YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution	St. Xavier's College for Women, Aluva
• Name of the Head of the institution	Prof. Dr. Milon Franz
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04842623240
• Mobile No:	9400628989
• Registered e-mail	college@stxaviersaluva.ac.in
• Alternate e-mail	principal@stxaviersaluva.ac.in
• Address	Palace Road, Periyar Nagar
• City/Town	Aluva
• State/UT	Kerala
• Pin Code	683101

2.Institutional status

• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Semi-Urban

- Financial Status   **Grants-in aid**

- Name of the Affiliating University   **Mahatma Gandhi University, Kottayam**

- Name of the IQAC Coordinator   **Dr. Ansa Alphonsa Antony**

- Phone No.   **04842623240**

- Alternate phone No.   **04842628840**

- Mobile   **9744942746**

- IQAC e-mail address   **iqac@stxaviersaluva.ac.in**

- Alternate e-mail address   **ansaalphonsa@stxaviersaluva.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://stxaviersaluva.ac.in/uploads/2023/02/AQAR21-22.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://stxaviersaluva.ac.in/uploads/2023/11/SXC-Calendar_-2022-23.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**Four Star**	**75**	**1999**	**09/10/1999**	**08/10/2005**
Cycle 2	**B++**	**81.10**	**2006**	**21/05/2006**	**20/05/2011**
Cycle 3	**A**	**3.08**	**2012**	**05/07/2012**	**04/07/2017**
Cycle 4	**A**	**3.33**	**2017**	**12/09/2017**	**11/09/2022**
Cycle 5	**A++**	**3.68**	**2023**	**14/02/2023**	**13/02/2028**

6.Date of Establishment of IQAC   **02/06/2006**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Mentor-Mentee programme for IIC	AICTE, MoE Innovation Cell	2022	2,25,000

8.Whether composition of IQAC as per latest NAAC guidelines   Yes

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   7

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   No

- If No, please upload the minutes of the meeting(s) and Action Taken Report   View File

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

* Preparation and submission of AQAR, SSR & NAAC Visit • Organized Faculty Development Program for Teaching & Non-Teaching Staff • OBE Attainment & Result Analysis of the College • Streamlined the documentation of the College • Directs year plan preparation by each department/cell/club etc

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Streamline Documentation	IQAC successfully streamlined the documentation, data collection process.
Regular IQAC Meetings & Staff Training programmes	Conducted 7 meetings in 2022-23 and 4 Staff Training programmes
AQAR 2022-23 Preparation & Submission	AQAR submitted in December 2023
Participation in NIRF, India Today & ATAL Rankings	The college has participated in the NIRF Innovation ranking winning a position in 151- 200 band. In the India Today Ranking, the college has improved the ranks of Arts, Science and Commerce than 2021-22 ranking and reached among top three colleges citywise.
IIQA & SSR Preparation & Submission, NAAC Visit	IIQA Submitted on 22/08/2022 & SSR Submitted on 06/10/2022 NAAC Peer Team visited the campus in February 2023. Our institution reaccredited with A++ Gade with CGPA 3.68
Monitoring of Extension Activities of N.S.S., N.C.C., Cells, Clubs and Departments	Assimilating the UNAI principles, Sustainable Development Goals and schemes under Pradhan Mantri Yojana, the extension activities were carried out in the neighbouring communities to sensitise students on pivotal social issues. N.S.S. unit of the college was awarded the best unit of the M.G. University. We also received best NSS volunteer awards for 2 students
Monitoring of Add-on Courses	19 add-on courses offered during the year 2022-23.
Monitoring of Curricular & Co-	29 programmes were organized

curricular Activities	under the leadership of various departments to enhance the Soft Skills, Language and Communication skills, Computing/ ICT Skills and Life Skills of the students. 22 Career Counseling /Guidance /Training for Competitive Examinations/Placement were conducted in the college through Career Guidance and Placement Cell and various departments IQAC has put in place a mentoring policy that involves all full-time teachers.
Program & Course Outcome Attainment & Result Analysis	Attainment of course outcomes are analysed using direct and indirect methods. The direct method includes formative assessment and the indirect method includes a course exit survey. PO and CO attainment are evaluated by Accredit 360 software & Gap Analysis

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	05/12/2023

14.Whether institutional data submitted to AISHE

Part A
Data of the Institution

1.Name of the Institution	St. Xavier's College for Women, Aluva
• Name of the Head of the institution	Prof. Dr. Milon Franz
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04842623240
• Mobile No:	9400628989
• Registered e-mail	college@stxaviersaluva.ac.in
• Alternate e-mail	principal@stxaviersaluva.ac.in
• Address	Palace Road, Periyar Nagar
• City/Town	Aluva
• State/UT	Kerala
• Pin Code	683101
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Semi-Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	Mahatma Gandhi University, Kottayam
• Name of the IQAC Coordinator	Dr. Ansa Alphonsa Antony

• Phone No.	**04842623240**
• Alternate phone No.	**04842628840**
• Mobile	**9744942746**
• IQAC e-mail address	**iqac@stxaviersaluva.ac.in**
• Alternate e-mail address	**ansaalphonsa@stxaviersaluva.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)	**https://stxaviersaluva.ac.in/uploads/2023/02/AQAR21-22.pdf**
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	**https://stxaviersaluva.ac.in/uploads/2023/11/SXC-Calendar_-2022-23.pdf**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**Four Star**	**75**	**1999**	**09/10/1999**	**08/10/2005**
Cycle 2	**B++**	**81.10**	**2006**	**21/05/2006**	**20/05/2011**
Cycle 3	**A**	**3.08**	**2012**	**05/07/2012**	**04/07/2017**
Cycle 4	**A**	**3.33**	**2017**	**12/09/2017**	**11/09/2022**
Cycle 5	**A++**	**3.68**	**2023**	**14/02/2023**	**13/02/2028**

6.Date of Establishment of IQAC	**02/06/2006**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Mentor-Mentee programme for IIC	AICTE, MoE Innovation Cell	2022	2,25,000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	7
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

* Preparation and submission of AQAR, SSR & NAAC Visit • Organized Faculty Development Program for Teaching & Non-Teaching Staff • OBE Attainment & Result Analysis of the College • Streamlined the documentation of the College • Directs year plan preparation by each department/cell/club etc

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Streamline Documentation	IQAC successfully streamlined the documentation, data collection process.
Regular IQAC Meetings & Staff Training programmes	Conducted 7 meetings in 2022-23 and 4 Staff Training programmes
AQAR 2022-23 Preparation & Submission	AQAR submitted in December 2023
Participation in NIRF, India Today & ATAL Rankings	The college has participated in the NIRF Innovation ranking winning a position in 151- 200 band. In the India Today Ranking, the college has improved the ranks of Arts, Science and Commerce than 2021-22 ranking and reached among top three colleges citywise.
IIQA & SSR Preparation & Submission, NAAC Visit	IIQA Submitted on 22/08/2022 & SSR Submitted on 06/10/2022 NAAC Peer Team visited the campus in February 2023. Our institution reaccredited with A++ Gade with CGPA 3.68
Monitoring of Extension Activities of N.S.S., N.C.C., Cells, Clubs and Departments	Assimilating the UNAI principles, Sustainable Development Goals and schemes under Pradhan Mantri Yojana, the extension activities were carried out in the neighbouring communities to sensitise students on pivotal social issues. N.S.S. unit of the college was awarded the best unit of the M.G. University. We also received best NSS volunteer awards for 2 students
Monitoring of Add-on Courses	19 add-on courses offered during the year 2022-23.
Monitoring of Curricular & Co-	29 programmes were organized

curricular Activities	under the leadership of various departments to enhance the Soft Skills, Language and Communication skills, Computing/ ICT Skills and Life Skills of the students. 22 Career Counseling /Guidance /Training for Competitive Examinations/Placement were conducted in the college through Career Guidance and Placement Cell and various departments IQAC has put in place a mentoring policy that involves all full-time teachers.
Program & Course Outcome Attainment & Result Analysis	Attainment of course outcomes are analysed using direct and indirect methods. The direct method includes formative assessment and the indirect method includes a course exit survey. PO and CO attainment are evaluated by Accredit 360 software & Gap Analysis

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	05/12/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	25/03/2024

15.Multidisciplinary / interdisciplinary

The institution believes in the efficacy of interdisciplinary approach to enhance academic experience of the learners which is

accomplished by integrating humanities and science subjects. The areas of interdisciplinary approach include: Open Course: UG departments offer subject-specific courses which are open to students of any discipline. Hence, students have the liberty to choose and integrate humanities and science subjects, thereby going interdisciplinary. Student Projects: Semester 6 UG and Semester 4 PG students undertake projects which are interdisciplinary in nature which are reflected in the Departments of Commerce, Zoology, Botany, Microbiology, English, Malayalam, Communicative English, Physics and Commerce Self. Add-on Courses: A good amount of add-on courses in the college are interdisciplinary in nature to enhance the extensive and comprehensive outlook of the students.

16.Academic bank of credits (ABC):

Academic Bank of Credits: The college has initiated New Gen courses like Integrated M.Sc in Basic Sciences (Chemistry) which has the Entry- Exit system and the Academic Bank of Credits. This offers academic flexibility to the students. More such courses will be commenced in the near future. E Content development and Teaching Modules: Teaching faculty are facilitated to develop teaching and learning contents via remote access which are deposited in the digital repository of the college library

17.Skill development:

Anchored on its vision of empowering women through academic excellence and spiritual enlightenment for their educational, social and cultural enhancement, the college offers holistic education. It involves educating its students to become well rounded, confident and constructive members of the society. Paying equal respect to the emotional, physical, social and cognitive wellbeing of the learners, the institution facilitates to engage in experiential learning. The college ensures vocational training of the students through 2 regular courses, Zoology Model II and Communicative English which integrates On-the-Job training programmes to enhance vocational skills. In addition, 3 B.Voc and 20 Add-on courses equip students with skill training to meet the demands of the daily life. Industry veterans and skilled craftsmen are invited as trainers and resource persons for the above mentioned courses to give real life training to the students. B Voc and MOOC courses which are functional in the college are also part of the National Skill Qualification Framework. Value education classes and counselling sessions offered in the college enhance the mental quality of the students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Integrating the National Education Policy, the institution is extending and expanding the purviews of education to meet the new parameters. The initiatives of the institution are effective in terms of moulding interspersed generations who grow up as individuals of unified sensibility. In line with the mandates of NEP, Indian language and culture are integrated into the syllabus which include: • Modern Malayalam Literature in Translation- BA English Literature • Indian Aesthetics and Practical Criticism- BA English Literature • Sanskrit Literature- BA Malayalam • Common CourseEnglish • Second Language Courses- Hindi, Malayalam These courses relate to the study of ancient, medieval, modern, post- modern, cultural, social and linguistic aspects of Indian Culture thereby facilitating students' deep bonding with Indian knowledge system.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institution is focused on student oriented educational approach for which outcome based education is implemented. Programme, Programme specific and Course outcomes are charted and regularly communicated to students to align it with teaching- learning process. Moreover, outcome attainment analysis is done for the UG programmes. Based on the attainment analysis, corrective measures are taken to effectuate the reach of outcomes

20.Distance education/online education:

Online education has become the new normal for the institution as it incorporates online mode of teaching with the regular teaching process. Online platforms like Zoom, Google Meet, Google Classroom, Quiziz, Kahoot etc. are utilised for curriculum delivery and assessment. Add-on courses and certificate courses are also interspersed with online teaching. Webinars and online conferences on topics of contemporary relevance are also organised for staff and students to facilitate distance education

Extended Profile

1.Programme

1.1   595

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	View File

2.Student

2.1   **1705**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **131**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **617**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **99**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **99**

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**595**

File Description	Documents
Data Template	<u>View File</u>

2.Student	
2.1 Number of students during the year	**1705**

File Description	Documents
Data Template	<u>View File</u>

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**131**

File Description	Documents
Data Template	<u>View File</u>

2.3 Number of outgoing/ final year students during the year	**617**

File Description	Documents
Data Template	<u>View File</u>

3.Academic	
3.1 Number of full time teachers during the year	**99**

File Description	Documents
Data Template	<u>View File</u>

3.2 Number of Sanctioned posts during the year	**99**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**73**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**599.2121**
4.3 Total number of computers on campus for academic purposes	**264**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College affiliated with Mahatma Gandhi University, seamlessly integrates the university's curriculum with its own vision and mission. By embracing the principles of the United Nations Academic Impact (UNAI), Sustainable Development Goals, and Higher Education Institution (HEI) core values, the college effectively executes and delivers its curriculum. This integrated approach is executed through the following mechanisms:

IQAC prepares an Annual Academic Plan accommodating the university academic calendar and departmental academic plans which is published in the College handbook and website.

The Syllabi of various Programmes, POs, PSOs, COs, and weightage of Internal and External examinations are communicated through the college website.

Preparation of institutional general timetable, the department timetable, departmental organogram and teachers' course plan.

Add-on, Value-Added, Certificate courses supplement the university curriculum· Curriculum Delivery Process

Teachers prepare Course Plan focusing on course outcomes.

Curriculum Transactions through online and offline modes. LMS-Moodle and ICT platforms like Google Classroom, YouTube Channel, Quizizz etc.

Remedial courses, mentor support programme and counselling sessions Peer teaching, NPTEL to facilitate advanced learners

Effective implementation of experiential learning, mind mapping, add-on courses, value-added courses, internships.

Feedback regarding the curriculum from the stakeholders is communicated to the college council, Governing Body and University for necessary follow-up action.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://stxaviersaluva.ac.in/uploads/2023/11/SXC-Calendar_-2022-23.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

IQAC formulates an Annual Academic Plan aligning with the university academic calendar and departmental academic plans made available to students through the College handbook and website.

Induction programs for first-year students and orientation sessions for parents to provide comprehensive insights into the curriculum and the administration of internal exams.

Timely publication of the Internal Exam timetable well in advance. Comprehensive management of Continuous Internal Evaluation (CIE), including regular tests as part of Formative Assessment and the proper administration of two Internal Exams.

Swift and timely evaluation of answer scripts.

Adherence to set timelines for Seminars, Assignments, Projects, Internships, Industrial Visits, and Add-on/Value-added courses, along with the prompt distribution of certificates.

Regular Academic Audits conducted by IQAC.

Formulation and analysis of Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) with a batch-wise Outcome Attainment Analysis.

Implementation of a mentoring and remedial system. Provision of NET coaching and Bridge Courses for students.

Conducting class-wise Parent-Teacher Association (PTA) meetings. Establishment of a Grievance Redressal system and the 'Open Your Heart' program to collect and address students' feedback

Scrutiny of exam-related grievances and the implementation of corrective measures to institutionalize effective mechanisms for continuous evaluation.

File Description	Documents
Upload relevant supporting documents	[View File](View_File)
Link for Additional information	https://stxaviersaluva.ac.in/uploads/2023/11/SXC-Calendar_-2022-23.pdf

| **1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University** | B. Any 3 of the above |

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

24

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

19

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

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

634

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

634

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

1.3 - Curriculum Enrichment

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

Aligned with the UNAI principles and Sustainable Development Goals, the college has devised an operational procedure to address the relevance of crosscutting issues and is well integrated into the curriculum as per the mandates of Mahatma Gandhi University, Kottayam. More thrust is given by each faculty member on the current issues at the time of curriculum transaction so that the students will evolve as socially committed, value oriented and high-principled citizens.

Mode of Integration:

The Syllabus of both UG and PG programmes includes topics related to crosscutting issues which help the students to think critically and to act productively as responsible citizens.

Cross Cutting Issues No. of UG Courses No. of PG Courses Gender sensitivity 34 6 Human Values 46 7 Professional Ethics 35 12 Environment and Sustainability 31 9

In addition, the institution is ever fortified in supplementing academic and non- academic events as part of curriculum transactions so as to cater to cross-cutting issues. An institutional system is functional in terms of various bodies, practices and activities targeting the sensitization of students on cross cutting issues.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

20

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

829

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://stxaviersaluva.ac.in/uploads/2024/02/FEEDBACK-STUDENTS-FINAL-merged.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

827

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

73

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

2.2 - Catering to Student Diversity

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

For the assessment of the learning levels of the students, each department takes into account two criteria:marks of the qualifying examination and marks in the entry-level aptitude test conducted by the departments.

Programs for advanced learners:

Engage with global experts through seminars, gaining insights and fostering intellectual discussions.

Undertake challenging projects, contribute to educational videos, manuscript magazines, and newsletters that stimulate critical thinking and creativity.

Sharing knowledge with peers and the wider community.

Benefit from specialized coaching for competitive exams like NET (National Eligibility Test), coupled with problem-solving sessions to refine analytical skills.

Access real-world experience through internships, applying classroom learning to practical contexts.

Receive personalized guidance from mentors who inspire, motivate, and help set and achieve ambitious goals.

Program for slow learners:

Tailored coaching in small groups and one-on-one settings to

address individual learning needs.

Comprehensive courses(Bridge Courses) designed to fill knowledge gaps and build a strong foundation for further learning.

Collaborative engagement with parents to create a supportive learning environment, minimizing stress and fostering progress.

Regular counselling to address personal challenges, boost motivation, and provide guidance for overcoming obstacles.

Structured short exams to develop exam-writing skills and build confidence in academic assessments.

File Description	Documents
Link for additional Information	https://stxaviersaluva.ac.in/wp-content/uploads/2024/02/AL-SL-Add.info_.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1705	99

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Experiential Learning

Experiential Learning enables the students to connect theories and knowledge learned in the classroom to real-world situations.

Laboratory facilities enable experiential engagement

Internships, training, and workshops help understand the theories and practices of the discipline by actively engaging in a hands-on, work-based, learning experience.

Industrial visits bridge the gap between classroom theoretical learning and practical training in a real-life environment.

MOOC courses on Organic Farming and Manure Making kindle the interests of the students in agriculture and sustainable modes of living.

Study tours and Field trips enhance cognitive and effective learning.

Participative Learning

Participatory methods promote immense expanse of activities:

Peer teaching encourages advanced learners to extend academic help to medium and slow learners.

Community Enrichment Programmes help develop self-confidence, leadership qualities, and civic responsibilities.

Discussions, debates, lectures, seminars, and conferences are organised to spawn critical thinking.

Newsletters and magazines nurture literary and creative skills.

Xav Radio inculcates proficiency in multimedia skills, recording, and editing for audio production.

Problem-solving methods

Boost reflective thinking.

Discourse – the Research Journal and paper presentations help in disseminating knowledge.

Student projects provide opportunities for the students to explore new arenas of knowledge.

Quiz programmes cater to the inquisitive minds of the students.

IIC activities create an ecosystem fostering innovation.

Citizen Science programmes and surveys help students analytical skills

File Description	Documents
Upload any additional information	[View File]
Link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2024/02/2.3.1.Add_.info-student-centric.pdf

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

The institution has undergone a profound transformation driven by the imperative to digitize education. Faculty development workshops refine teaching techniques, while platforms like MOOCs, MOODLE, and Google Classroom provide tailored learning experiences. The digital shift is further evident through the adoption of an online attendance system and an internal mark entry portal. Communication thrives via class-specific Whats App groups, guided by teachers.

The advent of a Wi-Fi enabled campus has redefined the teaching-learning dynamic. Smart classrooms equipped with interactive boards invigorate lesson delivery, inspiring student engagement. The Language Lab and Computer Centre foster the development of essential soft skills. The Computer Centre and Library offer seamless browsing facilities. Students have access to resources such as INFLIBNET, NLIST Shodganga, and Shodhsindhu.

The library's e-repository curates a digital compendium encompassing question papers, e-books, and the College's LMS Moodle. Students are oriented towards resources like E-Patshala, E-Pusthakalaya, Free Digital Library, SWAYAM, and MG University E-thesis, enriching their learning acumen. Collectively, these innovations reflect the institution's dedication to fostering an enriched, digitally- empowered learning environment, equipping students for the challenges of the modern world.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://stxaviersaluva.ac.in/wp-content/uploads/2024/02/ICT-Tools-Weblink.pdf

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

2.3.3.1 - Number of mentors

99

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

99

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

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

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

44

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

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

2.4.3.1 - Total experience of full-time teachers

777

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

2.5 - Evaluation Process and Reforms

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

Adhering to university guidelines, the institution's internal assessment process encompasses attendance, assignments, seminars, and test papers, each assigned specific weightage. Notably, two internal tests contribute 50%, while assignments and attendance hold 25% weight each.

A dedicated internal exam committee, led by two coordinators, collaborates with the IQAC and College Council to uphold transparency and efficacy. Examination dates are prominently featured in the college handbook and notice boards, and the schedule and syllabus are released well in advance. Question papers adhere to university formats.

Rapid evaluation is a hallmark; teachers meticulously review answer scripts within two weeks, promptly returning them to students. Marks are seamlessly integrated into the college's internal exam portal, accessible for student perusal. Attendance

verification and related marks are likewise linked to this portal.

Parental engagement is fostered through the discussion of progress reports, derived from the portal, during annual open house meetings. Furthermore, internal exam reports (A and B forms) generated via the portal find publication.

In sum, the institution's internal assessment framework embodies transparency, bolstered by meticulous planning, swift evaluation, digital accessibility, and active engagement with both students and parents. This comprehensive approach aligns with university standards, nurturing a conducive environment for holistic student development.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2024/02/Policy-document2022-23-2.pdf

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

The institution has established a transparent, time-bound, and efficient three-tier grievance redressal mechanism to address student grievances related to Continuous Internal Evaluation (CIE) processes.

Tier 1: Departmental level- a committee composed of the head of the department, course in charge, and class teachers engages in resolving grievances. Students have the opportunity to discuss valued CIE answer scripts in person with the respective teacher, clarifying any concerns about evaluation. Re-tests are conducted for genuinely absent students due to unavoidable reasons. Preserving answer scripts for a year safeguards against potential future issues.

Tier 2: College level- Committee led by the principal, college grievance cell members, and relevant department head investigates unresolved grievances. The orientation program educates newly admitted students and parents about CIE methods and patterns.

Internal examination coordinators meticulously verify internal exam reports before forwarding them to the university through the principal.

Tier 3: University level- a committee chaired by the Vice-Chancellor addresses exam- related grievances. A dedicated Students' Grievance portal allows the submission of various complaints and grievances. In accordance with UGC's directives, an online students' grievance redressal form with tracking and follow-up features is available on the portal. Any university examination malpractice will bepromptly referred to the university.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://stxaviersaluva.ac.in/exam-grievance/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Communication to the Teachers:

The IQAC established the Outcome Based Education (OBE) Advisory Committee, led by the IQAC coordinator, to implement Outcome Based Education in the College. The committee devised an operational framework for OBE. Each department formed a Departmental OBE Committee (DOC) responsible for crafting Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) based on university syllabus learning objectives and institutional vision. Course Outcomes (COs) were collaboratively outlined by DOC in consultation with subject-specific teachers. POs, PSOs, and COs have been integrated into course files. Workshops organized by the college's IQAC have further acquainted teachers with OBE concepts.

Communication to the Students:

The website and departmental notice boards prominently display POs, PSOs, and COs. Comprehensive explanations of Programme Outcomes are presented to first-year students during Departmental induction meetings. Furthermore, course instructors

elucidate Course Outcomes, linking them to POs and PSOs. Each department provides a booklet containing POs, PSOs, and COs, both in print and electronically through the college's Learning Management System (LMS) and online platforms, facilitating easy access for students.

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

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

The formal articulation of Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) is grounded in six cognitive levels derived from Bloom's Taxonomy. The alignment of COs with POs is achieved through a CO-PO matrix, while the correspondence with PSOs is established through a CO-PSO matrix. The average correlation for each course is computed vis-à-vis Programme Outcomes, gauged at varying levels of correlation: Slight (Low), Moderate (Medium), Substantial (High), or indicated absence of correlation.

Course outcome assessment relies on student scores in both internal and external evaluations. Direct attainment of POs hinges on logical mapping and the cognitive levels' achievement in COs vis-à-vis POs. Additionally, indirect attainment of POs is determined through a Course Exit Survey, gathering student feedback for comprehensive program analysis and improvement measures. This survey involves a detailed questionnaire linking Programme Outcomes and Programme Specific Outcomes.

Final PO attainment values are calculated, with direct and indirect attainment values contributing in a ratio of 80:20, respectively.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2024/02/2.6.2.POCO-Evaluated-by-the-institution.pdf

2.6.3 - Pass percentage of Students during the year

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

496

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://stxaviersaluva.ac.in/uploads/2024/02/College-Report-22-23-1.pdf

2.7 - Student Satisfaction Survey

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

https://stxaviersaluva.ac.in/wp-content/uploads/2024/02/SSS.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

2.47680

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

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

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

1

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

96

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

12

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

11

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Assimilating UNAI Principles, UN Sustainable Development Goals (SDG) and schemes under Pradhan Mantri Yojana, extension activities were organised in neighbouring communities with the intent of sensitising students on social issues.

SDG 2: Zero Hunger & Sustainable Agriculture: 3

UNAI PRINCIPLE:Addressing Poverty

Promoting Pokkali Krishi for Sustainable Agriculture

Christmas Kit

Pothichor

SDG 3: Good Health & Well being: 22

Stride for Safety

Anti Drug Awareness Campaign Menstrual Cup Awareness

Eye Health Awareness Breast Cancer Awareness Mental Health Awareness Combating Anemia

Be First: First Aid World Malaria Day Hand Hygiene Day International Nurses Day

SDG 4: Quality Education for All: 3

Education Supporting Initiative Empowering Future Leaders Empowering Education

SDG 5: Gender Equality & Women Empowerment: 1 A stand against Women harassment

SDG 6: Clean Water & Sanitation: 11

Survey on Plastic Waste Management Practices Cloth Bag Distribution

Dry Day on Sunday Beach Cleaning Swacch Pakwada Haritha Aluva Project Cleaning Drive Puneeth Sagar Abhiyan Plastic free day

Puneet Sankalp

SDG 7: Affordable & clean energy: 1

Urjakiran

SDG 10:Reduced Inequalities: 5

Visit to palliative care

Visit to Karunalayam We care Campaign Orphanage visit

SDG 15: Life on Land: 6

Ecosystem restoration Ozone day

Thanaloram Earth hour Environment Day

SDG 17: Partnership for the goals: 4

NSS Day: Fostering Social Responsibility through NSS Initiative A Week for Community Engagement

Palliative Care training

Disaster management training

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2024/02/3.3.1-Extensionactivities.pdf
Upload any additional information	View File

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

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

11

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

49

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1200

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

40

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

12

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

PHYSICAL FACILITIES

Spread over 8.2 acres, the college is a self-contained campus with a well-structured mechanism providing students with state-of-the-art amenities for their academic, cultural and sporting needs. The Campus is spread over four blocks and a newly added block funded by RUSA provides ample exposure to new technologies. The college campus is an example of optimum utilization of space for all academic, administrative, co-curricular and extracurricular activities which are also made available for various public exams and societal-oriented programs.

CLASSROOM FACILITIES

The college caters to the teaching-learning needs of 14 UG Programmes, 3 Vocational Programmes, 7 PG Programmes and 3 Research Centers. The academic infrastructure includes:

- **62 ICT Enabled Classrooms with Wi-Fi/LAN facilities**

- **7 Multipurpose Seminar Halls**

- 4 Smart Classrooms

LABORATORIES FACILITIES

- 19 laboratories for UG, PG and research with sophisticated equipment facilities.

- The science labs are funded by central and state government agencies like DST-SERB, KSCSTE and DST-FIST apart from funding assistance from the DBT-STAR scheme to purchase and maintain lab equipment.

ICT FACILITIES

The ICT facilities of college include:

- 94% ICT-enabled classrooms

- 4 smart classrooms

- 7 computer labs

- 1 Language lab

- LMS MOODLE

- RFID enabled digital library

- Wi-Fi enabled campus with 50Mbs speed

The college has a Student-Computer Ratio of 6:1. They are made available to the students through departments, 7 computer labs and Language lab.

Facilities include:

- 264 computers

- 73 Projectors

- 45 Printers/Scanners/Copiers

- E-resources center in the college library

- **Wi-Fi enabled campus**

- **Remote access through NLIST and Digital Repository**

DISABLED-FRIENDLY CAMPUS FACILITIES

- **Lift**

- **Ramp**

- **Sky Walk Way**

- **Disabled Friendly Washroom**

- **Wheel Chair**

- **Tactile Path**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://stxaviersaluva.ac.in/physicalinfrastructure/

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

CULTURAL FACILITIES

Ample facilities for Cultural activities are provided like:

- **Auditorium with a seating capacity of 2000**

- **Indoor Stadium**

- **Seminar halls**

- **Portico**

- Playground

- Audi-Visual Studio

SPORTS FACILITIES

The facilities to develop a passion in recreational and sporting activities include:

- Gymnasium/Health Centre - equipped with latest work out machines

- Large playground

- Recreation hall that houses indoor games like chess, carroms and table-tennis

- Multipurpose indoor stadium

- Basketball/ Volleyball court

- Handball court

- Badminton court

- Kabadi Court

The Department of Physical Education flagships the activities associated with these facilities.

Yoga Center- The college foyer and the recreation centre are used to hold yoga sessions which are organized in association with NCC, NSS, Physical Education Department, Women Cell and various other clubs of our college.

Other Facilities:

- Incubation Centre
- Counselling Centre
- Botanical garden
- Mushroom cultivation facility
- Audio-visual Studio
- Health Clinic
- Cooperative Society

- **Butterfly Garden**
- **Hostel**
- **Canteen**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://stxaviersaluva.ac.in/other-academic-facilities/

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

73

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

73

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://stxaviersaluva.ac.in/ict-enabled-classroom-and-smart-class-rooms/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

305.568

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

Spread over a total Carpet Area - 581.67sq.metres, SR. ANNA CENTRAL LIBRARY has a collection of 65271 books, academic journals, magazines, periodicals and access to online resources. Fully automated with library management software solutions Maestro Nuvo version 10, it provides a user-friendly interface for searching resources in the library, along with resource positions and availability status. Online Public Access Catalogue (OPAC) has automated its entire collection, functions and services in a networked environment with Maestro Nuvo Software. The automation of library use is enabled through Radio Frequency Identification (RFID) Technology. RFID facilitated Library Management system comprises Book tagging, Desktop reader, Portable handheld reader, Anti-theft Gate reader and Self Check-in /Check-out Kiosk.

Automated Services:

- RFID enabled Software

- Computerized Issue/ Return, Renewal

- New arrival display

- Subscription of Journals - Print and Online

- Access to INFLIBNET- N-LIST resources

- Digital Repository comprising question papers, dissertations and theses

- E- resource centre

- **Computer with NVDA (Non Visual Desktop Access)**

- **Recorded lessons in CD maintained**

Amenities:

- **Five catalogue search engines**

- **Five computers with internet facility**

- **Reprographic facility.**

- **Printer for public access**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://stxaviersaluva.ac.in/wp-content/uploads/2024/02/4.2.1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

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

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

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

3.1437

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

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

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

109

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Faculty and students enjoy and benefit from cutting-edge ICT facilities:

- **The Campus is equipped with 56 CCTV cameras, ensuring vigilance and personal safety of all stakeholders.**

- **7 computer labs including a language lab and 298 computers**

- **The institution also has Four Internet Connectivity in our campus with a bandwidth of 50 Mbps, 20 Mbps, 10 Mbps and 4 Mbps.**

- **4 smart classrooms have been added to the 62 ICT-enabled classrooms.**

- **A Computer Lab I with 65 computers and a newly added computer lab MSGR AUGUSTINE MAVELI Common Computer Lab II with 72 computers.**

- **LMS learning Management System-Moodle**

- An active member of INFLIBNET, providing free access to a large number of online journals and books.

- Language and media facilities like the audiovisual studio with the state-of-the-art recording facility and the English language Lab with 10 dedicated systems.

- A customized Academic Management Application DEQ-AMA that runs on a cloud-based software as a service (SaaS) to manage student enrolment, fee management, Internal Assessment Scoring, etc.

- The DEQ Accreditation- a cloud-based application to support faculty with profile/quality building documents, as well as help HEI to monitor the progress and achievements.

- Bulk SMS facility helps communicate essential information with parents and students.

- Intercom facility

- Institutional Website and social media platforms like Twitter, Facebook, Instagram, and Institutional YouTube, help the institution build coalescence with all of its stakeholders.

- Digital repository-Anna Central Library- that runs on a cloud server Ubuntu 18.04 hosted in AWS

- A shared server for 2 platforms - Moodle & admission – that uses the scheme - Ultimate plan with 2 shared CPU and 1GB RAM.

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

4.3.2 - Number of Computers

264

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution | **A. ? 50MBPS** |

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

4.4 - Maintenance of Campus Infrastructure

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

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

200.232

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Policies and Procedures:

   - **Planning Committee prepares the annual budget for the**

maintanence of the infrastructure.

- Regular year-end meetings to assess the infrastructural requirements.

- Repairs and maintenance are monitored by the Bursar

Library

- Advisory Committee and its Student Wing monitors the functioning

- Required books' and journal lists are finalised and approved by the Principal.

- Pest control of library books and records is done annually

- NVDA computer facility maintained for visually challenged students

Laboratory

- Maintenance of major equipments ensured through AMC.

- Trained in-house mechanic and Lab assistants to ensure regular maintenance

- Stock registers maintained in departments

- Regular inspection and proper verification of stock

Sports

- Playgrounds of the college are maintained annually.

- Periodical upgrading of Sports/Games facilities.

Computer

- Computers are maintained by Service Provider.

- Anti-virus /Anti Malware software are installed and

updated at specific intervals.

Classrooms

- **The classrooms, boards and furniture facilities are maintained optimally**

- **Utility of classrooms to conduct governmental and non-governmental exams**

- **Maintenance of ICT-enabled Classrooms by in-house technician.**

- **Condemnation of old items and purchase of new sports/games items as per requirement.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://stxaviersaluva.ac.in/policy-documents/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

818

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

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

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

300

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

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

File Description	Documents
Link to institutional website	https://stxaviersaluva.ac.in/wp-content/uploads/2024/02/5.1.3-capacity-Skill-Enhancement-Programs-2022-2023.pdf
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

1586

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

1586

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

29

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

216

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

government examinations) during the year

24

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

12

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

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

The College Students' Council is a representative body of students who govern and organise various activities and programs in the college. By giving an administrative role in organising cultural, literary, and artistic events, the council heightens the leadership quotient of the students. The members play a

vital role in advocating the interest and welfare of the student community.

NSS and NCC provide ample opportunities to work in line with the society IQAC Student Wing offers a platform for the students to initiate quality ventures

The memberships of students in IIC, ED club, and IEDC give exposure to incubation, innovation and entrepreneurial activities.

Registered and non-registered clubs provide sufficient prospects to engage in leadership roles for students.

Student secretaries are elected for NSS and various clubs and they take initiative in organising various events and activities.

The student representative in the IQAC ensured student participation in policy matters.

The UBA activities of the students are aimed at rural development which are piloted by student secretaries.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/uploads/2024/02/College-Report-22-23-1.pdf
Upload any additional information	View File

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

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

27

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

5.4 - Alumni Engagement

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

The College has a registered Alumnae Association named OSAX (Old Students Association of St Xavier's) with registration number 201/IV/18 dated 1st November 2018. The Executive committee met two times during the academic year. As per the discussions of the executive committee association implemented various activities.

- Endowment prizes are instituted for the meritorious and financially backward first year students of both UG and PG Programmes.
- The association honours the retiring staff members, rank holders of the University examination, and the alumni achievers who have excelled in their careers.
- Alumni serve as resource persons in seminars and workshops conducted by various departments.
- Association organize Dr.Sr. Redempta memorial intercollegiate state level essay writing competition
- The alumni association releases a newsletter named "NOSTALGIA" that serves as a comprehensive source of information about the association's activities.
- The alumni association takes an active role in promoting women empowerment and entrepreneurship by organizing an exhibition cum sale named "OSAX UTSAV".
- The alumni association extends its support by providing financial assistance to departments and students.
- Association conducts its annual general body meeting on the second Saturday of February each year. This meeting serves as a pivotal event for the association, providing a

platform for members to come together, discuss important matters and make decisions that shape the future of the organization.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2024/02/OSAX-REPORT-2022-2023-.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) | **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

St. Xavier's College for Women, Aluva is unique among Kerala's Christian minority educational institutions in its commitment to social upliftment through education. The Congregation of Teresian Carmelites manages the institution founded by the Servant of God, Mother Eliswa.

VISION

'The empowerment of women through academic excellence and spiritual enlightenment for their educational, social and cultural enhancement'.

MISSION

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

The Vision and Mission of the college were forged in year 1964 and the governance steers the institution through various practices including decentralized and participatory governance

system towards achieving its stated goal such as;

- Achieving global standards in education and Research

- Enhancement of Faculty Development Consultancy, Industry tie-ups, and MoUs

- Extension and Outreach Activities

- Expansion of Infrastructure & Green practices

- Create an innovation and entrepreneurship hub for students, educators and professionals

- Create a student-friendly pedagogy in online and offline mode

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

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

A mode of governance that is decentralized and participatory is ensured by safeguarding the operational autonomy of the following Bodies:

- The Board of Management, involving the Head of the CTC Educational Agency, an Advisory Committee and a Local Managing Committee, supervises the efficient functioning of the college.

- The Governing body is composed of General Manager, Local Manager, Principal, Vice Principal, Staff representatives and Advisory members with the Principal as the executive head.

- IQAC, a quality sustenance body, initiates and monitors activities in line with quality benchmarks.

- **The College Council, consisting of the heads of departments, two elected representatives of the faculty, Internal exam coordinators, and the representative of Students' Council, assists the Principal in designing policies and decision-making.**

- **The Students' Council, a statutory elected body of students functioning under the guidance of Staff Advisors, facilitates student-centric education.**

- **Teaching Faculty, aid administration by taking up designated responsibilities of IQAC and other administrative cells and committees.**

- **Administrative staff, under the captaincy of the Superintendent, helps realize the administrative goals of the institution.**

- **The institution interacts with all major stakeholders through its Student Council, Staff Association, PTA, Alumnae Association and Advisory Committee.**

- **Teachers in Charge of Clubs, Cells, Committees, and Associations work in their dynamics incorporating the suggestions of the stakeholders**

- **Bursar oversees the various financial aspects of college and property, accounts, as well as their audit.**

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The effective formulation and implementation of the Strategic Plan of the college has ensured the following:-

- **Functional MoUs/Collaborations with industries and other**

institutes for academic and research purposes.

- Faculty Exchange Programmes promoted with other reputed institutes
- Faculty Development Programmes organized every year to introduceand familiarize with innovative teaching practices
- More endowments and scholarships instituted to motivate students.
- Mentor-mentee system institutionalized to develop teacher-student bonding.
- Placement drives are arranged in the campus to give maximum possibilities of student employment in industry.
- A new Academic block was constructed using RUSA and management funds to accelerate the student strength in the campus.
- RFID system installed to make the library fully automated.
- Academic and Administrative Audit conducted every year to confirm the appropriate functioning of different bodies. Green audit, Energy audit, and Environment audit are conducted on regular basis to ensure adequacy of resources, future requirements, and necessary improvements.
- Regular events under the leadership of IIC to develop self- capacitating skill sets of students.
- The college certified under ISO certification.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://stxaviersaluva.ac.in/strategic-plan/
Upload any additional information	No File Uploaded

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

In line with the vision and mission, the college has its unique frame of operation that functions in accordance with the statutes, manuals and policies laid down by the government, the affiliating university and the governing body. With an internal organizational structure that has progressed over the years, the college functioning is efficient and participative which is reflective in its managerial set up and service procedures.

Policies and Procedures

The college has exclusive policies and procedural directions that form the quintessence of its efficient functioning which are displayed on the college website. The Quality Policy is rooted in the institutional Vision and Mission. The Policy Documents, ranging from Administrative to Environment Policies, propose the benchmarks and principles of the institution.

Appointment Procedures:

The college abides by the rules and norms of the State Government, Affiliating University and the Governing Body with regard to the selection and appointment of the faculty and staff.

The appointment of Permanent faculty is in confluence with the KER and KSR rules.

The appointment of the Guest faculty and faculty on contract is done by a committee headed by the Manager. The appointment of the non-teaching staff is done as per the criteria imposed by the government and the institution.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/administration/procedures-and-policies/
Link to Organogram of the Institution webpage	https://stxaviersaluva.ac.in/institution/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

The institution gives due weightage to employee satisfaction and has instituted liberal welfare measures for teaching and non-teaching staff.

Statutory Welfare Schemes:-

- PF
- HRA
- SLI
- GIS

Non-Statutory Welfare Schemes: Educational:-

- Preference to children of teaching and non-teaching staff for admission to various courses.
- Compassionate ground appointments to family members of the non-teaching staff in deserving cases.

Medical:-

- Xaverian Health clinic for periodic health checkups of staff and students
- Maternity Benefits for Women employees

Financial:-

- Financial support to non-teaching staff.
- Subsistence Allowance for Guest Faculty and Faculty on Contract

```
Other Incentives:-
```

- **Xaverian welfare scheme- incentives are granted for the creditable and successful efforts of the staff in curricular and co-curricular realms.**
- **Annual Picnics, celebration of festivals, and Staff Day Celebration**
- **Active programs for Associations of Retired Teaching Faculty (ReLAX) & Retired Non-Teaching staff (ReNTAX).**

```
Other Benefits/Facilities:-
```

- **Free Wi-Fi and email id Hostel facility.**
- **College Bus facility for teaching and non-teaching staff**
- **Annual retreat and orientation**

.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/10/6.3.1-additional.pdf
Upload any additional information	View File

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

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

9

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

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

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

4

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

53

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

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

The college has a good performance management system that strives to improve overall organisational performance of teams and individuals in order to ensure that the organization's mission and vision are met. Each employee's performance is evaluated once a year. The goal is to not only objectively evaluate the employee's performance against established norms, but also to discover prospective areas for improvement that can lead to further advancement and growth.

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

b) The Faculty Member's PBAS proforma is verified by a subcommittee instituted by IQAC, the Principal, and the Manager.

Non teaching staff are assessed using six parameters in the comprehensive Annual Assessment Report. Each one is graded on a five point scale, with the options being Excellent, Good, Satisfactory, Average, and Poor.

d) Professional Competence, Performance, Personal Characteristics, Attitude towards co- workers and public and Staff/Student Relations are the various parameters for staff members that are assessed.

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

6.4 - Financial Management and Resource Mobilization

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

To preserve transparency and accountability with regard to

financial matters, regular mechanism of audit is functional for Government and Management accounts. The accounts are maintained by the Accounts Section and coordinated by the Bursar.

External Audit

External financial audits are conducted by Government agencies, Deputy Director of Collegiate Education and the Accountant General's office, annually and Audit comments are acted upon promptly to rectify defects, if any. Various Audit Certificates are maintained meticulously.

Personal Deposit Account (PD Account), Tuition Fees Account, University Fees Account, Special Fees Account, General Non-Salary (GNS) Accounts, Funds from, RUSA, DST, KSCSTE and other Government agencies for major and minor projects are externally audited.

Management accounts, Accounts of PTA and Alumni undergo External audit by authorised Chartered Accountant, P.V Chacko and Co.

Internal Audit

Internal audits are conducted annually by the Administrative office that maintains the accounts of the institution which is verified by the Principal. The directions of the Higher Education department and external Chartered Accountant are followed strictly.

Internal Audits are also conducted annually for department wise activities, individual projects from non-government bodies, funds from non-government bodies, philanthropists and accounts of the Staff Association, Cells, Clubs and Committees

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2024/02/Audited-Statement-1.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers

during the year (INR in Lakhs)

305.13627

File Description	Documents
Annual statements of accounts	View File
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The institution has various committees to trace and utilise the funds in the optimal way. The funds under different heads are traced and mobilised by the concerned committees and personnel-in-charge.

Annual Financial Planning:

The college has a financial planning committee consisting of the Bursar, Principal, Vice-Principal, IQAC Coordinator, HODs, Administrative Assistant, PTA for optimum utilisation of the resources.

Planning Committee:

The Planning Committee constitutes the Principal, Vice Principal, IQAC Coordinator and 5 faculty members who decide an annual budget for maintenance of all Infrastructure facilities at the beginning of the year.

The budget is prepared as per the requirements of the departments, library, laboratories and other support services. The Bursar undertakes adequate monitoring of the mobilisation and utilisation of funds.

Purchase Committee:

Purchase Committee is spearheaded by the Vice Principal to decide and record the disbursement of funds for varied purchases

Resource Mobilisation Committee

A Fund mobilisation committee is constituted to ensure a transparent and well- planned financial management system whereby the funds/grants received from Government, UGC, NGOs, Management and benefactors are effectively mobilised for the infrastructure development, maintenance, academic and other various supportive activities in the college.

File Description	Documents
Paste link for additional information	https://stxaviersaluva.ac.in/wp-content/uploads/2022/09/6.4-fund-allocation.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC's Quality Assurance Initiatives Maintains:

- **Student, Teacher, and non- teaching faculty database**
- **Enhances curriculum with Add-on/Certificate/Diploma Courses**
- **Directs Year Plan preparation by each department/club/cell with qualitative inputs.**
- **Tracks and records curricular, co-curricular and extracurricular activities of the institution**
- **Streamlined the Documentation Process as per the NAAC requirement and onward submission to appropriate authorities and other ranking agencies.**
- **Monitors and documentsStudent Progression for higher education/Placement**
- **IQAC Student Wing**
- **Student's Scholarship details**
- **Ensures Stakeholder feedback collection and its analysis for improvements.**
- **Organizes Orientation/Training/workshop Programmes for students, Teachers and supporting staff**
- **Undertakes Infrastructure Audit, Administrative and Academic Audit, Energy, Environment and Green Audit**
- **Alumni Lecture Series Institutionalized Academic week, Library week, Women Empowerment Week, Entrepreneur's Week and Merit Day Celebrations, which are dedicated week- long**

programs based on focused themes

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

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

Examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC:

Enhanced Digital Delivery of Curriculum

- **IQAC encourages teachers to incorporate cutting-edge technologies into the teaching and learning process.**
- **IQAC monitors teacher methodology and reviews it during academic audits.**
- **Regularly improves the ICT skills of teaching by hosting workshops/FDP on topics such as G- suite, video conferencing tools, digital signature, and LMS.As a result, the vast majority of our teachers contributed to online educational content.**

Periodical Academic Review and Reflection:

- **The Academic Calendar is planned ahead of time, displayed and distributed throughout the Institute through whichAcademic programmes,Year plan of departments, internal examination schedules, vacations and extracurricular activities are all announced.**
- **Teaching plan is prepared by every teacher and is recorded in the Teachers diary to facilitate organised classroom functioning which is monitored byHoDs and Principal.**
- **The monthly performance report is collected every month to monitor and review the progress of the departments in all the academic and cocurricular activities.**
- **After results publication, the outcomes are reviewed.**
- **IQAC collects feedback information from students on Teaching – Learning performance. which is analysed, and the necessary steps for improvement are communicated to**

the departments.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://stxaviersaluva.ac.in/uploads/2024/02/College-Report-22-23-1.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equity is the norm held high by the institution through curricular and co- curricular activities. Giving due weightage to proliferate the concept of gender equity, the institution has its unique principles and mode of operation.

Gender Sensitisation in Curricular Activities

The institution offers 47courses that address pertinent gender related issues

The gender questions addressed include Equity, Domestic violence, Discrimination at workplace, etc. The faculty are cent percentage females who themselves are role models of empowerment

The administrative and academic roles ranging from the Manager and the Principal to the staff and student Coordinators of the different clubs/cells/ Committees are carried out by the females professing feminine power

Gender Sensitisation in Co- Curricular Activities

The Institution is cautious about women issues and therefore imparts gender sensitivity among students and faculty through various cells, organisations and other initiatives which include:

- Women Cell
- Anti- Sexual Harassment Cell
- Monitoring Cell
- Moral and Value Education
- Legal Awareness programmes
- Human Rights and Gender Awareness classes
- Skill Development Classes
- Entrepreneurship avenues
- Women Empowerment talks, seminars, conferences and trainings

File Description	Documents
Annual gender sensitization action plan	https://stxaviersaluva.ac.in/wp-content/uploads/2024/02/7.1.1-GENDER-SENSITISATION-ACTION-PLAN-22-23.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://stxaviersaluva.ac.in/wp-content/uploads/2024/02/7.1.1-Report-Safety-and-Security-Facilities.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy	A. 4 or All of the above

Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

With adequate planning, the institution proficiently manages the wastes produced at the campus in the following manner:

MoU: with Green Evotech to manage Biodegradable wastes

Solid Waste Management:

Waste minimisation techniques- Solid Wastes are segregated and collected at the source. Non-biodegradable waste is collected by Green Evotech for recycling. Degradable organic waste is transferred to the biogas plant. Paper Wastes generated in the campus are collected by Green Evotech for recycling. Single Use Plastic is banned within the Campus so Plastic Waste is comparatively Less. The broken glass wastes and the non-usable instruments are collected for recycling after thorough cleaning.

Liquid Waste Management:

The Liquid Waste generated from Laboratory, Sewage and Canteen are properly managed within the campus.

Biomedical Waste Management

Infectious waste like clinical specimens, soiled swabs, microbial cultures are autoclaved and freed of all before disposal into landfills. Glass slides are treated with sodium hypochlorite before autoclaving. Syringe incinerator is used to burn syringes used for blood collection.

Acidic and basic Chemicals are treated in the Chemical waste plant. Maxburn Sanitary Napkin Destroyer@ Max care India Pvt. Ltd destroys sanitary napkins hygienically.

E-Waste Management

E-Waste of the college was collected and managed by handing over to the authorised vendor.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://stxaviersaluva.ac.in/wp-content/uploads/2024/02/7.1.3-Geo-tagged-photos-Management-of-Degradable-and-Non-Degradable-waste-2022-23.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

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

The college aims to inculcate in the students, democratic values of cultural, regional, linguistic, and communal harmony by respecting the diverse student community. Being a women-only academic sphere, it gives specific focus on the idea of women empowerment transcending racial, cultural, social and linguistic borderlines. The institution promotes academic inclusiveness through varied measures.

Sticking on to the mandates of the affiliating university, admissions are done on an inclusive basis incorporating SC, ST, differently abled, backward communities, Lakshadweep, minority communities, and students from outside states.

Seats are reserved for Community and Management quota wherein there is provision to admit students from poor financial background.

Seats are reserved for Cultural and Sports quota

Scholarships and free ships are instituted for the deserving students

Special Remedial Coaching for SC, ST Students Divyangjan facilities for differently- abled student community

Racial, Cultural, Social and Linguistic Inclusion:

Under the auspices of different bodies/cells/clubs, the college established an inclusive environment for divergent student

communities.

The Women Cell, Students' Council, Ek Bharat Shreshtha Bharat Programme, NSS and NCC and various clubs of the college provide the students a platform to constantlychisel their gender consciousness and to brave the world. Their activities include Gender Sensitisation talks, Self-defence training, Female Health and hygiene lectures, Human rights talks, community service, skill development training, etc.

Other Practices:

Prayer room

Moral Science and Value Education classes

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

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

Democratic values are instilled among staff and students by adhering to the national egalitarian principles. Some examples include:

Democratic Representation of staff, students and other stakeholders in College Council, PTA, IQAC and other statutory and non-statutory bodies

Parliamentary mode of election in forming Students' council Regular rotation of departmental Headship

Non-partial distribution of duties and responsibilities among staff and students Incorporation of diverse ideologies from all stakeholders

Faculty and Staff participation in the conduct of elections Administrative, Academic and Non-Academic Activities: Impartial and unbiased administration in academic affairs:

Admission: Conducted through a single window system affirming possibilities for students of diverse backgrounds to pursue higher education.

Administration: Participative governance gives functional autonomy to all the bodies.

Academics: Environment Sustainability and Human Rights are integrated as mandatory topics in the curriculum. Adequate academic ruminations are done in the area.

The major environmental initiatives include:

Energy, Green and Environment Audits

Energy Conservation Club, Nature Club, Bhoomitra Sena and Peace Club MOOC course on organic farming

Workshop on LED bulb and tube repairing and assembling Environmental Sensitization talks

Maintaining Botanical Garden

LED lamps installations

Rainwater Harvesting system,Awareness videos and seminars Orientation and surveys

Human rights awareness is cemented through activities in diversified themes.

Observation of Constitution day, Gandhi Jayanti and other days of national and international importance

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The	A. All of the above

Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

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

Upholding the motive of incorporating national consciousness, varied activities were organised.

WORLD ENVIRONMENT DAY: Celebrated the day with the theme "Living Sustainably in Harmony with Nature," conducted a crown making competition using eco-friendly products, essay writing competition, trash to treasure competition, quiz competition and ventured into a cleaning drive.

INTERNATIONAL YOGA DAY: Promoted physical and mental wellbeing.

VAYANADINAM: Vayana Dinam, a major milestone to universal literacy, honoured the legacy of literacy pioneer P. N. Panicker. The College observed the national reading day and reading week.

INTERNATIONAL DAY AGAINST DRUG ABUSE: Observed by NCC and

NSS unit to achieve the goal of a society free of drug abuse.
INDEPENDENCE DAY: Commemorated Indian Independence.

INTERNATIONAL NON-VIOLENCE DAY/ GANDHI JAYANTI:

Commemorating Gandhian principles and to inculcate cleanliness, the students were extolled to utilise the day for cleaning their home and its premises.

NCC DAY: Observed with a view to develop character, discipline, leadership and a secular outlook.

SAMVIDHAN DIWAS: To inculcate the basic philosophy and principles of our constitution, the college celebrated constitution day on 26th November.

HUMAN RIGHTS DAY: To inculcate the spirit of Human rights.

National Mathematics Day: To honour renowned Indian mathematicians.

WOMEN'S DAY: Honoured Indian Women Achievers of different spheres of the society.

REPUBLIC DAY: To celebrate the formation of our republic.

EARTH DAY: To raise awareness about global climate change and to create conditions for emergence of environmental literacy and consciousness.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File]()
Geo tagged photographs of some of the events	[View File]()
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

BEST PRACTICE 1: XAVERIAN CARE

The practice works in two realms:

1. Environment Care - Thanaloram Wayside Park was an innovative and socially engaging initiative to turn a barren land that later became a waste dumping area into a beautiful public resting place. The students also indulged in the conservation of Sivarathri Manappuram (Sand Banks) with the intention of conserving historical spot.

2. Social Care –The Annam Project was envisaged to work in line with SDG 2-Zero Hunger through which food distributions were done regularly among the needy. Another initiative of social relevance is the Blood Donation Camp which is a continuing project of the college conducted regularly donating 35 units each in each camp.

BEST PRACTICE 2: Xaverian Innovative and Entrepreneurial Initiative The practice works on two levels:

1. Product Workshops and Skills Training- The institution promotes the hosting of workshops and skill training for women under the aegis of IIC, IEDC, NISP, and IPR cell.

2. Samrambhaka Vedi- Varied initiatives like Blooming Pink Business Idea Competition, Hackathons etc. are organised at the institutional level facilitating students' idea formation and implementation.

The College also promotes entrepreneurship among students, alumnae and women by offering avenues like OSAX UTSAV, Eco Mega Mela, food and dessert stalls, Expo n Fair, Entrepreneur's Week etc.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

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

Fulfilling its vision, St. Xavier's College for Women, Aluva ensures the transformation of its students into responsible

women who can contribute to the creation of a better society. The mission of the institution is the empowerment of its students, a majority of whom either hail from remote areas and backward communities who have had no access to the facilities which mainstream communities enjoy, or are first-generation learners.

The various facets of women empowerment are addressed by on and off- campus activities of clubs, and cells that focus on the following:

Empowerment through Human Rights and Legal Knowledge: For a positive impact on the student's awareness and self-confidence to protect their individual rights.

Social Empowerment of Women: For enhancing the perceptions of gender equality and social equity

Cultural Development and Artistic Expansion of Women: That enables students to participate in cultural events and develop their artistic skills.

Economic and Occupational Freedom: To inculcate financial independence in students.

Political Empowerment of Women: Electoral literacy club evokes a nationalistic spirit and encourages the participation of women in political decision-making and governance.

Environmental Awareness: Various clubs that explore environmental issues, and eco-feminism and devise sustainable mechanisms to preserve the environment

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

St. Xavier's College for Women, Aluva envisages actuating its dream of future growth and augmentation by planning visionary targets for the years to come. Among its multifaceted schemes for the future, the following are of significant gravity. The institution's plans include:

- Applying for autonomous college status

- Up gradation of Language Lab

- Improve National and International collaborations through activities

- Enhance the power of Solar Energy generation from 3 KWH to 8 KWH.

- Installation of solar power plants in other blocks

- Maintain Student, Teacher & Non-Teaching Staff Databases

- Streamline Documentation

- Strengthen Innovative enterprises and start-ups through incubation centre.

- Addition of more books & journals to the library repository.

- Endorsing the academic and societal capabilities of faculty and departments through funded projects

- Increase research facilities and number of publications in UGC-CARE List Journals

- More placement drives to provide job opportunities to the students.

- Continue Green Initiatives

- Monitor curricular & co-curricular activities

Conduct AAA & Infrastructure Audits