

St. Xavier's College for Women

Aluva, Kerala



Annual Quality Assurance Report (AQAR)

2012-13

Submission

To



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

St. Xavier's College for Women, Aluva

1.2 Address Line 1

Palace Road

Address Line 2

Aluva

City/Town

Aluva

State

Kerala

Pin Code

683101

Institution e-mail address

college@stxaviersaluva.com

Contact Nos.

0484-2628840, 0484-2623240

Name of the Head of the Institution:

Sr. Reethamma V.A.

Tel. No. with STD Code:

0484-2628840, 0484-2623240

Mobile:

8547428840

Name of the IQAC Co-ordinator:

Dr. Sr. Benedict Mary

Telephone:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Fourth Star	--	1999	1999-2005
2	2 nd Cycle	B++	81.10	2006	2006-2011
3	3 rd Cycle	A	3.08	2012	2012-2017
4	4 th Cycle	--	--	--	-

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

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR 10/09/2012 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Mahatma Gandhi University, Kottayam, Kerala

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2

2.9 Total No. of members

17

2.10 No. of IQAC meetings held :

2

2.11 No. of meetings with various stakeholders:

No.

9

Faculty

3

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Apply for more add on courses	Add on courses in Commerce and Mathematics
Conduct National seminar and Workshops	One National Seminars and workshop conducted
To conduct the interdisciplinary academic event 'Academic Week'	Academic week conducted and had overwhelming response from students
Strengthening of clubs	Clubs very active in motivating students and conducting programmes
To create a digital environment	Separate email ids were given to all departments and teachers
Encourage faculty for Faculty Development Programme	Many teachers participated in Orientation and Refresher courses

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Verified and approved the AQAR

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	4	-	1	5
UG	11		1	
PG Diploma	-			
Advanced Diploma	5			
Diploma	5			
Certificate	5			
Others	1			
Total	31	0	2	5
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4 PG&11 UG
Trimester	
Annual	

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

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

**Please provide an analysis of the feedback in the Annexure*

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

Syllabus revised by the university according to CBCSS pattern

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others((Junior lecturers)
61	44	14	1	2

2.2 No. of permanent faculty with Ph.D.

24

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
14	0	--	--		--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

12	1	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	27	9
Presented papers	4	11	3
Resource Persons	0	3	1

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

ICT enabled classrooms

2.7 Total No. of actual teaching days during this academic year 181

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

2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 6

2.10 Average percentage of attendance of students 88

2.11 Course/Programme wise distribution of pass percentage :

SUBJECT	APPEARED	PASSED					
		A %	B+ %	B %	C+ %	C %	Pass %
ENGLISH	49	48	43.1	19.6	9.8	3.9	94.7
COMM.ENGLISH	34	34	15.7	27.4	27.4	15.7	92
MALAYALAM	45	41	24.4	36.6	21.9	7.3	90.2
ECONOMICS	58	54	17	29.8	21.3	4.3	72.3
COMMERCE	47	46	13	39.1	6.5	nil	63
MATHEMATICS	50	50	23.7	23.7	23.7	nil	76.3
PHYSICS	33	33	38.5	11.5	nil	nil	100
CHEMISTRY	30	30	26.8	39	17.1	4.9	100
BOTANY	30	30	25	25	22.5	5	85
ZOOLOGY	30	28	46.4	21.04	17.9	7.1	100
ZOOLOGY VOCATIONAL	25	24	7.8	29.7	26.6	4.7	68.8
M.Sc PHYSICS	6	5	Nil	80	Nil	Nil	80.0
III rank - SARANYA GANESH							
M.A ENGLISH	16	12	30.8	15.4	Nil	Nil	46.2
M.Com	18	15		31.6			31.6
M.Sc MICROBIOLOGY	10	4		66.7		16.6	83.3

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :
Feedback by students and teachers were collected, analysed and remedial measures were taken.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	0
Orientation programmes	15
Faculty exchange programme	
Staff training conducted by the university	0
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	0
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	30			
Technical Staff	1	0	0	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Faculty are encouraged to apply for funded projects. IQAC has also proposed to form a Research Promotion Council that can strive to develop scientific interests among the students and faculty.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	0	6	0
Outlay in Rs. Lakhs			6,33000	nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	14	--
Non-Peer Review Journals			--
e-Journals			--
Conference proceedings	1	5	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects		UGC	633000	Nil
Interdisciplinary Projects		nil		
Industry sponsored		nil		
Projects sponsored by the University/ College		nil		
Students research projects <i>(other than compulsory by the University)</i>		KSCSTE	10000	
Any other(Specify)		DST etc	Nil	Nil
Total			643000/-	Nil

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE her (DST)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the
Institution

Level	International	National	State	University	College
Number	Nil	1	1		
Sponsoring agencies		UGC	KSCSTE		

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

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this

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

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

Total	International	National	State	University	Dist	College
1			1			

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

4
5

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

3

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

JRF	1	SRF	Nil	Project Fellows	1	Any other	3
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3.21 No. of students Participated in NSS events:

University level	23	State level	16
National level	2	International level	--

3.22 No. of students participated in NCC events:

University level	80	State level	0
National level	2	International level	--

3.23 No. of Awards won in NSS:

University level	4	State level	8
National level	0	International level	--

3.24 No. of Awards won in NCC:

University level	3	State level	
National level	7	International level	--

3.25 No. of Extension activities organized

University forum	0	College forum	11		
NCC	0	NSS	26	Any other	8

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

Given in ATR(7.2)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7.46 Acres	0		7.46
Class rooms	46	0		46
Laboratories	6	0		6
Seminar Halls	5	1	Management	6
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	19	2	UGC	21
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 149900/-		UGC	Rs. 149900/-
Others	0			

4.2 Computerization of administration and library

Library provides INFLIBNET access to faculty and students

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12790	1248400	40	34600	12830	1283000
Reference Books	43572	6525754	888	143246	44460	6669000
e-Books	97000	-	-	-	97000	
Journals	102	18020	10	4380	112	22400
e-Journals				6000		6000
Digital Database	DIGITAL LIBRARY	-	-	-		-
CD & Video	118	11800	-	-	118	11800
Others (specify)	210	15750			210	15750

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	144	4	2	1	1	1	14	
Added	2							
Total	146	4	2	1	1	1	15	

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

ASAP – Additional Skill Acquisition Programme
Add –on Courses in Computer science and Tally, for the students

4.6 Amount spent on maintenance in lakhs :

i) ICT	2,01,660/-
ii) Campus Infrastructure and facilities	7,69,200/-
iii) Equipments	8,42,400/-
iv) Others	12,13,600/
Total :	30,26,860/

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Interaction with students. Strengthening of feed back system

5.2 Efforts made by the institution for tracking the progression

Monthly evaluation and collection of feedback

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1220	107	2	

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
				1327	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
986	153	7	141	--	1287	1012	150	7	158	--	1327

Demand ratio: The Admission is done through Single Window System by the University.

Dropout % : 2%

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

ASAP programme actively undertaken. Bank tests and PSC tests coaching separately arranged.

No. of students beneficiaries

30

5.5 No. of students qualified in these examinations

NET	2	SET/SLET	7	GATE	-	CAT	8
IAS/IPS etc	-	State PSC	2	UPSC	3	Others	7

5.6 Details of student counselling and career guidance

Sessions on career guidance especially on interview techniques and communication skills arranged. Placement drive of a few institutes conducted.

No. of students benefitted

450

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	60	6	4

5.8 Details of gender sensitization programmes

Seminars, exhibitions, competitions and other empowerment programmes are conducted

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	13	-
Financial support from government	246	69875/-
Financial support from other sources	9	-
Number of students who received International/ National recognitions	nil	

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed : More class rooms

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision is to uplift the educational, social and cultural status of women by empowering them with academic excellence, personality development and spiritual enlightenment. The Mission of the college is to form creative, self reliant and technology driven women with humane values and futuristic outlook

6.2 Does the Institution has a Management Information System

Yes

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

6.3.1 Curriculum Development

Six Faculty are members of the Board of Studies. Faculty is involved in the curriculum development programmes of the university. Add on Courses are given by Physics, Mathematics and Commerce departments. Mentoring and Value education sessions are provided.

6.3.2 Teaching and Learning

ICT enabled methods are utilized for teaching. Visit to industrial firms and historical places is incorporated. Inter disciplinary academic programmes are arranged for the students.

6.3.3 Examination and Evaluation

Apart from University exams, class tests are given. Internal assessment helps to give more attention to the weak students.

6.3.4 Research and Development

Department of Commerce have applied for Research Centre. Faculty play active roles in research by undertaking research projects and publishing papers. Faculty also participate and present their work in various national and international seminars to update themselves with the latest developments.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Uninterrupted internet connectivity and INFLIBNET available. The library has digitalized database of previous question papers and student projects.

6.3.6 Human Resource Management

Every faculty submits Self-Appraisal, countersigned by the department heads and the principal. Principal does an evaluation concerning the faculty. Students' evaluation is also seriously conducted. Motivational sessions and training programmes are regularly arranged.

6.3.7 Faculty and Staff recruitment

According to the norms of Govt., UGC and the University, a panel comprising Subject Expert, Govt. Nominee and Management representative together select the faculty through personal interview.

6.3.8 Industry Interaction / Collaboration

Students of many disciplines do their project works in different industries and firms. BSc Zoology (Model II) and B. A. Communicative English students are provided on-the-job training in various organisations.

6.3.9 Admission of Students

According to the Govt. and University norms.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

15 Lakhs

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done? No

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA

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

N.A.

6.11 Activities and support from the Alumni Association

Alumni Association organises tailoring Classes for the students. A self-employment training class was organized on soap making. Dr. Divya. P R, Scientist, CMFRI, Kochi who is also a alumni was honoured for winning of the KSCSTE Young Scientist award, 2013. Alumni association regularly organizes visits to orphanages and old age homes.

6.12 Activities and support from the Parent – Teacher Association

PTA gives monetary and moral support for all the development activities. Orientation classes are conducted for Parents and Students. Took initiative in the construction and handing over the key of a new house to a student.

6.13 Development programmes for support staff

Efficiency enhancement programmes and stress management classes were arranged.

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

Maintains an eco-friendly ambience. Vermicomposting units are maintained. Co-operates with the activities of government and municipality in all the nature protecting endeavours and campaigns. The nature clubs in the college strives to maintain the greenery by planting saplings, vegetable gardening and cleaning missions.

Criterion – VII

7. Innovations and Best Practices

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

- Observance of Interdepartmental Academic Event-Academic Week
- To create digital environment- utilization of internet facility intelligently
- Separate e-mail ids for each departments
- New Add-on Course in Mathematics, Commerce,
- Revival and strengthening of clubs
- SWOT Analysis
- Strengthen Departmental Social Outreach Programmes

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

- Conducted UGC sponsored National Seminars by Department of Malayalam and KSCSTE sponsored workshop by Department of Microbiology.
- New Add-on Courses in Physics, Commerce and Mathematics
- Academic week celebrated department wise with seminars and talks
- Celebrated Library Week to encourage wider reading habits amongst all.
- Teachers helped the students in solving academic as well as personal problems. Mentoring, Remedial classes & tutorial hours for Group study, Special care to weak students, Student Counselling, etc were provided.
- Orientation Programmes for new comers was organized by the PTA
- A number of social outreach programmes were organized.
- Intercollegiate competitions were held in the college and students were motivated to participate in various competitions at university and state level.
- Folk Art Performances conducted
- Collected feedback from students, teachers, parents and alumni and that served a way for the assessment of teaching-learning process.
- Parent- teacher meetings strengthened the relationship among parents, teachers

7.3 Give two Best Practices of the institution

- Observance of Academic Week was introduced which is expected to be continued in the coming years
- Active participation of students and teachers in various clubs

7.4 Contribution to environmental awareness / protection

Seminars and Exhibitions are conducted to give awareness on the Environment and its protection. World Environment Day was observed and tree saplings were planted.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths

- Accredited with A Grade by NAAC (3.08 points)
- Well maintained infrastructure facilities
- Student friendly campus
- High pass percentage in the University Examinations
- Activities of Women Study Cell supporting women empowerment
- Professional and academic contributions of the faculty
- Best NSS and NCC Units
- Best Basketball and Volleyball teams
- Supportive management
- Dedicated students council
- Strong Support from P. T. A. and Alumini
- Support of RELAX (Retired Lectures Association of St Xaviers) and RENTAX (Retired Non-Teaching Association of St Xaviers)
- Co operation of NGO's (Kerala Action Force, IMA Madhya Kerala, Pain and Palliative Care Unit at Anwar Hospital, Aluva, Plan@earth)
- Emerging research culture in the campus.

Weaknesses

- Lack of geographical space in the campus.
- Inability for expansion due to the proximity to the railway line.
- Inability to transcend the restrictions imposed by university and government.

Threats

- Improper evaluation systems followed by the university.
- Economic crisis

Opportunities

- Availability of quite a number of varied basic/conventional UG and PG courses offering openings to higher studies and employment.
- High number of Ph. D. holders among faculty.
- Available resources are utilized to ensure excellence and empowerment of women.

8. Plans of institution for next year

- Introduce more U.G. and P.G. courses
- Apply for Research Centres
- Apply for more research projects
- Constitution of Research Promotion Council
- Research Paper presentation sessions should be organized
- More research publications from faculty
- Encourage faculty to participate in Faculty Development Programmes
- More participation of teachers in Academic Conferences
- Apply for Funded National Seminars
- Arrange more campus recruitments
- I C T Training to faculty and new teaching learning techniques
- Give awareness about Service rules to the staff
- Arrange training programmes for Non-Teaching staff
- Conduct more eco-friendly campaigns
- Strengthen the various sports teams
- National representation of NCC and NSS



Dr. Milon Franz

Signature of the Coordinator, IQAC



Sr. Reethamma V..A

Signature of the Chairperson, IQAC
