

SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

STJOSEPH'S COLLEGE

ARAKULAM P.O MOOLAMATTOM IDUKKI DISTRICT

685591

www.stjosephscollegemoolamattom.org

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

St. Joseph's College, Moolamattom, is a premier Arts and Science College, which has pioneered and initiated higher education for students in Idukki – one of the backward districts of Kerala. It is a minority institution affiliated to the Mahatma Gandhi University, Kottayam, Kerala, endeavoring to fulfill the great educational vision of St. Kuriakose Elias Chavara, a prominent educationalist and social reformer of the 19th century. He founded the first Catholic indigenous Congregation, Carmelites of Mary Immaculate (CMI), in 1831, which is pledged to selfless service in the field of education, culture, health care and many other social activities. St. Joseph's College comes under the St. Joseph's Province of the CMI Congregation. Established in 1981 as an aided college, the Institution remained as a Junior College for ten years offering only Pre-degree education. The College was upgraded in 1991 and later elevated to the status of a Senior College in 1999, with the starting of M.Sc. Chemistry. Functioning as a co-education Institution away from the dins and bustle of city life, the College becomes a centre of learning to a locality which is surrounded by hilly terrain. The College now offers nine Undergraduate and four Postgraduate programmes in various streams. It also offers four Certificate courses. Besides, the Postgraduate and Research Department of Chemistry, an accredited research centre of Mahatma Gandhi University, Kottayam with three research guides and ten research scholars pursuing PhD, is a DST-FIST supported Department.

Vision

Our vision of education is deeply rooted in the broad CMI vision of education which aims at producing intellectually competent, morally upright, socially committed and spiritually inspired men and women inculcating in them a genuine love of God and man and a deep respect for the cultural and spiritual heritage of India.

Mission

- To grow as a blessed institution that enables teachers and students to grow in the true love of knowledge and to mould its students as responsible citizens without prejudice or complexes and thereby create a just and humane society where dignity of the human person is respected, unjust social structures are challenged, cultural heritage of ahimsa, religious harmony and national integration are upheld and the poor and the marginalized are specially taken care of.
- To prepare the youth of the 21st century by promoting international brotherhood, environmental conscience, gender justice, and sense of harmony.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- A minority institution in a remote area providing excellence in education
- A community of teachers who are committed, just and humane in their vocation

- Proactive and visionary management
- Best in class sports facility like multipurpose synthetic track indoor stadium
- The institution has sophisticated infrastructural facilities
- E-governance- automation in administration and examination
- Self-contained and serene ambience facilitates learners to concentrate on their studies
- Genial student teacher rapport
- Community orientation
- Cultural, racial and ethnic diversity in student community
- Eco-friendly and gender –friendly campus
- Optimum utilization of resources
- Systematic coordination and intervention of IQAC in academic and research matters
- Economic backwardness of the district projects the college as cynosure of higher education
- With the available resources, we could mould a sizeable number of students who belong to categories like SC, ST, OBC, OEC and differently abled
- Collaborations, Linkages and MoUs with national and international agencies
- Excellent student support system
- Voluntary help and support from the local community
- Enhanced alumni involvement and support
- Socially committed student community with a vision to reach out to the general public
- DST/FIST recognition
- Girls out number boys in the total strength of students
- Academic programmes are envisioned on gender equity

Institutional Weakness

- Hurdles in appointing permanent staff due to Government policies
- Since the College is located in a remote area with majority of students coming from high range areas with infrequent and limited modes of conveyance, inability of the students to make use of the college resources outside of regular working hours.
- Paucity in the number of courses, as the Government doesn't sanction new programmes
- Parents are from agrarian background and poor. Hence, they are unable to support their children for higher education
- Lack of language skills due to the influence of vernacular medium of study at matriculation level
- Economic backwardness of parents is a hindrance for providing higher education and training to their wards
- Library is not spacious enough to accommodate a sizeable number of students
- In need of an auditorium that can house the total student strength
- Dearth in the number of research Departments hinder the research prospects

Institutional Opportunity

- Ample scope for providing consultancy services
- The college is a boon to the women community.
- College infrastructural facilities like library, laboratories, indoor stadium, volleyball and basketball courts, play ground, etc are shared with the general public to mould a physically fit generation
- The College being in a remote area, clubs like NCC and NSS adopt villages and take measures to uplift

them as part of social commitment

- The college timely intervenes at the time of the spread of epidemics in the adopted and neighbouring villages.
- To start skill oriented courses to make the students employable
- To train students to face the challenges ahead of them to bring them to the mainstream.
- Positive response in the case of coaching for various competitive exams opens up vistas for further motivation
- Avenues for International and cultural exchange programmes
- Expertise of students in local craft and their willingness to do any job facilitates growth prospects

Institutional Challenge

- Most of the students are from agrarian background and so less orientation for higher education
- Frequent power failure in the college and the surrounding localities pose difficulties in the efficient functioning of the college even though the college has a generator. Students face this difficulty at home too and this interferes with their preparations for class and exams.
- Delay in sanctioning of administrative posts
- Lack of financial support from funding agencies to carry out additional academic activities
- College located in Ecologically Sensitive Area, surrounded by hilly terrain; hence local issues like frequent hartals and adverse weather conditions especially during monsoon result in reduced attendance of students. It adversely affects the pre-determined programmes in the college
- Recruiters or companies ready to recruit students are limited
- Lack of stable income of parents. The fluctuation in the price of agricultural produce leads to reduced employment. Thus the parents often fail to support their children and their involvement in student progression is limited.
- Very often students have to support their parents in farming and the related areas. It affects their academic performance.
- The topography and inclement weather affect the people badly and they become sick so often that the students have to support their parents in familial and economic matters
- Poor growth of industry in the locality

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Being an affiliated college, the institution scrupulously follows the curriculum and academic calendar prescribed by the affiliated University. Though the college doesn't have a direct involvement in the framing of the curriculum, the institution exerts its influence through the faculty in the Boards of Studies and Syllabus Revision Committee. To complement the curriculum and keep abreast with the current trends, efforts are made at the initiative of individual departments through seminars, workshops, invited lectures, symposia, assignments and projects.

Currently, the College offers nine UG programmes, four PG programmes and a PhD programme in Chemistry. Among these, nine programmes are under the regular stream and five are in the self-financing

category. As a post accreditation initiative, the institution procured three UG programmes and two PG programmes. Under the Choice Based Credit and Semester System, the UG programmes offer 7 Open Courses in the fifth semester and Electives for the PG programme are offered in the fourth semester. The students have a choice of two add-on courses offered by the Departments of English and Chemistry and certificate courses in DTP and Tally. The first year PG and UG students, who lack basic competency in his/her subject are offered a Bridge Programme to fill their knowledge gap. Remedial sessions are offered to the weak students, based on their academic performance which is assessed through weekly test papers, academic counselling, mentoring sessions etc.

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Teaching-learning and Evaluation

The teaching learning and evaluation process of the institution follows the academic calendar prepared in tandem with the University calendar. Each Department prepares an academic schedule in such a way that optimum experiential learning is imparted to the students. An orientation programme is offered to the newly admitted students and a post admission test is conducted by the Departments to get better insights in terms of knowledge and skills of the students. On the basis of post-admission test, the knowledge gap is identified and Bridge courses are offered. The tutor-ward system is in practice and every student is monitored by a mentor. The old paradigm of lecturing was replaced by the ICT enabled audio-visual modules and the video conferencing system brings in the platform to interact with experts at different destinations and assists in distance learning and e-learning modules. Peer teaching is imparted to foster collaborative learning environment. In addition to the internal examinations conducted in a scheduled time table, a formative evaluation of the students is done through procedures inclusive of assignments, seminars, projects, field work, competitions and weekly tests. Grievances are redressed before the preparation of the mark list through the Grievance Redressal Cell. Remedial classes are offered to the underachievers and enrichment programmes are offered to the high achievers. Additional support is lent through Walk With a Scholar and Scholar Support Programme. The performance of the student is briefed to the parents through PTMeetings. The IQAC

evaluates the performance of each Department through the Periodic Performance Report.

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Research, Innovations and Extension

To promote research as an integral part of curriculum, the college in collaboration with the Research Committee has organized 3 National and 2 International Seminars. The Postgraduate and Research Department of Chemistry have three research guides. After the reaccreditation one scholar was awarded PhD and ten scholars have registered for PhD in the centre. Four faculty members were awarded PhD during the last five years, seven are pursuing research and eight others have completed UGC funded Minor Research Projects. The College has instituted a financial incentive to the Best Research Paper Publication among the faculty and an interdisciplinary journal -Josephine Researcher- has been initiated to promote research. The basic research facilities are strengthened by availing FIST grant. The research lab is open to Research scholars of other Colleges and Universities. The 13 MoUs with different organizations promote faculty, student and resource exchange, training, student interaction, placement, projects, field work. Subscription to *A-view* and access to INFLIBNET introduce new trends in higher education and research to the students. The consultancy services support the institutions and communities in the backward district of Idukki and are not profit motivated. The Department of Chemistry offers facility to check the quality of latex through the Dry Rubber Content Test. The Department of Social Work has undertaken a number of community development programmes in rural areas. The "Lights to Future Project" by the Department of Physics promotes the usage of LED bulbs and aims at reducing power consumption in the district.

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Infrastructure and Learning Resources

The college provides the best-in-class framework in the implementation of resources. IQAC and staff council put forward the requirement of infrastructure facilities to the Governing Body underpinning the feedback from the stakeholders. Effort is taken to pool in funds from UGC, DST, State Government and PTA for instituting the facilities. The College has adequate number of ICT enabled classrooms, laboratories, library, faculty rooms, auditorium, play grounds, herbal garden, and hostel. Since the last accreditation, a four-storied block has been constructed to meet the growing infrastructural needs. Library, the principal learning resource of the institution partially automated with OPAC facility, with 20,140 books and 44 journals, provides title access to more than 6,000 journals and 90,000 e-books. It has sections for Book Bank, WWS, SSP and career guidance and is equipped with Reprographic and Internet facilities. There are more than hundred computers in the college and are connected to LAN. Wi-Fi facility is available in the departments and the office. There are sufficient numbers of UPSs for ensuring power back up. A Generator is installed to ensure uninterrupted power supply in the campus. A Language Lab and an Audio-Visual room function in the college. The auditorium with surveillance cameras in the Chavara Block is for the conduct of university examinations. The College has an indoor stadium with synthetic court, Volley Ball and Basket Ball courts and Football ground. A wheel chair is available and separate ramps have been built for differently-abled persons

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Student Support and Progression

The Student Support services are consistent with the vision and mission and are published in the College calendar andwebsite. Student support activities fall into four categories –‘academic’, ‘co-curricular’, ‘career and placement’, ‘scholarships and other financial aids’. The academic support consists of Tutorial system, Bridge, Remedial and Enrichment programmes, Seminars andworkshops, Peer Teaching, Add-On Courses, NET/SLET coaching, SSP and WWS programme. Support in co-curricular activities is extended by Physical Education Department, Arts Club, College Union, Departmental Associations, Clubs and Forums. The Career, Placement, Empowerment and Grievance related issues are addressed by the Career Guidance and Placement Cell, Civil Service Forum, Coaching for Entry into Services, Counseling Centre, Mentoring System, Anti-Ragging Committee, Grievance Redressal Cell, Entrepreneurial Development Club and the Women Cell. The College has 20 MoUs including one with Verbicio Pvt. Ltd.for providing life skill training, conducting pre-recruitment drives and campus recruitments. Attention is given to procuring scholarships for students and their timely renewal through Scholarship Awareness Forum. The College distributes endowments and scholarships to the meritorious students. Departments assist students in times of emergencies through financial aids. Classrooms and examination rooms for the differently abled are set up at convenient places and scribes are assigned to them. The organized efforts of the support mechanisms brought down the dropout rate to 1%. Majority of the UG students pursue PG programmes in the College and in other reputed institutions. Every Department maintains a Students’ Progression Report to record the progression of a student across semesters and after the completion of the course.

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Governance, Leadership and Management

The College has a clear vision and mission statement and its governance and leadership are well defined to achieve academic excellence. The Management takes the leadership role in the effective implementation of the teaching-learning and the student support programmes. The institutional governance and management is essentially democratic and the leadership is participatory and adheres to a quality policy which ensures optimum standards in scholastic and non-scholastic domains, inclusive development and stakeholder participation. The Principal conveys the quality policy to the stakeholders in the Orientation programme for the parents and first year students, annual PTA , class wise PTAs and NSS and NCC camps. The Principal, Management and IQAC assess the performance of teachers based on the evaluation and feedbacks from the stakeholders and corrective measures are suggested. Academic autonomy is given to the HoDs in their domains and the designated teachers who head the associations, clubs and forums are given freedom to plan and implement their activities. These teacher-directors are assisted by student leaders. The Student Council has student leaders with various portfolios and works in coordination with the staff advisor. The leadership and initiative in students are promoted in the functioning of clubs and associations and in the organization of various departmental fests and fairs. The IQAC takes initiative in planning, implementing and streamlining the quality improvement strategies of the college. The Committee for Prevention of Sexual Harassment of Women at Work Place monitors and ensures an amicable, anxiety-free work environment for the female staff.

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Institutional Values and Best Practices

The institution's commitment towards excellence is evident from the innovations brought after the last reaccreditation. Online admission, regular student feedback, remedial coaching, Bridge Programmes, DRC testing, online feedback facilities, campus automation, periodic energy audit, Daily One Rupee Scheme collected once in a week from students to help the needy, Chavara Award for the Best outgoing Boy and Girl, Activity Board to display the talents of the students and the use of ICT in large measures are some of the new initiatives of the College. The Campus Radio, Razzmatazz the voice of St. Joseph's, a regular platform for the

student artists to perform, and '*Nizvasiti*' special orientation program for the staff on diverse topics which include Mental Health, Academic Auditing, Basics of Photoshop, Teacher Accreditation, Technology in Classroom and Life Management Skills, are practices unique to the College. An Integrated Tribal Development Programme by the MSW Department to understand socio-economic-cultural aspects of tribal life and uplift tribal lives through student interventions and the Students Initiative in Palliative Care to offer care, assistance, solace and medical aid to the elderly, PWD, and paraplegia population in the backward district of Idukki are the best practices of the college. Blood donation, which is considered not just as an act of altruism but a process of social sensitization has been institutionalized and developed into another best practice of the College. The College, with a clear vision to emerge as an institution of higher learning with a difference is prepared to ceaselessly strive for excellence.

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2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Stjoseph's College
Address	Arakulam P.O Moolamattom Idukki District
City	Moolamattom
State	Kerala
Pin	685591
Website	www.stjosephscollegemoolamattom.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	George V Thomas	04862-252043	9447102353	0486-2252766	sjcmoolamattom@gmail.com
IQAC Coordinator	Sabukkutty M G	04862-253212	9495474149	0486-252766	mgsk474149@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution

If it is a recognized minroity institution	Yes
If Yes, Specify minority status	
Religious	Religious
Linguistic	
Any Other	

Establishment Details

Date of establishment of the college	07-09-1981
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University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Kerala	Mahatma Gandhi University	View Document

Details of UGC recognition

Under Section	Date
2f of UGC	01-02-2003
12B of UGC	01-02-2003

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Arakulam P.O Moolamattom Idukki District	Rural	25	8411.654

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Chemistry	36	Plus Two	English	36	33
UG	BSc,Physics	36	Plus Two	English	24	21
UG	BSc,Mathematics	36	Plus Two	English	24	20
UG	BA,Economics	36	Plus Two	English	48	48
UG	BA,English	36	Plus Two	English	30	29
UG	BBA,Management	36	Plus Two	English	50	46
UG	BBM,Management	36	Plus Two	English	40	39
UG	BCom,Commerce	36	Plus two	English	40	40
UG	BCom,Commerce	36	Plus Two	English	66	64
PG	MSc,Chemistry	24	BSc Chemistry	English	12	11
PG	MA,English	24	UG with English as optional or common course	English	20	17
PG	MCom,Commerce	24	UG with commerce	English	36	36
PG	MSW,Social Work	24	UG	English	30	20
Doctoral (Ph.D)	PhD or DPhil,Chemistry	36	PG in Chemistry or its allied branches	English	18	10

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				9				16			
Recruited	0	0	0	0	9	0	0	9	9	7	0	16
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				39			
Recruited	0	0	0	0	0	0	0	0	20	19	0	39
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	10	1	0	11
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	3	1	0	4
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	7	0	0	3	1	0	11
M.Phil.	0	0	0	1	0	0	0	0	0	1
PG	0	0	0	1	0	0	6	6	0	13

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	3	0	0	3
PG	0	0	0	0	0	0	17	19	0	36

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	2	0	0	0	2
	Others	0	0	0	0	0
Certificate	Male	58	1	0	0	59
	Female	86	4	0	0	90
	Others	0	0	0	0	0
UG	Male	434	1	0	0	435
	Female	499	1	0	0	500
	Others	0	0	0	0	0
PG	Male	43	0	0	0	43
	Female	103	1	0	0	104
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	37	43	37	29
	Female	17	18	35	38
	Others	0	0	0	0
ST	Male	16	13	22	23
	Female	22	21	19	20
	Others	0	0	0	0
OBC	Male	32	36	71	48
	Female	50	73	119	104
	Others	0	0	0	0
General	Male	286	306	299	344
	Female	305	344	356	392
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		765	854	958	998

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 13

Number of self-financed Programmes offered by college

Response : 5

Number of new programmes introduced in the college during the last five years

Response : 5

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
998	959	885	756	695

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
260	245	237	193	187

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
322	315	250	232	248

Total number of outgoing / final year students

Response : 340

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
64	60	58	50	46

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
64	60	58	50	46

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
64	60	58	50	46

Total experience of full-time teachers**Response : 529.5****Number of teachers recognized as guides during the last five years****Response : 4****Number of full time teachers worked in the institution during the last 5 years****Response : 64****3.4 Institution****Total number of classrooms and seminar halls****Response : 44****Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
46.67	111.22	91.25	30.5	38.62

Number of computers

Response : 120

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.50650

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.03108

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The College follows the curriculum and the academic calendar prescribed by the affiliated University. As per the curriculum, the College prepares an Academic Calendar every year in tandem with the University norms. Besides, at the inception of every academic year, every department submits an academic calendar of their own. The IQAC ensures the conduct of the programmes stipulated by each department in their academic calendar.

Teachers follow a well-structured teaching strategy to facilitate optimum learning. The teaching activity is recorded in the teacher's diary. The assessment of the students is carried out in the forms of slip and surprise tests. These tests shed light on the performance of the students. Based on the learning outcomes which are evolved out of the assessment process, students are identified as advanced learners and slow learners. Remedial classes are arranged for the slow learners whereas the advanced learners are imparted special coaching sessions to meet their academic and career prospects. Besides, the high achievers are recruited to assist the teachers in peer teaching.

The College is credited with having a well-organized mentoring system in which a teacher offers guidance to a heterogeneous group of about twenty students. In addition to that, to cater to the demands of the slow learners and the advanced learners, two new programmes – SSP (Scholar Support Programme) and WWS (Walk With a Scholar) – are conducted with the support of the Govt. of Kerala. After the process of assessment in their first year, selected students are admitted to these programmes which groom them for three years. Students who are placed under SSP are provided with additional simplified study materials.

The College has a well-functioning library aided with OPAC facility with access to INFLIBNET, books, journals, and e-resources. Audio-visual aids are employed in making curriculum transaction effective. Every department offers ample number of seminars – both national and institutional – which are pertinent to their area of study. Outreach programmes by premier national institutions like IISER, IIM, IIST, KSoM, are arranged in the College to familiarize the students with the emerging trends in their area of study. In a similar fashion, meritorious students are taken to premier institutions of national importance as part of Motivational Institution Visit.

The College has a well-organized three-tier grievance redressal mechanism wherein the students can approach their tutors to share their grievances. If not resolved, they may approach the Head of the Department. If the grievance still persists, they can approach the Principal. They can also drop their grievances in the Complaint Box which is placed outside the Principal's office. Internal exams and other provisions for the calculation of internal marks are objective and transparent, and the scores are displayed on the notice board. After settling the grievances, if any, these internal marks are later uploaded in the University website as and when they demand the College to do so.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 2

1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	1	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 7.19

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	3	4	3	4

File Description	Document
Any additional information	View Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 38.46

1.2.1.1 How many new courses are introduced within the last five years

Response: 5

File Description	Document
Details of the new courses introduced	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 92.86

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 13

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 12.02

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
112	99	75	109	109

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

1.3 Curriculum Enrichment

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

Response:

Various courses offered in the College amply involve papers and programmes pertinent to vulnerable issues like Gender, Values, Environment and Sustainability. Management, Commerce and Social Work programmes have core papers on Professional Ethics, besides the mandatory paper on Human Rights. Arts programmes like B.A English, B.A Economics and M.A English incorporates papers on Gender and Environmental issues. Professional Ethics, Human Values, Gender Sensitization and Environmental awareness are among the stated programme outcomes of many of our UG programmes. The Common Course for third semester UG Programmes is perceptibly titled as 'Reflections on Indian Polity, Secularism and Sustainable Environment'. It deals elaborately on Sustainable Development and Ecology in addition to the propagation of Indian ethos. The Department of English conducted a Two-Day UGC-Sponsored National Seminar on "Representation of Women and Nature in Cinema" in Oct 2015, to supplement the curriculum with the latest theories and trends in Gender, Cinema and Environmental Studies.

The list of core courses which address Gender, Environment and Sustainability, Human Values and Professional Ethics are:

- Gender Studies – MA English
- Cultural Studies – MA English
- Human Growth and Development – MSW
- Social Legislation and Human Rights –MSW
- Administration of Human Service Organizations –MSW
- Rural and Urban Community Development –MSW
- Social Action for Community Development –MSW
- Women's Literature –B.A English
- Development and Environmental Economics – BA Economics
- Energy and Environmental Studies – B.Sc. Physics

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 3

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 15.43

1.3.3.1 Number of students undertaking field projects or internships

Response: 167

File Description	Document
Institutional data in prescribed format	View Document
List of students enrolled	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

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

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.37

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	2	4	2

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 86.03

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
391	377	342	303	259

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
462	453	427	324	292

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

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 74.97

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
202	193	171	146	132

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

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

An orientation programme is held in the beginning of every academic year for the newly admitted UG and PG students. A post- admission test is administered by the respective departments and assessed by the teachers to get better insight in terms of knowledge and skills of the students. The English Department conducts a proficiency test in English for the newly admitted students. On the basis of post-admission test and academic counselling, the knowledge gaps are identified. Bridge courses are conducted to fill these knowledge gaps. Every student is monitored by a mentor who maintains vigilant supervision. Additional support is lent to the students through WWS and SSP. Walk With a Scholar (WWS) is implemented to cater to the needs of the high achievers. Six brilliant and meritorious students from each class are selected and special training, institutional visits and exchange programmes are arranged for them under WWS programme, a new initiative by the Government of Kerala. Scholar Support Programme (SSP) is in practice to aid the under-achievers. The books purchased under the SSP are at the level of comprehension of below average students and such books are exclusively meant for them. Civil Service Forum provides opportunities to the advanced learners to interact with experts in the field of civil administration. Peer teaching is encouraged where high achievers help the low achievers in their field of study. The learning instincts of the high achievers are promoted via solving higher difficulty level questions. Slow learners are identified, doubts are cleared, difficult portions are retaught through remedial coaching and retests are conducted. The advanced learners are encouraged to pursue Massive Online Open Courses (MOOC) to widen their vistas of knowledge. Separate reference section is made for students in WWS and SSP in the Library. The Career Guidance Cell, Coaching for Entry in Services, Placement Cell, etc. guide students in matters related to academics and career. Talented students are identified and trained in their fields of interests and are sent to intercollegiate and University level competitions. The Language Lab provides opportunities to listen to the accent of native English speakers and to develop skills in listening, speaking

and communication. To make teaching-learning process more effective slow learners and advanced learners are provided with audio-visual teaching modules in the media room.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 16.91

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

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 1.48

2.2.3.1 Number of differently abled students on rolls

Response: 16

File Description	Document
Institutional data in prescribed format	View Document
List of students(differently abled)	View Document
Any additional information	View Document

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

Response:

Every Department at the inception of the academic year plans the Department Academic Calendar in such a way that optimum experiential learning is imparted to the students in the forms of mock tests, field visits, etc. To explicate, 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 the stipulated period of time as a requirement for the successful completion of the course. Science programmes offer state of the art laboratory facilities to provide them with firsthand experience in their relevant topics. The well-furnished Language Lab featuring the recorded speech of the

native speakers enables the students to fine tune their communication skills in English.

Management, Commerce and English Departments conduct Industrial Visits in accordance with their area of specialization and programme requirement. New Initiative programmes like Walk With a Scholar (WWS) offer ample opportunities to the mentees to visit topnotch institutions of national importance like IIM, NIT, IIST, IISER, VSSC, CDS, etc. and to interact with the faculty and students there. On many occasions, the students and faculty of these institutions explicate certain areas in the syllabus to the students besides giving hands on experience on sophisticated instruments. The Mathematics Department organizes programmes which enhances problem solving ability of the students. Mock tests, Group Discussion and training programmes are offered to the students to help them cope with the industrial need of the time. Mock interviews imparted to the final year students replace learning of theoretical abstract ideas with practical and concrete understanding. Cultural exchange programmes in which delegates from foreign countries interact with the students in English provide the students with firsthand experience of interacting with the native speakers. Invited talks and seminars offer the students added experience in their relevant disciplines. Tagore Forum, the auxiliary club under the aegis of the Department of English organizes multifarious programmes for students to fine tune their communication skills. Debate Club, Oratory Club and Film Appreciation Club offer a handful of programmes which enhance the students' learning by doing. A Workshop on film making conducted by the Film Appreciation Club in association with the Department of Social Work is one of the few examples of this sort. The Mathematics Department, in association with KSOM, organized a 7-day workshop for the UG students of Mathematics, belonging to Idukki district. Eminent professors from South India delivered lectures on various topics and the students got ample opportunity to interact with these faculties.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 54.69

2.3.2.1 Number of teachers using ICT

Response: 35

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 16.91

2.3.3.1 Number of mentors

Response: 64

File Description	Document
Any additional information	View Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

2.3.4. Innovation and creativity in teaching – learning

College imparts innovation and creativity in teaching and learning through incorporating different scholastic and non scholastic means. Department of Chemistry conducts Chemi Magic programme where the students are offered a platform for learning through fun and experience. The departments of BBM and MSW have conducted Food Fests where the entrepreneurial talents of students are fostered. The department of English has conducted short film competition where skill development in Script Writing , Shooting and Editing are tested and proven. The department of Mathematics offers a wide range of new measures enhancing learning experience viz. Rubik's Cube competition and Problem Solving competition. Various departments and voluntary wings-NCC,NSS, Bhoomithrasena and SIPC have conducted power point competitions for students where training in ICT and civic sense are imparted. Quiz club, Sahithyavedi, Debate Club and Women's club organizes various forums to mould the reasoning and verbal ability skills of the students through participation in Quizzes and Debates.

Bringing in creativity and innovation within the class room, the teaching faculty employs Peer Teaching, Collaborative Teaching, Open Book examination and Student Seminars which benefit both slow learners and advanced learners alike ensuring better class room dynamics and inclusive participation. Book reviews are conducted often in language class rooms promoting literary sensibility. Various clubs, organizations and forums commemorate special days and national festivals aiding social sensitization of students.

Innovative ventures like compiling of manuscript magazines from every class and different Survey Programmes are conducted as part of academic schedule (Energy Audit, Jaivam 2017, Cancer Survey, Kerala Police Janamaithry Suraksha Project) focusing on diverse topics pertaining to student community and society as a whole.

Training in LED making, Embroidery, Paper Carry Bag Making etc incorporates entrepreneurial skills in students. Complete E-Literacy and participation in voluntary organizations are platforms for the students creating an environment of innovation and creativity within and outside the class. Self defense training, Yoga etc are confidence building activities and ensures better psycho- motor coordination for the learners. Nature camp and Tourism club promotes nature sensitization and awareness on the importance of being

eco friendly. Parliamentary training and civic sense are imparted through college student council elections.

The college is credited with having a well equipped Video Conferencing System, Language Lab and ICT enabled class rooms. Under the aegis of Walk with a Scholar programme, motivational institution visits are conducted for its mentees to various reputed national institutions like NIT, IIM, IISER, CDS, VSSC, Regional Science Centre and Tropical Botanical Garden. It offers the students with optimum learning environment in which they develop passion and creativity in their area of study.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 23.18

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	13	16	12	11

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience of full time teachers in number of years**Response:** 8.27

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document
Any additional information	View Document

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 36.07

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
36	20	18	19	10

File Description	Document
e-copies of award letters (scanned or soft copy)	View Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years**Response:** 15.84

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	10	9	7	8

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Being an affiliated College, the institution scrupulously follows the evaluation system implemented by the University. The evaluation reforms made by the University are communicated to the College prior to its implementation and training programmes are arranged for the same. The reforms initiated and practiced by the Institution are in accordance with those introduced by the University.

Internal Examinations are scheduled as per Institutional Level of Continuous Internal Assessment (CIA). CIA - I and II are scheduled in the first half and second half respectively of every semester. It is conducted in the same pattern as that of university examinations. The marks are available in the college website and are detailed in the department notice boards. PTA meeting is convened department wise just after CIA I and parents can access the performance of the students via online.

In the second tier of CIA II, three separate days are set apart in the second half of the semester. It is also conducted similar to the pattern followed in university examination and same procedure is followed as that of CIA I in awarding the internals. The second session of CIA serves the purpose of model exam before university examinations.

CIA- III incorporates weekly tests, seminars and assignments as part of formative evaluation of the students. Weekly tests are conducted as per the department schedule .Marks of the weekly test are recorded and the parents can assess the improvement of the students with the mark register kept in the departments. Seminars and assignments are objectively analyzed and marks are allotted. Grievances of students are addressed in a time bound manner.

Field works, camps and recognitions in competitions in various fields are also taken into consideration regarding formative assessments. Summative assessment is accomplished through the semester exams conducted by the University.

File Description	Document
Any additional information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Guidelines for the continuous and comprehensive evaluation are decided by the University at the time of preparing the syllabus. The yardstick of the evaluation includes attendance, assignment/seminar/viva and the score secured in the internal exam. The uniform internal exam time table for all the UG programmes is published one month before the exam. Exam is arranged on a common schedule and supervised by faculty of departments. The syllabus for the internal exam is announced in advance by the teacher concerned. The question paper for the internal exam is prepared in a uniform pattern fixed by the College. Valued answer scripts are distributed to the students individually pointing out the fallacies and pitfalls within four days of the completion of the exam. Students' grievances are taken care of and redressed in a timely manner. Students are permitted to appear for retest if he/she needs performance improvement or the score is below forty percentage. Parents are informed of the performance of their children through class wise PTAs. Consolidated internal mark sheet is published in the College notice board and uploaded to the University promptly per semester.

In the case of variety in evaluation procedure, the University advocates one assignment for each paper from first to forth semester, seminars in fifth semester and individual project and viva voce in the last semester for every UG programme. To ensure variety, certain departments encourage/ promote online submission of assignments and presentation of projects. For instance, for the internal assessment of Certificate course in DTP offered by the Department of English, students are instructed to prepare and submit a multi-coloured brochure online.

File Description	Document
Any additional information	View Document

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

Response:

College adheres to the academic calendar stipulated by the affiliating University in advance to the academic year. With regards to the internal exams, the venue and the date of the exam will be announced one month ahead of the exam. The pattern of the exam will be informed to the students well in advance. Uniformity is maintained in the pattern of questions and timetable. The internal exams are supervised by teachers of other departments. The answer scripts are valued within four days and issued individually to students. The distribution of valued answer scripts is coupled with the discussion of question papers, enables the students to verify the objectivity of valuation.

Exam related grievances which are entertained in the College are pertinent to the conduct of internal exams. 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 and redressed at the Department level. The third stage vests with the Principal. The unsolved issues in the first two levels are brought to the Principal. For instance, during 2016-17, due to the unexpected Government declared holidays the college had conduct three exams per day in the odd semesters. This practice burdened the students and the matter was brought to the notice of the Principal. In the next year, the practice of conducting two internal exams per day was reinstated. Most of the grievances are redressed in the teacher level itself. Timely help for the differently abled students is ensured during

internal and external examinations. 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.

The University exam related grievances are directed to the University or brought into the notice of the University.

File Description	Document
Any additional information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Prior to the beginning of every academic year, the university publishes the academic calendar detailing the schedule of its various activities such as date of admission, examinations, holidays etc. through its website. In tandem with the academic calendar of the University, the College and the departments plan and schedule various activities and submit them to the Principal. The Staff Council decides the date of conduct of the internal examination and presents the same in the Staff Meeting for final approval. The date of submission of question papers for the internal exam is fixed by the departments concerned and prepared and xeroxed in advance. The examination wing of the College prepares the timetable, assigns invigilation duty and arranges class rooms with necessary stationary for the conduct of exams. The unified exam timetable along with the duty list is handed over to the department concerned. Class wise PTAs are conducted within ten days after the issuance of the answer scripts. The PTAs meetings are chaired by the Principal, Financial Administrator, Class Teacher, HoD and other teachers engaging the class concerned. Parents are requested to come well in advance on the scheduled day of PTA, so as to interact with all the teachers. In the case of attendance and internal exam, the institution meticulously follows the academic calendar of the University. As per the University regulation, a minimum of seventy five percentage is mandatory to appear for the University examination. The University designed the internal mark in such a manner that 10 marks is allotted for internal exam, five each for assignment/project/viva voce and attendance. Every semester the division of internal marks is conveyed to the students well in advance. Those who could not secure a minimum of forty percentage marks and those who wish to improve their score are given provision for retest ten days after the first test. Based on the individual score secured in the internal exam along with the marks received for assignment and attendance, cumulative internal evaluation report is prepared and uploaded to the University website for including them in the end semester marks. Throughout the process the academic calendar prepared at the beginning of the academic year is consulted.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO) for all the programs offered by the institution are stated and displayed on the website of the college.

Chemistry :

http://www.stjosephscollegemoolamattom.org/Downloads/DEPT_Down/PO_PSO_CO_Chemistry.pdf

Physics :

http://www.stjosephscollegemoolamattom.org/Downloads/DEPT_Down/PO_PSO_CO_Physics.pdf

Mathematics :

http://www.stjosephscollegemoolamattom.org/Downloads/DEPT_Down/PO_PSO_CO_Maths.pdf

Economics:

http://www.stjosephscollegemoolamattom.org/Downloads/DEPT_Down/PO_PSO_CO_Economics.pdf

English :

http://www.stjosephscollegemoolamattom.org/Downloads/DEPT_Down/PO_PSO_CO_English.pdf

Management :

http://www.stjosephscollegemoolamattom.org/Downloads/DEPT_Down/PO_PSO_CO_BBM.pdf

Commerce:

http://www.stjosephscollegemoolamattom.org/Downloads/DEPT_Down/PO_PSO_CO_Commerce.pdf

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The evaluation of the attainment of programme outcome is an important mechanism which provides a yardstick to visualize how far the institution has succeeded in accomplishing its purpose. Although the College monitors and ensures the achievement of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs), the responsibility is specially vested with the Department of Mathematics. They are responsible to develop, co-ordinate and monitor the attainment of each of the POs, PSOs and COs through a mapping matrix method. Since the Programme Outcomes and Course Outcomes are designed by the University, the college can only analyse the attainment. The suggestions and recommendations of corrective measures towards the improvement of programme outcomes are communicated to the university through board meetings.

Throughout the semester, the faculty records the performance of each student on each course

outcome. The POs, PSOs and COs of the relevant courses of the College are assessed through direct and indirect methods.

Direct Method

In direct assessment, the course outcome is assessed through internal examinations and assignments. The questions for the internal examinations and assignments are framed in line with course outcomes and the attainment is assessed from the answer scripts. The attainment of each CO is calculated by taking the average of percentage attainment of respective questions. The overall Course Outcome is calculated by taking average of percentage attainment of internal assessment and assignment. Computing all CO attainment enables the assessment of PO attainment.

Indirect Method

The indirect method of assessment is done through feedback collected from the outgoing students at the end of the course. This feedback serves as the genuine opinion of the students in the CO attainment. The CO attainment further contributes for the PO attainment.

Advantages

- The suggestions and recommendations of corrective measures towards the improvement of programme outcomes are communicated to the University through board meetings.
- Proportional weightage is given to every portion in a paper as the questions asked in internal exams and assignments are mostly aligned with Course Outcome of the respective subject.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 56.97

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

Response: 184

2.6.3.2 Total number of final year students who appeared for the examination

Response: 323

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document

NAAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 1.35

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	1.35	0	0	0

File Description	Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document
List of project and grant details	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 4.69

3.1.2.1 Number of teachers recognised as research guides

Response: 3

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

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0.16

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 10

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The Institution acknowledges the need to foster the creation and dissemination of knowledge among the faculty and the students. Keeping this focus in mind, the Department of Physics runs a skill development programme “Lights to Future” on LED bulb making, which opens up avenues for acquiring new skills and technical expertise for students and community. It even instills in them a sense of scientific temper which leads them to the application level of science.

The Department of Chemistry is credited with having a sophisticated Instrumentation Centre which equips the students doing research works in Chemistry with state-of-the-art facilities for influential research. Employing research knowledge base that is at once locally relevant and globally applicable, the Department offers consultancy service to the general public in the nearby agrarian vicinity by offering facility to analyze the Dry Rubber Content in the samples farmers bring to the college. The Video-Conferencing system set up in the College is instrumental in disseminating the knowledge created in the College. The same mechanism is also channelized to create knowledge in the Institution. Students are trained to create and transfer knowledge through soft and hard media.

Various departments encourage the students to conduct their seminars with the assistance of PowerPoint slides which are then collected and preserved in the departments concerned for further reference for students and teachers. Thus a repository of PowerPoint slides by students stand witness to their production and dissemination of knowledge. Departments take initiatives in organizing State level and National level seminars to attract inimitable research minds to the College to inspire the young generation in their programmes concerned. Meritorious students too are encouraged to present papers in them which will be preserved and circulated in the form of proceedings. Cultivating aesthetic sensibilities, the Post Graduate Department of English, screen masterpieces and classic movies in the Audio-Visual Room, promoting an ambience of visual artistry.

Manuscript Magazines, portraying the creative talents of students, with contributions from teachers and parents alike, and the College Magazine, which offers them with umpteen opportunities to share their knowledge and skills, tell ample volumes of student craftsmanship.

Teachers too shoulder this responsibility in the guise of transferring the knowledge they created in the form of ‘Josephine Researcher’, an Interdisciplinary Research Journal published from this College. The

Entrepreneurship Development Club functioning in the College initiates a number of programmes to inculcate the spirit of entrepreneurship among the students. It organizes various training programmes in the field of food, textile and service sectors to enthuse the young minds to the prospects in these areas.

File Description	Document
Any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 34

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
14	7	5	7	1

File Description	Document
List of workshops/seminars during the last 5 years	View Document
Report of the event	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
List of Awardees and Award details	View Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 1

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 4

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
URL to the research page on HEI web site	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.15

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
19	6	7	3	8

File Description	Document
Any additional information	View Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.23

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in

national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
17	15	6	13	13

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Institution –Neighbourhood – Community network is promoted mainly through the functioning of clubs and organisations like NCC, NSS, Nature Club, Tourism Club, Palliative Care, Life Line Club, etc. Days of National and International importance are observed under the aegies of various clubs and forums. Social outreach programmes like House Visits, House Renovation Activities, Tribal Partnership Programmes, Street Plays and Flash Mobs on socially relevant issues, Poster Presentation, Awareness Class for the public, Surveys etc. are organized in connection with various public bodies.

With an aim of empowering the differently abled, the Department of Social Work organizes various cultural, athletic and motivational programmes like music concert. Students of the College under the auspices of various clubs visit the inmates of rehabilitation centres and old age homes, distribute food packets on a regular basis and celebrate local and national festivals with them. For instance, SPARSAM, a signature event of the Department of Social Work organizes motivational lecture series, cultural fiesta and Social Worker's Meet exclusively for the differently abled. For the upliftment of the rural populace the College conducts rural camps in the nearby localities and in the tribal areas, staying with them and conducts social surveys and sramadhan. The College has Tribal Partnership with Edamalakkudy, the remote tribal village and the first tribal panchayat in Kerala. For the promotion of education among the tribal community the College distributes educational kits to their children every year.

SahithyaVedhi, the auxiliary club of the Department of Malayalam collected 1001 books and handed it over to the Divisional Forset Officer, Chinnar, to constitute a library in the tribal settlement. To promote organic cultivation and organic farming among the people the NSS volunteers distributed seed kits to the local populace. Besides, the volunteers lent a helping hand to a needy widow in the construction of a toilet in the second ward of Arakulam panchayat in 2013. Every year NSS volunteers organize a seven day camp in the nearby villages of the College as per the requirements of the local panchayat and the villagers. During the camp days the volunteers clean the premises of the school in which they camp; dig pits for rain water harvesting and waste management; set up vegetable garden; construct roads and

playgrounds and conduct surveys and distribute leaflets pertinent to communicable diseases. NSS and NCC organize annual blood donation camp in the College in association with IMA.

The Students Initiative in Palliative Care, unique in its nature conducts and co-ordinates home care, kudumbasangamam, awareness and other cultural, sports and house maintenance programmes exclusively for the paraplegia, palliative patients in and around Idukki district. The students along with the faculty contributed to the construction of a house for the temporary non-teaching staff of the College. Two of the teaching faculty donated house plots to two homeless destitute. Science Departments organize exhibitions, lab visits and demonstrations coupled with science related games and competitions for the school students in the neighbouring locality.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 11

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	2	2	2	1

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 132

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
34	45	17	20	16

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Reports of the event organized	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 31.82

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
275	145	826	95	73

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document
Report of the event	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 5

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	2	1	1	1

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 21

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	3	1	1	6

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Every Department has one ICT enabled class room with LCD projector to integrate technology in teaching with class room practices. The College 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. The College has a Central Computer Lab with sixty systems endowed with licensed software to offer computer literacy and practical sessions. The Department of English has a Language Lab supported with sufficient software to fine-tune their skills in the language and has a collection of about 150 educational compact discs including classic films. The library in the College puts at the disposal of students a large repository of career guidance books, research journals and publications even on Saturdays and vacations. More than thirty systems with internet facility are available to the students and staff in the Students Service Centre and in various Departments. The College provides reprographic facilities for the benefit of students and research scholars through the Library, Students Service Centre and the Staff Co-operative Society. The Research Laboratory of Chemistry is unique with sophisticated instrumentation and computational facilities. Both the Department of Physics and Chemistry have well-equipped science laboratories.

The College has a well functioning front office at the entry point of the main block to ensure proper directions to those visiting it for different purposes. Separate rooms in convenient spaces 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 main block. Another fully furnished auditorium is also available in the newly constructed block which is well equipped with surveillance cameras for the smooth conduct of examinations. Facility for unlimited internet access is provided to all Departments for harnessing e-resources. Most Departments have libraries of their own with specific resource content other than the College Library.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Sl. No	Facility	Year of Establishment	Size/ Area

1	Indoor Stadium with multipurpose Synthetic Court	2016	1650 m ² <i>66m x 25m</i>
2	200m Athletics Track I	2014	10140 m ² <i>130m x 78m</i>
3	200m Athletics Track II	1992	6100 m ² <i>100m x 61m</i>
4	Obstacle Course 17 Kerala Battalion NCC	2013	976 m ² <i>16m x 61m</i>
5	Basketball Court with permanent Gallery	2000	868 m ² <i>28m x 31m</i>
6	Handball Court	2014	1750 m ² <i>50m x 35m</i>
7	Volley Ball Court with permanent Gallery	1999	696 m ² <i>24m x 29m</i>
8	Indoor Stadium with Multipurpose Training Facility <i>Under Construction</i>	---	1049 m ² <i>45.6m x 23m</i>
9	Yoga Centre	2015	128 m ² <i>14.25m x 9m</i>
10	Gymnasium	2016	625 m ² <i>25m x 25m</i>
11	Auditorium (Main Block)	1992	380 m ² <i>41.7m x 9.1m</i>
12	Auditorium cum Exam Hall (Chavara Block)	2015	537 m ² <i>20.55m x 12.4 +</i> <i>30.7 m x 9.2m</i>
13	Air conditioned Conference Hall	1995	65 m ² <i>6.6m x 9.9m</i>
14	Chavara Hall	2013	195 m ² <i>21.65m x 9m</i>
15	Students Service cum Air conditioned Media Centre	2014	83 m ²

16	Language Lab	2006	9.1m x 9.1m 11.55 m ²
17	Audio Visual Room	2013	3.3m x 3.5m 52.08 m ² 9.3m x 5.6m

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 38.64

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 17

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 50.6

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
3.5	74.9	72.2	14.8	19.5

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The College has a well-furnished partially automated library with separate reading facility for faculty and 80 students at a time. The Library Advisory Committee takes decisions on each and every activity of the library. The library has a wide repository of books, journals, CDs, newspapers, rare books, e-resources, previous years' question papers etc. Specialized services provided by the library include Inter-Library Loan Service (ILL), Information Deployment and Notification, Photocopying facility, e-Library Solution Search, Reservation of books, INFLIBNET, N-LIST Programme, Book Bank Scheme and Extension activities. Special sections of books are earmarked for WWS, SSP, NET Coaching, Remedial Studies, Entry in Service, Civil Service Examination, FIST and Career Guidance. Purchase of issue slip printer, barcode printer and barcode reader, systems for internet browsing and book search, biometric attendance register were the major initiatives introduced in the last few years. Barcode issue-return system is in practice in the library. National and international journals on most of the subjects taught in the College are made available to the students. Newspaper clipping service provides information regarding the various activities in the college. Link search facility is provided to the students in the library link of the College website. The library holds books and journals related to career guidance and competitive examinations and also support students to face various competitive examinations with confidence. The library also observes *Reading Day* on June 19 every year and organizes various programmes in connection with it. The Library arranges book exhibitions, book donation campaign, competitions and visit to library from nearby school students on this day. All matters related to the library are communicated to its users through e-mail, blog, notice-board, display in stand, LCD and college website.

The College Library was upgraded and partially automated in the year 2014 using the software *e-library solutions version 1.1.129*.

Log on to www.stjosephlibraryblog.wordpress.com

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Sl. No.	Name of the Book/ Manuscript	Name of the Publisher	Name of the Author	No. of Co
1	Manuscript magazines	Malayala Sahityavedi	Students of the College	1
2	Report of the High Level Working Group on Western Ghats (Vol.1 & 2)	Ministry of Environment and Forests, Government of India	Dr. K. Kasturirangan	1
3	The Kerala State Commission for Backward Class Act	Govt. of Kerala	Govt. of Kerala	1
4	The Kerala State Policy on Higher Education	Govt. of Kerala	Prof. U. Ananthamurthy	R.1
5	The Protection of Human Rights Act	Govt. of India	Govt. of India	1
6	Report of the Education Commission –Education and National Development	Ministry of Education, Govt. of India	Dr.S.Kothari	1
7	Report of the Committee Constituted by MHRD, Government of India as per the direction of the Hon'ble Supreme Court of India to frame Guidelines on Students' Union Elections in Colleges/Universities	MHRD, Department of Secondary and Higher Education, Government of India	J.M.Lyngdoh	1
8	Report submitted to the Vice Chairman, Kerala State Higher Education Council by the Committee appointed by the HEC to Study Issues Concerning the Working of the Choice Based Credit and Semester System in the Colleges affiliated to Universities in Kerala, and Recommended Improvements	Kerala State Higher Education Council	Prof.B.Hrdayakumari	1
9	The Right of Children for Free and Compulsory Education Act	Govt. of India	Govt. of India	1
10	Right To Information Act	Govt. of India	Govt. of India	1
11	The Press & Registration of Books Act,1867 with Press and Registration Appellate Board(Practice&Procedure) Order,1961 & Registration of Newspapers (Central) Rules,1956 & Press Council Act, 1978	Govt. of India	Govt. of India	1
12	The Protection Of Children from Sexual	Govt. of India	Govt. of India	1

13	Offences Act The Kerala Women's Commission Act	Govt. of Kerala	Govt. of Kerala	1
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File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

- A. Any 4 of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.96

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
2.0944	1.484	3.2941	2.5871	0.3341

File Description	Document
Any additional information	View Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 24.35

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 279

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Every Department has at least one class room furnished with LCD projector to enable teachers and students to switch over to IT supported teaching-learning methods. The Central Computer Lab which occupies about sixty computers gets upgraded by adding the number of computers in accordance with the increasing number of students. The Department of English has a state -of-the-art Language Lab which receives annual updation in the form of maintenance of computers and addition of novel video lessons. The Student Service Centre has ten computers with internet connectivity which are accessible to students on their requirements. The Departments of Chemistry and Physics have their own computer labs. Every Department is provided with at least one computer having internet connectivity and a printer. In addition, the Institution has three common portable projectors which are accessible to the Departments at any time.

The College has one Video Conferencing System to facilitate conducive virtual learning and two Seminar Halls with IT facilities. The College has a well-equipped partially automated Library with computers for accessing digital materials through INFLIBNET and browsing the internet. The IQAC of the College has three computers with LAN and internet connectivity to facilitate Documentation and Communication Management System. It is equipped with a printer-scanner cum photocopier. The office of the College is partially automated under LAN connectivity.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 9.02

File Description	Document
Student - Computer ratio	View Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document
Any additional information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 49.4

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
43.17	36.31	19.05	15.70	19.12

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

The Governing Body takes direct initiative in the maintenance and upkeep of infrastructure and support facilities in consultation with the IQAC. The Manager, Financial Administrator and Office Superintendent monitor the quality of maintenance of infrastructure and equipments. The custodians of the equipments frequently examine them for timely maintenance and repairs to ensure performance and accuracy.

Laboratory

Lab equipments are strictly inspected by lab assistants before University examinations. Users register is maintained in the Research Lab to book and use the instruments and the Instruments are to be used with the proximity of the research guides only. Maintenance funds procured from State/Central Governments and the UGC are utilized for the upkeep of specified items. The maintenance expenses that are not specified above are met by the Management and PTA.

Electrically sensitive equipments are provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations. In case of disruption in power supply, the diesel generator having a capacity of 20KVA functions as the substitute source. The power requirements, including outdoor lighting during night, are met through 1KV Solar Power Plant installed in the College. The instruments in the research lab is to be used in the close proximity of the teachers, after registering in the log book.

Class Room

The Development officer oversees the maintenance of the classroom equipments. The class rooms are rented for Government Exams as per request. Most of the Departments maintain department libraries with proper stock and issue register. The Browsing Centre with ten computers in the Student Service Centre is accessible to students any time.

Computers

The College has a System Administrator to oversee the maintenance of the Computer Systems. The use of the 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

All Sports amenities are under the in charge of the Director of Physical Education. A room is kept aside for keeping Sports utilities. Time is allotted to students for using Gymnasium. The maintenance of the Courts is done on time. Common facilities like Ground, Seminar Hall, Auditorium, and Multipurpose Indoor Stadium with synthetic court etc. are provided to the public and to the neighbouring institutions on prior request.

Language Lab

Students can avail Language Lab facilities on rotation basis. Language Lab also functions for screening of short films and classical films.

Library

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

File Description	Document
Any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 49.21

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
572	499	395	336	331

File Description	Document
Any additional information	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Upload self attested letter with the list of students sanctioned scholarships	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 3.59

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
48	28	28	23	28

File Description	Document
Any additional information	View Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Any additional information	View Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 39.08

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
390	369	334	313	269

File Description	Document
Any additional information	View Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 1.01

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
18	16	14	0	0

File Description	Document
Details of the students benifitted by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Any additional information	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 20.83

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
111	76	40	33	38

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 29.81

5.2.2.1 Number of outgoing students progressing to higher education

Response: 96

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 24.12

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	19	16	24	32

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
77	84	80	93	79

File Description	Document
Any additional information	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 22

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	4	7	5	1

File Description	Document
Any additional information	View Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

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

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 35

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
31	45	37	20	42

File Description	Document
Any additional information	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The College has an active Alumni Association which is not registered. The annual alumni gathering is scheduled on 26th December every year. The date is fixed in order to ensure maximum participation of the members. A number of our alumni have proved their merit in the respective fields of their career. We have not only academicians but also active politicians and social workers. Members of the alumni who are academicians visit the College and deliver lectures to the students on various occasions. In order to show their love and respect to their mentors, Alumni organize various programmes like 'Guruvandanam' during the retirement of faculty and the office staff. Besides the common alumni meeting, Department-wise alumni meetings are conducted to foster their relation with the Department.

The College has constituted a Trust in memory of Dr. Siby Joseph, former Head of the Department of Chemistry who passed away while in service, comprising student alumni, teachers and well-wishers. The Trust organizes Dr. Siby Joseph Memorial Lecture Series every year. Besides, the Trust has instituted scholarships for the toppers in B. Sc. and M. Sc. Chemistry. In association with the Tourism club, the Trust organizes traffic awareness programmes and workshop in trauma care

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: 1 Lakh - 3 Lakhs

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 10

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	2	3	1	1

File Description	Document
Any additional information	View Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Report of the event	View Document

NAAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The College endeavors to fulfill the dream of St. Kuriakose Elias Chavara, the pioneer in social reformer and renaissance thinker in the 19th century Kerala. He is the founder of congregation of the Carmelites of Mary Immaculate (CMI), who governs the institution aspiring to educate the backward and neglected classes of people. The CMI Management runs more than a hundred schools, about thirty colleges and a deemed university. St. Joseph's College, Moolamattom is specially devoted for rural upliftment and rendering educational services to the under privileged. The college has been engaged in a profound mission to fulfill the educational need of a populous having 18 percent scheduled castes and scheduled tribes in the district of Idukki. The institution trail blaze a sojourn catering to the educational ambitions of youth of this hilly district having a significant area of forest cover, commonly known as the 'High Ranges'. The college encompasses 60 percent girl students out of total in a scenario where the male female ratio of the district becomes 1000:958 (as per 2011 census). The institution is situated in a rural agrarian background and serves to provide quality education from degree to the research level to the disadvantaged sections of society who are having only limited access to quality education. Nearly, 65 percent of students out of total belong to Idukki district itself.

The management, Principal, IQAC and the faculty invest collective effort bringing in a conducive academic atmosphere in the college. The Principal is the Head of the academic and administrative wings of the college and is assisted by the IQAC, staff council, HoDs and the office superintendent. The IQAC defines the quality bench mark parameters for enhancing the overall academic ambience of the college. The IQAC takes initiatives in planning, implementing and streamlining the various quality improvement strategies of the college and discuss the policies in the staff council prior to its implementation. The recommendations are presented in staff meetings for modification. The activities undertaken by the management, principal and faculty are discussed in stakeholders meetings for implementation, where suggestions are sought and modifications are incorporated. An active interface between the student council and the staff help the authorities and laying out the facilities to be set up. The faculty bestows quality education in keeping in line with the mission vision and objectives of the institution, which is globally applicable and locally relevant. Through a bench of academic, non- academic aspects including mentoring, life guidance classes, motivational training sessions apart from regular academic schedule, a blend of competency, discipline and holistic development is cultivated.

The college enshrines the following key aspects of academic pursuit *viz.*, intellectual competence, moral uprightness, spiritual motivity, psychological integration and openness to further growth as core values in its credo. It is brought into practice through programmes including Walk With a Scholar (WWS), civil service training, life guidance classes on first Fridays, visits to charity institutions, counseling sessions, yoga training, mentoring, entrepreneurship development etc. The college ventures to create a class of students committed to the nation seeking to secure the community, excelling in holistic development keeping in line with mission, vision and objectives of the institution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The Provincial, St. Joseph's Province, Kottayam of the Carmalites of Mary Immaculate (CMI) is the Manager of the College and on behalf of him the Local Manager at St. Joseph's Monastery, Arakulam oversees the day to day affairs of the College. The Principal, the Manager, the Financial Administrator and the Superintendent carry out the responsibilities on behalf of the Provincial. The IQAC and Staff Council decide up on the various quality enhancement strategies.

The institution adheres to participative management strategy in the planning and execution of institutionally relevant initiatives. One of the activities of paramount importance is the conduct of college Union election. The University stipulates important dates and informs them to the college well in advance. The management entrust the principal to oversee the smooth conduct of the election. The principal, in consultation with the college union advisor, convenes a meeting of staff council. The members of staff council prepare the duty list of teachers and non-teaching staff required in each stages of the conduct of the election. During the time of the scrutiny of the nominations, candidates or representatives deputed by the candidates are admitted to take part in this democratic process. A staff meeting is convened before the polling day in which all the teaching and non-teaching staff take part and a familiarization of the nuances of the poll process and clarification for the queries from the faculty are clarified.

On the day of the poll, the faculties concerned, in the presence of the students, maintaining the secrecy of voting and transparency in the process, administer polling. After the stipulated time for polling, the ballot papers are counted in the presence of the candidates or representatives and the result is declared. The result is then intimated to the Returning Officer. The second phase of the election starts with the submission of the nomination for the elected representatives from the classes. It is followed by the scrutiny which leads to the actual polling in the second phase. The allotted faculty in the second phase takes part in the conduct of the poll under the leadership of the Returning Officer. The elected representatives cast their votes through the secret ballot system. The total number of votes cast is counted at the end and the result is intimated to the Principal, he thereby officially declares it.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The major recommendations during the second cycle of accreditation by NAAC in the year 2012 are related to space constraints and in the number of programmes. As part of academic quality improvement they recommended the addition of new programmes and building. The IQAC in consultation with the Staff Council put forward the recommendations before the Management and the management designed a strategic plan with far sighted vision and it resulted in the time bound construction of a new building with state of the art facilities, named Chavara Block, within two years. In the mean time the institution applied for new UG and PG programmes, of which three programmes in UG and two programmes in PG get sanctioned. Among the three UG programmes, two are in the self- financing stream (BBA & B.Com Tax) and B.Sc Maths in aided stream. The two new PG programmes are M.A English (Aided) and M.Com (Self-Financing). The new building appended to the old one is equipped with 13 ICT enabled spacious class rooms, computer lab with 60 systems, examination hall with a seating capacity of 350 students with surveillance cameras, contributed greatly to the overall development of the institution. To cater to the needs of the disabled, the building is more disabled friendly with ramp facility. The institution sets up a system for rain water harvesting in the Chavara Block to impart the knowledge regarding the preservation of rain water. For the smooth and convenient functioning, the Departments are rearranged; Departments of BBM, B.Com and MSW are shifted to the new block adjacent to their class rooms.

File Description	Document
Any additional information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

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. The Provincial is the Manager of the College and the Prior of the St. Joseph's Monastery at Arakulam is the Local Manager. The general management of the College is vested in the Governing Body whose ex-officio president is the Manager. Other members are appointed by the Manager in accordance with the bye-law of the Governing Body. The Manager appoints the Principal for the governance of the internal administration of the College. The Principal is assisted by the Financial Administrator, Heads of Departments, Staff Council and other functional committees.

Manager is the Chairman of the management board having the power of appointment of functionaries like the Principal, Bursar, manage appointments, promotions and disciplinary issues of personnel. **Principal**, the chief executive officer is the Chairman of the Staff Council, IQAC, Anti-ragging Cell, Disciplinary Committee, Ethics Committee and the Library Advisory Committee. The Principal has the discretion to act independently in the normal sphere of his duties. He consults the Management, Staff Council and other committees on various matters. The **Financial Administrator** is responsible for the approval of all

payments and management of the properties of the college. 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, work allocation among teachers of the department concerned, review of Teacher's Diary, conduct of internal examination and the submission of various reports to the Principal and to the IQAC. **Class teachers** are assigned for each class to ensure personal care, attention, guidance, counseling, evaluation and assessment of each student in the class. He/She is responsible for class discipline, attendance and absence of students, consolidating internal marks and preparing the reports to be sent to the University.

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 Staff Council assists the Principal in the day to day administration of the college and co-ordinates the various academic and co-curricular activities in association with the Student Council in the college. The Staff meeting is convened every now and then to impart instruction and information to the teachers. The teachers are given full freedom to air their views on any matter affecting them or the life of the institution in such meetings. A **Staff Selection Committee** is separately constituted for teaching and non-teaching staff as per the guidance of the Government of Kerala and the Mahatma Gandhi University whenever required. The college **Governing Body** is the apex body in

all decision making process. Decisions are discussed in regular staff meeting and staff council meetings. IQAC monitors all the decisions taken. Decision making process is done from the inputs received by students, faculties, staff, PTA, alumni and other stake holders. The institution has a stated quality policy well described in its vision and mission.

The administration is highly decentralized. The Principal exercises his power in a democratic way delegating it to the Heads of departments, the Superintendent and the Directors of the different committees. The periodical meetings of the teaching and non-teaching staff under the leadership of the Principal/Manager ensure a free flow of information to and fro. The **IQAC** functions effectively to help the Principal to enhance and sustain a culture of quality and excellence in the institution. The **PTA** provides a common forum for the parents, teachers and management to discuss matters of importance related to the institution. The **Women Cell** provides a forum to the girl students to come together and discuss their problems. **Anti-ragging, Disciplinary and Ethics committee** work in co-ordination to maintain the institutional discipline. The **Career Planning Cell** endeavours to equip the students with the skills demanded of them by the job market. **Library Advisory Committee** looks into matters pertaining to the library and the purchase of books. **The Committee for Internal Examination** works in co-ordination with the Departments conducts internal examinations on a scheduled common time table. **Grievance Redressal Cell and Internal Complaint Committee for Prevention of Sexual Harassment of Women at Work Place** function in the institution to settle the grievances of both the students and the staff if any.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation: 1. Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5. Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Any additional information	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document
ERP Document	View Document
Screen shots of user interfaces	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Anti-narcotics movement- A Powerful Anti-narcotics movement is carried out by various clubs and associations.

Idukki, the backward district in Kerala, is notable for rampant use of drugs and alcohol. As an institution with social commitment and dedication for community service, the institution plays a crucial role through the formation of a club unique in its nature. Life line club, the auxiliary club of the Department of Social Work, generates social consciousness among the students through its activities like awareness classes, campaigns, social surveys, press release in collaboration with various governmental and non-governmental organizations. The club organizes rural campaigns, especially in the tribal areas against the social evils like the use of alcohol and drugs. Every year the club arranges an annual conference in association with the Excise Department to impart awareness among the student community about the consequences of drug abuse, a latent trend among the youth. Life line Club joins hands with NSS and NCC in executing the awareness classes through leaflet distribution, street plays and flash mobs and campaigns within and outside the institution. It also provides counseling to the communities in tribal settlement. In the year 2015, the club organized a campaign in which an officer in the Excise Department briefed the consequences of using various drugs. In the year 2016 Sri. Rishi Raj Singh, Commissioner, Excise Department, Government of Kerala addressed the students about the maleficent nature of drugs. The year 2017 witnessed a seminar by Dr. J. Prameela Devi, Member, Women's Commission in which she

reiterated the experiences of those who were addicted to drugs. The volunteers of NSS and NCC along with the members of Life line club visit de-addiction and rehabilitation centers in Idukki. The members of the club conducted a social survey in Idukki district in the wake of closing of bars in Kerala in 2015 to study its impacts and conveyed the findings of the report in a press release which appeared in leading dailies in Kerala.

Date	Programme	Activity	Recourse Person/organization	Department	Ver
26/6/2012	Observation of anti-narcotics day	Poster presentation and seminar	Department of social work	Social work	St.J Mo
05/11/2012	Awareness creation on drug addiction	Street play	Department of social work	Social work	Kul
25/06/2013	Observation of anti-narcotics day	Poster presentation, street play and seminar	Department of social work	Social work	St.J Mo
08/12/2013	Awareness creation on drug addiction	Street play and leaflet distribution	Department of social work	Social work	Chi Adi
30/06/2014	Observation ant-narcotics day	Street play, leaflet distribution and seminar	Department of social work	Social work	St.J Mo
20/11/2014	Awareness creation on drug addiction	Street play	Department of social work	Social work	Kon Kar
24-06-2015	Anti Awareness Programme	Drug Group discussion, Seminars and Thodupuzha competitions	Excise Department, Social Work	Social Work	Six Tho
27/11/2015	Awareness creation on drug addiction	Street play	Department of social work	Social Work	Ma
26-02-2016	Life line Club Inauguration Awareness creation class on drug addiction	Poster presentation and seminar	Rishiraj Singh IPS, Excise Commissioner, Kerala	Social Work	St.J Mo
29/06/2017	Observation of anti-narcotic day	Poster presentation, awareness programme for parents and leaflet distribution	Department of social work	Social Work	St.J Mo
11/07/2017	Life line club inauguration	Seminar, Poster presentation and sign collection	Dr.Prameela Devi, Member of women's commission	Former Social Work	St.J Mo
	Awareness creation on drug addiction	Seminar	Excise Department, Thodupuzha	Chemistry	St.J Mo

03/08/2017	Awareness creation Seminar on drug addiction	Excise Thodupuzha	Department,Commerce	St.J Mo
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File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The College provides a lot of welfare schemes to its staff and has been availed as and when they are needed.

- 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
- There is a Co-Operative Society in the College, directed and managed by staff with Government registration which provides various services like deposit and loan to its shareholders
- Gratuities, Pension and all other such Government welfare schemes and measures are given to the staff
- Rev.Dr.Gilson John Silver Jubilee Award for best publication among Teachers
- Faculty enhancements Programs are periodically arranged to motivate on teaching and knowledge updation
- Celebration of important festivals for the teaching and non-teaching community
- Hostel Facility for teachers on demand
- Co-operative Store – Necessary goods are available at marginal rate
- Canteen – subsidized food .
- Lunch Room
- First Aid Facility
- Lab Facility is provided to teachers to conduct research
- Leave is granted to teachers to participate and present papers in seminars
- Grievance Redressal Cell
- Internal Complaints Committee for Prevention of Sexual Harassment of Women at Work Place
- Parking Facility
- Internet

- Online Submission of Casual Leave
- Uniform for security guards
- Complete support and assistance is provided to the faculty for pursuing higher studies
- Minor Research Projects
- Flexible working hours
- Conducting one day trip annually
- Insurance for last grade staff
- Tie up with Bishop Vayalil Memorial Hospital, Moolamattom for urgent medical care
- A home is built for Mrs Asha Biju, non-teaching staff, from the college and Mrs Josmy Justin is given 3 cent of land for her own

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 8.91

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	7	6	2

File Description	Document
Any additional information	View Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 3.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	2	3	3	4

File Description	Document
Any additional information	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 40.1

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
31	15	28	22	16

File Description	Document
Any additional information	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The Institution has three-tier mechanism for evaluating the performance of the teachers.

Teacher's Evaluation by Students

The students are provided with an opportunity to evaluate the performance of the teachers who teach them annually. As per the procedures stipulated by the IQAC, the HoDs evaluate the performance of the teachers in one's Department by distributing the evaluation questionnaire to the students who in turn mark their rating on their choice. The parameters evaluated in the rating scale are inclusive of the communication skill, knowledge base of the teacher, sincerity and commitment of the teacher, teacher's ability to integrate course material with environment and other issues to provide a broader perspective and the accessibility of the teacher in and out of the classes. The Heads of the Departments hand them over to the Principal and the Manager. The performance of the Heads of the Departments is assed by the Principal solely. The Manager analyses the evaluation report and meets the teachers in person to give proper feedback and to suggest corrective measures.

Teacher's Self Appraisal Form

It is a mandatory process for every teacher to have the self appraisal form furnished every year. In this stage 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. It also makes known the involvement of the teacher in the administrative involvement in the extracurricular and co-curricular activities. Participation in seminars and conferences; presentation of papers in seminars and publication of articles in journals and involvement in extension activities are also assessed at this juncture. The self-furnished appraisal form is then handed over to the Head of the Department who transfers it to the IQAC. This introspective mechanism equips the teacher to choke out plans to strengthen the areas to which one is not accustomed to.

Teachers Diary

The Teachers Diary is also an assesment 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. The performance of the duties bestowed up on the teacher to be performed is assessed in this stage. The duly furnished academic audit, which stands as witness to the excellence of the department, is then sent to the IQAC which assesses it and recommends the suggestions for improvement.

Self-Appraisal by non-teaching staff

The performance of the non-teaching staff of the college is assed on the basis of the self-appraisal form that they prepare annually under the guidance of the Superintendent who administers it meticulously. The duly filled in self-appraisal form is then passed over to the Principal and Manager who evaluate the performance and meet the staff in person to suggest measures for .

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institution conducts internal and external audit regularly

The initial stage of the internal audit is carried out by the college itself by its staff ranging from the account clerk who is responsible for primary accounting. The head accountant scrutinizes and verifies the financial data which is again scrutinized by the office superintendent and Principal for the financial accuracy. The directions from the Higher Education department and external Chartered Account are followed in the internal audit. After the close of every financial year, the annual financial statement which is inclusive of all the receipts and expenditure is prepared and sent to the Accountant General and to the authorities in the Department of Education. Reconciliation of accounts with the bank is also done to keep the accuracy of cash and bank accounts with our banks.

Audit of the Grants & fees sanctioned by the Government /UGC

After the completion of the specified period or scheme, all the files relating to the period are submitted to the external auditor, ie, a qualified Chartered Accountant for verification and audit certificate. Omissions or errors, if any, reported by the Chartered Accountant are corrected as per his directions and the final report and certificate are issued by him. These certificates and statements of account are sent to the authorities concerned for the settlement of accounts. The audit wing of the government from the Department of Education visits the college periodically and inspects all the files relating to the rules and regulations, financial matters of all the schemes that the college has availed of and all the receipts and payments in the college. They will submit the audit report to the college authorities. Any correction, if required, has been effected on the basis of the audit report and clarifications called by them are submitted as audit reply. On hearing and settling the omissions or errors, they will give final report and liabilities, if any, will be settled. Moreover, the Accountant General, Kerala also conduct their verification and suggest directions by way of audit report. Their directions are also followed in the future.

Audit of the Management account

The Financial Administrator in the college keeps the daily financial transactions on behalf of the Management. He will be the executor of the management decisions and policies relating to financial and other matters in the college. The Management has appointed Thomson Group of Companies as the Internal Auditor for the management expenditure. An auditor from the company visits the college at the beginning of every month and verifies the accounts and prepares the journal and ledger. Mr. Saju and Jose Chartered Accountants, Kanjikuzhy, Kottayam are the Chartered Accountants appointed for external audit for the management accountant. They visit the college periodically and give directions. Towards the end of the financial year they prepare the annual financial statement and audit report.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)

Response: 4.12

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
3.09	0.32	0.34	0.16	0.21

File Description	Document
Any additional information	View Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

- 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.

The various systems to look into the effective and efficient use of financial resources are

- The Governing Body
- Building Committee
- Planning and Purchase Committee
- Library Committee
- The UGC Cell
- The UGC Cell and its various associated bodies help in the preparation, division, allocation and utilization of funds from various agencies on priority basis
- UGC funds are deposited in separate bank accounts and utilized as per the heads which it is sanctioned
- Proper accounts and utilization are ensured through financial auditing at the end of each financial year
- Students scholarships from Government and private agencies are distributed only through bank accounts
- College maintains an annual budget system and internal-external audit for the effective and efficient utilization of available financial resources

Following are the ways through which the funds are utilized

- PTA funds are utilized mainly for instituting scholarships and endowments for meritorious ones who excel in studies
- Contribution 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 facilities for teaching and research
- Funds from Excise Department are utilized for conducting awareness programmes and campaigns against drug abuse in connection with Life Line Club
- Funds from Forest Department are utilized for organizing Nature Camps in various wildlife sanctuaries in the state
- Funds from Women's Commission are used for the utilization of conducting various programmes to empower women

File Description	Document
Any additional information	View Document

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

Response:

IQAC has certain specific strategy to ensure institutional quality. Two notable best practices

institutionalized as part of IQAC initiative 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/an 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. The Individual Teacher Diary, verified and signed by the HoDs concerned is submitted to the Principal for final approval. The Principal assesses the overall performance of the teachers periodically through the verification of the Diary.

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-mentee system ensures ample attention to every student and it caters their psycho-social, personal and career aspects. The mentor teacher identifies those students who are in need of counseling and direct them to the Counseling Centre. The mentees can meet their mentors and seek advice at any time during the regular working hours or over phone.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

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 examinations 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.

Feedback on Syllabus

Mahatma Gandhi University introduced the CBCSS system with grades in the year 2009 for UG courses. Even though there are certain lapses in the syllabus pointed out earlier by the expert academicians, the

University restructured the CBCSS system with grading scheme to marks along with the grades in 2013, after the first batch of students graduated. The University conducted a feedback survey from the stakeholders on the revised syllabus and decided to revise the syllabus by incorporating the suggestions put forward by the stakeholders. The IQAC prepares a questionnaire and collects structured feedback on syllabus from the stakeholders of each department and the departments analyze the feedback and submit a consolidated report to the IQAC. The University organized a syllabus revision workshop and the members of the BoS from the Institution conveyed the suggestions. The University revised the syllabus in 2016 incorporating the proposed suggestions from the stakeholders and is in effect from 2017 admissions.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 8.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
19	10	5	6	4

File Description	Document
Any additional information	View Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above**C. Any 2 of the above****D. Any 1 of the above****Response:** B. Any 3 of the above

File Description	Document
Any additional information	View Document
Details of Quality assurance initiatives of the institution	View Document
e-copies of the accreditations and certifications	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)

Response:

- Introduction of 3 UG programmes & 2 PG programmes
- Walk With a Scholar for advanced learners and Scholar Support Programme for slow learners
- Two Additional Skill-Oriented Programmes, Tally and DTP
- Over the last five years, the annual intake of students increased from 695 to 1082
- Bridge courses were initiated in UG and PG
- Inception of Remedial And Enrichment Programmes
- IQAC initiated semester-wise academic audit in all Departments
- Student centric, ICT enabled, participatory, and interactive methods- e journals, e books, e-content on internet and INFLIBNET
- Teachers' diary for recording academic work
- Constitution of a special Research Committee
- FIST funding of Rs.50 lakhs for Chemistry and Physics labs availed
- 7 Minor Research Projects with a total outlay of Rs. 8,20,000/- obtained from UGC
- Four faculty members secured PhD and six teachers currently pursue PhD
- Several MoUs with industrial stakeholders.
- MoUs with VERBICIO, a career partner, for career opportunities
- Students Initiative in Palliative Care (SIPC) has started
- Construction of a four-storied block-St.Chavara Block including a new auditorium with surveillance cameras, for examination
- State-of-art technology in teaching-learning process with SMART-Board and Video-Conferencing System
- Renovation of indoor-stadium and synthetic-track, a new indoor-stadium under construction; a room for coordination of sports activity setup

- A special ramp for physically challenged
- Inter Library Loan Service facility linking with University library, M.G. University, Kottayam and with neighbouring College libraries
- New space for vehicle parking
- New initiatives -mentoring system, academic audit, gender audit, feedback on syllabus and teacher's diary
- Orientation Programme, *Nizvasiti*, for the members of the faculty including topics-Mental Health, Academic Auditing, Basics of Photoshop, Teacher Accreditation, Technology in Classroom and Life Management Skills.
- Water harvesting system
- Herbal garden
- Vermi-compost unit promoting organic farming and for disposal of bio-degradable waste
- Browsing Centre to promote student centric learning
- A Light To Future project for energy conservation and assembling of LED bulbs at low cost.
- Campus Radio
- Life-Line Club, initiative of the MSW Department against drug abuse
- In memory of Late.Dr.Siby Joseph, Former Head, Department of Chemistry, Siby Joseph Memorial lecture series has started
- Entrepreneurship Development Club under the Department of Management developing entrepreneurial skills
- Civil Service Forum for Civil Service aspirants
- Two Digital Display systems to display the major activities, upcoming events and achievements
- Reception Desk at the vestibule
- Introduction of newly furnished IQAC room
- Social-cohesion platform to provide social space for the students
- Deployment of security personal at the entrance
- All round surveillance system has set-up
- Vending machine
- Moveable display boards to inform about various programmes
- Wooden basketball indoor court with UGC financial support
- ASAP, a new initiative under the Government of Kerala imparting skill- oriented training introduced.
- MoUs with various recruiters for campus placements/skill orientations
- Solar power unit was installed at the Main Block
- Differently abled-friendly toilet
- Introduction of e-governance, communication through e-mails etc reducing paper utility
- Biometric attendance in the library for staff and students

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 38

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	6	7	6	9

File Description	Document
Any additional information	View Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

One of the main objectives of the Institution is to produce socially committed and intellectually competent, independent men and women to confront the challenges of the twenty first century. To promote gender justice and the sense of harmony the girl students of the College are provided with various facilities and special attention.

1. Safety and Security

- Hostel -The College provides residential facility for both boys and girls
- Women Cell- The Women Cell has been functioning in the College since 2000 and it provides a common platform for the girls students in the campus to come together and share their views
- Grievance Redressal and Anti-Sexual Harassment Cell – It is a mechanism for redressing the grievances of its stakeholders to ensure gender equity and justice for both the sexes.
- Canteen - The College canteen stands for socialization and mingling of both sexes.

- Surveillance Cameras – Surveillance cameras are placed at various vantage points to ensure safety
- Security personal – The security personal at the entrance restrict the entry of intruders
- Kanjar Janamaitri Police Station (1km away) offers all security measures during strikes and harthals
- The services of police personal are available for the staff and students in crossing the road.
- In Industrial Visits, Study tours etc; female teachers accompany the students as guardians.
- A Seminar on Cyber Crimes by Sri K.V Joseph IPS (SP Idukki) is given on 1-07-2015
- in the beginning of every academic year, the Circle Inspector, Kanjar Police Station addresses the whole studentss through PA system and gives a general awareness about anti-ragging, road safety, women security and cyber security.

2. Counseling

To offer assistance in fostering students with a healthy mindset, the counseling cell provides expert counseling on personal and academic matters. Counseling is open to all in need. The class teachers/mentors are assigned with the task of identifying the students who need counseling and he/she is directed to the counselor at the earliest.

- Dr. Annie Cyriac, The Councillor and Psychiatrist in Bishop Vayalil Medical Centre is at hand for the help of our students in need.
- Sr. Geetha,founder- Friends for the Needy, a renowned psychologist and counsellor is available in the campus on all Wednesdays and at the demand of the students
- The Councelling Cell of the College under the leadership of Mr.Mathew Kanamala, Founder Director IPCAI (The Institute for Person Centred Approches in India) and a international reputed trainer of Helen Sanderson Associates, U.K gives special care in imparting mental health awarenesss to students and is available for Councelling on all days.

3. Common Room

The College has provided common spaces for socialization along with the requisite facilities. State of the art hygienic sanitation and rest room facilities are created according to the gender proportions.

The Ladies Retiring Room, provisioned in the groud floor of the main block ensures a space of their own. It is well ventilated with washrooms, mirrors, water purifiers, sanitary napkin vending machine, first aid box, provisions to take rest and the service of a lady attendant.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 24.58

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 4380

7.1.3.2 Total annual power requirement (in KWH)

Response: 17820

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 45.77

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1726

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 3771

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Generation of waste is an unavoidable process in the diurnal functioning of the Institution. Curtailing the generation of waste and the proper disposal or recycling of the waste material is the focal concern of the College. The College Management along with clubs like Bhoomithrasena, NCC and NSS accomplish the mission of reducing the generation of waste material in the campus. The methods adopted by the Institution to handle waste material graded as solid, liquid and e-waste follow:

Solid Waste

The Institution practices smart initiatives like 3Rs- Reduce, Reuse and Recycle- to enhance the current green efforts to maintain cleanliness and eco-balance. Emphasis on paperless office and consistent efforts to reduce the use of plastic carry bags on campus preserve the campus as “plastic free zone”. Coaching is given to students to make paper carry bags using trash paper. “Zero Flex” is another policy which imposes absolute restriction on the use of flex boards in the campus. As part of its eco-friendly practices the College uses white boards and LCD displays as notice boards and to display the forthcoming programmes.

Separate bins for degradable/ biodegradable/ recyclable/ other solid waste are kept at prominent places in the campus. The Institution also placed bins to collect the remnants of food in the noon time. The leftover of the food collected will be procured by the farmers who run piggeries in the nearby villages. The bio-degradable waste materials are dumped only in the eco-friendly waste containers and vermicomposting has been adopted to manage the organic waste generated in the campus and the organic manure obtained is used for growing medicinal plants and for the maintenance of the green cover on the campus. The College insists the students to bring their lunch in lunch boxes so that the piling up of waste paper and plastic can be minimized. In order to materialize the vision of e-learning and to reduce the generation of paper waste, the departments promote the submission of assignments on-line. Wastes like plastic and paper are also sold to scrap dealers.

Liquid Waste

The solvents used for experiments in the Chemistry lab are purified and reused, and the students are instructed and provided for minimum use of hazardous chemicals. The glass wares in laboratory are washed with minimum water and the acidic and alkaline chemical wastes from the lab are safely disposed or buried deeply in an underground tank after neutralization.

e-Waste

Electronic goods are put to optimum use and the life of the electronic items is extended by proper upgradation and maintenance. The College has collaborated with Techno Services, Moolamattom for annual maintenance electronic equipments and disposal of e-wastes. Periodic checking ensures that non-working or old electronic equipments are filtered out and disposed-off properly. The Institution also cares for the requisite attitudinal change in students. The instruments that are out of the syllabus of B.Sc. Physics programme are given to the neighbouring schools, where the instrument is included in their curriculum.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The College is situated near to Muvattupuzha river which flows through the catchment area of Malankara

dam. Hence water is available throughout the year. Besides, the College has a well- maintained well in the campus which is the prime source of clean potable water. In addition to all these facilities available, the College has installed a rain water harvesting unit adjacent to the newly constructed block in the campus with the storage of 2000 litres. This unit collects rain water from the new block and preserves which is then routed to the toilet in the new block. This facility offered dual advantages to the College as it became a perpetual source of water in the toilet and it minimized the use of electricity in pumping water from the well. The land near the well is kept barren so that the well is properly recharged.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- Students, staff using
 - a) Bicycles
 - b) Public Transport
 - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

Response:

Use of Public Transport

As the College is situated in the valley of hills, the use of bicycles is not feasible. Hence a sizeable number of students come to College by foot reducing Carbon Foot Print. The students are encouraged to use public transportation system and on an average only 5 percents of the students use motor bikes or cars as a means of conveyance . The teachers adopt car-pooling system favouring low carbon emission.

Pedestrian Friendly Roads

Vehicles are not permissible in the near vicinity of the College making the roads pedestrian friendly. Separate parking facilities are allotted for various types of vehicles. The security at the entrance monitors the smooth functioning of the pedestrian facility in the College. To keep this fact in mind students and other stakeholders are not allowed to park their vehicles on the road leading to the College. The roads leading to the college is broad

Initiatives for Minimising the Use of Paper

A Digital Display System is placed at the vestibule and Library to display the major activities to minimize the use of flex boards/banners.

White Boards are used to write and display important informations to the students

Most of the notices are announced through the PA system

Office is in network LAN to share files.

Communication among the teachers and office are done through Whatsapp group and emails. All departments and clubs have their own email accounts.

Online Submission of leave letter is promoted.

Internal Marks are available to the parents in the college website

Efforts for Plastic Free Campus

Separate waste bins for non-degradable waste and bio-degradable waste are provided in the campus. The Food waste is given to a nearby piggery and used for vermicompost. The non-biodegradable wastes including papers are given to scrap dealers. Training for making paper carry bags is given to the students by the women cell.

Green Landscaping

The College has a well-maintained garden with rich variety of flowers. Herbal garden in the College campus has more than 150 medicinal plants

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.52

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.41	1.1	.55	.54	.47

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Green audit report	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: B. At least 6 of the above

File Description	Document
Any additional information	View Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 113

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
31	37	14	18	13

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 25

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	10	3	1	4

File Description	Document
Any additional information	View Document
Details of initiatives taken to engage with local community during the last five years	View Document
Report of the event	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 53

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Programmes Organized in 2017-18

Republic Day Celebration

The 68th Republic Day was celebrated on 26th January 2017 with patriotic fervour and gaiety in the college. The students and teachers who assembled in the college saluted the National Flag hoisted by the Principal Dr. George V. Thomas, with the accompaniment of the National Song “Vande Mataram”. The teachers and the students pledged themselves to upholding the honour and integrity of India.

International Yoga Day Observation

As per the mandates of UGC, The Institution celebrated the International Yoga Day on Wednesday, 21st June 2017. The NCC cadets and NSS volunteers were given meticulous two week training on the various asanas (postures) in Yoga, prior to Yoga Day and these volunteers participated in the Yoga demonstration held in the Chavara Hall from 8.30 to 9.30 am. The Principal Dr. George V. Thomas addressed the volunteers and spoke on the mental and physical benefits of Yoga.

Independence Day Celebration

The 70th anniversary of India's independence was celebrated in the college on 15th August 2017. The Principal Dr. George V. Thomas hoisted the National Flag in the morning in front of the college and delivered a message on the need to liberate our souls from the clutches of ignorance and parochialism and to mould a better generation of young Indians imbued with the virtues of acceptance, tolerance and integrity. In association with the Independence Day celebrations, quiz, essay and debate competitions were organized by Sahithya Vedhi on 16th August, on various topics.

Gandhi Jayanthi

To commemorate the 148th birth anniversary of the Father of the Nation, Mahatma Gandhi, Gandhi Jayanthi was observed in the college. Various activities were organized by the NCC in association with the Swachh Bharat Mission, commemorating the Gandhian mantra “Cleanliness is Godliness”, to pay homage to the Father of the Nation. The week-long activities by NCC included a rally to Moolamattom parading the motto “Swachata ki seva”, cleaning of the Moolamattom bus station, cleaning the college premises etc. A debate was conducted by Sahithya Vedhi on the topic ‘The Relevance of Gandhian Philosophy in Contemporary India’ on 3rd October.

National Integration Day

To convey and promote the feelings of unity, peace, love and brotherhood among fellow Indians, National Integration Day was observed in the college on 20th November 2017. The Principal, Dr. George V. Thomas administered the National Integration Pledge to the students and exhorted them to upkeep unity among diversity and India's strength and buoyancy against adversities.

National Flag Day

With an aim to ignite patriotic feelings among the students National Flag Day was observed on December 7, 2017. The observance of the day also aimed to create awareness among the students about the national flag which is a symbol of nation's pride. The NCC unit of the college distributed stamps of national integration.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Institution conducts internal and external financial audit regularly. The initial stage of the internal audit is carried out the account clerk who is responsible for primary accounting. The head accountant scrutinizes and verifies the financial data which is again scrutinized by the office Superintendent and Principal for the financial accuracy. After the close of every financial year, the annual financial statement is 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, ie, a qualified Chartered Accountant for audit certificate. The audit wing of the government from the Department of Education visits the college periodically and inspects all the files relating to the financial matters of all the schemes that the college has availed of and all the receipts and payments in the college. The Financial Administrator in the college keeps the daily financial transactions on behalf of the Management. The Management has appointed Thomson Group of Companies as the Internal Auditor for the management expenditure and Mr. Saju and Jose Chartered Accountants are the Chartered Accountants appointed for external audit for the management accountant.

Transparency in academic matters is maintained through the incorporation of students and parents in sharing the output of the academic activities. At the inception of each academic year, each Department submits the academic calendar for the academic year. The Departments execute the academic activities in tandem with the University academic calendar. At the commencement of every academic year, the beginners are briefed about the internal assessment procedures. The internal assessment is carried out with prior intimation to the students. The valued answer scripts are handed over to the students individually indicating the corrective measures. Disparity, if identified, can be brought to the notice of the teacher concerned to redress the grievance. The three- tire Grievance Redressal mechanism in the college ensures transparency in the redressal of grievances. The PTA meeting convened once in a semester offers platform

for sharing the evaluation of the performance of their wards. The consolidated continual Evaluation score is displayed on the notice board. The same is made available in the college website where in the parents can access it on their own. The Teachers evaluation by students is a democratic platform upon which the students can evaluate the performance of the teachers unreservedly.

Transparency in administration is accomplished through the decentralization of administrative practices. The Staff Council under the headship of the Principal decides focal futuristic activities and the same are presented in the Staff Meeting for the consent of the teachers. Inclusion of students as the Secretaries in various clubs and associations lays bare transparency in the administration of the functioning of the allied academic activities in the college. The involvement of the students' union members in the decision making of the academically associated activities ensures transparency in administration.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICE 1

1. Title of the practice:

Integrated Tribal Development Programme

1. Objectives of the practice:

1. To expose Tribal people's life and culture to the students.
2. To sensitize the students on the need of protecting tribal life.
3. To introduce and improve the Formal education systems in selected tribal settings.
4. To cause holistic development in tribal community.

3. The Context:

Tribal groups who are food-gatherers (without any habit of agricultural practice), with diminishing population and very low literacy rates can be called as primitive tribes. Cholanikkans, Kurumbas, Kattunaikans, Kadars and Koragas are the five primitive tribal groups in Kerala. They constitute nearly 5% of the total tribal population in the state. Due to various developmental interventions some tribes in Kerala have come to the mainstream while most of them are far from development and education. At the same time the very existence of tribes in Kerala are in threat by cause of illiteracy, ownership of land and occupation, health and hygiene. Children of these communities are facing direct and indirect problems

which are resulting from various other contributing factors. Problems associated with children dropping out of schools and child abuses are predominant in the targeted location. Among the main reasons are poverty, inaccessibility of child friendly schools and teachers, lack of good parenting skills, lack of resources, weak implementation of laws and policies for child protection.

With this view St. Joseph's College, Moolamattom has been initiating various tribal development programmes for the last several years. Usually these programmes are designed and presided over by the department of Social Work (MSW) in connection with the outdoor activities. The integrated tribal development programmes has contributed a lot to the students especially in their conceptual and operational areas. And for the tribes it is a great solace to intervene in their tribulations like illiteracy, insanitary, drug abuse etc. Activities which are carried out for the development of tribal communities are given below:

4. The Practice:

- Awareness creations: One of the prime focuses of this programme is to sensitize the tribal community on various relevant topics such as education, drug abuse, hygiene, child abuse, child marriage, women empowerment etc. Commonly used medium for thought conveyance are awareness classes, street plays, placards, brochures etc. Apart from above mentioned programmes, through network and linkages many governmental programmes are brought to the communities through our initiatives.
- Educational support: As part of eliminating illiteracy from tribal community, MSW students in participation with other departments collected 1000 text books and other reference books from the students of the College for setting up a library for the tribal community. During the commencement of every academic year educational materials are also provided
- Cultural and entertainment activities: As living in the remote villages having very less infrastructure facilities for all-round development, the tribal children are lacking conducive atmosphere for development of their innate talents and capacities. Hence, through the programme, the students arrange various entertainment activities based on valuable messages for the tribal children, so that, talented children get a platform to exhibit their abilities and learn.
- Surveys: Students conduct mini researches and surveys with tribal communities on various topics. These surveys can help out the students to design intervention based on the very need of respective communities.
- Network & Linkages: Apart from implementing own programmes, through network & linkages many other government level programmes are brought to the tribal communities. In collaboration with excise department many awareness creation programmes are organized in tribal communities.
- Cleanliness drives: As part of spreading awareness on cleanliness MSW students on the day of special observances conduct cleaning activities in nearby tribal communities. Cleaning ponds, common water sources, way sides, grounds etc. are cleansed on such days. Year wise list of programmes and interventions is given below:

5. Evidence of success:

Without doubt, one can say that the tribal development programme is successful for it has been continuing for the last several years.

- Our collaboration with Excise department for sensitizing the tribal community is a solid evidence to

prove that this programme is stirring up successfully. We have conducted six sensitization programs in six different villages. Each consisted of some 40/50 tribal adult people as beneficiaries.

- Yearly distribution of study materials to needy tribal children is a major activity. And at Thalachirappara in Kuttappuzha village, 50 education kits to school going students were distributed.
- Collected and distributed 1001 library books for constructing a library for the tribal people in Chinnar.
- Awareness campaigns through various groups and mass media is an important activity done in tribal villages. As part of the programme 20 street plays related with topic like, child marriage, need of formal education, hygienic healthy life style, drug abuse, and so on were presented.
- Home visit is an important activity in the tribal partnership programme. The students could reach at least 100 houses and understand their life situations.
- Home stay is a peculiar nature of tribal partnership programme. Usually students stay with tribal people in their homes. This helped the students to build a good rapport with tribal people and assess the needed interventions in their areas.
- Education Campaigns are the most essential ingredient of tribal partnership programme. As a result through negotiation with authorities we could mediate between tribal people and authorities that led to sanction a school in Edamalakudy tribal village.

6. Problem Encountered and Resource Required:

1. Sudden changes in the habits & attitude of tribal people cannot be expected.
2. Accessibility to tribal villages is often blocked with legal restrictions.
3. Frequent follow up is often not possible due to tight course schedule.

1. Proper financial assistance.
2. Collaboration with government departments for channelizing schemes and policies.

7. Notes

The media reports and photographs are attached herewith.

BEST PRACTICE- 2

1. Title of the practice: The Students Initiative In Palliative Care (SIPC)

The Students Initiative in Palliative Care has been functioning in the College for the past three years and the College has been awarded the honour of becoming the Best College in Kerala offering palliative assistance for the year 2015-16. The Palliative Care volunteer Mr. MidhunManohar was nominated as the District Coordinator of palliative Youth Movement, Idukki District, initiated by the Health Department Government of Kerala.

2. Objectives of the practice

The objectives of the SIPC wing is to offer care, assistance, solace and medical aid to the elderly, PWD, and disease stricken population in the backward district of Idukki.

3. The Context

Idukki, being the most backward district in Kerala having hilly terrain and significant number of population belonging to backward and Tribal communities, lags behind other districts in forms of better medical and health care facilities. But the Health Department, Government of Kerala has devised an initiative to employ students in offering care and assistance to the above stated deprived sectors of population through their voluntary participation. The movement then gained attention and even bagged WHO special recommendation as "Idukki Model of Palliative Care"

Even though the district is having mostly hilly terrain commonly known as the High Ranges, and the education output is comparatively low, students altered the situation through their active participation in Palliative Care activities and College has a substantial role in this progress.

4. The practice

- In association with Health Department, the volunteers from SIPC unit engage in care, and assistance for the needy especially palliative patients. The SIPC unit members accompany the team from the Health Department and make home visits within a regular basis. The unit members could visit on an average of 6 homes in every Saturdays. And SIPC members celebrate special days and share happiness with palliative patients that bring smile in the faces of both the patients and clients alleviating their sad plight.
- SIPC members share their food in various hospitals, asylums, orphanages and homes for the destitute by collecting money from the well-wishers.
- The SIPC volunteers receive expert training in disability management, health care, hygiene, counselling and geriatrics from the Health Department, Govt. of Kerala and resource persons instituted by the College.
- The SIPC members had a peculiar experience when they conducted a pleasure trip for the selected palliative patients to Fort Cochi- Mattanchery and made these bed- ridden patients to experience the wonder of sea and boat journey in the years 2015 and 2016.
- The students along with the institution conducted a two day residential art and sports fest for the palliative patients titled FLORANCE 2017, in which around 100 palliative patients had participated. It was a unique opportunity for the people concerned and the society to witness the youth joining hands with the elderly and disabled in getting the society a message of love and care.
- The Fest was residential and all the patients resides in the College during the arts and sports fest with students taking full care of the patients including their medical aid, daily routine and hygiene.

5. The Evidence of Success

- The College was awarded the best College in the state of Kerala offering palliative assistance for the year 2015.
- The College was awarded the best College in the district of Idukki offering palliative assistance for the year 2015.
- Around 150 students are active volunteers of SIPC and offer voluntary services in health care along with the Health Department officials.
- The media reports and the feedbacks from the society regarding the commitment and zeal the students endow is overwhelming.

6. Problems Encountered and Resources Required

The SIPC unit finds it difficult to manage the monetary aid to sustain and continue its voluntary activities.

File Description	Document
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Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

VISION CENTERED ACTIVITIES

The vision of education of the college aims at producing intellectually competent, morally upright, socially committed and spiritually inspired men and women. They should cultivate a positive attitude towards life. To create spiritually inspired men and women, the Institution organizes life guidance classes for the non-catholic students and holy mass for the Catholic students on the first Friday of every month. In addition to this the students are given a two day retreat programme during the middle of the academic year. Jesus Youth, a Catholic students' initiative, conducts prayer sessions on every Thursday during the recess. Catholic Students' Movement (CSM) also functions in the college and they organized a pro-life exhibition in the college to inculcate the value of life. Inspiring and thought provoking records are played every morning at the inception of the classes.

The Institution acknowledges its commitment to society and the environment through various initiatives. Students Initiative in Palliative Care (SIPC) is one of the initiatives by students which organize various endeavours. Home care is an inimitable practice undertaken by the volunteers of SIPC. It is inclusive of visiting the houses of bedridden and paraplegia patients in their houses. They also extend their helping hand in the form of monitory assistance and renovation of the dilapidated houses. To raise funds for the financial assistance to the patients, the volunteers have launched a 'One Rupee' scheme, ie, collecting one rupee from the students every week. 'Florence', a get together of palliative patients from the nearby places, became a venue for the students to know and feel the life of helpless patients.

The Department of Social Work plays a major role in connecting the institution with the locality. They launch programmes like Sparsham, Cancer-Free Bio Kuttanad etc, which gives the students a deep awareness about the living conditions of the poor. Social surveys to assess lifestyle of people are also conducted. An example is the survey conducted to study the effects of the closure of liquor bars in the society. Besides, residential camps in backward tribal areas are conducted annually. The Lifeline Club is yet another initiative. It is aimed to extend anti-narcotic activities.

The national Service Scheme also helps the students to connect themselves with the society. The seven-day

camps are always arranged in backward rural areas where facilities are minimum and the need for support is maximum. The students learn many things about the real hardships of people, which enable them to become socially committed citizens. The NSS and the Social Work Department together have built a house for a disabled student of our institution. The NSS also did renovation of a few houses. Jaivam, a project to spread organic farming, was the latest initiative of the NSS. They plant different vegetables in the campus also.

The NCC unit also does their part in social activities. They undertake blood donation camps and hygiene programmes, visits to orphanages, blind schools, etc. They also distributed textbooks for students of the nearby government school.

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5. CONCLUSION

Additional Information :

The College is proactive in the protection and conservation of natural resources and the impact was assessed through a 'green audit' initiated by IQAC and executed by Chemistry Department. The majority of the students avail public transport system and most of the teachers adopt carpooling reducing carbon foot print. The college is credited with having secured the Third Rank in MSW programme in 2014 and secured First, Second and the Sixth Rank in MSc Programme in 2016 and First Rank in 2017. During 2015-16, the college has secured First Rank in BSc Chemistry and secured First and Third Rank in BBM in 2016- 2017. Ms. Aneesha Ganesh, I B.Com, was selected as a member of the University Table Tennis Team and bagged fourth place in the National Level Table Tennis Championship in 2015-16 and represented in All India Inter University Competition held at Himachal Pradesh in 2016-17. Sri Jose Mathew, I BBM, was selected as a member of the State Shooting Team and secured Second Place in State-level shooting competition. Rev. Dr. Gilson John CMI, former principal bagged the Best Principal Award in the year 2016-17. Sri. Mathew Kanamala, HoD, Social Work, got an assignment in Manchester, UK, for developing the Person Centered Practices and on his initiative, India e-learning Version from the existing UK Version is developed. Sri. Sajan Jose K, Associate Professor in Zoology, delivered talks on Meliponiculture on Radio and TV channels.

Concluding Remarks :

St. Joseph's College tries to incorporate its core values, viz., intellectual competence, moral uprightness, spiritual orientation, psychological integration and openness to further growth, in all its endeavors. The College has been successful in meeting the expectations of all the stakeholders like students, alumni, parents and the general public. Its thrust on social commitment, as evidenced through the activities of the Students Initiative in Palliative Care and Integrated Tribal Development Programme, is one of the distinctive features of the College and these activities have been identified as the Institutional Best Practices.