



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

St. Xavier's College, Vaikom

- Name of the Head of the institution

Dr. Rajumon. T. Mavunkal

- Designation

Principal

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

04829275303

- Mobile no

9447697029

- Registered e-mail

stxaviersvkm@gmail.com

- Alternate e-mail

rajumavunkal@yahoo.com

- Address

**St. Xavier's College Vaikom,
Kothavara P.O., Kottayam, Kerala
- 686607**

- City/Town

Vaikom

- State/UT

Kerala

- Pin Code

686607

2.Institutional status

- Affiliated /Constituent

Affiliated

- Type of Institution

Co-education

- Location

Rural

- Financial Status **Grants-in aid**
- Name of the Affiliating University **Mahatma Gandhi University,
Kottayam, Kerala**
- Name of the IQAC Coordinator **Dr. Tomy Joseph**
- Phone No. **04829275303**
- Alternate phone No. **9544958526**
- Mobile **9447910490**
- IQAC e-mail address **iqacstxaviersvkm@gmail.com**
- Alternate Email address **jvtomy@gmail.com**

**3.Website address (Web link of the AQAR
(Previous Academic Year)**

http://www.stxavierscollegevaikom.ac.in/was/files_naac/AQAR%202020-21.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

http://www.stxavierscollegevaikom.ac.in/was/files_naac/Calendar%2021-22%20with%20Sign.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.51	2014	21/02/2014	20/02/2019
Cycle 2	B+	2.75	2019	15/07/2019	14/07/2024

6.Date of Establishment of IQAC

20/02/2014

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
NIL	NIL	NIL	NIL	NIL

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 5

- 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)

- Timely submission of AQAR 2020-21
- Introduction of New UG Programme - B.Sc. Food Science and Quality Control and a new Certificate Course facilitated by Department of Economics on IPR
- Participated in NIRF and Submitted data in AISHE
- Promoted Gender Sensitization and Green Protocol
- Observed National Science Week Celebrations and Conducted Intercollegiate Competitions

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
Preparation of AQAR in the NAAC Higher education portal	The AQAR of 2020-2021 of the institution was uploaded and submitted to the NAAC and displayed in the College website
Participation in quality audit recognized by state, national or international agencies	Participated in NIRF and AISHE
Organizing career oriented seminars/workshops through career counselling	8 Career-oriented seminars/workshops were organized through career counselling.
Promoting Faculty enrichment in the academic level	The IQAC conducts personal audits of teachers at the end of every academic year. As per the suggestions of the IQAC, teachers actively participated in various FDPs, Seminars, Workshops and contributed a significant number of papers to national and international journals and also organized two FDPs.
Feedback from stakeholders	IQAC collected feedback from stakeholders and submitted an analysis to the Academic Council to act up on. Feedback analysis is also presented at Governing Body meetings for curriculum enrichment.
Catering to the needs of slow learners	Peer teaching was promoted and remedial tutoring was rendered. In remedial classes, study aids were distributed and coaching was provided.
Strengthening of curriculum delivery	Various measures like Internships, Projects, Career Oriented classes, were facilitated. Several international/ national/ state level seminars and induction

	programs were organized
Promoting gender sensitization	A webinar on 'POCSO Act 2012 and Gender Equality' was organised in association with Sakshi (NGO) on 22nd June 2021. A session on 'Gender Equality and Sustainable Future' on 8th March 2022 by Prof. Kusumam Joseph, Environment activist. A talk on 'Life experience as a Transwoman and gender orientation of Transgender community' by Ms. Sruthi Sitara, Miss Trans Global 2022 on 31-03 -2022 An invited lecture on Gender Equity was organised for the NSS volunteers on 26-12-2021 with District Child Development Office, Kottayam. Honoring the Women Heroes and a Musical Feast by Ms Vaikom Vijayalakshmi, Award-winning Play back Singer
Organizing extension and outreach activities	After a prolonged lockdown connected to COVID-19, the Institution launched 'Punarjani 2021' to get the schools ready to receive the students. NCC and NSS of the College in association with Youth Welfare Board Kottayam organized "Janasabha - No to Drugs" on 30th March 2022. Health awareness programme in association with PHC, Thalayazham grama panchayath. Puneeth Sagar Abhiyan-Clean Vembanadu Drive at Vaikom beach. Participated in Covid-Vaccination booking survey and Covid Impact Survey.
Library facility augmentation	Textbooks, reference books and e- journals were added to library. Digitalization of Library.

Imparting Health Consciousness	International Yoga Day, Webinar on Anaemia awareness, Online orientation programme in connection with International Day against Drug Abuse, Seminar on 'Drug Abuse: A Menace to Humanity', Psychological Counselling- DITANS 2021, Seminar on 'Promoting Diabetes Education', Talk on 'Eat for Real Change' by Consultant Nutrition, Awareness programme against Drug Abuse by Assistant Commissioner of Excise.
Starting new courses to face new challenges	Started a new UG programme B.Sc. Food Science and Quality Control. A certificate course on Economics and Intellectual Property rights. MOOC course on organic Farming in collaboration with MG University.

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

- Name of the statutory body

Name	Date of meeting(s)
College Council	06/07/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Designation	Principal
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• Alternate e-mail	rajumavunkal@yahoo.com
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• City/Town	Vaikom
• State/UT	Kerala
• Pin Code	686607
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• Location	Rural
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Council	06/07/2023
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2023	02/02/2023
15.Multidisciplinary / interdisciplinary	
<ul style="list-style-type: none"> Open Course: An open course is a type of educational 	

program that allows students from one discipline to learn the fundamentals of another discipline. The University offers these courses in the Fifth Semester of Undergraduate programs through the CBCS scheme. Open courses enable learners from a variety of backgrounds to gain access to educational information and broaden their knowledge on a variety of subjects.

- *Students' projects:* In a multidisciplinary or interdisciplinary education setting, students are encouraged to collaborate on projects that integrate knowledge and skills from different disciplines. These projects are assigned by the University as part of the curriculum under the supervision of a Faculty. Working on such projects allows students to gain a deeper grasp of real-world situations by learning to apply knowledge from many professions to tackle complicated problems.
- *Add-on Courses/MOOC:* Add-on courses and Massive Open Online Courses (MOOCs), are supplementary courses that students can take alongside their regular curriculum. These courses are often offered online and cover a wide range of subjects. In a multidisciplinary context, students can take MOOCs from various disciplines to complement their primary area of study and gain a more holistic education.
- *Multidisciplinary Courses - Model II Programmes:* Model II programmes refer to educational programs that emphasize multidisciplinary. These programs are designed to break down traditional academic boundaries and encourage students to explore connections between different disciplines. In such programs, students create their own unique learning path that aligns with their interests and goals.
- *Invited Lectures:* Invited lectures are presentations or talks delivered by experts from different fields who are invited to share their knowledge and experiences with students and faculty. These lectures can cover a wide range of topics and expose students to diverse perspectives. Invited lectures are an excellent way to introduce multidisciplinary concepts and expose students to cutting-edge research and developments in various fields.
- *Research works:* Multidisciplinary education often involves research projects that integrate knowledge from multiple disciplines. Students and faculty collaborate on research works that address complex issues from different angles. This type of research can lead to innovative solutions and discoveries that might not have been possible within the confines of a single discipline. Research works also contribute to the advancement of knowledge and

understanding in the broader academic community.

16.Academic bank of credits (ABC):

- *New-gen course:* A "New Gen Course" typically refers to a modern, innovative, or cutting-edge course designed to address emerging trends, technologies, or challenges. The College has commenced such a programme *B.Sc. Food Science and Quality Control*. A B.Sc. in Food Science and Quality Control is an undergraduate degree program that typically spans over three years. The program is designed to provide students with a comprehensive understanding of the science and technology behind food production, processing, quality assurance, and safety. This course incorporate elements from various fields to provide a comprehensive learning experience.
- *E-content development & MOOC:* E-content development refers to the creation of educational materials that can be accessed electronically. A popular form of e-content is MOOCs (Massive Open Online Courses). MOOCs are online courses that are open to a large number of participants via the internet. They often include video lectures, interactive quizzes, discussion forums, and other learning resources. When students successfully complete a MOOC, they can earn academic credits.
- *Remote access repository using College Library website:* The College has a library website that provides remote access to digital resources, such as e-books, academic journals, research papers, and other educational materials. By utilizing the college library website as a remote access repository, students can access a vast collection of learning materials from anywhere with an internet connection. This enables them to engage in self-directed learning and enhance their understanding of various subjects. The completion of specific self-study modules or assessments through the remote access repository enhances the opportunity of students to prosper in academics.

17.Skill development:

- *Women empowerment programmes:* Women empowerment programmes are designed to promote gender equality and create opportunities for women to participate fully in social, economic, and political life. These programs may include workshops, seminars, and awareness campaigns that address gender-based discrimination, violence against women, and women's rights. They also focus on enhancing women's access

to education, healthcare, economic resources, and decision-making roles.

- *Self-defence training:* Self-defence training equips individuals, including women, with the skills and techniques to protect themselves from potential harm or attacks. These programs typically include physical training in martial arts or other self-defence techniques, as well as strategies for increasing situational awareness and personal safety.
- *Vocational training programmes:* Vocational training programs aim to provide practical skills and knowledge necessary for specific occupation. These programs offer an alternative to traditional academic pathways and focus on preparing individuals for the job market. By offering vocational training to women and other marginalized groups, it helps them gain economic independence and better employment opportunities.
- *Value-education classes and counselling:* Value education classes focus on instilling ethical and moral values, promoting empathy, compassion, and respect for others. These classes are particularly important in developing well-rounded individuals who can contribute positively to society. Counselling services are also valuable in addressing the emotional and psychological needs of individuals, offering support and guidance through various life challenges.
- *Mock parliament:* Mock parliament is an educational activity that simulates the functioning of a legislative body, such as a parliament. Participants take on roles as legislators and engage in debates, propose bills, and make decisions on various issues. This program helps individuals, including women, develop public speaking skills, critical thinking, and a deeper understanding of the democratic process.

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

- *Yoga and meditation:* Yoga and meditation are practices that promote physical, mental, and spiritual well-being. Yoga involves a series of physical postures, breath control, and meditation techniques that help improve flexibility, strength, and overall health. Meditation, on the other hand, focuses on calming the mind and enhancing mindfulness. Introducing yoga and meditation programs in educational institutions and communities can have numerous benefits, including stress reduction, improved

concentration, better emotional regulation, and enhanced self-awareness. NCC and NSS volunteers actively indulge in yoga and meditation in their daily course of life which in turn bring numerous benefits to their overall well-being and personal growth.

- *Specific Day observation:* Specific Day Observations refer to the recognition and celebration of important days dedicated to raising awareness about particular social, cultural, or environmental issues. For example, International Women's Day, World Environment Day, World Health Day, etc. These days offer an opportunity to organize events, workshops, and discussions to promote understanding, empathy, and positive action towards addressing relevant global concerns.
- *Staging of concerts, performing arts and traditional artforms:* Organizing concerts and performances of various art forms, including music, dance, theatre, and traditional folk arts, can enrich cultural experiences and foster appreciation for the arts. Such events provide a platform for talented artists to showcase their skills and preserve cultural heritage. They also create opportunities for the audience to engage with different forms of artistic expression, promoting cultural diversity and creativity.
- *Language courses focussed on culture:* Language courses that incorporate cultural elements enhance language learning experiences. Learning about the culture of the language being studied helps students understand the context and nuances of communication better. Language courses with a cultural focus may include literature, history, customs, traditions, and social practices of the communities where the language is spoken. This approach encourages cross-cultural understanding and sensitivity.

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

- *Adhering to University/Govt. regulations:* Adhering to University and Government regulations is essential for an educational institution to ensure compliance with established standards and guidelines. These regulations are put in place to maintain the quality, integrity, and credibility of the education system. It benefits students, faculty, and the entire education ecosystem by creating a conducive learning environment that meets the highest standards of excellence. The College adheres carefully to the University-designed curriculum, and its experienced staff offers multifaceted outcomes in each of the subject

it teaches.

- *Communication of Programme Outcomes, Specific Programme Outcomes and Course Outcomes to the student community:* Programme Outcomes (POs), Specific Programme Outcomes (SPOs), and Course Outcomes (COs) are essential components of the Outcome-Based Education (OBE) framework. They define the expected learning outcomes for students at different levels of their educational journey. Communication of these outcomes to students is crucial for ensuring clarity of expectations, student-centric learning, assessment alignment, continuous improvement, employability and career preparedness.

20.Distance education/online education:

- *Online platforms and resources:* The availability of knowledge, educational opportunities, and interactive tools to learners has been transformed by online platforms and resources. These platforms have played a crucial role in democratizing education, encouraging lifelong learning, and enabling remote learning.

Extended Profile

1.Programme

1.1	271
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	612
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	51
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	197
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	32
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	32
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	27
Total number of Classrooms and Seminar halls	
4.2	90.995
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	72
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	

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

The Institution ensures effective curriculum delivery pursuing the Choice Based Credit System (CBCS) framed by the affiliated University. The academic year commences with Staff Council and general Staff Meeting to prepare the Institutional Academic Calendar that complies with the academic calendar of the University. The Head of the Department submits a workload statement at the beginning of every semester which is approved by the Principal and the Academic Committee. Accordingly, each department prepares its own teaching plan. Orientation Programme and Bridge Courses are conducted for the newly admitted students. Study materials are given to slow learners. Webinars and online workshops hosted by different Departments and Universities motivated the students with high intellectual abilities. A few members of our faculty are active members of BOS and Syllabus Revision Committee who ensure that syllabus is updated as per requirements of Industry and other firms. Institution encourages teachers to attend syllabus revision workshops and other FDP programmes. Library and laboratories are upgraded annually as per requirements. Assignments, seminars, industrial visits, OJTs are given to students to enhance their experiential learning abilities. Peer learning, remedial classes and discussion of previous question papers are some student centric methods. Interactions with parents and students are conducted to understand the shortcomings of existing mode of discourse. Feedback is collected and analyzed to propel our academic performance.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/New%201.1.1%20(1).pdf

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

The institute pursues the norms and regulations of the University. We have a well structured and systematic procedure for implementing the curriculum. We prepare an academic calendar in advance integrating the valuable feedbacks from employers, alumni and parents as per the University schedule which comprises the dates for Internal Examinations, Seminars, Workshops and other

curricular and extracurricular activities. The Institution Hand Book that incorporates the calendar and the details of the examination process is published in the College Website. An orientation programme for the newly admitted students is organized to introduce Pos PSOs, Continuous Internal Evaluation Process and the Institutional policies. The Internal examination committee conducts internal exams and class tests during each semester and ensure transparency, meticulous evaluation and timely publication of results. Supplementary tests are conducted for students who are not able to write the exams on valid grounds. A committee is constituted to redress the grievances of the students before forwarding the scores to the University. We further prepare learning materials as per the syllabus and distribute among the students. Assignments and Seminars are scheduled in advance for the smooth conduct of curriculum. IQAC periodically monitors the procedures and gives necessary suggestions and amendments.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.stxavierscollegevaikom.ac.in/wa/s/Files_ftp/file_Handbook-2021-2022.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

A. All 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	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

8

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

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

2

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

207

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

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

The syllabus offered by the University integrates issues related to gender, environment, sustainability, human values and ethics. Common, Complementary, Open and Core courses highlight critical issues; human values, gender equality, diasporic identities and environmental concerns. MOOC on organic farming is a novel programme introduced by the University to transform Kerala into an organic state under its 'Harita Keralam Mission'. It makes our state self-sufficient in producing 'safe to eat vegetables and fruits'. The institution integrates issues relevant to ethics, gender, values, environment and sustainability in all their curricular and extracurricular activities. NSS and NCC promote environmental protection and deep ecological awareness in all their activities which make the students self-sustainable and self-reliant. Various Departments celebrate different days earmarked for energy conservation, health, nature, girl child, nature conservation etc. National festivals like Independence Day, Republic Day are celebrated. Activities serving the society like Blood Donation Camps, Clean Kerala Campaigns are conducted. Fundamental values and professional ethics are inculcated by campaigns, seminars, celebration of important days and training programmes. Gender sensitization programmes are organized on behalf of women cell to empower the marginalized and sidelined sections in the society.

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

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

8

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

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

212

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://www.stxavierscollegevaikom.ac.in/singlepage.aspx?mmcode=113
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.stxavierscollegevaikom.ac.in/signlepage.aspx?mmcode=113

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

204

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

51

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

The students enrolling in an institution will be a heterogeneous mix, regarding their intellectual as well as the ability to imbibe

the lessons taught. An important challenge for any teacher is to assess the level of knowledge, understanding and ability of students so that additional classes and other strategies may be adopted to bring up the students with deficiencies to the general acceptable benchmark. The strategies adopted by the institution in this regard are

a). Remedial Coaching: An entry-level test on the fundamentals of the subject to be taught is conducted after the admissions of students are completed. Based on the performance in the above test as well as interactions with students, a group of students are identified, who have been assessed to require additional coaching or training to be on par with the other students.

b). Bridge Courses: It necessarily refers to a set of topics and courses, designed as an introduction to the subjects to be taken up for study as part of the college curriculum. A syllabus is designed for the bridge courses and completed within a stipulated time to prepare the students for taking up subjects to be studied for the degree courses.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/wa/s/files_naac/Bridge%20Course%20with%20Attendance_%20Commerce.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
612	32

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The College actively attempts to create a dynamic intellectual atmosphere for learning where students are taught to maximize

their potential and develop their intrinsic skills. Every course is set up to implement a student-centered learning method. This method includes the following:

1. **Experiential Learning Method:** In-house student projects are assigned as part of the curriculum of CBCS. Field Visits and On-the-job training are offered to students as part of the experiential learning approach to help them learn about the actual world.
2. **Participatory Learning Method:** To encourage participatory learning, the departments and clubs have organized seminars, poster making competitions to make the curriculum more engaging. Students are keen to indulge in peer teaching activities wherein a platform is provided for them to sharpen their teaching skills. Students have commemorated significant days like World Environment Day, and Independence Day through active participation. Students are encouraged to participate in off-campus webinars and competitions. Special Lectures are arranged where students interact with eminent scholars.
3. **Problem-Solving Methodology:** Regular assignments are given and assessed during both online and offline modes of teaching. When mentees have academic issues, mentors take prompt action to address such issues.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/OJTParticipantList.pdf

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

The use of ICT-enabled technology has improved the effectiveness of teaching and learning. The College helps the teachers and students to stay connected to the internet in order to acquire and impart the most recent knowledge. Some teachers use and share E-books which are very useful for the students as they are handy and save the cost of buying physical books. Teachers have started taking lectures online on Google Meet, Zoom, Microsoft Teams, etc. FDPs are conducted to enable/familiarize the teachers with these online platforms. Teachers share reading materials, short notes, and e-books over different media like Google Classroom, E-Mail,

WhatsApp, etc.

ICT tools used for Offline teaching include the seminar hall which is provided with a fixed/portable LCD Projector. The College is equipped with smart classrooms. Printers and scanners are available in the office, departments and the library. In the college library, faculty members can access e-journals using their unique log-in IDs. Students are encouraged to prepare presentations, assignments, and projects by using MS Word and powerpoint. The G-suite account (individual) given to each faculty member was one of the ICT tools utilized for online and blended learning.

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

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

2.3.3.1 - Number of mentors

32

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

32

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

16

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

410 years

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.

The academic process requires a fair evaluation. The institution strictly adheres to the Mahatma Gandhi University evaluation method for both the end-semester examination and continuous internal examination. Once a semester, internal exams are scheduled; the approximate dates are listed in the college calendar at the beginning of the academic year. The weightage ratio for UG is 20 marks (CIE) and 80 marks (external evaluation), while for PG it is 25 and 75. Both undergraduate and post-graduate programs use internal evaluation, which takes attendance, test results, and assignments and seminars into account. The university examination must be attempted by the students twice a year, once at the end of each semester. After the review of the answer sheets, an open house is held with the involvement of the parents/guardians to discuss the performance of the wards. The internal marks are displayed on the department notice board for the students to review. Uploading marks in the university portal and any other discrepancy related to communication with the University pertaining to marks uploaded are monitored by the Examination Cell. Students' academic progress is consistently assessed through frequent class tests, seminars, and assignments.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/Internal%20mark%20form.pdf

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

The Institution has built a robust grievance process. The faculty responds to queries from the students about internal assessments. Retest exams are given to students who, for legitimate reasons, were unable to take the regular exams. Students who participate in extracurricular activities such as sports, NSS, NCC, and other cultural pursuits, are given the chance to take examinations to make up for their absence from the normal exam period. The Class Advisor of the Batch, who is in charge of the publishing of internal marks, should be contacted in the event of any grievance. The H.O.D. resolves departmental issues that the Class Advisor is unable to handle. Any complaints made by students against the Department are handled at the college level by the Internal Exam Coordinator and Principal. Oral tests and viva voce are two innovative techniques to modify internal assessments. To ensure that the tests are carried out effectively, transparently, and on

schedule, all necessary safeguards are taken.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files ftp/file Handbook-2021-2022.pdf

2.6 - Student Performance and Learning Outcomes

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

The College is affiliated to Mahatma Gandhi University Kottayam and follows the curriculum designed by the University. Under the Faculty of Arts, Commerce and Science, the College offers seven undergraduate and one post-graduate programmes. The institution evaluates the programme results, programme specific outcomes and course outcomes, and communicates them to students in a formal fashion through classroom discussion and departmental notice boards. Syllabus revision workshops are conducted to bring innovativeness. The college website states and displays the programme outcomes, programme specific outcomes, and course outcomes for all programmes based on the university's syllabus. During the orientation session before the start of the course, the students are informed about the outcomes in detail.

The curriculum and course objectives are also taken into consideration at the department staff meeting that is held at the start of each academic year. The class tutors will enlighten the students about the discipline's scope and potential future opportunities. Furthermore, the vast majority of our teachers attend curriculum revision seminars at the affiliating university. This encourages all departments to collaborate so that students may get the most out of each curriculum and course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.mgu.ac.in/academics/programmes/ /
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The College has a process for evaluating how well Programme Outcomes, Programme Specific Outcomes, and Course Outcomes have been achieved. Any gaps are rectified by creating suitable corrections in all pertinent activities.

Both formative and summative evaluations are carried out by the institution. Exit feedback from departing students is also considered because it acts as an indicator for CO success.

I. Formative Evaluation Techniques

1. **Unit Tests:** written examination is scheduled after the completion of each module by the teachers concerned.
2. **Internal Examinations:** Internal examination is conducted in a centralized manner.
3. **Seminars:** Students make presentation on topics from their syllabus as part of their internal evaluation.
4. **Assignments:** Students submit a written document based on the topic assigned by the teacher from designated modules.

II. Summative Evaluation Techniques

1. **Projects:** At least one project during the programme period is compulsory for all students.
2. **Viva-Voce:** All students undergo a viva-voce examination as part of their final year university examinations.
3. **Model Examination:** Model examination is conducted for every subject.
4. **University Examinations:** University examinations do play an irreplaceable role in assessing the final outcome of a course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/OJTCompletionCertificate.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

139

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	http://www.stxavierscollegevaikom.ac.in/was/files_naac/2.6.3%20_PASTE%20LINK%20ANNUAL%20REPORT%20WITH%20UNIVERSITY%20RANKHOLDE%20RS.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)

http://www.stxavierscollegevaikom.ac.in/was/files_naac/SSS%202021-22.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)

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

0

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	NIL

3.2 - Innovation Ecosystem**3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

The Department of Chemistry regularly holds seminars titled "Sharing Research Experience" where the faculties present their own research work to encourage and inspire the students to pursue a career in Science. Students of Chemistry department are given industrial training in collaboration with CIPET. Invited lecture on "integrated approach in Science and technology for a sustainable future" and "Start - ups in herbal technology - scope for future India" was conducted.. An invited lecture on "The Secret Messenger of Universe" was organized by the Department of Physics. Science Quiz competitions are conducted to ignite the scientific temper of students. The Department of Zoology has a research club where students present their own work or any other interesting topics related to contemporary issues in the field of Life Science. Department of Zoology in collaboration with TIES

conducts odonate surveys in campus and nearby areas annually. Students are encouraged to undertake field studies in their own localities so as to inculcate a sense of biophilia among the students and to make the students sentient on environmental hazards and importance of environment protection.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/3.2.1%20Innovation%20Ecosystem%20final.pdf

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

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

3

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	NIL
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

7

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

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

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

4

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

3.4 - Extension Activities

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

- **Punarjani 2021 was an initiative to welcome the students to school after Covid -19 related prolonged lockdown. NCC unit of College Vaikom organized "PUNARJANI" at Elamkavu Govt. UP**

School, Vadayar on 19 October 2021.

- Seminar on "Drug abuse: A menace to humanity "was conducted in association with Vaikom Exercise Circle Office by the NSS unit of the College.
- NCC and NSS of the College in association with Youth Welfare Board Kottayam organized a "Janasabha - No to Drugs".
- Students were given training in organic farming by execution of the programme "Njangalum Krishiyilekku".
- Saplings were planted in the premises of their homes and adjoining localities.
- A webinar on anemia awareness campaign in association with ICDS Vaikom was organized by NSS unit of the College.
- Health awareness programme was conducted in association with PHC, Thalayazham grama panchayath
- Three programmes on "Gender Equality and Sustainable future" were organized by the Women's Cell and a webinar on POCSO Act 2012 in association with SAKSHI (NGO) and in association with ICDS.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/3.4.1%20Extension%20Activities.pdf
Upload any additional information	View File

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

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

3

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

21

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

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

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

579

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

3

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

0

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.

The College is located on the banks of Vembanad lake. The greenery and nature itself enhances the beauty of the campus. The college campus spread over 18 acres of land.

Classroom facilities

- 22 fully furnished class rooms
- 6 class rooms have LCD facility & Wi-fi
- 4 seminar halls LCD facility , Wi-fi & uninterrupted power supply

- Examination halls are equipped with CCTV cameras
- 1 media production room

Library

- A fully automated library with 14452 text books.
- 1 reading room

Laboratory facilities

- 1 main computer lab with 24 computers with uninterrupted power supply and broad band and Wi-Fi connectivity
- Physics laboratory equipped with most modern instruments and also installed a sine wave inverter to provide uninterrupted power supply
- Well equipped Chemistry Lab
- Zoology, Aqua culture and Botany lab for students of B.Sc
Zoology with Aqua culture
- In addition to main computer lab, both the Physics and Zoology lab have separate computer labs with separate UPS

Other facilities

- Browsing facility is available in all departments, library and computer labs
- Auditorium with a seating capacity of 500
- Separate rooms for NCC, Women cell, IQAC
- Faculty rooms and store rooms
- College canteen facility
- Guest room
- One photocopy center

- Photocopy facility is also available at the main library

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/wa/s/files_naac/4.1.1%20photos.pdf

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

The institution have rich tradition of promoting sports and cultural activities through college union and physical education department. Various clubs like oratory club, music club etc are also functioning actively to promote students in cultural activities . The institution also provides training for students to participate in university art festival by experts.

Facilities for cultural activities

- Auditorium with seating capacity of 500
- Audio-visual studio
- Professional trainers to train the students for participating in university art festivals
- Also provides financial supports to students for representing college for various cultural activities and quiz competition conducted by university and other higher education institutions

Facilities for physical activities

The physical education department provides sufficient conveniences to promote interest in students in athletics and games. Yoga Day is celebrated and practiced regularly to improve students capacity to deal with stress and strain which in turn improves the overall mental health

- A good play ground having enough space
- Auditorium is also used for conducting indoor games

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/images%204.1.pdf

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

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/4.1.3%20images%20new.pdf
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)

44.84816

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

4.2 - Library as a Learning Resource

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

St. Xavier's College Library started to function from 1982; from its inception college library supports all the informational needs of the user community and acts as an information hub for the academic community of the college.

The College Library 'LibXav' is acting as an information hub for the academic community of the college. It is an open access and almost fully

automated library with Koha ILLMS incorporating e-gate facility, Web OPAC, digital Library and it has a separate Library Website too. It has a good collection of books, journals, Newspapers, magazines and other electronic and digital information sources. It provides access to e-books and e-journals through various consortiums like NLIST. All staff and students of the college can be enrolled as the members of the library. All members of the library must abide by its rules and regulations.

LibXav organizes activities and programs to serve and enrich its user community at times which makes users to make use of library and its resources more effectively and gain reading skills to acquire more knowledge.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/LIB%204.2.1.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)

1.3846

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

15

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

The following are the existing IT facilities available:

- All the departments, college office, Library and Principal's office are provided with internet facility using the BSNL tower placed in the college campus
- Wi-Fi connections are made available in the main block for the use of office , Principal and teachers
- XIIT, an exclusive IT learning center with 24 terminals with internet connection and uninterrupted power supply is available to provide computer literacy to entire students
- College library is provided with 7 computer terminals with NET facility is provided for the students to get access to e-

versions.

- In addition to main computer lab, both Physics and Zoology lab have separate computer lab to meet the requirements of curriculum.
- Rented cloud server for Global access to Koha and digital repository D space are available
- Administration Software e solutions
- CCTV Surveillance camera

Upgradation during the academic year 2021-2022

- An airconditioned Media Production center is started
- Two computers with internet connection and uninterrupted power supply are installed
- A high quality recording Camera is installed
- Official domain for google account

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/4.3.1%20IT%20Infrastructure.pdf

4.3.2 - Number of Computers

72

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

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

44.84816

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

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

The college has an established system and procedures to maintain, augment and utilize the physical, academic and support facilities.

A well established Planning Board, Building committee, Purchase Committee and PTA monitor the Infrastructural development of the institution in consultation with the Manager. These statutory bodies play a crucial role in the construction, renovation and periodic maintenance of buildings, equipments and other physical facilities.

The college maintains a stock register for updating the information. Yearly audits are conducted regarding the purchase and maintenance of the equipments. AMC's are duly signed with the companies at the time of purchase. Computer systems are properly maintained by outside agencies based on a mutual agreement between the institution and the agency. Carpenters and other skilled

labourers are hired as and when their services are required. A committee is formed every year to maintain a beautiful and serene campus. The committee comprise of a convenor and a few members from the teaching and non-teaching staff.

The PTA has appointed two women workers to keep the washrooms clean and tidy. Two security personnel, an ex-servicemen and a local member, posted by the PTA, ensure security to the institution.

Also the management has appointed a library assistant and a lab assistant for the smooth conduct of academic activities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/wa/s/files_naac/AMC_Combined%20Bills.pdf

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

323

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

111

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	http://www.stxavierscollegevaikom.ac.in/was/files_naac/Capability%20Building.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

99

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

99

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

6

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

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

5.2.2.1 - Number of outgoing student progression to higher education

57

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

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

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

2

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

5.3 - Student Participation and Activities

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

one) during the year

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

16

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

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

St. Xavier's College is very keen to involve the students in administrative and academic bodies and to provide leadership training with a futuristic vision.

The College Union election for the year 2021-2022 was held on 15/03/2022. The posts of Chairperson, Vice Chairperson, Arts Club Secretary, Lady Representative, Magazine Editor, etc were filled by the election conducted according to the Parliamentary system. The release of College Magazine "Flugel", College Day, Arts Day (Azadi), Sports Activities, etc were initiated by the union. It gave an opportunity to interact with Miss Sruthy Sitara, Miss Trans Global 2022 on 31/03/2022 as part of a gender sensitization initiative. The hard work of the union helped bring eight "A" Grades in the M G University Youth Festival "WAKE UP CALL 2022" and three third positions in the University level aquatic fest.

The Departments also have Associations and office bearers like Chairperson, Treasurer, Lady Rep, etc. Webinars, Invited lectures, Inter Collegiate Quiz such as 'Kaizen', Career Guidance Seminars, etc were organized by them.

NCC and NSS have students' representations and leadership. They conducted various activities such as Asthra2022.

In the activities of College Library (Philo Liebre), Career and Placement Cell, Women Cell etc also students' participation was vivid.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files/naac/Capability%20Building.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

83

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

- **Alumni Reunion and farewell ceremony 2022-** The Dept of Chemistry: Department of Chemistry organized an Alumni Reunion for giving farewell to our Principal Dr. Rajumon T. Mavunkal and Mr. Payas Varghese on 21/05/2022. The alumni honoured the retiring Professors and the rank holders in the event. The function was enriched with "Tabala solo" by the renowned alumnus Ms. Retnasree Iyer.
- **National Science Day/ week celebrations-** Dept of Chemistry: The Alumni of the Department of Chemistry joined hands with the Department and IQAC to celebrate the National Science

Day from 28th February to 4th March 2022.

- Oruvattam Koodi- Alumni Meet of 2009-2012 Political Science Batch- The 2009-12 Batch gathered at St. Xaviers College Vaikom. Around 30 alumni gathered in the event. The faculty members of the Department attended the meeting. Former students shared their memories and experiences.
- Inter Collegiate Quiz Competition sponsored by the Alumni: Rs 15000/- was sponsored by the 1991-93 Pre Degree Science batch for the conduct of Inter Collegiate Physics Quiz Competition, Kaizen-2022 which was held on 21-03-2022.
- Alumni Meet of Economics Dept:- 2000-2003 Economics Batch gathered at Vaikom and shared their memories and made future plans regarding the possible alumni activities of their batch and the department.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/5.4.1%20Alumni%20Engagement.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

Vision:

The integral formation of human person for the fulfilment of his/her individual responsibilities with sincerity, honesty and maturity.

Mission:

To provide value -based education in letter and spirit and mould

the character of the younger generation to achieve progress and prosperity in life thereby serving the society.

Governance Mechanism

The governance mechanism ensures that the activities of the college are allied with the vision and mission of the college. The Governing Body is the apex body and the Vicar of St. Xavier's Church Kothavara is the Manager and the highest authority in the organizational structure of the institution.

The college has divided the decision-making power among the staff and the stake holders, hence making it more participative in nature and bringing about considerable efficiency, transparency, accountability, and responsiveness in the college functioning. The IQAC along with staff council and various committees and clubs contribute significantly in implementing academic, co-curricular and extension activities. The perspective plan is formulated by the IQAC in consultation with HODs, academic council and regular monitoring and review helps in achieving the targets. The NSS and NCC units, and elected representatives of PTA, and student council initiate their well defined roles to achieve the strategic plan.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/signlepage.aspx?mmcode=35
Upload any additional information	View File

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

The college functions through a decentralised and participative system of governance under the leadership of a dedicated and supportive management. The leadership of the institution gives a proper sense of direction to the activities of the institution and endeavours to help the youth to grow up as competent, responsible and mature individuals. The Management, Principal, College council, IQAC, conveners of various clubs and student council play a vital role in the design and implementation of policies. The College Council discusses all the major programmes -academic and extracurricular - in the College and offers suggestions to the Principal for the smooth administration of the institution.

Day to day academic activities of the departments are taken care by the HODs. The principal as a representative of the institute leads its faculty members and HODs in all academic matters. Different committees are entrusted with the responsibility of implementing the programs and policies.

The NCC Unit of our college organized a ASTHRA 2022-Inter collegiate NCC Fest on 26 March-2022. Nearly 200 students and cadets from various colleges took part in the event. The success of the event was a result of decentralization and participative management of the institution.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/wa/s/files_naac/6.1.2%20Effective%20Leadership.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan ensures quality enhancement through strategic plan of events and activities formulated by IQAC at the beginning of the academic year and a review of its implementation and out come at the end. During the academic year 2021-22 the institution has worked towards effective use of G-suite for academic purposes by increasing high speed internet connectivity. Re-orientation of students to offline mode of education and university examination through psychological counselling is conducted. An orientation session conducted by teachers, allowed students to be sensitized about the details of the evaluation process for their courses. Several faculty members attended workshops and seminars conducted by the University, for discussions and feedback on curriculum development and modification. Remedial classes, Academic Mentoring and Peer Teaching are supplementary institutional practices for improving student's performance. Departmental meetings are conducted for allocation of syllabus among faculty and for monitoring progress of curriculum delivery. Practical demonstrations, lab sessions, seminar session, invited lectures by experts are the multiple pedagogical practices supplementing the conventional classroom lecture method. The institution has also undertaken infrastructure development work such as repair, painting work and construction

work

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/6.2.1%20Link%20strategy.pdf
Upload any additional information	View File

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

The institution is administered by the Manager, based on the Vision and Mission of the College, with the support of Governing Body and College Council. The Principal, the Academic and Administrative head, is assisted by the College Council and IQAC in ensuring quality of education, augmenting and constructing the infrastructure, and promoting the welfare of students and staff, after evaluating feedback from all stakeholders. HoDs manage the respective departments in consultation with faculty members. The teacher-in charge keeps a keen eye on the students' academic progress and encourages their co-curricular achievements. The Superintendent is in charge of managing the administrative functions of the office. The teachers and students collaboratively manage various clubs and forums for extracurricular initiatives. The service rules, recruitment and promotional policies are in accordance with UGC, Mahatma Gandhi University, Kottayam and rules of the government of Kerala. To ensure a friendly and secure academic atmosphere, mandatory committees such as Grievance Redressal Cell, Women Cell, Anti-Ragging Cell, Discipline Committee, etc. are functioning in the campus.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/6.2.2%20Administrative%20Setup.pdf
Link to Organogram of the institution webpage	http://www.stxavierscollegevaikom.ac.in/singlepage.aspx?mmcode=100
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

St. Xavier's College has strategically implemented several welfare measures to support teaching and non-teaching staff besides providing regular salary along with admissible increments.

Welfare measures for teaching staff

- The St. Xavier's College Staff Cooperative Society extends the services like savings and deposits of funds and schemes like Short term and Long term loans
- Free internet and WiFi facilities
- Faculty enhancement programmes are conducted
- Special permission for pursuing Ph.D
- Recognition for paper publication in Scopus journals

- Deputed to attend faculty development programs.
- Prompt facilitation of Provident Fund loans.
- Advance Salary from college fund for guest teachers
- Separate vehicle parking lot for faculty.
- Library with computer and internet facility..
- Special programs on health and fitness and yoga
- St. Xavier's Hospital with medical facilities
- Gymnasium facilities.
- Staff trip for the teaching as well as non-teaching staff.

Welfare measures for non teaching staff

- Members of the non teaching staff are also privileged to enjoy all the services offered by the Staff Cooperative Society.
- Free internet and WiFi facilities
- Preference is given to the children of non-teaching staff for admission to various courses.
- Subsidized uniform for the security staff
- Separate vehicle parking lot for staff

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/6.3.1%20Welfare%20measures.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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
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

12

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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

Our College has a performance appraisal system to evaluate the performance of each employee annually. This helps to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

Teaching Faculty:

The process of appraisal comprises of three parts:

A. Self-appraisal format to be filled by every faculty

B. Appraisal by Principal: This would also involve a review of the self-appraisal

documents submitted by the faculty.

C. Student Appraisal of teachers

The appraisal forms are submitted by the faculty to the Principal. The feedback from the students collect information about the teacher and different aspects pertaining to the teaching process. A team consisting of Principal and IQAC, goes through these feedback forms and suggest suitable measures to improve the teaching-learning process.

Non-Teaching Staff

All non-teaching staff are assessed through annual performance appraisal through various parameters such as

1. Professional Competence
2. Quality of work
3. Personal Characteristics

The appraisal forms are submitted to the Principal. The Principal would maintain the confidentiality of the process. The strengths and achievements are consolidated and identified. The areas of improvement are listed along with the challenges in professional skills/interpersonal fronts are noted.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/6.3.5%20-%20self%20appraisal.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external audits regularly. The accounts of the College are also audited by the office of the Deputy Directorate of Collegiate Education, Ernakulam and the audit department of the Government of Kerala. The head accountant scrutinizes and verifies the financial data which is further verified by the office superintendent and Principal for the financial accuracy. After the close of every financial year, the annual financial statement which is inclusive of all the receipts and expenditure is prepared and sent to the Accountant General and to the authorities in the Department of Education. After the completion of the specified period or scheme, all the files relating to the period are submitted to the external auditor. The funds received for NSS activities are externally audited by Rajkumar Eruppackal & CO Chartered accountants.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/6.4.1%20Audit%20Data.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)

57.84016

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

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

The Management always monitors all financial aspects of the institution to keep all its resources transparent and accountable. The institution receives grant-in-aid, PD accounts, etc., from the Government. The institution also has an annual financial plan for ensuring the optimal utilization of resources. The Management funds all infrastructure development and augmentation with the support of PTA, Alumni, philanthropists, well-wishers, etc. The Management and PTA fund all departments to conduct seminars and association activities. Endowments, scholarships, and sponsorships are mobilised from Alumni and well-wishers. The Purchase Committee and IQAC help in the preparation, allocation and utilization of funds. Purchases are done through a tender system. All transaction is supported by the vouchers and bills and are processed by the accounts section, and the Principal/ Teacher-In-Charge. Physical and academic facilities like library and IT infrastructure are strengthened. The institution makes the utmost use of the resources specifically for the overall growth and development of the students. Hence, Co-curricular activities such as Cultural

Programmes, Annual Day, Freshers and Farewell programmes for the students are organized.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/6.4.3%20Utilisation%20of%20Funds.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

Through the involvement of all stakeholders, especially faculty, learners, and non-teaching staff, IQAC has promoted quality in the institution at all levels for better academic and administrative support and functioning. Through quality improvement projects and best practices, the IQAC aims to promote a culture of quality. The following two IQAC initiatives have seen significant quality gains as a result of institutionalization:

- Putting green practices into practice: The IQAC proposed to implement various eco-friendly practices through the activities of tree planting, paperless work, plastic eradication, clean and beautiful campus, e-waste management, training on organic farming, Haritham Amrutham Drive, and an extension activity Sujalam Vembanad in order to maintain an eco-friendly college campus. An annual internal environmental audit is performed.
- Making better use of ICT infrastructure: ICT tools are being used often in the teaching and learning process. The College Library 'LibXav' is an open access, nearly completely automated library with Koha ILMS containing e-gate function, Web OPAC, digital Library, and it has a distinct Library Website. To facilitate access to library resources and electronic resources, online services are made available. To provide students with practical training in media production, video editing, camera techniques, etc., a new media production studio has opened.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/6.5.1%20IQAC.pdf
Upload any additional information	View File

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

To ensure that teaching learning methodologies are continuously reformed and upgraded, the IQAC undertook the following initiatives:

- For planning and executing academic and non-academic activities throughout the session, periodic meetings of IQAC and Academic Council were conducted.
- New regular teaching and non-teaching staff were recruited.
- For the overall development of the students, inter college/interdisciplinary activities, extension activities, workshops and webinars were organized.
- Students were encouraged to undertake projects, design college calendar, brochures of various events, and college magazine, enhancing their innovative and creative thinking skills.
- Mentoring, Counseling, Remedial Teaching, Peer Teaching and Feedback from the stakeholders helped in expanding the learning abilities of the students.
- Development programmes and webinars were organized for the professional development of the staff.
- On the basis of the accepted set of criteria, the college successfully applied for the National Institutional Ranking Framework (NIRF) and the All India Survey on Higher Education (AISHE).
- The final results of the students were evaluated and verified by the Academic Council.
- College is currently finalizing Memorandums of Understanding for NEP-2020 implementation.

The college has initiated two post accreditation activities.

1. The introduction and implementation of a new undergraduate program called "BSc Food Science and Quality Control" that is intended to place an even greater emphasis on helping

students acquire a favorable attitude toward self-employment.

2. Implementation of Certificate Course on "Economics and Intellectual Property Rights" and an Add -on Course on "MOOC on Organic Farming" introduced by MG University.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/6.5.2%20Incremental%20Improvement.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.stxavierscollegevaikom.ac.in/was/files_naac/ANNUAL%20REPORT.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

A safe and secure academic environment have been ensured within the campus and guaranteed protection to the students and staff

through various gender justice forums. As part, a webinar on 'POCSO Act 2012 and Gender Equality' was organised in association with Sakshi (NGO) on 22nd June 2021. The resource person Dr. Ramya Nisal, M.S General Surgery and Senior mentor of Sakshi and discussed on protecting children from sexual offences and child-friendly judicial mechanisms for dealing with such offences. Around 44 female and 38 male students participated in this session. Women Cell organised a session on 'Gender Equality and Sustainable Future' on 8th March 2022. Prof. Kusumam Joseph, Environment activist inaugurated and discussed on gender equality and its importance to transform society. The inauguration programme of College Union and Arts Club titled Azadi was done by Ms. Sruthi Sitara, 'Miss Trans Global 2022' on 31-03 -2022. She shared her life experiences as a Transwoman and the gender orientation of Transgender community in general. An invited lecture on Gender Equity was organised for the NSS volunteers of the college on 27-12-2021 as part of the Seven Day Camp in association with District Child Development Office, Kottayam.

File Description	Documents
Annual gender sensitization action plan	http://www.stxavierscollegevaikom.ac.in/wa s/files_naac/Gender%20Sensitization%20Action%20Plan%207.1.1.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	http://www.stxavierscollegevaikom.ac.in/wa s/files_naac/7.1.1.%20Facilities.pdf

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

B. Any 3 of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system
Hazardous chemicals and radioactive waste management

Being plastic-free campus, the usage of plastic banners, flex banners and bottles is strictly prohibited within the college premises. We ensure that solid waste like plastic containers, bottles, wrappers and aluminium foil are least used for any event. Every year a cleaning drive in the campus is carried out by the N.C.C. and N.S.S. volunteers. There are separate bins kept for collecting plastic, paper and e-wastes and then segregated. The plastic waste accumulated in the campus in any form is managed properly through internal and external systems. Plastic waste collected from the land and water bodies is handed over to the Haritha Karma Sena (micro-entrepreneurial initiative under Kudumbashree mission). Thus, the college relies on external agencies for waste recycling besides its own efforts. Students are encouraged to minimize food wastage. A well maintained vermicompost tank is maintained in the campus premises to manage the biodegradable waste including the food waste. The college has installed incinerator in the lady's toilet block for waste disposal. Liquid wastes from toilets and other sources are managed using a proper drainage system and treated separately. Chemical waste from laboratories is collected in tanks and treated using suitable chemicals.

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

Our college is built upon the noble vision of providing quality education in an equitable, rational and inspiring environment. Both the college administration and teaching staff are dedicated to motivating students to embrace the principles of inclusive growth wholeheartedly. The college embraces a diverse student

body, admitting students from various parts of the state and from outside without any discrimination based on caste, creed, religion, or other factors. The college management places great importance on promoting individuals from different communities to academic and non-academic positions and is committed to supporting the academic progress of all its students, particularly those who require additional assistance. The college provides remedial coaching to help weak students enhance their learning skills. Recognizing the financial challenges of some student, the college encourages and facilitates financial assistance and sponsorship opportunities for their education. This ensures that deserving students, regardless of their financial background, have access to quality education and can pursue their academic goals. Through the activities of organizations like NSS and NCC, students are exposed to social work and imbibe values such as togetherness, harmony, and teamwork. Collaborating on various group tasks helps to bridge differences and foster a sense of unity among the students.

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

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

The college organizes programs and activities to promote and uphold the Constitutional values, rights, duties, and responsibilities of citizens. Both curricular and extra-curricular activities are designed to enlighten students and staff about their personal commitments as responsible citizens. To ensure the preservation and monitoring of rights, duties, and values, the college has established various committees and governing cells. These include the discipline committee, grievance redress cell, SC/ST/OBC Complaint Redress Cell, Gender-Based Violence Special Cell, Internal Committee for Differently Abled Persons, and Equal Opportunity Cell. These committees work diligently to address and resolve any issues related to the rights and well-being of students, teachers, and non-teaching staff. Furthermore, the college facilitates the annual Student Union's Election, providing students with the opportunity to actively participate in the democratic process. The college celebrates significant events such as Independence Day, Republic Day, and Gandhi Jayanti, organizing

special programs to remind students about the initiatives for nation-building. The Blood Donation Camps, Women's Day celebrations, World Environment Day activities, cleaning drives, and assistance to the needy are some of the initiatives undertaken by the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.stxavierscollegevaikom.ac.in/was/files_naac/7.1.9%20RI.docx.pdf
Any other relevant information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/7.1.9%20s.docx.pdf

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

A. All of the above

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

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

The college engages in commemorating and celebrating various national and international days with great responsibility. Events such as World Environment Day, International Anti-Drugs Day, Kargil Vijay Divas, Independence Day, Gandhi Jayanthi, Constitution Day, Republic Day, National Science Day Week, Jalianwalabagh Massacre Remembrance Day, International Yoga Day, and International Day against Drug Abuse are observed through the organization of seminars, webinars, and training programs. Festivals like Onam, Christmas, and Keralapiravi are also celebrated. The college collaborated with various organizations such as Kerala State Technical Education Development Society, Nehru Yuva Kendra, Youth Welfare Board, Ujjivan Small Finance Bank, Vaikom, SEBI-IAP, ICSI-Kochi Chapter, BSE Ltd., and Zoological Society of Kerala to organize webinars and competitions. During the 'National Science Day Week,' the college and the Kerala Academy of Science organized webinars and related competitions. The college collaborated with Sree Sankara College, St. Teresa's College, and the Zoological Society of Kerala to organize 'ZOOFEST 2022'. The 'KAIZEN 2022,' an intercollegiate physics quiz competition, 'ASTHRA 2022,' an intercollegiate fest were organised. The Zoology department participates in the Odonate survey in collaboration with the Tropical Institute of Ecological Science. By actively engaging in these initiatives, the institution fosters a vibrant and inclusive environment.

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

7.2 - Best Practices

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

Best Practice 1

Haritham Amrutham Drive

The institution has launched 'HarithamAmrutham' to uphold its vision of promoting biodiversity preservation and sustainable

lifestyle practices to minimize habitat destruction and overexploitation of natural resources. Its primary objectives include raising awareness about ecological challenges, implementing measures to prevent ecological degradation, fostering an ecologically sensitive generation, and promoting eco-ethics and eco-justice. This drive aims to integrate sustainability into the institution's environment and society by promoting organic farming and traditional agricultural practices among students and the local community.

Best Practice 2

Sujalam Vembanad Drive

The institution has initiated the "Sujalam Vembanad Drive," which aims to actively involve students and local residents in the eco-restoration of Vembanad Lake, a globally acknowledged Ramsar site. This drive focuses on making the waterbody pollution-free and preserving the fisheries resources. By safeguarding the wetland ecosystems, promoting sustainable development, and protecting various plant and animal species, the drive contributes to the overall conservation efforts. Vembanad Lake is a crucial habitat for a diverse range of finfish, shellfish, and acts as a nursery for numerous aquatic species. The primary objective of this drive is to garner public support in maintaining the cleanliness of Vembanad Lake.

File Description	Documents
Best practices in the Institutional website	http://www.stxavierscollegevaikom.ac.in/IQAC.aspx?mmcode=208
Any other relevant information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/7.2.%20BEST%20PRACTICES%20COMBINED.pdf

7.3 - Institutional Distinctiveness

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

Our institution is committed to addressing the academic needs of underprivileged and marginalized sections of society. With a strong dedication to sustainable development, we have implemented

green initiatives to conserve the ecosystem. Energy conservation is a top priority, alongside striving for carbon neutrality and promoting digital solutions. Our campus is proudly plastic-free, and we actively preserve our natural surroundings. We employ various energy-saving techniques and utilize solar energy whenever possible. Embracing digitalization, we use platforms like WhatsApp groups to disseminate circulars and information efficiently. Our college has upheld the motto "Go Green" for decades. To safeguard wetland conservation, we have launched multiple initiatives, with a specific focus on preserving Vembanad Lake. Our efforts extend to promoting organic farming and preserving biodiversity within the campus. We conduct awareness campaigns about wetland ecosystems, organize cleanup drives, and collaborate with local communities to protect the lake. Through these initiatives, our college aims to contribute significantly to the sustainable management and protection of wetland ecosystems. We prioritize planting mangrove saplings every year and expanding the mangrove garden within our campus. Our approach is holistic and inclusive, with a strong emphasis on preserving human values and ethics in all aspects of our operations.

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

- 1. Enhancing Academic Quality:**Preparation of the Academic Calendar to implementa curriculum review process thatmeets the needs of the students and foster faculty development programs, workshops, and seminars to encourage research, innovation, and pedagogical improvements.
- 2. Participate in NIRF Ranking activities and fill outdata in the AISHE portal.**
- 3. Strengthening Infrastructure and Resources:** To Develop a plan for procuring and maintaining state-of-the-art laboratories, libraries, and other educational resources and explore options for leveraging technology in classrooms and administrative processes to enhance efficiency and accessibility.

4. **Commencement of New Add-on Courses:**A significant step in enhancing the overall quality of education and providing additional skills and knowledge to students is introducing new add-on courses that provide students with an opportunity to broaden their horizons and enhance their employability prospects.
5. **Promoting Research and Publications:** To encourage faculty members to engage in research activities and organize conferences, seminars, and symposiums to promote knowledge dissemination and publication of research findings.
6. **Strengthening Industry-Academia Linkages:**The Career and Placement Cell shall provide career counseling and assistance for students seeking employment opportunities and organise a Job Fair on campus. Schedule guest lectures and industrial visits to bridge the gap between theoretical knowledge and practical applications.
7. **Implementing an ERP (Enterprise Resource Planning) software:** The ERP system will provide a centralized platform for the college and can significantly streamline administrative processes, improve communication, and enhance overall efficiency.
8. **Celebrating 75 Years of Independence:**The 75th Independence Day is a significant milestone for the nation, commemorating 75 years of progress, achievements, and challenges since gaining freedom from British rule.