

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (*Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013*)

Part A

1. Details of the Institution

1.1 Name of the Institution

St. Joseph's College

1.2 Address Line 1

Arakulam (P.O)

Address Line 2

City/Town

Idukki

State

Kerala

Pin Code

685591

Institution e-mail address

sjcmoolamattom@gmail.com

Contact Nos.

04862-252043, 321323, 253258

Name of the Head of the Institution:

Rev. Dr. Gilson John

Tel. No. with STD Code:

04862 252766

Mobile:

9447576211

Name of the IQAC Co-ordinator:

Dr. Sabukkutty M.G.

Mobile:

9495474149

IQAC E-mail address:

iqacsjcm@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

EC/61/RAR/46 dated 15 – 09 - 2012

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.stjosephscollegemoolamattom.org

Web-link of the AQAR:

<http://www.stjosephscollegemoolamattom.org/aqar.aspx>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	78%	2005	2010
2	2 nd Cycle	B	2.82	2012	2017

1.7 Date of Establishment of IQAC: DD/MM/YYYY

06 – 07 - 2009

1.8 AQAR for the year (for example 2010-11)

2014 - 15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

AQAR 2013-2014 submitted on 06 - 01 - 2015

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous College of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phy. Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Mahatma Gandhi University,
Kottayam, Kerala

1.13 Special status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National

State Institution Level

(ii) Themes

- | | |
|---|--------------------------------------|
| (i) Preparation of MRPs | (ii) Enhancement of internal quality |
| (iii) Implementing new initiatives | |
| (iv) Enhancement of the employability of students | |

2.14 Significant Activities and contributions made by IQAC

Conducts seminars, conduct of tutorial classes, encourage extension activities, conducts programmes which enhance communal harmony, setting up of department libraries, etc.
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2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Cultural programmes associated with festivals like Onam, Christmas etc.	Various cultural events were conducted by the Associations
Socially relevant activities through NSS, NCC etc.	Blood Donation, Remembrance of International Days through proper activities, Adoption of Village, Health Surveys and awareness classes
Promotion of extension activities	DRC testing, Classes and training programmes on Meliponiculture are the main extension activities
Programmes for late admissions	Bridge and Remedial classes for late admissions and slow learners
Programmes for weak learners and fast learners	Two programmes titled Walk With a Scholar (WWS) and Scholar Support Programme (SSP) were taken up to cater to the needs of the scholars
Making linkage with society	Pain and Palliative Care Unit, Village Adoption, Maintenance of sign boards, Road and Ground Construction, Promotion of Meliponiculture, DRC Testing, Soil Testing, Counselling, etc were initiated to make the linkage with the society

At least one Departmental meeting in a semester	All the Departments conducted staff meeting as directed
At least two seminars by each Department in a semester	Most of the Departments conducted two seminars in a semester
Participation in programmes conducted by other institutions	Most of the invitations are accepted and won many prizes in intercollegiate competitions
Formation of various Clubs to foster the participation of students on their interest	Clubs were formed to accommodate all the students based on their interest.
Functioning of Departmental Associations	Every Department has its own association initiating lot of activities
Maximum participation of students in co-curricular activities	Ensure maximum participation through College Students Union, Club and Association activities, NCC, NSS etc.

** Attached the Academic Calendar of the year in Annexure I*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The Management considered it favourably and urged to incorporate more programmes to enhance the quality

Part B

Criterion I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01	-	-	-
PG	03	01	02	-
UG	07	01	02	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	03	-	-	03
Others	-	-	-	-
Total	14	02	04	03

Interdisciplinary	03	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	Nil
Annual	03

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

***Feedback Analysis is given in Annexure II**

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

Nil

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

Department of Mathematics started B.Sc. Programme in Mathematics

Criterion II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
29	11	18	-	-

2.2 No. of permanent faculty with Ph.D.

15

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

24 Nil Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	07	01
Presented papers	01	01	-
Resource Persons	Nil	01	Nil

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

- Introduction of WWS (Walk With a Scholar) programme for meritorious students
- Introduction of SSP (Scholar Support Programme) for weak students
- Continuation of Add-On courses to increase employability
- Installation of Video Conferencing System
- Setting up of a Smart Class Room

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

193

2.8 Examination/ Evaluation Reforms initiated by the Institution

(for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Uniform internal exam at least once in a semester

2.9 No. of faculty members involved in curriculum

Restructuring/Revision/Syllabus development as member of Study/Faculty/Curriculum Development Workshop

Curriculum restructuring: 1
Board of Studies: 4

2.10 Average percentage of attendance of students

90

2.11 Course / Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. English (V)	22	Nil	68	16	02	86
B.Sc. Physics	23	Nil	47.8	26	4.34	78.2
B.Sc. Chemistry	31	3.2	84	3.2	Nil	90.3
B.A. Economics	44	Nil	45.4	20.4	4.5	70.4
B.Com.	59	Nil	59.3	13.5	3.3	76.2
BBM	35	Nil	57.1	17.1	2.8	77.1
MSW	Awaiting Result					
M.Sc. Chemistry	Awaiting Result					

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

- Teacher feedback forms by the students were collected and evaluated
- Necessary corrections were recommended to the teachers
- Encourage IT enabled classes
- Mentoring system is introduced to monitor students
- Peer teaching system is insisted for weak students
- Timely display of internal marks

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	Nil
HRD programmes	02
Orientation programmes	02
Faculty exchange programme	01
Staff training conducted by the University	01
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	06
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	-	Nil	01
Technical Staff	04	-	-	-

Criterion III

3. Research, Consultancy and Extension

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

- Promotion of Minor and Major Research Projects in the Departments
- Provide adequate computer with internet facility
- Subscribe more books and journals to cater the needs of the researchers
- Facilitate staff participation in International and National Seminars
- Encourage Departments to conduct International and National Seminars
- Students are given topics for projects which create research aptitude in them

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	01	Nil	Nil
Outlay in Rs. Lakhs	Nil	3,50,000/-	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	03	02	06
Outlay in Rs. Lakhs	-	4,65,000	90,000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	Nil	Nil
Non-Peer Review Journals	Nil	Nil	Nil
E-Journals	Nil	Nil	Nil
Conference proceedings	01	01	02

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	KSCST	3,50,000	2,80,000
Minor Projects	2014 - 16	UGC	90,000	67,500
Interdisciplinary Projects	2013 - 15	UGC	1,20,000	1,15,000
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects (<i>other than compulsory by the University</i>)	Nil	Nil	Nil	Nil
Any other (Specify)	Nil	Nil	Nil	Nil
Total	-	-	5,60,000	4,62,500

3.7 No. of books published (i) With ISBN No.

Chapters in Edited Books

(ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For Colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (FIST)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	01	Nil	Nil	07
Sponsoring agencies	Nil	UGC	Nil	Nil	Management

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

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	District	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

	04
	08

3.19 No. of Ph.D. awarded by faculty from the Institution

	02
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3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	Nil	SRF	Nil	Project Fellows	Nil	Any other	Nil
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3.21 No. of students participated in NSS events:

University level	12	State level	-
National level	-	International level	-

3.22 No. of students participated in NCC events:

University level	-	State level	-
National level	10	International level	-

3.23 No. of Awards won in NSS:

University level	01	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	03
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	05
NCC	06	NSS	04
		Any other	Nil

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Conducting blood donation campaign and donation camp
- Distributing the saplings in the nearby places and greening the campus
- Distribution of vegetable seeds among students and the public and conduct seminar on organic farming
- Conducting health surveys in the nearby villages
- Repairing road in the adopted villages and help construct a school ground

- Pain and Palliative Care
- DRC Testing
- Soil Testing
- Meliponiculture
- Counselling

Criterion IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25 Acres	Nil	Nil	25 Acres
Class rooms	27	01	Management	28
Laboratories	07	01	FIST	08
Seminar Halls	02	Nil	Nil	02
No. of important equipments purchased (\geq 1.0 lakh) during the current year	04	39	UGC	43
Value of the equipment purchased during the year (Rs. in Lakhs)	-	28,54,407	UGC/FIST	28,54,407
Others				

4.2 Computerization of administration and library

Library is fully computerised and transaction is made through barcode system

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16,444	-	500	1,50,000	16,944	-
Reference Books	1,423	-	85	50,545	1,508	-
e-Books	Subscription of INFLIBNET NLIST Programme renewed annually					
Journals	26	-	5	-	31	-
e-Journals	Subscription of INFLIBNET NLIST Programme renewed annually					
Digital Database	-	-	-	-	-	-
CD & Video	96	-	32	Nil	128	-
Others (specify)	-	-	-	-	-	-

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others(Class rooms)
Existing	102	06	85	02	02	04	08	02
Added	22	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	124	06	85	02	02	04	08	02

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

Every department is provided with a computer and internet connection
Every student is provided with computer literacy
Students are encouraged to make use of PPTs for their seminar presentations
Teachers are persuaded to follow computer aided teaching methods
PPTs by the students and teachers are collected and stored to create digital resource bank

4.6 Amount spent on maintenance in lakhs:

i) ICT	9,000/-
ii) Campus Infrastructure and facilities	1, 50,000/-
iii) Equipments	50,000/-
iv) Others (Class rooms)	1,05,000/-
Total :	3,14,000/-

Criterion V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Orientation Programmes for students at the beginning of the academic programme

Inform the students about various scholarships

Report to the students about various employment opportunities

Inform the students about various higher education programmes and their modes of selection

Students reported on various competitions conducted regionally and nationally

Career Guidance Classes through respective departments

5.2 Efforts made by the institution for tracking the progression

One internal exam is conducted by the Institution in each semester

Evaluation of the internal exam result is carried out immediately after the exam in each department

At least one PTA meeting is held in each Department in a semester in addition to the general annual body meeting

Mentoring is provided for weak students

Seminars according to the capability of the students are promoted

Peer team teaching method is promoted

Scholar Support Programme (SSP) offers additional training to weak students on difficult subjects

Walk With a Scholar (WWS) Programme for meritorious students

Programmes for soft skill development

Bridge and Remedial courses

Directing students for attending Job Fairs

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
744	99	08	-

(b) No. of students outside the State

Nil

(c) No. of international students

Nil

Men	No.	%	Women	No.	%
	Nil	Nil		Nil	Nil

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
592	54	38	74	02	760	649	61	34	99	03	846

Demand ratio – Not available since admission is done by the University under a centralised allotment system

Dropout % - 01

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

Coaching for competitive examinations like NET/CSIR is conducted
The College has a Career Planning Cell which is inclusive of all the interested students
On all possible Saturdays and other holidays, the Cell offers coaching classes
The Cell conducts career guidance programmes for its members
Civil Services Forum conducts classes for Civil Service Examinations
Walk With a Scholar programme trains its members for various competitive exams
VENT, Readers Forum for Civil Service aspirants

No. of students beneficiaries

210

5.5 No. of students qualified in these examinations

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	08	UPSC	Nil	Others	19

5.6 Details of student counselling and career guidance

Most of the Departments conduct career guidance programmes for their students
 Interested students are given individual counselling and their aptitude is sought
 Based on their aptitude, they are given special guidance

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	35

5.8 Details of gender sensitization programmes

Women Cell, a club solely for women, is operative in the Institution
 This club organised various programmes to sensitise the women about their rights
 There were joint sessions for both boys and girls under the auspices of Women Cell for gender sensitisation

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level
 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from Institution	24	36,000
Financial support from Government	450	27,21,815
Financial support from other sources	04	12,000
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibition: State/University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Criterion VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the Institution

Vision:

We endeavour to produce intellectually competent, morally upright, socially committed and spiritually inspired men and women with a genuine love of God and man and an abiding pride in one's own culture and heritage.

Mission:

- Grow as an institution of sound higher learning in the backward district of Idukki
- Be a centre of light and life in this land and blessing to many
- Enable teachers and students to grow in the true love of knowledge
- Be an institution for moulding its students as responsible citizens, integrating themselves into the community without prejudice or complexes and for enabling them to be critics and conscience of society.
- To prepare the youth of the 21st century by promoting international brotherhood, environmental conscience, gender justice and sense of harmony and
- To create a just and humane society where dignity of the human person is respected, where unjust social structures are challenged, where our cultural heritage of ahimsa, religious harmony and national integration are upheld and where the poor and the marginalised are specially taken care of.

6.2 Does the Institution has a Management Information System Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum development is done by the University and Affiliated Colleges have no freedom to design their own strategies

6.3.2 Teaching and Learning

ICT enabled teaching method is promoted
Students are encouraged to use ICT in their seminar presentations and learning
On certain occasions selected meritorious final year students are given opportunity to take class for first year students
A Common Activity Board is provided to display their own contributions
Publishing of Manuscript Magazines by each Department is promoted
Literary associations are encouraged to publish manuscript magazines
Quiz Competitions based on their subject are conducted by the Departments
Seminars/Workshops of relevant topics are arranged by Departments
Peer teaching method is encouraged
Bridge and Remedial Classes are arranged to enhance teaching learning process

6.3.3 Examination and Evaluation

At least one internal exam for each semester is conducted
Students are given the valued papers to ensure transparency in the evaluation
After the evaluation of the papers, PTA meeting is conducted to discuss the result
Progress in study is monitored by the Teacher-in charge of the class
Remedial classes are arranged for the weak students
Analysis of University Examination results is done and proper guidance is given accordingly

6.3.4 Research and Development

Incorporation of sophisticated instruments in the laboratory
Subscription of new books and journals
Participation and Presentation of papers in Conferences/Workshops/Seminars etc
Computers with internet facility are provided
Organising National Seminars
Students are given project works which can inculcate an interest in research

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

The College has a well furnished library with adequate number of books for all the programmes offered in the College. Apart from that, the library contains reference books, magazines for general reading and for competitive examinations, local and national news papers, national and international journals, etc. In addition, all the Departments have libraries of their own.

ICT

One of the class rooms of every Department is fixed with a projector and screen. The College has a well furnished language lab to train the students in good communication practices. In addition, the College has a few portable projectors and laptops. The students are encouraged to make use of PPTs for their seminars. Recently, Video Conferencing System and Smart Board are added to these facilities.

Physical infrastructure

The College has well furnished class rooms, library and labs. It has two play grounds and the necessary equipments to practice sports and games. The Institution has ample number of separate toilets for both girls and boys. Girls are provided with a retiring room. The College has two auditoriums and a seminar hall. It has state of the art computer labs with internet connection and a well furnished canteen. The construction of a new building with class rooms, computer lab and auditorium is about to complete.

6.3.6 Human Resource Management

Interdisciplinary programmes are encouraged to pool human resource in the College

The human resource of volunteers of NCC, NSS and the members of clubs like Nature Club, Pain and Palliative Unit, Bhoomithra Sena, Tourism Club and students of Social Work Department is made use of both in the Campus and in the Society

Students are given key roles in the organisation and execution of activities of clubs and associations

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment is conducted strictly following the guidelines stipulated by the Government of Kerala, Mahatma Gandhi University, Kottayam and UGC.

6.3.8 Industry Interaction / Collaboration

Some of the Departments have collaboration with industries. Departments conduct periodical Industrial visits and invite faculties from the industries for interaction. Students undertake their mandatory project works in collaboration with various industries. Industrialists are invited to the Campus to interact with the members of the Entrepreneurship Development Club.

6.3.9 Admission of Students

Students are admitted through the common admission portal by the University, except for the management seats and community quota.

6.4 Welfare schemes for:

Teaching	Deposit and Loan facility from Cooperative society
Non teaching	Deposit and Loan facility from Cooperative society
Students	Various Scholarships by Government, Management, PTA and Endowments by well-wishers are available. Canteen for providing food at moderate rate. Cooperative Society provides necessary articles at moderate rate.

6.5 Total corpus fund generated

1,30,000/-

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nil	Nil	Yes	IQAC
Administrative	Yes	DD Office and AG	Yes	Management

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Grades and Grade Points are given on a 7- Point Scale based on the percentage of total marks

A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a course

Candidates having a Grade E or above will be eligible for higher studies

The earlier pattern of internal and external examinations was given up and a new pattern was introduced whereby students were to submit only one assignment and had to attempt only one internal exam in a semester

Assignments are to be given from I to IV semesters, a seminar in the semester V and Viva Voce in the VI semester

Decided to conduct the practical examinations only at the end of even semesters

Each college need to upload the internal marks in the web portal of the University and submit the same in the form of hard copy within the stipulated period.

6.10 What efforts are made by the University to promote autonomy in the affiliated / constituent colleges?

The University promote autonomy in the affiliated colleges provided they meet the required criteria propounded by the University and UGC

6.11 Activities and support from the Alumni Association

Every year on 26th December, the Alumni Meeting is held and the alumnus shares their experiences and sort out plans to assist the College

It is known that some support activities to needy students have been done by the Alumni

6.12 Activities and support from the Parent – Teacher Association

At least a PTA meeting is held by each Department in a semester
Once in a year a general PTA meeting is conducted by the College
Parental participation in the PTA meeting is mandatory
Parent – Teacher Association instituted a number of scholarships for meritorious students
The PTA assisted the Management in scheming the rules and regulations in the College
The Association also aided the College in conducting extension activities
It plays a key role in maintaining discipline in the campus
Every Department maintains constant contact with the parents to know more about the students

6.13 Development programmes for support staff

Orientation Programme at the beginning of every year
Rotation of jobs
Encourage and extend coaching for department tests

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

In association with the NCC and NSS units of the College, the Institution planted about 200 saplings in and around the Campus
The Campus was declared as 'Plastic free'
Clean Campus campaign by placing dust bins at various spots in the Campus by Bhoomitra Sena
NCC, NSS and Bhoomithra Sena volunteers clean the Campus periodically

Criterion VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Two programmes under the initiatives by the Kerala Government namely Walk With a Scholar (WWS) and Scholar Support Programme (SSP) were introduced. Thus meritorious and weak students are given individual training.
- Uniform Internal Exam – This innovative format of conducting internal exam for all the students in the College spanning a few days could solve the redundancy in conducting the exam and use the resources effectively.
- Tutorial classes – In this programme the teachers get chances to instil values in students. Though there is a prescribed syllabus for tutorial classes, the teachers are given liberty to take lesson based on one's interest.
- Remedial and Bridge classes for late admissions and slow learners
- DORS(*Daily One Rupee Scheme*) - One rupee daily which is collected once in a week for the Needy

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

Presentation of the academic calendar at the beginning of the year
Every Department is required to submit the report at the end of each programme
Every Department is required to convene a staff meeting at least once in a semester
Head of the Departments are required to follow the teaching plan and try to implement as proposed
Evaluation meeting after the declaration of the results of each internal and external exams
Every Department is to conduct seminars and competitions as planned

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Bridge and Remedial classes for late admissions and slow learners
2. DORS(*Daily One Rupee Scheme*) - One rupee daily which is collected once in a week for the Needy

****Provided the details in annexure III***

7.4 Contribution to environmental awareness / protection

- With the help of NSS, NCC and Bhoomithra Sena volunteers, the College conducted awareness programmes on environmental protection
- Planting saplings in the Campus
- Distributing saplings to the students
- Every Department observed World Environment Day with new perspective whereby students were sensitised the relationship between environment and their area of study
- Maintenance of plastic free campus
- Maintaining adequate number of dust bins in the premises
- Eco friendly campus with well maintained natural garden

7.5 Whether environmental audit was conducted?

Yes

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The College is situated in the rural area of Idukki

The College is a boon to the women community in the district as the girl students outnumber the boys in the Institution

More than 50% of the permanent faculty are PhD holders

8. Plans of the institution for next year

- Sending more faculty under FDP
- More classrooms with LCD projector
- Minimum four seminars by each Department
- Organize campus recruitments
- Starting new Degree programmes
- Renovation of IQAC Room
- Set up a new spacious Language Lab
- Complete the installation of Video Conferencing System and Smart Class Room

Name: *Dr. Sabukkutty M.G*

Signature of the Coordinator, IQAC

Name: *Rev. Dr. GILSON JOHN*

Signature of the Chairperson, IQAC

CALENDAR OF EVENTS 2014 - 2015

Sl. No.	Programme	Conducting Department	Date	Resource Person / Department
1	Staff Orientation Programme	Management	10-06-2014	Rev.Fr. Roy Kannanchira CMI, Director, DCL and Rev.Fr. Roby Kannanchira CMI, Director, Chavara Cultural Centre, Kochi
2	College Union Inauguration	College Union	20-06-2014	Sri.V.T. Belram MLA
3	Planting saplings in the campus on World Environment Day	NSS	05-06-2014	NSS
4	Add-on course certificate distribution	Department of English	24-06-2014	Department of English
5	Tagore Forum Inauguration	Department of English	24-06-2014	Dr. Baby Joseph, Principal, St. Joseph's Academy of Higher Education, Moolamattom
6	Motivation Talk	Campus Ministry	04-07-2014	Prince J. Mathew, Asst. Professor in English
7	Seminar on Drug Abuse	NSS	05-07-2014	Sri. Mathew Kuruvila
8	Literary Quiz	Department of English	7-07-2014	Department of English
9	Inauguration of Physics Association and Seminar on 'Solar Cells'	Department of Physics	09-07-2014	Dr. Ison V Vanchipurackal, Dept. of Physics, St. Thomas College, Pala
10	Inauguration of Economics Association	Department of Economics	10-07-2014	Prof. M.J Mathew, Principal, M.E.S College, Erattupetta
11	Inauguration of Chemistry Association and Seminar	Department of Chemistry	17-07-2014	Dr. M.N. Radhakrishnan, Principal, D.B College, Thalayolaparambu
12	Inauguration of the Association of Department of English	Department of English	19-07-2014	Dr. Siby Joseph, Associate Professor, St. Thomas College, Pala
13	Formation of Life Line Club	Department of Social Work	20-07-2014	Mr. Shaji George, Assistant Excise Inspector, Idukki
14	Inauguration of the Academic Year	Management	28-07-2014	Prof. Indhu K.S, Syndicate Member, M.G University

				Kottayam
15	B.Com.(Computer Application) Association Inauguration	Department of Commerce	30-07-2014	Dr. Antony Joseph (H.O.D of Commerce, Henry Baker College, Melukavu
16	Seminar on 'Practical skills for a successful entrepreneur'	Entrepreneurship Club	03-08-2014	Mr. Anoop Nampoodhiri, M.D., Dhanwanthiri Ayurveda Hospitals Pvt. Ltd
17	Seminar on 'A step towards entrepreneurship'	Entrepreneurship Club	03-08-2014	Mr. Renjith Babu, Assistant Director, Department of Industries, Idukki
18	Seminar on 'Impact of World War on Literature'	Department of English	7-08-2014	Department of English
19	Evaluation of the Union Budget 2014-14	Department of Economics	07-08-2014	Dr. P.S Mohankumar, Professor, Calicut University Centre, Palakkad
20	Commerce Association (Taxation) Inauguration	Department of Commerce	12-08-2014	Dr. Johnson Varghese (HOD of Commerce, Nirmala College, Muvattupuzha)
21	NSS programme inauguration	NSS	23-08-2014	Mr. Mathew M. Kuriakose, Principal , St. Mary's HSS, Arakulam
22	Fresher's Day	Department of Physics	26-08-2014	Department of Physics
23	Seven Day Special Camp	NSS	05-09-14 to 11-09-14	NSS
24	Observance of National Mental Health Day	Department of Social Work	10-09-2014	Department of Social Work
25	Workshop on 'Future Excellence'	Management Studies Department	17-09-2014	Mr. Eldho Paul, Career Consultant, Marian Academy
26	Women Cell inauguration and Seminar	Women Cell	18-09-2014	Prof. Jessy Antony, Municipal Councillor, Thodupuzha and Dr. Prameela Devi, Member, Kerala Women's Commission
27	Three Day Workshop on 'Confidence building & Goal Setting'	Management Studies Department	28-09-14 to 30-09-2014	RACE Solutions Pvt. Ltd., Ernakulam
28	Commencement of M.A English in aided stream	Department of English	29-09-2014	Department of English
29	Rev. Fr. Z.M Moozhoor Memorial Talk and Releasing of Manuscript Magazines	Sahithya Vedhi	29-09-2014	Dr. Kurias Kumbalakkuzhi, State Chief Information Commissioner

30	Intercollegiate seminar on 'Indian contribution to World literature'	Department of English	30-10-2014	Prof. K.G Sreevastava, Former V.C, Allahabad University
31	Inauguration of Mathematics Association and Seminar	Department of Mathematics	30-10-2014	Dr. K V Thomas, Asso. Prof., Bharath Matha College, Thrikkakkara
32	Diabetic Check up and Awareness class at Kudayathur	Department of Social Work	14-11-2014	Department of Social Work
33	Seminar on 'New trends in Commerce and Management'	Department of Commerce	19-11-2014	Prof. Sony Kuriakose, Asst. Professor, Newman College, Thodupuzha
34	Inter Institutional Faculty Enrichment Programme	AIACHE	20-11-2014	Dr. Aryadeep Roy Choudhury
35	Seven Day Rural Camp at Koruthodu	Department of Social Work	17-11-'14 to 24-11-14	Department of Social Work
36	Seminar on 'Reading Habit'	Sahithya Vedhi	25-11-2014	Mr. Jose James, Asst. Professor in Chemistry
37	Competitions on World Aids Day	NSS	01-12-2014	Aids Control Society
38	Competitions on World Aids Day	Department of Social Work	01-12-2014	Department of Social Work
39	Seminar on 'Energy and Environment'	Department of Chemistry	02-12-2014	Dr. Aravindakumar, Director, School of Environmental Science
40	Two Day Workshop on 'Personality Development'	Department of Commerce	03-12-2014 14-12-2014	JCI Vazhithala
41	Essay Writing Competition	Department of English	04-12-2014	Department of English
42	Seminar on 'Cardiac Awareness'	Women's Cell	12-12-2014	Dr. Sr. Alphonse Kurithadam, Cardiologist, Deva Matha Hospital, Koothattukulam
43	One Day Seminar cum Handloom Exhibition	Entrepreneurs hip Club and Handloom Promotion Council	12-12-2014	Mr. Alex Kozhimala, Former President, Idukki District Panchayat
44	Seminar on 'Web Designing and Graphic designing'	Career Guidance Cell	15-12-2014	Mr. Ravi Shankar and Ms. Nibilamaol
45	Inter University Chavara Elocution Competition	Oratory Club	16-12-2014	Oratory Club
46	Inauguration of Dance Club	Dance Club	18-12-2014	Rev. Dr. Gilson John CMI, Principal

47	Three Day Nature Camp at Idukki Wild life Sanctuary	Nature Club	18-12-'14 to 20-12-14	Nature Club
48	Inauguration of Dance Club	Dance Club	18-12-2014	Rev. Dr. Gilson John CMI, Principal
49	Alumni Meet	Management	26-12-2014	Management
50	Food Fest	Department of Social Work	31-12-2014	Department of Social Work
51	Chavara Memorial Talk	Management	05-01-2015	Dr. Babu Sebastian, Hon. V.C, M.G University, Kottayam
52	Releasing the Newsletter titled 'Cheme News'	Department of Chemistry	07-01-2015	Rev. Fr. George Mattathil CMI
53	Cultural Interaction	Department of English	20-01-2015	Mrs. Katherin Benzivenga
54	Run Kerala Run	NSS	20-01-2015	NSS
55	Career Orientation Seminar	Department of Commerce	22-01-2015	Joy Manuel & Team, Placement Trainer
56	Motivation Seminar	Walk With a Scholar	23-01-2015	Mr. Aneesh Mohan, Coordinator IPCAI, Kottayam
57	"Sparsham 2015" – Special programme to honour the talented individuals with disabilities	Department of Social Work	23-01-2015	Sri. M.T Thomas, Idukki Dist. Panchayath President, Mr. Joby Mathew, World Arm Wrestling Champion
58	Blood Donation Camp	NSS	04-02-2015	NSS
59	Motivation Talk	Campus Ministry	06-02-2015	Prof. John Muzhuthettu
60	Tribal Awareness Camp	Department of Social Work	12-02-2015	Department of Social Work
61	Workshop on 'Film Making'	Department of Social Work	16-02-2015	Department of Social Work
62	Industrial Visit to Kannan Devan Factory	Department of Commerce	19-02-2015	Department of Commerce
63	Industry Visit	Department of English	21-02-2015	Department of English
64	Seminar on 'Higher Education'	Department of Commerce	27-02-'15	Mr. Shaji George and Team
65	Seminar on 'Stress Management'	Walk With a Scholar	28-02-2015	Dr. P.V Joseph, Associate Professor, Maharajas College, Ernakulam

66	National Seminar on ‘ Need for Human Rights Education in the Modern Era’	Department of Management Studies	03-03-2015	Mr. R. Natarajan, Hon’ble Judicial Member, Kerala Human Rights Commission
67	Seminar on “ Career Excellence through Civil Service”	Civil Service Forum	04-03-2015	Mr. Abraham Kurian IPS, Former DGP, U.P
68	Poem Translating Competition	Department of English	05-03-2015	Department of English
79	Personality Development seminar	Walk With a Scholar	12-03-2015	Mr. Mathew Kanamala, Director, IPCAI, Kottayam
70	Seminar on ‘ Art of Writing Exam’	Walk With a Scholar	13-03-2015	Mr. Jose James, Assistant Professor in Chemistry
71	Workshop on Communication Skills	Walk With a Scholar	16-03-2015	Ms. Brillie K. Benzkutty, ELT Trainer
72	Seminar on Group Discussion	Walk With a Scholar	16-03-2015	Ms. Aswathy. S, ELT Trainer
73	Campus Visit	Walk With a Scholar	19-03-2015	Walk With a Scholar
74	Workshop on Career Guidance	Walk With a Scholar	23-03-2015	Mr. T.A John, Director, Career Guidance Centre, Thodupuzha
75	Cultural Interaction Programme	Walk With a Scholar	26-03-2015	Ms. Rup Chahal, Director and Co-Founder of English Language Channel Ltd (Airuup), London

AWARDS AND ACHIEVEMENTS

Name	Event	Position
Albin Joseph	All Kerala Intercollegiate Karate Championship	I
Alfred J. Chettimattel & Team	National Level Technical Fest	I
Alfred J. Chettimattel	Power Quiz by KSEB	I
Navaneeth S	Best outgoing student(Boy)	Chavara Award
Sneha Jose	Best outgoing student(Girl)	Chavara Award
Jobins &Team	Dance competition in Commerce Fest	II
Sneha Jose	B.Sc. Chemistry University Exam	II Rank
NCC	Intercollegiate Guard of Honour Competition	II
Aju Dominic	MG University NSS Arts Fest/ Essay competition	II
Aju Dominic	Essay competition conducted by Excise Department	I

SOME IMPORTANT EVENTS

1. Mrs. Kathleen Bencivenga, Member, Administrative Council, Archdiocese of New York, USA visited the College and interacted with students and staff
2. Prof. Sajan Jose K., Department of Zoology, was appointed as a member of Board of Studies of Zoology at SB College (Autonomous), Changanassery
3. Dr. Siby Joseph, Head of the Department of Chemistry, was nominated as member of the UG Board of Studies in Chemistry, MG University, Kottayam
4. Lt. Pramod Joseph won the best NCC Officer Award for his contribution in Voluntary Blood Donation
5. Seventeen Manuscript Magazines were published under the auspices of Sahithya Vedhi
6. Dr. Joshy Varghese was appointed as a Subject Expert of Malayalam, a Board Member of UG Studies, Malayalam and Convenor of the Exam Vigilance Squad, Idukki Zone. He was also appointed as Chief Judge of *Nalla Padam*, an initiative by the Malayalam Daily Malayala Manorama, in Idukki Zone
7. Dr. C. T. Francis, Department of Management Studies, was nominated as member in the Board of Studies in Management in Mahatma Gandhi University
8. Dr. K.C Joseph, Department of Chemistry, synthesized two new crystals characterised by XRD and deposited them in Cambridge Crystallographic Data Centre
9. Dr. Joseph George, Department of Management Studies, was selected to participate in the Inter Institutional Faculty Enrichment Programme of AIACHE, New Delhi. He was also selected as the Financial Resource Person of the Securities Exchange Board of India (SEBI) to represent Idukki, Ernakulam and Thrissur District as well as the Union Territory of Pondicherry
10. Mr. C. T Francis, Department of Management Studies, was awarded Ph. D by MG University, Kottayam
11. Mr. Joseph George, Department of Management Studies, was awarded Ph. D by MG University, Kottayam

1. Feedback from parents

- Students should be provided with additional training on soft skills
- Computer proficiency should be given to those students who do not study computer as part of their curriculum
- Campus Recruitment should be arranged for the students

2. Feedback from Students

- More career guidance programmes can be included in the academic programmes
- Girls may be provided with more toilet facilities
- On Campus Recruitments should be conducted for students
- Talented students may be encouraged to participate in University arts fests
- More career- oriented programmes may be introduced
- Adequate number of soft-skill training programmes may be provided to the students

3. Feedback from alumni

- Experts from industries may be invited to the college to interact with students
- The alumni praised the programmes of pain and palliative care unit and recommended that such kind of more extension activities can be undertaken

BEST PRACTICES -1

Title of the Practice :	Bridge and Remedial Classes for late admissions and slow learners
The Context :	The admission process of the University is designed and carried out in such a way that the interval between the allotments is so prolonged that a sizeable fair of the students get admission after a few weeks or a month after the first allotment. Hence, the late comers find it difficult to cope with the academic atmosphere in the College. Thus the practice of giving extra classes to bring them to par with the rest of the students is the context up on which it was started.
The Objectives of the Practice :	<ul style="list-style-type: none"> • To make the teaching learning process favourable • To provide the late comers equal opportunity for learning • To impart study skills to students • To cater to the practice of peer teaching
The Practice :	<p>After the first or second allotment the regular classes for the UG programme begins. The students who get admission through the third or fourth allotment get enrolled in the College only much later and sometimes even after a month. The late comers are informed to register their names with the in charge of the programme and everyday 45 minutes before the regular class, they are given additional classes in English, as most of the late comers find difficult to cope with English classes. Peer teaching is also encouraged in it. The fast learners are selected to train the late comers as many a time they are comfortable with their own companions. In the evening after the regular class time, the interested students are given training in communication skills. It offers them a platform for individual discussions. Hence, individual attention can be paid to each student. Periodical exams are conducted to assess the level of learning and improvement.</p> <p>When they are at par with the rest of the students, they can choose whether to continue with this session or not. Any student can be part of this practice till they get the confidence that they can cope with other students of his/her class mates. But the chance for acquiring communication skills in English is offered to anyone after the regular class hours.</p>

Obstacles faced/Problems encountered :	<ul style="list-style-type: none"> • The allotment process takes much time and this programme begins after all the allotments are over. Hence it often appears to be time consuming. • Since the programme is carried out outside the regular working hours, students tend to lose their interest in it.
Impact of Practice / Evidence of Success :	<p>The major impact of this practice is that even the weak students are given ample opportunity to make up their academic loss. Many weak students could overcome their impediments in learning English, as they are given individual attention. As this programme offers training in communication skills, it appeals to students to a great extent.</p> <p>It appears to be beneficial to the students as they sit for the internal exam and doing seminar and assignments. Many a student passed the exam solely because of the extra exposure to the topic.</p>
Resources required :	Other than a set of willing teachers and enthusiastic students, this programme requires nothing.
For further details/contact person :	Name : Roby Mathew
	Designation : Assistant Professor
	Name of the College : St. Joseph's College
	Address : Arakulam P.O
	City-Pin code : Idukki - 685591
	Telephone : 9495612515
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	E-mail : roby_mthw@yahoo.co.uk

BEST PRACTICES-2

Title of the Practice :	DORS(<i>Daily One Rupee Scheme</i>) - One rupee daily which is collected once in a week for the Needy
The Context :	The change in time brought forth a culture in which students tend to discard social commitment. In this context, the Pain and Palliative club of the College has come forward to stretch out its helping hand to the needy, bed-ridden, and the old destitute. As every society is inclusive of people who need the support of others, students are provided with ample opportunities to help them.
The Objectives of the Practice :	<ol style="list-style-type: none"> 1.To instil the values of compassion, selfless service to the poor and the needy 2. To connect the student community with society 3. To sensitise the value of human life.
The Practice :	<p>The College has a Pain and Palliative Club which is headed by one of the teachers in charge. Any interested student can be the member of this initiative. The Pain and Palliative Unit of the College functions in association with Arakulam Grama Panchayath and the Public Health Centre nearby. The members normally visit the houses of patients who are bed-ridden and also patients suffering from old age difficulties and mentally retarded. To carry out the activities of the unit, the members collect one rupee a day each from each students on every Thursday. The teachers also whole heartedly take part in this novel venture. If anyone wants to contribute more, he is given the provision to do so. So about nine hundred students contribute one rupee to this charitable fund. The collection is done under the guidance of the volunteers from this unit. To a great extent it is a student initiative, where majority of the activities are carried out by the students themselves. The collected fund is handed over to the teacher- in- charge. The fund so collected is spent based on the plan.</p> <p>This plan gives the students ample exposure to share one's ability and wealth with the needy. Many a time the bed-ridden patients are extremely happy to have someone to care them. It is achieved through the activities of the Pain and Palliative Care Unit of this College. To a certain extent the financial constraint can be overcome with the help of this collected sum. It is also a striking fact that, everyone is</p>

	provided with opportunity to participate in this noble venture by contributing the least minimum amount of one rupee.
Obstacles faced/Problems encountered :	Many a time the collected money may not suffice to carry out the prescribed action plan. As it is a weekly practice, students tend to lose interest in this contribution.
Impact of Practice / Evidence of Success :	<p>This practice appeared to be very much effective as students are not charged much and this is not a compulsory contribution. It gives the volunteers ample chances to interact with the society in which they live and the students to help the society in their own ways and abilities. In common meetings the volunteers share their experiences in the field which usually encourage students to contribute to this noble venture.</p> <p>Since it is a work which is carried out by the students, it improves their inter-personal skills and leadership skills too.</p>
Resources required :	Volunteers who are ready to carry out this task and students who are willing and able to contribute
For further details/contact person :	Name : Mr.Sanju Scaria
	Designation : Lecturer
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