



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		<b>ST. XAVIER'S COLLEGE, THUMBA</b>
Name of the head of the Institution		<b>Dr. (Fr.) Dasappan V Y</b>
Designation		<b>Principal</b>
Does the Institution function from own campus		<b>Yes</b>
Phone no/Alternate Phone no.		<b>0471-2705254</b>
Mobile no.		<b>9447870574</b>
Registered Email		<b>principalthumba@yahoo.com</b>
Alternate Email		<b>sxctvmiqac@gmail.com</b>
Address		<b>St. Xavier's Colleg PO Thiruvananthapuram Kerala 695586</b>
City/Town		<b>THIRUVANANTHAPURAM</b>
State/UT		<b>Kerala</b>
Pincode		<b>695586</b>

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Divya Thomas
Phone no/Alternate Phone no.	09447543818
Mobile no.	8848750482
Registered Email	sxctvmiqac@gmail.com
Alternate Email	principalthumba1@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://ww.stxaviersthumba.org/content/reports/AOAR/AOAR_2017_18.pdf">http://ww.stxaviersthumba.org/content/reports/AOAR/AOAR_2017_18.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://ww.stxaviersthumba.org/academic-calendar">http://ww.stxaviersthumba.org/academic-calendar</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	80.70	2004	16-Sep-2004	15-Sep-2009
2	B	2.70	2012	21-Apr-2012	20-Apr-2017
3	A	3.22	2019	14-Jun-2019	13-Jun-2024

<b>6. Date of Establishment of IQAC</b>	10-Nov-2004
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<b>7. Internal Quality Assurance System</b>	
Quality initiatives by IQAC during the year for promoting quality culture	

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Production and distribution of hand sanitizers	17-Mar-2020 5	2000
MOOCS video release	10-Mar-2020 1	1000
Career in Media Industry - Workshop	31-Jan-2020 1	150
Celebration of International year of Periodic table	18-Dec-2019 1	150
Penkarutth- Self defense training programme	13-Dec-2019 7	30
Scientist in classroom programme	13-Dec-2019 1	300
Colloquium for mentoring and assurance of quality in HE	16-Nov-2019 1	50
Inauguration of VISION Two Thound Twenty Five	18-Jun-2019 1	1000
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
<b>No Files Uploaded !!!</b>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

2. Colloquium- Mentoring and Assurance of Quality in Higher Education IQAC conducted a one-day colloquium on Mentoring and assurance of Quality in Higher Education on 16th November 2019 for all the teaching staff members of the college. Programme started by the welcome speech of Dr. Mary Anitha Ruben, Vice-Principal of the college after the prayer song. Colloquium was inaugurated by Principal, Dr. (Fr) V Y Dasappan S J. Fr. A R John, Educationalist handled the first session on Mentoring and Positive Education. A second session on Mentoring Practice by same resource person followed first session with a coffee break in between. Session three on Preparation of handbook on mentoring was handled by Dr. Thomas P John, Head of the Department of history. In session four, Dr. T K Santhoshkumar; coordinator of IQAC delivered a lecture on Assurance of quality and new avenues in higher education. Fifth session was handled by Dr. Harish S R on Towards implementation of Green protocol which was followed by an open discussion chaired by Dr. (Fr.) V Y Dasappan S J, principal. Colloquium ended with evaluation followed by vote of thanks by Smt. Edna Richard, Head, department of Chemistry.

. MOODLE LMS Training to Teachers As the demand and need for online teaching methods are increasing, IQAC of St. Xavier's College, Thumba conducted a one day training programme cum workshop on MOODLE LMS. All the teaching faculty members participate in the training. Teachers created their own moodle account and took trials to create class, lesson, unit etc and enroll students, create materials, conduct evaluation and do grading procedures. Teachers were provided with printed notes which described the step by step procedures required to use MOODLE LMS. The training programme was conducted on 10th March 2020 and all 54 teachers participate in it. In the training programme, other LMS such Google classroom conferencing software such as Google meet and Zoom, video creating software such as OBS studio, screen cast-o-matic etc were also discussed.

4. Production and distribution of Sanitizers As proposed by IQAC, department of Chemistry, St. Xavier's College Thumba produced hand sanitizers and distributed them for free in the college and in Fathimapuram; the adopted village. Because of Covid-19 epidemic that struck the world in March 2020, there was an increased demand of hand sanitizers and thus created scarcity of the same. As a social responsibility activity, Department of Chemistry produced, bottled and distributed hand sanitizers in bulk and helped the staff of the college and the villagers to overcome the catastrophe. The bottles were handed over to Fr. Lawrence Lucas (Vicar, Fathima Matha Church) by principal of the college Dr. (Fr.) V. Y. Dasappan S.J. in the presence of villagers and staff of the college. Selected representatives from villagers were given training about the making of hand sanitizers in the household. In the leadership of Smt. Edna Richard, Dr. (Fr.) Biju Joy, Dr. Divya Thomas, Dr. Drishya R and Sri. Renjith R a video tutorial on the making of hand sanitizers was shot and was uploaded to YouTube.

1. Inauguration of VISION 2025 St. Xavier's College, Thumba have a master plan for 25 years which was prepared in 2018 June. Based on this master plan there are plans of action prepared by IQAC for every five years. First of such five year plan was prepared with a vision to accomplish in 2025 and is named as 'Vision 2025'. inauguration of Vision 2025 was done on 18th June 2019 at College auditorium by Sri. Kadakampally Surendran, Hon. Minister of Cooperation, Tourism and Devaswom. All staff and students of the college participated in the function which was presided over by Principal of the College, Dr. (Fr.) V. Y. Dasappan S.J. The gathering was felicitated by Dr. T. k. Santhoshkumar, IQAC coordinator.

A printed document of Vision 2025 was published by Hon. Minister, during the gathering, which is made available as soft copy in College website as well as hard copy in IQAC

[View File](#)

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

Plan of Action	Achivements/Outcomes
Buy a new college bus to resolve the conveyance issues of students	A new college bus was bought by PTA on 24th June 2018
Fill up teaching and non-teaching vacancies	Succeeded in filling up four permanent non-teaching vacancies. Teaching vacancies are still lying vacant due to certain policies of the Government.
Materialize Media Lab	Finished the works of Media lab, bought new equipment with the help of PTA and the lab was inaugurated on 3rd September 2019 by Deputy speaker of LA, Sri. V Sasi MLA
Finish the works of new auditorium	Almost 90% of the works of new Aikara Auditorium was finished.
Prepare action plan for the next five years, based on the master plan	Based on the master plan for 25 years, Smart St. Xavier's Project, an action plan for the next five years was prepared in the name Vision 2025 and was inaugurated on 18th June 2019.

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
College Council	18-Aug-2021

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2020

Date of Submission

26-Feb-2020

<p><b>17. Does the Institution have Management Information System ?</b></p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>St Xavier's College, Thumba has a management information system and there are two modules of the system always operational. 1. Office automation system: Administrative office of the college is installed with office automation system provided by GJ Infotech, Irinjalakkuda. Every details of every student are available to all office staff in their personal computer which are connected via LAN. Admission, attendance, scholarships, achievements, examination details, internal marks, fees details, remarks and TC of students are managed through this automation system. Every student is provide with a student ID and password so that they can log into their corresponding student profile through college website and view their details such as hourwise attendance, internal marks, examination schedule and seating arrangement, exam fees, details of scholarship etc. Attendance is marked via an attendance app installed in the smart phone of every teacher. Teachers take do attendance entry during every hour through the app and this will be updated automatically to the centralized attendance system. Parents can also access the marked attendance of students through website. Marks obtained by each student for every examination is updated on the automated system after permitting the students to review the marks before forwarding to the university. Information about upcoming events as well as details of news and events are available on the website. This information includes the time and date along with details about the event. Following the completion of the event, pictures and minutes of the event are also uploaded for easy access. This allows the parents, teachers and other stakeholders to be aware of the programs being conducted in college as well. For easier communication, circulars including important notices to students, parents, teachers and nonteaching staff are posted online separately. 2. Library Automation: Library is fully automated with LIBSOFT software version 4.1 and</p>

OPAC facility. Each book has its own unique barcode and so does every student's ID card. This allows for easy tracking of books in the Library. Ebooks, ejournals and other web based resources are made available through Nlist under INFLIBNET and National Digital Library projects.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

St. Xavier's College, Thumba is affiliated to the University of Kerala and follows the curriculum designed and developed by the University. The college has well-structured processes for the effective implementation and delivery of the curriculum. All the eight undergraduate programmes and two postgraduate programmes offered in the college follows the Choice Based Credit Semester System (CBCSS). During the commencement of every academic year, the College Council meets to envisage a detailed academic plan and time-bound framework to achieve the academic goals set for the year in line with the vision and mission of the college. The staff members are given an orientation to create awareness about specific tasks and goals cut out for the year besides the regular academic program. College prepares an academic calendar in unison with the calendar of the University and the same is included in College Hand Book, a copy of which is given to all the faculty and students. The academic calendar is made available in the college website as well. Department wise time table for each course is prepared and courses are allotted to faculty members on the basis of experience and expertise. This academic plan is evaluated periodically to ensure effective delivery and timely completion of the syllabus. Responses gathered via feedback survey helps to identify areas of improvement in curriculum delivery and in evaluation methods. Apart from traditional teaching-learning methods, all faculty members make use of ICT facilities and LMSs. An OFC-enabled high-speed internet with 100mbps is provided to all the Departments and common seminar rooms. All classrooms are equipped with LCD projectors and other useful teaching aids. Students are given proper awareness and scientific knowledge of their concerned subjects through institution visits, seminars, debates, quiz programs, and study tours. The final year students are permitted to carry out project work, guided by teachers and the report is submitted for viva-voce examination and valuation. Apart from the courses that they study, students are offered optional certificates, value-added and add-on courses by every department. Laboratories, library and language lab are kept updated with all the modern facilities to augment optimum use by students. Remedial classes, bridge lectures, and tutorials are conducted to improve the performance of weak students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Economics	14/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

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

Certificate	Diploma Course
<b>No Data Entered/Not Applicable !!!</b>	

**1.3 – Curriculum Enrichment**

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Competitive skills	01/07/2019	20
Blue economy	02/12/2019	20
Handicrafts and Gandhian Reproductive activity	01/07/2019	20
Molecular visualization tools	01/11/2019	36
Course on water quality monitoring and testing	02/12/2019	33
BBMT 19 -Basic Microbial Techniques-A Practical Approach	10/07/2019	30
BBG 19 - Gardening and Flower Arrangement	15/08/2019	30
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Economics	42
BA	History	53
BSc	Botany and Biotechnology	25
BSc	Chemistry	39
BSc	Physics	36
BSc	Mathematics	37
BA	Malayalam and Mass Communication	37
BCom	Commerce	68



MCom	Commerce	18
MSc	Physics	13
<a href="#">View File</a>		

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The feedback on curriculum by various stakeholders alumnae, parents, students and teachers are collected by the IQAC. The report of collected feedback after analysis is submitted to the college council and management for further action. The feedback on curriculum from all stakeholders are measured in a four- point scale. The feedback on curriculum from students were obtained from all students after the end of each semester. Feedbacks and constructive suggestions from parents and alumni are obtained during the periodic Parent-Teacher Association (PTA) meetings and alumni meetings held respectively. Since the institution is an affiliated college, its role in curriculum design is nominal. However, IQAC intimated the feedback reports to the members of the concerned Board of Studies and members in the Syllabus Revision Committee. They in turn brought the matter to the notice of the University. The syllabus of various programs undergoes timely revision and most of the concerns are addressed in the revised syllabus Alumnae Association meetings help to gain an insight into the employable skills of the respective courses. They communicated the importance of value - added course in the respective programs so that the employability skills will be enhanced. After syllabus revision, latest reference books were added to the library shortage in the availability of reference books shall be solved. Based on the feedback of faculty on adequacy of instructional hours to complete courses, special classes were organized well in advance. Parents inquired the possibility of giving special classes to slow learners and college has arranged remedial classes under department level and the progress is evaluated by IQAC.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	History	48	2532	53
BA	Economics	36	2410	40
BA	Malayalam and Mass Communication	36	1486	39
BSc	Botany and Biotechnology	28	2328	29

BSc	Chemistry	38	1972	36
BSc	Mathematics	36	1027	30
BSc	Physics	38	1831	37
BCom	Commerce	60	3846	65
MCom	Commerce	18	900	18
MSc	Physics	12	840	13
<a href="#">View File</a>				

## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1003	63	37	Nil	17

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
54	54	Nil	33	2	Nil

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

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

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

St. Xavier's College, Thumba follows mentoring system to encourage students to manage learning process to maximize their potential, develop their skills and to improve their performance. Mentor -mentee ratio of the institution is 20:1 which means twenty students share a common mentor. Every teacher is assigned with twenty students for mentoring. A mentor constantly accompany his/her students thereby maintaining a continuous relation with them. Every mentor prepares a file which contains the personal and institutional details of each of his/her mentees. This file contains the following details of each student. 1. His/her academic progress from tenth standard 2. Name, occupation and phone number of parents 3. Details of siblings 4. Socio-economic status of his/her family 5. Special abilities of the student, if any 6. His/her hobbies and ambition. 7. His/her special tastes of interest etc Mentoring sessions are provided for face-to- face interaction of mentor and mentee individually. Frequency of this interaction varies depending on the need and circumstances of each student. Every mentor keeps a record of the mentoring sessions. In case it is found necessary, the mentor will recommend a student to the service of full-time student counselor of the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1066	54	1 : 20

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

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

54	26	27	Nil	30
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2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MSc	Physics	4	29/10/2020	01/12/2020
MCom	Commerce	4	24/09/2020	20/11/2020
BCom	Commerce	6	29/05/2020	28/08/2020
BA	Arts	6	29/05/2020	08/09/2020
BSc	Science	6	29/05/2020	11/09/2020
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution follows Continuous Internal Evaluation recommended by the University of Kerala i.e, Continuous Internal Evaluation (CIE) and End Semester Evaluation (ESE). Three components of the CIE system are Attendance, Assignments, and Class tests. Fully-fledged examination committee headed by the Chief Superintendent of Examinations (CSE) undertakes all activities related to Continuous Internal Assessment and End Semester Examinations. Attendance and Assignments: A transparent online attendance helps the students and their parents to check the attendance status. Assignments are given to each student and deadlines are informed with frequent reminders. The assignments are evaluated by concerned teachers. Process and Preparation of CE Marks: Evaluated answer scripts are returned to the students with comments and performance of students is communicated to the parents through class PTA held in each semester. The evaluation Procedure is available in the college calendar and in the college website. Question Bank Question Repository: Every department maintains a questions bank that constitutes the previous years question papers. This is made available to students in departments as well as in the library for easy reference and study. Link with Library: Assignments to students are given from the syllabus itself. A list of books needed for reference is given in advance to the library and they keep apart all those books for a period of 30 days to help the students get easy access. Transparent and Fair Evaluation: In all matters related to Internal assessment, transparency is maintained and fair evaluation is ensured. Clear instructions are given to the faculty members and students regarding the evaluation process and modality of assessment. Students have the opportunity to raise their grievances in the process.

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

At the beginning of every academic year, the institution prepares an academic calendar in line with the affiliated university to organize the curricular and extracurricular activities in the institution. According to the activity plans received from various departments, committees and clubs, the college prepares its academic calendar by fixing dates for conducting internal examinations, giving topics for assignments, deadlines for submitting assignments, deadlines for preparing attendance statements, study leave, days to be observed etc. The calendar cum handbook is printed and distributed among the students and staff. Every effort is made to strictly adhere to the academic plan. There are also occasions when the University sends orders making changes in its calendar which is invariably made effective in the college calendar as well. The Principal and the College Council monitor the progress in meeting the academic requirements on the basis of the said calendar. Similarly, departments hold regular meetings to take complementary measures to adhere to the calendar. Special classes are conducted to complete the portions in case class days are lost owing to various reasons

## 2.6 – Student Performance and Learning Outcomes

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

[https://ww.stxaviersthumba.org/content/reports/Syllabus/course\\_outcome.pdf](https://ww.stxaviersthumba.org/content/reports/Syllabus/course_outcome.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Data in excel format	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

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

[https://ww.stxaviersthumba.org/content/images/common/SSS\\_2019-20.pdf](https://ww.stxaviersthumba.org/content/images/common/SSS_2019-20.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Medical Devices development seminar	Botany and Biotechnology	16/01/2020

Career in media industry workshop	Malayalam and Mass communication	31/01/2020
PADARTHA	Physics	27/02/2020
Shastra fest (IIT Madras event)	Chemistry	26/09/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

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

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	2	2.8
International	Botany and Biotechnology	12	3.76
<a href="#">View File</a>			

### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Physics	1
Botany and Biotechnology	2
<a href="#">View File</a>	

### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Structural	Dr. renju R	Ionics	2019	2	St Xaviers	2

optical and electrical properties of RE4Zr3O12 (RE Dy, Y, Er, and Yb) nanoceramics	Krishnan					College Thumba	
Enhanced LPG Sensitivity for Electron Beam Irradiated Al-ZnO Nanoparticles	Dr. Sunill C V attappalam	Macromolecular Symposia-wiley	2019	2		St Xaviers College Thumba	2
Colorimetric detection of mercury ions from environmental water sample by using 3-(Trimethoxysilyl) propyl methacrylate functionalized Ag NPs-tryptophan nanoconjugate	Dr. Ajith M Thomas	Journal of Photochemistry and Photobiology B: Biology Elsevier	2020	3		St Xaviers College Thumba	3
Rapid colorimetric detection of mercury using silver nanoparticles in the presence of methionine	Dr. Ajith M Thomas	Spectrochimica Acta Part A: Molecular and Biomolecular Spectroscopy. Elsevier	2020	0		St Xaviers College Thumba	Nil
Highly Sensitive and Selective Colorimetric Detection	Dr. Ajith M Thomas	Journal of Molecular Liquids	2019	4		St Xaviers College Thumba	4

of Arginine by Polyvinylpyrrolidone Functionalized Silver Nanoparticles						
Rapid colorimetric and spectroscopy-based sensing of mercury by surface functionalized silver nanoparticles in the presence of tyrosine	Dr. Ajith M Thomas	Optics Communications	2020	11	St Xaviers College Thumba	3
UV-Visible Spectroscopic Method for the Sensitive and Selective Detection of Mercury by Silver Nanoparticles in Presence of Alanine	Dr. Ajith M Thomas	Optik	2019	11	St Xaviers College Thumba	3
Highly selective and effective environmental mercuric ion detection method based on starch modified Ag NPs in presence of glycine	Dr. Ajith M Thomas	Optics Communications	2020	10	St Xaviers College Thumba	6
Polyethylene	Dr. Ajith M	Journal of	2020	5	St Xaviers	1

glycol functionalised Ag NPs based optical probe for the selective and sensitive detection of Hg (II)	Thomas	Molecular Liquids			College Thumba	
Synthesis of Carbon Stabilized Zinc Oxide Nanoparticles and Evaluation of Its Photocatalytic, Antibacterial and Anti-biofilm Activities	Dr. Ajith M Thomas	Journal of Inorganic and Organometallic Polymers and Materials	2019	3	St Xaviers College Thumba	1
<a href="#">View File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Data provided in excel format	Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	5	4	1
Presented papers	1	1	Nil	Nil
<a href="#">View File</a>				

## 3.4 – Extension Activities

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

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



Data Provided in excel sheet	Nil	Nil	Nil
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
State Scheme	Kerala State Youth Welfare Board	Penkarutth	3	25
COVID -19 Prevention	Department of Chemistry	Distribution of hand Sanitizers	7	50
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Medical equipment development	150	College Management	1
<a href="#">View File</a>			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Data provided in excel format	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Data provided in excel format	Nil	Nil	Nil

[View File](#)

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
13	13.8

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

[View File](#)

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LIBSOFT	Fully	4.1	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	28074	Nil	738	Nil	28812	Nil
Journals	47	Nil	Nil	Nil	47	Nil
e-Journals	Nil	Nil	6000	69701	6000	69701
CD & Video	161	24150	Nil	Nil	161	24150
Library Automation	1	25000	Nil	Nil	1	25000
Others (specify)	1070	Nil	Nil	Nil	1070	Nil

[View File](#)

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	75	2	3	1	1	1	10	100	0
Added	0	0	1	0	0	0	0	0	0
<b>Total</b>	<b>75</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>10</b>	<b>100</b>	<b>0</b>

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

100 MBPS/ GBPS
----------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Media lab recording centre and edit suit	<a href="https://ww.stxaviersthumba.org/event/187/media-lab-inauguration">https://ww.stxaviersthumba.org/event/187/media-lab-inauguration</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
13	13.8	25	25.6

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

The college has well established systems and procedures for maintaining and utilizing physical, academic and support facilities in the campus. IQAC is the body that ensures proper maintenance and utilization of academic as well as physical facilities. PTA, college council and different committees support IQAC in the task. For issues that are to be addressed immediately, a repair and maintenance register is kept at office, on which staff can register their requirements and complaints regarding academic and physical facilities. Every entry in this register will be addressed by the Bursar of the college. Physical Facilities • College has a 25 years master plan. Year-wise addition of facilities are done according to this plan. • Periodic maintenance and painting of buildings are done every year. • There is annual stock verification for each department. • There is a mechanic in the college to repair and maintain electrical all equipment. • Adequate budget will be allocated every year for annual maintenance of college infrastructure. • Proper training and motivation are given to teachers every year to ensure maximum utilization of ICT facilities. • College buses are maintained by PTA • Head of the departments

take measures to ensure the usage of every equipment and every laboratory facility, to prevent damage from no use. Computer Facilities • All computers are protected with anti-virus programmes and UPSs. • Computers are used to their maximum and 'repair and reuse' policy is adopted. • Students are given individual user id and password to login to college website to check their academic details, attendance and main announcements by Principal. Library Facilities • Adequate budget is allocated every year for the purchase of books and periodicals. • Adequate staff is employed in library for proper functioning and maintenance. • Library is maintained as fully automated by library management software. • Library softwares, OPAC system, Braille software etc are regularly updated by librarian. Laboratory facilities • Every laboratory keeps stock register, purchase register and breakage register, which are verified annually. • Adequate budget is allocated every year for maintenance of laboratories, as well as for the purchase of new equipment. • Replacement and renewal of lab equipment are done periodically. • Maintenance and repair of laboratory equipment are done by professionals. • Green protocol is applied to every laboratory to minimize wastage. Sports Facilities • Memorandum of Understanding has been made with Kerala Cricket Association, to maintain the international cricket stadium of the college. • Sports advisory committee of the college takes care of maintenance of grounds, gymnasium, health club etc. • Adequate budget is allocated every year for proper maintenance of sports facilities. • Students are promoted to use the Gymnasium and health club to ensure maximum usage of these facilities.

[https://www.stxaviersthumba.org/content/images/common/maintenance\\_utilization.pdf](https://www.stxaviersthumba.org/content/images/common/maintenance_utilization.pdf)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Different academic scholaships, Noon meal scheme and other funds	102	109000
Financial Support from Other Sources			
a) National	E-grants	546	3721016
b) International	Nil	Nil	Nil
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Bridge Course	10/06/2019	48	Departments of Mathematics and Economics
Yoga and Meditation Centre	22/11/2019	30	Yoga Center
Individual Counseling	03/06/2019	20	Student Counselor
WWS	07/12/2019	90	WWS Cell

SSP	10/06/2019	50	IQAC
Career Guidance	10/06/2019	20	Placement and Career Guidance Cell
career Counseling	10/06/2019	20	Placement and Career Guidance Cell
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
<b>No Data Entered/Not Applicable !!!</b>					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
----------	-------	------------------------

Independence Day Celebration	College	250
Welcome to Freshers	College	500
Youth Festival	College	85
Athapookkalam Competition	College	800
Annual Sports Day	College	120
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	4th Elite Women's National Boxing Championship - Bronze medal	National	1	Nil	Nil	Anchu Sabu
2019	4th Elite Women's National Boxing Championship- Bronze medal	National	1	Nil	Nil	Nissy Laissy
2019	4th Elite Women's National Boxing Championship - Silver medal	National	1	Nil	Nil	Indraja K A
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The most important platform for students to take up responsibility in matters concerning academic and administrative bodies of the college is through Student Council/Union. It is a mandatory and productive element in our college. The college promotes the formation of a Student Council rooted in the dictum of democracy. The Council is constituted as per the guidelines set by the University of Kerala. Every year as per the norms and timely regulations of the university, elections are conducted in Parliamentary system under the close monitoring of the staff. All the students in the college are free to file their nominations to any posts and do the campaign. Whoever gets the majority of votes are declared as winners and they take public oath and start functioning.

All the students in the campus can cast their vote to elect a candidate. The dates for filing the nominations and the day of election are declared by the University. The college authorities ensure strict adherence to ethical practices during the entire process of the election. The student Council Chairperson, Vice-Chairperson, General Secretary, Arts Club secretary and Magazine Editor are the important office bearers besides year wise representatives. Active participation of women is ensured through reserved post for lady representatives. The two University Union Councillors represent the college at the University level. One faculty member is nominated by the College Council as staff advisor of the Student Council. The activities of the Student Council start off soon after taking oath as office bearers. Under the guidance of the staff advisor they plan the co-curricular activities for the year using the budget approved by the college. The students union of the college takes the leadership in organizing the various co curricular and cultural activities of the college like Fresher's Day, College Day, Youth Festival, Film Festival, Annual Arts Festival and Sports Meet, Book fairs, Food festival, Awareness drives, Blood donation campaigns, Organic Farming and many other cultural programmes. Major festivals are celebrated in the campus to foster communal harmony. Social and charity works are undertaken to nurture social responsibility among the students. The council actively associates with the campus cleaning and other activities of the NSS and the NCC. The council observes important days in association with the clubs of the college. The finance for the activities of the Student Union is met primarily from the Union Fund in the college and the special financial assistance from the PTA. On certain occasions, the Council collects voluntary donations and which are spent for social causes. Apart from Student Council there are several clubs and associations where students play active roles in realizing their full potential. Students represent in almost all statutory bodies of the college like the College Council, IQAC, Library Committee, Anti-Ragging Committee, Student Grievance Redressal Committee, Women's Study Center etc. All important decisions in the college are taken only in consultation with the students to ensure their full support.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

St. Xaviers College is more than 54 years old. Almost 38,000 students have gone through this great institution by now. The greatness of any institution depends on the personalities the institution has created through the effort it puts in molding them. St. Xaviers College has succeeded in that venture in the sense that it has sent out ever so many luminaries in various fields who are well placed in and outside the country. That being the case, those who have benefited out of the institution have a reciprocal obligation to promote the general welfare of the institution as well. Association of alumni of any institution is the reflection of its past, representation of its present and a link to its future. Creating a supporting alumni network is crucial to the success of every institution. A strong alumni network by itself can be the best source available for building relationships, both business and personal. The support from the alumni bring with it credibility and justification to the success of the institution. Alumni this way acts as a role model to the newcomers, having breathed the same air and encountering similar challenges faced by them. Such an association has been functioning right from 1989 at St Xaviers College. Now it is a registered body and it works with utmost sincerity out of limited resources. It has a lean membership of only 250 considering the significantly large number of those who have benefited out of the institution. The association depends on the generosity of its members in making donations. Objectives of Alumni Association 1. To promote, encourage, help and build

relations among the members. 2. To develop and maintain relationship with the College and collaborate with its various activities. 3. To uphold and maintain the honor and dignity of the College. 4. To follow the guidelines of the Federation of Jesuit Alumni/ae association of the South Zone level, at the National level and at the International level. 5. To hold periodic meetings and conferences among its members. 6. To organize and engage in Social, Cultural and Educational activities among its members and their families with a view to fostering Social, Cultural, Religious and Inter-Personal relationships. 7. To publish and circulate a newsletter or bulletin, which shall be the official organ of the Association, through which it shall make known to the members, the various activities of the Association.

5.4.2 – No. of enrolled Alumni:

1000

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1. Annual College Alumni meeting 2. Executive meeting is organized every month. 3. Alumni association meetings of all departments 4. Every year 8 Scholarships are given to the best students from each department. 5. One best-going student award. 6. Alumni sponsors prizes for the Athapookalam competition.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

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

Practice 1: Participative Planning and Execution Institution follows the practice of preparation of an Annual plan for the college by the end of previous academic year itself through a participative process of the stakeholders. All the faculty members come together for an evaluation and planning session in the Department level and consider the following: a) Existing Annual Plan b) Feedback from Students c) Suggestions from Class wise PTA and Alumni gatherings d) Remarks from the administration Based on these, a detailed plan is prepared specifically stating their academic, material and financial needs considering the areas for improvement. This is submitted to the planning Board of the college for a feasibility study. The Planning Board of the college analyzes the plan in line with the stated vision and mission of the college and shortlist the final plan. Then the Board, considering the available sources of income, categorizes the needs, placing them under different heads. The types of funds in the college are: a) Government/ UGC/ RUSA/ Aids b) PTA Fund c) Alumni Fund d) Management Fund This list is placed for discussion and scrutiny in the College Council meeting. Once it is approved, the final budget is prepared. The source of money is located and the person in charge of the execution of the project is fixed. These, with the dates for completing the task, are sent to the Managing Committee through the Principal for approval. The document being an outcome of an effective participative process, the Managing Committee approves it after proper deliberations. Having obtained the requests from HoDs countersigned by the Principal, an advance amount is released by the Bursar (Finance Manger). Departments are encouraged to find resources from sponsors, parents and alumni to meet any expense that is beyond the scope of the approved budget, thereby promoting local fund mobilization. Similarly they also look out for available Government Funds from different schemes with the permission of the principal. Any major purchases for the college are done with the permission of the Purchase Committee on the basis of



commonly accepted norms and open quotation. The purchases are entered in the stock register and are verified periodically. Practice 2: Participative Leadership Mechanism The college has a developed a Policy on leadership and participative manahgement. This policy covers the following points 1.

Participation of students in decision making in daily running of the institution through an effective Student Council 2. Women representation shall be ensured in all administrative posts with a view to unite the college as one unit with a single vision and mission. 3. Collaboration and networking with our well placed alumni and other famed Jesuit institutions in India and abroad provide an additional impetus for the development of the college. 4. We are committed to e-governance in all possible realms and to periodically install more effective office software to make administration efficient and people friendly. 5. Fair and transparent financial practices shall further embody the dynamics of our vision inspired leadership.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> <li>• Curriculum Development:</li> <li>• College ahs a master plan of 25 years which gives much importance to curriculum development</li> <li>• All UG and PG programmes offered in the college follow CBCSS</li> <li>• College council prepares academic plan in the beginning of every year</li> <li>• Orientation programmes are conducte for all staff to give focus on development and effective delivery of curriculum</li> <li>• College has an academic calendar and department time table</li> <li>• Implementation of ICT facilities in the college</li> <li>• Feedback on curriculum is taken and evaluated from all stakeholders</li> </ul>
Teaching and Learning	<p>Teaching and Learning</p> <ul style="list-style-type: none"> <li>• Teachers are given training in ICT facilities and LMS</li> <li>• LCD projectors installed in all classrooms and seminar halls</li> <li>• Promethian interactive smart board installed in two seminar halls</li> <li>• wifi of 100Mbps is available in all departments, classrooms and library</li> <li>• Effective mentoring system, remedial teaching etc</li> <li>• Fair and transparent conduct of examination and evaluation process</li> <li>• Internal marks and percentage of attendance are communicated to every student.</li> <li>• Facility to submit assignments and project works online.</li> </ul>
Examination and Evaluation	<ul style="list-style-type: none"> <li>• Examination and Evaluation</li> <li>• A competent teacher is appointed as the Chief Superintendent of Examinations at the college level to ensure effective conduct of examinations and</li> </ul>

implementation of evaluation process. • Examinations are conducted as per university notifications. • Periodic internal exams are also conducted at college level. • The students are kept well informed about the Examinations, the date of payment of examination fee and about the results through website. • The internal Assessment marks are uploaded online by the Staff in charge to the University. • Students' evaluation is also done through class tests, seminars, assignments and discussions.

Research and Development

• Research and Development • The Research Committee looks into the research enhancement of the institution. • Motivates the faculty members to actively involve and increase the number of research publications and paper presentations. • Three faculty members are University approved research guides. They work in collaboration with other centres. • The college subscribes national/international journals. • Intra-College and/or Inter-College Student Paper Presentations are held every year.

Library, ICT and Physical Infrastructure / Instrumentation

• Library, ICT and Physical Infrastructure / Instrumentation The institution has a Library committee which comprises of Principal, the Librarian, representative from various departments, and also student representatives. Library traffic is monitored by e-Gate software application as part of the green initiative. Library softwares, OPAC system, Braille software etc are regularly updated. Departments are applying ICT methods in classroom teaching, project work and lab experimentation Tutorial spaces, modern laboratories with the latest equipment are available for all the science departments.

Human Resource Management

Human Resource Management • Teaching staff are encouraged to attend orientation, refresher, short term courses and faculty development programmes. • Incentives are given to teachers to attend workshops training programmes etc. • Professional development /administrative training programmes are given to teachers /non-teaching staff • Annual performance

	<p>appraisal report is collected from teaching staff and is evaluated by IQAC</p> <ul style="list-style-type: none"> <li>• Peer review of performance of teachers is conducted every year</li> <li>• Feedback is collected and evaluated from immediate stakeholders</li> <li>• Effective grievance redressal system for staff</li> </ul>
Industry Interaction / Collaboration	<p>Industry Interaction / Collaboration</p> <ul style="list-style-type: none"> <li>• Departments have MoUs with industry related to their discipline.</li> <li>• One of the leading industrialist holds membership in IQAC</li> <li>• Workshops and seminars are conducted on IPR and industry- Academia innovative practices</li> <li>• Field visit and industry exposure to students of BBT, Chemistry and MMC departments.</li> <li>• Entrepreneurship development seminars by Commerce department.</li> <li>• Interaction programmes with eminent persons from different industry.</li> </ul>
Admission of Students	<p>Admission of Students</p> <ul style="list-style-type: none"> <li>• Admission procedure to merit seats as well as community quota seats are done by affiliating university through single window system.</li> <li>• Management quota admission procedure is made transparent and candidates from all community/religion/caste are considered alike.</li> <li>• Admission procedure is free from gender bias.</li> </ul>

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

E-governance area	Details
Planning and Development	<p>An MoU is made with GJ infotech (P) limited Irinjalakkuda and their software is installed for all college activities including planning and development</p>
Administration	<ul style="list-style-type: none"> <li>• College administration software is installed and all services from administrative office are made through this software.</li> <li>• Attendance of students are made online through attendance software</li> </ul>
Finance and Accounts	<p>Finance and Accounts</p> <ul style="list-style-type: none"> <li>• Service and payroll matters of all staff are through SPARK software of Government of Kerala</li> <li>• All government scholarships and grants to students are done through online portal such as: -EGRANTS single window portal -E-grants Dept of treasuries -National scholarship portal -online scholarship portal and -Minority welfare scholarship portal</li> <li>• Non-salary bills from govt. are</li> </ul>

	processed through BiMS portal • Group insurance and SLI are processed through online portal of Kerala state insurance department • PF of all staff are managed through online PF portal called GAINPF
Student Admission and Support	Student Admission and Support • Admission procedure to all programmes are done through online single window portal of University of Kerala • Community quota admission are also made online through the same single window portal.
Examination	• Examination • Exam registration and fees payment are online through the website of Kerala University Computer Center. • Internal marks of students are also uploaded to university through the same portal. • Exam schedule and seating arrangement of students are made available in college website.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr. Sunil C Vattappalam	Training of MOODLE LMS	MOOCs Kerala	1000
2020	Dr. Divya Thomas	Traininig on MOODLE LMS	MOOCs Kerala	1000

[View File](#)

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Training on Academic planing for the year 2019-20	Nil	25/06/2019	25/06/2019	50	Nil
2019	Annual O rientation programme for	Nil	26/10/2019	26/10/2019	52	Nil

	teachers					
2019	Nil	Training Program on Microsoft office	01/11/2019	02/11/2019	Nil	14
2019	Colloquium on Mentoring and assurance of quality in higher education	Nil	16/11/2019	16/11/2019	54	Nil
2020	Nil	Workshop on Promotion/Appointment of Assistant Professors and Workload	04/01/2020	04/01/2020	Nil	14
2020	Training on MOODLE and MOOCs video release	Nil	10/03/2020	10/03/2020	52	Nil
2020	Nil	Yoga training	04/01/2020	04/01/2020	Nil	14
<a href="#">View File</a>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
University and PG College MSc Teachers Training Program in Physics	1	16/06/2019	06/07/2019	20
Orientation Programme	2	03/03/2020	23/03/2020	20
Online short-term course on e- content development	1	28/05/2020	06/06/2020	10
Orientation Programme	1	03/01/2020	23/01/2020	20
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	28	4	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Incentives and Recognitions -For participation and presentation in seminars, contributions to Journals, book publications, Projects etc.</li> <li>• Financial Assistance - monetary assistance to meet emergency medical or other expenditure of staff and family members.</li> <li>• Grievance Redressal Cell.</li> <li>• The staff club.</li> <li>• Rest and Wash rooms.</li> <li>• Cafeteria with subsidised rate.</li> <li>• Transport facilities</li> <li>• Lady's hostel.</li> <li>• Maintenance Grant: The staff are paid a maintenance grant by the Management on condition of it being returned once they get salary from the Government.</li> <li>• Free Medical Checkup is organized annually.</li> <li>• Medical reimbursement Scheme.</li> <li>• Anti - sexual Harassment Policy.</li> <li>• Leave Travel Concession</li> </ul>	<p>General Provident Fund, State Life Insurance, Group Insurance, Group Personal Accident Insurance Scheme, Medical Reimbursement, Staff Club for recreation.</p>	<p>Free Food for the poor students (Noon meal scheme), Financial support to the needy students in the form of endowments, Seeking medical aid as and when required, Assistance to youth festival, Assistance to sports, Assistance to study tour, Special assistance to study tour of SC/ST students, Fee concession in courses offered by the Continuing Education Sub Centre, Subsidized rates for food items supplied through college canteen.</p>

**6.4 – Financial Management and Resource Mobilization**

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

Internal Audit - The institution has an efficient and transparent mechanism for the management of financial resources. Annual audit for the internal resource mobilized is conducted by qualified auditors appointed by the Management. The audited account statements are presented before the Governing Body. External audit- Accounts of the Funds received other than management contributions are prepared in the College office and audited as per the norms of the UGC, Government and University. The financial matters of the college are audited by the audit wings of the Deputy Directorate of Collegiate Education (DDCE), Kollam and the Auditor General's (AG) office, Trivandrum.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
PTA and Management	5988273	Purchase of lab equipment, purchase of College bus, maintainance of garden, buying equipment to media lab and operational expenditure
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

5988273
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### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Associate Professors from other colleges	Yes	IQAC
Administrative	Yes	Joseph and Co.	Yes	IQAC

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

<ul style="list-style-type: none"> <li>• Initiatives to apply for academic autonomy</li> <li>• Purchased new college bus</li> <li>• Buying new equipment to media lab</li> </ul>
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6.5.3 – Development programmes for support staff (at least three)

<p>1. Training programme on Microsoft Office and other office tools  2. Workshop on promotion and appointment of Assistant Professors and workload  3. Yoga training for stress management</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1. Preparations to apply for academic autonomy  2. Applying for new programmes  3. More value added courses  4. Policy on charity</p>
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6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Inauguration of Vision-2025	06/06/2019	18/06/2019	18/06/2019	1000
2019	Colloquium-	08/11/2019	16/11/2019	16/11/2019	54

	mentoring and assurance of quality in higher education				
2019	Scientist in classroom programme	08/11/2019	13/12/2019	13/12/2019	100
2019	Pennkarutth-Self defense training programme	08/11/2019	13/12/2019	19/12/2019	25
2019	Celebration of International year of periodic table	08/11/2019	18/12/2019	18/12/2019	100
2020	Career in media industry - workshop	08/11/2019	31/01/2019	31/01/2019	150
2020	MOOCs video release	02/03/2020	10/03/2020	10/03/2020	52
2020	Production and distribution of hand sanitizers	12/03/2020	17/03/2020	17/03/2020	100
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Inauguration of WSC and lecture on women empowerment	02/12/2019	02/12/2019	500	10
Celebration of International womens' day	09/03/2020	09/03/2020	500	15
Seminar on 'Sexual harassment in	09/03/2020	09/03/2020	500	6



homes and work places'				
Pennkarutth	13/12/2019	19/12/2019	25	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
College has three different solar power units which all together generates 7 KW power. 35 of annual power requirement is met through renewable energy sources.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	2
Scribes for examination	Yes	10
Special skill development for differently abled students	Yes	10
Any other similar facility	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nil	24/06/2019	1	New College Bus	Difficulty in conveyance of students and staff	50
2020	Nil	1	17/03/2020	1	Production and distribution of hand sanitizers	Prevention of spreading of COVID-19	100
2020	Nil	1	18/03/2020	1	Training on production of hand sanitizers at home	Prevention of spreading of COVID-19	50

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct for principal	01/06/2019	Implemented on 01/07/2017
Code of conduct for teaching staff	01/06/2019	Implemented on 01/07/2017
Code of conduct for administrative staff	01/06/2019	Implemented on 01/07/2017
Code of conduct for students	01/06/2019	Implemented on 01/07/2017
Code of conduct in library	01/06/2019	Implemented on 01/07/2017
Code of conduct in canteen	01/06/2019	Implemented on 01/07/2017

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Value education programme for non-catholic students	01/07/2019	31/01/2020	300
Welcoming freshers to create friendliness in new comers	10/07/2019	10/07/2019	1000

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### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plastic is banned in entire campus. Students and staff are encouraged to use steel tiffin boxes and water bottles. 2. College has proper waste management systems to manage and dispose solid, liquid and e-waste properly 3. Well recharge system is installed and the campus has two large ponds for the conservation of rain water. 4. College has renewable source of energy ans 39 of lighting power is met by LED bulbs. 5. Students and staff are promoted to use bicycles or public transport systems. Gifts are given to students who are using bicycles to come to college.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best practices 1. Noon meal scheme: Free noon meal coupons are issued on a daily basis by the college on recommendation from different department heads, for financially backward students who cannot afford a noon meal. Majority of our students are from financially poor background and many of them are first generation college going youth. The fisher folk, Scheduled Tribe and Castes and other backward communities constitute around 81 of our student strength. The deplorable situation forces many of them to take up part-time jobs to support their families and to meet their academic needs. It is in this context of their social and economic vulnerability that the institution comes forward with student support programme called Noon meal scheme. 2. Book Bank Facility: Academic books are collected from senior students who pass out from college and are used as a bank for the juniors to make a reference. Majority of our students are from financially poor background and many of them are first generation college going youth. The fisher folk, Scheduled Tribe and Castes and

other backward communities constitute around 81 of our student strength. The deplorable situation forces many of them to take up part-time jobs to support their families and to meet their academic needs. It is in this context of their social and economic vulnerability that the institution comes forward with student support programme called Book bank facility.

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

<https://ww.stxaviersthumba.org/content/images/common/best%20practices%202019-20.pdf>

### 7.3 – Institutional Distinctiveness

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

Adopted Village A knowledge society with compassion, equity and justice is the manifested vision of St. Xavier's College, Thumba. In unison with this vision, the institution is committed in the uplift of its neighboring society through imparting knowledge rooted in equity and justice. St. Xavier's College has adopted Fathimapuram village in Kadinamkulam Grama Panchayath of Thiruvananthapuram district to focus its outreach activities. The college has had over three decades of close association with this village in the neighborhood and has been part of its success story ever since. The concept of adopted village is distinctively unique to St. Xavier's and is in tandem with its vision and mission. The tiny fishing hamlet, Fathimapuram with a population of less than a thousand, mostly consisting of first and second generation migrants from the coastal villages of southern Tamil Nadu. Educational backwardness is yet a serious problem in this village. The college focuses, rather than on infrastructural development, on creating an environment for study, skill development and awareness campaign against social ills. Activities in the adopted village are coordinated by Xavier Outreach Services (XOS). After having taken up a decision at the college level, a meeting of various stakeholders including village leaders, college officials, Panchayath functionaries and other well wishers was convened to discuss the idea with a view to get their support in our efforts. Areas to be focused are contemplated and a plan of action is drawn accordingly. XOS provides the ground support and financial assistance, if needed. Five key areas of the involvement in the adopted village in the last eight years are education, health care and hygiene, economic empowerment, protection of women and vulnerable adults and Eco-friendly coexistence. Three major activities in the adopted village during current year are listed below. 1. Seminar on study techniques and exam preparation A seminar was conducted on 'Study techniques and exam preparation' for tenth and higher secondary students. The programme was arranged on June 9 Sunday at the parish hall of Fathimapuram church. More than 50 students participated in the programme. 2. Production and distribution of hand sanitizers in the village Department of Chemistry, St. Xaviers College Thumba produced hand sanitizers and distributed them for free in the college and in Fathimapuram village. Because of Covid-19 epidemic that struck the world in March 2020, there was an increased use of hand sanitizers and thus created scarcity of the same. As a social responsibility activity, Department of Chemistry produced and bottled sanitizers in bulk. The bottles were handed over to Fr. Lawrence Lucas (Vicar, Fathima Matha Church) by principal of the college Dr. (Fr.) V. Y. Dasappan S.J. in the presence of villagers and staff of the college. 3. Training on household production of hand sanitizers In the leadership of dept of Chemistry, interested members of the village were given training on how to produce hand sanitizers at home. 28 housewives and 3 students participated in the training.

Provide the weblink of the institution

[https://ww.stxaviersthumba.org/content/images/common/distinctiveness\\_2019-20.pdf](https://ww.stxaviersthumba.org/content/images/common/distinctiveness_2019-20.pdf)

### **8.Future Plans of Actions for Next Academic Year**

St. Xavier's College, Thumba has a master plan, Smart St. Xavier's Project, for 25 years. 'Vision-2025' -a five year plan derived from the master plan is now in action. Following are the prioritized future plans as per vision 2025 document.

1. Upgrade the institution to an Autonomous college. Modify infrastructure facilities, train the staff and apply for academic autonomy in the next academic year.
2. Upgrade the Post Graduate departments of Physics and Commerce to Research departments.
3. Start a UG programme in English
4. Start PG programmes in departments of Chemistry, Mathematics, Malayalam Mass Communication, Economics and History
5. Establish a coastal study center in the campus with the help of State Government.
6. Fill the vacant faculty positions.
7. Revamp the language lab in a more efficient and periodic manner.
8. Increase industrial collaboration by signing more MoUs with the relevant industries.
9. Increase campus placement,
10. Start faculty and student exchange programs with foreign and top Indian universities.
11. Promote green education thereby promoting the use of bicycles in campus.
12. Start more social responsibility activities in the time of COVID-19 pandemic.