

## The Annual Quality Assurance Report (AQAR) of the IQAC

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

### Part A

#### 1. Details of the Institution

1.1 Name of the Institution

St. Joseph's College

1.2 Address Line 1

Arakulam (P.O)

Address Line 2

City/Town

Idukki

State

Kerala

Pin Code

685591

Institution e-mail address

sjcmoolamattom@gmail.com

Contact Nos.

04862-252043, 321323, 253258

Name of the Head of the Institution:

Rev. Dr. Gilson John

Tel. No. with STD Code:

04862 252766

Mobile:

9447576211

Name of the IQAC Co-ordinator:

Mobile:

IQAC E-mail address:

1.3 NAAC Track ID (For ex. MHCOCN 18879)

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.

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

1.5 Website address:

Web-link of the AQAR:

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

### 1.6 Accreditation Details

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

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

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

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

*AQAR 2013-2014 submitted on 06 - 01 - 2015*

### 1.10 Institutional Status

University      State       Central       Deemed       Private

Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Autonomous College of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phy. Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>		
Others (Specify)	<input type="text" value="MSW"/>								

1.12 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt. / University	<input type="text" value="Nil"/>		
University with Potential for Excellence	<input type="text" value="Nil"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="Nil"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="Nil"/>	DST-FIST	<input type="text" value="Yes"/>
UGC-Innovative PG programmes	<input type="text" value="Nil"/>	Any other ( <i>Specify</i> )	<input type="text" value="Nil"/>
UGC-COP Programmes	<input type="text" value="Nil"/>		

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>		
2.3 No. of students	<input type="text" value="Nil"/>		
2.4 No. of Management representatives	<input type="text" value="1"/>		
2.5 No. of Alumni	<input type="text" value="Nil"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>		
2.8 No. of other External Experts	<input type="text" value="1"/>		
2.9 Total No. of members	<input type="text" value="12"/>		
2.10 No. of IQAC meetings held	<input type="text" value="5"/>		
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="11"/>	Faculty	<input type="text" value="5"/>
	Non-Teaching Staff <input type="text" value="5"/>	Students <input type="text" value="Nil"/>	Alumni <input type="text" value="1"/>
		Others	<input type="text" value="Nil"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	If yes, mention the amount <input type="text"/>		
2.13 Seminars and Conferences (only quality related)			
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC			
Total Nos.	<input type="text" value="7"/>	International	<input type="text" value="Nil"/>
		National	<input type="text" value="Nil"/>
State	<input type="text" value="Nil"/>	Institution Level	<input type="text" value="7"/>
(ii) Themes	<ul style="list-style-type: none"> <li>(i) Upgradation of College website</li> <li>(ii) Setting up of IQAC room</li> <li>(iii) Preparation of MRPs and conduct of National Seminars</li> <li>(iv) Technology up gradation and implementation</li> <li>(v) Implementing new initiatives</li> <li>(vi) Enhancement of the employability of students</li> <li>(vii) Implementing extension activities and social tie ups</li> </ul>		

## 2.14 Significant Activities and contributions made by IQAC

<p>Helps the departments to prepare and submit the proposal for National Seminars and MRPs.</p> <p>Imparts soft skill trainings to students to equip them for placements</p> <p>Monitors the academic performance of the students and recommends necessary corrections</p> <p>Selected and trained talented students of the college to participate in University level competitions</p> <p>Arranged a Three-Day Entrepreneurship Awareness Programme and Industrial Visit for the Second Year students supported by KITCO, Govt. Of Kerala</p>
--

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Special coaching for the talented in arts and sports	Students could win prizes in University and National level competitions
Inculcate the sense of social responsibility in students through clubs like NCC, NSS, Pain and Palliative Care Unit, etc	Blood Donation, Remembrance of International Days through proper activities, Adoption of Village, Health Surveys and awareness classes
Promotion of extension activities	DRC testing, Classes and training programmes on Meliponiculture are the main extension activities
Programmes for late admissions	Bridge and Remedial classes for late admissions and slow learners
Programmes for weak learners and fast learners	Two programmes titled Walk With a Scholar (WWS) and Scholar Support Programme (SSP) were taken up to cater to the needs of the scholars
One Departmental meeting in a month	All the Departments conducted staff meetings as directed

At least two seminars by each Department in a semester	Most of the Departments conducted two or more seminars in a semester
Participation in programmes conducted by other institutions	Most of the invitations are accepted and won many prizes in intercollegiate competitions
Free hours should be used for enhancing the communication skill of the students	Teachers were assigned the duties and many a student benefited out of this
Compulsory participation in club activities	Students participated in club activities with enthusiasm
Two internal exams per day should be conducted to save time	Two exams were conducted and it proved to be an exemplary practice
Decided to avail students of the Video conferencing facility	The gadgets for the same were purchased and installed

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

2.15 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Provide the details of the action taken

The decisions put forward by the IQAC were considered favourably by the Management and ensured to materialise them in future.

## Part B

### Criterion I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01	-	-	-
PG	04	--	02	-
UG	09	01	03	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	04	-	-	04
Others	-	-	-	
<b>Total</b>	18	01	05	04

  

Interdisciplinary	03	-	-	-
Innovative	-	-	-	-

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14
Trimester	Nil
Annual	03

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

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

*\*Feedback Analysis is given in Annexure II*

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

Nil

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

An Under Graduate programme in Bachelor of Business Administration (BBA)

## Criterion II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
28	14	13	-	1

2.2 No. of permanent faculty with Ph.D.

13

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

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	2	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

33

Nil

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	18	11
Presented papers	2	2	5
Resource Persons		1	5

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

Uniform internal examination is implemented in a semester. Based on the performance of the students, the slow learners are assigned to a teacher as their mentor. The mentor subsequently assigns the fast learners for peer teaching. Hence optimum academic performance is maintained. Every student is provided with an opportunity to take at least a seminar in a semester with the help of PPTs. E-resources are widely made use to enrich teaching learning programme.

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

178



2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Uniform internal exam at least once in a semester. Valued answer scripts are provided to the students individually with necessary feedback.

2.9 No. of faculty members involved in curriculum Restructuring/Revision/Syllabus development as member of Study/Faculty/Curriculum Development Workshop

Curriculum restructuring: 3  
Board of Studies: 3

2.10 Average percentage of attendance of students

90

2.11 Course / Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. English (V)	23	--	30.4	17.4	--	47.8
B.Sc. Physics	28	7.14	21.4	17.85	--	46.4
B.Sc. Chemistry	30	3.3	53.3	--	--	56.6
B.A. Economics	45		2.22	4.44	8.88	15.55
B.Com. (CA)	60	5.0	30.0	1.66	--	36.67
B.Com. (Tax)	28	3.6	10.7	3.6	--	17.86
BBM	35	14.0	26.0	--	--	40.0
M.Com	12	Result Awaiting	--	--	--	--
MSW	12	--	60	6	--	66.0
M.Sc. Chemistry	12	--	58.33	--	--	58.33

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

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

- Ample internet facilities are arranged for the students to get access to digital material
- Arrangement of remedial classes for weak students
- Each Department is instructed to conduct at least two seminars pertinent to their discipline
- Experts are invited by each Department to motivate their students and orient them to different careers
- Departments are encouraged to conduct Industrial or Institutional Visit to provide firsthand experience on their respective fields

### 2.13 Initiatives undertaken towards faculty development

<b>Faculty / Staff Development Programmes</b>	<b>Number of faculty benefitted</b>
Refresher courses	--
UGC – Faculty Improvement Programme	2
HRD programmes	2
Orientation programmes	2
Faculty exchange programme	2
Staff training conducted by the University	--
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	5
Others-- FDP	1

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	15	Nil	Nil	Nil
Technical Staff	04	Nil	Nil	Nil

### Criterion III

#### 3. Research, Consultancy and Extension

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

The IQAC is very keen on promoting research climate in the institution. Students are given training on research methodology and the need for conducting researches on socially relevant topics. Post Graduate students are encouraged to do research which is in par with the required quality and it is expected to promote research aptitude in students. The Research Committee functioning in the college encourages every teacher to take up Minor or Major Research Projects. Every teacher who does not possess Ph.D is encouraged to peruse research leading to Ph.D. In addition teachers and students are equally encouraged to present papers in National and International Seminars and have their papers published.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
	Nil	Nil	Nil	Nil

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	Nil	Nil	Nil
Outlay in Rs. Lakhs	90,000	Nil	Nil	Nil

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	1	2
Non-Peer Review Journals	--	--	--
E-Journals	--	--	--
Conference proceedings	--	2	3

##### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-			
Minor Projects	2014 - 16	UGC	90,000	67,500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects ( <i>other than compulsory by the University</i> )	Nil	Nil	Nil	Nil
Any other (Specify)	Nil	Nil	Nil	Nil
Total	-	-	90000/-	67500/-

3.7 No. of books published (i) With ISBN No.  Chapters in Edited Books

(ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	04	Nil	Nil	
Sponsoring agencies	Nil	UGC and Management	Nil	Nil	Management

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

3.13 No. of collaborations: International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	District	College
Nil	Nil	Nil	Nil	Nil	Nil	01

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level  State level

National level  International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum

College forum

NCC

NSS

Any other

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

- Conducting blood donation campaign and donation camps
- Distributing the saplings in the nearby places and greening the campus
- Distribution of vegetable seeds among students and the public and conduct seminar on organic farming
- Conducting health surveys and health awareness programmes in the nearby villages
- Repairing road in the adopted villages and help construct a waste pit in the school compound in the adopted village
- Pain and Palliative Care unit helps the needy patients affected with incurable diseases
- 'Clean the city' campaign
- DRC Testing
- Soil Testing
- Meliponiculture
- Counselling
- 'Sahapadiku snehapoorvam' a fund raising programme to help the needy students in schools
- Ambily Fathima fund
- College facilities like play ground and indoor stadium are opened to the public to conduct various sports and arts programmes
- Help the needy students in the nearby blind school with study materials
- Help the inmates of the neighbouring old age home with dress materials and food provisions
- Traffic awareness programmes
- Cleaning the tourism destinations
- Life line club – Awareness programmes against drug abuse

- Conducts flash mobs and street plays to make people aware of life style diseases
- Tribal camps at various tribal settlements
- Celebrating festivals with the inmates of old age homes
- University level programmes to honour talented physically challenged people

## Criterion IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25 Acres	Nil	Nil	25 Acres
Class rooms	27	13	Management	40
Laboratories	07	01	FIST	08
Seminar Halls	02	02	Management	04
No. of important equipments purchased ( $\geq$ 1.0 lakh) during the current year	--	27	UGC & Management	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	541175/-	--	541175/-
Others	--	--	--	--

#### 4.2 Computerization of administration and library

Library and office are fully computerised and transaction of books is made through barcode system. Library is credited with having a blog ([www.stjosephlibraryblog.wordpress.com](http://www.stjosephlibraryblog.wordpress.com)) of its own which provides information on e-resources and latest additions of books in the library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16944	-	150		17094	-
Reference Books	1508	-	46		1554	-
e-Books	Subscription of INFLIBNET NLIST Programme renewed annually					
Journals	31	-	2	-	33	-
e-Journals	Subscription of INFLIBNET N-LIST Programme DOAJ, Open access journals search engine					
Digital Database	Digital Library available <a href="http://www.stjosephlibraryblog.wordpress.com">www.stjosephlibraryblog.wordpress.com</a> 'e-library solutions' also provides digital library facility					
CD & Video	128		5		133	
Others (specify)	e- news papers, Career sites, e- thesis Some other useful search engine					

#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others(Class rooms)
Existing	105	04	3	03	01	04	08	02
Added	03	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	108	04	04	03	01	04	08	02

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

<p>Students are encouraged to make use of PPTs for their seminar presentations</p> <p>Teachers are persuaded to follow computer aided teaching methods</p> <p>PPTs by the students and teachers are collected and stored to create digital resource bank</p> <p>Students are given training for proficiency in language through Language Lab</p> <p>Training was imparted to the teachers to make use of Smart board and Video conferencing system</p> <p>Teachers are given freedom to access to the computers, printers, internet and Wi-Fi available in the IQAC room</p>
--



Students are given free computer training to prepare their projects themselves  
IT based competitions are conducted to arouse and maintain interest in students  
The technology expertise of the students are outsourced by the institution wherever necessary

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	35000/-
ii) Campus Infrastructure and facilities	2525000/-
iii) Equipments	141763/-
iv) Others (Class rooms)	25000/-
<b>Total:</b>	<b>2726763/-</b>

## Criterion V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Orientation Programmes for students at the beginning of the academic programme  
Inform the students about various scholarships and employment opportunities  
Counselling facility is provided for those who require it  
Inform the students about various higher education programmes and their modes of selection  
Students are informed of various competitions conducted regionally and nationally  
Career Guidance Classes through respective departments and through Career Guidance Cell  
Information regarding placement services are communicated to the students  
Complaint box is placed in the institution for the fair reporting of the complaint by students

## 5.2 Efforts made by the institution for tracking the progression

Continuous Evaluation (CE) is monitored and ensured that the stipulated University procedure is followed. Based on the performance in the internal assessment, every department is encouraged to take necessary steps to up lift the weak students and provide the fast learners with challenging assignments in addition to recruiting them for peer teaching.

SSP provides additional training for weak students to achieve progress in their learning abilities.

WWS offers meritorious students exposure to the institutions of Higher Education and Research and interaction with experts. In addition to motivational classes, each mentee is assisted by a mentor.

Post Graduate students are encouraged to undertake project works which nurture in them an inspiration to do serious research in future. They are also given coaching for NET/JRF/GATE examinations.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
818	99	5	-

(b) No. of students outside the State

Nil
-----

(c) No. of international students

Nil
-----

Men	No.	%	Women	No.	%
	429	44.78		529	55.22

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
649	61	34	99	03	846	646	72	41	190	9	958

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

Dropout % - 01

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

Most of the Departments provide their students with training in necessary soft skills which equip them for their desired career. Every Post Graduate Department imparts coaching for NET/JRF exam. Every Undergraduate Department trains the students for entrance examination in their respective PG programmes. Besides the forum for coaching for entry into services recruits motivated students to train them for competitive examinations like PSC, UPSC, Bank, etc. Adequate study materials are procured, stored and distributed from the library. In addition to that, the new initiatives like Walk With a Scholar Programme (WWS) selects and trains a limited number of meritorious students for competitive examinations for career and higher education. College Library is equipped with separate section for materials for competitive examinations.

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="Nil"/>	SET/SLET	<input type="text" value="Nil"/>	GATE	<input type="text" value="Nil"/>	CAT	<input type="text" value="Nil"/>
IAS/IPS etc	<input type="text" value="Nil"/>	State PSC	<input type="text" value="05"/>	UPSC	<input type="text" value="Nil"/>	Others	<input type="text" value="Nil"/>

#### 5.6 Details of student counselling and career guidance

The primary level psychological and career related counseling is done by teachers in each Department. The Student Counseling facility in the college is inclusive of a coordinator and the counselors. Either a teacher can suggest a student for counseling or the students can approach the counselor voluntarily. The college is credited with having an active Career Guidance Cell which timely informs the students about various competitive examinations and career opportunities. Each Department arranges motivational talks and career guidance programmes for their students. Meritorious alumni are invited to sensitize the students about cracking various competitive exams.

No. of students benefitted

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	21

## 5.8 Details of gender sensitization programmes

This institution is a mixed college and no discrimination is made on the basis of gender in curricular and co-curricular activities organised by the college. The women Cell which functions in the college monitors the issues pertinent to women. It arranges various training programmes inclusive of self-defence training for girls with the help of Kerala Police. Tutorial classes are arranged periodically to impart the necessity of respecting each gender.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from Institution	23	49000/-
Financial support from Government	475	*2425820/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	Nil	Nil

\* As per the data available in the office. Most of the scholarships amounts are credited directly to the students' bank accounts

5.11 Student organised / initiatives

Fairs:

State/ University level  National level  International level

Exhibition: State/University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

## Criterion VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the Institution

**Vision:**

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

**Mission:**

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

6.2 Does the Institution has a Management Information System

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

#### 6.3.1 Curriculum Development

Curriculum development is done by the University and Affiliated Colleges have no freedom to design their own strategies. Members in the Board of Studies from our College collect the suggestions of the teachers and present them in the meetings of the Board of Studies.

### 6.3.2 Teaching and Learning

ICT enabled teaching method is promoted

Students are encouraged to use ICT in their seminar presentations and learning

On certain occasions selected meritorious final year students are given opportunity to take class for first year students

A Common Activity Board is provided to display the contributions of students

Meritorious students are incorporated to assist the teachers in the conduct of Add-On Courses

Creativity is encouraged in teaching learning process

Publishing of Manuscript Magazines by each Department is promoted

Quiz Competitions based on their subject are conducted by the Departments

Seminars/Workshops of relevant topics are arranged by Departments

Peer teaching method is encouraged

Bridge and Remedial Classes are arranged to enhance teaching learning process

Self learning is promoted in the form of online courses

New initiatives like WWS and SSP provide additional stress on their academic performance- while mentors in WWS programme train fast learners, mentors in SSP train the slow learners to improve their performance in the examination.

Besides Internal Exams, the performance of the students is assessed through classroom monitoring which is inclusive of assessing seminars by students.

With the evaluation of performance in project works, assignments and participations in subject related intercollegiate/ State level competitions, the learning outcome is analysed.

Mock interview and viva voce are conducted to final year students prior to the actual performance.

Additional skills are imparted to students through Add-On courses.

Teachers include the video lessons of experts from premier institutions like IIT, IIM, IISc, MIT, etc in their teaching process.

### 6.3.3 Examination and Evaluation

At least one internal exam for each semester is conducted as per the directions issued by the University from time to time

Students are given the valued scripts individually to ensure transparency in the evaluation and corrective measures are suggested

After the evaluation of the papers, PTA meeting is conducted to distribute the progress reports and to inform them about the performance of the students. In addition to that suggestions for improvement are sought during the personal discussion between the parent and teacher in presence of the student

Redressal mechanism exists in the institution for settling any grievances regarding the valuation

Progress in study is monitored by the Teacher-in charge of the class

Remedial classes are arranged for the weak students

#### 6.3.4 Research and Development

Incorporation of sophisticated instruments in the laboratory

Subscription of new books and journals

Three of the faculty members are Research Guides

Department of Chemistry is a recognised Research Centre in the University and five Research Scholars are pursuing Ph.D

One faculty member in Malayalam is an authorised Research Guide under whom eight scholars have registered for Ph. D

Two of the faculty members are under FDP leave for Ph. D

Faculty members have publications in reputed journals

Departments of English and Chemistry conducted National Seminars and published the proceedings

Department of Management Studies organised a National Seminar on 'The Role of Indian Legislature in Higher Education' sponsored by The Institute of Parliamentary Affairs, Govt. of Kerala

Faculty members are encouraged to organise National Seminars/Conferences/Workshops and present papers in such occasions

Computers with internet facility are provided

Students are given project works which can inculcate an interest in research

The Research Committee in the college along with the IQAC encourage teachers to undertake Minor and Major Research Projects

Facilities like INFLIBNET and Video Conferencing provide the staff and students to get access to resources for research across the globe

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

#### **Library**

The College has a well furnished Central library in the ground floor with good number of books for all the programmes offered in the College. Regional and National Dailies and magazines are subscribed in the Library. National and International journals on most of the subjects taught in the college are made available. A separate section is earmarked in the library exclusively for career development of the students which provides materials on various competitive examinations. Publications like *Employment News*, *Thozhil vartha*, *Thozhil Veedhi*, *NRI Times*, etc provide information regarding various employment opportunities both at public and private sector undertakings. The summary of such notifications are displayed on the Library, IQAC and the Department notice boards. Besides, the library offers accessibility to digital materials and it also provides e-library solutions. In addition, all the Departments have libraries of their own from where students can subscribe books.

#### **ICT**

Every Department is provided with a computer with internet connection and a printer. One of the class rooms of every Department is converted to a smart class with the addition of an LCD Projector and screen. The College has a well furnished language lab to train the students in good communication practices. In addition, the College has a few portable projectors and laptops. The students are encouraged to make use of PPTs for their seminars. Recently, Video Conferencing System and Smart Board are added to these facilities and teachers are trained to use them. The college has a well furnished state-of-the-art computer lab with about sixty computers. The college also provides browsing centre for students for academic purposes. Certain Departments have Computer Labs of their own. Teachers as well as students make use of these facilities for academic activities. Training on IT is provided to the needy students.



### **Physical infrastructure**

The College has well furnished class rooms, library and labs. It has a basketball court and two play grounds the necessary equipments to practice sports and games. The Institution has ample number of separate toilets for both girls and boys. Girls are provided with a retiring room. The College has one auditorium, an examination hall with video surveillance, four seminar halls and a multipurpose indoor stadium. One of the seminar halls is equipped with a video conferencing system and a smart board. The college has state of the art computer labs with internet connection, a language lab and a well furnished canteen. A new block titled as ' St. Chavara Block' is appended to the existing

### 6.3.6 Human Resource Management

Students are given technical training to assist the teachers in various technical activities

The compulsory participation in club activities enables the students to channelize their talents and resources for the well being of the institution and society.

The Planning, organising and executing abilities of students in the multifarious activities of the clubs and associations are pooled.

Clubs like NCC, NSS, Students' Initiative in Palliative Care, etc undertake extension activities in the adopted villages.

NSS volunteers carry out activities like repairing and construction of roads, play grounds, construction of houses and toilets for the destitute, blood donation camps and campaigns, maintenance of public places and parks.

NCC cadets visit nearby Blind School frequently and provide timely assistance in terms of study materials, food items and clean their campus, in addition to their routine camps and social activities.

Students' Initiative in Palliative Care functioning in the college extends their services to the deserved folk of the community residing in the nook and corner of the low lands and high lands of the district of Idukki. The unit was awarded the best unit in the district on the basis of the performance.

Students of the Social Work Department along with other NGOs organise awareness programmes on Life style diseases. Apart from regular rural camps, visits to old age homes and rehabilitation centres and honouring the talented individuals with disabilities, arranging flash mobs, street plays are arranged to sensitise the public on prevailing social issues. Home- stay camps are arranged in which students stay for a few days with people living in hamlets and understand the community after which they suggest measures to improve their living conditions.

#### 6.3.7 Faculty and Staff recruitment

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

As far as possible, the same norms are followed for the recruitment of guest faculties also.

#### 6.3.8 Industry Interaction / Collaboration

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

#### 6.3.9 Admission of Students

Students of UG and PG in both Aided and Self-Financing programmes are admitted through the common admission portal by the University, except for the management seats and community quota.

#### 6.4 Welfare schemes for:

Teaching	Deposit and Loan facility from Cooperative society
Non teaching	Deposit and Loan facility from Cooperative society

Students	Various Scholarships by Government, Management, PTA and Endowments by well-wishers are available. Free Internet facility is available to the students in the working hours of the college. Canteen for providing food at moderate rate. Cooperative Society provides necessary articles at reasonable rate.
----------	---

6.5 Total corpus fund generated

1767255/-

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

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

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

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

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

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

Details of Applicants for Semester examinations by the University are uploaded in the University website and their hard copy are sent to the University for verification

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

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

University publishes the result and mark list of the students in the website and students can use it till the arrival of the original mark list and certificates from the University

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

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

6.11 Activities and support from the Alumni Association

Alumni association has an executive committee inclusive of Principal as the Chairman, a teacher coordinator and the HODs as the ex-officio members

Every year on 26<sup>th</sup> December, the Alumni Meeting is held and the alumni share their experiences and sort out plans to assist the College

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

Alumni in various reputed sectors take classes for the students regarding the trends in the industry and sensitize them on the methods to crack various competitive exams

Department and batch vice alumni gather together in the college as and when a situation occurs

6.12 Activities and support from the Parent – Teacher Association

At least a PTA meeting is held by each Department in a semester

Once in a year a general PTA meeting is conducted by the College

Parental participation in the PTA meeting is mandatory

Parent – Teacher Association instituted a number of scholarships for meritorious students

The PTA assists the Management in scheming the rules and regulations in the College

The Association also aided the College in organising and conducting extension activities

It plays a key role in maintaining discipline in the campus

Every department maintains good rapport with the parents to ensure optimum academic performance of the students

6.13 Development programmes for support staff

Orientation Programme at the beginning of every academic year

Rotation of jobs

Encourage and extend coaching for department tests

Computer literacy is provided to make them cope with the situation

Technical training under the supervision of trained staff for the operation of public addressing system, Audio-Visual equipments, lab equipments, electrical and electronic devices, Xerox machines and the like

Encourage them to participate in various training programmes, workshops and orientation conducted by Government

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

Clubs like NSS, NCC, Bhoomithrasena, Nature club and Tourism club take special care to make the campus eco-friendly.

Various clubs have planted about a hundred saplings in and around the campus.

The Campus is declared 'Plastic free'

Clean Campus campaign by placing dust bins at various spots in the Campus by Bhoomitra Sena

NCC, NSS and Bhoomithra Sena volunteers clean the Campus periodically

Special care is taken in processing and disposing of degradable and non-degradable waste

Environmental audit is periodically done

At most care is taken not to affect the ecological balance existing in the campus whenever a need for new construction arises

Remnant of food items is collected in the campus and hands over to the nearby piggery

College maintains a beautiful garden endowed with a wide variety of flowering and non flowering plants

### Criterion VII

#### 7. Innovations and Best Practices

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

- Surveillance Cameras are placed in the examination hall to prevent malpractices in examinations and to make the process of examination transparent.
- Teachers are requested to reach the institution forty five minutes before the commencement of the class. It provided the teachers with opportunity to take remedial coaching for the weak students.
- Two internal exams per day helped the college cut short the number of days meant for internal exam
- Talented students in arts and sports were spotted by the teachers and they were given additional training by the college for University level competitions and thereafter. A few students could win prizes in various competitions in University and national levels
- The trip conducted by Pain and Palliative Care unit for the isolated and physically challenged people who were cut off from the mainstream of the society for long period of time fostered a sense of social responsibility in students. They also arranged a cultural extravaganza for them in which both the groups showcased their talents
- One among the programmes of the Social Work Department in which they honoured the talented individuals with disabilities nurtured motivation in students to excel in their fields

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

Prior to the beginning of every academic year sufficient number of well qualified and experienced faculty are recruited

One day orientation programmes for teaching and non-teaching staff are conducted separately in which they are given guidelines to plan the course of action required in the academic year

Prior to the commencement of the academic year every departments conducts staff meeting after which the Head of the Departments submit a comprehensive year plan.

After the completion of each programme the Department concerned must send a report of the activity to the IQAC

Subsequent to each programme the concerned department evaluates the extent to which the programme has been successful and improvements are made there after

The IQAC monitors whether the department materializes the programmes that they have charted out in the year plan

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

1. Razzmatazz – Campus Radio by Students
2. A Benevolent hand to the ailing community

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

7.4 Contribution to environmental awareness / protection

Our students come from an agrarian background and they replicate it in every activity in which they involve

Every department is encouraged to connect their respective programmes with environment and the issues pertinent to the environment in which one lives

Important days like World Environment Day, Earth Day and the like are observed with due importance

Seminars relating to environmental issues are conducted

The villagers in the adopted villages are sensitized about the need to replace organic pesticides with chemical ones and they are also informed of healthy life style practices

Cultivation of vegetables in the premises of the house is promoted

Students and the villagers are instructed of proper means of waste management

Organic farming is introduced and encouraged in the neighbouring villages.

Students and villagers are sensitized about the necessity of keeping the surroundings clean and how to prevent contagious diseases

Proper disposal of degradable and non- degradable waste materials is encouraged

The nearby public park is maintained by clubs like NSS, Nature club and Bhoomithra Sena

Students are well aware of environmental protection and they use public transportation facilities available to the maximum

7.5 Whether environmental audit was conducted?

Yes

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

The institution is situated in the rural area of Idukki District of Kerala.

With the available resources we could mould a sizeable number of students who belong to various categories like SC, ST, OBC, OEC, etc.

Girls outnumber boys in the total strength of the students

The college timely intervenes at the time of the spread of epidemics in the adopted and neighbouring villages.

Blood donation camps are conducted to help the public.

Various clubs and organizations connect the student community with the society

Clubs like NCC and NSS adopt villages and take measures to uplift them

Communal harmony is fostered with the celebrations of regional and national days of importance

## 8. Plans of the institution for next year

- Provide intensive training for placement and conduct on campus recruitments
- Communication skills in English and computer literacy should be imparted to those students who are weak in them
- Encourage students to undertake socially relevant projects and surveys
- Persuade students to pursue online courses offered by various premier institutions
- Increase the number of fests and fairs conducted by the initiative of students
- Offer classes on 'savings' to make the students financially disciplined
- To ensure 'zero tolerance to failure' whereby no students fail in the exam

- Encourage faculty members to participate in National Seminars, Present and Publish papers in reputed journals
- Our target is to make all our permanent faculty PhD holders
- To start a publication of our own
- Optimum utilization of e-resources
- Addition of more books in the library
- Maximum utilization of ICT in teaching, learning and research

Name: *Dr. Sabukkutty M.G*

Name: *Rev. Dr. GILSON JOHN*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

\*\*\*



## CALENDAR OF EVENTS 2015 - 2016

Sl.No	Programme	Conducting Department	Date	Resource Person/Department
1	Blood Donation	NSS	As and when the necessity occurs	NSS
2	Extension activity – Providing food and provisions to the neighbouring rehabilitation centre	NCC	Once in a month	NCC
3	Invited Talks	Department of English	10-04-2015	Mr. Jishnu Venugopal and Mr. Joby Mathew, Assistant Professors, St. Thomas College, Pala.
4	Planting saplings in the campus on World Environment Day	NSS	05-06-2015	NSS
5	Planting Saplings on World Environment Day	NCC	05-06-2015	NCC
6	Seminar on ‘Inclusion of Values With Insight’	Campus Ministry	05-06-2015	Dr. Saju Varghese, Associate Professor, St. Peter’s College, Kolenchery
7	Seminar on ‘Trends in Financial Markets’	Department of Management Studies	05-06-2015	Mr.K. Sukumaran, Director, National Institute for Securities Market, Mumbai
8	Inauguration of Chemistry Association	Department of Chemistry	09-06-2015	Dr. Aniamma K.C, Principal, Henry Baker College, Melukavu
9	Staff Orientation Programme	Management	10-06-2015	Dr. Harry Cletus, Principal, St. Albert’s College, Ernakulam and Rev. Fr. Vineeth Vazhekkudy
10	Quiz and Powerpoint Presentation Competition	Department of Chemistry	12-06-2015	Dr. Ebey .P Koshy Sri. Jose James
11	Seminar on ‘ Modern Trends in Banking’	Department of Management Studies	12-06-2015	Mr. Ashok Kumar.P, Regional Manager, IDCB, Idukki
12	Seminar on ‘Aesthetics of Reading’	Sahithya Vedhi	19-06-2015	Sri. Prince J. Mathew, Asst. Professor

13	Inauguration of Commerce Association( Computer)	Department of Commerce	19-06-2015	Prof. George James, Former Principal, Nirmala College, Moovatupuzha
14	Observance of International Yoga Day	NSS	21-06-2015	NSS
15	Observance of International Yoga Day	NCC	21-06-2015	NCC
16	Awareness Programme on Dengue Fever in the adopted village	NSS	25-06-2015	NSS
17	Seminar on ‘ Financial Planning for Young Investors’	Department of Management Studies	25-06-2015	Dr. Joseph George, Certified Financial Education Resource Person, SEBI
18	Life Line Club – Awareness Programme against drugs	Department of Social Work	26-06-2015	Department of Social Work
19	Inauguration of Commerce Association ( Taxation)	Department of Commerce	30-06-2015	Dr.G.S Gireesh Kumar, Director, Centre for Continuing Education, Govt. Of Kerala
20	Inauguration of Economics Association	Department of Economics	01-07-2015	Rev. Dr. Sr. Rajeenamma Joseph, HOD of Economics, Alphonsa College, Pala
21	Seminar on ‘Environmental Economics’	Department of Economics	01-07-2015	Rev. Dr. Sr. Rajeenamma Joseph, HOD of Economics, Alphonsa College, Pala
22	Inauguration of Mathematics Association and Seminar on ‘Cryptography’	Department of Mathematics	01-07-2015	Dr. K.V Alice, HOD of Mathematics, Newman College, Thodupuzha
23	Extension activity – Distribution of umbrellas to the needy students in the neighbouring school	NCC	02-07-2015	NCC
24	Seminar on ‘ Goal Setting’	Department of Management Studies	02-07-2015	Mr. Shaji M. George, Career Launch, Thodupuzha
25	Inauguration of Physics Association	Department of Physics	06-07-2015	Dr. Saji Augustine, HOD of Physics, Devamatha College, Kuravilangadu
26	Seminar on ‘Nanostructures and Beyond’	Department of Physics	06-07-2015	Dr. Saji Augustine
27	College Union Inauguration	Management	15-07-2015	Dr. Sunny.K.George, Syndicate Member, MG University

28	Distribution of vegetable seeds	NSS	21-07-2015	NSS
29	Inauguration of periodical House Visit of Patients	Palliative Care Unit	28-07-2015	Palliative Care Unit
30	Awareness Rally on World Cancer Day	Palliative Care Unit	04-08-2015	Palliative Care Unit
31	Seminar ‘ Group Dynamics and Synergy of Motivation’	Department of English	05-08-2015	Mr. Justine Aerthayil International Mentor and Life Skills Trainer
32	Seminar on ‘How to Attain Success’	Campus Ministry	07-08-2015	Sri. Justine Aerthayil,
33	Independence Day Rally	NSS	15-08-2015	NSS
34	Independence Day Rally	NCC	15-08-2015	NCC
35	Student Motivation and Enrichment Programme	Department of Economics	18-08-2015	Mr. Benny Kurian, JCI International Trainer
36	Inauguration of Women Cell	Women Cell	18-08-2015	Prof. Indu K.S, Syndicate Member, MG University and HOD of English, DB College, Thalayolaparambu
37	Seminar on ‘ A need for alertness in the Use of Social Media’	Women Cell	18-08-2015	Prof. Indu K.S
38	Onappookalam Competition	Women Cell	26-08-2015	Women Cell
39	NSS Seven Day Special Camp	NSS	21 to 27 - 08-2015	NSS
40	Reconstruction of Houses	Palliative Care Unit	27-08-2015	Palliative Care Unit
41	Seminar on ‘ Action Oriented Life’	Campus Ministry	04-09-2015	Sri. V.A Rajendran, President Film Society, Thodupuzha
42	Three day Tourism Camp at Chaturangapara, Rajakkad	Tourism Club	10-09-2015	Tourism Club
43	Seminar on ‘Effective Learning’	Department of Management Studies	16-09-2015	Mr. Justine Joseph, Lecturer in Psychology
44	Inauguration of SahithyaVedhi	SahithyaVedhi	16-09-2015	Dr. M.C Dileepkumar, VC, Sree Sankara Sanskrit University, Kalady
45	Rev. Fr. Z.M Moozhoor Memorial Lecture	SahithyaVedhi	16-09-2015	Mr. S. Joseph, Poet and Odakkuzhal Award Winner
46	Releasing the Manuscript Magazines	SahithyaVedhi	16-09-2015	Mr. S. Joseph

47	Inauguration of Civil Service Forum	Civil Service Forum	17-09-2015	Prof. Joseph Vettickan, Director, Pala Civil Service Institute
48	Seminar on 'Prospects in Civil Service'	Civil Service Forum	17-09-2015	Prof. Joseph Vettickan
49	Observance of Alzheimer's Day	Department of Social Work	21-09-2015	Department of Social Work
50	Seminar on 'The Trend of Newspapers in the Present Era'	Department of English	25-09-2015	Mr. Chandrakanth, Editor, The New Indian Express, Kochi
51	All-Wing Annual Training Camp	NCC	26-09-2015	NCC
52	Inauguration of Dr. Siby Joseph Memorial Charitable Trust	Department of Chemistry	28-09-2015	Sri. P.J Joseph, Hon. Minister for Water Resources & Rev. Dr. George Edayadiyil, Provincial, CMI Kottayam Province
53	Two-day UGC Sponsored National Seminar on 'Representation of Women and Nature in Cinema'	Department of English and Department of Malayalam	8,9-10-2015	Mrs. Bina Paul( Film Editor) Mr. N.S Madhavan (Writer and Retd. IAS officer) Dr. P.S Radhakrishnan ( Director, School of Letters, MG University, Kottayam)
54	Observance of Mental Health Day – Symposium on 'Challenges in Mental Health and Management'	Department of Social Work	10-10-2015	Department of Social Work
55	Motivation Training Programme	Department of Management Studies	15-10-2015	Mr. Jijo Chittady, Trainer, Power Stream
56	Commencement of Campus Radio- RAZZMATAZZ	College Union	27-10-2015	College Union
57	Motivational Training	Department of Commerce	27-10-2015	Mr. Jijo Chittady
58	Seminar on 'Vigilance Awareness'	Department of Management Studies	29-10-2015	Mr. T. A Antony, DySP, Vigilance Cell, Idukki
59	Educational Visits	Department of Social Work	01-11-2015	National and International organisations in Hyderabad, Pune and Bangalore
60	Observance of Diabetics Day	Department of Social Work	14-11-2015	Department of Social Work
61	Trekking expedition to Ulupponi	Tourism Club	22-11-2015	Tourism Club

62	Cultural Exchange Programme	WWS( Walk With a Scholar)	25-11-2015	Mr. Ross Young, International Trainer of IPCAI, London
63	National Seminar on ‘ Management of Disabilities through Person Centred Approach’	Department of Social Work	25-11-2015	Mr. Ross Young, International Development Trainer, UK & Mr. Aneesh Mohan, IPCAI, Kottayam
64	Releasing of College Magazine	College Union	26-11-2015	Sri. K.V. Joseph, SP, Idukki
65	Thanal 2015 – Seven Day Tribal Camp	Department of Social Work	26-11-2015	Department of Social Work
66	Seminar on ‘Effective Personality’	Department of Management Studies	27-11-2015	Ms. Lucy Benzilin & Bibin Jose, HR Trainers, i-Chimes Career Developers
67	Seminar on ‘How to Crack Civil Service?’	Civil Service Forum	28-11-2015	Mr. Jojo Mathews, Civil Service Trainer, New Delhi
68	Tourist spot Destination Cleaning Programme	Tourism Club	29-11-2015	Tourism Club
69	Aids Day Observance	NSS	01-12-2015	NSS
70	AIDS Day Awareness Programme	Department of Social Work	01-12-2015	Department of Social Work
71	Seminar on ‘ How to Develop Positive Attitude’	Campus Ministry	04-12-2015	Sri. Shan Pazhayari, Lecturer, St. Joseph’s Academy, Moolamattom
72	Seminar on Motivation	Department of Mathematics	04-12-2015	Sri. Jijo Chittady
73	Two Day UGC Sponsored National Seminar on ‘ Emerging Trends in Chemistry’	Department of Chemistry	09 & 10-12-2015	Dr. Mangala Sunder Krishnan, IIT Madras Dr. M. Padmanabhan, Professor, IISER, Trivandrum
74	Human Rights Day	Department of Social Work	10-12-2015	Department of Social Work
75	Seminar on ‘Personality and Soft Skill Development’	Career Planning Cell	15-12-2015	Career Guidance Bureau, MG University, Kottayam
76	Seminar on ‘After Graduation What?’	Career Planning Cell	16-12-2015	Prof. Tomy Cherian & Sri. Pious Ozhakal, KISCO Career Heights , Pala
77	Snehasangamam – Get together of disabled personalities	Palliative Care Unit	23-12-2015	Palliative Care Unit

78	Seminar on Financial Planning for Young Investors	Department of Mathematics	30-12-2015	Dr. Joseph George, Certified Resource Person for SEBI
79	Arikil—Christmas Celebration with the inmates of Assisi Sneha Sadan Rehabilitation Centre.	Department of Social Work	01-01-2016	Department of Social Work
80	One Day trip to Ernakulam with Physically Challenged people	Palliative Care Unit	02-01-2016	Palliative Care Unit
81	Seminar on ‘ Financial Planning for Young Investors’	Department of Commerce	06-01-2016	Dr. Joseph George, Certified Resource Person for SEBI
82	Three Day Nature Camp at Thekkady	Nature Club	07-09 January- 2016	Kerala Forest Department
83	Inauguration of College Union	College Union	10-01-2016	Dr. Cyriac Thomas, Member of the National Commission for Minority Educational Institutions of India and former Vice Chancellor, MG University, Kottayam
84	Short film Competition	Tagore Forum	13-01-2016	Tagore Forum and Haritha Ayurvedic Hospital, Thodupuzha
85	Distribution of Add-On course Certificates	Department of English	13-01-2016	Dr. Baby Joseph, Principal, St. Joseph’s Academy of Higher Education and Research, Moolamattom
86	Interactive Session on ‘Cancer and its Prevention’	Women Cell	13-01-2016	Dr. Mini Mohan, CMO, Govt. Taluk Hospital, Thodupuzha
87	Workshop on ‘Communication and Interview Techniques’	Department of Management Studies	14-01-2016	Mr. Joy Emmanuel, Trainer, VJCET, Vazhakulam
88	Industrial Visit to Kanan Devan Factory, Munnar	Department of Commerce	15-01-2016	Department of Commerce
89	One day Tour to Kochi	Tourism Club	16-01-2016	Tourism Club
90	Career Orientation Programme	Department of Commerce	18-01-2016	Sri. Joy Manuel and Team
91	Nature Education Tourism Camp at Munnar	Tourism Club	20-01-2016	Tourism Club
92	Cultural Interaction Programme	Management	21-01-2016	A Team of German Scholars

93	Swanthanam – Honouring talented individuals with disabilities	Department of Social Work	22-01-2016	Sri. Roshi Augustine MLA & Dr. K. Sabukuttan, Director, Dept. Of Life Long Learning, MG University, Kottayam
94	Seminar on ‘ Chemistry in Rocketry’	Department of Chemistry	29-01-2016	Dr. Benny K. George, Senior Scientist and Group Leader, VSSC, Thiruvananthapuram
95	Workshop on ‘Communication Skills’	WWS	31-01-2016	Ms. Priyanka Babu, Assistant Professor & ELT Trainer
96	Puzzle Solving Contest – Solve the Rubik’s Cube	Department of Mathematics	04-02-2016	Department of Mathematics
97	Chavara Memorial Talk	PTA	05-02-2016	Sri. Alexander Jacob IPS (Retd.)
98	Chavara Award	SahithyaVedhi	05-02-2016	Sri. Alexander Jacob IPS
99	Workshop on Banking Opportunities	WWS	06-02-2016	Mr. Deepak Joseph, PRAGMATIX, Kochi
100	Resonance – Physics Fest	Department of Physics	06-02-2016	Department of Physics
101	Sports Day	Department of Physical Education	10-02-2016	Department of Physical Education
102	Blood Donation Camp	NCC	10-02-2016	NCC and IMA, Thodupuzha
103	Two Wheeler Fancy Dress Competition	Tourism Club	10-02-2016	Tourism Club
104	Self defence practice sessions	Women Cell	11-02-2016	Janamythri Police, Kerala
105	Three- Day Entrepreneurship Awareness Programme	Department of Chemistry	11-02-2016 13-02-2016	KITCO
106	Power point Presentation Competition	Tagore Forum	12-02-2016	Tagore Forum
107	Tribal Awareness Camp at Edamalakudy	Department of Social Work	12-02-2016	Department of Social Work
108	ONV Commemoration	SahithyaVedhi	15-02-2016	SahithyaVedhi
109	Seminar on ‘Black Money’	Department of Economics	16-02-2016	Prof. K.A Thomas, Associate Professor in Economics (Retd.)
110	Industrial Visit	Department of English	18-02-2016	Viani Printings, Ernakulam

111	Dr. Siby Joseph Memorial Lecture Series- I	Department of Chemistry	18-02-2016	Dr. M.C Dileepkumar, Vice Chancellor, Sree Sankara Sanskrit University, Kalady. Dr.V. N Rajasekaranpillai, Former Chairman UGC
112	Chemifest – Cultural Festival of the Dept. Of Chemistry	Department of Chemistry	20-02-2016	Department of Chemistry
113	Motivational Institution Visit	WWS	19,20&21-02-2016	Indian Institute of Management (IIM-K), Kozhikode NIT-C, Calicut Regional Science Centre and Planetarium, Calicut
114	Arts Fest	College Union	22-02-2016	College Union
115	Seminar on ‘Excellence in Civil Service’	Civil Service Forum	24-02-2016	Mr. Aneish Rajan IRS, Assistant Commissioner, Intelligence
116	Seminar on ‘ Right Attitude for a Right Career’	WWS	05-03-2016	Mr. Aneesh Mohan, National Coordinator, IPCAI, Kottayam
117	University Youth festival Rally	NSS	09-03-2016	MG University, Kottayam
118	Mini Institution Visit	WWS	09-03-2016	Rajagiri School for Business Studies, Kochi
119	Orientation Programme for PG Students	Management	18-03-2016	Sri. George Karunakkal, Soft skill Trainer
120	Seminar on ‘ Career Opportunities in the 21 <sup>st</sup> Century’	WWS	19-03-2016	Mr.Pious Ozhakal, Director, KISCO Career Heights, Pala
121	One Day Tour for PG Students	Management	19-03-2016	Management
122	Seminar on ‘ From Diffidence to Confidence’	WWS	22-03-2016	Dr. Rangarajan Gopala-krishnan, Professor, RCBS, Kochi
123	National Seminar on ‘ The Role of Indian Legislature in Higher Education’	Department of Management Studies	29-03-2016	Prof. P.J Kurian M.P, Hon. Deputy Chairman of Rajyasabha, New Delhi & Dr. P.J Kurian, Director General, Institute of Parliamentary Affairs, Thiruvananthapuram



## **SOME IMPORTANT EVENTS/ ACHIEVEMENTS**

1. Dr. Roy Sebastian, Associate Professor in Physics was appointed as Senior Assistant Superintendent for the conduct of University examinations at St. Joseph's College, Moolamattom by MG University, Kottayam.
2. Dr. Joseph George, Assistant Professor in Management Studies, was a Resource Person for UGC sponsored National Seminar on Human Values and Ethics in Mar Athanasius College, Kothamangalam and a Workshop on Research Methodology in Santhigiri College, Vazhithala. He was the Chief Guest for the inauguration of FIRE, a financial inclusion programme for women, at Govt. College, Kattappana. He is selected as a Certified Financial Resource Person of SEBI for the conduct of Financial Awareness programmes in Idukki. He attended a Faculty Development Programme in MG University, Kottayam.
3. Dr. Joshy Varghese was selected to lead a Seminar on Nanma Vidyalayam by Malayala Manorama, a famous Malayalam Daily for its Nallapadam coordinators. He was also chosen as an Expert Panel Member for awarding the Doctoral degree in Kerala, Kannur and Kalady Universities.
4. Lt. Pramod Joseph was appointed as a member in the Board of Officers for the All Kerala NCC 'C' Certificate Examination- 2006. He was also awarded Lions Club's Best Treasurer Par Excellence Award in 2015.
5. Dr. Saju M. Sebastian, Associate Professor in Chemistry, was appointed as the Chairman of the Board of Examiners for the II Semester M.Sc. Examinations, MG University. He was also appointed as the question paper setter in Kerala Public Service Commission, 2015.
6. Prof. Mathew Kanamala, Professor in Social Work Department got an assignment in Manchester, UK for developing the Person Centred Practices. On his initiative, India e-learning Version from the existing UK Version is developed. He visited the Universities of Bangalore, Wales, UK and delivered lectures on Person Centred Approaches.
7. Mr. Jain Joseph, Lecturer in Computer Science, was selected as Resource Person for Workshop on MS Access for Higher Secondary Teachers, Kerala State.
8. Dr. C.T Francis, Associate Professor in Management Studies is selected to the Board of Studies in Management in MG University, Kottayam.
9. Ms. Aneesha Ganesh, a student of I B.Com was selected as a member of MG University Table Tennis Team and bagged first place in South Zone Intervarsity

competition. She also got second position in doubles at Kerala State Championship held at Ernakulam.

10. Ms. Abigail Thomas, a student of I B.A English, secured Second Prize in Hindi Poetry writing and Third Prize in Hindi Essay writing in MG University Youth Festival.
11. Ms. Sneha Jose, III B. Sc Chemistry, secured First Rank in B. Sc Chemistry, MG University for the year 2015.
12. Sri. Midhun Manohar of II B. Sc Mathematics secured Third Prize in the All Kerala Intercollegiate Presentation Competition held at BCM College, Kottayam
13. Ardra Merin Kurian of III B. Sc Physics won Chavara Award meant for the best outgoing student.
14. The Pain and Palliative Care Unit of this college was adjudged as the best palliative care unit in the district for the year 2015-16

**1. Feedback from parents**

- Students should be provided with additional training on soft skills
- English should be insisted as the medium of communication and instruction in classes
- Campus Recruitments should be arranged for the students
- More industrial visits can be included in the academic programme
- Uniform dress can be implemented for students

**2. Feedback from Students**

- Career guidance programmes may be conducted in the beginning of the academic year
- On Campus Recruitments should be conducted for students
- Talented students may be encouraged to participate in University sports and arts fests
- More career- oriented programmes may be introduced
- More industrial visits can be arranged to connect with the industry
- Finishing school programme may be introduced

**3. Feedback from alumni**

- Retired teachers may be invited to take part in the alumni meet
- Intensive coaching for competitive exams may be implemented
- Alumni doing higher education in reputed institutions may be invited to introduce their institution and programme of study to the students
- Extension activities can be done in collaboration with alumni

**BEST PRACTICES -1**

Title of the Practice :	Razzmatazz – Campus Radio by Students
The Context :	Students, imbibing the inspiration from the audio-visual media, propounded a plan to set up a campus radio under the initiative of student community and students’ union, as it provides them opportunities to showcase their talents coupled with informing the students and the staff on relevant matters. Besides, it offers a platform for infotainment.
The Objectives of the Practice :	<ul style="list-style-type: none"> <li>• To keep the student community informed</li> <li>• To provide a platform to showcase talents of the students</li> <li>• To improve cooperation among students</li> <li>• To familiarise students with the collection, editing and presentation of news stories</li> </ul>
The Practice :	The programmes of the campus radio are carried out by the students. Teachers perform minimal roles in this initiative. The campus radio is christened as ‘Razzmatazz’ which means ‘noisy and exciting activity meant to attract attention’. The name was suggested by the students. It is coordinated by a student who is given timely guidance by a teacher in charge. The coordinator and the teacher in charge conduct audition test for the radio jockey. From the audition test a jockey is selected and the jockey leads the programmes. The coordinator assigns a few students to collect important and relevant department and college news to be announced in this programme. Apart from the college and department news, they also make the students informed on various current issues of state or national importance. It also offers platform for singers and orators to exhibit their talents. It is done twice in a week during the lunch break using the available public addressing system of the college. Thus it is an inexpensive programme with more creative opportunities. The programmes are inclusive of singing, wishing birth days, informing students on campus recruitments, internal exams, achievements of students, days and events of national importance, etc.
Obstacles faced/Problems encountered :	<ul style="list-style-type: none"> <li>• Students tend to include more programmes hence it can consume time</li> <li>• Unless the programmes are monitored and censored, it may be used for personal interests</li> <li>• Collection of news from the students during the college hours is inconvenient to the news agents</li> <li>• Continuous effort is needed for collecting and recording the news</li> </ul>

Impact of Practice / Evidence of Success :	The major impact of the programme appears to be the appealing nature of the programme. Since it is done under students' initiative, they are very attentive to this programme. As the talented students get minimum opportunities to flaunt their talents, this infotainment offers ample opportunities for them. It helps the clubs, associations and departments to inform their programmes.
Resources required :	A good quality public addressing system Uninterrupted power supply Talented jockeys Unbiased team of news agents A devoted teacher coordinator
For further details/contact person :	Name : Mrs. Brillie K. Benzkutty
	Designation : Lecturer
	Name of the College : St. Joseph's College
	Address : Arakulam P.O
	City-Pin code : Idukki - 685591
	Telephone : 8943123172
	Fax : 04862 252766
E-mail : bkbrillie@gmail.com	

## BEST PRACTICES-2

Title of the Practice :	A Benevolent hand to the ailing community
The Context :	Average life expectancy in Kerala is higher than in any other parts of India. The new Generation does not like their old aged parents to interfere in their affairs. So a natural tendency arises in them to send these parents to Old Age Homes. It has grown into an alarming rate. Besides, the link between social responsibility and education has faded with the passage of time. Hence students tend to withdraw into their own affairs discarding the society in which they live. In order to bridge the gap between education and social responsibility, a Student Initiative in Palliative Care Unit functions in this college. It helps the needy patients who are affected with incurable diseases and offers optimum help to the old aged people in different parts of the District. It helps to bring the students vistas of opportunities to serve the society in various forms.
The Objectives of the Practice :	<ol style="list-style-type: none"> <li>1.To instil the values of compassion and selfless service to the poor and the needy</li> <li>2. To connect the student community with society</li> <li>3. To sensitise the value of human life.</li> <li>4. To nurture the quality of sharing in students</li> </ol>
The Practice :	The college has an active Student Initiative In Palliative Care Unit which functions in accordance with the guidance of the Health Department of the Government of Kerala. Every academic year new volunteers get enrolled into this voluntary unit. The members visit houses of needy patients who are affected with incurable diseases like cancer in the neighbourhood of the college. With the help of the Public Health Centre (PHC) the volunteers conduct surveys and assist the patients who are bed ridden. They are taken for outing to give them rejuvenating experiences. The volunteers collect one rupee a week and help the patients in various ways. This enriches the value of sharing among students. They come to know about people from different walks of life and get acquaintance with different facets of society. Their activities range from helping the patients to organising family get- together of the needy patients. The volunteers of this club celebrate important festivals with patients who are bedridden. They even go to the extent of renovating the houses of patients who are needy. Apart from their weekly house visits, they also undertake blood donation programmes.

Obstacles faced/Problems encountered :	Paucity of time and money Overburdened students Patients are in widely scattered areas
Impact of Practice / Evidence of Success :	This club inspires the youngsters to set aside their time and resources for the needy. It could nurture in them a sense of social responsibility and the value of life. It also inculcates in them a sense of care and respect towards their parents and the old aged community in general. This unit was awarded the Best Unit in Idukki District for its performance.
Resources required :	Volunteers who are ready to carry out this task. Financial resources Dedicated staff from the Health Department and the College
For further details/contact person :	Name : Dr. Joseph George
	Designation : Assistant Professor
	Name of the College : St. Joseph's College
	Address : Arakulam P.O
	City-Pin code : Idukki - 685591
	Telephone : 9447001012
	Fax : 04862 252766
	E-mail : josephgeorgesjc@gmail.com