



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		STJOSEPH'S COLLEGE
Name of the head of the Institution		Dr. Ebey P. Koshy
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04862-252043
Mobile no.		8921650897
Registered Email		sjcmoolamattom@gmail.com
Alternate Email		epkosh@gmail.com
Address		Arakulam (P.O), Idukki (Dt), Kerala (State)
City/Town		Moolamattom
State/UT		Kerala
Pincode		685591

2. Institutional Status																															
Affiliated / Constituent			Affiliated																												
Type of Institution			Co-education																												
Location			Rural																												
Financial Status			state																												
Name of the IQAC co-ordinator/Director			Dr. Joseph George																												
Phone no/Alternate Phone no.			04852855271																												
Mobile no.			9447001012																												
Registered Email			josephgeorgesjc@gmail.com																												
Alternate Email			iqacsjcm@gmail.com																												
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)			http://www.stjosephscollegemoolamattom.ac.in/wp-content/uploads/2020/11/AQAR-2018-19.pdf																												
4. Whether Academic Calendar prepared during the year			Yes																												
if yes,whether it is uploaded in the institutional website: Weblink :			http://www.stjosephscollegemoolamattom.ac.in/iqac/																												
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>78.00</td> <td>2005</td> <td>28-Feb-2005</td> <td>27-Feb-2010</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.82</td> <td>2012</td> <td>15-Sep-2012</td> <td>14-Sep-2017</td> </tr> <tr> <td>3</td> <td>A</td> <td>3.12</td> <td>2018</td> <td>16-Aug-2018</td> <td>15-Aug-2023</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B+	78.00	2005	28-Feb-2005	27-Feb-2010	2	B	2.82	2012	15-Sep-2012	14-Sep-2017	3	A	3.12	2018	16-Aug-2018	15-Aug-2023
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2	B	2.82	2012	15-Sep-2012	14-Sep-2017																										
3	A	3.12	2018	16-Aug-2018	15-Aug-2023																										
6. Date of Establishment of IQAC			06-Jul-2009																												
7. Internal Quality Assurance System																															

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Flood Relief Programmes	12-Aug-2019 3	270
Trade Fair	19-Feb-2020 1	65
Chavara Memorial Talk	03-Jan-2020 1	260
Alumni Gathering	26-Dec-2019 1	87
Self-Defence programme for girl students	31-Jan-2020 3	165
Seminar on Intellectual Property Rights(IPR)	25-Nov-2019 1	135
WWS/SSP Programmes	22-Aug-2019 14	140
Initiating New Certificate Programmes	10-Jul-2019 30	90
Life Guidance Seminars	03-Jun-2019 7	230
Staff orientation Programme	19-Jun-2019 1	65
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
St. Joseph's College, Moolamattom	Nil	Nil	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	10000
Year	2019

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

1) Orientation to staff on LMS 2) Seminar on Intellectual Property Rights (IPR)
 3) Initiating flood relief programmes 4) Selfdefense programmes for girl students
 5) Encourage faculty members and students to pursue online courses on SWAYAM and Coursera and initiate such online programmes.

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

Plan of Action	Achivements/Outcomes
Conducting Orientation Programme for the Staff	Orientation Programme Conducted
Initiating Research activities	Research activities undertaken
Conducting seminar on Intellectual Property Rights	Seminar on IPR conducted
Selection of external mentors for WWS programme	External mentors were selected and the mentoring sessions were conducted
Integrated Development Programme of Tribal Children	The programme was held in the college with institution visit
Orientation Programme for the first year students	The Orientation programme was conducted
Life Guidance Programme	Life Guidance programme initiated
Career Orientation Programme	Career orientation programme conducted stressing the acquisition of soft skills
Publication of the third volume of Josephine Researcher	The research journal named 'Josephine Researcher' published
Conducting National and International Seminars	A sizeable number of seminars conducted

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14. Whether AQAR was placed before statutory body ?

No

<p>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</p>	<p>No</p>
<p>16. Whether institutional data submitted to AISHE:</p>	<p>Yes</p>
<p>Year of Submission</p>	<p>2019</p>
<p>Date of Submission</p>	<p>02-Dec-2019</p>
<p>17. Does the Institution have Management Information System ?</p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>Management Information System (MIS) The college has a well developed and effective Management Information System. It is designed in such a way that every department has their representatives in the IQAC who take the crucial decisions and communicate them to the faculty members of each department. Hence the decisions taken in the IQAC meetings are easily communicated to the staffs of the institution. IQAC makes its presence felt in the formation of the academic calendar of the departments in general and the academic calendar of the Institution in particular at the outset of every academic year. It also monitors the implementation of the programmes chocked out by each department. Departments, clubs and forums are directed to send the report and relevant documents to the IQAC after the execution of each programme. The documents submitted in the hard medium are filed and the soft medium is stored in digital form. Besides, IQAC maintains a register in the Principal's room for documenting the programmes conducted by various departments and clubs. The IQAC is constituted in accordance with the guidelines of NAAC hence a student representative is an inevitable component of the constitution of IQAC. The student representative acts as a buffer between IQAC and the student community. Apart from the information communication system prevalent in the IQAC, the college has a Staff Council comprising the Head of the Departments, Librarian, and Office Superintendent and headed by</p>

the College Principal. Crucial decisions are taken in the Staff Council which will then be communicated in the Staff Meeting in which the decisions are communicated, debated and approved. In addition to the common Staff council meeting which is usually convened after the Staff Council meeting, every department convenes a staff meeting in the department level and decisions pertinent to the department concerned are discussed and if there arise matters which should be communicated to the IQAC or Staff Council, the Head of the Department brings them to the attention of the same. The college Management communicates its policies and priorities through the Management representative who acts as the financial administrator of the college. The Management representative communicates the policies of the Management to the Principal and also makes his presence felt in the IQAC. Hence, the communication from the Management is effectively transferred to the college community. In addition to that, the college office communicates the information pertinent to various departments through digital medium and the communication from the departments to the College office also takes place in the same medium.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Institution meticulously follows the curricula and academic calendar prescribed by the affiliated University. It exerts its influence in the framing of the University curriculum through its faculty in the Boards of Studies and Syllabus Revision Committee. To complement the curriculum and keep abreast with the current trends, efforts are made at the initiative of individual departments through national and institutional level seminars, webinars, workshops, invited lectures, symposia, assignments and projects. As per the University curriculum, the College prepares an Academic Calendar every year in tandem with the University norms. Besides, at the inception of every academic year, every department submits an academic calendar of its own. The IQAC ensures the conduct of the programmes stipulated by each department in their academic calendar. The college systematically monitors the performance of every student to deliver proper guidance. Two internal exams are conducted each semester. The monitoring process is done through periodic evaluation of performance through assignments, seminars, weekly tests, internal exams and timely and proper

consolidation and documentation of their marks. Eighteen students are allotted to each teacher to provide mentorship. Based on the analysis of the performance data, each student is given appropriate guidance to ensure their optimal performance. The college offers support to weak students in the form of remedial courses. Bridge courses are offered to recent adopters of their streams of study to compensate for their lack of expertise in those subjects. In addition to the individual attention provided to the students based on their performance, the college also provides SSP(Scholar Support Programme), ASAP (Additional Skill Acquisition Program) and WWS (Walk With a Scholar) - three student support programmes sponsored by the Govt. of Kerala. SSP caters to weak performers while ASAP and WWS provide additional guidance to the best performers. Eligible students are selected for the aforementioned programmes based on the analysis of performance data aggregated by the college. Students admitted to these programmes are given special guidance during the three consecutive years of their program. Furthermore, the college encourages students to enroll themselves in various MOOC courses and other online certificate courses related to their areas of study to equip themselves with the ability to make use of various online sources of learning. The College Library is efficacious and has OPAC facility which gives access to the INFLIBNET. For effective curriculum delivery to the differently-abled students, the Library is equipped with a set of Audio Lessons for the blind and a software named JAWS for the scribe. Multimedia rooms are set up in key departments to provide efficient dissemination of information, especially in interdisciplinary subjects. The college offers tutorials, trainings and certificate programs on various popular application softwares like MS Office, Tally, Adreno, etc. and on Desk-Top Publishing, GST, Soft skills and various Life Skill and Value-added programs. The grievance redressal system with regard to curriculum delivery is an effective three-tier mechanism with the tutor and the Head of the Department at tiers 1 and 2 respectively and the Principal at the apex.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course on Arduino Microcontroller	Nil	15/09/2019	180	Entrepreneurship	Students will be able to develop embedded systems
Certificate Course on Goods and Services Tax (GST)	Nil	10/10/2019	180	Employability	Knowledge enhancement for practical application

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NO PROGRAMMES/COURSES INTRODUCED DURING THE YEAR	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the

affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Chemistry	03/06/2019
BSc	Mathematics	03/06/2019
BSc	Physics	03/06/2019
BA	English	03/06/2019
BA	Economics	03/06/2019
BBM	Management Studies	03/06/2019
BBA	Business Administration	03/06/2019
BCom	Computer Applications	03/06/2019
BCom	Finance and Taxation	03/06/2019
MSc	Chemistry	03/06/2019
MA	English Language & Literature	03/06/2019
MCom	Finance and Taxation	03/06/2019
MSW	Social Work	03/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	49	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
English Communication and Life Skill Training	06/08/2019	82
Interactive Skill Development	23/07/2019	27
Life Skill Training for Women	15/09/2019	30
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSW	Medical and Psychiatry, Family and Child-welfare, Community development	28
MCom	Finance and Taxation	43
BCom	Computer Applications	64
BCom	Finance and Taxation	38
BBA	Business Administration	40
BBM	Business Management	35
BA	Economics	40

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The institution has a practice of collecting curriculum feedback from various stakeholders such as students, faculty, alumni, parents and employers. In addition to this, feedbacks are also taken from the students on institutional performance and teachers' performance. The institution prepares separate feedback forms for each of these categories. Updated versions of feedback forms have been used in 2019-20. Google forms were prepared for each category and the required data were collected. Students Feedback: Students feedback covers variables like content of courses, clarity of course outcomes, availability of reference books, internal evaluation system suggested by the curriculum, etc. IQAC communicated the feedback to the Head of the Departments to take necessary actions. Based on the feedback, new reference books have been added to the library resources. In the new academic year, teachers took special attention to explain the course outcomes to the student community. The teachers also communicated the syllabus related comments to the concerned board of studies members. In the new academic year, new certificate courses were also added for the enrichment of curriculum. Parents Feedback: In addition to the Google form which is circulated among parents, the institution also uses Open House platform to know the feedback of parents. Parents were asked questions related to the workload in various courses, curriculum delivery in the college, additional courses offered by the college for enriching the curriculum etc. Based on the feedback, IQAC asked the teachers to give short simple study materials to the slow learners. Teachers encourage PG students to participate in national seminars and research methodology workshops. Employers Feedback: Employers are asked about the soft skills and problem solving abilities provided by the curriculum. Various soft skills training programmes are organised to improve the skill gap. Faculty Feedback: The institution values the feedback of faculty members very much. Based on the feedback of faculty on adequacy of instructional hours to complete courses, special classes were organised well in advance. Alumni Feedback: A structured feedback form is used to collect the feedback of alumni. The feedback is collected through various social networking facilities. Almost all batches have WhatsApp groups. The departments include the suggestions of their alumni while preparing their academic plans. Various departments invite their prominent alumni members as guest speakers

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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BSc	Physics	24	0	16
BSc	Chemistry	36	0	35
BSc	Mathematics	24	0	17
BA	English	24	0	24
BA	Economics	40	0	40
BCom	Computer	60	0	56
BCom	Taxation	32	0	29
BBA	Administration	40	0	38
BBM	Management	32	0	30
MA	English	19	0	18

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	984	184	32	2	29

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
63	63	63	15	1	10

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution offers a highly efficient students mentoring system to enhance the all-round development of the students. All students enrolled in the institution are equally divided according to the number of teachers in the institution and are allotted to each teacher to provide mentorship. All teachers work as mentors to the students allotted to them. Objectives To provide a dynamic learning environment by enhancing students' confidence and motivating them to set higher goals Mechanism/Procedure The mentors are entrusted to meet the students periodically (at least once in a month). The subject matter of these personal meetings varies from academic topics to personal matters. The mentors monitor and guide the students and keep a track of their progress. A student mentoring record is maintained by each teacher. Basic information regarding a student – residential address, phone number, family details etc. - is collected by each mentor. Date, time, session summary, and signatures of mentor and mentees are mandatory details to be recorded in the register after each session. The student mentoring record is periodically reviewed and necessary suggestions are given by the head of the department and the Principal. Mentors aim to

- Provide individual recognition and encouragement
- Listen, analyze and discuss the matters shared by the mentees
- Give direction to set goals and extend help to achieve them
- Provide guidelines and motivations maintaining the privacy of the students
- Promote talents and skills of the mentees
- Provide psychological support throughout the course
- Impart effective career oriented counseling
- Maintain a track of the progress of the mentees and inform the Head of the institution

Benefits: Mentees are

able to • Discuss the matters related to academics as well as personal – special attention is given to difficulties in learning. • Share their hopes as well as anxieties, especially, problems they face in their day today life. • Seek possible solutions to do away with hindrances in the academic and personal development • Identify opportunities available during the academic period for improving their competitive capacity • Share their life goals to get proper guidance to attain them • Share their viewpoints regarding significant matters • Express their artistic talents

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1168	63	1:19

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
63	63	0	19	18

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	EN	2	12/07/2019	21/05/2020
BBM	BM	2	03/06/2019	17/06/2020
BBA	BA	2	03/06/2019	17/06/2020
BCom	CO	2	10/06/2019	17/06/2020
BCom	CO(V)	2	10/06/2019	17/06/2020
BA	EC	2	29/05/2019	24/06/2020
BA	EN	2	29/05/2019	24/06/2020
BSc	CH	2	31/05/2019	17/06/2020
BSc	MM	2	10/06/2019	17/06/2020
BSc	PH	2	03/06/2019	17/06/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Continuous Internal Evaluation (CIE) system at the institutional level is transparent and is adhered to the guidelines implemented by Mahatma Gandhi University, Kottayam. The guidelines for the continuous and comprehensive evaluation decided by the University are incorporated in the syllabus. The yardstick of the evaluation includes attendance, assignment/seminar/viva and

the score secured in the internal examination. The division of internal marks is conveyed to the students well in advance. The University has designed the internal mark in such a manner that 10 marks is allotted for internal examination and five each for assignment/project/viva voce and attendance. As per the University regulation, a minimum of seventy five percentage of attendance is mandatory to appear for the University examination. Internal examinations are entirely managed by the college and are conducted twice a semester. The dates of the internal examinations are announced well in advance by the examination cell of the college. The examinations are conducted in a centralized manner. Internal retest is conducted for students who could not attend the examinations on genuine reasons. After the internal examinations, class PTAs are conducted in each semester in order to inform the parents about the performance of their children. Seminars and assignments are objectively analyzed and marks are allotted. Based on the individual score secured in the internal exam, along with the marks received for assignment and attendance, internal evaluation report is prepared and uploaded to the University website for including them in the end semester marks. Apart from the stipulations prescribed by the University for Internal Assessment, the College adopts various parameters to assess and improve the performance quality of the students. They include subject wise quiz, peer teaching, enrichment class, coaching for National level tests, MCQ tests and discussions on important topics. Conducting weekly test paper is another method adopted by College to track the improvement of the students. As per the department schedule, weekly tests are conducted. Marks of the weekly tests are recorded and the parents can assess the improvement of the students with the mark registers kept in the departments. In addition to the weekly test papers, model examinations are also conducted before the University examination. The mentors too observe the individual performance of the students. Above all, the end semester results of the university exams are taken into consideration. A regular track of the co-curricular activities is maintained and that too contributes to the evaluation of student excellence. In addition, the College has constituted a highly motivating Student of the Year Award for a boy and a girl student for their overall performance.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar is prepared before the commencement of each academic year and is published along with the college handbook. The academic calendar prepared by the college is in tandem with the academic calendar published by the university through its website. The calendar specifically mentions the reopening dates of UG and PG courses along with the dates of commencement of first year UG and PG classes. The schedule of the internal examinations as well as a tentative schedule of the university exams of each semester is provided in the calendar along with the possible semester breaks. The College takes keen interest in observing the days of national and international importance and those days are mentioned in the calendar. In keeping with the college calendar, each department prepares an academic calendar which specifies the dates of association inauguration, weekly test papers, industrial visit, observance of particular days, preparation time for examination, previous question paper discussion, project workshop etc. Through periodic evaluation of the successful conduct of programmes listed in the Department academic calendar, IQAC assesses the performance of each department. Academic calendar ensures maximum teaching hours for an effective teaching-learning experience.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PH	BSc	Physics	20	15	75
MM	BSc	Mathematics	19	15	78.95
BM	BBM	Management	35	26	74.28
EN	BA	English	25	16	64
SW	MSW	Social Work	28	25	89.28
CH	BSc	Chemistry	26	23	88.46
EC	BA	Economics	42	16	38.1
CO(V)	BCom	Computer	61	41	67.21
EN	MA	English	19	14	73.68
CH	MSc	Chemistry	12	11	91.66

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.stjosephscollegemoolamattom.ac.in/wp-content/uploads/2021/05/SSS-Report-2019-20-Final.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored Projects	0	0	0	0
Projects sponsored by the University	0	0	0	0
Students Research Projects (Other	0	0	0	0

than compulsory by the University)				
International Projects	0	0	0	0
Any Other (Specify)	0	0	0	0
Total	0	0	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights	English	25/11/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Incubation Center	St. Joseph's Incubation Centre0	College Management	E D club	Exhibition cum Sale	01/06/2019
Training Programme	St. Josephs College - Women Cell	College Management	Women cell	Training to make eco-friendly carry bags	02/12/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Chemistry	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	0	0	0
International	Physical	7	7

	Education		
International	English	1	0
International	Chemistry	5	4
International	MSW	2	0
International	BBM	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Hindi (National Book chapter)	1
Chemistry (International Book chapter)	5
Interdisciplinary (National Book chapter)	11
Interdisciplinary (National Book)	1
Chemistry(International Book)	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Characterization and electrochemical studies on poly (1-naphthylamine)-graphene oxide nanocomposites prepared by in situ chemical oxidative polymerization	Femina K.S.	Journal of Solid state Electro Chemistry	2019	3	St. Josephs College, Moolamattom	2
Silver nanoparticles-embedded poly (1-naphthylamine) nanospheres for low-cost non-	Femina K.S.	Polymer Bulletin	2019	3	St. Josephs College	2

enzymatic electrochemical H ₂ O ₂ sensor						
Novel green synthesis of silver nanoparticles using clammy cherry (Cordia obliqua Willd) fruit extract and investigation on its catalytic and antimicrobial properties	Femina K.S.	SN Applied Sciences	2019	3	St. Josephs College	2
Green synthesized metal nanoparticles as a selective inhibitor of human osteosarcoma and pathogenic microorganisms	Dr.Sr.Sijo Francis	Materials Today Chemistry	2019	6	St. Josephs College	5
Green synthesized metal nanoparticles as a selective inhibitor of human osteosarcoma and pathogenic microorganisms	Dr.Ebey P.Koshy	Materials Today Chemistry	2019	6	St. Josephs College	5
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self	Institutional affiliation as mentioned in
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					citation	the publication
Green synthesized metal nano particles as a selective inhibitor of human osteosarcoma and pathogenic microorganisms	Dr.Ebey P.koshy	Materials Today Chemistry	2019	6	5	St. Josephs College
Green synthesized metal nano particles as a selective inhibitor of human osteosarcoma and pathogenic microorganisms	Dr.Sr. Sijo francis	Materials Today Chemistry	2019	5	5	St. Josephs College
Novel green synthesis of silver nanoparticles using clammy cherry (Cordia obliqua Willd) fruit extract and investigation on its catalytic and antimicrobial properties	Femina K.S.	SN Applied Science	2019	3	2	St. Josephs College
Silver nanoparticle-embedded poly (1-naphthylamine) nanospheres for low-cost n	Femina K.S	Polymer Bulletin	2019	3	2	St. Josephs College

on-enzymatic electrochemical H ₂ O ₂ sensor						
Characterization and electrochemical studies on poly (1-naphthylamine)-graphene oxide nanocomposites prepared by in situ chemical oxidative polymerization	Femina K.S	Journal of Solid State Chemistry	2019	3	2	St. Josephs College
Synthesis, Characterization and studies on photocatalytic and dielectric properties of Copper-Poly (1-Naphthylamine) Nanocomposite	Femina K.S.	Materials Today Proceedings	2019	3	2	St. Josephs College
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	15	10	5
Presented papers	3	10	3	2
Resource persons	0	0	0	0
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities

Road side cleaning (Thodupuzha-Pulianmala Road)	NSS	2	50
Flood Relief -Fund Collection (400000/-)	Staff Members and NSS	25	25
Blood donation Camp	NSS	2	30
Charity service to nearby orphanages	NSS	2	25
House construction Project-50000/-	NSS	2	18
Book Distribution -1000 texts-(Chinnar Tribal village	Dept. of Malayalam	2	20
Food supply to inpatients PHC ,Arakulam	Dept. of Economics	2	30
Traffic awareness programme in collaboration with motor vehicle Department	NCC	1	25
Science awareness programme for 2 students	Dept. of Chemistry	5	30
Lab Equipment familiarization Programme for tribal students	Dept. of Chemistry	5	30
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Covid-Helping Force	Health Department, Kerala Government	Rejuvenation of Covid Patients	1	2

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	NA	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Research Collaboration	Knowledge and facility sharing	IIUCNN, MG University, Kottayam	01/06/2019	31/05/2020	Dr. Jose James
Research Collaboration	Knowledge and facility sharing	School of Chemical Science, MG University, Kottayam	01/06/2019	31/05/2020	Dr. Jose James
Research Collaboration	Knowledge and facility sharing	School of Chemical Science, MG University, Kottayam	01/06/2019	31/05/2020	Dr.Sr.Sijo Francis
Research Collaboration	Knowledge and facility sharing	School of Environmental Science, MG University, Kottayam	01/06/2019	31/05/2020	Dr.Jain Mariya Thomas
Research Collaboration	Knowledge and facility sharing	Department of Chemistry, Pavanatma College, Murikacherry	01/06/2019	31/05/2020	Dr.Ebey P.Koshy

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Department of Chemistry, Pavanatma College, Murickassery	08/07/2019	Undertake extra-mural studies and extension services	50

Research Department of Chemistry, T. M. Jacob Memorial Govt.College, Manimalakunn, Piravom	28/11/2019	Provisions for research, advance and dissemination of knowledge	25
Discovery, UK	03/01/2020	Promote and strengthen the integral development of students	121
Discovery, UK	03/01/2020	Promote and strengthen the integral and cultural enhancement of students	100
Mary Queen Hospital, Palampra, Kanjirappilly, Kottayam	04/07/2019	Academic, Social and cultural learning and promotion of Academic relationship	125
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5500000	5194912

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Video Centre	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Laboratories	Newly Added
Class rooms	Newly Added

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
e-library solutions	Partially	1.1.138	2020
e-library solutions	Partially	1.1.124	2014
e-library solutions	Partially	1.1.129	2018
e-library solutions	Partially	1.1.134	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	18053	4414587	40	9868	18093
Reference Books	2347	532478	2	500	2349	532978
e-Books	3135000	5900	3135000	5900	6270000	11800
Journals	33	50200	15	27675	48	77875
e-Journals	6000	5900	6000	5900	12000	11800
Digital Database	2	0	0	0	2	0
CD & Video	147	0	0	0	147	0
Library Automation	1	11000	0	0	1	11000
Weeding (hard & soft)	484	11476	1	16	485	11492

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/	Others
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								GBPS)	
Existing	128	4	3	5	1	5	9	50	0
Added	4	0	1	0	0	0	0	0	0
Total	132	4	4	5	1	5	9	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Video conferencing	https://www.youtube.com/watch?v=3oJZiIoou8Q
Smart Board	https://www.youtube.com/watch?v=3oJZiIoou8Q
Handy cam with tripod	https://www.youtube.com/watch?v=3oJZiIoou8Q
DSLR Camers	https://www.youtube.com/watch?v=3oJZiIoou8Q

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
450000	456280	5000000	5004380

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College Governing Body comprising of the Manager, Financial Administrator and the Office Superintendent in consultation with the IQAC makes policies for the maintenance and augmentation of physical, academic and support facilities. The custodian of each facility runs regular quality checks and carries out timely maintenance to ensure the smooth run of the College Laboratory Lab equipments are regularly examined and repaired to ensure performance and accuracy. Maintenance funds procured from State/Central Governments and the UGC are utilized for the upkeep of specified items. The maintenance expenses that are not specified above are met by the Management and PTA. Electrically sensitive equipments are provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations. In case of disruption in power supply, the diesel generator having a capacity of 20KVA functions as the substitute source. Users register is maintained in the Research Lab to book and use instruments and these are to be used only in the proximity of a supervisor. Language Lab Department of English has a well established language lab which can be availed by students on rotation basis. It also conducts screening of short films and classical films.

<http://www.stjosephscollegemoolamattom.org/EnglishLanguageLab.aspx> Library Maintenance and utilization of library resources are done through strictly following the library rules. The maximum period of loan for books is 14 days. Periodicals will be lent for one day after 15 days of their arrival. No person shall tear out, write upon or make any mark in any book or article belonging to the library. A book, if damaged or lost by a member, he/ she has to pay a fine at the rate of three times the cost of the book. Library facilities are also open to the students in the neighboring schools.

<http://www.stjosephscollegemoolamattom.org/CollegeLibrary.aspx> Sports amenities The Director of Physical Education is in charge of all the sports amenities. A room is kept aside for keeping sports utilities. A Gymnasium is available for students in the College. Time is allotted to students for using the Gym facility. The maintenance of facilities like Ground, Seminar Hall, Auditorium, and Multipurpose Indoor Stadium with synthetic court etc. is done on time. These facilities can be accessed by the public and the neighboring institutions on prior request. Computers The College has a System Administrator to oversee the maintenance of the computer systems. Any repairs beyond the scope of the system administrator are taken care of by external agencies. The use of the Central Computer Lab is scheduled as per time-table.

<http://www.stjosephscollegemoolamattom.org/ComputerLab.aspx> Class Room The Development officer oversees the maintenance of the classroom equipments. The class rooms are rented for Government Exams as per request

<http://www.stjosephscollegemoolamattom.ac.in/facilities/laboratory/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	PTA and other sponsored Scholarships	41	91000
Financial Support from Other Sources			
a) National	Postmetric, Egrant etc.	751	5331964
b) International	Nil	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Maths	26/11/2019	27	Department
NET Coaching	26/09/2019	67	NETSHINE
Soft skill- English	19/06/2019	106	IPCAI
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of students placed

		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2019	career counseling by physics association	52	52	1	1
2019	Maths	23	23	2	2
2019	WWS -presentation skills IPCAI	90	90	0	0
2019	Theatre skills-RCBS Ernakulam	60	60	0	0
2019	Welfare programme for women and youth -IPCAI	64	64	0	0
2019	Multimedia in the next decade-image creative education ,Thodupuzha	28	28	0	0
2019	GD and interview techniques - T-Horizon	88	88	0	0
2019	communication skills -Discovery -UK	30	30	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Infopark	1	1
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	2	B.Sc Physics	Physics	Newman College, Thodupuzha	M.Sc Physics
2020	1	B.A Economics	Economics	Govt. Law college Thrissur	LLB
2020	2	B.A Economics	Economics	Loyola College	MA
2020	3	B.A English	English	Sri Sankara College, Kalady	MSW
2020	1	B.A English	English	Cambrian College, Canada	Diploma in Early Childhood Education
2020	5	B.A English	English	Central uty, Orissa	MA
2020	8	B.Sc Chemistry	Chemistry	Newman College, Thodupuzha	M.Sc Chemistry
2020	6	B.Sc Mathematics	Mathematics	St. Thomas College, Pala	M.Sc Mathematics
2020	3	BBM	BBM	Dcsmat vagamon	MBA
Nill	11	Commerce	B.Com (V)	Santhigiri College, Vazhithala	M.Com
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
CAT	3
Any Other	14
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
KSEB-Power Quiz	College	200
Food Fest	College	300
Art and craft Exhibition	College	150

ED club idea presentation competition	College	150
Arts competitions both on and off stage items	College	300
Self-defense training for ladies	College	50
Two wheeler fancy dress competition	College	20
Traffic rules awareness program	College	65
Power Quiz	College	200
NSS-World Environment day celebrations	College	200
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	COZMOS Quiz Competition	National	Nil	1	18002109 9280	Muhammed Anas
2019	COZMOS Quiz Competition	National	Nil	1	18002109 9271	Fayis T.H.
2019	Ozone Day	National	Nil	1	17002104 1685	Aswath R Nair
2019	All Kerala Quiz	National	Nil	1	17002104 1662	Krishnap rasd KS
2019	All Kerala Quiz	National	Nil	1	17002104 1685	Aswath R Nair
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Following the directions of the Government of Kerala, M.G University and Kerala High Court, a Parliamentary system of election is conducted, leading to the formation of a Student Council, namely - the "College Union". The Union has a Chair Person, Vice Chairperson (Exclusively reserved for female students), General Secretary, Magazine Editor, two University Union Councillors, two Lady Representatives and Arts Club Secretary besides the Class representatives.

Under the guidance of a teacher Director, the Union organizes various activities such as food fest, arts and sports competitions and various other programmes. All the clubs, associations and forums have student representatives as secretary and joint secretary. Executive committees of NSS, NCC, and Women Cell have student executives to coordinate the activities. New Initiatives like Walk with a Scholar (WWS) and Scholar Support Programme (SSP) have student

representatives in the Staff Council. With regard to sports, the General Captain is a student representative decided by the Union with the consent of the Physical Education Director. Discipline Committee is constituted with a student representative to voice forth the opinions of the student community. College union election is not conducted in 2019-20 due to Covid-19 pandemic condition.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1361

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The College has an active Alumni Association which is not registered. The annual alumni gathering is scheduled on 26th December every year. The date is fixed in order to ensure maximum participation of the members. In 2020, in the situation of Covid- 19 pandemic, the college organized online alumni meetings and ensured maximum participation. A number of our alumni have proved their merit in the respective fields of their career. We have not only academicians but also active politicians and social workers. Members of the alumni who are academicians visit the College and deliver lectures to the students on various occasions. In order to show their love and respect to their mentors, Alumni organize various programmes like 'Guruvandanam' during the retirement of faculty and the office staff. Besides the common alumni meeting, Department wise alumni meetings are conducted to foster their relation with the Department. The College has constituted a Trust in memory of Dr. Siby Joseph, former Head of the Department of Chemistry who passed away while in service, comprising student alumni, teachers and well-wishers. The Trust organizes Dr. Siby Joseph Memorial Lecture Series every year. Besides, the Trust has instituted scholarships for the toppers in B. Sc. and M. Sc. Chemistry. In association with the Tourism club, the Trust organizes traffic awareness programmes and workshop in trauma care. In the situation of Covid -19 Pandemic webinars are conducted in various departments in association with their respective alumni groups. The alumni groups have instituted new scholarships in the academic year 2019-20 for meritorious students. Those alumni who pursued their higher studies in prestigious national and international institutions informed the student community about the admission procedures and opportunities thereafter through webinars. Alumni also contribute generously to various philanthropic activities initiated by the college.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. PARTICIPATIVE MANAGEMENT THROUGH STUDENT CENTRED ACTIVITIES Student participative programmes are promoted through a network of clubs and organisations like NCC, NSS, Students Council, Nature Club, Tourism Club, Palliative Care, Life Line Club, Red Ribbon club, etc. Days of National importance are commemorated by clubs and forums. The NCC Unit of the college,

On World Environment Day planted saplings in the premises of the college and also cleaned the surroundings of the Arakulam Public Health Centre and planted saplings there. NCC Unit celebrated Independence Day on 15-08-2019. The Sahithyavedhi, the literary extension of the Oriental languages Department, In the wake of Gandhi Jayanti, conducted a programme called "GandhiSmriti". The 500th edition of the creative writing magazine, 'Supadham', featuring Gandhiji was published on 3 October 2019. Environment week was observed from June 10 to June 18 with activities like collection and presentation of poems pertinent to environment. An essay competition was conducted on the topic "Role of youth in environmental protection". World Environment day celebration was conducted by NSS unit of the college on 5th June 2019. Pledge to protect environment was taken. An Anti-littering Campaign to make the campus litter free was inaugurated by the Principal Dr. Saju M. Sebastian on 13th June 2019. A campaign against littering the campus and the surroundings where we live was initiated by conducting an anti-litter poster designing competition on 14th Jul 2019. World Yoga Day was observed in a fitting manner on 21st June 2019. NSS volunteers practiced Yoga in the Chavara Hall. As part of setting up a "Pachathuruthu" in the college, the NSS unit has set up a garden in the campus. In connection with the observance of Minority Welfare Day, A district level elocution and essay writing competition was held at the college on 12th Dec 2019 In connection with the 70th Republic Day celebrations an Inter-School Quiz Competition, Loritta 2020, was conducted on 24th Jan in the Chavara Hall,. High School students from various neighboring schools participated in the quiz. Certificates and cash awards were distributed to the winners. Students' Initiative in Palliative Care (SIPC) celebrated Palliative Day on 16 January 2020. SIPC observed 'World Disabled Day' on 5 December 2019. In association with Ashirwad Theatre, Thodupuzha 25 paraplegic patients were taken to a free film screening on that day. 2. ACTIVITIES OF THE STUDENT COUNCIL. Teacher's Day was observed under the banner of the Student council on 5 September 2019. Onam celebration was organized on 6 September 2019 with various competitions including tug of war. The student council was officially inaugurated on 27 September 2019 by Sri. Sinod, Sub Inspector of Police, Kanjar. Christmas celebrations were organized on 20 December 2019 with carol song and other competitions. The college Arts Day was held on 14 January 2020. The student council also arranged a Two-Wheeler Fancy Dress competition on 21 January 2020 which was made attractive by 14 teams. Annual Sports Day was held on 29 January 2020 and it was declared open by Sri. Salimkutty, former Santhosh Trophy player.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	For bringing up excellent human resource potential in the institution the following aspects are given special emphasis. 1. Placement Cell A placement cell functions in the college with excellent track record. Placement drives are conducted every year in the college where numerous companies are pooling in students having the required set of skills and competence. 2. National Service Scheme Two units of National Service Scheme functions in

the college and Students who enrol were given training in civic sensibilities, Citizenry, patriotic sense along with character formation. World Environment day celebration was conducted by NSS unit of the college on 5th June 2019. Pledge to protect environment was taken. An Anti-littering Campaign to make the campus litter free, was inaugurated by the Principal Dr. Saju M. Sebastian on 13th June 2019. A campaign against littering the campus and the surroundings where we live was initiated by conducting an anti-litter poster designing competition on 14th Jul 2019. World Yoga Day was observed in a fitting manner on 21st June 2019. NSS volunteers practiced Yoga in the Chavara Hall. As part of setting up a "Pachathuruthu" in the college, the NSS unit has set up a garden in the campus. The volunteers undertook planting of new saplings and maintenance of the garden on 25/07/2019. The NSS volunteers of the college, together with NCC cadets, made timely intervention in helping the people of the flood hit areas of Wayanad in the 2019 flood. A week-long initiative starting from August 12, collecting relief items worth Rs 4 lakhs, was done towards the flood relief cause at Wayanad, especially at the Payyampalli and Thariyodu tribal settlements. Our college also acted as the district level collection centre of Mahatma Gandhi University during the time of flood. With a motive to rid the campus of useless plastic pens, a used -up pen collection campaign and collection was held on 30th August and the pens were handed over to the Clean Kerala team for recycling. The collection was inaugurated by the Principal Dr. Saju M. Sebastian NSS unit of the college organized its Seven-day Community Camp at Edadu, a flood hit village near to the college and maintained the road damaged in flood and landslide As continuation of the cleanliness drive, the volunteers cleaned the Thodupuzha - Puliannmala Road stretch adjacent to the college campus on 27th July. The 50th Anniversary of National Service Scheme and the 150th birthday of Mahatma Gandhi was observed in a befitting manner on 24th September 2019, with caption writing and quiz competitions and a

common gathering in the portico. On that special occasion, former NSS Program Officers who served the unit during its early days were honoured with flowers and gifts. In connection with the observance of National Voluntary Blood Donation Day, a district-level program with an Awareness Rally was conducted to Arakulam. Students carried placards containing slogans on the need for blood donation. A seminar on the same was later held in the Chavara Hall officiated by the District Medical Office and the Primary Health Centres at Arakulam and Muttom. The meeting was presided over by the Principal Dr. Saju M. Sebastian. In connection with the observance of Minority Welfare Day, A district level elocution and essay writing competition was held at the college on 12th Dec 2019 In association with IMA Thodupuzha, a voluntary blood donation camp was organized on January 16, in the Chavara Hall. The initiative was a grand success with massive support from the staff and students alike. A Walkathon from the college to Moolamattom campaigning for the Fit India Movement was organized by the NSS executives on 16th January 2020. The Walkathon was flagged off by the Principal Dr. Saju M. Sebastian.

Library, ICT and Physical Infrastructure / Instrumentation

1. Physical infrastructure The campus has a total area of 15 acres and the campus building has 40 classrooms and 9 laboratories. The physical infrastructure include 5 seminar halls, 4 auditoriums and several playgrounds. The institution has 11 classroom with LCD facilities. Number of courts for physical exercise include 2 volley ball court, 2 basket ball court, 2 hand ball court, 2 cricket field, 2 football courts, 2 badminton courts and 2 indoor courts. The lab includes 1 Bsc Physics lab, electronics lab and 1 Chemistry lab in the UG section and Msc Chemistry incorporates 1 organic lab and 1 physical lab. Chemistry Department has 1 computer lab and 1 research lab devoted entirely for Research and Development. 2. Instrumentation The college has a well equipped Chemistry research lab for graduate and post graduate students. The advanced equipments in the lab are TGA/DTA/DSC, FTIR, Magnetic

susceptibility balance, UV spectrophotometer and electronic balance. 3. ICT Facilities ICT facilities in the institution has 122 computers, 4 well equipped static of the art computer lab, 8 classrooms with wifi lan facilities and 11 classrooms with wifi facilities, 1 video centre, and 3 browsing centers with internet access facilities.

Research and Development

1. Research journal The college publishes a research journal annually encompassing articles from the faculty, research scholars and postgraduate students titled JOSEPHINE RESEARCHER, kindling research aptitude in the students and the faculty 2. Assistance to Post Graduate Students Institution provides financial assistance to post graduate students to participate in research oriented seminars, and workshops to enhance their research competence. 3. Research Oriented departmental activities Institution acknowledges the need to foster the creation and dissemination of knowledge among the faculty and the students. Keeping this focus in mind, special focus is invested to departmental activities that promote research aptitude in students and faculty. The Department of Physics runs a skill development programme "Lights to Future" on LED bulb making, which opens up avenues for acquiring new skills and technical expertise for students and community. It even instils in them a sense of scientific temper which leads them to the application level of science. The Department of Chemistry is credited with having a sophisticated Instrumentation Centre which equips the students doing research works in Chemistry with state-of-the-art facilities for influential research. Employing research knowledge base that is at once locally relevant and globally applicable, the Department offers consultancy service to the general public in the nearby agrarian vicinity by offering facility to analyze the Dry Rubber Content in the samples farmers bring to the college. The Department of MSW conducts social science researches as part of their village camps every year including diverse aspects of sociological and health related indices.

Examination and Evaluation

Internal Examinations are scheduled as per Institutional Level of Continuous Internal Assessment (CIA). CIA I and II are scheduled in the first half and second half respectively of every semester. It is conducted in the same pattern as that of university examinations. The marks are available in the college website and are detailed the department notice boards. PTA meeting is convened department wise just after CIA I and parents can access the performance of the students via online. In the second tier of CIA II, three separate days are set apart in the second half of the semester. It is also conducted similar to the pattern followed in university examination and same procedure is followed as that of CIA I in awarding the internals. The second session of CIA serves the purpose of model exam before university examinations. CIA III incorporates weekly tests, seminars and assignments as part of formative evaluation of the students. Weekly tests are conducted as per the department schedule .Marks of the weekly test are recorded and the parents can assess the improvement of the students with the mark register kept in the departments. Seminars and assignments are objectively analysed and marks are allotted. Grievances of students are addressed in a time bound manner. Field works, camps and recognitions in competitions in various fields are also taken into consideration regarding formative assessments. Summative assessment is accomplished through the semester exams conducted by the University. Remedial coaching is imparted for the academically weak students after assessing their performance in these assessments.

Industry Interaction / Collaboration

The Department of Social Work has established student exchange and collaboration with a number of reputed institutions. The participant stake holders are Nightingale Centre for Aging and Alzheimer's Bangalore, Santhi Home Rehabilitation centre Delhi, St. Johns Medical College Bangalore, Fr.Muller's Medical College Mangalore, Pushpagiri Medical College Thiruvalla, Ashwani Hospital Thrissur, LF Hospital Angamaly, Lisie Hospital Kochi, Chaithanya Institute of Medical Health

Pune, Chaithanya Institute of Medical Health Pune and Nimhans Bangalore. Every year the teams of students visit and engage internships with these institutions along with their tutors as part of student exchange programme. Besides this the students avail training and internships in some of the excellent industrial firms along with industry interaction in the form of industry visits.

Admission of Students

An orientation programme is held in the beginning of every academic year for the newly admitted UG and PG students. A post admission test is administered by the respective departments and assessed by the teachers to get better insight in terms of knowledge and] skills of the students. The English Department conducts a proficiency test in English for the newly admitted students. On the basis of post admission test and academic counselling, the knowledge gaps are identified. Bridge courses are conducted to fill these knowledge gaps. Every student is monitored by a mentor who maintains vigilant supervision. Additional support is lent to the students through WWS and SSP.

Teaching and Learning

1. Deployment of ICT enabled Teaching methods The institution lays stress on incorporating aspects of ICT in various stages of teaching, learning and evaluation. The college has multitude number of computer labs, media halls, and smart rooms to make technology available to the students. Besides teaching and learning, measures like online submission of assignments ensure employment of ICT in evaluation. 2. Cultural Exchange Programmes Cultural exchange programmes in the international dimension are executed in the institution every year under the auspices of the departments of MSW and English every year. These departments have MOU s with two international organizations working on Human resource development viz. HELEN SANDERSON ASSOCIATES UK, and Dimensions UK. As part of these programmes, delegates and resource persons from UK, visit the institution and interact with the students and the faculty. 3. WALK WITH A SCHOLAR AND SCHOLAR SUPPORT PROGRAMMES With inputs from the state

government the college successfully implements walk with the scholar programme for the high performers in every class and Scholar support programme for the average or low performers 4.PROFESSIONAL TRAINING FOR THE STUDENTS AND FACULTY Separate training sessions are arranged for the students and faculty in terms of Human resource development. Life Guidance training is imparted on the First Friday of every month for the students where students attend sessions on life skills management, morality, and civic sense

Curriculum Development

The College follows the curriculum and the academic calendar prescribed by the affiliated University. As per the curriculum, the College prepares an Academic Calendar every year in tandem with the University norms. Besides, at the inception of every academic year, every department submits an academic calendar of their own. The IQAC ensures the conduct of the programmes stipulated by each department in their academic calendar. The institution emphasises on its quality and content enrichment strategies in the curriculum thereby improvising it through a bunch of additional measures. 1.ADD ON Courses The college imparts several - add on/certificate/Value added- courses for students.The names are as follows. 1.English Communication and Life Skill Training(English) 2.Interactive Skill Development (BBM) 3. Life Skill Training for Women (Women Cell) 4.Certificate Course on Goods and Services Tax (GST) MOOC COURESE VIA SWAYAM AND OTHER PLATFORMS. Faculty and students take up MOOC course as a part of curriculum enhancement and improvisation. The institution promotes students' extra learning through enabling them joining the MOOC course platforms. The college has joined hands with Course era, the largest provider of MOOC Courses across the globe and successfully registered and certified several of its students. Besides the institution extends support and mentoring in MOOC courses through the SWAYAM platform. 3. Stakeholder feedback The college incorporates feedback from the stakeholders (including parents, industry stakeholders) to improve the

methodology and pedagogy of learning, teaching and evaluation methods. According to these feedbacks necessary changes are incorporated in the deployment and dissemination of curriculum. The college incorporates stake holder feedback from the Alumni, Industry stakeholders and Students through Goole forms, and from Parents via regular PTA meetings.a special satisfaction survey and feedback is collected from every student while issuing transfer certificate at the end of the final semester exams.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Student Admission and Support	The students are admitted to the Institution through Centralized Allotment Process which is carried out fully online. The students, parents, and the entire bunch of stakeholders get an in depth information concerning each and every aspect of the institution from the College website which is updated in a time bound manner. The fees collection and monetary transactions are managed online to ensure transparency and ease of verification. The scholarships of the students are transferred directly to the recipient's bank account leaving behind any scope for errors.
Examination	Practices of e-governance are employed in matters of the conduct of internal examinations. The assignments are submitted and verified online and students engage PowerPoint based Presentations for the seminars. The institutions own learning management system (LMS) is in place to effectively harness resources and make it accessible to students. The College incorporates Google classrooms for every semester and particularly for every module to be taught and digitisation of teaching learning and evaluation is made possible through that. Besides this various digital learning extensions like Google Meet and Microsoft Teams etc are also incorporated in content delivery and evaluation of student feedback.
Planning and Development	The Institution is enabled by Intercom and LAN facility to have easy accessibility and co ordination. The official communications to the students

and faculty are communicated are communicated via online and the College website provides the entire information concerning the institution within the reach of those who seek. Every Department has at least one class room furnished with LCD projector to enable teachers and students to switch over to IT supported teaching learning methods. The Central Computer Lab which occupies about sixty computers gets upgraded by adding the number of computers in accordance with the increasing number of students. The Department of English has a state of the art Language Lab which receives annual updation in the form of maintenance of computers and addition of novel video lessons. The Student Service Centre has ten computers with internet connectivity which are accessible to students on their requirements. The Departments of Chemistry and Physics have their own computer labs. Every Department is provided with at least one computer having internet connectivity and a printer. In addition, the Institution has three common portable projectors which are accessible to the Departments at any time. The College has one Video Conferencing System to facilitate conducive virtual learning and two Seminar Halls with IT facilities. The College has a well equipped partially automated Library with computers for accessing digital materials through INFLIBNET and browsing the internet. The IQAC of the College has three computers with LAN and internet connectivity to facilitate Documentation and Communication Management System. It is equipped with a printer, scanner cum photocopier. The office of the College is partially automated under LAN connectivity. The software and technical support for Fee collection, Admission, attendance and Library is provided by G.J.INFOTECH and the software used for this purpose is E college solutions.

Administration

The entire official communications from the administration is conveyed through the paper free online method and the departments are connected together by WiFi, LAN and Intercom. The College has one Video Conferencing System to facilitate conducive virtual learning and two Seminar Halls with IT

	facilities where important meetings and discussions are held.
Finance and Accounts	Finance and accounts are managed via online to ensure transparency and speedy transaction. The software and technical support for Fee collection, Admission, attendance and Library is provided by G.J.INFOTECH and the software used for this purpose is E college solutions. The fees collection and monetary transactions are managed online to ensure transparency and ease of verification. The scholarships of the students are transferred directly to the recipients' bank account leaving behind any scope for errors.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Roopa Jose	National webinar on Strategies for academic Publications at SreeAyyappa College, Chengannoor on 20/05/2020	Nil	2000
2019	Roby Mathew	National Seminar on `Myth, Folklore and History: Revisiting Cultural and Literary Traditions' at Nirmala College, Muvattupuzha 15/01/2020 to 16/01/2020	Nil	1000
2020	Roopa Jose	National webinar on Strategies for academic Publications at SreeAyyappa College, Chengannoor on 20/05/2020	Nil	2000

2020	Roopa Jose	National webinar on Recent Trends in English Literary Studies Alphonsa College, Pala on 27/05/2020	Nil	2000
2019	Sunitha Mathew	National Workshop on Academic Publishing in English Language and Literature at Department of English and Foreign Languages, CUSAT from 25/07/2019 to 26/07/2019	Nil	2000
2020	Sunitha Mathew	Workshop on Basic Introduction to Moodle by IQAC Marian College, Kuttikkanam on 05/05/2020	Nil	1905
2019	Aneesh N.	Seminar on Analysing and Applying Mathematics at Government College, Ambalapuzha on 18/10/2019	Nil	1000
2020	Sr. Sijo Francis	workshop on Modern Organic Chemistry organized by KSCSTE from 03/01/2020 to 05/01/2020	Nil	1500
2019	Sr. Sijo Francis	National seminar on Advanced materials for energy at St. Thomas college, Ranni from 17/12/2019 to 18/12/2019	Nil	1000
2019	Deena Paul	National	Nil	1500

seminar on
Green
Approaches
Towards
Chemical
Synthesis at
St. Gregorios
College,
Kottarakara
from 07/11/2019
to 08/11/2019

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Orientation programme for the staff	Orientation programme for the staff	19/06/2019	19/06/2019	55	12

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Emerging Trends and Technologies in Library and Information Services	1	01/12/2019	29/02/2020	120
ICT Tools for Effective Teaching Learning	1	27/04/2020	02/05/2020	5
ICT in Teaching and Evaluation	4	13/07/2019	18/07/2019	5
Accreditation and Outcome Based Learning	1	01/08/2019	31/10/2019	120
Annual Refresher Programme In English	1	01/07/2019	31/10/2019	120

Language Teaching. Organized by Gujarat University.1				
MOOC Programme	2	18/05/2020	03/06/2020	15
Mobile Development Application Android	1	31/12/2019	01/01/2020	2
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
20	20	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>STAFF COOPERATIVE SOCIETY The institution has a unique and well functioning staff cooperative society which provides the welfare schemes for the Teachers including financial assistance as Loans, and looks into the maintenance of a store which caters to the needs of students and staff alike. The benefits of the workings of the Society are shared among the staff.</p> <p>HOSTEL FOR TEACHERS Accommodation facilities for both genders within an affordable range are provided by the institution with inputs from sister concerns of the institution.</p> <p>CANTEEN The canteen serves nutritious and hygienic food for staff at reasonable price. It also serves meals to the staff residing in the campus. Canteen functions from 8.00 am to 8.00 pm.</p> <p>LIBRARY Library facilities are open to</p>	<p>CANTEEN The canteen serves nutritious and hygienic food for staff at reasonable price. It also serves meals to the staff residing in the campus. Canteen functions from 8.00 am to 8.00 pm.</p>	<p>CANTEEN The canteen serves nutritious and hygienic food for students at reasonable price. Canteen functions from 8.00 am to 8.00 pm.</p> <p>LIBRARY Library facilities are open to the students and teachers during the college hours. Students can avail E content and Internet from the Library.</p>

the teachers during the college hours. Periodicals will be lent for the teachers after 15 days of their arrival. The maximum period of loan for books is 14 days. Teachers can avail E content and Internet from the Library.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Conduct of Audits Institution conducts internal and external audit regularly. The initial stage of the internal audit is carried out by the college itself by its staff ranging from the account clerk who is responsible for primary accounting. The head accountant scrutinizes and verifies the financial data which is again scrutinized by the office superintend and Principal for the financial accuracy. The directions from the Higher Education department and external Chartered Account are followed in the internal audit. After the close of every financial year, the annual financial statement which is inclusive of all the receipts and expenditure is prepared and sent to the Accountant General and to the authorities in the Department of Education. Reconciliation of accounts with the bank is also done to keep the accuracy of cash and bank accounts with our banks. Audit of the Grants fees sanctioned by the Government /UGC After the completion of the specified period or scheme, all the files relating to the period are submitted to the external auditor, ie, a qualified Chartered Accountant for verification and audit certificate. Omissions or errors, if any, reported by the Chartered Accountant are corrected as per his directions and the final report and certificate are issued by him. These certificates and statements of account are sent to the authorities concerned for the settlement of accounts. The audit wing of the government from the Department of Education visits the college periodically and inspects all the files relating to the rules and regulations, financial matters of all the schemes that the college has availed of and all the receipts and payments in the college. They will submit the audit report to the college authorities. Any correction, if required, has been effected on the basis of the audit report and clarifications called by them are submitted as audit reply. On hearing and settling the omissions or errors, they will give final report and liabilities, if any, will be settled. Moreover, the Accountant General, Kerala also conduct their verification and suggest directions by way of audit report. Their directions are also followed in the future. Audit of the Management account The Financial Administrator in the college keeps the daily financial transactions on behalf of the Management. He will be the executor of the management decisions and policies relating to financial and other matters in the college. The Management has appointed Thomson Group of Companies as the Internal Auditor for the management expenditure. An auditor from the company visits the college at the beginning of every month and verifies the accounts and prepares the journal and ledger. Mr. Saju and Jose Chartered Accountants, Kanjikuzhy, Kottayam are the Chartered Accountants appointed for external audit for the Management accountant. They visit the college periodically and give directions. Towards the end of the financial year they prepare the annual financial statement and audit report.

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

Name of the non government	Funds/ Grnats received in Rs.	Purpose
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funding agencies /individuals		
Management	316850	Celebrations, Seminar, Orientation
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6.4.3 – Total corpus fund generated

9907744

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nil	Nil	Yes	IQAC
Administrative	Yes	Deputy Directorate of Collegiate Education	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

a) PTA funds are utilized mainly for instituting scholarships and endowments for meritorious ones who excel in studies. b) PTA provides financial assistance to the management for the restoration of existing infrastructure and creation of new infrastructure if needed. c) PTA stands with the Management, Principal and the staff council in formulating the plan, vision and functioning of the regular scholastic and non scholastic work, giving support and timely assistance in resolving the difficulties that could arise in the affairs of the college.

6.5.3 – Development programmes for support staff (at least three)

A) The college provides financial assistance and other welfare measures for the support staff depending on necessity and need. B) Separate retiring rooms, Cabins and rest rooms are allotted for the support staff within the institution. C) Deserving Children and wards of the support staff were given educational assistance in the institution itself.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

A) Setting up of wifi facility in the college B) Initiating communication skill classes to foster employability in students C) As part of offering computer literacy to our students, various programmes on computer application were initiated

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality	Date of	Duration From	Duration To	Number of
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	initiative by IQAC	conducting IQAC			participants
2019	1. Regular meeting of Internal Quality Assurance Cell (IQAC) Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s) 3. Participation in NIRF	Nil	Nil	Nil	Nil
2019	Orientation programme for the staff	19/06/2019	Nil	Nil	60
2019	Life Guidance seminar	05/07/2019	Nil	Nil	280
2019	Life Guidance seminar	02/08/2019	Nil	Nil	280
2019	Life Guidance seminar	04/10/2019	Nil	Nil	280
2019	Orientation Class	25/06/2019	25/06/2019	26/06/2019	220
2020	Chavara Memorial Talk	03/01/2020	Nil	Nil	270
2019	Annual Alumni Meet	26/12/2019	Nil	Nil	80
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Welfare	14/01/2020	14/01/2020	75	0

Programme for Women and Youth				
Self-defense training for girls	18/02/2020	25/02/2020	200	0
Gender Equality in Media	16/01/2020	16/01/2020	55	50
'Empowering Women' - Motivation class for students of St. Joseph's Academy, Moolamattom	28/11/2019	28/11/2019	55	0
Time and Stress Management	22/11/2019	22/11/2019	60	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

- Dr. Sr. Sijo Francis, and Dr. Jose James attended a one day-water analysis training at CWRDM, Kozhikode.
- Assisted students of St. George UP School, Arakulam in a project regarding the Water quality analysis of Arakulam Gramapanchayath by sharing lab facilities and ideas.
- The College has a Nature Club and a Tourism Club to promote awareness of the importance of nature among the students. As a part of reducing plastic waste in the campus, use of plastic carry bags and P.V.C. Flex boards are banned in the campus. About 20 percent of the power requirement of the college is met from Solar energy.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	No	0
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	1
Rest Rooms	Yes	2
Scribes for examination	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	1	13/08/2019	7	Contributed comm	Natural Calamities	100

					odities (Rs.26950) to flood relief camp)	s	
2019	Nil	1	01/06/2019	365	Providing food to in-patients of PHC Arakulam	Food supply	125
2019	1	1	22/08/2019	5	Wings of dreams	Trainings and exposure to tribal children	255
2019	Nil	1	31/01/2020	6	Campus community partnership - Developing Initiatives	Identify and address local community problems	Nil
2019	Nil	1	25/11/2020	1	Provided water connection to an aged widower	water scarcity	1
2020	Nil	1	10/01/2020	1	Provided awareness on the aftermath of plastic usage for general public in Muttom town.	Plastic menace	30

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Handbook	01/07/2019	A team of teachers headed by the Principal and the Bursar keeps watch of the students in matters of discipline. Wearing proper uniform, wearing identity cards,

attendance in the class, etc are ensured. Use of mobile phone is strictly prohibited, according to the rules. In matters which require the assistance of the members of the PTA, they are contacted. Attendance and academic progress are informed to the parents. Parents are allowed to meet the teachers if required. Students' leave forms are collected and filed. Those who do malpractice in the examinations are punished according to the regulations.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
"Sparsham" An initiative by the students to collect mid day meals packets on every Wednesday from the college students for the 100 members of an orphanage home situated in the local area of college	03/06/2019	28/02/2020	24
The Department of Economics took initiative of providing food (everyday) to needy inpatients of PHC Arakulam	10/06/2019	31/03/2020	120
Food packet distribution to the inmates of old age home	10/06/2019	31/03/2020	60
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- 1) Placing waste baskets to collect organic and inorganic wastes separately
- 2) Well maintained garden in front of the college
- 3) Herbal Garden
- 4) Strict adherence of Green Protocol in the campus
- 5) Avoiding Flex Boards

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I Wings of Dreams Objectives 1) To link the Institution with the tribal community in the district of Idukki 2) To address the educational needs of the tribal students in the district 3) To make the students self-reliant and employable Method This programme is envisioned with the help of the Department of Social Work, as they have umpteen opportunities to interact with the tribal community as part of community intervention programmes. The programme is designed in such a way that students in the Higher Secondary classes are introduced to an interactive session to motivate them for higher education. It will be followed by an Institution Visit arranged by the permission of the Excise Department to the college. There will be campus visit and motivational talks by eminent educationalists. After the higher secondary education, tribal students interested in higher education will be recruited for the UG programme of their choice with the scholarship given by the college. It is done in collaboration with the Tribal Development Department. The Social Work Department of this college collaborates with Tribal Development office, Adimaly and Janamythri Excise Squad, Devikulam for executing the programme. As an initial step to the programme the Department of Social Work organized a three-day camp for 150 tribal children from 22 August 2019 to 26 August 2019 at Adimaly and Irumbupalam Tribal hostels. The camp was structured with creative sessions including group work, games, lectures, role play, recreations etc. The event could build greater enthusiasm among these children and a quest for growth and development. As continuation the department of social work organised a gathering of 60 selected tribal students of Idukki District at the college on 11/10/2019. The prime focus of the event is to make an exposure to modern education system and thus to nourish their academic taste. The programme was commenced with an official meeting where officials from different streams participated Dr. C R Harilakshmeendra Kumar (Ass. Prof., Dept. Gandhian Thought and Development Studies MG University), Mr. Santhosh Kumar S. (Tribal Development Officer, Adimaly) and Mr. Sunil Raj (C I Janamythri Excise, Adimaly) were some of them. During afternoon students were divided into subgroups and visited deferent departments and laboratories. Outcome 1) A few tribal students could be encouraged to pursue higher education in this institution. 2) The employability of the students could be pruned with training on soft skills. Best Practice II Campus community partnership - Developing Initiatives Objectives 1) To connect the student community with the general public 2) To take initiatives to address the developmental needs of the economically weaker sections 3) To empower the vulnerable communities in the neighbourhood of the college Method Campus community partnership - Developing Initiatives is one of the best practices initiated by the Department of Social Work aimed in building fruitful relationship between the campus and different communities, especially the vulnerable communities of the society. As the initial step to this, department acquired legal sanction from Arakulam Panjayath to conduct survey and promote development initiatives anywhere in the Panjayath. Further the students were clustered and sent to 14 wards of the Panjayath for participating in community meetings and to visit houses of most needy. Based on community interaction and survey a report was made including their issues and existing needs. Outcome 1) The students could connect their theoretical knowledge for the common good 2) The real-life situation offered students with multifarious opportunities to solve problems and choke out practical solutions, when confronting problems. 3) The general public would get awareness on beneficial programmes for economic development.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.stjosephscollegemoolamattom.ac.in/gallery/#1627017923579-431621df-b7d3>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Society Inclusion Programme 2019-2020 St. Joseph's College, Moolamattom envisions all its activities adherent to the educational policies of CMI congregation which considers education as the integral formation of the human person for the fulfilment of a student's individual and social responsibilities. In the academic year 2019-2020, the Institution took special care to link the student community with the society as the society demands the intervention of the college in the manifold social assistance to the general public. The Students' Initiative in Palliative Care (SIPC). SIPC is instrumental in alleviating the loneliness and anguish of the paraplegic patients. With the plan of bringing the paraplegic patients to the college, a family meet of the palliative members was held on 14 December 2019. Besides, in connection with Ashirwad theatre, Thodupuzha, 25 paraplegic patients were taken to a free film screening to the same. In honour of all the services rendered to the paraplegic patients in the neighbourhood of the college, the SIPC unit of this college was awarded the Best Unit award in the district of Idukki for its exemplary services for the year 2019. The year 2019 was a year of natural calamities for the state of Kerala as the incessant rain in the monsoon season resulted in heavy flood and landslide in various parts of Kerala. The NSS and NCC units of this college made their presence felt in the remote tribal hamlets marooned with flood. They made timely intervention in helping the people of the flood hit areas in the district of Wayanad. A week-long initiative starting from Aug 12, collecting relief items worth Rs 4 lakhs, was done towards the flood relief cause at Wayanad, especially at the Payyampalli and Thariyodu tribal settlements. Our college also acted as the district level collection centre of Mahatma Gandhi University during the time of flood. The NSS unit of this college had its seven-day community camp held at a flood hit village near to the college and maintained the road damaged in flood and landslide. The Department of Commerce of this college, with an aim to feed the hungry, collected food packets and distributed them to the inmates of Assisi Snehabhavan, an orphanage in the adjacent village. The Women Cell members of this college visited Govt. Tribal U.P School, Karippalangad and motivated the students with talks and various competitions.

Provide the weblink of the institution

<http://www.stjosephscollegemoolamattom.ac.in/gallery/#1604844452701-2e475019-1c>
73

8.Future Plans of Actions for Next Academic Year

Plan 2020-21 St. Joseph's College, which is emerging as a boon for the student community of the backward district of Idukki, is keen on embracing the paradigm shift taking place in the sphere of higher education. To keep pace with the digital revolution in the wake of the advent of COVID 19, the Institution took decision to implement wifi facility in the college which will be helpful for the teachers engaging online classes and also for the student community. It can address the issue of data deficiency in the case of online classes. Yet another paradigm shift which became a vogue of the time was online certificate programmes on SWAYAM and Coursera platforms. During the period of lockdown owing to the spread of COVID 19, faculty members and students can easily pursue a handful of certificate programmes on their choice. Every student should be encouraged to undertake one or more programmes through the above-mentioned platforms. If a college is to develop in the field of infrastructure and student strength, newer Under Graduate or Post Graduate programmes are to be initiated in the college. To address the need for initiating new generation courses which link the student community with industry, the college has decided to apply for M. Sc Integrated programme in Data Science which spans to five years. The college has stretched

out its social arms to the distant tribal hamlets to inculcate them the hazards of drug addiction and the importance of education for a prosperous future. As an initial step a group of tribal students studying in high school and higher secondary school were brought to the college to motivate them for higher education. As a follow up activity, the college has to take initiative to provide the desirous tribal students with admission for Under Graduate programmes and offer them scholarships by the Management. The advent of COVID 19 has revolutionized the mode of teaching learning activities. The virtual classes on Google Meet, Google Classroom and Zoom platforms made us think about initiating a Learning Management System solely for the college. As the higher education department ceased new initiative programmes for the high achievers and low achievers, more programmes to prune the employability skills of the students should be initiated in the college level for the student community to cope with the employment scenario. As every department amply uses the digital platforms, every department can offer certificate programmes to skill up the students. Idukki district is an emerging district in the area of education. To cater to the needs of the student community scattered across the tea and cardamom plantations, village libraries have to be initiated in collaboration with clubs, schools and voluntary organizations.