenges and educational needs of the time. SMART class room facilities using latest technology are introduced.

#### 7.3.10 How do you build relationships?

- to attract and retain students
- to enhance students performance and
- to meet their expectations of learning

A campus culture with well disciplined cordial atmosphere and work environment is maintained in the institution which attracts and retains many students. In addition to the regular conventional courses, different job oriented courses are offered to attract the students. The management and the faculty make possible efforts to have low drop out rates.

Apart from the fees concession and the scholarships from the Government, the College also gives financial support to the financially backward students to continue their studies. The relationship between the faculty and the students is also a rich experience.

Majority of the girls from the locality specially from backward community join the College to get good disciplined education to lead a responsible life of a housewife and a mother in the future along with qualification to get employed. Along with class room teaching different seminars and workshops on life-skills and soft-skills equip a girl to be able to face the challenges of daily life in this fast changing world.

Brilliant students are having ample opportunities to develop their academic proficiency and continue their studies and appear for competitive examinations. NCC, NSS, Sports and Cultural events in Arts and Literature also provide ample opportunities for their integrated development, nurturing creativity.

#### 7.3.11. What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder-relationship and satisfaction?

The complaints regarding academic matters are addressed through a three-tier process under the norms of the university. There are also guidelines from the Government regarding complaints relating to discipline. Complaints of non academic matters are discussed in the college council and corrective measures are implemented. Individual complaints regarding students are discussed in the presence of their parents. The complaints regarding mischief makers intruding on the premises are dealt with by the help of police department. The complaints received from the students through suggestion boxes are analyzed and remedial measures are taken by the Redressal Cell.

***For Re-accreditation:***

1. How are the Core Values of NAAC reflected in the various functions of the institution?
  - Education is facilitating the integrated growth of an individual. Educating a girl is the same as educating a family and that is educating a society. The College contributes much for National Development by educating girls from rural areas, from backward minority communities and from financially backward families. The College equips girls to be employed and to earn livelihood and to bring up the next generation as responsible productive citizens.
  - By equipping the girls in Life-skills and Soft-Skills and in all modern technologies and also through integrated development of personalities the girls from rural India are attaining competency.
  - Value education and Mentoring included in Curriculum itself and various seminars touching all facets of life are given to the girls in the College and they are indeed building up good value system. It is proved by their placement and success in the future life. The Spiritual formation too helps the girls to get rooted in spirituality and to face the challenges of life without desperation.

- Computer courses, and learning and teaching introduce with the support of ICT enhances the usage of Technology. The Everonn Virtual Class Room is the most important one.
- The College is indeed trying for excellence. As part of it application for more UG and PG Courses in various subjects were made. More and more well qualified teachers are appointed. More job oriented courses are started to satisfy the stakeholders of the College.

### SEMINARS ATTENDED BY THE FACULTY (LAST 5 YEARS)

Faculty	Department	Activity	Date
Dr. Lima Antony	English	Attended in one day seminar on "Language, Literature and Media: The Radical Cusp" by Dept of English, Mar Athanasius College, Kothamangalam	January 24, 2010
Dr. Vimala P. Ms. Rani K. A. Dr. Raji Joseph Ms. Mary Mildred K. X.	Commerce	Attended National seminar on "Global Financial Crisis – Opportunities and Lessons for India" at St. Albert's College, Ernakulam	January 28 – 29, 2010
Ms. Revathy	Zoology	Attended Indo-European workshop on "Waste Management in Agriculture and Fisheries" at CUSAT	February 10 – 11, 2010
Dr. Sr. Karmali	Zoology	Attended seminar on "Taxonomy and ecology of ants of Western Ghats"	February 12 – 13, 2010
Ms. Revathy	Zoology	Attended seminar on "Impact of climate change on Aquatic Ecosystem"	February 18 – 19, 2010
Dr. Lima Antony	English	Attended UGC National Seminar on "Aspects of Globalization in Contemporary Literature"	February 24 – 26, 2010
Ms. Binu Correya	Zoology	Attended seminar on "Mosquitoes and emerging diseases" at St. Albert's College, Ernakulam	February 25, 2010
Ms. Binu Correya	Zoology	Attended orientation course at Academic staff college, Thiruvananthapuram	April 3 – 30, 2010
Dr. Vimala P.		Minor Research Project on "National Rural Employment Guarantee Scheme"	
Ms. Lima Antony Ms. Mini V. S. Ms. Indu Rajasekharan	English	Participated in seminar on Restructuring Higher Education conducted by Staff association	July 13, 2009
Ms. Patresia Janet		Attended seminar on "Social outreach programmes" at St. Paul's College, Kalamassery	July 13, 2009
Dr. Shyla Pappoo	Hindi	Attended "Workshop on Methodology of Humanities and Social Sciences" at Thiruvananthapuram	July 17, 2009
Dr. Aparna Lakshmanan S	Mathematics	Invited talk "On Vizing's Conjecture" at "National seminar on Fuzzy sets and Graph Theory" at St. Teresa's College, Ernakulam	July 23 – 25, 2009
Ms. Binu Correya	Zoology	Attended seminar on restructured syllabus in course and semester system at MG University, Kottayam	July 23, 24, 31, 2009
Ms. Milon Franz	English	Subject expert in the Selection Committee for Teachers to Higher Secondary School under Alleppy Diocese Corporate Educational Agency	July, 2009
Dr. Lima Antony	English	Participated in Workshop on Teacher Communication Skills and Research Skills" organized by Cambridge University Press and the Board of Studies M.G. University at CMS College, Kottayam	August 3 – 4, 2009
Dr. Raji Joseph Ms. Mary Varghese		Attended National level seminar on "Global Financial Crisis and Indian Economy" at St. Peter's College, Kolenchery	August 7, 2009

Dr.Aparna Lakshmanan S	Mathematics	Invited talk on "Generalized and special kinds of line graphs" at "National Seminar on Recent Trends in Graph Theory" at St.Alosysis College, Edathva	August 12 – 14, 2009
Dr.Aparna Lakshmanan S	Mathematics	Invited talk on "Introduction to Graph Theory" at Christian College, Chengannur	August 19, 2009
Dr. Shyla pappoo Dr. Bridget Joseph	Hindi	Attended seminar on "National contemporary Hindi novels" at St.Albert's College, Ernakulam	September 24 – 25, 2009
Dr. Vimala P.		Attended National seminar on "Repositioning India in the new Global Trade Order with Implications on Kerala Economy" at Panampilly Memorial Govt. College, Chalakudy	September 30, 2009
Dr. Sybila Pius Dr. Raji Joseph		Attended workshop on "Discovering your Voice" at Poornanagar, Aluva	October 11, 2009
Ms. Patresia Janet Dr. Sybila Pius Ms. Mary Mildred K. X.		Attended National Seminar on "E- Waste management" at St.Xavier's College for Women, Aluva	October 13, 2009
Ms. Milon Franz	English	Subject expert in the Selection Committee for Teachers to Higher Secondary School under Alleppy Diocese Corporate Educational Agency	October, 2009
Ms. Lincy Joseph Dr. Lima Antony Ms. Indu Rajasekharan	English	Attended one day orientation for C.BC.S.S. Viva at Maharaja's College, Ernakulam	November 12, 2009
Mini V.S	English	Served as Resource person-Digital Language offering extension services to SSU College, Airapuram on 27th February	February
Pearly Alex	Physical Edn	Participated in the UGC sponsored National seminar on "Ergogenic aids in sports". Effects, Risks & alternatives held at M.A College, Kothamangalam on 27th & 28th March, 2009	March
Lincy Joseph	English	Attended one day state seminar on "New Perspectives in English Language Education" at Cochin College On 3/3/2009	March
Sr. Geege Jonanamma Xavier	Malayalam	Attended the seminar on cluster colleges and restructuring of UG courses joints organised UCC,SXC,SNM,St.Peters at St. Albert's College on 25.3.2009	March
Sr.Mitty C.J	Chemistry	UGC sponsored National Seminar on "Recent Developments in Medicinal Chemistry" held at Mercy College, Palakkad on 11 & 12 March, 09.	March
Dr.Lima Antony	English	Attended one day state seminar on "New Perspectives in English Language Education" at Cochin College on 3-3-2009	March
Dr.Aparna Lakshmanan S.	Maths	Gave invited talk in the National Seminar on Fuzzy sets and graph theory,SN College Cherthala. Topic -"Introduction to graph theory" on 13.3.2009 & 14.3.2009	March
Pearly Alex	Physical Edn	Actively participated in the "Hot air balloon" in Adventure carnival,09. organised by Kerala state youth welfare board of Maharahas college stadium on 22nd April,09.	April

Jaya Kuruvilla	Botany	Attended UGC sponsored orientation programme (IT oriented) conducted by UGC Academic staff College, University of Kerala, Kariavatto on 17th April to 14th May, 2009.	April to May
Dr.Seema K	Zoology	Attended UGC sponsored orientation programme (IT oriented) conducted by UGC Academic staff College, University of Kerala, Kariavattom on 17th April to 14th May, 2009.	April to May
Mini V.S	English	Attended UGC sponsored orientation programme (IT oriented) conducted by UGC Academic staff College, University of Kerala, Kariavattom from 17-4-09 to 14-5-09	April to May
Dr.Aparna Lakshmanan S.	Maths	Attended UGC sponsored orientation programme (IT oriented) conducted by Academic staff College, University of Kerala, Kariavattom from 17-4-09 to 14-5-09	April & May
Mini V.S	English	Attended one day seminar on "Restructing undergraduate Education" at U.C.College , Aluva on 14th May 2009	May
Binu Correya	Zoology	Attended class on Professional skills, soft skills and bussiness etiqueette Module organized by GENPACT, 10th June, 09.	June
Leena Deenja N.G	Physics	Attended one day orientation class arranged by staff Association SXC, Aluva on 17th June, 09.	June
Sheena Xavier	Physics	Attended 10 days "Training the trainers" programme on soft skills organised by GENPACT on 10th June,09.	June
Sheena Xavier	Physics	Attended one day orientation class arranged by staff Association SXC, Aluva on 17th June, 09.	June
Susamma P.P	Physics	Attended one day orientation class arranged by staff Association SXC, Aluva on 17th June, 09.	June
Lincy Joseph	English	Attended one day oriented class arranged by staff Association, SXC, Aluva on 17.6.2009	June
Sr. Geege Joananamma xavier	Malayalam	Attended one day Seminar by Dr. Thomas Abraham in orientation for teachers at SXC on 17.6.2009	June
Mary Juliet C.D.	Malayalam	Attended one day seminar by Dr. Thomas Abraham on orientation for teacher's at SXC on 17.6.2009	June
Dr. Bridget Joseph .K	Hindi	Attended one day seminar by Dr.Thomas Abraham on orientation for teachers at SXC on 17.6.2009	June
Dr. Bridget Joseph .K	Hindi	Attended seminar on course & credit system conducted by KSHEC at SXC on 13.7.2009	June
Dr. Bridget Joseph .K	Hindi	Attended seminar on St.Paul's letter to Philippians by Dr.Jacob Palliparambil at SXC on 15.7.2009	June
Dr.Ansa	Statistics	Attended one day seminar by Dr.Thomas Abraham on orientation for teachers at SXC on 17.6.2009	June
Ms.Lilly C.O	Malayalam	Attended one day seminar by Dr.Thomas Abraham on orientation for teachers at SXC on 17.6.2009	June

Ms.Lilly C.O	Malayalam	Attended one day seminar on "Minor Project" by MG University, Kottayam	June
Lila Joseph	Chemistry	Attended one day seminar by Dr.Thomas Abraham on orientation for teachers at SXC on 17.6.2009	June
Dr.Nirmala Paul	Physics	Attended one day orientation programme on 17th June,09	June
Dr.Sybila Pius Fernands	Commerce	Attended one day seminar by Dr.Thomas Abraham on orientation for teachers at SXC on 17.6.2009	June
Rani K.A	Commerce	One day Seminar by Dr.Thomas Abraham on orientation for teachers at St.Xavier's college for women, Aluva on 17th June,09	June
Mary Mildred K.X	Commerce	One day Seminar by Dr.Thomas Abraham on orientation for teachers at St.Xavier's college for women, Aluva on 17th June,09	June
Mary Varghese P	Commerce	One day Seminar by Dr.Thomas Abraham on orientation for teachers at St.Xavier's college for women, Aluva on 17th June,09	June
Parvathy T.P	Chemistry	One day Seminar by Dr.Thomas Abraham on orientation for teachers at St.Xavier's college for women, Aluva on 17th June,09	June
Beena Varghese	Chemistry	One day Seminar by Dr.Thomas Abraham on orientation for teachers at St.Xavier's college for women, Aluva on 17th June,09	June
Sr.Reethamma	Economics	Attended one day seminar by Dr.Thomas Abraham on orientation for teachers at SXC on 17.6.2009	June
Leena Deenja N.G	Physics	Attended seminar on course & credit system sponsored by KSHEC and conducted by IQAC, SXC, Aluva, 13th July,09	July
Sheena Xavier	Physics	Attended seminar on course & credit system sponsored by KSHEC and conducted by IQAC, SXC, Aluva on 13th July, 09	July
Lincy Joseph	English	Attended seminar on course and credit system sponsored by KSHEC conducted by IQAC,SXC Aluva on 13.7.2009	July
Vandanna Aravindan	Economics	Attended seminar on course & credit system sponsored by KSHEC & conducted by IQAC SXC,Aluva.13.7.2009	July
Sr.Reethamma	Economics	Attended a seminar on course& credit system conducted by KSHEC at SXC on 13.7.2009	July
Sr.Reethamma	Economics	A Seminar on St.Paul's letter to the Philippians by Dr.Jacob Palliparambil at SXC on 15.7.2009	July
Sr. Geege Joananamma Xavier	Malayalam	Attended a seminar on course& credit system conducted by KSHEC at SXC	July
Sr. Geege Joananamma Xavier	Malayalam	A Seminar on st.Paul's letter to Phillipians by Dr.Jacob Palliparambil on 15.7.2009	July
Mary Juliet C.D.	Malayalam	A class attended on Folklore Theory by,Dr.Aju. K. Narayanan, Lecturer UG College,held at SXC	July
Mary Juliet C.D.	Malayalam	A Seminar on St.paul's letter to Philippians by Dr. Jacob Palliparambil on 15.7.2009	July
Dr.Aparna Lakshmanan S.	Maths	Attended refresher course for N.S.S programme officers at Toc, Rajagiri College, Kalamassery from 27.7.2009 to 31.7.2009	July



Dr.Aparna Lakshmanan S.	Maths	Gave invited talk in the National Seminar on Fuzzy Mathematics & Graph Theory at St. Teresa's college Ernakulam. Topic - "On Vizing's Conjecture" from 23.7.2009 to 25.7.2009	July
Dr.Ansa	Statistics	Attended a seminar on course & credit system conducted by KSHEC at SXC on 13.7.2009	July
Dr.Ansa	Statistics	A Seminar on St.paul's letter to the Philippines by Dr. Jacob Palliparambil at SXC. On 15.7.2009	July
Ms.Lilly C.O	Malayalam	Attended a seminar on course & credit system conducted by KSHEC at SXC on 13.7.2009	July
Ms.Lilly C.O	Malayalam	A Seminar on St.paul's letter to Philippians by Dr. Jacob Palliparambil o 15.7.2009	July
Dr.Shila Pappoo	Hindi	Attended a seminar on course & credit system conducted by KSHEC & IQAC at SXC on 13.7.2009	July
Dr.Shila Pappoo	Hindi	A Seminar on St.paul's letter to Philippians by Dr. Jacob Palliparambil o 15.7.2009	July
Lila Joseph	Chemistry	Attended a seminar on course & credit system conducted by KSHEC at SXC on 13.7.2009	July
Dr.Nirmala Paul	Physics	Attended one day seminar on credit and semester system conducted by KSHEC on 13.7.09.	July
Dr.Sybila Pius Fernands	Commerce	Attended one day seminar on credit and semester system conducted by KSHEC on 13.7.09.	July
Parvathy T.P	Chemistry	Attended one day seminar on credit and semester system conducted by KSHEC & conducted by IQAC, St.Xavier's College for Women, Aluva on 13.7.09.	July
Beena Varghese	Chemistry	Attended one day seminar on credit and semester system conducted by KSHEC & conducted by IQAC, St.Xavier's College for Women, Aluva on 13.7.09.	July
Jaya Kuruvilla	Botany	Attended UGC sponsored National seminar on "Agrarian culture in the folklore of Kerala' held in St.Xavier's College, Aluva on 6th & 7th August, 2009.	August
Dr.Archana Kishore	Botany	Attended UGC sponsored National seminar on "Agrarian culture in the folklore of Kerala' held in St.Xavier's College, Aluva on 6th & 7th August, 2009.	August
Dr.Seema K	Zoology	Attended one day seminar on "Restructing undergraduate Education" at U.C.College , Aluva on 12th August, 2009	August
Leena Deenja N.G	Physics	Attended 2 days UGC sponsored National seminar on "E wasto management" conducted by Dept.of Physics, SXC, Aluva on 13& 14 August. 09.	August
Sheena Xavier	Physics	Attended 2 days UGC sponsored National seminar on "E waste management" conducted by Dept.of Physics, SXC, Aluva on 13& 14 August. 09.	August
Susamma P.P	Physics	Attended 2 days UGC sponsored National seminar on "E-waste management" conducted by Dept.of Physics, SXC, Aluva on 13& 14 August. 09.	August

Lincy Joseph	English	Attended one day seminar conducted by Xavier, Board of Higher education held at SXC Aluva on 1.8.2009	August
Vandanna Aravindan	Economics	Seminar on course & credit semester system & grading conducted by MGU at UC College Aluva on 12.8.2009	August
Sr.Reethamma	Economics	Attended a regional meet of Xavier Board of Higher Education at SXC on 1.8.2009	August
Mary Juliet C.D.	Malayalam	Attended UGC sponsored National Seminar on Agriculture in the folk love at Kerala at SXC on 6.8.2009 & 7.8.2009	August
Dr. Bridget Joseph .K	Hindi	Attended regional seminar of Xavier board of higher education at SXC on 1.8.2009	August
Dr.Aparna Lakshmanan S.	Maths	Gave invited talk in the National Seminar on recent trends in graph theory, fuzzy mathematics, mathematics, chemistry, & biology at St. Aloysius College, Edathua Topic-"Generalization and special types of line graph." from 12.8.2009 to 14.8.2009	August
Dr.Raji Joseph	Commerce	Attended UGC sponsored a National Seminar on "Global Financial Crisis and Indian Economy" held at St.Peter's College, Kolanchery on 6th & 7th of August,09.	August
Ms.Lilly C.O	Malayalam	Two days UGC sponsored National Seminar on "Agrarian Culture in Folklore 'Vilakazham' organized by Malayalam Dept. & Botany Dept at SXC, Aluva on 6th & 7th August,09.	August
Dr.Shila Pappoo	Hindi	Attended regional seminar of Xavier board of higher education at SXC on 1.8.2009	August
Dr.Shila Pappoo	Hindi	Attended UGC sponsored National Seminar on "Agrarian Culture in the Folklore of Kerala" held at SXC Aluva on 6th & 7th of August	August
Dr.Shila Pappoo	Hindi	Attended Conference conducted by District Tourism Promotion at the Collector Chamber EKM on 18th August,09.	August
Lila Joseph	Chemistry	Two day UGC sponsored National Seminar on E-waste Management conducted by Physics Dept. on 13 & 14th August,09	August
Sr.Mitty C.J	Chemistry	Attended Regional Seminar of Xavier Board of higher Education at St.Xavier's College, Aluva	August
Sr.Mitty C.J	Chemistry	Attended "TCI" seminar conducted by Dr.Thomas Abraham at St.Joseph's Proviciate, Kakkannad.	August
Sr.Mitty C.J	Chemistry	Two day UGC sponsored National Seminar on E-waste Management conducted by Physics Dept. on 13 & 14th August,09	August
Sr.Mitty C.J	Chemistry	Attended a seminar on "Nano technology" conducted by Dr.Jayalakshmi, Reader in Cochin University.	August
Dr.Nirmala Paul	Physics	Two day UGC sponsored National Seminar on E-waste Management conducted by Physics Dept. on 13 & 14th August,09	August

Dr.Sybila Pius Fernands	Commerce	Attended UGC sponsored Regional Seminar on the Role of Self Help Groups in Rural Development on 30th & 31st, October,2009 at Mar Athanasious College, Kothamangalam	August
Dr.Sybila Pius Fernands	Commerce	Two day UGC sponsored National Seminar on E-waste Management conducted by Physics Dept. on 13 & 14th August,09	August
Dr.Sybila Pius Fernandez	Commerce	Attended Regional Seminar of Xavier Board of higher Education at St.Xavier's College, Aluva on 1st August,09.	August
Mary Mildred K.X	Commerce	Two day UGC sponsored National Seminar on E-waste Management conducted by Physics Dept. on 13 & 14th August,09	August
Parvathy T.P	Chemistry	Two day UGC sponsored National Seminar on E-waste Management conducted by Physics Dept. on 13 & 14th August,09	August
Jaya Kuruvilla	Botany	Orientation programme on CBCS system held on 12.8.09 at U.C. College, Aluva	August
Dr. Bridget Joseph .K	Hindi	Ten day NCC camp at Police Academy Ramavarmapuram, Thrissur from 26.9.2009 to 5.10.2009	September & October
Dr.Shila Pappoo	Hindi	Attended UGC sponsored seminar (two day) on woman in contemporary Hindi Novels at St.Albert's college Ernakulam on 24.9.2009 & 25.9.2009	September
Dr.Shila Pappoo	Hindi	Organised one day inter tourism club seminar & Quiz competition on September 27th World Tourism Day at SXC, Aluva	September
Dr.Sybila Pius Fernandez	Commerce	UGC sponsored National Seminar on "Financial sector Reforms" conducted by P.G Dept of Commerce at St.Xavier's College, Aluva on 25 & 26th September,08	September
Rani K.A	Commerce	UGC sponsored National Seminar on "Financial sector Reforms" conducted by P.G Dept of Commerce at St.Xavier's College, Aluva on 25 & 26th September,08	September
Dr. Bridget Joseph .K	Hindi	Attended UGC sponsored seminar (two day) on woman in contemporary Hindi Novels at St.Albert's college Ernakulam on 24.9.2009 &	September
Jaya Kuruvilla	Botany	Attended UGC sponsored state level seminar on Ethnobotany. The plant friendly practices on medicinal plants in St.Ferosa's College, Ernakulam, on 6th & 7th October, 2009.	October
Susamma P.P	Physics	UG Programme co-ordinators meeting at MG university was attended	October
Pearly Alex	Physical Edn	Team Manager for the M.G University cross country championship held at Rothak Hariyana and the team became	October
Mary Juliet C.D.	Malayalam	A class attended on world film by M.A. Shanavas, Sub Editor of Madhyamam at SXC on 16.10.2009	October
Mary Juliet C.D.	Malayalam	A class attended on Folklore Theory by,Dr.Aju. K. Narayanan, Lecturer UG College, held at SXC on 22.10.2009	October

Mary Juliet C.D.	Malayalam	A seminar attended on Post modern poerty by K.R. Tony a modern poet on 26.10.2009	October
Dr.Aparna Lakshmanan S.	Maths	Handled a session on "Social auditing" at TOC, Rajagiri college, Kalamassery during the refresher course for N.S.S. Programme officers	October
Dr.Raji Joseph	Commerce	Attended UGC sponsored Regional Seminar on the Role of Self Help Groups in Rural Development on 30th & 31st, October,2009 at Mar Athanisious College, Kothamangalam	October
Lila Joseph	Chemistry	Seminar on Nano Technology by Dr.Jayalakshmi, Reader, Cochin University on 16.10.09	October
Parvathy T.P	Chemistry	Seminar on Nano Technology by Dr.Jayalakshmi, Reader, Cochin University on 16.10.09	October
Beena Varghese	Chemistry	Seminar on Nano Technology by Dr.Jayalakshmi, Reader, Cochin University on 16.10.09	October
Susamma P.P	Physics	Meeting at SH College, Thevara. Topic:Conduct of 1st semester examiner on 6th November,09.	November
Mary Juliet C.D.	Malayalam	A seminar attended on Renaissance in Kerala by Sunil P. Elayidom, V,t. smaraka trust held at SXC on 2.11.2009	November
Ms.Lilly C.O	Malayalam	Attended a "Navothana Prabhashanam" conducted by Malayalam Dept. and V.T.Smaraka Trust - talk by Sunil P.Elayidam.	November
Dr.Sybila Pius Fernands	Commerce	Attended UGC sponsored Reginoal seminar on "The Impact of Value Added tax on Indian Economy" at Marthoma College for Women, Perumbavoor	November
Rani K.A	Commerce	UGC sponsored National seminar on Indian Capital market and financial services - Problems and prospects at St.Albert's College, Ernakulam On 12 th & 13th November,08.	November
Dr.Ansa	Statistics	Attended one day seminar on Restructuring under graduate education at U.C. College Aluva	
Dr. Vimala P.	Commerce	Minor Research Project on "National Rural Employment Guarantee Scheme"	
Dr. Lima Antony Ms. Mini V. S. Ms. Indu Rajasekharan	English	Participated in seminar on Restructuring Higher Education conducted by Staff association	July 13, 2009
Ms. Patrecia Janet	Commerce	Attended seminar on "Social outreach programmes" at St.Paul's College, Kalamassery	July 13, 2009
Dr. Shyla Pappoo	Hindi	Attended "Workshop on Methodology of Humanities and Social Sciences" at Thiruvananthapuram	July 17, 2009
Dr.Aparna Lakshmanan S	Mathematics	Invited talk "On Vizing's Conjecture" at "National seminar on Fuzzy sets and Graph Theory" at St.Tresa's College, Ernakulam	July 23 – 25, 2009
Ms. Binu Correya	Zoology	Attended seminar on restructured syllabus in course and semester system at MG University, Kottayam	July 23, 24, 31, 2009
Ms. Milon Franz	English	Subject expert in the Selection Committee for Teachers to Higher Secondary School under Alleppy Diocese Corporate Educational Agency	July, 2009

Dr. Lima Antony	English	Participated in Workshop on Teacher Communication Skills and Research Skills” organized by Cambridge University Press and the Board of Studies M.G. University at CMS College, Kottayam	August 3 – 4, 2009
Dr. Raji Joseph Ms. Mary Varghese		Attended National level seminar on “Global Financial Crisis and Indian Economy” at St.Peter’s College, Kolenchery	August 7, 2009
Dr.Aparna Lakshmanan S	Mathematics	Invited talk on “Generalized and special kinds of line graphs” at “National Seminar on Recent Trends in Graph Theory” at St.Alosysis College, Edathva	August 12 – 14, 2009
Dr.Aparna Lakshmanan S	Mathematics	Invited talk on “Introduction to Graph Theory” at Christian College, Chengannur	August 19, 2009
Dr. Shyla pappoo Dr. Bridget Joseph	Hindi	Attended seminar on “National contemporary Hindi novels” at St.Albert’s College, Ernakulam	September 24 – 25, 2009
Dr. Vimala P.	Commerce	Attended National seminar on “Repositioning India in the new Global Trade Order with Implications on Kerala Economy”	September 30, 2009
Dr. Sybila Pius Dr. Raji Joseph	Commerce	Attended workshop on “Discovering your Voice” at Poornanagar, Aluva	October 11, 2009
Ms. Patricia Janet Dr. Sybila Pius Ms. Mary Mildred K. X.	Commerce	Attended National Seminar on “E- Waste management” at St.Xavier’s College for Women, Aluva	October 13, 2009
Ms. Milon Franz	English	Subject expert in the Selection Committee for Teachers to Higher Secondary School under Alleppy Diocese Corporate Educational Agency	October, 2009
Ms. Lincy Joseph Dr. Lima Antony Ms. Indu Rajasekharan	English	Attended one day orientation for C.BC.S.S. Viva at Maharaja’s College, Ernakulam	November 12, 2009
Dr. Lima Antony	English	Attended in one day seminar on “Language, Literature and Media: The Radical Cusp” by Dept of English, Mar Athanasius College, Kothamangalam	January 24, 2010
Dr. Vimala P. Ms. Rani K. A. Dr.Raji Joseph Ms. Mary Mildred K. X.	Commerce	Attended National seminar on “Global Financial Crisis – Opportunities and Lessons for India” at St.Albert’s College, Ernakulam	January 28 – 29, 2010
Ms. Revathy	Zoology	Attended Indo-European workshop on “Waste Managemant in Agriculture and Fisheries” at CUSAT	February 10 – 11, 2010
Dr. Sr. Karmali	Zoology	Attended seminar on “Taxonomy and ecology of ants of Western Ghats”	February 12 – 13, 2010
Ms. Revathy	Zoology	Attended seminar on “Impact of climate change on Aquatic Ecosystem”	February 18 – 19, 2010

Dr. Lima Antony	English	Attended UGC National Seminar on "Aspects of Globalization in Contemporary Literature"	February 24 – 26, 2010
Ms. Binu Correya	Zoology	Attended seminar on "Mosquitoes and emerging diseases" at St.Albert's College, Ernakulam	February 25, 2010
Ms. Binu Correya	Zoology	Attended orientation course at Academic staff college, Thiruvananthapuram	April 3 – 30, 2010
Ms. Binu Correya, Dr.Seema. K, Ms.Revathy.S, Ms.Navaneetha, Ms.Sheena Jose, Ms.Dafini Mendez	Zoology	Attended State Level Seminar on 'Biodiversity organized by Department of Zoology, St. Xavier's College for Women, Aluva	January 12
Dr. Aparna Lakshmanan S	Mathematics	Attended the course writers meeting for the new M.Sc Bioinformatics with Mathematics course at New Delhi	August 7, 2010
		Attended "International conference on Recent Trends in Graphs and Combinatorics" (ICRTGC-2011) at IMA Hall, Kalloor. Was also the organizer of special session on Graph Operators in the Conference	August 12-15, 2010
		Attended and presented a paper entitled "On b-perfect distance hereditary graphs and b-chromatic number of regular graphs" at International Congress of Mathematics" (ICM-2011) at Hyderabad	August 19-27, 2010
		Give a talk on "Games and puzzles with Graph theory" at St.Teresas College, Ernakulam	8th October 2010
		Attended and gave an invited talk in the "International Seminar on New Trends in Application of Mathematics" at Bharathmatha College, Thrikkakkara	
Ms.Sheena Xavier	Physics	Participated in "Regional Meet 2010" of Kerala North Region held at St.Teresas College Ernakulam	October, 2010
Sheena Xavier	Physics	Participated and presented paper in the 20th Swadeshi Science Congress organized jointly by Swadeshi Science Movement, Kerala and CMFRI (ICAR, Govt. of India)	November
Ms.Susamma P.P	Physics	"Fundamentals of Quantum Mechanics" by Ajoy Ghatak at CELOS, CUSAT	October 2010
Ms. Sheena Xavier, Ms.Susamma P.P, Ms.Leena Deenja N.G	Physics	Attended a class on "Management Skills" by Prof. Enchodi, Rajagiri Institute of Social Sciencs, Kalamassery	July, 2010
Dr. Vimala P, Ms.Rani.K.A, Dr.Raji Joseph, Ms.Mary Mildred K.X	Commerce	Attended a National Seminar on "Global Financial Crisis-Opportunities an Lessons for India" organized by P.G Department of Commerce, St.Alberts College, Ernakulam	January, 2010
Ms. Patricia Janet Netto, Dr.Sybila Pius, Ms.Rani.K.A, Ms.Mary Varghese, Ms.Mary Mildred K.X , Ms.Mercy Varghese, Ms. Savitha M.A	Commerce	UGC sponsored National Seminar on 'Urban Infrastructure Financing: Options and Plicies in the emerging Indian Scenario" organized by P.G Department of Commerce and Research Centre, Bharata Mata College, Thrikkakara, Kochi	Novemer 2010

Dr.Sybila Pius	Commerce	National Level Lecture Series on " the value addition offered by Indian English Poetry, drama, fiction and film"organized	July 2010
Dr.Sybila Pius	Commerce	Two day National Seminar on "issues of Global Warming and climate change" organized by Christ University Nodal office, Thiruvananthapuram	October 2010
Dr.Sybila Pius	Commerce	XXXIII All India Accounting Conference and international Seminar on "Accounting Education and Research" organized by Department of Commerce, University of Kerala and Indian Accounting Association, Kerala	November 2010
Dr.Sybila Pius	Commerce	OISCA Women's Kerala State Convention on "Women Empowerment of social, political and economic change" organized by OISCA South India chapter, Kochin on 21st November 2010	November 2010
Minimole K		Attended a seminar on "Women empowerment through gramasabha" at St. Peter's College, Kolenchery	July 2010
Dr. Molly Joseph Ms. Lincy Dr. Lima Anony Ms. Indu Rajasekharan Ms. Bindu Varghese Ms. Gino george Ms. Lakshmi V.S Ms. Mary Prabha Ms. Jyotsna Jacob Ms. Hima K.R Ms. Poornima Ramdas	English	A national Seminar "Ecology and Poetry" organized by the Dept. of Malayalam, Hindi and English	June 2010
Dr. Molly Joseph Ms. Lincy Ms. Lima Anony Ms. Indu Rajasekharan Ms. Bindu Varghese Ms. Gino george Ms. Lakshmi V.S Ms. Mary Prabha Ms. Jyotsna Jacob Ms. Hima K.R Ms. Poornima Ramdas	English	A National Level Lecture Series on "Negotiating Contemporary The value addition offered by Indian English Fiction, Drama, Poetry and film"	July 2010
Ms. Lincy Dr. Lima Anony Ms. Indu Rajasekharan Ms. Bindu Varghese Ms. Gino george	English	One day seminar "language, Literature and Media. The radical cusp" Department of English Mar Athenasius College, Kothamangalam	January 2010
Dr. Lima Antony	English	UGC National Seminar "Aspects of Globalization in Contemporary literature"	February 2010

### WORKSHOPS ATTENDED BY THE FACULTY (LAST FIVE YEARS)

Date	Department	Name	Participation
March	Malayalam	Ms.Lilly C.O	Attended one day workshop in course,credit semester system organised by MG University, Kottayam on 25.3.09
May	Zoology	Dr.Seema K	Attended 3 day workshop on copurse, credit& semester system at M.G.University, Campus, on 20,21,22, May, 09
May	Malayalam	Sr. Geege Jonanamma Xavier	Attended 5 days workshop incourse credit semester systen organised by MG.University at Kottayam on 13.5.2009 & 14.3.2009
May	Hindi	Dr.Shila Pappoo	Attended 5 days workshop incourse credit semester systen organised by MG.University at Kottayam on 13&14th, from 23rd to 25th May,09
May	Botany	Jaya Kuruvilla	Workshop for restructuring of undergraduate courses in Botany on 20, 21 & 22nd May, 09 conducted by M.G.University.
July	Botany	Jaya Kuruvilla	Workshop in Botany (UG restructured scheme & syllabus) on 17.7.09 at school of Environmental Science, M.G,University.
July	Zoology	Binu Correya	Attended 3 days workshop on course, credit and semester system organized by M.G.University on 23rd,24th and 31st July, 09.
July	Physics	Leena Deenja N.G	Attended one day workshop on New curriculam for B.SC Physics-module III Error analysis sponsored by KSHEC & conducted by Dept.of Physic, The Cochin College, on 25th July,09.
July	Physics	Sheena Xavier	Attended one day workshop on New curriculam for B.SC Physics-module III Error analysis sponsored by KSHEC & conducted by Dept.of Physic, Maharaja's College, Ernakulam,09.
July	Physics	Susamma P.P	A workshop on syllabus restructuring at MG University was attended on 22nd July,09.
July	Physical Edn	Pearly Alex	Attended for the one day workshop on "Introduction of Physical Edn as a teaching subject in the credit and semester system". Organised by the school of Phy.Edn and sports sciences and the association of college teachers in Phy.Edn at Baseliious College, Kottayam on 10th July, 09.



July	Hindi	Dr.Shila Pappoo	Attended 2 day workshop on Methodology of Humanities by Social Science organised for board of studies members by KSHEC at TVM on 17 & 18th July, 09
August	Economics	Vandanna Aravindan	Workshop on Methodology and perspectives in social sciences conducted by the school of social sciences, MGU from 19.8.2009 to 21.8.2009
September	Commerce	Dr.Raji Joseph	Attended one day workshop on credit and semester system conducted by KSHEC at UC College, Aluva
October	Commerce	Dr.Raji Joseph	Attended a workshop on "Discovering your voice" held on 11th October, 2009 conducted by consortium of pain and palliative care units in Ernakulam Dist.
October	Commerce	Dr.Sybila Pius Fernands	Workshop on "Discovery your voice" consortium of pain and palliative care units, EKM, 11th October, 09
November	Physical Education	Cicily Perary Alex	Workshop on "Physical Education in the restructured graduate programme" at Baselius College Kottayam on 16th November, 09.
	English	Dr. Lima Antony Saumi Mary M.	Attended two days workshop on (English ) restructuring credit and semester system at CMS College Kottayam Attended a three day workshop of PG syllabus revision in M. G. University, Kottayam in January 2012.

## EVALUATIVE REPORT OF THE DEPARTMENTS

### DEPARTMENT OF ENGLISH

<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Rev.Sr.T.F.Pauly	Principal	MA, M.Phil
Lincy Joseph	Associate Prof.	MA,M.Phil,B.Ed
Milon Franz	Associate Prof.	MA, M.Phil, B.Ed, PGDJC
Lima Antony	Assistant Prof.	MA,B.Ed, Ph.D
Mini V.S	Assistant Prof.	MA,M.Phil,B.Ed
Sruthy Francis	Assistant Prof.	MA,M.Phil
Indhu Rajasekharan	Assistant Prof.	MA,M.Phil PGDJMC
Saumi Mary M	Assistant Prof.	MA,B.Ed
Dr. Liss Marie Das	Assistant Prof.	MA,M.Phil.Ph.D

### ***ADHOC FACULTY***

Bindu Varghese	Lecturer	M.A
Lakshmi K.M	Lecturer	M.A, B.Ed, SET
Mary Prabha	Lecturer	M.A, B.Ed, SET
Varsha Thampy	Lecturer	MCJ, NET-JRF, SET
Kavitha Krishnadas	Lecturer	M.A
Nivea Thomas	Lecturer	M.A
Deepthy V.G	Lecturer	M.A, B.Ed, SET
Vinitha Nibu	Lecturer	M.A. B.Ed

### **OBJECTIVES**

- To enlarge the parameters of English Literature
- To create proficiency in language skills
- To familiarize the students with the intricacies of the foreign language
- To mould world class citizens
- To equip students with life skills
- To build up leaders who inspire, winners who set positive paradigms of action

- To mould achievers who have the will and the strength to make a small difference to the large cause of humanity.
- To help the students face the challenges of the modern world

## **BEST PRACTICES**

- Department provides Digital Language Lab facilities for the students
- Students attend add-on courses offered by other departments
- Class tests are conducted by each faculty at the end of each module
- Communicative English students are given chances for On the Job Training
- Mentoring system
- Study tours
- Old age homes and Orphanage Visit and charity
- Free tuition for orphanage students by hostel students.
- Environment awareness
- Department Library and Reading room for promoting reading habits
- Attending virtual learning courses
- Use of ICT
- Introducing a new word to improve vocabulary daily.
- Releases manuscript magazine of the department every year.

## **2. STUDENTS PROFILE**

<b>YEAR</b>	<b>SC/ST</b>	<b>OEC</b>	<b>OBC</b>	<b>GENERAL</b>	<b>TOTAL</b>
2009-10	23	4	186	68	281
2010-11	22	4	185	68	279

## **3. CURRICULUM REVISION**

2009 June , Credit And Semester system.

Participated in the Workshops for revision of syllabus in the UG and PG level

#### **4. *LEARNING RESOURCES OF THE DEPARTMENT***

Library – Books and CDs

LCD Projector

DVD Player for Speech training

Computer and Internet Facilities

#### **5. *MODERN TEACHING METHODS***

Power Point Presentation

Teaching with Audio-Visual aids

Computer, Internet, LCD

#### **6. *PARTICIPATION OF TEACHERS IN ACADEMIC AND PERSONAL COUNSELING OF STUDENTS***

Every Monday- mentoring Classes

Every Tuesday – Value Education Classes

Personal interaction with the students

Conducting different courses and classes in personality Development

Guiding UG and PG projects

Giving remedial coaching

#### **7. *PARTICIPATION AND CONTRIBUTION OF TEACHERS***

- Ms.Lincy Joseph, Ms Milan Franz, Ms Lima Antony and Ms Mini V S participated in the Syllabus Revision of BA Communicative English help at St. Teresa's College, Ernakulam
- Dr. Lima Antony and Ms. Saumi Mary M participated in the PG syllabus revision workshop held at MG University, Kottayam
- All the faculty members attended the seminar on CBCSS grading and viva orientation held at U C College, Aluva
- Dr. Lima Antony was awarded Ph. D in October 2011
- Conducts Library Week celebrations of the college every year

- Organised a national seminar and Paper presentation on the topic "Ecology and Poetry" in June 2010.
- Organised a one day National Level Lecture Series on "Negotiating Contemporaneity: The Value Additions offered by Indian English Fiction, Film, Poetry and Drama"
- Organised a UGC Sponsored National Seminar On "Ideology and Society"
- Arranges lectures by guest faculty from other institutions
- Conducts cultural fests every year with the participation of various colleges

#### **8. *NEW COLLABORATIVE RESEARCH PROGRAMMES***

- Published papers
- Case studies in B N Ghosh's "Business Ethics and Corporate Management"

#### **9. *PLACEMENT***

Students get placed in prestigious institutions like IBM, Bangalore, Goan Institute, Goa, F M Radio, Television Channels etc.

#### **10. *PLAN OF ACTION***

- To start M.Phil Courses
- To Start Research Centre
- Giving free Web access to the PG students.
- Providing a Digital Library to the department students
- Regularizing BA Communicative English
- Starting PG course in Communicative English
- Subscribe to more national and International Journals
- To conduct UGC add-on courses to make English Language teaching effective.

## DEPARTMENT OF MALAYALAM

### 1. TEACHER'S PROFILE

No	Name of faculty	Qualification
1.	Lilly C.O (Now on FIP leave)	M.A., B.Ed.
2.	Mary Juliet C. D	M.A., B.Ed.
3.	Geege Jonamma Xavier	M.A., M.Phil., B.Ed, NET (Submitted Ph.D Thesis)
4.	Jini K. Poullose	M.A., B.Ed., NET, (Doing Ph.D)
5.	Dr. Hema Joseph	M.A., M.Phil., Ph.D
6.	Nikitha Xavier	M.A., M.Phil., B.Ed., NET, JRF (Doing Ph.D)
7	Suma K.U (Department of Sanskrit)	M.A., M.Phil. (Doing Ph.D)

### OBJECTIVES OF THE DEPARTMENT

- Preservation and promotion of the cultural heritage of Keralam.
- To develop the language efficiency, literary aptitude of the students.
- To produce intellectually illuminated, socially upright and morally enlightened women.
- To develop critical thinking.

### THROUGH

- Academic excellence
- Personality development
- Spiritual formation
- Social awareness and harmonious relationship

### 2. STUDENTS PROFILE

Class	SC	ST	OBC	OEC	General
I Malayalam	8	1	29	3	7
II Malayalam	7	1	33	1	5
III Malayalam	9	1	25	3	8

### 3. CURRICULUM REVISION : 2009 June , Credit And Semester system.

Dr. M.P. Vijayalakshmi selected as the Chair Person, Board of Studies (UG programme - Malayalam), M.G University. Geege Joanamma Xavier and Jini k. Poullose participated in the discussions about the curriculum revision.

#### ***4. B.A EXAMINATION RESULT (Last Five years)***

<b>Year</b>	<b>No. of Students appeared</b>	<b>No. of Students passed</b>	<b>% of Result</b>
2007	45	43	95.5%
2008	50	45	90%
2009	48	48	100%
2010	40	39	97.5%
2011	49	48	97.9%

#### ***5. LEARNING RESOURCES OF THE DEPARTMENT***

Library – Books and Journals

Computer, Internet

#### ***6. MODERN TEACHING METHODS***

Lecture Method, Assignments, Seminars, Discussions, Group Discussions, Showing Relevant CDs & DVDs, Showing Relevant Film shows and also use internet sites and blogs.

#### ***TEACHING LEARNING EVALUATION***

Induction Analysis

Strategy for Advance Learners

– Peer Teaching

– Seminars

Slow Learners

– Remedial Teaching

Average Learners

– Special Attention

#### ***7. PARTICIPATION OF TEACHERS IN ACADEMIC AND PERSONAL COUNSELING OF STUDENTS***

Every Monday- mentoring Classes

Every Tuesday – Value Education Classes

Personal talks with the students

Conducting different courses and classes about personality Development

#### **8. *FACULTY IMPROVEMENT PROGRAMME***

Lilly C. O ( For Ph.D- 2011-2013)

9. a) Teachers participated in the National level seminars, State level Seminars and Discussions about the curriculum revision.

b) Presented papers in the state level and national level seminars

10. Conducted UGC sponsored national seminars and state level seminars during the past five years.

11. Conducted lecture series.

#### **12. *PLACEMENTS***

- Rank holders: Lakshmi Das - 1<sup>st</sup> Rank- 2007

Anju Sebastian - 4<sup>th</sup> Rank- 2010

Ponnumol – 4<sup>th</sup> Rank-2011

- Rinu T.B attended National Integration Camp at Maharashtra.
- Rincy Eugene got first Prize for firing, Annual Training Camp at Velloor
- Ponnumol A.V won second prize in Eastern group music in M.G University youth festival.
- Chinchu Surendran won second prize in Malayalam Essay competition in the M.G University Youth festival.

#### **13. *PLAN OF ACTION***

To start PG course in Malayalam



## DEPARTMENT OF HINDI

### 1. FACULTY PROFILE

Name of the Faculty	Designation	Highest Qualification
Dr. Shyla Pappoo	Associate Professor (Former HOD upto 2010)	Ph.D
Lt. Dr. Briget Joseph K	Associate Professor, HOD	Ph.D
Ms. Renjini T.S	Lecturer	M.Phil

Dr. Shyla Pappoo is the Best Tourism Teacher Co-ordinator in the State Level.

### 2. STUDENTS PROFILE

Through the teaching learning process students acquired language proficiency. They made achievements in literacy competitions like Hindi recitation, Poetry writing and Essay writing.

### 3. CURRICULUM

Yearly curriculum changed to semester wise system. Former HOD Dr. Shyla Papoo a member of University Board of Studies. While changing the syllabus she contributed 3 text books to BA/ B.Sc/ B.Com students.

- 100% success in every academic year.
- Learning resources of the departments – Internet facility and Library.
- Internet facility is used in teaching learning process.
- Academic and Personal Counselling of students have been done through mentoring process
- Both the faculty have doctorates and they attend seminars for improvement.
- Multidisciplinary seminar jointly done by English, Malayalam and Hindi departments

Dr. Shyla Papoo – Tourism Teacher Co-ordinator

Lt. Dr.Bridget Joseph K – Associate NCC officer & Union Advisor (2010-11)

10. Interdepartmental seminars are conducted
11. Dr. Shyla Papoo published three text books for BA/ B.Sc/ B.Com students
12. Students are from different departments so placements are recorded in the respective departments.
13. Applied for BA Hindi Literature.

## DEPARTMENT OF MATHEMATICS

### *1. STAFF PROFILE*

<b>Name of the faculty</b>	<b>Designation</b>	<b>Qualification</b>
Dr.Sr. Benedict Mary A	HOD, Asst. Prof	Ph.D
Dr. Aparna Lakshmanan S	Assistant Prof.	Ph.D

### *ADHOC FACULTY*

Smt. Bisny Babu                      Lecturer

Ms.Reshmi T. R and Serine Xavier 2009-2010

Ms. Anju T.S and Ms.Bisny Babu   2010-12

### *OBJECTIVES*

- Spring forth mathematical innovations.
- Make Mathematics alive in day to day life.
- New horizons for applying Mathematics.
- To entrust Mathematics to young minds, let there be teachers.
- To equip the new generation to present Mathematics lively.
- The spiritual, moral, intellectual, academic development of each and every student with value system and social awareness so that she may be able to live in the modern society experiencing freedom of child of God.

### *BEST PRACTICES*

- The photographs and major contributions of 36 eminent Mathematicians are displayed in the corridor to motivate the students.
- Department provides computer lab facilities for the students
- Our students attend add-on courses offered by Department of Physics and Commerce
- Class tests are conducted by each faculty at the end of each module.
- Final year student's are divided into 4 groups. Each group alternately prepare a question paper and other groups write the exam in every week.

- Students from our department provided lunch for poor and needy people in the railway station colony
- Sponsored an inmate of SOS Children's village, Aluva

## **2. STUDENTS PROFILE**

<b>YEAR</b>	<b>SC/ST</b>	<b>OEC</b>	<b>OBC</b>	<b>GENERAL</b>	<b>TOTAL</b>
2009-10	27	3	60	56	146
2010-11	24	6	60	46	136

## **3. CURRICULUM REVISION** : 2009 June , Credit And Semester system.

Participated in the Workshops for revision of syllabus.

## **4. LEARNING RESOURCES OF THE DEPARTMENT**

Library – Books and Journals

## **5. MODERN TEACHING METHODS**

Computer, Internet, LCD

## **6. PARTICIPATION OF TEACHERS IN ACADEMIC AND PERSONAL COUNSELING OF STUDENTS**

Every Monday- mentoring Classes

Every Tuesday – Value Education Classes

Personal talks with the students

Conducting different courses and classes about personality Development

## **7. PARTICIPATION AND CONTRIBUTION OF TEACHERS**

- Dr. Aparna Laxmanan S received State award from KESACS and TERUMO PENOL for blood donation motivator. Sevana award from Kerala Action Force for the year 2010-2011.
- Dr.Sr.Benedicat Mary A. was the Subject expert for M.G. University for faculty appointment.
- Conducted inter-departmental quiz based on 100 Mathematics quotations temporarily displayed in the corridor of Department of Mathematics.

- Conducted paper presentation competition for school students to attract bright students towards Mathematics
- Conducted inter-departmental quiz based on contributions of Mathematicians displayed in the corridor of Department of Mathematics.
- Conducted inter-collegiate quiz competition on Mathematics
- Dr.Sr.Benedict Mary A. was the coordinator of UGC certificate course on Human rights and duties education in the academic years 2006-'07, 2007-'08 and 2008-'09.
- Dr.Sr.Benadict Mary A. was awarded Ph.D. in November 2006.
- Dr.Aparna Lakshmanan S. was awarded Ph.D. in March, 2009.

#### **8. RESEARCH PROJECTS**

- Dr. Aparna Lakshmanan S. is the co-coordinator of NBHM major research project on “Studies of graph parameters under various graph products”.

#### **9. NEW COLLABORATIVE RESEARCH PROGRAMMES**

- Dr.Aparna Lakshmanan S. published research paper entitled “On weakly clique irreducibility of NEPS of two graphs” in the journal “Utilitas Mathematica” co-authored with Prof. T. M. Wang Tungai University, Taiwan.
- Dr.Aparna Lakshmanan S. published research paper entitled “ Small edge sets meeting all triangles of a graph” in the journal “Graphs and Comibatorics” co-authored with Prof. Tuza Zsolt, Hungarian Academy of Sciences, Budapest, Hungary and Csilla Bujtas, Pannonia University, Veszprem, Hungary .

#### **10. RESEARCH GRANTS RECEIVED FROM VARIOUS AGENCIES**

Dr. Aparna Lakshmanan S. is the co-coordinator of NBHM major research project for Rs.1000000/- on “Studies of graph parameters under various graph products”.

### ***CITATION INDEX OF FACULTY MEMBERS AND IMPACT FACTOR***

Dr. Aparna Laxmanan S.

- Research paper “Gallai and anti- Gallai graphs of a graph” in the journal “Mathematica Bohemica” is cited by 2.
- Research paper “Clique irreducibility of iterated classes of graphs” in Math. Graph Theory is cited by 4.
- Research paper “Clique irreducibility and clique vertex irreducibility of graphs” in Discrete Mathematics is cited by 1.
- Research paper “On weakly clique irreducible graphs” in the Bulletin of ICA is cited by 1.
- Research paper “the t- property of some classes of graphs” in Discrete Mathematics is cited by 2.
- Research paper “Cographic and global cographic domination number of a graph” in Ars. Combinatoria is cited by 2.

## **DEPARTMENT OF STATISTICS**

### ***STAFF PROFILE***

<b>Name of the faculty</b>	<b>Designation</b>	<b>Qualification</b>
Dr.Ansa Alphonsa Antony	Assi. Prof	Ph.D

### ***BEST PRACTICES***

- Department provides computer lab facilities for the students
- Our students attend add-on courses offered by Department of Physics and Commerce
- Students from our department provided lunch for poor and needy people in the railway station colony
- Sponsored an inmate of SOS Children's village, Aluva

### ***ACHIEVEMENTS***

- Dr. Ansa Alphonsa Antony was awarded Ph.D. in 2006
- Dr. U.S Nair Young Statistician National Award.

### ***ACTIVITIES***

- Conducted Seminar on "Applications of Statistics" by Harish G., SRF, Dept. of Statistics, CUSAT.
- Conducted Intercollegiate seminar on Statistics
- Actively participated in Research cell and Grievance and Redressal Cell

### ***RESEARCH PROJECTS***

- Dr.Ansa Alphonsa Antony undertook UGC Minor research project on "Non-parametric estimation of bivariate survival function of competing risk model under depending sensor" in November, 2009.
- Dr.Ansa Alphonsa Antony received Rs.95000/- for UGC Minor research project on "Non-parametric estimation of bivariate survival function of competing risk model under depending sensor"

### ***CITATION INDEX OF FACULTY MEMBERS AND IMPACT FACTOR***

Dr. Ansa Alphonsa Antony

- Research paper "Estimation of distribution function in bivariate competing risk models" is cited by 2.
- Research paper "Bivariate competing risks models under masked causes of failure is cited by 1.

## DEPARTMENT OF PHYSICS

### 1. STAFF PROFILE

Name of the Faculty	Designation	Qualification
Smt.Susamma P P	Associate Professor	M Phil
Smt.Lathadevi P.K.	Associate Professor	M Phil
Smt. Sheena Xavier	Associate Professor	M Phil
Smt.Leena Deenja N.G.	Associate Professor	M Phil
Smt. Joicy Mathew	Jr. Lecturer	MSc
Dr. Vimala George	Assistant Professor	PhD
Smt. Jonis V C	Assistant Professor	MSc, NET
Dr. N. V. Sujatha	Assistant Professor	PhD
Smt. Amrutha Sasidharan	FIP Guest	MSc,NET

### 2. STUDENT PROFILE

#### *Entry Level*

Class	Above 90%	80% -90%	70% - 80%	60% -70%	Below 60
I B.Sc	1	6	15	9	1
II B.Sc	2	17	15	1	-
III B.Sc	-	9	18	3	-
I M.Sc	-	7	4	4	-
II M.Sc	-	3	2	1	1

#### *Social Status*

Class	SC	ST	OBC	OEC	GENERAL
I B.Sc	2	-	22	-	10
II B.Sc	-	-	21	-	11
III B.Sc	2	1	17	1	12
I M.Sc	2	-	12	-	1
II M.Sc	-	1	3	-	3



### ***Economic Status***

<b>Class</b>	<b>Fee Concession</b>	<b>Scholarship (Other than Merit)</b>
I B.Sc	17	4
II B.Sc	11	7
III B.Sc	11	-
I M.Sc	13	-
II M.Sc	1	-

3. ***CURRICULUM REVISION*** : 2009 June , Credit And Semester system.

Participated in the Workshops for revision of syllabus.

4. ***TRENDS IN THE SUCCESS AND DROPOUT RATES OF STUDENTS DURING THE PAST TWO YEARS***

Success Rate

<b>Year</b>	<b>UG Level</b>	<b>PG Level</b>
2009 - 10	88	47
2010 - 11	85	66

The drop out rate is nil both in the UG and PG

5. ***LEARNING RESOURCES OF THE DEPARTMENT***

Library Books and Journals, Advanced Lab equipments

6. ***MODERN TEACHING METHODS***

Computer, Internet, LCD

7. ***PARTICIPATION OF TEACHERS IN ACADEMIC AND PERSONAL COUNSELING OF STUDENTS***

Every Monday- mentoring Classes

Every Tuesday – Value Education Classes

Personal talks with the students

8. ***PARTICIPATION AND CONTRIBUTION OF TEACHERS***

- Inaugurated the activities of the physics association on September 23<sup>rd</sup> 2009 by Dr. P.Radhakrishnan, Director, CELOS, CUSAT.

- **NATIONAL SEMINAR:** Conducted a UGC sponsored Two day National Seminar on “ E-WASTE MANAGEMENT.
- Research Papers related to E-Waste, Environmental issues, Health Hazards and Disposal and recycling were presented and discussed at the session by students and teachers of various institutions.

## 9. **RESEARCH PROJECTS**

Ms.Sheena Xavier, Faculty member, has got a UGC sponsored Minor project of Rs.45000/- titled “ Synthesis and Characterization of Cobalt based Nano Ferrites”

### ***Faculty Improvement Programme***

Ms.Lathadevi P.K. joined for M.Phil Course in the Dept. of Physics, CUSAT under FIP-UGC

### ***Research Guideship***

Ms.Joissy Mathew applied for registration for doing Ph.D under the guideship of Dr. Nirmala Paul

### ***Awards And Recognitions***

#### ***Dr. N. V. Sujatha***

- DST Young Scientist Award in September 2007.
- Excellence Award for PhD from NSS, Thirumukkulam, Thrissur in April 2006.
- Excellence Award for PhD, MG University, Kottayam in 2005.
- Junior Research Fellowship & Lectureship (UGC-CSIR) in December 1996.

### ***Area of Research Interest:***

- UV Sky Modeling
- Studies of the Interstellar Medium & Interstellar Dust
- Nonlinear Dynamics & Chaos

## 10. NEW COLLABORATIVE RESEARCH PROGRAMMES

### Project Guidance in the last 5 years:

Sl. No.	Name & Address of the Student	Year	Title of Project
1	Naslim. N., MGU, Kottayam	2006- 2007	Study of diffuse <i>FUSE</i> Observations from Large Magellanic Clouds (LMC)
2	Sarika Haridas, MGU, Kottayam	2006- 2007	Study of diffuse <i>FUSE</i> Observations from Large Magellanic Clouds (LMC)
3	Varada Narayan, Mumbai	2007- 2008	Extinction Studies of Stars in the <i>GALEX</i> Fields
4	Rahul Suresh, NIT, Karnataka	2008- 2009	Estimation of Foreground Emissions from the <i>GALEX</i> Deep Fields.
5	Chinmayi S K, Amrita Vishwa Vidyapeetham University, Amritapuri.	2011- 2012	Construction of HR Diagram Using Nearby & Bright Stars from Hipparcos Catalog
6	Panchami, Amrita Vishwa Vidyapeetham University, Amritapuri.	2011- 2012	HR Diagram & Its Importance in Astronomy.
7	Amelia Surgy, Amrita Vishwa Vidyapeetham University, Amritapuri.	2011- 2012	HR Diagram & Stellar Evolution.
8	Priyanka, Amrita Vishwa Vidyapeetham University, Amritapuri.	2011- 2012	Significance of Color- Magnitude Diagram.
9	Sreekanth K R, Amrita Vishwa Vidyapeetham University, Amritapuri.	2011- 2012	Importance of Variable Stars in Astronomy.

### Seminar & Talks Given:

- Observations of Dust Scattering Using *GALEX*, BITS, Pilani – Goa Campus, Sept. 2009.
- **Invited Speaker in National Seminar on Astronomy & Astrophysics** Sponsored by UGC at Carmel College, Mala, Thrissur 'Stellar Properties & Stellar Model in UV', Feb 24, 2009.
- *GALEX* data Analysis Procedure and validation, CREST, Indian Institute of Astrophysics, Hoskote, January 2007.

- Modeling the Diffuse UV Sky, Indian Institute of Astrophysics, Bangalore, September 2006.
- A Model of Stellar Radiation Field in the UV, Indian Institute of Astrophysics, Bangalore, July 15 2006.

***Research Experience:***

- **October 2007 – March 2011** : DST Scientist under SERC Fast Track Project for Young Scientist, Institute of Astrophysics, Bangalore.

Topic : Observations of Dust Scattering Using *GALEX*

- **Apr. 2003 – Sep. 2007** : Post Doctoral Fellow, ISRO Respond Project, Indian Institute of Astrophysics, Bangalore.

Topic : The Diffuse Ultraviolet Sky – An *ASTROSAT* Modeling

- **Feb. 1997 – Dec. 2002** : UGC-CSIR Research Fellow, Maharajas College, Ernakulam.

Topic : Non-linear Phenomena and Pattern Formation in One Dimensional Maps

***Publications in the last 5 years***

**i. Papers published in referred International journals**

- Survey of O VI absorption in the Large Magellanic Cloud, A. Pathak , A. C. Pradhan, N. V. Sujatha and J. Murthy, 2011, MNRAS, (published).
- Mapping the Diffuse Ultraviolet Sky with *GALEX*, J. Murthy, R. C. Henry & N. V. Sujatha, 2010, ApJS, 724, 1389.
- *GALEX* Observations of Diffuse Ultraviolet Emission from Draco, N. V. Sujatha, J. Murthy, R. Suresh, R. C. Henry & L. Bianchi, 2010, ApJ , Vol. 723, 1549.

- *GALEX* Observations of Diffuse UV Radiation at High Spatial Resolution from the Sandage Nebulosity, N. V. Sujatha, J. Murthy, K. Abhay, R. C. Henry & L. Bianchi, 2009, *ApJ*, 692, 1333-1338.
- Modeling of Dust Properties in the FUV towards the Coalsack, N. V. Sujatha, P. Shalima, J. Murthy & R. C. Henry, 2007, *ApJ*, 665, 363.
- FUV scattering of dust in Orion, P Shalima, N V Sujatha, J. Murthy, R. C. Henry & D. J. Shanow, 2006, *MNRAS*, Vol. 367, 1686-1688.

## **ii. Papers published in referred national journals**

- Extraction and analysis of diffuse UV radiation from *GALEX* observations, N. V. Sujatha, J. Murthy & R. C. Henry, 2008, *BASI*, 25, 45.
- Studies of diffuse UV radiation, N. V. Sujatha, J. Murthy & R. C. Henry, 2008, *BASI*, 35, 295.
- Interstellar dust studies with *TAUVEX*, G. Maheswar, C. Muthu, N. V. Sujatha, G. Pandey, H. C. Bhatt, K. N. Rao, J. Murthy, 2007, 35, 233.

## **iii. Papers published in referred International conference proceedings**

- The ISM is Aglow in UV Radiation, R. C. Henry, J. Murthy & N. V. Sujatha, 2010, *BAAS*, 41, 321.
- Diffuse UV Background: *GALEX* Results, R. C. Henry, N. V. Sujatha, J. Murthy & L. Bianchi, 2007, *BAAS*, 38, 158.

## **iv. Papers/Posters presented in national conferences**

- Study of Diffuse NUV and FUV Radiation Using *GALEX* Deep Imaging Surveys, N. V. Sujatha, Jayant Murthy, R. C. Henry & Luciana Bianchi, 2009, *25th ASI Meet*, Indian Institute of Astrophysics, Bangalore.
- Dust Scattered Radiation from Ophiuchus & Coalsack Regions, 2008, *ASTROSAT Workshop*, Indian Institute of Astrophysics, Bangalore.

- N. V. Sujatha, 2009, *National seminar on Astronomy & Astrophysics-sponsored by UGC at Carmel College Mala, Trichur, Kerala.*

## **11. RESEARCH WORK ENGAGED IN AT PRESENT**

1. Estimation of Foreground Emissions in the *GALEX* observations
2. Estimation of Extragalactic Contribution Using *GALEX* data.
3. Improvisation of Dust Scattering Models

**Online Tools for the Public:** On line tools like **Flux Calculator & ISRF Calculator** have been developed from the ISRF Model and made available to the Astronomical Society.

**Inputs for UV Sky simulation:** We have also used the ISRF model as an input for a simulation of the UV Sky which will be used for the mission planning and providing test data for development and validating software pipeline for two upcoming UV spacecraft *TAUVEX & ASTROSAT*.

**Dust Scattering Model to study the nature of interstellar dust grains:** We have

developed Single Scattering and Multiple Scattering Models to predict the level of emission from Galactic dust in specific regions like the Orion, Ophiuchus, Coalsack etc. and to derive the optical properties of the dust by comparing the model output with the spacecraft observations like *Voyager, FUSE*, etc. For this we have created a three dimensional model of gas & dust for these regions separately.

### **Work as DST Scientist under Fast Track Scheme for Young Scientists:**

This was a three year project which commenced in October 2007 and concluded in September 2010. The primary goals of the project were as follows;

- (i) Development of software and techniques for extracting and analyzing diffuse UV Background maps from *GALEX* Observations. Status – Completed.

(ii) Validating these procedures to investigate the nature of diffuse radiation field and its sources particularly in the properties of Interstellar Dust Grains. Status – Completed.

(iii) Synthesis of the work done & continuation of the analysis using *GALEX* all Sky Data. Status – Completed.

### **Community services**

- The students and staff of the department visited Karunalayam at Aluva, a charitable institution for mentally retarded children and extended some financial help.
- Students and staff raised an amount and was given to a needy family
- Conducted a Quiz competition on 26<sup>th</sup> July 2010
- Final year B.Sc.students visited the Research labs of the Dept. of Physics,CUSAT on 14 th January 2011

### **12. PLACEMENT**

<b>Government Service</b>	<b>Teaching</b>	<b>Banking</b>	<b>Private School Teaching</b>	<b>Post Office</b>	<b>IT</b>
2	6	1	8	1	14

### **13. PLAN OF ACTION**

- Inauguration of the activities of the physics association
- To conduct a UGC Sponsored National Seminar
- To conduct of Add-On Course, an inter-disciplinary programme
- To conduct Seminars on the scopes and developments in the field of physics
- Collect Feedback from the students.
- Conduct class wise Open house.
- Make necessary arrangements to view Solar eclipse for the students in the college.
- Conduct a Quiz competition based on physics formula for the UG students.
- Seminars related to different fields in Physics
- To conduct examinations organized by APT and IAPT
- To visit to a Charitable institution
- To visit to a Research lab
- Conduct tour for the final year B.Sc. and M.Sc students.

## DEPARTMENT OF CHEMISTRY

### 1. FACULTY PROFILE

No	Name	Designation	Qualification
1	Ms.Beena Varghese	Asst. Professor	M.Sc ,M.Phil
2	Ms.LindaLouis	Asst. Professor	M.Sc, NET CSIR- JRF (Persuing Ph.D in Biotechnology from Cochin University of Science and Technology )
3	Ms.Thara.C	Guest Lecturer	M.Sc ,NET
4	Ms.Asmy Antony K A	Guest Lecturer	M.Sc,NET
5	Ms. Sheneya Festus	Guest Lecturer	M.Sc,NET CSIR-JRF
6	Ms.Meldy Treesa Varghese	Guest Lecturer	M.Sc,SET

### 2. STUDENT PROFILE

Class	Entry Level					General	OBC	OEC	SC/ST	Outside State	No of students who have skills in other Languages
	No of students with A Grade		English								
	All subjects	Chemistry	A Grade	B Grade	C Grade						
2008-09	3	9	10	4	2	5	13		1	nil	Sanskrit- 1
2009-10	1	14	15	9	nil	5	17	nil	2	1	Sanskrit 1 Arabi 1
2010-11	nil	14	7	22	1	3	24	1	2	1	Sansrit 1 Arabi 1

### 3. CHANGES MADE IN THE COURSES OR PROGRAMMES DURING THE PAST TWO YEARS AND THE CONTRIBUTION OF THE FACULTY TO THOSE CHANGES

- Implementation of CBCSS pattern introduced by MG University in UG level
- Revision of curriculum
- Introduction of open course-Food science
- Introduction of choice based course-pharmaceutical chemistry
- Assignment of projects in different branches of chemistry



#### **4. TRENDS IN SUCCESS AND DROP OUT RATES OF STUDENTS DURING THE PAST TWO YEARS**

##### **Success Rate**

<b>Academic year</b>	<b>Appeared</b>	<b>Passed</b>	<b>I Class</b>	<b>II Class</b>	<b>III Class</b>	<b>Success rate</b>
2010-11	20	16	16	3	1	100 %
2009-10	22	18	18	4	Nil	95.65%

##### **Dropout Rate**

<b>Academic year</b>	<b>Enrolled</b>	<b>Graduated</b>	<b>Dropout rate</b>
2010-11	20	20	0%
2009-10	22	22	0%

#### **5. LEARNING RESOURCES OF THE DEPARTMENT**

- **Library**

Department makes use of the facilities provided in the College library which has a vast collection of different areas of Chemistry. The department takes the initiative to enrich the library with books covering the current and relevant frontier areas in Chemistry

- **Laboratories**

Two well equipped lab with instruments, apparatus and glass wares etc, to conduct the practical in the different areas of Chemistry like physical, organic, inorganic and biochemistry. Instruments include colorimeter, electronic weighing systems, Potentiometer, deionizer, conductometer, electric oven, vacuum pump, centrifuge, electric Bunsen etc

- **Computer and Internet facility**

Students and faculty makes use of the internet facility for reference as well as current updation of protocols and projects.

#### **6. MODERN TEACHING METHODS PRACTICED AND USE OF ICT IN TEACHING-LEARNING**

- Interactive learning initiated through power point presentations
- Advanced understanding of the protocols in analysis. the mechanism of action of drugs and chemicals and sequence of events in biochemical metabolism using animated videos

## **7. PARTICIPATION OF TEACHERS IN ACADEMIC AND PERSONAL COUNSELING OF STUDENTS**

### **Academic Counseling**

- The students are grouped on the basis of their academic excellence
- Group studies are promoted for theory as well as practical classes
- Remedial classes are arranged in the department for weaker students
- Excellent students are motivated to participate in intercollegiate quiz competitions, poster making etc

### **Personal Counseling**

- Mentoring is promoted in the department for the personal development of the students
- Students requiring professional counseling are identified and referred to the reputed counselor

## **8. FACULTY DEVELOPMENT PROGRAMMES**

Attended seminars, workshops and deliver paper presentations.

## **9. PARTICIPATION / CONTRIBUTION OF TEACHERS TO THE ACADEMIC ACTIVITIES INCLUDING TEACHING, CONSULTANCY AND RESEARCH**

- Training for candidates preparing for **UGC/CSIR-NET/JRF Examination.**
- **Resource person in UGC sponsored National workshop** on Tools and Techniques in Molecular Biology and Bioinformatics organized by DBT, CUSAT, Cochin -22

## **10. COLLABORATION WITH OTHER DEPARTMENTS/INSTITUTIONS, AT THE STATE, NATIONAL AND INTERNATIONAL LEVELS, AND THEIR OUTCOME DURING PAST TWO YEARS.**

CUSAT

## **11. PRIORITY AREAS FOR RESEARCH AND DETAILS OF ONGOING PROJECTS, IMPORTANT AND NOTEWORTHY PUBLICATION OF FACULTY, DURING PAST TWO YEARS**

- Biochemical changes in seed and mesocarp of mango (*Mangifera indica* L.) cv. 'Alphonso' and their significance during the development of spongy

tissue *Journal of Horticultural Science & Biotechnology* (2007) **82** (1) 35–40

- “Isolation, purification and partial characterisation of vibriophages from mangrove ecosystem”. Book of abstracts of MECOS 09, Cochin, Kerala. International symposium on Marine Ecosystems challenges and Opportunities, Cochin from 9-12 Feb, 2009
- LOCUS GU721058, 671 bp, DNA linear, PLN 01-MAR-2010  
DEFINITION *Pleurotus floridanus* strain PF101 18S ribosomal RNA gene, partial sequence; internal transcribed spacer 1, 5.8S ribosomal RNA gene, and internal transcribed spacer 2, complete sequence; and 28S ribosomal RNA gene, partial sequence.  
Manzur, P.A., Elias, K., **Linda, L.**, Sapna, K., Rekha, K.M. and Chandrasekar, M.
- LOCUSTV4 591bp DNA linear 20-FEB-2010. BTTV4 16S ribosomal RNA gene, partial sequence. Raghul, S.S., Sarita, B.G., **Linda, L.** and Helvin, V.  
Studies on marine benthic *Vibrios* isolated from coastal waters of India.

## ***12. PLACEMENT RECORD OF THE PAST STUDENTS AND THE CONTRIBUTION OF THE DEPARTMENT TO AID STUDENT PLACEMENT***

- 85 % of the students opt for higher studies in the reputed institutions
- Career guidance and personality development programmes are arranged in the department to equip the students for career developments

## ***13. PLAN ACTION OF THE DEPARTMENT FOR NEXT FIVE YEARS***

- Introduction of Post graduate course in the department.
- Promotion of Interdisciplinary programmes.
- Research developments in collaboration with the universities and departments.
- Installation of fully functional Soil analysis lab.

## DEPARTMENT OF BOTANY

### 1. STAFF PROFILE

Name of the faculty	Designation	Qualification
Mrs. Jaya Kuruvilla	Assistant Professor	M.Sc, B.Ed
Dr. Archana Kishore (On Leave)	Assistant Professor	Ph. D
Sr. Jissy Joseph	Guest Lecturer	M.Sc, B.Ed
Ms .Soumya Mary M.S	Guest Lecturer	M.Sc
Ms. Rabitha K.R	Guest Lecturer	M.Sc, B.Ed

#### Non teaching staff

Mrs. Sherly Joseph

### 2. STUDENT PROFILE

YEAR	SC/ST	OEC	OBC	GENERAL	TOTAL
2009-10	2	3	19	6	30
2010-11	4	3	26	5	38

### 3. CHANGES MADE IN THE COURSES OR PROGRAMMES DURING THE PAST TWO YEARS AND THE CONTRIBUTION OF THE FACULTY TO THOSE CHANGES

Choice Based Course Credit Semester System and Grading was introduced during 2009-2010 for U.G Course in Botany. The revised syllabus include advanced topics like biotechnology, bioinformatics and research methodology.

- Workshop for restructuring of undergraduate courses in Botany on 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> May 2009 conducted by M.G University.
- Workshop in Botany UG restructured scheme and syllabus held on 17<sup>th</sup> July 2009 at School of Environmental Science, M.G University.
- Orientation programme on CBCSS system held at U.C. College, Aluva on 12<sup>th</sup> August 2009.

### 4. SUCCESS AND DROPOUT RATES

Year	Passed	Failed	Drop out	Rank
2009-10	31	3	4	III
2010-11	22	6	6	-

## **5. *LEARNING RESOURCES OF THE DEPARTMENT***

### ***Library***

Department has a well stocked library with a collection of around 500 books including dissertations and magazines and a library issue register is maintained.

### ***Laboratory***

- Department possess two well equipped laboratories and an instrumentation room with most advanced equipments like spectrophotometer , colorimeter, centrifuge, distillation unit, electronic balance, autoclave, etc.
- Department also maintains a good collection of herbarium specimens, preserved biological specimens and teaching aids.
- The botanical garden is also maintained by the department.
- Two computers with internet facility and printer are made available to the students.

## **6. *MODERN TEACHING METHODS***

- Modern teaching aids like Computer, LCD and Internet are used.
- Department also emphasizes on imparting ‘**Education beyond classroom**’ by conducting field trips, visiting well equipped laboratories and nurseries, collection of plant specimens and herbarium preparation, maintaining the botanical garden etc.
- We encourage our students to take up individual projects by utilizing modern equipments like spectrophotometer, colorimeter, chromatography etc.

## **7. *PARTICIPATION OF TEACHERS IN ACADEMIC AND PERSONAL COUNSELING OF STUDENTS***

- Mentoring and counseling are being carried out to strengthen our students mentally and spiritually.
- Sr.Jissy Joseph is a member of advisory Board of Jesus Youth.
- Dr.Sr.Ruby, psychologist, Prasanthi Counseling Centre , Edappally also provides counseling to our needy students.

#### **8. FACULTY IMPROVEMENT PROGRAMME**

Attended seminars and workshops

#### **9. PARTICIPATION / CONTRIBUTION OF TEACHERS TO THE ACADEMIC ACTIVITIES INCLUDING TEACHING, CONSULTANCY AND RESEARCH**

Attend UGC programmes

#### **10. COLLABORATION WITH OTHER DEPARTMENTS/INSTITUTIONS, AT THE STATE, NATIONAL AND INTERNATIONAL LEVELS, AND THEIR OUTCOME DURING PAST TWO YEARS**

- UGC
- Resource persons from other institutions are being invited for giving lectures to our students.
- Students are taken to other institutions for attending seminars and workshops.

#### **11. PRIORITY AREAS FOR RESEARCH AND DETAILS OF ONGOING PROJECTS, IMPORTANT AND NOTEWORTHY PUBLICATION OF FACULTY, DURING PAST TWO YEARS**

Various publications and paper presentations are made.

#### **12. PLACEMENT RECORD**

- Mrs.Jaya Kuruvilla -Assistant Professor ,Department of Botany,St.Xavier's College for Women,Aluva.
- Dr.Archana Kishore -Assistant Professor,Department of Botany,St.Xavier's College for Women,Aluva .
- Sr.Jissy Joseph.-Guest Lecturer, Department of Botany,St.Xavier's College for Women,Aluva .
- Ms.Soumya Mary.M.S- Guest Lecturer, Department of Botany,St.Xavier's College for Women,Aluva.
- Ms.Rashmi T.R-doing research under KSCSTE scholarship.
- Ms.Volga- Research Assistant, M.S Swaminathan research Foundation, Waynad.
- Ms.Remya M.B- spices board.

- Sr.Jeena A.V-is placed as higher secondary teacher in St.Ann's Higher Secondary school,Kottapuram.
- Mrs.Bindu –St.Francis higher secondary school teacher,Aluva.
- Ms.Padmapriya K.C - Guest Lecturer.
- Ms.Shifnamol- Guest Lecturer,MES College.
- Mrs.Suchithra T.S – Bank employee.
- Mrs. Shymy Vargheese-Bank employee.

### **13. *PLAN OF ACTION***

- Conducting UGC seminar.
- Visiting laboratories/ institutions.
- Setting up of herbal garden.
- Conducting Exhibitions, inter –collegiate quiz.

## DEPARTMENT OF ZOOLOGY

### *1. FACULTY PROFILE*

<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Ms. Binu Correya	Assistant Professor	M. Sc, B. Ed
Dr. Seema K	Assistant Professor	Ph. D
Dr. Annie Feby	Assistant Professor	Ph. D
Ms. Revathy S	Assistant Professor	M. Sc
Ms. Navaneetha N Pai	Lecturer	M. Sc
Ms. Sheena Jose	Lecturer	M. Sc, B. Ed

### **Non teaching Staff**

Ms. Betty Joseph  
Ms. K. T. Bridgit

### *2. STUDENT PROFILE*

#### **Entry level - B. Sc Zoology Model - I (Conventional)**

	<b>B. Sc Zoology Model - I (Conventional)</b>					
	<b>Entry</b>	<b>Exit</b>	<b>Entry</b>	<b>Exit</b>	<b>Entry</b>	<b>Exit</b>
	<b>2006</b>	<b>2008 - 2009</b>	<b>2007</b>	<b>2009 - 2010</b>	<b>2008</b>	<b>2010 - 2011</b>
Distinction	2	10	1	8	1	7
First Class	25	22	22	18	30	16
Second Class	12	5	8	6	5	10
Third Class	-	-	4	-	-	-

#### **Entry level - B. Sc Zoology Model - II (Vocational)**

	<b>B. Sc Zoology Model - II (Vocational)</b>					
	<b>Entry</b>	<b>Exit</b>	<b>Entry</b>	<b>Exit</b>	<b>Entry</b>	<b>Exit</b>
	<b>2006</b>	<b>2008 - 2009</b>	<b>2007</b>	<b>2009 - 2010</b>	<b>2008</b>	<b>2010 - 2011</b>
Distinction	4	14	-	7	-	8
First Class	14	4	15	7	21	16
Second Class	1	-	-	-	4	-



### Socio economic status

2011 - 12	MODEL - I (CONVENTIONAL)						
Class	OBC	OEC	LC	SC	ST	Others	Fee concession
First B.Sc	16	2	3	-	-	9	21
Second B.Sc	10	1	12	3	1	9	26
Third B.Sc	14	2	8	2	-	4	18

2011 - 12	MODEL - II (VOCATIONAL)						
Class	OBC	OEC	LC	SC	ST	Others	Fee concession
First B.Sc	9	-	5	2	-	6	14
Second B.Sc	10	-	6	-	-	2	
Third B.Sc	6	3	6	-	-	10	13

### 3. CURRICULUM REVISION

Grading and semester system were introduced in 2009 admission onwards. The revised syllabi of CBCSS Zoology programme include the advanced subjects like biotechnology, bioinformatics and biostatistics which enable the students to have an upper hand in national level competitive exams. Ms. Binu Correya and Dr. Seema K participated in the workshop on reconstructing Syllabi in Course, Credit & Semester System of B. Sc Zoology Programme.

### 4. TRENDS IN THE SUCCESS AND DROPOUT RATES OF STUDENTS DURING THE PAST YEARS

Year	B.Sc Zoology pass %	B.Sc Zoology (Voc) pass %
2007	100	100
2008	93	100
2009	95	84
2010	89	100
2011	97	96

## Drop Out

B. Sc Zoology Model - I (Conventional)		B. Sc Zoology Model - II (Vocational)
Year	Number	Number
2010- 2011	3	1
2009- 2010	2	1

### 5. LEARNING RESOURCES OF THE DEPARTMENT

Library, Museum, laboratory and Bioinformatics lab

### 6. MODERN TEACHING METHODS

Modern teaching aids like OHP, LCD, computer and Internet were used

Interactive learning initiated through power point presentations

### 7. PARTICIPATION OF TEACHERS IN ACADEMIC AND PERSONAL COUNSELING OF STUDENTS.

Mentoring and counseling are being carried out to inculcate strong moral and social values in students. Remedial teaching and group study is also practiced.

### 8. DETAILS OF FACULTY DEVELOPMENT PROGRAMME AND TEACHERS WHO HAVE BEEN BENEFITED

Teachers are participating in different UGC Programmes.

### 9. PARTICIPATION/CONTRIBUTION OF TEACHERS TO THE ACADEMIC ACTIVITIES INCLUDING TEACHING, CONSULTANCY AND RESEARCH

Principal Investigator	Major Project	Sponsoring Agency
Dr. K. A. Karmaly (Sr. Rexia)	Investigation on the Biosystematics of Formicid fauna(Hymenoptera :Formicidae) of Peninsular India including Western Ghats	Department of Science &Technology. Govt.of India sanctioned on 16-05-2008

### 10. COLLABORATION WITH OTHER DEPARTMENTS

Department of Science & Technology, Govt. of India

## **11. DETAILS OF ONGOING PROJECTS AND PUBLICATIONS**

- Seema. K and Sugathan. R (2010) A comparative account on the wetland avifauna of Salim Ali Bird Sanctuary, Thattakad. Book of Abstracts – First Kerala Women Science Congress. P 58-59; 10 -12 August 2010
- Revathy. S and Chaithanya E. R., Naveen Sathyan, AnilKumar P. R., Swapna P. Antony, Babu Philip and Rosamma Philip (2010) Antimicrobial peptides from the mud crab – *Scylla serrata*. Book of Abstracts – First Kerala Women Science Congress. P 57; 10 -12 August 2010
- Annie Feby and Shanta Nair (2010) Sponge-associated bacteria of Lakshadweep coral reefs, India: resource for extracellular hydrolytic enzymes. *Advances in Bioscience and Biotechnology* 1: 330-337  
doi:10.4236/abb.2010.14043

## **12. PLACEMENT**

- Pooja Yadav (2006 - 2009 Batch) Short Service Commission in the Indian Navy as Observer Officer in the aviation cadre
- Sherin Tom Mathew (2006 – 2009) Wipro Bangalore
- Annie Feby (1997 – 2000 Batch) Assistant Professor, Department of Zoology, St. Xavier's College for Women, Aluva.
- Revathy S (2005 – 2008 Batch) Assistant Professor, Department of Zoology, St. Xavier's College for Women, Aluva.

## **13. PLAN OF ACTION**

To start research centre

## **DEPARTMENT OF MICROBIOLOGY**

The Microbiology Department is the youngest member of the Xaverian family. Till recently an integral part of the Zoology department, Microbiology has now been now raised to the status of a separate department. It came into existence on 06/01/12. The formal inauguration and blessing of the department was done by Monsignor Alex Vadakumthala.

### **Course Objective**

- To inspire the students in learning the frontier areas of biological sciences.
- To make them understand the beneficial role of microbes and its application in various fields like food industry, agricultural, pharmaceuticals etc.
- To make them aware of various pathogens, emerging and re-emerging infections and its treatment.
- To equip the students with the knowledge of modern developments and recent trends in biological sciences.

**After completing the Program of Study in Microbiology, students should be able to:**

- Demonstrate an understanding of core concepts of microbiology, including the evolution and diversity of microbes; cell structure and function; metabolism and the role of microbes in ecosystems;
- Apply the basic principles of chemistry and quantitative reasoning to solve problems in microbiology;
- Demonstrate an understanding of hypothesis, testing and experimental design;
- Display proficiency in basic microbiological skills;
- Communicate the fundamental concepts of microbiology, both in written and in oral format;
- Analyze, interpret and evaluate a range of scientific literature in microbiology.
- Develop the ability to work both independently and with others in the laboratory and draw appropriate conclusions from laboratory results.

## 1. FACULTY PROFILE

Name of the Faculty	Designation	Qualification
Dr. Aneymol V. S.	Asst Professor	Ph.D
Miss. K. Manjusha	Asst Professor	M.Sc, (Ph.D thesis Submitted)
Mrs. Ruby M. Pillai	Lecturer	M.Sc
Sr. Betsy Maria K.J.	Lecturer	M.Sc
Mrs. Rekha R.	Lecturer	M.Sc
Mrs. Renju R.	Lecturer	M.Sc

## 2. STUDENT PROFILE

Name of the student	Year	Socio-economic status	Caste
Anila Satheeshan	2010-12	Backward	Ezhava
Chippy Chandran	"	-	"
Lakshmi Priya S(Discontinued)	"	-	Nair
Nimmy Gopalakrishnan	"	-	Nair
Rameeza Rasheed	"	-	Muslim
Rejitha P.G.	"	Backward	Ezhava
Sajna Sadiak	"	-	Muslim
Thara P.B.	"	-	Ezhava
Tintu Thomas	"	Backward	LC
Safiya Jaleel	"	-	Muslim
Ambily Sadasivan	2009-11	-	Nair
Ameetha Khaleel	"	-	Muslim
Angela Iona	"	-	LC
Anju Aravindan(Discontinued)	"	-	
Gifty Francis	"	Backward	LC
Rinu V.Mathew	"	-	SC
Riya John	"	-	SC
Sruthy Muralidharan	"	Backward	Ezhava
Sushama P.M.	"	Backward	LC

**3. *CHANGES MADE IN THE COURSES OR PROGRAMMES DURING PAST TWO YEARS.***

The department adhere to the UGC norms.

**4. *TRENDS IN THE SUCCESS AND DROP OUT RATES OF STUDENTS DURING THE PAST TWO YEARS.***

Success rate – (2008- 2010) 28.5%

(2009-2011) 37.5 %

Drop out rate- (2008- 2010) - Nil

(2009-2011) 11.11

**5. *LEARNING RESOURCES OF THE DEPARTMENTS-***

***Library***

The college library is one of the best libraries among the various colleges which provide good collections of books on the subject and the related issues. Students are also given time off to do reference work in institutions like Central Marine Fisheries research Institute, Kochi, Cochin University of Science and Technology, Mahatma Gandhi University, Kottayam etc .

***Computer***

The students are also provided with internet connections in the department for empowering their knowledge in the subject and they are allowed to use the computer.

***Laboratory***

The Microbiology laboratory helps to impart technical skills and most of the students are well placed in various research centers, hospitals, etc. after the experience obtained during their course.

The college also constructed a new microbiology laboratory for the UG and PG students in the current year 2012.

Built up Area of the new Microbiology Laboratory: 634 Sq.Ft. & 423 Sq.Ft.

**6. *MODERN TEACHING METHODS PRACTICED AND USE OF INFORMATION AND COMMUNICATIVE TECHNOLOGY IN TEACHING AND LEARNING***

LCD projectors, OHP, Interactive sessions, Group Discussion, etc.

Implementation of Journal club' which would serve as venue for the students to come to know and discuss about latest trends in research.

**7. *PARTICIPATION OF TEACHERS IN ACADEMIC AND PERSONAL COUNSELING OF STUDENTS.***

Mentoring and counseling activities are done in the department for the needy students.

**8. *DETAILS OF FACULTY DEVELOPMENT PROGRAMMES AND TEACHERS WHO HAVE BEEN BENEFITED DURING THE PAST TWO YEARS***

One of the teaching faculties Ms.Manjusha K. has completed her Ph.D.

**9. *PARTICIPATION /CONTRIBUTION OF TEACHERS TO THE ACADEMIC ACTIVITIES INCLUDING TEACHING CONSULTANCY AND RESEARCH.***

Professional updating is achieved by attending seminars and workshops. Referring Periodicals, journals, magazines and books are regularly done to keep pace with the fast growing field of Science and technology.

Paper presentations were made.

**10. *COLLABORATION WITH OTHER DEPARTMENTS/ INSTITUTIONS, AT THE STATE, NATIONAL/ INTERNATIONAL LEVELS AND THEIR OUTCOME DURING THE PAST TWO YEARS.***

Collaboration with other department: Microbiology department as part of the Botany & Zoology department has been instrumental in organizing the UGC sponsored state level seminar on "Advances of biotechnology in Agriculture & Medicine and the possible ethical issues".

Collaboration with other associations: The department has played a major role in organizing blood grouping camps in association with the college NSS group.

**11. PRIORITY AREAS FOR RESEARCH AND DETAILS OF THE ONGOING PROJECTS, IMPORTANT AND NOTEWORTHY PUBLICATIONS OF THE FACULTY, DURING PAST TWO YEARS.**

Project: Submitting a major project to UGC.

Publications were made:

**12. PLACEMENT RECORD OF THE PAST STUDENTS AND THE CONTRIBUTION OF THE DEPARTMENT TO AID STUDENT PLACEMENT**

Name of Student	Batch	Designation	Placement
Sr.Betcy Maria.K.J.	2004-06	Lecturer in Microbiology	St.Xavier's College for Women, Aluva.
Saifunnisa. K.A	2004-06	Microbiologist	Medivision Lab, Kaloor.
Ancy Abraham	2004-06	Microbiologist	DDRC, Kadavanthara
Sineetha Xavier	2004-06	Higher studies in Industrial Microbiology & Biotechnology	Centenial College Toronto, Canada.
Teena Geevans	2004-06	Health Sanitary Inspector cum Tutor.	Ideal ITC, NCVT, Aluva.
Jyothi.K.Prabhu.	2005-07	Medical Transcriptionist	Spectrum Softtech Solutions, M.G road, Ernakulam.
Linda Elizabeth C.V.	2006-08	Asst.PRO cum Microbiologist	St.Joseph Hospital, Manjummel
Asalekshmi.S.	2006-08	Microbiologist	Jithin Industries Mineral water,Chavara.
Namitha K.T.	2007-09	Microbiologist	MAGJ Hospital, Angamaly
Ameena Abdulkareem.P.A	2007-09	Bacteriologist	Water Authority, Aluva.
Jisha.T.N	2007-09	Bacteriologist	Water Authority, Aluva.
Rosemol P.A	2008-10	Microbiologist	Ace Test Lab & Consultancy, Kaloor
Anju Pavithran	2008-10	Microbiologist	Doctor's Diagnostic Center, Ernakulam.
Archanamol.T.R	2008-10	Microbiologist	Amrita Hospital, Edapally
Soumya. P.T.	2008-10	Microbiologist	Belivers church Medical Center, Mala
Riya John	2009-11	Microbiologist	AB Mineral water company, Aluva
Rinu V.Mathew	2009-11	Microbiologist	Seafood exporting company, Aroor



### **13. *PLAN OF ACTION OF DEPARTMENT FOR THE NEXT FIVE YEARS.***

The Microbiology department intends to move ahead with regularizing the Post graduate course in Microbiology. It also aims organizing placement for the PG students.

Planning to establish the 'Journal club' which would serve as venue for the students to come to know and discuss about latest trends in research.

The department also plans to organize hands on exposure training to the higher secondary students in order to explore their knowledge in the subject and to create a thirst for microbiology.

The department also plans to organize seminars at regular intervals.

To start M.Phil course and research centre.

## DEPARTMENT OF ECONOMICS

### 1. FACULTY PROFILE

SL. NO	Name Of The Teacher	Educational Qualification	Administrative Capacity
1.	Sr.Reethamma.V.A	M.A., doing M.Phil	HOD, III BA Class in Charge, Planning Forum
2.	Vandana Aravindan (On Maternity leave)	M.A., NET	On maternity leave
3.	Sindhu. P.J Guest Faculty under Maternity leave	M.A, M.Phil.,B.Ed., NET,	I BA Class in Charge, Animator of AICUF, College Student Council advisor

### OBJECTIVES OF THE DEPARTMENT

The department aims at:

- Providing academic and non-academic excellence
- Practical expertise in economics
- Overall personality development
- Spiritual and value formation
- Social commitment

#### Through

- Academic excellence
- Personality development
- Spiritual formation
- Social awareness and harmonious relationship

The department of Economics, established in 1968, is one of the oldest departments of the College. The Department offer undergraduate courses in Economics. Syllabi for the courses are as prescribed by Mahatma Gandhi University, Kerala.

### BEST PRACTICES

- Our students attend add-on courses offered by Department of Physics , Commerce and Political Science
- Class tests are conducted by each faculty at regular intervals
- Students conducted debates and discussions on various current topics under the auspices of the open forum “Sensacion” which is open to students from all departments.

- The planning forum under the department in association with the department of statistics conducted a survey among the III year degree students to analyze the degree of utilization of the facilities and opportunities that the college offers to them.
- The teachers also conduct periodical test papers and the students are encouraged to self evaluate the same. This gives the students an opportunity to realize their drawbacks and upgrade the quality.
- The students were taken to visit 'Snehakoodu' an NGO which works for education and welfare of boys from poor families. The visit was an opportunity for the students to understand the problems of the marginalized and downtrodden and gave them the inspiration to work for the betterment of such groups. The students celebrated Christmas with the inmates and extended financial help to them.
- The department continued the practice of inviting its old students as resource persons to give lectures in the department. Anby Baby, alumni of the department was invited to give a talk on changing financial scenario.
- The department decided to organize remedial coaching classes in the subjects in which students were experiencing difficulties in learning. Thus the department organized classes in English for third semester students and in mathematics for first semester students

### ***3. CURRICULUM REVISION: 2009 JUNE, CREDIT AND SEMESTER SYSTEM.***

Participated in the discussions about the curriculum revision.

### ***4. B.A EXAMINATION RESULT (Last Five years)***

<b>Year</b>	<b>No.of Students appeared</b>	<b>No. of Students passed</b>	<b>% of Result</b>
2006	50	43	86
2007	59	53	90
2008	62	50	81.9
2009	57	54	94.7
2010	58	49	84
2011	58	52	90

#### **5. *LEARNING RESOURCES OF THE DEPARTMENT:***

Library – Books and Journals

Computer, Internet

#### **6. *MODERN TEACHING METHODS***

Lecture Method, Assignments, Seminars, Discussions, Group Discussions,  
and also use internet sites, blogs etc.

Induction Analysis

Strategy for Advance Learners

– Peer Teaching

– Seminars

Slow Learners – Remedial Teaching

Average Learners – Special Attention

#### **7. *PARTICIPATION OF TEACHERS IN ACADEMIC AND PERSONAL COUNSELING OF STUDENTS***

Every Monday- mentoring Classes

Every Tuesday Value Education

Personal talks with the students

Conducting different courses and classes about personality Development

#### **8. *FACULTY IMPROVEMENT PROGRAMME***

Sr.Reethamma.V.A( For M.Phil- 2010-2011)

**Teachers participated in the** National level seminars, State level Seminars,  
Discussions about the curriculam revision

#### **9. *SEMINAR/WORKSHOP/ACTIVITIES CONDUCTED***

<b>Activities</b>	<b>Resource Person</b>
Quiz Competition	Sr.Reethama .V.A
Release of Eco Magic ( Hand written manuscript of the department )	Released by Rev.Sr.Della
Seminar on “Global Warming and Sustainable development”	Prof.Miniamma, HOD of Economics St.Paul’s College
Seminar on “Career Guidance	Mr.Joseph Job
Seminar on “Career Opportunities in Management	Time Institue, Kochi
Seminar on “Currency Futures	Forex,Kochi
Seminar on “Courses in Aviation and Travel Management	Team Academy

## **12. *ACHIEVEMENTS***

- 25% of the students go in for higher studies like MA, MBA, Journalism and LLB.
- Another 20% going for employment in private sector and banks.
- Many of the sports students are placed in PSU's KSEB and Railways.

## **13. *PLAN OF ACTION***

To start a PG course in Economics

## **DEPARTMENT OF POLITICAL SCIENCE**

### **1. *TEACHER'S PROFILE***

<b>Name</b>	<b>Qualification</b>
Ms. Mini Mol K.	M.A., NET

### ***OBJECTIVES OF THE DEPARTMENT***

The department aims at:

- Providing academic and non-academic excellence
- Practical expertise in economics
- Overall personality development
- Spiritual and value formation
- Social commitment

#### **Through**

- Academic excellence
- Personality development
- Spiritual formation
- Social awareness and harmonious relationship

The department of Political Science, established in 1968, is one of the oldest departments of the College. The Department offer Complementary course in Political Science. Syllabi for the courses are as prescribed by Mahatma Gandhi University, Kerala.

### ***BEST PRACTICES***

- Students attend add-on courses offered by Department of Political Science which is the UGC Sponsored Certificate Course in Human Rights and Duties.
- Counselling Cell functions for those in need.
- Class tests are conducted by each faculty at regular intervals

### **4. *CURRICULUM REVISION***

2009 June, Credit and Semester system

Participated in the discussions about the curriculum revision

### **5. *LEARNING RESOURCES OF THE DEPARTMENT***

Library – Books and Journals

Computer, Internet

## **6. MODERN TEACHING METHODS**

Lecture Method, Assignments, Seminars, Discussions, Group Discussions, and also use internet sites, blogs etc.,

## **7. TEACHING LEARNING EVALUATION**

Strategy for Advance Learners

- Peer Teaching
- Seminars

Slow Learners – Remedial Teaching

Average Learners – Special Attention

## **8. PARTICIPATION OF TEACHERS IN ACADEMIC AND PERSONAL COUNSELING OF STUDENTS**

Every Monday- mentoring Classes

Every Tuesday Value Education

Personal talks with the students

Conducting different courses and classes about personality Development

## **9. PLAN OF ACTION**

To conduct Add-on courses regarding constitution, law and counselling.

## DEPARTMENT OF COMMERCE

### 1. FACULTY PROFILE

Name	Designation	Qualification
Ms. Patricia Janet Netto	Associate Professor	M.Com, M.Phil
Dr. Sybila Pius Fernandez	Associate Professor	Ph.D
Dr. P Vimala	Associate Professor	Ph.D
Ms. Rani K.A	Associate Professor	M.Com, M.Phil
Ms. P Mary Varghese	Associate Professor	M.Com, M.Phil
Dr. Raji Joseph	Associate Professor	Ph.D
Ms. Mary Mildred K.X	Associate Professor	M.Com, M.Phil
Ms. Mary Joan George	Associate Professor	M.Com, M.Phil
Ms. Mercy Varghese	Associate Professor	LLB, M.Com, M.Phil (Submitted thesis)

### 2. STUDENT PROFILE

#### *Entry Level*

Class	Above 90%	80% - 90%	70% - 80%	60% - 70%	Below 60
I B.Com	14	14	9	1	-
II B.Com	15	21	12	1	-
III B.Com	9	11	12	2	-
I M.Com	-	5	8	4	-
II M.Com	-	6	5	6	1

#### *Social Status*

Class	SC	ST	OBC	OEC	GENERAL
I B.Com	9	1	20	1	8
II B.Com	8	-	29	2	10
III B.Com	6	2	16	-	10
I M.Com	3	1	12	-	3
II M.Com	3	-	11	1	3

#### *Economic Status*

Class	Fee Concession	Scholarship (Other than Merit)
I B.Com	16	-
II B.Com	25	-
III B.Com	20	-
I M.Com	10	1
II M.Com	8	-



### **3. CURRICULUM REVISION**

Changes in the courses/Programmes and the contribution of faculties to those changes. Introduction of CBCSS by university at UG Level. Faculty members attended various seminars and workshops in connection with the implementation.

### **4. TRENDS IN THE SUCCESS AND DROPOUT RATES OF STUDENTS DURING THE PAST TWO YEARS**

<b>Success Rate</b>		
<b>Year</b>	<b>UG Level</b>	<b>PG Level</b>
2009 - 10	91%	100%
2010 - 11	100%	89%
<b>Dropout Rate</b>	<b>UG Level</b>	<b>PG Level</b>
2009 - 10	1	1
2010 - 11	3	1
2011 - 12	1	-

### **5. LEARNING RESOURCES OF THE DEPARTMENT**

Library in the department

A reading room with books, journals, newspapers and reference materials

A computer room with Tally software and with 12 computers

ED Club room for discussions, debates and quiz

### **6. MODERN TEACHING METHODS**

Interactive learning initiated through power point presentations

LCD and internet for reason developments

### **7. PARTICIPATION OF TEACHERS IN ACADEMIC AND PERSONAL COUNSELING OF STUDENTS.**

Implementation of Group Study method. Identifying and giving extra care to slow learning students. Identifying problem students and giving them personal counselling.

### **8. DETAILS OF FACULTY DEVELOPMENT PROGRAMME AND TEACHERS WHO HAVE BEEN BENEFITED**

One of the faculty members have availed FIP and have submitted her PhD thesis and another is doing part time Ph.D

**9. PARTICIPATION/CONTRIBUTION OF TEACHERS TO THE ACADEMIC ACTIVITIES INCLUDING TEACHING, CONSULTANCY AND RESEARCH.**

Research guidance provided to 12 scholars are doing research under the guidance of 2 faculty members in research centres. All the teachers in the department undertake to help the students to do a dissertation.

**10. COLLABORATION WITH OTHER DEPARTMENTS**

2 of the faculty members have assisted Dept of Economics by taking classes.

Under the faculty Exchange Programme one of the faculty members took class on "Project Presentation

**11. DETAILS OF ONGOING PROJECTS AND PUBLICATIONS**

One ongoing minor project sponsored by UGC

Publication: 12 numbers

**12. PLACEMENT**

Government Service	Business	Teaching	Banking	LIC	Post Office	IT
7	4	25	15	3	12	25

Cost Accountant	Private Sector	Housewives
1	25	18

**13. PLAN OF ACTION**

- To start M.Phil Courses
- To Start Research Centre
- To help develop business patents and trademarks for SSI units

## DEPARTMENT OF PHYSICAL EDUCATION

### 1. FACULTY PROFILE

Name	Qualification	Area of specialization
Dr. CICYLY PEARLY ALEX	M.P.E, Ph.D	Sports Physiology , Sports Psychology & Track and Field
Dr. SAJEEV JOS	M.P.E, M.PHIL, Ph. D	Exercise Physiology , Bio-Mechanics & Basketball.
Mr. ANTONY P C ( On deputation from Kerala State Sports Council)	B.Com, NIS in Basketball	Basket Ball
Mr. MAJEED P A ( Volleyball Coach)	BA ( State Volleyball player)	Volley Ball
Mr. VARGHESE VAZHOOR	Diploma in Yoga	Yoga

### 2. STUDENT PROFILE

12 students each for Basketball, Volleyball, Netball and Kabaddi

8 students in the Athletic team

Admission to various courses is made through sports quota seats available in each course based on their sports achievement during their plus two classes. Those who have higher achievements would be provided with free boarding and loading . For those who students who excel in their respective games and who are down trodden are given free hostel accommodation, food and free tuitions.

### 3. *CHANGES MADE IN THE COURSES OR PROGRAMMES DURING PAST TWO YEARS.*

The M G university has introduced open courses in the fifth semester for the UG students and Health ,Physical Education & Recreation is one among the courses and our department had opted to teach this course .Dr Cicily Pearly Alex and Dr. Sajeev Jos were handling the class.

### 4. *TRENDS IN THE SUCCESS AND DROP OUT RATES OF STUDENTS DURING THE PAST TWO YEARS.*

Success rate is 100% for examinations.

Drop out rate is nil

### 5. LEARNING RESOURCES OF THE DEPARTMENT.

#### *Books*

Indian and International book on Physical Education and sports Sciences

Computer with Internet facility

**6. MODERN TEACHING METHODS PRACTICED AND USE OF INFORMATION AND COMMUNICATIVE TECHNOLOGY IN TEACHING AND LEARNING**

Animated CD's of Anatomy, Physiology, First- Aid and Sports and Games

Weight training hall, Basketball court & ball, Volleyball court & ball, Table tennis board with bat and ball, Handball goalpost and ball, Badminton court with racket and shuttle cock, Yoga and Gymnastic mat, Cricket wickets, bat, ball, gloves and pad, hurdles.

**7. PARTICIPATION OF TEACHERS IN ACADEMIC AND PERSONAL COUNSELING OF STUDENTS**

Qualified persons in the field of sports psychology, physio therapy, Sports Medicine, Diet, Yoga and sports administration are consulted to make these players mentally and physically strong for better performance in their respective games .

**8 DETAILS OF FACULTY DEVELOPMENT PROGRAMMES AND TEACHERS WHO HAVE BEEN BENEFITED DURING THE PAST TWO YEARS**

Both the teaching faculties has completed the Ph.D's

**9. PARTICIPATION /CONTRIBUTION OF TEACHERS TO THE ACADEMIC ACTIVITIES INCLUDING TEACHING CONSULTANCY AND RESEARCH**

Seminars ,Workshops were attended & Paper Presentation made by the faculty.

**10. COLLABORATION WITH OTHER DEPARTMENTS/ INSTITUTIONS, AT THE STATE, NATIONAL/ INTERNATIONAL LEVELS AND THEIR OUTCOME DURING THE PAST TWO YEARS.**

The department and its faculty is extending their service to other agencies like associations of various disciplines like Basketball, Volleyball, Netball, Athletics, kabaddi, Cricket, Judo . Most of the sports women in our college are involved in the various organization of various tournaments which take place in and around town. These tournaments include the University, Intercollegiate , Inter District and State championships. Other students also get the opportunity for organizing the Inter colligate matches that is being conducted inside the college campus.

**11. PRIORITY AREAS FOR RESEARCH AND DETAILS OF THE ONGOING PROJECTS, IMPORTANT AND NOTEWORTHY PUBLICATIONS OF THE FACULTY, DURING PAST TWO YEARS**

**Journal Publications**

Dr. Cicily Pearly Alex

- Published a Paper in the Journal- Recent Research in Science and Technology- ISSN:2076-5061
- Co-Author Published a Paper in the Journal- Recent Research in Science and Technology- ISSN:2076-5061
- Co-Author -Published a Paper in the Journal- International seminar Proceedings- ISSN: 2250-1398

Dr Sajeev Jos

- Published a Paper in the Journal- Recent Research in Science and Technology- ISSN:2076-5061
- Published a Paper in the Journal- Research Lines- ISSN: 0975-8941
- Published a Paper in the Journal- International seminar Proceedings- ISSN: 2250-1398

**12. PLACEMENT RECORD OF THE PAST STUDENTS AND THE CONTRIBUTION OF THE DEPARTMENT TO AID STUDENT PLACEMENT**

National, State level and University participation gives the sports students a preference in the job arena, especially in the Railways, Police, KSEB, and other Governmental departments. Students also get the priority for professional courses through “Sports quota”

**13. PLAN OF THE DEPARTMENT FOR NEXT FIVE YEARS.**

A multi purpose stadium with indoor facilities for games like Volleyball, Handball, Netball, Badminton , Tennis court .

Swimming pool

Concreted Badminton Court with curvo roof

## DEPARTMENT OF LIBRARY

### 1. *FACULTY PROFILE*

Name	Designation	Qualification
Sr. Diogenous	IV Grade Librarian(UGC)	M.LiSc
3 Non-teaching staff		

### 2. *STUDENT PROFILE*

All students of the college

All Staff members

### 3. *LIBRARY ADVISOR COMMITTEE*

All head of the departments and class representatives of the students. A teacher member in the IQAC to benchmark the Library.

### 4. *FACILITIES*

Well furnished seating capacity.

Automation of Library

Computer and Internet facility

Photocopying and printing services

Digital resource availability

Inter library lending facility

### 5. *PROGRAMMES*

Quiz

Book Review

Exhibition of books

Talks

Library week

### 6. *PLAN OF ACTION*

- Introduction of WiFi
- Improve online resources
- To conduct seminars

## NON TEACHING STAFF

There are total 30 members of the Non Teaching staff. Nineteen are permanent members and eleven are adhoc staff appointed for the smooth functioning of the college. They work harmoniously, complementing each other.

Regular meetings are held to discuss various matters regarding improvement of work, create a bond of unity and well-being. All the younger generation are computer literate by undergoing Computer Literacy classes. Orientation programmes are conducted for Personality development and building up of self esteem.

### 1. STAFF PROFILE

Name	Designation
1. Rev Sr.E.M Elizabeth	S.Supt.
2. Sri A.J Antony	H.A
3. Rev.Sr.Diogenous	IVth Grade Librarian ,UGC
4. Sri.Poulose Joseph	Herbarium Keeper
5. Rev.Sr.N T Sabeena	B A,UDC
6. Ms.Sabeena Joseph	UDC
7. Ms.C.R Liza	LDC
8. Mr.P Thomas	LDC
9. Ms.M A.Mary	LDC
10. Ms.K T Bridgit	LDC
11. Mr.P Henry	LDC
12. Ms.Tessy Joseph	LD.Store Keeper
13. Ms.Betty Joseph	Lab Attender H.G
14. Ms.Sherly Joseh	Lab Attender H.G
15. Ms.Molly Isabel Joseph	Lab Attender
16. Ms.Gracy C C	Lab Attender
17. Mr.P R Radhakrishnan	Lab Attender
18. Ms.K G Philo	Lab Attender
19. Ms.V C Jessy	Lab Attender

## **2. *THE PROGRAMMES ORGANIZED***

Bond building programmes are:

- Christmas Celebration
- Onam Celebration
- Annual tour

## **3. SEMINARS ATTENDED**

- Seminar on motivation and personality development
- Orientation talks
- Seminar on Best practices to be absorbed.

## **4. BEST PRACTICES:**

- Endowment prizes are given to the children of the members
- Members are given financial assistance when needed
- At meetings members are felicitated for their good works
- Farewell meetings and distribution of mementos to the retiring staffs



## MANDATORY BODIES AND ASSOCIATION

### ***IQAC***

#### ***OBJECTIVES***

- The Internal Quality Assurance Cell of the College works as the think - tank of the college.
- It chalks out the yearly plans and programmes as guidelines to channelize the campus activity.
- It aims at benchmarking quality and taking measures to enhance and sustain quality, involving all stake holders.

#### ***MEMBERS***

IQAC was established on 12.11.03. It consists of the following members.

Chairperson	:	Principal, Rev. Sr. Pauly T.F
Co-ordinator	:	Vice Principal, Rev. Sr. Benedict Mary A
Administrative Officers	:	Senior Superintendent, Rev. Sr. Elizabeth E.M
PTA Co-ordinator	:	Dr. Sybila Pius Fernandez
Management representative	:	Rev. Sr. Daphne, Superior General of CTC Local Manager, Rev. Sr. Libya
Teachers	:	Dr. Aparna Lakshmanan S Ms. Patricia Janet Netto Dr. Seema K Smt. Lincy Joseph Smt. Mary Mildred K.X Dr. Nirmala Paul Sr. Reethamma Sr. Salini
Local Society	:	Shri Austin Joseph
	:	Smt. Baby Mampilly

#### ***ACTIVITIES***

The members of the IQAC team meet at the beginning of each semester to do an evaluation on the performance of the academic, administration, extension activities, library, grievance redressal cell, Career Counselling and placement, Financial needs and proposals for future plans.

## ***THE COLLEGE COUNCIL***

### ***OBJECTIVES***

- To help to carry out the day to day affairs of the college
- To chalk out the academic details
- To formulate the participation in cultural activities
- To monitor the discipline of the college

### ***MEMBERS***

The President – Principal Rev. Sr. Pauly T.F

Vice Principal - Rev. Dr.Sr. Benedict Mary A

All the Department Heads

Staff Secretary

College Students Council Advisor

### ***ACHIEVEMENTS***

Hold meetings every month and also when necessary to take up important decisions. It is the implementation body of the college for the academic and non academic factors.

## ***COLLEGE STUDENTS COUNCIL***

### ***OBJECTIVES***

- The student body involved in the governance of the College
- To look into the needs of the students and report the same to the Principal
- To help the students to participate in cultural activities

### ***MEMBERS***

The members of the college students council are elected according to the norms of the University, in the democratic way.

Chairperson

Vice Chairperson

General Secretary

Arts Club Secretary

Magazine Editor

University Union Councilors

Class Representatives: I DC, II DC, III DC, I PG and II PG

Two staff members as advisors.

### ***ACTIVITIES***

- It conducts various programmes both academic and non academic
- It helps the students to participate in the M.G University Youth Festival
- It involves in festival celebrations Onam, Christmas, St. Xavier's Day, College Day, Kerala Day
- It conducts various competitions like a beauty contest, fashion contest, beautiful hair contest, and quiz contest.

### ***ACHIEVEMENTS***

The student representatives draw out a plan for achieving the objectives. The clubs were formed at their request. They mobilize the finance for carrying out the various activities. They are sensitized towards fellow feeling through visits to old age homes, orphanages and holding condolence at the demise of personalities. They also conduct various seminars for personality development.

## ***CAREER GUIDANCE AND PLACEMENT CELL***

### ***OBJECTIVES***

- To provide information regarding various career opportunities
- To provide materials which keeps abreast of the changes
- To conduct seminars, classes, workshops, mock-interviews
- To train in Communication skills, resume writing, interview and soft skills

### ***MEMBERS***

All the students of the final year

One teacher advisor

### ***ACHIEVEMENTS***

The finance for the cell is generated from the recruiters. The recruiters themselves are willing to provide different types of training for the interested students. Those students who are need of placement are provided the same.

### ***ACTIVITIES***

The various opportunities available in the higher learning sector like MBA, MCA, animation, direct marketing, share trading, journalism, hospitality management, aviation, tourism and BPO are brought to the notice of the students. 'Earn While you Learn' projects of corporates like WIPRO-WASE programme, HCL, CMC Academy, and TATA Enterprise was brought to the student's attention.

## ***COUNSELLING CELL***

### ***OBJECTIVES***

- To help the students to built the self esteem
- To counsel the students who are in need
- To conduct Yoga classes
- To collaborate with the rural medical mission

### ***MEMBERS***

A faculty who has undergone counseling course is in charge. The service of experts from outside were arranged when needed. The retired teacher association takes an initiative to give medical counselling.

### ***ACHIEVEMENTS***

Students make use of this cell

## ***CATECHISM AND VALUE EDUCATION CLASSES***

### ***OBJECTIVES***

- To impart values
- To develop religious and moral mind

### ***MEMBERS***

The catholic students undergo Catechism and all others undertake Value Education Course. The faculty is also divided in the same manner.

### ***ACHIEVEMENTS***

Regular Value Education classes are held on every Tuesday in the second hour. Seminars with audio visual aid are imparted so as to give a better view to the students

## ***SPIRITUAL FORMATION***

### ***OBJECTIVES***

- To conduct various spiritual activities

### ***MEMBERS***

All Christians

### ***ACHIEVEMENTS***

The holy mass is offered every first Friday of the month. A prayer room is set up. During October, Rosary Devotion initiated under the leadership of the Jesus Youth Members was observed. A manuscript magazine was also released by the prayer club. The Annual retreat for students was held in the month of September. The residential retreat was also conducted to give the girls living experience of praying and trusting in the providence of God. One day prayer service for students was conducted by Sehiyon Retreat, Attapady at Koonamavu. Every morning the class hours are started by the morning prayer. All the functions in the auditorium were started after invoking the assistance of God. Spirituality became part and parcel of the functioning of the College. The PTA sponsors prizes for the Value Education Examination.

## ***JESUS YOUTH***

### ***OBJECTIVES***

- To hold spiritual activities

### ***MEMBERS***

Voluntary students from all classes

### ***ACHIEVEMENTS***

Prayer meetings are held on Wednesdays. Orientation programme is organized by 'Friends of Jesus'. Representatives of the college attended various inter-collegiate prayer group gathering such as campus meet. Students attend the National Campus Meet also. The Activities of the Jesus Youth were started with the welcome programme for the freshers. A retreat is conducted. Jesus Youth initiates a Holy Mass for the teachers in celebration with the "Teacher's Day. In connection with Rosary Month an exhibition named as "Marian Expo is organized. The students from St.Francis school were invited to participate in this exhibition. Rev.Sr.Principal along with Jesus youth of the campus, participated the "Jesus Youth Jubilee Conference. The college arranges the accommodation facilities for Jesus Youth Students from various states.

## ***XAVIER BOARD OF HIGHER EDUCATION***

### ***ACTIVITIES***

The Xavier Board of Higher Education in India is a facilitating body in the field of higher education approved and fostered by CBCI. St. Xavier's College is a member of Kerala north region of Xavier Board.

The Kerala North Region meet was held in our college and was attended by the teachers of the catholic colleges. A seminar on Personality development was attended by six of the students. Two faculty members attended the workshop conducted by Rev.Dr.Vincent Variath.

The Regional meeting held was attended by the Sr. Principal along with four teachers. The talk on 'Eco-Theology in Higher Education' by Rev. Fr. Bobby Jose Capuchin was very informative and motivating.

According to the decision of Xavier Board of Higher Education North Region, the college decided to conduct life orientation programmes for students.

## ***AICUF***

### ***ACTIVITIES***

The activities of the AICUF of the college were inaugurated by Rev. Fr. Henry S.J. An orientation programme was given to the fresh AICUF members by Bro. Anish and Bro. Renjith. AICUF volunteers distributed lunch packets in and around Aluva railway station and the Municipal colony.

The AICUF members participated in the following programmes:-

‘Sahayathri Sangamam ‘which was held at sameesha, Kalady

Kerala State AICUF Convention-2010.

Jesuit Pithrka seminar at Lumen Jothis, kaloor.

Women’s meet based on the theme ‘Role of women in nation Building’.



## **LEGAL CLUB**

### ***MEMBERS***

The Legal club was formed by 25 students from the various departments.

### ***ACTIVITIES***

A Legal Literacy class on “Legal Awareness” was conducted by KELSA for the second year degree students.

The college is equipped with a counselling Centre and mentoring sessions are held to impart legal thoughts. Besides these, respective classes in charge were entrusted with anti-ragging programme.

Our college is a ‘ragging free’ campus. The college has placed the slogan for this purpose.

Women Cell has conducted a cyber law awareness programme for all the students.

## ***ST.XAVIER’S EVERONN VIRTUAL LEARNING CENTRE***

### ***ACTIVITIES***

St. Xavier’s Everonn Virtual Learning Centre is functioning under the guidance of Ms.Bindu Varghese. The Virtual Learning Centre using the satellite learning system offers interactive virtual class rooms with the aid of VSAT Technology. Eminent academicians gave lectures on topics of varied interests to our students. The centre is planning to start courses in Basic English and also a certificate course of Anna Malai University in Bio-informatics. Various job-assured certificate programmes like Post Graduate Certificate in Banking and Finance, Certification in Technical Support, Infinite and Rite Membership programmes are offered by our Virtual Learning Centre.

Under the auspices of St. Xavier’s Everonn Virtual Learning Centre a course in Basic English was conducted successfully with twenty two students from various departments. Our students got an opportunity to participate in “The Mass Outreach Programme” held in Chennai in which Dr. A.P.J. Abdul Kalam interacted with the students.

## ***RESEARCH CELL***

### ***OBJECTIVES***

- To promote research among students and faculty

### ***ACTIVITIES***

Research cell conducts paper presentation sessions for final year degree students. Students and faculty are encouraged to participate in research oriented programmes in other colleges and make research presentations.

## ***ENTREPRENEURSHIP DEVELOPMENT CLUB***

### ***OBJECTIVES***

- To initiate entrepreneurial traits among students

### ***MEMBERS***

Students of Commerce and Economics department

### ***ACTIVITIES***

Talks are given to help the students developed business ventures. Students are also encouraged to discuss new ventures and draw proposals for the same. As a part of community outreach programme, a four week certificate programme was organized jointly with KITCO and Career Guidance and placement cell for science graduates.

## ***PLANNING FORUM***

### ***ACTIVITIES***

The activities of the planning forum was inaugurated by **Prof.Miniamma**, HOD of Economics, St.Paul's College, Kalamassery. The final year Economics students conducted a survey on the "Effectiveness of Pulse Polio Programme in Aluva Municipality". A forum named 'SENSATION' on current affairs was organized by II year students for students of all disciplines.

## ***THE WOMEN STUDY CENTRE***

### ***OBJECTIVES***

- To empower students

### ***MEMBERS***

Voluntary students from all departments

### ***ACTIVITIES***

The Women Study Centre is a centre started with the aim of empowering women in the college. To conduct workshops on the making of detergents, printing and making of newspaper bags. To conduct Yoga, Violin and Organ classes. To develop street plays. To promote the financial inclusion programme the students were asked to start a saving deposit with the SBT.

A demonstration and an exhibition of handicraft items made from coconut shell was carried out. The centre in association with Maadhyamam Vicharavedi conducted a seminar on “Cyber Crime and its Impact on the Society.

## ***OSAX***

### ***ACTIVITIES***

Old Students Association of Xavier’s functions very actively in the campus. They conduct various classes for the college students. The general body meeting is conducted on the second Saturday of February every year. OSAX conducts Spoken English, Journalism, and Computer Science classes for the backward community students of the college. Tailoring classes were arranged for the students by the Alumini association under the guidance of Mrs.Baby Mampilly, OSAX executive member. A quiz Competition was organized by the Quiz Club of the college and the prizes for Winners were sponsored by OSAX. OSAX Executive members visited Karuna Special School, and made a donation for the welfare of the school. OSAX Executive Committee has decided to give cash prizes for the rank holders during the college day celebration and also to felicitate the old students with meritorious achievements during the OSAX Annual meet. The Executive members visited ‘Snehakoodu’ as an outreach programme.

### ***XAVERIAN KIDS' CARE***

With the sponsorship of UGC the college started a Xaverian Kids' Care centre for the children of the faculty.

### ***STAFF ASSOCIATION***

The association of the teaching faculty and that of the non teaching staff take part in all the activities of the college by providing great moral support. The staff extends festal greetings to the Principal, the local and general manager and the mother superior. A seminar on course and credit system sponsored by KSHEC and a one day workshop conducted by **Dr.C.Thomas Abraham** were organized for the teaching staff. Onam and Christmas were celebrated with colourful variety entertainments. Under the auspices of the staff association a workshop was conducted on "Management Skills" by Dr. Joseph J. Indjody, Director, Rajagiri School of Social Sciences. Informal get together and annual picnic foster a rapport among the staff members.

### ***GRIEVANCE REDRESSAL CELL***

Complaints raised by students are dealt with courtesy and on time. Students are informed of the avenues to make their grievances. All complaints are dealt efficiently and fairly. In order to make the college redressal mechanism more meaningful and effective, a structured system has been built in. This system would ensure that the redressal sought is just and fair and is within the given frame-work of rules and regulation. All the students are aware of the Complaint handling process.

### ***PARENT TEACHERS ASSOCIATION***

The Parent Teacher Association is playing a pivotal role in the efficient functioning of the college. It is the prop and support of all endeavors and establishes a positive and constructive links between all the stake holders. The Principal is the president; the Vice President is elected from among the parents. The Secretaries are selected among the teachers. The PTA executive council meets at regular interval and the annual general body meets and open houses offer venues of sharing and interaction. Prizes and gold medals awarded by the PTA in various

fields, encourages the students in sports, NCC, NSS and in academic and cultural fields. The following are the activities of PTA: Orientation seminars were arranged for the 1<sup>st</sup> year degree students. Open house was arranged along with Annual General Body meeting. PTA came up with a novel idea of constructing houses jointly with Kerala Action Force and Anwar Memorial Pain and Palliative Care Centre along with several sponsors, for two of the most deserving students. PTA decided to award gold medals to University rank holders and those who got State level and National level recognition. Decision was taken to award cash prizes and certificates to proficiency prize winners in academics, moral science and catechism examination. Contributions were made for NSS house construction, Intercollegiate Basket Ball and Volley Ball tournament and M.G University Youth Festival.

A Cleanliness Awareness Campaign was organized by the PTA and NSS for the Southern Railway. Orientation classes were arranged for the parents of the First Year Degree students, and for the first year degree students. PTA in association with NSS and OISCA an NGO conducted a seminar on the topic “Voice of Women in Environment Protection” for the students. PTA in association with Women’s Study Centre and OISCA an NGO organized a seminar on “Naturopathy” for the parent and teachers. An intercollegiate Quiz competition was held by the PTA, NSS and OISCA in association with the Brahmakumari University, for both U G and P G students.

An “English Speaking Course” was started in association with an NGO OISCA for the women belonging to marginalized sections of the society. A music class was also arranged for students. A seminar “Vadaruthu Ee Malarukal” was arranged for the students by PTA.

## ***RELAX***

*Retired Lecturers Association of Xavier’s* is the association of retired teachers. The objective of the association is to ensure the participation of the teachers in the progress and development of the college. Social and academic activities are undertaken by the association. They attend all the major events and functions of the college. The RELAX members are initiating to give training programmes in Stitching, Yoga, Instrumental Music and Counselling sessions.

## ***RENTAX***

Retired Non-Teaching Association of Xavier's is the association of the retired non-teaching staff. This association always tries to keep intimate rapport with college and co-operates in all its activities. Many of the retired staff constituted endowment prizes for outstanding students in various classes.

## ***KANNAN DEVAN NATURE CLUB***

The Kannan Devan Club creates a love for nature among the students and eco awareness. It promotes eco friendly products. It gives an education on how to preserve and protect threatens species of plants and animals. It conducts medical plant exhibition, nature quiz competition, essay and painting competition and Pookalam competition. It also conducts field visits and tours. It maintains a herbal garden.

## ***TOURISM CLUB***

The tourism club of St. Xavier's College got registered under Ernakulam DTPC in September 2002 with Reg. No. 405/ College/ DTPC/ EKM/ 02. The club comes in the top 10 clubs among the 115 clubs under the DTPC. Every year the clubs conducts quiz, seminar and tours for its members.

## ***HEALTH CLUB***

There is a spacious and well equipped health club in the campus. All the modern equipments like Treadmill, Eryo Cycles, Multistation Training. The facilities of the health club are utilized by teachers and students. The sports students are regular uses of this facility.

## ***REMEDIAL COACHING***

Remedial coaching is given for weak learners utilizing the UGC funds. The classes are given on Saturdays and on free hours. Training is given for subjects like English, Mathematics, Zoology, Botany, Corporate Accounting and Malayalam. Marked progress and improvement in the results are the outcome of remedial classes.

## ***NATIONAL SERVICE SCHEME (NSS)***

The NSS unit of St. Xavier's College is a strong and committed one which is acclaimed as one of the best in M.G University. It enables the students to become

aware of their social and moral duties and initiates them into social and community service. The participants are given the chance to develop their patriotic feeling through community leaving and united action. Volunteers who undergo the prescribed course of training will be given the certificates from the University. NSS certificate holders of all classes get grace marks in the University admission and bonus mark to admission to higher courses.

The NSS of St. Xavier's College is the main body for extension activities. Together with a number of NGO's this unit is rendering wonderful services to the society. The NSS unit received special awards for promoting voluntary blood donation from KSACS and from TERUMO PENPOL. The unit received 'Best Pain and Palliative care unit award' from Madhya Kerala Social Forum.

The unit in association with Kerala Action Force, PTA and RELAX members completed the construction of 3 houses for poor and helpless families. NSS organized "Vidhava Samgamam" in which nearly 700 widows participated and their complaints were collected and forwarded to the Vanitha commission. The widows and economically backward women were given training programmes to make soap powder, note books, umbrella etc. The Pain and Palliative Care Unit in association with Drama Club performed awareness skits at many venues. The volunteers cleaned Govt. Ayurveda Hospital and planted 300 medicinal plants and other agricultural crops and the harvested was donated to the hospital. Dr.Aparna Lakshmanan.S. was selected as the district coordinator of MG University for the panchayath web page upgradation program conducted by Information Kerala Mission of 88 panchayaths in Ernakulam district and the volunteers collected data from 15 panchayaths. Karthika R of II B.Com participated in the Republic Day Parade at New Delhi.

The special camp of NSS was organized. NSS volunteers conducted social auditing and social survey of 11<sup>th</sup> ward of Kottuvally Panchayath. During the special camp an Ayurveda medical camp in association with Govt.Ayurveda Hospital, N.Parur and an eye camp in association with Dr.Tony's Super Specialty Eye Hospital were organized. A special training program for the Kudumbasree units and a personality development program for children of Balasabha units were also organized. (Volunteers visited charitable institutions like Evangel Asramam,

St. Joseph's old age home etc. and spent time with the inmates.) The NSS unit organized seminars on various relevant topics like women empowerment, traffic awareness, legal awareness, personality development etc. in association with various voluntary organizations.

The unit organized blood donation camps. Volunteers of the unit made emergency blood donations. NSS unit in association with Drama Club performed awareness skits in and outside the campus. Volunteers prepared a blood group directory of residents of Paravur Municipality and handed over to the respective Resident's Association. Volunteers collected eye donation pledge from nearly 500 people. Dr. Aparna Lakshmanan S. was elected as the university level coordinator of NSS project for creating plastic free zones. Tina Thomas participated in the pre-RD camp at Bangalore.

### ***NATIONAL CADET CORPS***

The NCC Unit of St. Xavier's College is very active and covetous one. It's activities include basic training sessions in first aid, drill parades, signals, home nursing, communications, map reading, weapon training and other advanced training in trekking, mountaineering, rock climbing, para-jumping and cycling. Students are enrolled after the selection procedure. Those who acquire the prescribed training are given the certificates which make them eligible for grace marks in admission for higher studies.

NCC Unit is functioning under the guidance of 7(k) Girls Bn, NCC, Thrissur under the guidance of Dr. Brigit Joseph K, HOD, Department of Hindi. The following are the achievements of the NCC Unit in three years.

#### **2008-09**

- Our Under officer Sherin Tom Mathew of II B.Sc Zoology (V) attended the republic day parade at Delhi and was selected to visit a foreign country under the Youth Exchange Programme. In an advertisement published by Govt. of India on the republic day in all the leading newspapers like Malayala Manorama, Mathrubhoomi and Indian Express. Sherin Tom Mathew is the only girl cadet who figures in the advertisement, chosen from girl cadets all over India.



- 25 cadets attended the Annual Training camp at Mayannoor
- Sandhya T.K of Economics department participated in the Hospital attachment camp at Naval Base, Kochi
- 5 cadets attended the Annual Training camp at St. Michael's College, Cherthala
- Aswathy Sethunath and Gilda C.A attended the National Integration camp at Karnataka
- Neethu T.S and Lakshmi Omanakuttan attended the Basic Leadership camp at Gujarat.
- Firing practice for the cadets at U.C College, Aluva
- 35 cadets attended the Annual Training Camp at Govt. College, Kuttanalloor. Pooja of Zoology department was selected as the best Master of ceremony. Remya Baby of English department was selected as the best singer.
- Saplings were planted by our cadets.
- On December 1<sup>st</sup> Aids Awareness Rally was held by our cadets.
- Anti dowry and Anti female feticide pledge was taken by cadets on respective days.
- Trekking to Wagamon.

## **2009-10**

1. Cadet Pooja of III DC Zoology participated in the 2009 Republic Day Parade.
2. 31 cadets attended the Annual Training Camp at U.C College, Aluva. Cadet Lakshmi Omanakuttan was the second best firer of the camp. Cadet Vidya Balakrishnan was selected as the second camp senior. We also got the third prize for the parade.
3. Cadets Lakshmi Omanakuttan and Sreekala attended the Pre-Tal Sainik Camp.
4. Cadets Sherin Tom Mathew and Lakshmi Omanakuttan attended the attachment camp at Officers Training Academy at Chennai. They were

the two cadets among the three selected to attend the camp from Kerala & Lakshadweep.

5. Cadet Soumya Sagar attended a special National Integration Camp at Kakkinada in Andhra Pradesh and cadets Nimisha Varghese and Bincy Boban attended the National Integration camp at Kothamangalam.
6. Cadets Vidya Balakrishnan, Soumya Sagar and Udaya Surya have been selected to do a water rafting expedition at Bhoothathankettu.
7. AIDS Rally was conducted on 1<sup>st</sup> December by our cadets.
8. Under the leadership of NCC cadets the Independence day and the Republic day were celebrated.

#### **2010 -11**

1. Cadet Dona Stanley attended National Integration Camp at Srinagar, Kashmir
2. Shalmiya K. Kumar and Mary Sini attended the Pre Thal Sainik Camp, Thrissur.
3. 44 cadets from our unit participated in the Annual Training Camp.
4. Anu Varghese, Frenny, Ann Gonsalvez, Jesna and Aysha are the toppers in the firing held at U.C. College, Aluva.
5. 13 cadets attended the Annual Training Camp held at Little Flower College, Guruvayoor, and Ashida, Aysha got selection for Pre RDC and Best Cadets Practice. Ashida won the best cadet award of this ATC. Ashida got the I prize and Aysha got the special prize for the debate competition on the topic 'Internet should be censored. Cadets won special prize for theme dance also.
6. The unit celebrated the Independence Day and Republic Day.
7. "Save Energy" campaign was conducted by our cadets and created awareness among the public about the usage of electricity

भारत सरकार  
राष्ट्रीय अल्पसंख्यक शैक्षणिक संस्था आयोग  
GOVERNMENT OF INDIA  
NATIONAL COMMISSION FOR MINORITY EDUCATIONAL INSTITUTIONS

प्रधान कार, जीवन् तारा भवन, ५, सानाद मार्ग  
पटेल चौक, नई दिल्ली - ११०००१  
1st Floor, Jeevan Tara Building, 5, Sansad Marg  
Patel Chowk, New Delhi - 110001

Dated.....

ON CONSIDERATION OF THE DOCUMENTARY EVIDENCE  
PRODUCED BEFORE THE COMMISSION, THE COMMISSION IS  
SATISFIED THAT FOLLOWING INSTITUTIONS NAMELY:-

Sl. No.	File No.	Name of the Institutions
1.	F. No. 979 of 2008	St. Anne's High School, Kottapuram, Thrissur Dist., Kerala.
2.	F. No. 980 of 2008	St. Joseph's Lower Primary School, Kutikanam, Peemada, Kerala.
3.	F. No. 981 of 2008	L.F. High School, Panaikulam, Alangad, Kerala.
4.	F. No. 982 of 2008	S.H.J. Upper Primary School, Eloor North, Udyogamandal, Kerala.
5.	F. No. 983 of 2008	Queen Mary's English Medium High School, Mudickal, Perumbavoor, Kerala.
6.	F. No. 984 of 2008	O.L.F. High School, Kumbalanghy, Cochin, Kerala.
7.	F. No. 985 of 2008	L.F. Lower Primary School, Panaikulam, Alangad, Kerala.
8.	F. No. 987 of 2008	St. Francis Xavier's Lower Primary School, Aluva, Cochin, Kerala.
9.	F. No. 988 of 2008	School of Nursing, P.S. Hospital, Maradu, Thripunithura, Cochin, Kerala.
10.	F. No. 989 of 2008	St. Michael's Lower Primary School, Kottapuram, Thrissur Dist., Kerala.
11.	F. No. 990 of 2008	I.J. Lower Primary School, Thundathumkadavu, Varapuzha, Cochin, Kerala.
12.	F. No. 993 of 2008	HGC Girls Higher Secondary School, Thottakkattukara, Aluva, Kerala.
13.	F. No. 994 of 2008	St. Francis Higher Secondary School for Girls, Aluva, Kerala.
14.	F. No. 996 of 2008	CKC Girls High School, Ponnurunny, Cochin, Kerala.
15.	F. No. 998 of 2008	LMCC HSG, Emakulam, Chathiath, Kerala.



प्रमाणित,  
राष्ट्रीय अल्पसंख्यक शैक्षणिक संस्था आयोग  
पटेल चौक, नई दिल्ली  
110001

भारत सरकार  
राष्ट्रीय अल्पसंख्यक शैक्षणिक संस्था आयोग  
GOVERNMENT OF INDIA  
NATIONAL COMMISSION FOR MINORITY EDUCATIONAL INSTITUTIONS

प्रधान कार, जीवन् तारा भवन, ५, सानाद मार्ग  
पटेल चौक, नई दिल्ली - ११०००१  
1st Floor, Jeevan Tara Building, 5, Sansad Marg  
Patel Chowk, New Delhi - 110001

Dated.....

16.	F. No. 997 of 2008	St. Joseph's Girls High School, Varapuzha, Cochin, Kerala.
17.	F. No. 319 of 2009	HGC Girls High School, Thottakkattukara, Aluva, Kerala.
18.	F. No. 320 of 2009	St. Francis High School for Girls, Aluva, Cochin, Kerala.
19.	F. No. 321 of 2009	CKC Lower Primary School, Ponnurunny, Vyttila, Cochin, Kerala.
20.	F. No. 322 of 2009	LMCC Lower Primary School, Emakulam, Chathiath, Cochin, Kerala.
21.	F. No. 323 of 2009	St. Joseph's Lower Primary School, Varapuzha, Cochin, Kerala.
22.	F. No. 998 of 2008	St. Xavier's Training College for Women, Aluva, Kerala.
23.	F. No. 329 of 2009	St. Xavier's College for Women, Aluva, Kerala.

MANAGED BY THE CONGREGATION OF THERESIAN CARMELITES  
OF ST. JOSEPH'S VIDYABHAVAN GENERALATE, ARE MINORITY  
EDUCATIONAL INSTITUTIONS WITHIN THE MEANING OF SECTION  
2(g) OF THE NATIONAL COMMISSION FOR MINORITY EDUCATIONAL  
INSTITUTIONS ACT 2004. CONSEQUENTLY, IT IS HEREBY  
DECLARED THAT THE AFORESAID INSTITUTIONS ARE MINORITY  
EDUCATIONAL INSTITUTIONS COVERED UNDER ARTICLE 30 OF  
THE CONSTITUTION OF INDIA.

GIVEN UNDER MY HAND AND THE SEAL OF THE COMMISSION ON  
THIS 12<sup>TH</sup> DAY OF AUGUST, 2009.



(R. RENGANATH)  
SECRETARY

सचिव (राष्ट्रीय अल्पसंख्यक शैक्षणिक संस्था आयोग)  
पटेल चौक, नई दिल्ली - ११०००१  
1st Floor, Patel Chowk, New Delhi - 110001

Attachment 1



**MAHATMA GANDHI UNIVERSITY**  
Kottayam, Kerala – 686 560

**CERTIFICATE**

Certified that St XAVIER'S COLLEGE FOR WOMEN, ALUVA, affiliated to Mahatma Gandhi University, Kottayam, Kerala is included under Section 2(f) and 12(b) of the UGC Act 1956. The College is included in the list of colleges under Section 2(f) of the UGC Act as on June 30, 1996 published by the UGC on page number 186 as item number 23 under the category Non-Government Colleges Teaching up to Bachelor's Degree.

This certificate is issued for producing before the National Assessment and Accreditation Council.

P D Hills  
28/01/2006



  
**DIRECTOR**  
College Development Council

**Attachment 2 (a)**

Attachment - 2

UNIVERSITY GRANTS COMMISSION  
BHADUR SHAH ZAFAR MARG  
NEW DELHI.

No.F.13-17/68(CD)

4 January 1969.

To

The Registrar,  
Kerala University,  
Trivandrum.

Subj:- U.G.C.-Preparation of list of colleges under  
section 2(f) of the U.G.C. Act, 1956.

Sir,

I am directed to refer to your letter number GC2-1368/67 dated 26-12-'68 on the above subject and to say that the names of the following colleges have been included in the list of colleges prepared under section 2(f) of the U.G.C. Act, 1956.

1. Sree Narayana College, Champazhanthi.
2. St. Thomas College, Pazhavangadi, P.O., Ranni.
3. Dava Matha College, Kuravilangad.
4. St. Stephen's College, Uzhavoor.
5. Milad-e-sherief Memorial College, Kayamkulam.
6. N.S.S. College, Kochurampurem, Shertallai.
7. St. Xavier's College for women, Alwaye.
8. Thirumala Davaaswom Medical College, Alleppey.

Yours faithfully,

sd/-

(L.R.Mal)

for secretary.

Copy to:

1. The Principals of the above colleges for information.
2. E.O. (C-I).

sd/-

(Inder Lal)

for Secretary.

Attachment 2 (b)

Attachment - 3



### Attachment 3

<b>ATTACHMENT 4</b>		
<b>Annual Financial Statement for the year 2009-2010</b>		
<b>Particulars</b>	<b>Income</b>	<b>Expenditure</b>
<b>Opening Balance(P.D)</b>	<b>1241602.40</b>	
Tution fees	948130.00	948130.00
Fine	6440.00	6440.00
Special fees fine	3750.00	3750.00
Sports Affiliation Fees	112155.00	112155.00
University Union Fees	45780.00	45780.00
Students Welfare Fund	15260.00	15260.00
Matriculation (Registration)	53200.00	53200.00
University Affiliation Fees	119300.00	119300.00
Students Aid Fund	7400.00	7400.00
Group Insurance Policy	2960.00	2960.00
Application fees Govt. A/c	34450.00	34450.00
Admission Fees	435638.00	303000.00
Library Fees	78650.00	78650.00
Laboratory Fees	188763.00	188763.00
Stationary Fees	38150.00	38150.00
Association Fees	38150.00	38150.00
Audio Visual Fees	38150.00	38150.00
Calender Fees	22950.00	22950.00
Magazine( Including advertisement charges)	117350.00	113315.00
Medical Inspection Fee	5095.00	5095.00
Sports Fees(Atheletics Fees)	112920.00	112920.00
Misellaneous fees (Guides and Scouts)	7400.00	.....
College Union	29600.00	29600.00
Women Study Fees	7400.00	7400.00
Application Fees P.D	34450.00	34450.00
Salary bill of TS & NTS	18577946.00	18577946.00
PF Loan & Closure of TS & NTS	2990022.00	2990022.00
NCC	38135.00	38135.00
Scholarships	103357.00	103357.00
Lumpsumgrant,Stipend,Pocket money for SC/ST,DEC,Fisheries & KPCR Students	369819.00	369819.00
Hostel Charges for SC/ST,DEC,Fisheries & KPCR Students	271418.00	271418.00
Sports Hostel Charges	198580.00	198580.00
Maintenance Grant	20358.00	115692.00
Contingent Grant	.....	1183576.00
Tata Tea Affirmative Action Programme		59400.00
UGC - XI Plan	1748543.00	1207631.00
<b>Total</b>	<b>28063271.40</b>	<b>27474994.00</b>
Balance Special fees of PD Account		1038127.40
Contribution from the Management	449850.00	
<b>Grand Total</b>	<b>28513121.40</b>	<b>28513121.40</b>

Annual Financial Statement for the year 2010-2011		
Particulars	Income	Expenditure
<b>Opening Balance(P.D)</b>	<b>1038127.40</b>	
Tution fees	938300.00	938300.00
Fine	2550.00	2550.00
Special fees fine	940.00	940.00
Sports Affiliation Fees	103680.00	103680.00
University Union Fees	41580.00	41580.00
Students Welfare Fund	13860.00	13860.00
Matriculation (Registration)	43700.00	43700.00
University Affiliation Fees	94700.00	94700.00
Students Aid Fund	7050.00	7050.00
Group Insurance Policy	2764.00	2764.00
Application fees Govt. A/c	31140.00	31140.00
Admission Fees	175638.00	.....
Library Fees	72825.00	72825.00
Laboratory Fees	193302.00	193302.00
Stationary Fees	35821.00	35821.00
Association Fees	35150.00	35150.00
Audio Visual Fees	35150.00	35150.00
Calender Fees	21090.00	21090.00
Magazine( Including advertisement charges)	181560.00	132350.00
Medical Inspection Fee	4665.00	4665.00
Sports Fees(Atheletics Fees)	105520.00	105520.00
Misellaneous fees (Guides and Scouts)	7050.00	.....
College Union	27180.00	27180.00
Women Study Fees	7050.00	7050.00
Application Fees P.D	31140.00	31140.00
Salary bill of TS & NTS	18953907.00	18953907.00
PF Loan & Closure of TS & NTS	7446506.00	7446506.00
Earned Leave surrender	105245.00	105245.00
FBS closure	19344.00	19344.00
Salary arrear	466731.00	466731.00
Promotion arrear	73842.00	73842.00
DA arrear of TS & NTS	342868.00	342868.00
NCC	42907.00	42907.00
Scholorships	67005.00	67005.00
LSG,Stipend,P.M for SC/ST,OEC,Fisheries & KPCR Students	300726.00	300726.00
Hostel Charges for SC/ST,OEC,Fisheries & KPCR Students	143963.00	143963.00
Sports Hostel Charges	118825.00	118825.00
Maintenenance Grant		276583.00
Contingent Grant		1210790.00
UGC - XI Plan	3474910.00	2814660.00
Total	34808311.40	34365409.00
Balance Special fees of PD Account		1085207.4
Contribution from the Management	642305.00	
Grand Total	35450616.40	35450616.40



## **DECLARATION BY THE HEAD OF THE INSTITUTION**

I certify that the data included in the Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the informations provided in the SSR during the Peer team visit.

Place: Aluva

Date: 08.02.2012

Signature of Head of the institution  
with seal