YEARLY STATUS REPORT - 2020-2021

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- 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**
• 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.org/index.aspx
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=254

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	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Establishing COVID helpline, financial aid as well as emotional counselling to students and stakeholders joining in hand with different organisations. 2. Transition to online mode of teaching, paper setting, examination, evaluation and other activities. 3. Applying for new programmes 4. Submission of AQAR, participation in NIRF and AISHE 5. Organising International Polymer Scientist's meet - IPSM 2021.

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
Conducting series of webinars in different areas of interest	Digital marketing and online course creation techniques- 20/08/2020; Mangrove conservation in association with Kerala Forest Department - 1/10/2020; Intercollegiate Webinar on NEP - 3/10/2020; Health related topics in association with Health Infonet-28/11/2020; Cyber Space: be conscious be safe-01/02/2021, POSCO act 2012 and Gender Equality - 22/06/2021

Conducting Intercollegiate quiz competition	Done. Preliminary round conducted online and Final round offline on 17/02/2021
Organising International Polymer Scientists meet	Done. IPSM-2021 was conducted in association with School of energy materials and IICNN, Mahatma Gandhi University from 8/01/2021 to 9/01/2022 with the participation of scientists from different nations.
Conducting National Seminar on NEP 2020	Done. Conducted in association with St. Mary' s College, Sulthanbathery from 20/10/2020 to 21/10/2020
Training for professional development programme	Conducted for teaching faculty and the topics covered included Google classroom Level 1 from 21/08/2020 to 22/08/2020,e-college solutions and AMS on 11/02/2021. For non teaching staff classes were conducted on e- college solutions and AMS on 11/02/2021
Promotion of Social Responsibility	Teachers and students through different clubs and organisations had taken immense efforts during the COVID 19 pandemic, joining hand in hand with the local community. Many of our teachers and students participated as COVID frontline volunteers.
Strengthening FDP enrolment	Faculty members were encouraged to enrol for Faculty Development Programmes, conducted by various institutions
13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Council	**04/05/2022**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	**31/03/2022**

Extended Profile

1.Programme

1.1	**258**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File]

2.Student

2.1	**608**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	[View File]

2.2	**188**
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	**198**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File]

3.Academic	
3.1 Number of full time teachers during the year	**35**

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

| 3.2

Number of sanctioned posts during the year | **32** |

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

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**27**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**46.84**
4.3 Total number of computers on campus for academic purposes	**53**

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 norms and regulations framed by Mahatma Gandhi University, Kottayam, Kerala. Institution encourages all teachers to attend syllabus revision workshops and other FDP programmes to update themselves.

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.

IQAC and Academic Committee highlight all the concerns of the curriculum at the beginning of the academic year conducting orientation programmes for parents and students as well. The outbreak of Covid 19 pandemic has made inroads into the realms of academic discourse disrupting the entire system. Webinars and online workshops hosted by different departments and universities motivated the students with high intellectual abilities. The Institution has taken the following initiatives for effective curriculum planning and deliverance: Updating the Library ,All the laboratories are upgraded annually as per requirements of the curriculum. Assignments, seminars, industrial visits, OJTs are given to students to enhance their learning abilities and comprehension. Online open house interactions are conducted with parents and students to understand the shortcomings of on line teaching. Close mentoring sessions with parents helped us to assess the condition of our wards.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

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 constituted by Mahatma Gandhi University, Kottayam, and Kerala. We have a well structured and systematic procedure for implementing the curriculum. We prepare an academic calendar in advance as per the University schedule which comprises the dates for Internal Examinations, Seminars, Workshops and other curricular and extracurricular activities. HoDs in consultation with other faculty members prepare the class timetable and Semester calendar. Syllabus is given to all students. We further prepare learning materials as per the syllabus and distribute among the students. It is enriched by adding contents beyond syllabus to have a profound knowledge of the subject. 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	**No File Uploaded**
Link for Additional information	http://www.stxavierscollegevaikom.org/single page.aspx?mmcode=254

1.1.3 - Teachers of the Institution participate in **B. Any 3 of the above** **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**

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

7

File Description	Documents
Any additional information	**No File Uploaded**
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)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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

195

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 Course English and other subjects offered by the University teach human values, gender equality, diasporic identities and environmental concerns. The institution integrates issues relevant to ethics, gender, values, environment and sustainability in all their curricular and extracurricular activities.

National Service Scheme (NSS) promotes environmental protection and deep ecological awareness in all their activities which make students self sustainable and responsible. The NSS unit of our college has undertaken the following activities during the year 2020-21:

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

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

7

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File](#)

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

198

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

C. Any 2 of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	**Nil**
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   **B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	**Nil**

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

212

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

118

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

A group of students constituting any academic level will be a heterogeneous mixture, regarding their propensity to understand the subject and learning abilities. It is imperative that the learning levels of students are assessed and programmes are undertaken to enhance the competitive level and learning abilities of students.

Programs Designed for Advanced Learners:

- Posters and PowerPoint presentations are recommended for advanced students.
- Student seminars and panel discussions are held on a regular basis.
- Advanced students are encouraged to compete in intercollegiate tournaments.
- For listening to lectures on advanced topics, they are given e-links to MOOCs on SWAYAM, NPTEL, NDL, and other websites.
- Competitive exams and professional paths are discussed with advanced students.
- They should access standard reference books in the library.
- They are urged to create sample replies using the University's question paper as a guide.

Programs Designed for Slow Learners:

- Remedial lessons, Bridge classes, extra and special classes are offered on a regular basis to students who struggle to learn.
- Weak students receive detailed feedback on their unit assessments, semester examinations, and university practical performances.
- Advanced students teach a few topics to weak students as part of peer teaching.

File Description	Documents
Paste link for additional information	http://stxavierscollegevaikom.org/cmsweb5/Cms_ManageMenu.aspx?mmcode=204
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
608	35

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

2.3.1 STUDENT CENTRIC METHODS

The Institution practices a teaching methodology which focuses on imparting education through a student centric approach. Students are encouraged to be actively involved in the teaching and learning process. Mere theoretical learning does not confer a thorough understanding of the subjects taught, care is taken to impart practical knowledge to students on the subjects taught. Students of Political Science, Zoology and Chemistry are required to complete an On the Job training programme in the relevant subjects, so as to acquire the necessary practical skills. These training programmes complement the theoretical part of the subject taken in classrooms. Experiments are designed to demonstrate the theoretical processes learnt in classes. Audio visual technology, language Lab, Industrial Visits, Field Work and Projects are some of the means utilized by the Departments to provide experiential and participative learning. Mock parliament is conducted by the Department of Political Science to make students understand the proceedings of parliamentary sessions. Participating in National Service Schemes and NCC programmes allow students to work independently and boost their confidence.Involvement of students in the College Union enhances their decision making process and also imparts a sense of responsibility.

File Description	Documents
Upload any additional information	View File
Link for additional information	**Nil**

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

The college has prioritised the use of ICT in teaching and learning in order to give students and faculty with up-to-date ICT infrastructure.Preparation of e-resources in various courses in the form of PPTs, digital material, and top resource links has resulted in the creation of a knowledge repository accessible to students. There are networked internet connections in the staff rooms and the Library. Classes, seminars, and guest lectures are held in laboratory areas, Conference Hall, Media Room, and the College auditorium, as needed.

Faculty members benefit from digital tool training seminars, online portals such as the National Digital Library, SWAYAM, and access to the N-LIST consortium subscription, which facilitates teaching-learning. Lessons are visually appealing when ICT is used to incorporate audio-visual material, which has a beneficial influence on student learning. Teachers use Google classroom to publish study materials and receive assignments, provide educational tools and materials, and use Google forms to evaluate students by conducting tests and quizzes. For all programmes, the institute features specialised digital classrooms with multimedia teaching aids such as LCD projectors, internet-enabled computer systems, and teachers who use modern teaching aids.The institution features seven smart classrooms with projectors.

File Description	Documents
Upload any additional information	**No File Uploaded**
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

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

35

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

10

File Description	Documents
Any additional information	**No File Uploaded**
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

375

File Description	Documents
Any additional information	**No File Uploaded**
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.

For continuous internal and end semester examination, the institution closely follows the Mahatma Gandhi University evaluation system.Students are informed about the internal evaluation process through the college website, notice boards, and class counselling. Internal examinations are held in each semester, with prior notice. For all courses without practicals, marks for external examination are 80 and marks for internals are 20. For all courses with practicals, distribution of marks will be as follows: a) for external examination – out of 75 (60 for theory and 15 for internals), b) for practical examination – out of 50 (40 for practical and 10 for internals). For PG programme it is 75 and 25 respectively. Internal evaluation includes attendance, test papers, and assignments/seminars in both undergraduate and graduate programmes. Internal evaluation is conducted in a centralised manner. Answer scripts are examined and the results, together with comments, are communicated to the students. Internal Assessment Mark Sheets Forms (A & B) are prepared at the end of each semester. The internal marks are validated by the Principal and forwarded to the University at the end of each semester.

The parents will also be made aware of the performance of their wards.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=254

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

Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. The College follows the regulations of Mahatma Gandhi University, Kottayam. The institute has put in place a well-functioning grievance mechanism. The faculty addresses any relevant student complaints about internal evaluations. Concerns about Continuous Internal Assessment must be addressed by them first. For each programme, HOD and class teacher will examine final internal marks in order to address any student issues about internal marks.Grievances regarding internal assessment are taken care by respective Departments. The institution provides a student handbook with detailed information about the grievances of the students regarding evaluation. For students who were unable to attend the regular tests owing to valid circumstances, retest examinations are held. Students involved in extracurricular activities such as sports, NSS, NCC, and other cultural activities are offered opportunities to take tests designed specifically for them to compensate for their absence during the regular examination period.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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 Institute 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 six 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.

At the department staff meeting held at the beginning of each academic year, the programme and course objectives are also considered. The students will be informed about the discipline's scope as well as future chances, by the class tutors. Furthermore, the majority of our teachers attend the affiliating university's curriculum revision seminars. This encourages all departments to work together to ensure that students get the most out of each programme and course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=380
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The College has a method for analysing the accomplishment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes, and any gaps are filled by preparing appropriate remedies in all relevant activities.

The Institution conducts formative and summative evaluations. Outgoing students' exit feedback is also taken into account because it serves as a barometer for CO achievement.

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.
5. Snap Tests:Practiced as part of day-to-day class room activities

II. Summative Evaluation

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**

1. **University Examinations:University examinations do play an irreplaceable role in assessing the final outcome of a course.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=380

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

123

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
Paste link for the annual report	**Nil**

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.org/singlepage.aspx?mmcode=404

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	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
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	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
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, and are given industrial training in collaboration with CIPET. 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. In collaboration with TIES students conduct odonate surveys in campus and nearby areas annually. Department of Zoology in collaboration with Zoological Society of Kerala organizes online seminars and workshops for students of Life Sciences. Students from the Department of Zoology are encouraged to study the ichthyofaunal diversity of Vembanad lake (Ramsar site no: 1214). 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. Documentary films, short films, selected sequences of movies pertaining to environmental and contemporary issues are screened by the faculty of Journalism as a part of curriculum which paves the way for students to be the social engineers of future.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

1

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
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

4

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

9

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

5

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

3.4 - Extension Activities

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

St.Xaviers college Vaikom promotes extension activities in the neighbourhood community for sensitizing students to social issues and their holistic development. NCC and NSS aims to the development of character, comradeship, discipline, secular outlook, spirit of adventure, sportsmanship and ideals of selfless service among the youth of the country to create a human resource of organized, trained and motivated youth to provide leadership in all walks of life and always be available for the service of the nation.

Through its diverse community oriented programmes and activities focused at holistic development of the students with community the NSS and NCC of the college aims at developing a sense among students about attachment to the community utilizing their knowledge in finding solutions to community problems, developing capabilities and skills to meet emergencies like pandemic and natural disasters and participating in community services by actively involving in various campaigns and programmes.

During the period, various community related extension activities were organised such as:

- Environment Awareness Programmes
- Health AwarenessProgrammes
- Covid related surveys
- Played the role of community helpers at different places of Vaikom.

The NSS and NCC also provided counseling for all during the pandemic in association with the panchayat.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/0Bx2TxQIK8klQfnk2d1J5c0RFWW1jZDhtZzJaTG9KdEVkNExvVmVEOWhTTld5d1FzMUttVTg?resourcekey=0-eSmaj8Rnxxr2md8xcF9nkw
Upload any additional information	No File Uploaded

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

2

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

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

15

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

100

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

3.5 - Collaboration

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

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

5

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
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 ,whichenables students to have an ecofriendly and peaceful campus atmosphere. The college campus spread over 18 acres of land.There are 21 classrooms, 6 with ICT facilities. There are 5laboratories, 8 staff rooms, 4 seminar halls with ICT facilities. There is a fully automated well-structured library with 14452 text books. All the 5 laboratories are well equipped with most modern instruments. In addition to main computer lab, both the Physics and Zoology lab have separate computer labs attached with the main lab . To get uninterrupted power supply a sinewave inverter is also installed in Physics lab. Browsing facility is available in all departments, library, computer labs (even those that are attached with Physics and Zoology labs) .All the class rooms have proper lighting and ventilation. Classrooms are provided with black/white boards as well

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

The college campus is spread over 18 acres of land. An auditoriumwith seating capacity for over 500 . Physical activities have helped students deal with stress and has seamed to improved

overall mental health of students , for the mentioned purpose a ground is provided .A Gymnasium for students and staff with the required equipments is also provided. Yoga Day is celebrated regularly, with online celebration for the past two years, with Yoga demonstrated by experts.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)

8.5

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	<u>View File</u>

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.

Our College Library 'LibXav' has a good collection of books, reference collection, scholarly journals, magazines, news papers, digital collection etc. It provides access to e-journals through NLIST by e-Shodh Sindhu Consortium. It is an open access and almost fully automated library (except acquisition and serials management) with OPAC (Online Public Access Catalogue), E-gate facility, and CC Camera Surveillance. Library was automated using Integrated Library Management System (ILMS) BookMagic Version 5.0 in 2013.

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.

LibXav offers:

1. Book Lending Service
2. Reference Books Collection
3. Journal Collection
4. Periodical Collection
5. Online Public Access Catalogue (OPAC)
6. User Orientation for First year students
7. Question Bank Facility
8. Reprographic Facility

1. Internet facility
2. NLIST Offering numerous E-Journals and E-books
3. Reference Service & Document Alert Service on Request
4. Webinars and various programs on different topics

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	**Nil**

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)

0.83

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
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

2

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

All the departments, college office ,Library and Principal's office are provided with internet facility using the BSNL tower placed in the college campus with the help of UGC4BSNL. Wifi connections are made available in the main block for the use of office , Principal and teachers.College has special provision of snexclusixe IT learning center XIIT, with 24 computer terminals and 4 internet connections. There is an IT learning labs with 10 terminals associated withDept.of Physics and Zoology.

College library is provided with 7 computer terminals with NET facility is provided for the students to get access to e- versions. Automated library with integrated Library management system(Koha) with gate register and OPAC. CC cameras are installed in the library and examination halls.

Digital library section toaccess e versions are available .Rented cloud server for

Global access to Koha and digital repository D space are available

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

63

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

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)

9.9

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

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

352

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
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

66

File Description	Documents
Upload any additional information	**No File Uploaded**
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	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

70

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

70

File Description	Documents
Any additional information	**No File Uploaded**
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	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

19

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
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

40

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

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

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

1

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
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.

4

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/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)

Number of enrolled Alumni : 5542.

Alumni contribution during the year (in Rupees): 18560/-

Meetings/activities organized by Alumni Association: meetings/ core meetings

1. Zoology Department:

- **An Intercollegiate Life Science Quiz Competition 'MYCELIUM 2021' was conducted with the sponsorship of Rs.15000 by the Pre-Degree Alumni of the Science batch 1991-1993.**

2. Politics Department:

- **Resonance - Alumni Association of Department of Political Science actively participated in the National and Inter Collegiate webinars organised by the Department.**

3. NCC Alumni (St. Xavier's Force)

Webinar on NCC Day: The discussions were moderated by Ms Elizabeth Thomas, NCC alumni of St. Xavier's College.

Two batches of NCC Alumni contributed Rupees 910/- (2016-19 batch) and rupees 2650/-(2017-20 batch) for the covid relief activities. Former NCC cadets also helped in spreading awareness against covid

towards which the former SUO Ajeesh P, L/Cpl Jishnu S, SUO Adarsh M, SUO Kiran Kumar K K are remarkable. They accompanied the team for patrolling and took leadership to collect small amounts from their batch and neighbours to help the Covid affected families.

4. Department of Chemistry: Virtual Alumni Meet on 30th January 2021 at 7.00 pm on Zoom Platform. 183 persons participated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

26

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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

Number of enrolled Alumni : 5542.

Alumni contribution during the year (in Rupees): 18560/-

Meetings/activities organized by Alumni Association: meetings/ core meetings

1. Zoology Department:

- An Intercollegiate Life Science Quiz Competition 'MYCELIUM 2021' was conducted with the sponsorship of Rs.15000 by the Pre-Degree Alumni of the Science batch 1991-1993.

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4. Department of Chemistry: Virtual Alumni Meet on 30th January 2021 at 7.00 pm on Zoom Platform. 183 persons participated.

File Description	Documents
Paste link for additional information	1. https://photos.app.goo.gl/sWkLpRsRXq3NBWCU8 2. https://photos.app.goo.gl/Qs4f58UCsSCXZPga8 https://docs.google.com/document/d/16mHjifH2L5JIv-vLENSIdsZj64VCLsdC/edit?usp=sharing&ouid=10130798868487449735&rtpof=true&sd=true
Upload any additional information	No File Uploaded

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 Managing Board is the apex body with regard to the matters in policy making. 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 amongst 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 academic monitors, staff council and various committees and societies contribute significantly in carrying out all academic, co-curricular and extension activities with fullsupport of the management.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.org/single page.aspx?mmcode=254
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 working of St.Xavier's College is highly decentralized and democratic in nature. The Management, Principal, IQAC, Academic Monitors and faculty members as in charges of various committees/cells/clubs play a crucial role in the design and implementation of policies and plans effectively during the session. The college has divided the decision-making power amongst 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 academic monitors, staff council and various committees contribute significantly in carrying out all academic, co-curricular and extension activities with full support of the management.

The Departmental activities are coordinated by Heads of the Departments. The departmental division of work is sketched out by holding regular meetings. Teachers have full independence to chart the teaching plans and innovative teaching practices best suited for their topic.

The perspective plan is formulated by the IQAC in consultation with HODs, academic coordinators and regular monitoring and review helps in achieving the targets.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.org/single page.aspx?mmcode=254
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college strives for maintaining high quality teaching learning environment and constantly focuses on employment relateskills, life skills and nurture positive attitudes among students through curricular and co-curricular activities.

For an effective deployment of plans the college formulatesperspective plan every year after extended discussions, reflections, reviews taking various aspects in consideration. Annual college calendar and time table are prepared in the beginning of the academic session for the smooth working of the college. Teaching plans are prepared by every faculty member for their courses in accordance with syllabus and scheme of examination provided by Mahatma Gandhi University kottayam.

The college being closed due to Pandemic, Google Meet and Google classroom was successfully adopted as a virtual platform to ensure students continue to learn from home. Various activities (academic and extracurricular) were conducted though Google Meet and Zoom. These activities include: webinars, assignments, presentations, quizzes, guest lectures and regular teaching. For the intellectual growth of the students' webinars and lecturers by eminent personalities were conducted. Teaching was improvised to a great extent as the online platform presented new ways of teaching by sharing PPTs, notes, videos etc. as extra materials for the students to refer to while preparing for exams.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=254
Upload any additional information	View File

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

The college runs in a decentralized mode and democratic set up operates through a well-defined organizational structure. The principal is the executive head of the college who is assisted by

departmental heads, the IQAC, staff council, academic monitors, librarian, administrative and non-teaching staff to execute academic affairs and implement the decision of the management. The administration of the college is supported by a number of committees and cells headed by staff and student representatives whose roles and responsibilities are well defined. The purchase committee and maintenance committee take important decisions regarding purchases, construction maintenance and repairs. The service rules, recruitment and promotional policies are in accordance with the Mahatma Gandhi University, Kottayam and rules of the government of Kerala. The college has a grievance redressal cell, women cell, internal compliance cell, anti-ragging cell who meet periodically to redress complaints lodged by the students and the staff.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=262
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
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

- Staff Cooperative Society is operating
- The college provides Gymnasium and Shuttle court
- Faculty enhancement programmes are conducted
- Recognition for paper publication in Scopus journals
- Deputed to attend faculty development programs.
- Faculty are encouraged to serve as resource persons in institutions.
- PF loans sanctioned as per GOI rules.
- Salary advance given for guest staff members.
- St. Xavier's Hospital with medical facilities
- Once a year, staff tour is arranged by the College for the teaching as well as non-teaching staff.

Welfare measures for non teaching staff

- Staff Cooperative Society is operating.
- Retirment functions are organized
- At the annual gathering conducted towards the close of the academic year the Manager of the institution gratefully recognizes their commitment and dedication.
- Refreshments are given during working hours for administrative staff.
- Preference is given to the children of non-teaching staff for admission to various courses.
- Subsidized uniform for the security staff

File Description	Documents
Paste link for additional information	Nil
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

0

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

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

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

24

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

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

Performance Appraisal for teaching faculty Following the UGC regulation 2010 and amendments thereof, the institution monitors performance appraisal system through submitting of API (Academic Performance Indicator) of the teaching staff. The API reflects the details of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting in next grade. The stock of teaching performance is computed by reflecting the involvement of the teacher in curricular, co-curricular and extra-curricular activities. Due consideration is given to the evaluation of innovation for special contribution made by the teacher. During appraisal the teacher is given opportunity to pen down any special achievement made by him in the field of his subject that can upgrade his overall performance. Teacher is given opportunity to note down the difficulties that he is facing while discharging his assignment. The principal then grades the teachers on the overall report and recommends higher authorities for further necessary action. The APR's are sought at every step of up gradation / next promotion.The non-teaching staff is promoted as per the rules and regulations of Government of Kerala after joining the department as per service rules

File Description	Documents
Paste link for additional information	**Nil**
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

Financial audit of the accounts is an important process and is strictly followed by the college. The college undergoes an external audit conducted by higher education department and AG office. They verify and confirm all finance related document. Report of audit is submitted to higher education department and AG office. In case of query, documents are sent to college for clarification. All the process in the college is strictly monitored by the principal. The copies of the audit are also preserved in the college for records.

External audit:

Final external audit of the accounts is then carried out by Kerala Accountant General. Objections raised if any are settled by the office.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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)

.336

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

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

Sources of funds are as follows:

1.Fees: Fees charged as per the university and government norms from students

2.Salary Grant: The College receives salary grant from the State Government

3. We received fund from Stakeholders, non-government bodies, individuals and Philanthropists.

4. PTA funds received are used for conducting programs for the students and giving awards to meritorious students of the college.

5. We received funds from the special annual membership of Library.

Our resource mobilization policy and procedures are as follows:

1. The College Council and the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.

2.The Purchase Committee takes care that purchases are done properly and in accordance with the rules.

3.The College Council takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.

4.Regular external audits from the government make sure that the mobilization of the resources is being done properly

5.The Library Committee takes care that the resources in library are utilized optimally.

6.The Principal issues directions to ensure the optimum utilization of resources,.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

The following are the roles and responsibilities carried by IQAC:

To coordinate the distribution of information on various quality parameters of higher education. To coordinate the documentation of the various programmes / activities leading to quality improvement. To coordinate the quality-related activities of the institution. To coordinate the timely and efficient execution of the decisions of IQAC committee.

IQAC has initiated the following strategies to tackle the challenges of pandemic.

1.Online teaching Resources:

Due to COVID-19, the college adopted Google Meet and Google Classroom offering host of interactive and collaborative tools for an uninterrupted curriculum delivery for student centric learning. A series of interactive activities like assignments, power point presentations, group discussions, webinars, special lectures etc. supplemented online classes to augment the learning activities of the students. Apart from Google Meet, E-mails and SMS feature of WhatsApp groups of faculty, students, and parents enhanced their involvement in college activities.

2. Extension activities:

The NCC and NSS units,conducted various interactive activities to promote environment consciousness. COVID-19 awareness programs, observation of special days, engaged students in social awareness and community development activities to make them socially responsible citizens.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

1. IQAC of the college significantly contributed in maintaining and upgrading the quality of education by suggesting transition to online platform as an innovative way of

teaching. For optimum utilization of the software, the staff was given training by organizing a two days faculty development programme onGoogle Classroom and a seminar on E College solutions .The quest for knowledge was fulfilled by the fully automated library providing a large collection of e-resources through Inflibnet and N-list. On Google meet and Zoom numerous interactive activities like group discussion, group presentations, webinars, quiz, and class test were conducted and evaluated efficiently.

2. For innovative and creative thinking, students were encouraged to undertake projects and use Inflibnet and e-resources, Learning was facilitated by organizing workshops and webinars on emotional intelligence, leadership skills, cancer awareness, induction programme on financial market and stock market, online workshops on spreadsheets to develop the mathematical and computational skills of students. WhatsApp groups of students, faculty and parents allowed smooth communication among all the stakeholders. Mentoring, counseling, special Programmes/projects for advanced and slow learners, feedback from the stakeholders further helped in augmenting the learning abilities of the students

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=282
Upload e-copies of the accreditations and certifications	**No File Uploaded**
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. To reaffirm gender equality norms a webinar on 'POCSO Act 2012 and Gender Equality' was organized in association with Sakshi (NGO) on 22nd June 2021. The resource person was Dr. Ramya Nisal, a senior mentor of Sakshi. The resource person clearly intimated the prevention measures and pointed out mechanisms to resolve sexual abuse. She discussed on protection of women from sexual offences at work place and female-friendly judicial mechanisms for dealing with such offences. The session was interactive and around 44 female and 38 male students of the college participated for the same.

File Description	Documents
Annual gender sensitization action plan	https://photos.app.goo.gl/1u5EigQsAs9TkNALA
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	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy

C. Any 2 of the above

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

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
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

1. Solid waste management

Students are encouraged to minimize food wastage. Swachhata/cleaning drive is often held in the college premises ensuring the participation of all the staff and students. Solid waste is collected regularly over the bins kept in the campus and then transferred to regulated dumping pits. The college has an incinerator installed in the ladies toilet block for waste disposal.

2. Liquid waste management

The college takes utmost care to the liquid waste management system as it is located near the lake. A proper toilet sewerage disposal system is maintained in the premises. Regarding laboratory waste, a proper collection, treatment and disposal procedure is effectively maintained.

3. E-waste management

Electronic waste is collected periodically through the collection centre of the college and handed over to the Management of the institution, for the best practice of recycling. Display boards keep the students and staff aware of the whole process.

4. Waste recycling system

Plastic collection drives are frequently conducted and collected waste is transferred to the local agency for recycling purpose. Clothe bags made out of recycled waste clothes are distributed among the staff and students. Also, electronic waste of all kinds are collected and transferred for recycling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
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	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and

D. Any 1 of the above

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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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
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

B. Any 3 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	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

- **'Divine Hands':** Gifted walker for enhancing physical mobility of a divinely abled individual and to increase his ability to walk independently and safely.
- **'We Care':** During COVID 19 pandemic, teachers and students extend hands for overcoming crisis. Contributed water heater and refrigerator to Vaikom Covid Firstline Treatment Centre, adopted nearby villages, other assistance to needy families and provided mobile phone to financially backward student for attending online classes.
- **'No Fear Stay Safe':** students and teachers hold hands with local authorities and police to curb the spread of corona virus.
- **'Green Vaikom Drive and Clean Vaikom Drive':** Planted trees at home and distributed saplings to neighbouring houses. Students took initiative to clean KSRTC Depot and Vaikom Beach.
- Departments have organised webinars in collaboration with different organizations namely Social Forestry Division, Health Infonet, SEBI and ICDS.
- Organized quiz competition as part of Independence Day and 'Historia 2020'
- Intercollegiate life science quiz competition 'Mycelium 2021' in association with Zoological Society of Kerala were also organised.
- Internship were organised in collaboration with CIPET:IPE – Kochi, TCS etc.

'Digital Library of Science Books' had inaugurated. **'International Polymer Scientists Meet (IPSM) 2021'** had conducted in association with MG University

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
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 N.C.C. and N.S.S. units initiate social and environmental activities like anti plastic awareness campaigns, timely involvement in cleaning the campus, spreading awareness on various social issues in and around the premises. We also promote observing and

celebrating all festivals of regional and national importance like Onam, Christmas, Holi thus inculcating our traditional values and spreading happiness and togetherness of festivals.

We observe days like Constitution day, Independence Day, Republic day, Jallianwala bagh divas, Reading week, Science day etc. with various activities. Kargil Vijay divas was observed in a very unique way by organizing tree plantation campaign by the N.C.C. cadets and poster making competition in which 102 students took part. A webinar on 'The need of the hour in reaffirming the basic philosophies of the Constitution of India', was organized on 26th November 2020.

Organic farming which is widely practiced in our institution has taken its roots to individual households through our students. A programme for the 'Divyangajan' community, 'Build You', was initiated.

A webinar on 'POCSO Act 2012 & Gender Equality' was organized in association with Sakshi (NGO) on 22nd June 2021. The resource person was Dr. Ramya Nisal, M.S General Surgery and Senior mentor of Sakshi

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/172IXr7YaNXlstWTspoCeaLv4w51li6Qk/view
Any other relevant information	Nil

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

- **Celebrations of World Environment Day, Kargil Vijay Divas, Independence Day, Gandhi Jayanthi, Constitution Day, Republic Day, National Science Day, Jalianwalabagh Massacre Remembrance Day, International Yoga Day, International Day against Drug Abuse and Reading Week have been observed by organising various programmes through online mood due to pandemic.**
- **Celebrations of festivals like Onam, Christmas, Keralapiravi help students to understand and appreciate traditional and cultural values and accommodate themselves to the comprehensive environment.**
- **Departments have organised various webinars and intercollegiate competitions as part of observing special days in collaboration with different organisations namely Social Forestry Division, Health Infonet, SEBI and ICDS.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
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

Go Green Live Green

'Go Green Live Green' is a promising initiative which aims at creating responsiveness about the importance of organic farming and ethnic agricultural practices among the students and the local community by utilizing the available fertile land in the college premises.

As a part of 'Go Green Live Green', three acres of land in the college have been using for farming activities since 2013. To meet the expenses of farming, funds were collected from the College's Management and other individual contributors. Vegetables like bitter gourd, snake gourd, cow pea, amaranthus, cauliflower, cabbage, chilly, brinjal and red spinach were cultivated in the college campus. Tuber crops like tapioca, turmeric, and elephant foot yam were also cultivated along with plantains and other seasonal vegetables.

BEST PRACTICE. 2

Revamp Vaikom

The 'Revamp Vaikom' initiative is an effort of St. Xavier's College to mobilize and empower the disadvantaged sections in the Vaikom Taluk.The student volunteers visited nearby houses located on the shoreline of Vembanad Lake as a part of an awareness campaign titled 'CleanVemband Drive'. Due to the Covid pandemic, students planted trees in their respective premises near their home and distributed saplings nearby neighborhoods.

File Description	Documents
Best practices in the Institutional website	http://www.stxavierscollegevaikom.org/single page.aspx?mmcode=411
Any other relevant information	**Nil**

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

The college upholds unfailing efforts to guarantee the basic code of social inclusion through the execution of specifically designed programmes like 'Divine Hands', 'We Care', Green Vaikom Drive and

Clean Vaikom Drive', 'No Fear Stay Safe', Build You, Go Green Live Green, Revamp Vaikom etc. Organic farming which is been widely practiced and has taken its roots to individual households through students and faculties. The college has provided hands-on-training on effective ways for organic farming to the students. Frequent webinars were organized on various health related topics like anemia, first aid, managing diabetes, developmental delays in children in association with Health Infonet. Webinars were also conducted on various social issues including cyber security; drug abuse etc. The college has also taken a new step towards protecting the rights of 'Divyangajan' students through a specialized programme 'Build You'. It is initiated in order to address their specific needs. The outreach programmes host by the college can bring forth positive outlook among the student community, stakeholders and the public towards the preservation of ethnic practices and protection of natural resources. An awareness campaign titled 'CleanVemband Drive' continues to create awareness among the public about the natural resources and biodiversity of Vembanad Lake.

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 norms and regulations framed by Mahatma Gandhi University, Kottayam, Kerala. Institution encourages all teachers to attend syllabus revision workshops and other FDP programmes to update themselves.

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.

IQAC and Academic Committee highlight all the concerns of the curriculum at the beginning of the academic year conducting orientation programmes for parents and students as well. The outbreak of Covid 19 pandemic has made inroads into the realms of academic discourse disrupting the entire system. Webinars and online workshops hosted by different departments and universities motivated the students with high intellectual abilities. The Institution has taken the following initiatives for effective curriculum planning and deliverance: Updating the Library ,All the laboratories are upgraded annually as per requirements of the curriculum. Assignments, seminars, industrial visits, OJTs are given to students to enhance their learning abilities and comprehension. Online open house interactions are conducted with parents and students to understand the shortcomings of on line teaching. Close mentoring sessions with parents helped us to assess the condition of our wards.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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 constituted by Mahatma Gandhi University, Kottayam, and Kerala. We have a well structured and systematic procedure for implementing the curriculum. We prepare an academic calendar in advance as per the University schedule which comprises the dates for Internal Examinations, Seminars, Workshops and other curricular and extracurricular activities. HoDs in consultation with other faculty members prepare the class timetable and Semester calendar. Syllabus is given to all students. We further prepare learning materials as per the syllabus and distribute among the students. It is enriched by adding contents beyond syllabus to have a profound knowledge of the subject. 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	No File Uploaded
Link for Additional information	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=254

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

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

7

File Description	Documents
Any additional information	**No File Uploaded**
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)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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

195

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 Course English and other subjects offered by the
University teach human values, gender equality, diasporic
identities and environmental concerns. The institution integrates
issues relevant to ethics, gender, values, environment and
sustainability in all their curricular and extracurricular
activities.

National Service Scheme (NSS) promotes environmental protection
and deep ecological awareness in all their activities which make
students self sustainable and responsible. The NSS unit of our
college has undertaken the following activities during the year
2020-21:
```

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

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

7

File Description	Documents
Any additional information	[View File]
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File]

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

198

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	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	**Nil**
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	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

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

212

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

118

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

A group of students constituting any academic level will be a heterogeneous mixture, regarding their propensity to understand the subject and learning abilities. It is imperative that the learning levels of students are assessed and programmes are

undertaken to enhance the competitive level and learning abilities of students.

Programs Designed for Advanced Learners:

- Posters and PowerPoint presentations are recommended for advanced students.
- Student seminars and panel discussions are held on a regular basis.
- Advanced students are encouraged to compete in intercollegiate tournaments.
- For listening to lectures on advanced topics, they are given e-links to MOOCs on SWAYAM, NPTEL, NDL, and other websites.
- Competitive exams and professional paths are discussed with advanced students.
- They should access standard reference books in the library.
- They are urged to create sample replies using the University's question paper as a guide.

Programs Designed for Slow Learners:

- Remedial lessons, Bridge classes, extra and special classes are offered on a regular basis to students who struggle to learn.
- Weak students receive detailed feedback on their unit assessments, semester examinations, and university practical performances.
- Advanced students teach a few topics to weak students as part of peer teaching.

File Description	Documents
Paste link for additional information	http://stxavierscollegevaikom.org/cmsweb5/Cms_ManageMenu.aspx?mmcode=204
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
608	35

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

2.3.1 STUDENT CENTRIC METHODS

The Institution practices a teaching methodology which focuses on imparting education through a student centric approach. Students are encouraged to be actively involved in the teaching and learning process. Mere theoretical learning does not confer a thorough understanding of the subjects taught, care is taken to impart practical knowledge to students on the subjects taught. Students of Political Science, Zoology and Chemistry are required to complete an On the Job training programme in the relevant subjects, so as to acquire the necessary practical skills. These training programmes complement the theoretical part of the subject taken in classrooms. Experiments are designed to demonstrate the theoretical processes learnt in classes. Audio visual technology, language Lab, Industrial Visits, Field Work and Projects are some of the means utilized by the Departments to provide experiential and participative learning. Mock parliament is conducted by the Department of Political Science to make students understand the proceedings of parliamentary sessions. Participating in National Service Schemes and NCC programmes allow students to work independently and boost their confidence.Involvement of students in the College Union enhances their decision making process and also imparts a sense of responsibility.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The college has prioritised the use of ICT in teaching and learning in order to give students and faculty with up-to-date ICT infrastructure.Preparation of e-resources in various courses

in the form of PPTs, digital material, and top resource links has resulted in the creation of a knowledge repository accessible to students. There are networked internet connections in the staff rooms and the Library. Classes, seminars, and guest lectures are held in laboratory areas, Conference Hall, Media Room, and the College auditorium, as needed.

Faculty members benefit from digital tool training seminars, online portals such as the National Digital Library, SWAYAM, and access to the N-LIST consortium subscription, which facilitates teaching-learning. Lessons are visually appealing when ICT is used to incorporate audio-visual material, which has a beneficial influence on student learning. Teachers use Google classroom to publish study materials and receive assignments, provide educational tools and materials, and use Google forms to evaluate students by conducting tests and quizzes. For all programmes, the institute features specialised digital classrooms with multimedia teaching aids such as LCD projectors, internet-enabled computer systems, and teachers who use modern teaching aids.The institution features seven smart classrooms with projectors.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<u>View File</u>

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

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

35

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

10

File Description	Documents
Any additional information	No File Uploaded
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

375

File Description	Documents
Any additional information	No File Uploaded
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.

For continuous internal and end semester examination, the institution closely follows the Mahatma Gandhi University evaluation system.Students are informed about the internal evaluation process through the college website, notice boards, and class counselling. Internal examinations are held in each semester, with prior notice. For all courses without practicals, marks for external examination are 80 and marks for internals are 20. For all courses with practicals, distribution of marks will be as follows: a) for external examination – out of 75 (60 for theory and 15 for internals), b) for practical examination – out of 50 (40 for practical and 10 for internals). For PG programme it is 75 and 25 respectively. Internal evaluation includes attendance, test papers, and assignments/seminars in both undergraduate and graduate programmes. Internal evaluation is conducted in a centralised manner. Answer scripts are examined and the results, together with comments, are communicated to the students. Internal Assessment Mark Sheets Forms (A & B) are prepared at the end of each semester. The internal marks are validated by the Principal and forwarded to the University at the end of each semester.

The parents will also be made aware of the performance of their wards.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=254

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

Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. The College follows the regulations of Mahatma Gandhi University, Kottayam. The institute has put in place a well-functioning grievance mechanism. The faculty addresses any relevant student complaints about internal evaluations. Concerns about Continuous Internal Assessment must be addressed by them first. For each programme,

HOD and class teacher will examine final internal marks in order to address any student issues about internal marks.Grievances regarding internal assessment are taken care by respective Departments. The institution provides a student handbook with detailed information about the grievances of the students regarding evaluation. For students who were unable to attend the regular tests owing to valid circumstances, retest examinations are held. Students involved in extracurricular activities such as sports, NSS, NCC, and other cultural activities are offered opportunities to take tests designed specifically for them to compensate for their absence during the regular examination period.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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 Institute 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 six 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.

At the department staff meeting held at the beginning of each academic year, the programme and course objectives are also considered. The students will be informed about the discipline's scope as well as future chances, by the class tutors. Furthermore, the majority of our teachers attend the affiliating university's curriculum revision seminars. This encourages all departments to work together to ensure that students get the most out of each programme and course.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=380
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

The College has a method for analysing the accomplishment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes, and any gaps are filled by preparing appropriate remedies in all relevant activities.

The Institution conducts formative and summative evaluations. Outgoing students' exit feedback is also taken into account because it serves as a barometer for CO achievement.

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.**
5. **Snap Tests:Practiced as part of day-to-day class room activities**

II. Summative Evaluation

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**

1. **University Examinations:University examinations do play an**

irreplaceable role in assessing the final outcome of a course.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=380

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

123

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	**Nil**

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.org/singlepage.aspx?mmcode=404

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	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
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	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
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, and are given industrial training in collaboration with CIPET. 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. In collaboration with TIES students conduct odonate surveys in campus and nearby areas annually. Department of Zoology in collaboration with Zoological Society of Kerala organizes online seminars and workshops for students of Life Sciences. Students from the Department of Zoology are encouraged to study the ichthyofaunal diversity of Vembanad lake (Ramsar site no: 1214). 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. Documentary films, short films, selected sequences of movies pertaining to environmental and contemporary issues are screened by the faculty of Journalism as a part of curriculum which paves the way for students to be the social engineers of future.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

1

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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

4

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

9

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

5

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

3.4 - Extension Activities

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

St.Xaviers college Vaikom promotes extension activities in the neighbourhood community for sensitizing students to social issues and their holistic development. NCC and NSS aims to the development of character, comradeship, discipline, secular outlook, spirit of adventure, sportsmanship and ideals of selfless service among the youth of the country to create a human resource of organized, trained and motivated youth to provide leadership in all walks of life and always be available for the service of the nation.

Through its diverse community oriented programmes and activities focused at holistic development of the students with community the NSS and NCC of the college aims at developing a sense among students about attachment to the community utilizing their knowledge in finding solutions to community problems, developing capabilities and skills to meet emergencies like pandemic and natural disasters and participating in community services by actively involving in various campaigns and programmes.

During the period, various community related extension activities were organised such as:

- Environment Awareness Programmes
- Health AwarenessProgrammes
- Covid related surveys
- Played the role of community helpers at different places of Vaikom.

The NSS and NCC also provided counseling for all during the pandemic in association with the panchayat.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/0Bx2TxQIK8k1Qfnk2d1J5c0RFWW1jZDhtZzJaTG9KdEVkNExvVmVEOWhTTld5d1FzMUttVTg?resourcekey=0-eSmaj8Rnxxr2md8xcF9nkw
Upload any additional information	**No File Uploaded**

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

2

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

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

15

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

100

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

3.5 - Collaboration

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

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

5

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
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 ,whichenables students to have an ecofriendly and peaceful campus atmosphere. The college campus spread over 18 acres of land.There are 21 classrooms, 6 with ICT facilities. There are 5laboratories, 8 staff rooms, 4 seminar halls with ICT facilities. There is a fully automated well-structured library with 14452 text books. All the 5 laboratories are well equipped with most modern instruments. In addition to main computer lab, both the Physics and Zoology lab have separate computer labs attached with the main lab . To get uninterrupted power supply a sinewave inverter is also installed in Physics lab. Browsing facility is available in all departments, library, computer labs (even those that are attached with Physics and Zoology labs) .All the class rooms have proper lighting and ventilation. Classrooms are provided with black/white boards as well

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

The college campus is spread over 18 acres of land. An auditoriumwith seating capacity for over 500 . Physical

activities have helped students deal with stress and has seamed to improved overall mental health of students , for the mentioned purpose a ground is provided .A Gymnasium for students and staff with the required equipments is also provided. Yoga Day is celebrated regularly, with online celebration for the past two years, with Yoga demonstrated by experts.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)

8.5

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	<u>View File</u>

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.

Our College Library 'LibXav' has a good collection of books, reference collection, scholarly journals, magazines, news papers, digital collection etc. It provides access to e-journals through NLIST by e-Shodh Sindhu Consortium. It is an open access and almost fully automated library (except acquisition and serials management) with OPAC (Online Public Access Catalogue), E-gate facility, and CC Camera Surveillance. Library was automated using Integrated Library Management System (ILMS) BookMagic Version 5.0 in 2013.

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.

LibXav offers:

1. Book Lending Service
2. Reference Books Collection
3. Journal Collection
4. Periodical Collection
5. Online Public Access Catalogue (OPAC)
6. User Orientation for First year students
7. Question Bank Facility
8. Reprographic Facility

1. Internet facility
2. NLIST Offering numerous E-Journals and E-books
3. Reference Service & Document Alert Service on Request
4. Webinars and various programs on different topics

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

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)

0.83

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
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

2

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

All the departments, college office ,Library and Principal's office are provided with internet facility using the BSNL tower placed in the college campus with the help of UGC4BSNL. Wifi connections are made available in the main block for the use of office , Principal and teachers.College has special provision of snexclusixe IT learning center XIIT, with 24 computer terminals and 4 internet connections. There is an IT learning labs with 10 terminals associated withDept.of Physics and Zoology.

College library is provided with 7 computer terminals with NET facility is provided for the students to get access to e-versions. Automated library with integrated Library management system(Koha) with gate register and OPAC. CC cameras are installed in the library and examination halls.

Digital library section toaccess e versions are available .Rented cloud server for

Global access to Koha and digital repository D space are available

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

63

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

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)

9.9

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
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.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

352

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

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

66

File Description	Documents
Upload any additional information	**No File Uploaded**
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	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

70

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

70

File Description	Documents
Any additional information	**No File Uploaded**
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	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

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

19

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

40

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

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

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

1

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
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.

4

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

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

Number of enrolled Alumni : 5542.

Alumni contribution during the year (in Rupees): 18560/-

Meetings/activities organized by Alumni Association: meetings/ core meetings

1. Zoology Department:

- **An Intercollegiate Life Science Quiz Competition 'MYCELIUM 2021' was conducted with the sponsorship of Rs.15000 by the Pre-Degree Alumni of the Science batch 1991-1993.**

2. Politics Department:

- **Resonance - Alumni Association of Department of Political Science actively participated in the National and Inter Collegiate webinars organised by the Department.**

3. NCC Alumni (St. Xavier's Force)

Webinar on NCC Day: The discussions were moderated by Ms Elizabeth Thomas, NCC alumni of St. Xavier's College.

Two batches of NCC Alumni contributed Rupees 910/- (2016-19 batch) and rupees 2650/-(2017-20 batch) for the covid relief activities. Former NCC cadets also helped in spreading awareness against covid towards which the former SUO Ajeesh P, L/Cpl Jishnu S, SUO Adarsh M, SUO Kiran Kumar K K are remarkable. They accompanied the team for patrolling and took leadership to collect small amounts from their batch and neighbours to help the Covid affected families.

4. Department of Chemistry: Virtual Alumni Meet on 30th January 2021 at 7.00 pm on Zoom Platform. 183 persons participated.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

26

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

Number of enrolled Alumni : 5542.

Alumni contribution during the year (in Rupees): 18560/-

Meetings/activities organized by Alumni Association: meetings/ core meetings

1. Zoology Department:

- An Intercollegiate Life Science Quiz Competition 'MYCELIUM 2021' was conducted with the sponsorship of Rs.15000 by the Pre-Degree Alumni of the Science batch 1991-1993.

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4. Department of Chemistry: Virtual Alumni Meet on 30th January 2021 at 7.00 pm on Zoom Platform. 183 persons participated.

File Description	Documents
Paste link for additional information	1. https://photos.app.goo.gl/sWkLpRsRXq3NBWCU 8 2. https://photos.app.goo.gl/Qs4f58UCsSCXZPga 8 https://docs.google.com/document/d/16mHj ifH2L5JIv-vLENSIdsZj64VCLsdC/edit?usp=shar ing&ouid=10130798868487449 7357&rtpof=true& sd=true
Upload any additional information	**No File Uploaded**

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 Managing Board is the apex body with regard to the matters in policy making. 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 amongst 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 academic monitors, staff council and various committees and societies contribute significantly in carrying out all academic, co-curricular and extension activities with fullsupport of the management.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=254
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 working of St.Xavier's College is highly decentralized and democratic in nature. The Management, Principal, IQAC, Academic Monitors and faculty members as in charges of various committees/cells/clubs play a crucial role in the design and implementation of policies and plans effectively during the session. The college has divided the decision-making power amongst 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 academic monitors, staff council and various committees contribute significantly in carrying out all academic, co-curricular and extension activities with full support of the management.

The Departmental activities are coordinated by Heads of the Departments. The departmental division of work is sketched out by holding regular meetings. Teachers have full independence to chart the teaching plans and innovative teaching practices best suited for their topic.

The perspective plan is formulated by the IQAC in consultation with HODs, academic coordinators and regular monitoring and review helps in achieving the targets.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=254
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college strives for maintaining high quality teaching learning environment and constantly focuses on employment relateskills, life skills and nurture positive attitudes among students through curricular and co-curricular activities.

For an effective deployment of plans the college formulatesperspective plan every year after extended discussions, reflections, reviews taking various aspects in consideration. Annual college calendar and time table are prepared in the beginning of the academic session for the smooth working of the college. Teaching plans are prepared by every faculty member for their courses in accordance with syllabus and scheme of examination provided by Mahatma Gandhi University kottayam.

The college being closed due to Pandemic, Google Meet and Google classroom was successfully adopted as a virtual platform to ensure students continue to learn from home. Various activities (academic and extracurricular) were conducted though Google Meet and Zoom. These activities include: webinars, assignments, presentations, quizzes, guest lectures and regular teaching. For the intellectual growth of the students' webinars and lecturers by eminent personalities were conducted. Teaching was improvised to a great extent as the online platform presented new ways of teaching by sharing PPTs, notes, videos etc. as extra materials for the students to refer to while preparing for exams.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=254
Upload any additional information	View File

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

The college runs in a decentralized mode and democratic set up operates through a well-defined organizational structure. The principal is the executive head of the college who is assisted by departmental heads, the IQAC, staff council, academic monitors, librarian, administrative and non-teaching staff to execute academic affairs and implement the decision of the management. The administration of the college is supported by a number of committees and cells headed by staff and student representatives whose roles and responsibilities are well defined. The purchase committee and maintenance committee take important decisions regarding purchases, construction maintenance and repairs. The service rules, recruitment and promotional policies are in accordance with the Mahatma Gandhi University, Kottayam and rules of the government of Kerala. The college has a grievance redressal cell, women cell, internal compliance cell, anti-ragging cell who meet periodically to redress complaints lodged by the students and the staff.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=262
Upload any additional information	View File

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
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

- Staff Cooperative Society is operating
- The college provides Gymnasium and Shuttle court
- Faculty enhancement programmes are conducted
- Recognition for paper publication in Scopus journals
- Deputed to attend faculty development programs.
- Faculty are encouraged to serve as resource persons in institutions.
- PF loans sanctioned as per GOI rules.
- Salary advance given for guest staff members.
- St. Xavier's Hospital with medical facilities
- Once a year, staff tour is arranged by the College for the teaching as well as non-teaching staff.

Welfare measures for non teaching staff

- Staff Cooperative Society is operating.
- Retirment functions are organized
- At the annual gathering conducted towards the close of the academic year the Manager of the institution gratefully recognizes their commitment and dedication.
- Refreshments are given during working hours for administrative staff.
- Preference is given to the children of non-teaching staff

for admission to various courses.
- **Subsidized uniform for the security staff**

File Description	Documents
Paste link for additional information	**Nil**
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

0

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

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

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

24

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

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

Performance Appraisal for teaching faculty Following the UGC regulation 2010 and amendments thereof, the institution monitors performance appraisal system through submitting of API (Academic Performance Indicator) of the teaching staff. The API reflects

the details of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting in next grade. The stock of teaching performance is computed by reflecting the involvement of the teacher in curricular, co-curricular and extra-curricular activities. Due consideration is given to the evaluation of innovation for special contribution made by the teacher. During appraisal the teacher is given opportunity to pen down any special achievement made by him in the field of his subject that can upgrade his overall performance. Teacher is given opportunity to note down the difficulties that he is facing while discharging his assignment. The principal then grades the teachers on the overall report and recommends higher authorities for further necessary action. The APR's are sought at every step of up gradation / next promotion.The non-teaching staff is promoted as per the rules and regulations of Government of Kerala after joining the department as per service rules

File Description	Documents
Paste link for additional information	Nil
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

Financial audit of the accounts is an important process and is strictly followed by the college. The college undergoes an external audit conducted by higher education department and AG office. They verify and confirm all finance related document. Report of audit is submitted to higher education department and AG office. In case of query, documents are sent to college for clarification. All the process in the college is strictly monitored by the principal. The copies of the audit are also preserved in the college for records.

External audit:

Final external audit of the accounts is then carried out by Kerala Accountant General. Objections raised if any are settled by the office.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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)

.336

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

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

Sources of funds are as follows:

1.Fees: Fees charged as per the university and government norms from students

2.Salary Grant: The College receives salary grant from the State Government

3. We received fund from Stakeholders, non-government bodies, individuals and Philanthropists.

4. PTA funds received are used for conducting programs for the students and giving awards to meritorious students of the college.

5. We received funds from the special annual membership of Library.

Our resource mobilization policy and procedures are as follows:

1. The College Council and the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.

2. The Purchase Committee takes care that purchases are done properly and in accordance with the rules.

3. The College Council takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.

4. Regular external audits from the government make sure that the mobilization of the resources is being done properly

5. The Library Committee takes care that the resources in library are utilized optimally.

6. The Principal issues directions to ensure the optimum utilization of resources,.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The following are the roles and responsibilities carried by IQAC:

To coordinate the distribution of information on various quality parameters of higher education. To coordinate the documentation of the various programmes / activities leading to quality improvement. To coordinate the quality-related activities of the institution. To coordinate the timely and efficient execution of the decisions of IQAC committee.

IQAC has initiated the following strategies to tackle the challenges of pandemic.

1. Online teaching Resources:

Due to COVID-19, the college adopted Google Meet and Google

Classroom offering host of interactive and collaborative tools for an uninterrupted curriculum delivery for student centric learning. A series of interactive activities like assignments, power point presentations, group discussions, webinars, special lectures etc. supplemented online classes to augment the learning activities of the students. Apart from Google Meet, E-mails and SMS feature of WhatsApp groups of faculty, students, and parents enhanced their involvement in college activities.

2. Extension activities:

The NCC and NSS units,conducted various interactive activities to promote environment consciousness. COVID-19 awareness programs, observation of special days, engaged students in social awareness and community development activities to make them socially responsible citizens.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

1. IQAC of the college significantly contributed in maintaining and upgrading the quality of education by suggesting transition to online platform as an innovative way of teaching. For optimum utilization of the software, the staff was given training by organizing a two days faculty development programme onGoogle Classroom and a seminar on E College solutions .The quest for knowledge was fulfilled by the fully automated library providing a large collection of e-resources through Inflibnet and N-list. On Google meet and Zoom numerous interactive activities like group discussion, group presentations, webinars, quiz, and class test were conducted and evaluated efficiently.

2. For innovative and creative thinking, students were encouraged to undertake projects and use Inflibnet and e-resources, Learning was facilitated by organizing workshops and webinars on emotional intelligence, leadership skills, cancer awareness, induction programme on financial market and stock market, online workshops on spreadsheets to

develop the mathematical and computational skills of students. WhatsApp groups of students, faculty and parents allowed smooth communication among all the stakeholders. Mentoring, counseling, special Programmes/projects for advanced and slow learners, feedback from the stakeholders further helped in augmenting the learning abilities of the students

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=282
Upload e-copies of the accreditations and certifications	**No File Uploaded**
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. To reaffirm gender equality norms a webinar on 'POCSO Act 2012 and Gender Equality' was organized in association with Sakshi (NGO) on 22nd June 2021. The resource person was Dr. Ramya Nisal, a senior mentor of Sakshi. The resource person clearly intimated the prevention measures and pointed out mechanisms to resolve sexual abuse. She discussed on protection of women from sexual offences at work place and female-friendly judicial mechanisms for dealing with such offences. The session was interactive and around 44 female and 38 male students of the college participated for the same.

File Description	Documents
Annual gender sensitization action plan	https://photos.app.goo.gl/1u5EigQsAs9TkNALA
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	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

1. Solid waste management

Students are encouraged to minimize food wastage. Swachhata/cleaning drive is often held in the college premises ensuring the participation of all the staff and students. Solid

waste is collected regularly over the bins kept in the campus and then transferred to regulated dumping pits. The college has an incinerator installed in the ladies toilet block for waste disposal.

2. Liquid waste management

The college takes utmost care to the liquid waste management system as it is located near the lake. A proper toilet sewerage disposal system is maintained in the premises. Regarding laboratory waste, a proper collection, treatment and disposal procedure is effectively maintained.

3. E-waste management

Electronic waste is collected periodically through the collection centre of the college and handed over to the Management of the institution, for the best practice of recycling. Display boards keep the students and staff aware of the whole process.

4. Waste recycling system

Plastic collection drives are frequently conducted and collected waste is transferred to the local agency for recycling purpose. Clothe bags made out of recycled waste clothes are distributed among the staff and students. Also, electronic waste of all kinds are collected and transferred for recycling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
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	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**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	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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**

01-06-2022 10:07:06

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
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	**B. Any 3 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	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

- **'Divine Hands': Gifted walker for enhancing physical mobility of a divinely abled individual and to increase his ability to walk independently and safely.**
- **'We Care': During COVID 19 pandemic, teachers and students extend hands for overcoming crisis. Contributed water**

heater and refrigerator to Vaikom Covid Firstline Treatment Centre, adopted nearby villages, other assistance to needy families and provided mobile phone to financially backward student for attending online classes.

- 'No Fear Stay Safe': students and teachers hold hands with local authorities and police to curb the spread of corona virus.
- 'Green Vaikom Drive and Clean Vaikom Drive': Planted trees at home and distributed saplings to neighbouring houses. Students took initiative to clean KSRTC Depot and Vaikom Beach.
- Departments have organised webinars in collaboration with different organizations namely Social Forestry Division, Health Infonet, SEBI and ICDS.
- Organized quiz competition as part of Independence Day and 'Historia 2020'
- Intercollegiate life science quiz competition 'Mycelium 2021' in association with Zoological Society of Kerala were also organised.
- Internship were organised in collaboration with CIPET:IPE – Kochi, TCS etc.

'Digital Library of Science Books' had inaugurated.
'International Polymer Scientists Meet (IPSM) 2021' had conducted in association with MG University

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
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 N.C.C. and N.S.S. units initiate social and environmental activities like anti plastic awareness campaigns, timely involvement in cleaning the campus, spreading awareness on various social issues in and around the premises. We also promote observing and celebrating all festivals of regional and national importance like Onam, Christmas, Holi thus inculcating our traditional values and spreading happiness and togetherness of festivals.

We observe days like Constitution day, Independence Day, Republic day, Jallianwala bagh divas, Reading week, Science day etc. with various activities. Kargil Vijay divas was observed in a very unique way by organizing tree plantation campaign by the N.C.C. cadets and poster making competition in which 102 students took part. A webinar on 'The need of the hour in reaffirming the basic philosophies of the Constitution of India', was organized on 26th November 2020.

Organic farming which is widely practiced in our institution has taken its roots to individual households through our students. A programme for the 'Divyangajan' community, 'Build You', was initiated.

A webinar on 'POCSO Act 2012 & Gender Equality' was organized in association with Sakshi (NGO) on 22nd June 2021. The resource person was Dr. Ramya Nisal, M.S General Surgery and Senior mentor of Sakshi

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/172IXr7YaNXlstWTspoCeaLv4w51li6Qk/view
Any other relevant information	Nil

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	B. Any 3 of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

- **Celebrations of World Environment Day, Kargil Vijay Divas, Independence Day, Gandhi Jayanthi, Constitution Day, Republic Day, National Science Day, Jalianwalabagh Massacre Remembrance Day, International Yoga Day, International Day against Drug Abuse and Reading Week have been observed by organising various programmes through online mood due to pandemic.**
- **Celebrations of festivals like Onam, Christmas, Keralapiravi help students to understand and appreciate traditional and cultural values and accommodate themselves to the comprehensive environment.**
- **Departments have organised various webinars and intercollegiate competitions as part of observing special days in collaboration with different organisations namely Social Forestry Division, Health Infonet, SEBI and ICDS.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
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

Go Green Live Green

'Go Green Live Green' is a promising initiative which aims at creating responsiveness about the importance of organic farming and ethnic agricultural practices among the students and the local community by utilizing the available fertile land in the college premises.

As a part of 'Go Green Live Green', three acres of land in the college have been using for farming activities since 2013. To meet the expenses of farming, funds were collected from the College's Management and other individual contributors. Vegetables like bitter gourd, snake gourd, cow pea, amaranthus, cauliflower, cabbage, chilly, brinjal and red spinach were cultivated in the college campus. Tuber crops like tapioca, turmeric, and elephant foot yam were also cultivated along with plantains and other seasonal vegetables.

BEST PRACTICE. 2

Revamp Vaikom

The 'Revamp Vaikom' initiative is an effort of St. Xavier's College to mobilize and empower the disadvantaged sections in the Vaikom Taluk.The student volunteers visited nearby houses located on the shoreline of Vembanad Lake as a part of an awareness campaign titled 'CleanVemband Drive'. Due to the Covid pandemic, students planted trees in their respective premises near their home and distributed saplings nearby neighborhoods.

File Description	Documents
Best practices in the Institutional website	http://www.stxavierscollegevaikom.org/singlepage.aspx?mmcode=411
Any other relevant information	Nil

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

The college upholds unfailing efforts to guarantee the basic code

of social inclusion through the execution of specifically designed programmes like 'Divine Hands', 'We Care', Green Vaikom Drive and Clean Vaikom Drive', 'No Fear Stay Safe', Build You, Go Green Live Green, Revamp Vaikom etc. Organic farming which is been widely practiced and has taken its roots to individual households through students and faculties. The college has provided hands-on-training on effective ways for organic farming to the students. Frequent webinars were organized on various health related topics like anemia, first aid, managing diabetes, developmental delays in children in association with Health Infonet. Webinars were also conducted on various social issues including cyber security; drug abuse etc. The college has also taken a new step towards protecting the rights of 'Divyangajan' students through a specialized programme 'Build You'. It is initiated in order to address their specific needs. The outreach programmes host by the college can bring forth positive outlook among the student community, stakeholders and the public towards the preservation of ethnic practices and protection of natural resources. An awareness campaign titled 'CleanVemband Drive' continues to create awareness among the public about the natural resources and biodiversity of Vembanad Lake.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Commencement of newly approved UG programme B.Sc Food Science and Quality Controland augmentation of facilities for the conduction of the programme.

2. Implementation of new online platforms for Online learning

3. Conduction of orientation programme for both teaching and non-teaching staff

4. Promotion of Extension and social responsibility drives.

5. Conduction of National Seminars/academic events

6. Promotion of Women safety, gender sensitization and equality programmes.

7. Revamping the college-website to meet the institutional requirements

8. Setting up of a Media Production Centre to facilitate academic productions

9. Setting up of a new reading room for the students

10. Continuation of Best Practices