YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	St. Joseph's College
• Name of the Head of the institution	Dr. Sabukkutty M.G
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04862
• Mobile no	9495612515
• Registered e-mail	sjcmoolamattom@gmail.com
• Alternate e-mail	robymathewmuttom@gmail.com
• Address	Arakulam
• City/Town	Arakulam
• State/UT	Kerala
• Pin Code	685591
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Mahatma Gandhi University, Kottayam, Kerala**
• Name of the IQAC Coordinator	**Dr. Joseph George**
• Phone No.	**9447001012**
• Alternate phone No.	**9495612515**
• Mobile	**9447001012**
• IQAC e-mail address	**iqacsjcm@gmail.com**
• Alternate Email address	**sjcmoolamattom@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	www. stjosephscollegemoolamattom.ac.in
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	www. stjosephscollegemoolamattom.ac.in

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**78.00**	**2005**	**28/02/2005**	**27/02/2010**
Cycle 2	**B**	**2.82**	**2012**	**15/09/2012**	**14/09/2017**
Cycle 3	**A**	**3.12**	**2018**	**16/08/2018**	**15/08/2023**

6.Date of Establishment of IQAC	**06/07/2009**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	`6`	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	`Yes`	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	`Yes`	
• If yes, mention the amount	`80000`	

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

`IQAC took initiative to recommend to the college Management in deputing one of the teachers in charge of arranging training to talented students to participate in Mahatma Gandhi University arts fest. It resulted in winning nine Á' grades in the competition`

`IQAC in collaboration with college library organized webinar on Intellectual Property Rights`

`Took initiative in placing network switches in all the departments to make wi-fi enabled campus`

`Conducted a placement drive in collaboration with St. Joseph's Academy of Higher Education and Research in which a sizeable fair of students got selection.`

`Organized a slew of skill development programmes and initiated SJC STRIVE, a novel venture to train students to train for competitive examinations like PSC, UPSC, etc.`

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

Plan of Action	Achievements/Outcomes
To enhance the employability of students, seminars, workshops and symposiums pertinent to soft skills, C.V preparation, etc. should be offered	Under the aegis of WWS C.V preparation was arranged for the final year students
Wi-fi facility should be enabled in the college to facilitate online classes	Network switches were installed in all the departments to facilitate online classes
College decided to conduct online MOOC course in Organic Farming in collaboration with MG University	The MOOC programme organized successfully
IQAC decided to organize a slew of programmes to sensitize gender equity	In collaboration with Women Cell, IQAC conducted classes like 'Pre-Marital Counselling', debates on dowry, etc.
It was decided to observe days of national and international importance and celebrate festivals fostering communal harmony	Days of national and international importance were observed and festivals celebrated
To inform the newly appointed teachers to follow Outcome Based Education	Newly appointed teachers were informed of following OBE in classes
To set up Admission help desk for both UG and PG programmes	Admission help desk for both UG and PG programmes set up
To organize orientation programe for the newly admitted UG and PG students	Orientation programmes for UG and PG students held
To organize webinar on 'Mental Health' and 'Stress Management' in the wake of Covid 19	Webinars on 'Mental Health'and counselling sessions organized in association with the Department of Social Work
Plan to set up an online platform to train students for competitive examinations	An online programme under the title SJC STRIVE was initiated and conducted online classes on every Saturday

To revamp the sports, arts and yoga activities in the campus	Gymnasium was opened for students and cultural activities and yoga programmes resumed.
Collaborations may be inked with other organizations	Many departments entered into MoUs and collaborations with various institutions and organizations
Students may be encouraged to register for the upcoming SWAYAM programmes	Many students registered for SWAYAM programmes and attended classes
Annual alumni meet can be conducted in a convenient day in consultation with them	Annual Alumni Meet conducted in January
Steps should be taken to materialize industry-academia collaboration for skill development	MoU with BOSCH was inked for skill development
Campus recruitment should be arranged for placement	Campus recruitment was arranged in collaboration with St. Joseph's Academy of Higher Education and Research
Civil Service Orientation may be arranged for civil service aspirants	Civil Service Orientation for aspirants organized in association with various civil service institutes
Steps should be taken to publish Josephine Researcher , the annual research journal	Josephine Researcher was released in the month of March
Training assistance for University arts festivals should be arranged	One of the lady teachers was made in charge of arts programme and nine Á' grades were won in Mahatma Gandhi University arts festival

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	02/01/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	05/07/2021

15.Multidisciplinary / interdisciplinary

The institution offers choice based courses in the fifth semester of the UG programme. Students can choose their desired courses in this semester and incorporate multidisciplinary courses in their graduation programme. Apart from the choice based courses, students can join add-on ad certificate programmes offered by various departments to cross over to their chosen courses. Jointly organized seminars, workshops and symposiums offer a plethora of opportunities for students to expand their educational experience in the interdisciplinary manner.

16.Academic bank of credits (ABC):

The institution is making progressive efforts to initiate Academic Bank of Credits (ABC). As a preliminary step, students were assisted in registering for digilocker. As the University to which the college is affiliated, does not possess ABC registration, this institution couldn't register so far. But students are directed to join SWAYAM programmes and secure credits which ca be later transferred to Academic Bank of Credits.

17.Skill development:

The institution is prepared to upskill the youth who seek their admission here through a slew of well planned and result oriented programmes. Three of the UG programmes offered here, namely BA English (V) Copy Editor, B.Sc. Physics (V) Applied Electronics and B.Com -Computer Application are vocational programmes which train students in the desired skills. Apart from the vocational programmes, all the students are equipped with necessary computer literacy. The postgraduate Department of English in association with EDUSPACE academy trains both the UG and PG students in communication skills to enhance their employability. The Outcome Based Education (OBE) pedagogy incorporated in the curriculum transaction equips the students with the desired graduate attributes which unquestionably equip them with the desirable skills.

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

Students are imparted education in vernacular language apart from English. They have the choice to study their mother tongue, Malayalam and the national language, Hindi during the time of their graduation. Most of the programms offered here incorporate courses pertinent to Indian Knowledge areas like Indian writings in English, vedic maths, Indian history, Indian cinema and the like. Integrating the celebration of regional and national festivals in the nonscholastic activities, helps the students imbibe the cultural diversity of our nation. Online courses on Indian languages ,literature and culture on SWAYAM platform, the indigenous platform to enhance the knowledge of Indian are encouraged here.

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

The Institution is progressing in implementing Outcome Based Education (OBE). As a first step, teachers are directed to inform the students of the graduate attributes which are the real outcomes of their graduation. To attain the graduate attributes, the Programme Outcomes which narrow down in the form of Course Outcomes are to be informed to the student community. Teachers brief the course outcomes at the inception of each semester and students are motivated to attain the desired knowledge and skills associated with each course. During the preparation of question papers for internal exam, Blooms taxonomy is applied to check the desired progress in the outcomes.

20.Distance education/online education:

With the advent of Covid 19 pandemic, the inclusion of online education became widespread. But even after the implementation of offline classes, the blended learning paradigm which blends both online and offline pedagogy is used. Every class has a google class room through which all the teaching, learning and evaluation activities are carried out. Students are directed to register in SWAYAM platform and join various online certificate programmes offered by NPTEL and the like. A sizeable number of students successfully completed such programmes. In addition to the day-to- day teaching learning programmes, enrichment programmes like webinars, online quizzes and discussions were successfully conducted online. Skill programmes like communication skills, computer literacy could also be carried out online.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**14**

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

2.Student

2.1 Number of students during the year	**853**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**116 (SC) and 39 (ST) seats out of 1152 sanctioned seats**

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

2.3 Number of outgoing/ final year students during the year	**332**

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

3.Academic

3.1 Number of full time teachers during the year	**60**

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

3.2 Number of sanctioned posts during the year	**27**

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**55**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**350000**
4.3 Total number of computers on campus for academic purposes	**100**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

St Joseph's College, Moolamattom is affiliated to Mahatma Gandhi University, Kottayam and thus its curricular aspects are governed by the university statutes and regulations. The College and each department prepare an Academic Calendar every year in tandem with the University norms. The IQAC ensures the conduct of the programs stipulated in these academic calendars. In UG and PG programs,Choice Based Credit System has been implemented effectively. E-resources prepared by the faculty, Question Banks containing model question papers, etc. are made available in the College Website. ICT-enabled teaching methods including a customized learning management system (LMS) and innovative online teaching platforms like Moodle, Google Class Rooms, Kahoot Quiz, etc are used by the faculty. Students are motivated to use E-resources like N-list, JGate, and E-books available in the main library. Departments have collaborations with professional bodies like ICIA, Institute of Cost Accountants of India, Kerala Bio-Diversity Board, etc. Industrial visits, quizzes, case discussions and seminars, workshops have been organized on a regular basis, and tutorials on MS Office, Tally, DTP, etc. too are offered. Mentorship is provided to all the students and support is offered to weak students in the form of remedial courses. Bridge courses are also offered meticulously.

File Description	Documents
Upload relevant supporting document	<u>View File</u>
Link for Additional information	<u>http://www.stjosephscollegemoolamattom.ac.in /downloads.html</u>

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

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 prepares an academic calendar of its own. An Annual Academic Plan is prepared by the IQAC on the basis of the academic calendar of the university and departmental academic plans. The same is published on the college website. The College Staff Council, timetable, and workload committees are also involved in the process. The IQAC ensures the conduct of the programs stipulated by each department in its academic calendar.

The college systematically monitors the performance of every student to deliver proper guidance. 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. Each teacher provides mentorship to the wards allotted to him/her.

Two internal exams are conducted each semester with objectivity and transparency. Internal marks are displayed on the notice board. After the settlement of grievances, the internal marks are uploaded to the University's website upon intimation by the university.

File Description	Documents
Upload relevant supporting document	<u>View File</u>
Link for Additional information	<u>http://www.stjosephscollegemoolamattom.ac.in /downloads.html</u>

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

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

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

1.2 - Academic Flexibility

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

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

14

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

1.2.2 - Number of Add on /Certificate programs offered during the year

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

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

234

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

1.3 - Curriculum Enrichment

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

As per the new UGC regulation, Environment Studies and Human Rights has been incorporated into the fifth semester UG syllabus. For both UG and PG programs exclusive courses are offered across various semesters sensitizing students in areas like Gender Studies, Renewable Energy, Human Rights, Environmental Impact Assessment, Ethical Agriculture, Business Etiquette, Analytical Chemistry, etc. Various programs related to cross-cutting issues are included in the regular activities of various clubs and associations in the college. The NCC and NSS units of the college and other cells and clubs engage in social awareness programs, cultural programs, legal awareness programs, and awareness on drug abuse. The women cell of the college provides training to girl students. The institution gives equal opportunities to students, irrespective of gender in department activities, student union elections, and various cell/club activities. The energy conservation club, Nature club, and Bhoomithrasena are active in the campus. Green protocol is strictly abided by the institution. The Institution also offers moral and value education to all the students. Various career guidance programs are organized to inculcate professional ethics in students. Effective waste management and energy and water conservation practices have been adopted. The college successfully maintains a

rainwater harvesting system.

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

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

13

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

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

327

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

**from the following stakeholders Students
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View File](#)
Any additional information	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows   **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

302

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

53

File Description	Documents
Any additional information	[View File]
Number of seats filled against seats reserved (Data Template)	[View File]

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Every year the institution conducts an orientation programmes at the beginning of each academic year. A post admission test is conducted thereafter to understand the knowledge and skills of each student. A bridge course is provided to all students to fill in the knowledge lacunae of each student. Students are also provided with the ICT platform and audio visual classrooms to enrich their learning experiences. Peer teaching is encouraged to foster collaborative learning. A continuous evaluation of students is made by evaluating their assignments, seminars, projects, competitions weekly tests and internal examinations. Remedial classes, individualized instruction, simplified notes etc.are provided to those students who are weak in studies and enrichment programmes like research projects, internship programmes, seminars, career guidance programs,higher education counselling, and training in competitive exams are offered to above average students. PTA meetings are conducted every semester to have an analysis of the students performance. Internal Quality Assurance Cell evaluates the periodic performance of each department of the college. Students Satisfaction Survey (SSS) is conducted every year among the students of the college to get a feedback solely on teaching -learning process.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1Vqrr1BMmD-kuGYr0QfB3hZCKtTZZ2i_D?usp=share_link
Upload any additional information	[View File]

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
935	62

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

At the beginning of every academic year, each departments plans the academic calendar in such a way that optimum experiential learning is imparted to the students .The Social Work Department syllabus is well structured to incorporate field visits and block placements in which the students are enforced to work in various organizations pertinent to their specialization for astipulated period of time as a requirement for the successful completion of the course. Science programmes provide opportunities to students to do experiments within labs of concerned departments. Physics department conducted virtual labs for smooth conducting of the learning. the The Management, Commerce and English Departments conduct Industrial Visits in accordance with their area of specialization and programme requirement. The Mathematics Department organizes programmes which enhances problem solving ability of the students. Mock tests, Group Discussion, Mock interviews and training programmes are offered to the students to help them to improve their self-confidence. Online Invited talks, seminars and lectures by eminent professors across various institutions offer the students added experience in their relevant disciplines. Tagore Forum, Debate Club, Oratory Club and Film Appreciation Club etc. organize a lot of interactive programmes to enhance the students awareness about the society and contemporary issues that are happening around them.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://drive.google.com/drive/folders/1ZGEyfd-89VohN3-kYVNCFBG11tMIZfjf?usp=share_link

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

Teachers make use of power point presentations, google meet and google class room in sharing information. The audio-visual classrooms in the institution easily enable online classes and immensely contribute to the arena of film studies. Every department

is provided with a computer with internet connection and a printer. To attain the status of zero paper utility by favouring e-documentation through online admission of students, online submission of projects, online intramural communication across departments, office and library. One of the class rooms of every department is converted to a smart class with the addition of an LCD Projector and screen. In addition, the College has a few portable projectors, laptops and a video conferencing system. Educational CD ROM repository is provided in the library as well as in various departments. The Department of English has a collection of educational CDs including classic films. Certain departments have Computer Labs of their own. Teachers as well as students make use of these facilities for academic activities. Training on IT is provided to the needy students. The College has a well-furnished central computer lab with fifty-five systems. The library offers facility for internet browsing with 7 systems which are accessible to students during intervals and after the classes.

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

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

2.3.3.1 - Number of mentors

62

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

62

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

359

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution has defined clear goals and objectives before designing the internal assessment mechanism. The frequency of assessment, the mode of assessment, the criteria for evaluation, and the consequences of the assessment are communicated clearly to all stakeholders. The students are informed the learning outcome to be assessed. Multiple modes of assessmentmechanism is used. The college follows Institutional level Continuous Internal Assessment (CIA) in the prescribed pattern allowed by the University. Internal Examinations 1 and 2 are scheduled in the first and second half of every semester respectively. The schedule for assessments is consistent and transparent.The assessment results are communicated to students in a timely manner.Semester wise PTA meetings provide parents an opportunity to assess the performance of the students. CIA 3 mainly comprises of weekly tests, seminars and assignments as per department schedule. There will be an objective analysis of seminars and assignments. The performance of the students is recorded and based on that internal marks are prepared and published in the department and college noticeboards.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/drive/folders/1EDDJ VScnMXLjlDkmU2Zi_gWWYqglmgHR?usp=share_link

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

The institution has clear guidelines and policies in place that specify the process for filing grievances related to internal examinations. These guidelines are communicated to all students, along with information about the timeline for filing grievances and the steps involved in the process. The institution has set up a Grievance Redressal Cell to deal with internal examination related grievances. Internal exams are conducted in the College prior to the University exams with a common timetable. During the covid days, examinations were conducted online. Scores obtained in each internal exam are documented in the Department concerned and later verified to assess the progression of the students·. Criteria such as prompt, perfect and timely submission of assignments and seminars are also counted in the preparation of internal marks · These internal marks are published in the College notice board and grievances if any, are allayed before it is uploaded in the University website. If any grievance arises during or after the discussion the teacher concerned can redress the grievance. If it remains unsolved in the

first stage, the issue can be brought to the notice of the Head of the Department .The unsolved issues in the first two levels are brought to the Principal. Timely help for the differently abled students is ensured. If a complainant is reluctant to reveal his/her identity, he /she can drop the complaint in the complaint box kept in front of the Principal's room.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/drive/folders/1-WCu hcPAX2XajUEDNGXS7Q2u13sWWwWL?usp=share_link

2.6 - Student Performance and Learning Outcomes

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

Program Outcomes and Course Outcomes are displayed in the website. In addition to that class teachers explain the terms at the beginning of every academic year.

The institute offers a high-quality holistic education in the rural district of Idukki. The vision and mission of the institution emphasize to provide a conducive learning environment that facilitates the students to achieve professional and personal growth in their respective fields and capable of solving the societal issues. The institute provides a good and modern infrastructure for the development of the students to explore their hidden talents and innovative skills. The effectiveness of the teaching learning process can be measured through learning outcomes

The Programme Outcomes (PO), and Program Specific Outcomes (PSO) and Course Outcomes (Cos) are displayed and disseminated in the syllabus provided and the Institutional website (www.stjosephscollege.ac.in). The course outcomes are also communicated by individual faculty to the students in classrooms.

Links of the PO,CO and PSO of each departments is attached here

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The institution adheres to different methods in measuring the attainment of the Cos (course outcomes), POs (Program outcomes) and PSOs (Program specific outcomes).COs(course outcomes) is measured directly by observing the performance of the students in continuous internal Assessments (CIAs) and semester end-examinations. In this method the performance is shown as a grade based on the total marks obtained by the student both in internal examinations (20 Marks) and semester examinations (80 Marks).

The attainment is also measured by observing the performance of the students in various curricular and cocurricular programs and competitions such as presentation of seminars,preparationof assignments, performancein quiz competitions (Interdepartmental, intercollegiate etc.) and their involvement in student study projects.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://drive.google.com/drive/folders/1IcQfo3EPoUOpuVoBhLuWQyAHOaalL-Tw?usp=share_link

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

215

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	http://www.stjosephscollegemoolamattom.ac.in /College_Annual_Reports.html

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.stjosephscollegemoolamattom.ac.in/student_survey.html

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Over the years St. Josephs college has inculcated an innovative culture through various activities of institutional frame works such as Institutional Innovation Council. There were many sessions in which students and teachers sat together and had discussions on how to further the innovation ecosystem in the campus. The management agreed to allocate a dedicated space for building innovation ecosystem and an incubation centre and have identified the space or the same. The innovation ecosystem named Josephine Dreams Valley had decided to go for applying Innovation and Entrepreneurship Development Centre (IEDC) from Kerala Startup Mission. Various Departments have also conducted programmes related to intellectual property rights, research, and technology. We have also published our Josephine researcher Journal which includes articles in the science and technology streams. We have formed an advisory committee to direct the mission and vision of innovation related activities. Our college has signed an MoU with the German company Bosch for active participation as part of the Bosch CSR Industry-Academia

training program namely "Train the Trainer". The basic themes for the program are (i) skill entrepreneurship or youth, an (ii) future human competencies. We have pooled in a couple of our alumni who are into innovation and startups for setting up the roadmap for innovation activities of our institution.

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

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

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

6

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

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

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

0

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

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

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

10

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

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

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

22

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

3.4 - Extension Activities

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

The college organizes profusion of programs through organisations like NSS, NCC, Women Cell, MSW department Commerce department etc. Joining an on-campus club can provide personal, social and professional benefits. Clubs can help us to find community, make friends, network and have fun.

College conducted communal harmony campaign in association with National Cadet Corps. In collaboration with women cell Self defence training program was conducted. Trees are very important for the environment as well as human beings, to build the awareness about trees the college pilot a plant a tree challenge on environment day celebration lead by National Service Scheme.

The department of social work, St. Joseph's College, Moolamttom conducted DYUTHI in collaboration with Janamytri Excise Squad, Devikulam. Thus in connection with ' Visappu Rahitha Keralam Padhathi- 2018' the students of Commerce Department, St Joseph's college ,Moolamattom planned and implemented a program called "SPARSAM" ,to collect and distribute food packets to needy people in our society.

These opportunities help the students to build a sense of responsibility and sensitivity towards the society. Social outreach programs like old age home visits, poster presentation, debate competition, webinar, etc. are organized in connection with various organising agencies.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1zv4nVSa8M9QzkzKX6r2eNyhRKOKEmJ7Z/view?usp=share_link
Upload any additional information	View File

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

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

0

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

20

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

7

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

3.5 - Collaboration

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

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

6

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Every Department has one ICT enabled class room with LCD projector to assimilate technology in teaching .Has a video conferencing facility at the Media centre to interact with experts at different destinations and also to assist in distance learning and e- learning modules.Has a Central computer Lab with 60 systems endowed with licensed software to offer computer literacy and practical sessions. The Department of Englishhas a collection of 94 educational compact discs including classic films. The library in the college puts all the disposal of students a large repository of career guidance books, research journals and publications even on Saturdays and vacations. More than 30 systems with internet facility are available to the students and staff in the Service Centre and in various departments. The Research Laboratory of Chemistry is unique with sophisticated instrumentation facilities like Thermo-gravimetric Analyzer, UV, IR spectrophotometers and computational facilities.

Separate rooms are provided for student counseling, prayer and meditation as well as recreation. A main auditorium, seminar hall, air conditioned conference hall, student service centre and media centre are available in the the main block. Another fully furnished auditorium is available in the Chavara Block which is well equipped

with surveillance cameras for smooth conduct of examinations. Free wi-fi campus for harnessing e- resources.

File Description	Documents
Upload any additional information	[View File](View_File)
Paste link for additional information	https://drive.google.com/drive/folders/1EOe1ZEeGWwZ_ZQq1pUdpo7k6hT3JZphj?usp=share_link

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

Sl.No

Facility

Year of Establishment

Size

1

Indoor Stadium with multipurpose Synthetic court

2016

1650 m2

66mx25m

2

200m Athletics Track I

2014

10140m2

130m x78 m

3

200m Athletics Track Ii

1992

6100m2

100m x61 m

4

Obstacle Course 17 Kerala Battalion NCC

2013

976m2

16mx61m

5

Handball court

2014

1750m2

50mx35m

6

Volley Ball court with permanent gallery

1999

696m2

24mx29m

7

Basketball court with permanent Gallery

2000

868m2

28mx31m

8

Indoor Stadium With Multi-purpose training

1049m2

45.6mx23m

9

Yoga Centre

2015

128 m2

14.25mx9m

10

Gymnasium

2016

625m2

25mx25m

12

Auditorium (Main Block)

1992

380m2

41.7mx9.1m

13

Auditorium cum Exam Hall (Chavara Block)

2015

537m2

20.55mx12.4m +30.7mx9.2m

14

Air Conditioned Conference Hall

1995

65m2

6.6mx9.9m

15

Chavara Hall

2013

195 m2

21.65mx 9m

16

Students Service cum Air conditioned Media Centre

2014

83 m2

9.1m x9.1m

17

Language Lab

2006

11.55 m2

3.3mx3.5m

18

Audio Visual Room

2013

52.08m2

9.3mx5.6m

File Description	Documents
Upload any additional information	[View File]
Paste link for additional information	https://drive.google.com/drive/folders/1q2N-SphD2PbmTwMIc3GzHH3aQzfGeLPr?usp=share_link

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

18

File Description	Documents
Upload any additional information	[View File]
Paste link for additional information	https://docs.google.com/document/d/1CqIvDNdp2_-0kgXJRJz7rZ0egPerQ8OO/edit?usp=share_link&ouid=113651579753678412277&rtpof=true&sd=true
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File]

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

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

4.2 - Library as a Learning Resource

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

LIBRARY AUTOMATION

"e- libray solutions" a product of Gj Infotech Pvt.Ltd. for Library and Information Management with international standards like MARC 21 fields and data import-export facility. "e- libray solutions" a product of Gj Infotech Pvt.Ltd integrated Library Management software is web- enabled, MARC and CCF Complaint where following modules are used- Acquisition, Technical Section, Circulation, and Journals/ Serials. OPAC facility is also available.

Library was upgraded with automated in the year 2014 using the software e-library solutions version 1.1.124. Latest updates are

software

Version

year

e-library solutions

1.1.129

2018

e-library solutions

1.1.134

2019

e-library solutions

1.1.138

2020

e-library solutions

1.1.148

2021

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	[https://drive.google.com/drive/folders/1GqpX DX0MYxXIxE5tOqjaFuNhxXrAJJyN?usp=share_link](#)

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

75

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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 60 computers gets upgraded by adding the number of computers in accordance with demand. The department of English has a state of the art Language lab which receives annual updating in the form of maintenance of computers and addition of novel video lessons. The student service centre has 5 computers with internet connectivity which are accessible to students on their requirements. The Research Department of chemistry has six computers with server for smooth functioning of their research and project activities. Physics department also has their own computer lab. 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 collegehas onevideo conferencing system to facilitateconductive 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1Jz6p6KtJw9fg_6DXmsSC773PLc8GTD5O/view?usp=share_link

4.3.2 - Number of Computers

103

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

4.3.3 - Bandwidth of internet connection in the Institution   A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

0.90394

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

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

The Governing body takes direct initiative in the maintenance and upkeep of infrastructure and support facilities in consultation with IQAC.

Laboratory

. 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 equipmentis provided with necessary back up to ensure steady functioning and to safe guard against voltage fluctuations. the diesel generator having a capacity of 20KVA functions as the substitute source. The power requirements, including outdoor lighting during night, are met through 1KV solar power plant .

Class Room

The development officer oversees the maintenance of the class room equipment.

Computers

The use of central computer lab is scheduled as per time- table. Any repairs beyond the scope of the system administrator, external agencies are called for.

Sports amenities

Time is allotted to students for using Gymnasium.facilities like

Ground, seminar Hall, Auditorium, and multipurpose Indoor stadium with synthetic court etc. are provided to the public and to the neighboring institutions on prior request.

Library

Periodicals will be lent for one day after 15 days of their arrival. The maximum period of loan for books is 14 days. 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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1EOe1 ZEeGWwZ_ZQq1pUdpo7k6hT3JZphj?usp=share_link

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

400

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the

institution / non- government agencies during the year

57

File Description	Documents
Upload any additional information	*View File*
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	*View File*

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://www.stjosephscollegemoolamattom.ac.in /assets/pdf/5.1.3.pdf
Any additional information	*View File*
Details of capability building and skills enhancement initiatives (Data Template)	*View File*

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

480

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

480

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

86

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

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

5.2.2.1 - Number of outgoing student progression to higher education

60

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

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

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

21

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

5.3 - Student Participation and Activities

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

during the year

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

22

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

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

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 Councilors, 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 . A number of seminars, workshops, cultural , sports events and motivating sessions were conducted for the student community.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1eetg F6G4LBdy4kUxvTia5SoQtdGO62CQ?usp=share_link
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

234

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has an active Alumni Association which is not registered. The annual alumni gathering was conducted on 08 th January 2022 in the offline mode . 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 progammes 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 .

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1eetg F6G4LBdy4kUxvTia5SoQtdGO62CQ?usp=share_link
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

St. Joseph's College, Moolamattom, is a minority Christian institution, which adheres to the CMI education policy as envisaged by St. Kuriakose Elias Chavara, the founder of CMI congregation. Accordingly, education aims at the integral formation of the human beingfor the fulfillment of his/her individual and social responsibilities. The vision of the college emphasizes its role in promoting human as well as societal well-being and in contributing to nation-building process.Our college aims at moulding students into socially responsible citizens in view of creating a just and humane society. The college is specially devoted for rural upliftment and rendering educational services to the under privileged. The college enshrines the following key aspects of academic pursuit viz., intellectual competence, moral uprightness, social commitment, psychological integration and openness to further growth as core ideals in its credo. In tune with the mission and

vision, the institution endeavours to help the youth to grow up as competent, responsible and mature individuals, imbued with qualities of the head and the heart. The governance mechanism ensures that the activities of the college are allied with the vision and mission of the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1fUW9JIG3q4J kahVYrsrKNKl4T8u4tbH2/view?usp=share_link
Upload any additional information	View File

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

Ever since the inception of the college, administration is carried effectively through a decentralized mechanism.

The Staff Council discusses all the major programmes – academic and extracurricular – in the College and offers suggestions to the Principal for the smooth administration of the institution.

The Chief Superintendent of Examinations is responsible for the conduct of the examinations in a fair and efficient manner. He prepares the examination calendar in consultation with the Principal and with due regard to the guidelines of the M.G. University and ensures adherence to the Examination.

Managing Board

General Staff Meeting

IQAC

Staff Council

Academic Council

Examination Cell

Research Assessment Committee

Finance Committee

Admissions and Time Table Cell

Building Committee

Purchase Committee

Grievance Redressal Cell for Students and Teachers

SC/ST Cell

Ethics Committee

Anti-Ragging Committee

In addition to these aforementioned committees, clubs and associations like NSS, NCC, SIPC, Tourism Club, Quiz Club etc., also ensure the participation of both students and teachers in the smooth functioning of the institution. Functional autonomy is granted to all departments and units in the college. At each level and sphere of activity, the teachers and students cooperate with each other for the successful implementation of the prospective plans.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/182lfZoyxXTJ FoWqT6kGJSEZnhdUOJoMp/view?usp=share_link
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The managing board in consultation with IQAC formulated a strategic plan for the year 2021-2022.

- **College has vacancies in the teaching and non-teaching positions and the Govt. of Kerala in concussion with the affiliating University has accorded sanction to recruit the new staff members. On this occasion, steps have to be taken to recruit new staff members.**
- **Research is an inseparable part of the pedagogical activities carried out in higher education institutions. To mobilize the fund for research and other allied activities, each regular staff members will have to contribute about Rs.250/- towards the 'Research Fund''.**

- The Post pandemic era witnesses multifarious health hazards in youth. To address these health allied issues and promoting healthy life style, the college can play a vital role. Keeping this aim in mind, the college has to initiate a volley of programs under the banner "Ujwal Yuva Swasth Bhavishya.
- As India celebrates its seventy fifth anniversary of independence under the banner "Azadi ka Amrit Mahotsav", the college has to host a handful of programmes glorifying Indian freedom Movement and honoring the uniqueness of its culture and tradition sticking on to the academic year 2020-2021.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.stjosephscollegemoolamattom.ac.in /assets/pdf/strategic2023.pdf
Upload any additional information	View File

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

St. Joseph's College, Moolamattom, an aided college affiliated to Mahatma Gandhi University, Kottayam, is managed by the St.Joseph's Province, Kottayam of the CMI congregation.

Manager is the Chairman of the management board having the power of appointment of functionaries like the Principal, Bursar, and manages appointments, promotions and disciplinary issues of personnel.

Principal, the chief executive officer and the Chairman of the Staff Council, IQAC, Anti-ragging Cell, Disciplinary Committee, and Ethics Committee.

Each department works under the respective Head of the Department appointed on the basis of seniority. The HoD is responsible for the preparation of Department time table and work allocation among teachers of the department.

Class teachers are assigned for each class to ensure personal care, attention, guidance, counseling, evaluation and assessment of each student in the class.

The Staff Council is a statutory body constituted in accordance with

the statutes of the Mahatma Gandhi University and it consists of the Principal, the Heads of Departments and two elected representatives from the teaching staff. . The college Governing Body is the apex body in all decision making process. Decisions are discussed in regular staff meetings and staff council meetings. IQAC monitors all the decisions taken.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/182lfZoyxXTJFoWqT6kGJSEZnhdUOJoMp/view?usp=share_link
Link to Organogram of the institution webpage	http://www.stjosephscollegemoolamattom.ac.in/administration.html
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Along with the proficient skill development, St.Joseph'sCollege focuses on thewell-being and security of its staff. Welfare measures are intended to create good working environment. College guarantees career advancement and security to its employees by providing following statutory and voluntary facilities.

- **Staff Cooperative Society**

- Financial assistance like Loans

  • Physical and Health Assistance

- Free Medical Camps/Check-ups for all Staff

  • Financial support for attending Conferences/Workshops.
  • Free Capacity building trainings and orientation programmes for staff.
  • 15 days of casual leave are available to the teaching staff and 20 days for non-teaching staff.
  • 20 half pay leave or ten days leave can be commuted every year by every teaching staff.
  • Duty leaves are given to all the staff members to attend various Training Programmes/ Orientation/ Refresher/ Workshop/Seminar/Exam subjected to the existing Government rules.
  • Lady teachers can avail six months Maternity Leave as per Government rules.
  • Paternity Leave is given to male teachers on request.
  • .Government offers various mandatory Insurance Schemes to the staff.
  • Rev.Dr.Gilson John Silver Jubilee Award for best publication among Teachers.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

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

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

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

19

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

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

The institution has three -tier mechanism for evaluating the performance of the teachers. Teacher's Evaluation by Students, Student feed-back regarding the performance of the college is taken annually to identify the students' response regarding the quality of services offered by the college. Teacher's Self-Appraisal Form It is mandatory for every teacher to submit a self -appraisal form. The teacher furnishes the form in such a manner that it sheds light on the activities pertinent to the creation and dissemination of knowledge apart from the teaching learning process. Teacher's Diary The Teacher's Diary is also an assessment mechanism, evaluated by the HoD and the Principal. Academic Audit The Academic Audit is an evaluative mechanism administered in the department biannually. Each teacher in the Department furnishes the academic audit which is a replica of the self-appraisal form but with the difference that it includes the evaluation of the teaching-learning activities in locus. Self- Appraisal by non-teaching staff The performance of the non-teaching staff of the college is assessed on the basis of the self-appraisal form that they prepare annually under the guidance of the Superintendent who administers it meticulously.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1C-1sXJ8hmXW 3XiJUMBOn5Qj1ksm98Zf0/view?usp=share_link
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts internal and external audits regularly. The accounts of the College are also audited by the office of the Deputy Directorate of Collegiate Education, Kottayam and the audit department of the Government of Kerala. The head accountant scrutinizes and verifies the financial data which is again scrutinized by the office superintendent and Principal for the financial accuracy. After the close of every financial year, the annual financial statement which is inclusive of all the receipts and expenditure is prepared and sent to the Accountant General and to the authorities in the Department of Education. After the completion of the specified period or scheme, all the files relating to the period are submitted to the external auditor. 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. 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.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

10,58,937

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

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

The College has a well-functioning mechanism for mobilization of funds and optimum utilisation of resources. The following are the channels through which the College is securing funding:

- **Fees collected from self-financing courses, deposited in the College Account**
- **PTA Funds**
- **Contribution from teachers**
- **Endowments and Scholarships**
- **Financial assistance from MLA/MP**
- **UGC/DST funds**
- **Financial assistance from Management**
- **Assistance from philanthropists**
- **Funding from various Government Departments like Forest, Excise, Tourism, Health, Women's Commission, Higher Education Department, etc.**
- **Central /State Government funding for NSS and NCC.**
- **The College building is rented for conducting various competitive exams like PSC Exams, Bank Exams etc.**

Following are the ways through which the funds are utilized:

- **PTA funds are utilized mainly for instituting scholarships and endowments for meritorious students who excel in their studies.**
- **Contributions from teachers are provided to support students who are financially and socially backward.**
- **Financial assistance from People's representatives are utilized adhering to the Government norms.**
- **UGC/DST/FIST funds are utilized for the programme development and for the development of infrastructure**
- **For improving facilities for teaching and research.**

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC plays a pivotal role in enhancing quality in the educational services provided by the institution.

Two notable best practices institutionalized as part of IQAC initiatives are Teacher's Diary and Mentoring System.

Individual Teacher Diary

Every teacher has to maintain an individual Teacher Diary to record the day to day activities he/she is engaged in.It is a unique venture to document the working hours a teacher may spend on academic and non-academic matters. The Diary gives a holistic picture/overview of the topics covered by a teacher in each class per semester and it has a section to record the internal mark of students he/she engaged in.

Mentoring System Mentoring system, a regular practice of the institution, aims at the psycho-social developments of students. Every student has a mentor teacher, other than the class teacher to look into matters of academic, non-academic and personal significance. Every teacher mentor has a manageable number of students as mentees. The mentee has the same mentor till the completion of the programme.The mentor teacher maintains a record of the mentoring sessions he/she has with his/her mentee. The mentor identifies those students who are in need of counseling and directs them to the Counseling Centre.

File Description	Documents
Paste link for additional information	http://www.stjosephscollegemoolamattom.ac.in/IQAC.html
Upload any additional information	View File

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

The IQAC reviews the teaching learning process, methodologies of operations and learning outcomes at periodic intervals through the evaluation of the semester wise Periodic Performance Report from the Departments. In addition to this, an Academic Audit is conducted per semester to monitor and appraise the individual teacher performance in academic activities. The Academic Audit incorporates details regarding the personal profile of the teacher, time table, details of teaching work per semester, achievements, participation/presentation/publication in Seminars/Conferences/Workshops/Orientations/Refresher Courses attended, details of examination conducted, utilization of College/Department facilities or resources and participation in institutional social responsibility activities. The details duly furnished by the teacher are verified by the Head of the Departments concerned and submitted to the IQAC for evaluation and consolidation.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.stjosephscollegemoolamattom.ac.in/assets/IQAC-pdf/anul%20report%202022-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college ensures that all categories of students are given equal opportunities for education. It ensures the safety and comfort of women students. We have a Women's Grievance Redressal Cell and Internal Complaint Redressal Forum to rectify possible issues. The syllabus for UG and PG programs in English Literature include Women Writing and Gender Studies. We also screen short films related to gender equality. In order to ensure safety of women students, security persons are appointed at the gate. Whenever girl students are to be taken out of the campus, for annual study tour or for participation in youth festivals and similar events, a lady staff member always accompanies the students. There is a well-equipped Rest Room for women with water purifier and sanitary wending machine. Surveillance cameras are installed at various places to monitor general discipline and conduct. Girl's representatives are included in all activities. For clubs and associations like NSS and NCC, titles of responsibilities are given equally to male and female students. There is also an Anti-Ragging Cell in the college.

File Description	Documents
Annual gender sensitization action plan	Gender Sensitization Cell organized a Gender Sensitization campaign on August 12,2021. On the same day MS. Renita Manuel (Research Associate) IMG Trivandrum took a session on Gender Relations and Gender Laws
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://stjosephscollegemoolamattom.ac.in/girls-retiring.html

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1. Solid waste management: There is a system for processing solid waste produced in the campus. The main type of solid waste is food waste, which is properly managed. There are specific areas to deposit it. Most part of it is taken away by a nearby poultry and pig farm to feed the animals. The remaining waste is processed in eco-friendly means. Scrap paper and similar waste is collected separately and disposed in a safe manner. The use of paper is minimized, as most of the communication and documentation can now be done online. Students are also told not to make hardcopies of study materials unless quite necessary. The plastic and metal waste are collected in separate containers and handed over to Panchayat authorities or concerned agencies, as per the guidelines of the government. Hazardous chemicals produced in the chemistry laboratory are neutralized before disposed.

2. Liquid waste management: The waste water produced at the canteen, washing areas and toilets are properly managed so that no water gets collected in the open areas. As water is available in the campus throughout the year, waste water recycling system is not installed.

3. E-waste management: The electronic waste produced in the campus is limited. It is collected by outside agencies authorized by the government, at regular intervals.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	<u>View File</u>

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The college takes special care in creating and maintaining a harmonious atmosphere in the campus in all regards. We have students from different regions, communities, religions and castes. However, there are no conflicts between students based on such divisions. There is mutual respect between people belonging to different religions. Celebrations based on the culture of Kerala, like Onam, are celebrated with much enthusiasm. Different competitions which invoke the memories of the past are conducted. The college is situated in Idukki district, which has a considerable Tamil population. A large number of students are from the Muslim community. We provide them facilities for Friday prayer. The economic background of the students is varied. However, it doesn't create a divide between students. Instead, the poor students are often supported by the others. Various scholarships are given to those students from the backward communities.

NCC:Communal Harmony: A Week of Voluntary Donations was observed from 19/11/2021 to25/11/2021

NCC:73rd Republic Day: Two days ofYoga training were given to the NCC Cadets by the Professional Trainers from St. Joseph's Academy Moolamattom.

ONAM CELEBRATION: NSS UNIT OF ST. JOSEPH'S COLLEGE celebrated "MeetONAM 2K21" virtually by conducting various competitions related to the Onam festival.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

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

Value education is given to the students on the first Friday of every month. Legal awareness classes are also conducted. On important days like Independence Day and Republic Day, flag hoisting is done in the presence of students. Written competitions and painting competitions are conducted in connection with these days.

Central Vigilance Commission, Government of India, has convened an Integrity Pledge Campaign for upholding the highest standards of ethical conduct, honesty and integrity. Many of our teachers and students have made the pledge and received certificates.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1YpsITMz7HhBtHOt5n_w7cwvcZamsOZZK/view?usp=share_link
Any other relevant information	**Nil**

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

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

As part of the International Day for the Elimination of Violence against Women, a poster designing competition was held on 25th November, 2021.

Women's Day:

NATIONAL CHILDREN'S DAY CELEBRATION

INTERNATIONAL DAY OF OLDER PERSONS

WORLD ALZHEIMER'S DAY

The Social Work Association for Reform and Action(SWARA) made a reminiscence corner as part of the World Alzheimer's day. It aimed to make the students aware of the Alzheimer's disease and the Reminiscence Therapy, which is used to treat the disease.

NATIONAL SCIENCE DAY – February 28, 2022- conducted Science Quiz competition for higher secondary school students as part of the National Science Day celebrations 2022.

• As a part of National Science Day Celebrations, a quiz completion on the topic Science in Everyday Life was conducted on 27/2/2022 by Chemistry Department.

International Yoga Day 2021

International Yoga Day was celebrated in Zoom platform on June 21 at 7:30 a.m . All volunteers of St. Joseph's College Moolamattom participated in this virtual program, held in association with Nehru Yuva Kendra Idukki.

National Library Week was observed from November 14 to 20, 2021. A book-exhibition and Colouring Competitions were conducted as a part of it.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

1, Disaster Management

Kerala has recently witnessed various kinds of natural disasters. Starting with the 2018 floods, the normal life of people has been disrupted with these unexpected situations. So it is a necessity for the educational institutions to impart awareness as well as practical training for the students about managing such disasters.

- training in fire and safety

- swimming practice

- first aid training

2. Health Care

After the Covid-19 has affected the country, people experience different kinds of health issues. if such issues were limited to the elderly group of people in the past, now it has started affecting the young people too. So the college decided to focus more on the physical welfare of the students.

A number of seminars and health camps were conducted in the college. The department of Physical Education has arranged facilities for fitness training for all students in the gymnasium.

- Women's health

- how to boost immunity

- Yoga and meditation

- Blood Donation

-2 indoor stadiums

File Description	Documents
Best practices in the Institutional website	http://www.stjosephscollegemoolamattom.ac.in /assets/IQAC- pdf/throbs__20-03-2023__Curved.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

St Joseph's College is one of the most sought-after educational institutions in the region. The prime focus of the institution is to prepare the youth for the challenges of the future. In addition to providing quality academic training, the institution takes special care in the moral growth of the students. Essential human values are to be practiced by the new generation. By creating a very congenial atmosphere for their growth, the college tries to keep the youth away from social evils like alcohol and drugs. Another area of focus is the emotional growth of students. This is achieved through continuous interaction between students and teachers. Proper guidance is given to those who need support. Being a boon to the neighbouring community, the college also links the students with the community in the form of clubs that serve the needy and bedridden in the form of palliative care unit functioning in the college.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

St Joseph's College, Moolamattom is affiliated to Mahatma Gandhi University, Kottayam and thus its curricular aspects are governed by the university statutes and regulations. The College and each department prepare an Academic Calendar every year in tandem with the University norms. The IQAC ensures the conduct of the programs stipulated in these academic calendars. In UG and PG programs,Choice Based Credit System has been implemented effectively. E-resources prepared by the faculty, Question Banks containing model question papers, etc. are made available in the College Website. ICT-enabled teaching methods including a customized learning management system (LMS) and innovative online teaching platforms like Moodle, Google Class Rooms, Kahoot Quiz, etc are used by the faculty. Students are motivated to use E-resources like N-list, JGate, and E-books available in the main library. Departments have collaborations with professional bodies like ICIA, Institute of Cost Accountants of India, Kerala Bio-Diversity Board, etc. Industrial visits, quizzes, case discussions and seminars, workshops have been organized on a regular basis, and tutorials on MS Office, Tally, DTP, etc. too are offered. Mentorship is provided to all the students and support is offered to weak students in the form of remedial courses. Bridge courses are also offered meticulously.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://www.stjosephscollegemoolamattom.ac.in/downloads.html

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

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 prepares an academic calendar of its own. An Annual Academic Plan is prepared by the IQAC on the basis of the academic calendar of the university and departmental academic plans. The same is published on the college website. The College Staff Council, timetable, and workload committees are also involved in the process. The IQAC ensures the conduct of the programs stipulated by each department in its academic calendar.

The college systematically monitors the performance of every student to deliver proper guidance. 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. Each teacher provides mentorship to the wards allotted to him/her.

Two internal exams are conducted each semester with objectivity and transparency. Internal marks are displayed on the notice board. After the settlement of grievances, the internal marks are uploaded to the University's website upon intimation by the university.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.stjosephscollegemoolamattom.ac.in/downloads.html

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

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

1.2 - Academic Flexibility

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

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

14

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

1.2.2 - Number of Add on /Certificate programs offered during the year

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

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

234

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

1.3 - Curriculum Enrichment

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

As per the new UGC regulation, Environment Studies and Human Rights has been incorporated into the fifth semester UG syllabus. For both UG and PG programs exclusive courses are offered across various semesters sensitizing students in areas like Gender Studies, Renewable Energy, Human Rights, Environmental Impact Assessment, Ethical Agriculture, Business Etiquette, Analytical Chemistry, etc. Various programs related to cross-cutting issues are included in the regular activities of various clubs and associations in the college. The NCC and NSS units of the college and other cells and clubs engage in social awareness programs, cultural programs, legal awareness programs, and awareness on drug abuse. The women cell of the college provides training to girl students. The institution gives equal opportunities to students, irrespective of gender in department activities, student union elections, and various cell/club activities. The energy conservation club, Nature club, and Bhoomithrasena are active in the campus. Green protocol is strictly abided by the institution. The Institution also offers moral and value education to all the students. Various career guidance programs are organized to inculcate professional ethics in students. Effective waste management and energy and water conservation practices have been adopted. The college successfully maintains a rainwater harvesting system.

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

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

13

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

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

327

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

302

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

53

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Every year the institution conducts an orientation programmes at the beginning of each academic year. A post admission test is conducted thereafter to understand the knowledge and skills of each student. A bridge course is provided to all students to fill in the knowledge lacunae of each student. Students are also provided with the ICT platform and audio visual classrooms to enrich their learning experiences. Peer teaching is encouraged to foster collaborative learning. A continuous evaluation of students is made by evaluating their assignments, seminars, projects, competitions weekly tests and internal examinations. Remedial classes, individualized instruction, simplified notes etc.are provided to those students who are weak in studies and enrichment programmes like research projects, internship programmes, seminars, career guidance programs,higher education counselling, and training in competitive exams are offered to above average students. PTA meetings are conducted every semester to have an analysis of the students performance. Internal Quality Assurance Cell evaluates the periodic performance of each department of the college. Students Satisfaction Survey (SSS) is conducted every year among the students of the college to get a feedback solely on teaching -learning process.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1Vqrr1BMmD-kuGYr0QfB3hZCKtTZZ2i_D?usp=share_link
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
935	62

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

At the beginning of every academic year, each departments plans the academic calendar in such a way that optimum experiential learning is imparted to the students .The Social Work Department syllabus is well structured to incorporate field visits and block placements in which the students are enforced to work in various organizations pertinent to their specialization for astipulated period of time as a requirement for the successful completion of the course. Science programmes provide opportunities to students to do experiments within labs of concerned departments. Physics department conducted virtual labs for smooth conducting of the learning. the The Management, Commerce and English Departments conduct Industrial Visits in accordance with their area of specialization and programme requirement. The Mathematics Department organizes programmes which enhances problem solving ability of the students. Mock tests, Group Discussion, Mock interviews and training programmes are offered to the students to help them to improve their self-confidence. Online Invited talks, seminars and lectures by eminent professors across various institutions offer the students added experience in their relevant disciplines. Tagore Forum, Debate Club, Oratory Club and Film Appreciation Club etc. organize a lot of interactive programmes to enhance the students awareness about the society and contemporary issues that are happening around them.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/drive/folders/1ZGEyfd-89VohN3-kYVNCFBG11tMIZfjf?usp=share_link

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

Teachers make use of power point presentations, google meet and google class room in sharing information. The audio-visual

classrooms in the institution easily enable online classes and immensely contribute to the arena of film studies. Every department is provided with a computer with internet connection and a printer. To attain the status of zero paper utility by favouring e-documentation through online admission of students, online submission of projects, online intramural communication across departments, office and library. One of the class rooms of every department is converted to a smart class with the addition of an LCD Projector and screen. In addition, the College has a few portable projectors, laptops and a video conferencing system. Educational CD ROM repository is provided in the library as well as in various departments. The Department of English has a collection of educational CDs including classic films. Certain departments have Computer Labs of their own. Teachers as well as students make use of these facilities for academic activities. Training on IT is provided to the needy students. The College has a well-furnished central computer lab with fifty-five systems. The library offers facility for internet browsing with 7 systems which are accessible to students during intervals and after the classes.

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

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

2.3.3.1 - Number of mentors

62

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

62

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

359

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution has defined clear goals and objectives before designing the internal assessment mechanism. The frequency of assessment, the mode of assessment, the criteria for evaluation, and the consequences of the assessment are communicated clearly to all stakeholders. The students are informed the learning outcome to be assessed. Multiple modes of assessmentmechanism is used. The college follows Institutional level Continuous Internal Assessment (CIA) in the prescribed pattern allowed by the University. Internal Examinations 1 and 2 are scheduled in the first and second half of every semester respectively. The schedule for assessments is consistent and transparent.The assessment results are communicated to students in a timely manner.Semester wise PTA meetings provide parents an opportunity to assess the performance of the students. CIA 3 mainly comprises of weekly tests, seminars and assignments as per department schedule. There will be an objective analysis of seminars and assignments. The performance of the students is recorded and based on that internal marks are prepared and published in the department and college noticeboards.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	[https://drive.google.com/drive/folders/1ED DJVScnMXLjlDkmU2Zi_gWWYqglmgHR?usp=share_l ink](#)

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

The institution has clear guidelines and policies in place that specify the process for filing grievances related to internal examinations. These guidelines are communicated to all students, along with information about the timeline for filing grievances and the steps involved in the process. The institution has set up a Grievance Redressal Cell to deal with internal examination related grievances. Internal exams are conducted in the College prior to the University exams with a common timetable. During the covid days, examinations were conducted online. Scores obtained in each internal exam are documented in the Department concerned and later verified to assess the progression of the students·.

Criteria such as prompt, perfect and timely submission of assignments and seminars are also counted in the preparation of internal marks · These internal marks are published in the College notice board and grievances if any, are allayed before it is uploaded in the University website. If any grievance arises during or after the discussion the teacher concerned can redress the grievance. If it remains unsolved in the first stage, the issue can be brought to the notice of the Head of the Department .The unsolved issues in the first two levels are brought to the Principal. Timely help for the differently abled students is ensured. If a complainant is reluctant to reveal his/her identity, he /she can drop the complaint in the complaint box kept in front of the Principal's room.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/drive/folders/1-WCuhcPAX2XajUEDNGXS7Q2u13sWWwWL?usp=share_link

2.6 - Student Performance and Learning Outcomes

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

Program Outcomes and Course Outcomes are displayed in the website. In addition to that class teachers explain the terms at the beginning of every academic year.

The institute offers a high-quality holistic education in the rural district of Idukki. The vision and mission of the institution emphasize to provide a conducive learning environment that facilitates the students to achieve professional and personal growth in their respective fields and capable of solving the societal issues. The institute provides a good and modern infrastructure for the development of the students to explore their hidden talents and innovative skills. The effectiveness of the teaching learning process can be measured through learning outcomes

The Programme Outcomes (PO), and Program Specific Outcomes (PSO) and Course Outcomes (Cos) are displayed and disseminated in the syllabus provided and the Institutional website (www.stjosephscollege.ac.in). The course outcomes are also

communicated by individual faculty to the students in classrooms.

Links of the PO,CO and PSO of each departments is attached here

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

The institution adheres to different methods in measuring the attainment of the Cos (course outcomes), POs (Program outcomes) and PSOs (Program specific outcomes).COs(course outcomes) is measured directly by observing the performance of the students in continuous internal Assessments (CIAs) and semester end-examinations. In this method the performance is shown as a grade based on the total marks obtained by the student both in internal examinations (20 Marks) and semester examinations (80 Marks).

The attainment is also measured by observing the performance of the students in various curricular and cocurricular programs and competitions such as presentation of seminars,preparationof assignments, performancein quiz competitions (Interdepartmental, intercollegiate etc.) and their involvement in student study projects.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://drive.google.com/drive/folders/1IcQfo3EPoUOpuVoBhLuWQyAHOaalL-Tw?usp=share_link

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

215

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	http://www.stjosephscollegemoolamattom.ac.in/College_Annual_Reports.html

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.stjosephscollegemoolamattom.ac.in/student_survey.html

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

3.1.2.1 - Number of teachers recognized as research guides

4

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Over the years St. Josephs college has inculcated an innovative culture through various activities of institutional frame works such as Institutional Innovation Council. There were many sessions in which students and teachers sat together and had discussions on how to further the innovation ecosystem in the campus. The management agreed to allocate a dedicated space for building innovation ecosystem and an incubation centre and have identified the space or the same. The innovation ecosystem named Josephine Dreams Valley had decided to go for applying Innovation and Entrepreneurship Development Centre (IEDC) from Kerala Startup Mission. Various Departments have also conducted programmes related to intellectual property rights, research, and technology. We have also published our Josephine researcher Journal which includes articles in the science and technology

streams. We have formed an advisory committee to direct the mission and vision of innovation related activities. Our college has signed an MoU with the German company Bosch for active participation as part of the Bosch CSR Industry-Academia training program namely "Train the Trainer". The basic themes for the program are (i) skill entrepreneurship or youth, an (ii) future human competencies. We have pooled in a couple of our alumni who are into innovation and startups for setting up the roadmap for innovation activities of our institution.

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

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

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

6

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

0

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

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

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

10

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

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

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

22

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

3.4 - Extension Activities

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

The college organizes profusion of programs through organisations like NSS, NCC, Women Cell, MSW department Commerce department

etc. Joining an on-campus club can provide personal, social and professional benefits. Clubs can help us to find community, make friends, network and have fun.

College conducted communal harmony campaign in association with National Cadet Corps. In collaboration with women cell Self defence training program was conducted. Trees are very important for the environment as well as human beings, to build the awareness about trees the college pilot a plant a tree challenge on environment day celebration lead by National Service Scheme.

The department of social work, St. Joseph's College, Moolamttom conducted DYUTHI in collaboration with Janamytri Excise Squad, Devikulam. Thus in connection with ' Visappu Rahitha Keralam Padhathi- 2018' the students of Commerce Department, St Joseph's college ,Moolamattom planned and implemented a program called "SPARSAM" ,to collect and distribute food packets to needy people in our society.

These opportunities help the students to build a sense of responsibility and sensitivity towards the society. Social outreach programs like old age home visits, poster presentation, debate competition, webinar, etc. are organized in connection with various organising agencies.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1zv4nVSa8M9QzkzKX6r2eNyhRKOKEmJ7Z/view?usp=share_link
Upload any additional information	View File

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

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

0

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

20

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

7

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

3.5 - Collaboration

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

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

6

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Every Department has one ICT enabled class room with LCD projector to assimilate technology in teaching .Has a video conferencing facility at the Media centre to interact with

experts at different destinations and also to assist in distance learning and e- learning modules.Has a Central computer Lab with 60 systems endowed with licensed software to offer computer literacy and practical sessions. The Department of Englishhas a collection of 94 educational compact discs including classic films. The library in the college puts all the disposal of students a large repository of career guidance books, research journals and publications even on Saturdays and vacations. More than 30 systems with internet facility are available to the students and staff in the Service Centre and in various departments. The Research Laboratory of Chemistry is unique with sophisticated instrumentation facilities like Thermo-gravimetric Analyzer, UV, IR spectrophotometers and computational facilities.

Separate rooms are provided for student counseling, prayer and meditation as well as recreation. A main auditorium, seminar hall, air conditioned conference hall, student service centre and media centre are available in the the main block. Another fully furnished auditorium is available in the Chavara Block which is well equipped with surveillance cameras for smooth conduct of examinations. Free wi-fi campus for harnessing e- resources.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1EO e1ZEeGWwZ_ZQq1pUdpo7k6hT3JZphj?usp=share_l ink

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

Sl.No

Facility

Year of Establishment

Size

1

Indoor Stadium with multipurpose Synthetic court

2016

1650 m2

66mx25m

2

200m Athletics Track I

2014

10140m2

130m x78 m

3

200m Athletics Track Ii

1992

6100m2

100m x61 m

4

Obstacle Course 17 Kerala Battalion NCC

2013

976m2

16mx61m

5

Handball court

2014

1750m2

50mx35m

6

Volley Ball court with permanent gallery

1999

696m2

24mx29m

7

Basketball court with permanent Gallery

2000

868m2

28mx31m

8

Indoor Stadium With Multi-purpose training

1049m2

45.6mx23m

9

Yoga Centre

2015

128 m2

14.25mx9m

10

Gymnasium

2016

625m2

25mx25m

12

Auditorium (Main Block)

1992

380m2

41.7mx9.1m

13

Auditorium cum Exam Hall (Chavara Block)

2015

537m2

20.55mx12.4m +30.7mx9.2m

14

Air Conditioned Conference Hall

1995

65m2

6.6mx9.9m

15

Chavara Hall

2013

195 m2

21.65mx 9m

16

Students Service cum Air conditioned Media Centre

2014

83 m2

9.1m x9.1m

17

Language Lab

2006

11.55 m2

3.3mx3.5m

18

Audio Visual Room

2013

52.08m2

9.3mx5.6m

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1g2N-SphD2PbmTwMIc3GzHH3aQzfGeLPr?usp=share_link

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

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/1CqIvDNdp2_-0kgXJRJz7rZ0egPerQ8OO/edit?usp=share_link&ouid=113651579753678412277&rtpof=true&sd=true
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

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

4.2 - Library as a Learning Resource

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

LIBRARY AUTOMATION

"e- libray solutions" a product of Gj Infotech Pvt.Ltd. for Library and Information Management with international standards like MARC 21 fields and data import-export facility. "e- libray solutions" a product of Gj Infotech Pvt.Ltd integrated Library Management software is web- enabled, MARC and CCF Complaint where following modules are used- Acquisition, Technical Section, Circulation, and Journals/ Serials. OPAC facility is also available.

Library was upgraded with automated in the year 2014 using the software e-library solutions version 1.1.124. Latest updates are

software

Version

year

e-library solutions

1.1.129

2018

e-library solutions

1.1.134

2019

e-library solutions

1.1.138

2020

e-library solutions

1.1.148

2021

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://drive.google.com/drive/folders/1Gq pXDX0MYxXIxE5tOqjaFuNhxXrAJJyN?usp=share_l ink

| 4.2.2 - The institution has subscription for | A. Any 4 or more of the above |

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

75

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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 60 computers gets upgraded by adding the number of computers in accordance with demand. The department of English has a state of the art Language lab which receives annual updating in the form of maintenance of computers and addition of novel video lessons. The student service centre has 5 computers with internet connectivity which are accessible to students on their requirements. The Research Department of chemistry has six computers with server for smooth functioning of their research and project activities. Physics department also has their own computer lab. 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 collegehas onevideo conferencing system to facilitateconductive 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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1Jz6p6KtJw9fg_6DXmsSC773PLc8GTD5O/view?usp=share_link

4.3.2 - Number of Computers

103

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

0.90394

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

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

The Governing body takes direct initiative in the maintenance and upkeep of infrastructure and support facilities in consultation with IQAC.

Laboratory

. 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 equipmentis provided with necessary back

up to ensure steady functioning and to safe guard against voltage fluctuations. the diesel generator having a capacity of 20KVA functions as the substitute source. The power requirements, including outdoor lighting during night, are met through 1KV solar power plant .

Class Room

The development officer oversees the maintenance of the class room equipment.

Computers

The use of central computer lab is scheduled as per time- table. Any repairs beyond the scope of the system administrator, external agencies are called for.

Sports amenities

Time is allotted to students for using Gymnasium.facilities like Ground, seminar Hall, Auditorium, and multipurpose Indoor stadium with synthetic court etc. are provided to the public and to the neighboring institutions on prior request.

Library

Periodicals will be lent for one day after 15 days of their arrival. The maximum period of loan for books is 14 days. 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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1EOe1ZEeGWwZ_ZQq1pUdpo7k6hT3JZphj?usp=share_link

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

`400`

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

`57`

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	`A. All of the above`

File Description	Documents
Link to Institutional website	http://www.stjosephscollegemoolamattom.ac.in/assets/pdf/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

480

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

480

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

86

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

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

5.2.2.1 - Number of outgoing student progression to higher education

60

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

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

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

21

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

5.3 - Student Participation and Activities

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

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

22

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

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

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 Councilors, 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 . A number of seminars, workshops, cultural , sports events and motivating sessions were conducted for the student community.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1eetgF6G4LBdy4kUxvTia5SoQtdGO62CQ?usp=share_link
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

234

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	[View File](#)
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has an active Alumni Association which is not registered. The annual alumni gathering was conducted on 08 th January 2022 in the offline mode . 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 progammes 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 .

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1ee tgF6G4LBdy4kUxvTia5SoQtdGO62CQ?usp=share_l ink
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

St. Joseph's College, Moolamattom, is a minority Christian institution, which adheres to the CMI education policy as envisaged by St. Kuriakose Elias Chavara, the founder of CMI congregation. Accordingly, education aims at the integral formation of the human beingfor the fulfillment of his/her individual and social responsibilities. The vision of the college emphasizes its role in promoting human as well as societal well-being and in contributing to nation-building process.Our college aims at moulding students into socially responsible citizens in view of creating a just and humane society. The college is specially devoted for rural upliftment and rendering educational services to the under privileged. The college enshrines the following key aspects of academic pursuit viz., intellectual competence, moral uprightness, social commitment, psychological integration and openness to further growth as core ideals in its credo. In tune with the mission and vision, the institution endeavours to help the youth to grow up as competent, responsible and mature individuals, imbued with qualities of the head and the heart. The governance mechanism ensures that the activities of the college are allied with the vision and mission of the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1fUW9JIG3q 4JkahVYrsrKNKl4T8u4tbH2/view?usp=share_lin k
Upload any additional information	View File

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

Ever since the inception of the college, administration is carried effectively through a decentralized mechanism.

The Staff Council discusses all the major programmes – academic and extracurricular – in the College and offers suggestions to the Principal for the smooth administration of the institution.

The Chief Superintendent of Examinations is responsible for the conduct of the examinations in a fair and efficient manner. He prepares the examination calendar in consultation with the Principal and with due regard to the guidelines of the M.G. University and ensures adherence to the Examination.

Managing Board

General Staff Meeting

IQAC

Staff Council

Academic Council

Examination Cell

Research Assessment Committee

Finance Committee

Admissions and Time Table Cell

Building Committee

Purchase Committee

Grievance Redressal Cell for Students and Teachers

SC/ST Cell

Ethics Committee

Anti-Ragging Committee

In addition to these aforementioned committees, clubs and associations like NSS, NCC, SIPC, Tourism Club, Quiz Club etc., also ensure the participation of both students and teachers in the smooth functioning of the institution. Functional autonomy is granted to all departments and units in the college. At each level and sphere of activity, the teachers and students cooperate with each other for the successful implementation of the prospective plans.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/182lfZoyxX TJFoWqT6kGJSEZnhdUOJoMp/view?usp=share_lin k
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The managing board in consultation with IQAC formulated a strategic plan for the year 2021-2022.

- **College has vacancies in the teaching and non-teaching positions and the Govt. of Kerala in concussion with the affiliating University has accorded sanction to recruit the new staff members. On this occasion, steps have to be taken to recruit new staff members.**
- **Research is an inseparable part of the pedagogical activities carried out in higher education institutions. To mobilize the fund for research and other allied activities, each regular staff members will have to contribute about Rs.250/- towards the 'Research Fund''.**
- **The Post pandemic era witnesses multifarious health hazards in youth. To address these health allied issues and promoting healthy life style, the college can play a vital role. Keeping this aim in mind, the college has to initiate**

- a volley of programs under the banner "Ujwal Yuva Swasth Bhavishya.
  - As India celebrates its seventy fifth anniversary of independence under the banner "Azadi ka Amrit Mahotsav", the college has to host a handful of programmes glorifying Indian freedom Movement and honoring the uniqueness of its culture and tradition sticking on to the academic year 2020-2021.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	http://www.stjosephscollegemoolamattom.ac.in/assets/pdf/strategic2023.pdf
Upload any additional information	[View File](#)

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

St. Joseph's College, Moolamattom, an aided college affiliated to Mahatma Gandhi University, Kottayam, is managed by the St.Joseph's Province, Kottayam of the CMI congregation.

Manager is the Chairman of the management board having the power of appointment of functionaries like the Principal, Bursar, and manages appointments, promotions and disciplinary issues of personnel.

Principal, the chief executive officer and the Chairman of the Staff Council, IQAC, Anti-ragging Cell, Disciplinary Committee, and Ethics Committee.

Each department works under the respective Head of the Department appointed on the basis of seniority. The HoD is responsible for the preparation of Department time table and work allocation among teachers of the department.

Class teachers are assigned for each class to ensure personal care, attention, guidance, counseling, evaluation and assessment of each student in the class.

The Staff Council is a statutory body constituted in accordance with the statutes of the Mahatma Gandhi University and it

consists of the Principal, the Heads of Departments and two elected representatives from the teaching staff. . The college Governing Body is the apex body in all decision making process. Decisions are discussed in regular staff meetings and staff council meetings. IQAC monitors all the decisions taken.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/182lfZoyxXTJFoWqT6kGJSEZnhdUOJoMp/view?usp=share_link
Link to Organogram of the institution webpage	http://www.stjosephscollegemoolamattom.ac.in/administration.html
Upload any additional information	View File

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Along with the proficient skill development, St.Joseph'sCollege focuses on thewell-being and security of its staff. Welfare measures are intended to create good working environment. College guarantees career advancement and security to its employees by providing following statutory and voluntary facilities.

- **Staff Cooperative Society**

- Financial assistance like Loans

  • Physical and Health Assistance

- Free Medical Camps/Check-ups for all Staff

  • Financial support for attending Conferences/Workshops.
  • Free Capacity building trainings and orientation programmes for staff.
  • 15 days of casual leave are available to the teaching staff and 20 days for non-teaching staff.
  • 20 half pay leave or ten days leave can be commuted every year by every teaching staff.
  • Duty leaves are given to all the staff members to attend various Training Programmes/ Orientation/ Refresher/ Workshop/Seminar/Exam subjected to the existing Government rules.
  • Lady teachers can avail six months Maternity Leave as per Government rules.
  • Paternity Leave is given to male teachers on request.
  • .Government offers various mandatory Insurance Schemes to the staff.
  • Rev.Dr.Gilson John Silver Jubilee Award for best publication among Teachers.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

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

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

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

19

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

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

The institution has three -tier mechanism for evaluating the performance of the teachers. Teacher's Evaluation by Students, Student feed-back regarding the performance of the college is taken annually to identify the students' response regarding the quality of services offered by the college. Teacher's Self-Appraisal Form It is mandatory for every teacher to submit a self -appraisal form. The teacher furnishes the form in such a manner that it sheds light on the activities pertinent to the creation and dissemination of knowledge apart from the teaching learning process. Teacher's Diary The Teacher's Diary is also an assessment mechanism, evaluated by the HoD and the Principal. Academic Audit The Academic Audit is an evaluative mechanism administered in the department biannually. Each teacher in the Department furnishes the academic audit which is a replica of the self-appraisal form but with the difference that it includes the evaluation of the teaching-learning activities in locus. Self-Appraisal by non-teaching staff The performance of the non-teaching staff of the college is assessed on the basis of the self-appraisal form that they prepare annually under the guidance of the Superintendent who administers it meticulously.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1C-1sXJ8hmXW3XiJUMBOn5Qj1ksm98Zf0/view?usp=share_link
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external audits regularly. The accounts of the College are also audited by the office of the Deputy Directorate of Collegiate Education, Kottayam and the audit department of the Government of Kerala. The head accountant scrutinizes and verifies the financial data which is again scrutinized by the office superintendent and Principal for the financial accuracy. After the close of every financial year, the annual financial statement which is inclusive of all the receipts and expenditure is prepared and sent to the Accountant General and to the authorities in the Department of Education. After the completion of the specified period or scheme, all the files relating to the period are submitted to the external auditor. 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. 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.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

10,58,937

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

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

The College has a well-functioning mechanism for mobilization of funds and optimum utilisation of resources. The following are the channels through which the College is securing funding:

- **Fees collected from self-financing courses, deposited in the College Account**
- **PTA Funds**
- **Contribution from teachers**
- **Endowments and Scholarships**
- **Financial assistance from MLA/MP**
- **UGC/DST funds**
- **Financial assistance from Management**
- **Assistance from philanthropists**
- **Funding from various Government Departments like Forest, Excise, Tourism, Health, Women's Commission, Higher Education Department, etc.**
- **Central /State Government funding for NSS and NCC.**
- **The College building is rented for conducting various competitive exams like PSC Exams, Bank Exams etc.**

Following are the ways through which the funds are utilized:

- **PTA funds are utilized mainly for instituting scholarships and endowments for meritorious students who excel in their studies.**
- **Contributions from teachers are provided to support students who are financially and socially backward.**
- **Financial assistance from People's representatives are utilized adhering to the Government norms.**
- **UGC/DST/FIST funds are utilized for the programme development and for the development of infrastructure**
- **For improving facilities for teaching and research.**

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC plays a pivotal role in enhancing quality in the educational services provided by the institution.

Two notable best practices institutionalized as part of IQAC initiatives are Teacher's Diary and Mentoring System.

Individual Teacher Diary

Every teacher has to maintain an individual Teacher Diary to record the day to day activities he/she is engaged in.It is a unique venture to document the working hours a teacher may spend on academic and non-academic matters. The Diary gives a holistic picture/overview of the topics covered by a teacher in each class per semester and it has a section to record the internal mark of students he/she engaged in.

Mentoring System Mentoring system, a regular practice of the institution, aims at the psycho-social developments of students. Every student has a mentor teacher, other than the class teacher to look into matters of academic, non-academic and personal significance. Every teacher mentor has a manageable number of students as mentees. The mentee has the same mentor till the completion of the programme.The mentor teacher maintains a record of the mentoring sessions he/she has with his/her mentee. The mentor identifies those students who are in need of counseling and directs them to the Counseling Centre.

File Description	Documents
Paste link for additional information	http://www.stjosephscollegemoolamattom.ac.in/IQAC.html
Upload any additional information	View File

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

The IQAC reviews the teaching learning process, methodologies of operations and learning outcomes at periodic intervals through the evaluation of the semester wise Periodic Performance Report from the Departments. In addition to this, an Academic Audit is conducted per semester to monitor and appraise the individual teacher performance in academic activities. The Academic Audit incorporates details regarding the personal profile of the teacher, time table, details of teaching work per semester, achievements, participation/presentation/publication in Seminars/Conferences/Workshops/Orientations/Refresher Courses attended, details of examination conducted, utilization of College/Department facilities or resources and participation in institutional social responsibility activities. The details duly furnished by the teacher are verified by the Head of the Departments concerned and submitted to the IQAC for evaluation and consolidation.

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

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

File Description	Documents
Paste web link of Annual reports of Institution	http://www.stjosephscollegemoolamattom.ac.in/assets/IQAC-pdf/anul%20report%202022-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college ensures that all categories of students are given equal opportunities for education. It ensures the safety and comfort of women students. We have a Women's Grievance Redressal Cell and Internal Complaint Redressal Forum to rectify possible issues. The syllabus for UG and PG programs in English Literature include Women Writing and Gender Studies. We also screen short films related to gender equality. In order to ensure safety of women students, security persons are appointed at the gate. Whenever girl students are to be taken out of the campus, for annual study tour or for participation in youth festivals and similar events, a lady staff member always accompanies the students. There is a well-equipped Rest Room for women with water purifier and sanitary wending machine. Surveillance cameras are installed at various places to monitor general discipline and conduct. Girl's representatives are included in all activities. For clubs and associations like NSS and NCC, titles of responsibilities are given equally to male and female students. There is also an Anti-Ragging Cell in the college.

File Description	Documents
Annual gender sensitization action plan	Gender Sensitization Cell organized a Gender Sensitization campaign on August 12,2021. On the same day MS. Renita Manuel (Research Associate) IMG Trivandrum took a session on Gender Relations and Gender Laws
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://stjosephscollegemoolamattom.ac.in/girls-retiring.html

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1. Solid waste management: There is a system for processing solid waste produced in the campus. The main type of solid waste is food waste, which is properly managed. There are specific areas to deposit it. Most part of it is taken away by a nearby poultry and pig farm to feed the animals. The remaining waste is processed in eco-friendly means. Scrap paper and similar waste is collected separately and disposed in a safe manner. The use of paper is minimized, as most of the communication and documentation can now be done online. Students are also told not to make hardcopies of study materials unless quite necessary. The plastic and metal waste are collected in separate containers and handed over to Panchayat authorities or concerned agencies, as per the guidelines of the government. Hazardous chemicals

produced in the chemistry laboratory are neutralized before disposed.

2. Liquid waste management: The waste water produced at the canteen, washing areas and toilets are properly managed so that no water gets collected in the open areas. As water is available in the campus throughout the year, waste water recycling system is not installed.

3. E-waste management: The electronic waste produced in the campus is limited. It is collected by outside agencies authorized by the government, at regular intervals.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	<u>View File</u>

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	**A. Any 4 or All of the above**

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

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The college takes special care in creating and maintaining a harmonious atmosphere in the campus in all regards. We have students from different regions, communities, religions and castes. However, there are no conflicts between students based on such divisions. There is mutual respect between people belonging to different religions. Celebrations based on the culture of Kerala, like Onam, are celebrated with much enthusiasm. Different competitions which invoke the memories of the past are conducted. The college is situated in Idukki district, which has a considerable Tamil population. A large number of students are from the Muslim community. We provide them facilities for Friday prayer. The economic background of the students is varied. However, it doesn't create a divide between students. Instead, the poor students are often supported by the others. Various scholarships are given to those students from the backward communities.

NCC:Communal Harmony: A Week of Voluntary Donations was observed from 19/11/2021 to25/11/2021

NCC:73rd Republic Day: Two days ofYoga training were given to the NCC Cadets by the Professional Trainers from St. Joseph's Academy Moolamattom.

ONAM CELEBRATION: NSS UNIT OF ST. JOSEPH'S COLLEGE celebrated "MeetONAM 2K21" virtually by conducting various competitions related to the Onam festival.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

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

Value education is given to the students on the first Friday of every month. Legal awareness classes are also conducted. On important days like Independence Day and Republic Day, flag hoisting is done in the presence of students. Written competitions and painting competitions are conducted in connection with these days.

Central Vigilance Commission, Government of India, has convened an Integrity Pledge Campaign for upholding the highest standards of ethical conduct, honesty and integrity. Many of our teachers and students have made the pledge and received certificates.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1YpsITMz7HhBtHOt5n_w7cwvcZamsOZZK/view?usp=share_link
Any other relevant information	Nil

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

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

As part of the International Day for the Elimination of Violence against Women, a poster designing competition was held on 25th November, 2021.

Women's Day:

NATIONAL CHILDREN'S DAY CELEBRATION

INTERNATIONAL DAY OF OLDER PERSONS

WORLD ALZHEIMER'S DAY

The Social Work Association for Reform and Action(SWARA) made a reminiscence corner as part of the World Alzheimer's day. It aimed to make the students aware of the Alzheimer's disease and the Reminiscence Therapy, which is used to treat the disease.

NATIONAL SCIENCE DAY – February 28, 2022- conducted Science Quiz competition for higher secondary school students as part of the National Science Day celebrations 2022.

• As a part of National Science Day Celebrations, a quiz completion on the topic Science in Everyday Life was conducted on 27/2/2022 by Chemistry Department.

International Yoga Day 2021

International Yoga Day was celebrated in Zoom platform on June 21 at 7:30 a.m . All volunteers of St. Joseph's College Moolamattom participated in this virtual program, held in association with

Nehru Yuva Kendra Idukki.

National Library Week was observed from November 14 to 20, 2021. A book-exhibition and Colouring Competitions were conducted as a part of it.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1, Disaster Management

Kerala has recently witnessed various kinds of natural disasters. Starting with the 2018 floods, the normal life of people has been disrupted with these unexpected situations. So it is a necessity for the educational institutions to impart awareness as well as practical training for the students about managing such disasters.

- training in fire and safety

- swimming practice

- first aid training

2. Health Care

After the Covid-19 has affected the country, people experience different kinds of health issues. if such issues were limited to the elderly group of people in the past, now it has started affecting the young people too. So the college decided to focus more on the physical welfare of the students.

A number of seminars and health camps were conducted in the college. The department of Physical Education has arranged

facilities for fitness training for all students in the gymnasium.

- Women's health

- how to boost immunity

- Yoga and meditation

- Blood Donation

-2 indoor stadiums

File Description	Documents
Best practices in the Institutional website	http://www.stjosephscollegemoolamattom.ac.in/assets/IQAC-pdf/throbs__20-03-2023__Curved.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

St Joseph's College is one of the most sought-after educational institutions in the region. The prime focus of the institution is to prepare the youth for the challenges of the future. In addition to providing quality academic training, the institution takes special care in the moral growth of the students. Essential human values are to be practiced by the new generation. By creating a very congenial atmosphere for their growth, the college tries to keep the youth away from social evils like alcohol and drugs. Another area of focus is the emotional growth of students. This is achieved through continuous interaction between students and teachers. Proper guidance is given to those who need support. Being a boon to the neighbouring community, the college also links the students with the community in the form of clubs that serve the needy and bedridden in the form of palliative care unit functioning in the college.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

The institution plans to make itself ready to face the challenges in the field of higher education. We will try to provide the best programmes of learningin the best way possible. Infrastructure facilities will be added. We will also try to address the requirements of the locality in which the college is situated.

1. Begin the construction of the new academic block

2. Appointment of new physical education trainer to revamp the sports activities in the college

3. Select more talented students and train them in the areas of arts to make them participate in University and state level competitions

4. Ensure the participation of NCC cadets in various national camps and RD parrade

5. To ensure the quality of the teaching community, teachers without Ph.D should be encouraged to enrol for Ph.D programmes

6. To ensure the physical quality of physical infrastructure of the college, timely maintainance of the infrastructure should be done.

7. Allocation of space for IEDC (Innovation Club) and revamp innovation programmes in the college.

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