



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	St. Xavier's College, Vaikom
• Name of the Head of the institution	Prof. (Dr.) Gimson D Parambil
• Designation	Professor - Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04829275303
• Mobile no	9447378244
• Registered e-mail	stxaviersvkm@gmail.com
• Alternate e-mail	gdparambil@gmail.com
• Address	St. Xavier's College Vaikom, Kothavara P.O, Kottayam, Kerala - 686607
• City/Town	Vaikom
• State/UT	Kerala
• Pin Code	686607
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Mahatma Gandhi University Kottayam, Kerala				
• Name of the IQAC Coordinator	Dr. Tomy Joseph				
• Phone No.	04829275303				
• Alternate phone No.	9544958526				
• Mobile	9447910490				
• IQAC e-mail address	iqacstxaviersvkm@gmail.com				
• Alternate Email address	jvtomy@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_2_2020244936148.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.stxavierscollegevaikom.ac.in/was/files_naac/2022-23%20S_T%20signed.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.51	2014	21/02/2014	20/02/2019
Cycle 2	B+	2.75	2019	15/07/2019	14/07/2024
6.Date of Establishment of IQAC			20/02/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	5	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>a) Timely submission of AQAR 2021-22. b) Collaboration with Youth Employability Skill Training Cooperative Educational Society Ltd., Trivandrum - Add-on course on P.G Diploma in Accounting and Taxation (1 year) c) Collaboration with Wadhvani Foundation, USA - Employability Skill Training Programme d) Conducted Literary Activity "Navayuga Vayana" in connection with the National Reading Week Celebrations e) MoU with CIPET, Kochi - Internship, Industrial Visit, Collaborative Research Projects f) Registration of Entrepreneurship Development Club with District Industries Centre g) Achievement of One Star Rating for the performance of Institution's Innovation Council established under the Innovation Cell of Ministry of Education, Government of India.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>Discussion and Implementation of Action Plan of 2022-23 regarding Review of Examinations:, Organization of Conferences, Workshops, and Lectures, Organization of Co-curricular, Extension, and Collaborative Activities:, Faculty Development Programs (FDP), Seminar on IPR, celebrate 75 th year of independence, Enhancing Placement Cell strategies for employment opportunities, Organise activities under Institution's Innovation Council (IIC), discuss AQAR criteria wise distribution and action plan</p>	<p>The Action Plan of 2022-23 was thoroughly discussed, and specific tasks were assigned to respective departments for implementation. Deadlines for various initiatives were established, and responsibilities were clearly defined. A comprehensive review of examinations conducted in the previous year was conducted. Feedback and suggestions from faculty members were noted to enhance the examination process further. The academic webinars, programs, and competitions, organized by clubs, cells, and departments, are in alignment with significant occasions, scholarly pursuits, and the curriculum. Various co-curricular, extension, and collaborative activities were proposed and scheduled for the academic year. Emphasis was placed on activities that promote holistic development and community engagement. Plans were outlined to conduct Faculty Development Programs for both teaching staff Topics for FDP sessions were identified based on the needs assessment conducted among staff members. A session on "Decoding Intellectual Property Rights" by James V George was conducted by IQACon 22-9-2022 Duties were assigned to NCC and NSS and plans were outlined The responsibility of overseeing the Career and Placement Cell was entrusted to two faculty members. Subsequently, a</p>

decision was made to coordinate a 21st Century Employability Skill training program for final year and second year students, in collaboration with the Wadhvani Foundation, USA. Activities within the IIC were planned and executed, with the appointment of two faculty members as coordinators to oversee responsibilities. The college received a 1-star rating in recognition of its exemplary activities throughout the 2022-23 academic year. Tentative date for data collection was finalised.

Azadi ka Amruth Mahotsav -
Celebration

Planted 75 Mango (National Fruit) Saplings as part of Azadi Ka Amrith Mahotsav in the college premises on 13th August 2022. Swatch Bharat Abhiyan as part of Azadi Ka Amrith Mahotsav in the college premises on 13th August 2022. Independence Day Celebration-15 Aug 2022 A Freedom Wall was erected in the Campus depicting the messages on Freedom, Democracy and Equality on 15th August 2023 This Blood donation camp was organised by NIFAA and Medical College Kottayam at St. Xavier's college Vaikom on 17/08/2022. Total 37 donors were found eligible for donating blood and 37 Units of Blood was collected. Department of Economics, St Xavier's College Vaikom organised a Seminar on 12/08/2022. Dr. Sebastian Joseph (General Secretary, Kerala History congress), was the resource person who spoke on the topic "Indian National Movement:

	Phases, People and Politics".
Organise Induction Programme for first Year students	Induction programme 'Vidhyarambam' was conducted to Impart the values of the College
Organise environment awareness programs (best practices)	A primary discussion on the ways to protect Vembanad Lake, VembabadAthijeevanwith President of Thalayazham and Vechoor Panchayat 13-10-2022 Swachh Bharat Mission
Organize Entrepreneurship Development Cell activities	Entrepreneurship Development Club Inauguration by Sri Swaraj C.D. (Subdistrict Industrial Officer, Vaikom) &
MoU with other institutions	MoU is signed with CIPET- Kochi on 20-01-2023
Organise Say-No-to Drugs campaign	The following activities were organized by NCC, NSS and Vimukti Club in connection with Say No to Drugs Campaign-2022 in association with Vimukti (Excise), Bodhapoornima (State Govt and Higher Education) and Yodhav (Police Dept). Group Discussion and Video Shooting against Drug Abuse- Date of Upload 5-11-2022 A mass run was organized by NCC on 29th October 2022 Conducted awareness Speeches, Pledge and Human Chain- on 01-11-2022 An interview with Sri. Asok Kumar T A (Joint Excise Commissioner, Excise Crime Branch was taken on 3rd Nov 2022 in the college studio. A Seminar on "Drug Abuse: A Menace to the Humanity" was organized on 3rd Nov 2022 in which Sri. Asok Kumar T A, Joint Excise Commissioner, Excise Crime Branch was the resource person. One Million Goal- Against drug abuse was conducted

	on 25-11-2022
Conduct gender sensitisation programs under Women Cell	<p>A seminar on Protection of Women in Family, society, and Workplace; Legal Framework on 11th November 2022 by Dr. Jasmine Alex A self defence program was conducted on 23-02-2023 A Seminar on "Gender equality and sustainable development" by Adv.Reshmi Nandan was organized on March 11-03-2023. A seminar on Gender equality and women's empowerment by Gita Bakshi was conducted on 15th March, 2023 . A seminar on Gender Sensitisation Through Identifying Your Body by Fathimathul Bisriya V was conducted on 13-02-2023</p>
Organise activities under Career and Placement Cell	<p>Chartered Accountancy Career Counselling Programme was conducted by CA Ciby K.C., FCA on 09-12-2022 176 students successfully completed Employability Skill Training Programme conducted in collaboration with Wadhwani Foundation USA. The Postgraduate Department of Commerce organised a Personality Development Programme on 20 December 2022 by Dr. Tomy Joseph (HOD, Economics) Regular job alerts are communicated to the students by the Career and Placement Cell. Job openings are initially posted in the Official whatsapp group of the College ZeroPi Tech Solutions , an Engineering, Scientific and Technological services company based in Bangalore offered a career orientation programme on 21st December 2022 A virtual</p>

	<p>placement drive was conducted in the College on 23.12.2022 in association with Zero Pi Tech Solutions Pvt Ltd. ICICI Prudential, a major player in the insurance sector, conducted a placement drive on 24.01.2023. Employability Skill Training Workshop was conducted in association with Vaikom Management Association on 29th May 2023.</p>
Organise intercollegiate quiz competitions, NCC fest ASTHRA	<p>Coenobium 2023: Inter Collegiate Life Science quiz competition, was conducted on 07-03-2023. ASTHRA 2023 was conducted on 08-03-2023. Tug of War, Spot Photography, Quiz, Patriotic Song Competition and 7s Football were the competition items. 181 students and cadets from various colleges took part in the event.</p>
Organise a Mega Job Fair	<p>A mega job fair was conducted on 25.05.2023 at the College, in association with ICM Computers, Thalayolaparambu, Vaikom Management Association, Kerala Knowledge Economy Mission and Kudumbasree. About 25 companies participated in the Job fair. 604 candidates registered and 276 candidates were shortlisted.</p>
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Council	15/02/2024
14. Whether institutional data submitted to AISHE	

Year	Date of Submission
2022-2023	20/03/2024

15. Multidisciplinary / interdisciplinary

- **Students' Participation in Seminars/Lectures/Talks -** Encouraging students to participate in seminars, invited lectures, and talks across various disciplines fosters a holistic educational experience. By engaging in events outside their primary field of study, students gain exposure to diverse perspectives, methodologies, and knowledge domains. This multidisciplinary approach cultivates critical thinking, problem-solving skills, and creativity, essential for navigating today's complex global challenges. Moreover, it promotes interdisciplinary collaboration, enabling students to apply insights from different fields to innovate and address real-world issues effectively. Embracing such opportunities not only enriches individual learning journeys but also cultivates a more interconnected and innovative academic community.
- **Multi-disciplinary Courses -** The current curriculum provides a diverse array of disciplinary options, particularly within the Model II Vocational stream, enriching the academic landscape. Alongside core courses, students have access to common courses, vocational core modules, choice-based core subjects, complementary courses, open courses, and more in graduate programs. This comprehensive approach allows students to tailor their educational journey to their interests and career goals, fostering a well-rounded skill set. By offering such a wide range of course types, the curriculum promotes interdisciplinary learning, preparing graduates to excel in a dynamic and interconnected professional landscape while nurturing their individual passions and strengths.
- **Focus on Human Rights and Environmental Studies -** The curriculum underscores the importance of human rights and environmental studies by incorporating dedicated course components within the syllabus. Students engage with topics such as international human rights law, environmental ethics, sustainability principles, and social justice frameworks. Through interdisciplinary approaches, they explore the intersections between human rights and environmental issues, examining the impact of policies, practices, and advocacy efforts on both individuals and ecosystems. By integrating these subjects into the curriculum, students develop a holistic understanding of global challenges and acquire the

knowledge and skills necessary to address complex socio-environmental

- **Experiential Learning** - Experiential learning is enriched through campus organizations such as the National Service Scheme (NSS) and the National Cadet Corps (NCC), which transcend disciplinary boundaries. These organizations provide students with opportunities to engage in community service and extension programs during regular activities, special camps, and events. Through these experiences, students gain transdisciplinary perspectives by applying classroom knowledge to real-world situations. By participating in activities that address societal needs, students develop empathy, leadership skills, and a deeper understanding of diverse communities and issues. This experiential learning approach fosters holistic personal and professional growth, preparing students to become socially responsible citizens and effective agents of positive change.
- **On-the-Job Training/Internships/Field Visits/Project** - On-the-job training, internships, field visits, and projects constitute integral components of the curriculum, providing students with hands-on experiences to complement theoretical learning. Through internships, students immerse themselves in professional environments, gaining practical skills and industry insights under the mentorship of professionals. Field visits offer opportunities for direct observation and data collection, reinforcing theoretical concepts with real-world examples. Additionally, project work allows students to apply their knowledge to solve practical problems, fostering creativity and critical thinking. These experiential learning opportunities not only enhance students' employability but also cultivate adaptability, teamwork, and resourcefulness, preparing them to excel in their chosen careers upon graduation.
- **MOOC and Open Course** - Massive Open Online Courses (MOOCs) and open courses are integral parts of the educational ecosystem, offering accessible and flexible learning opportunities beyond traditional classroom settings. Through MOOC platforms, students can access courses from leading institutions and experts worldwide, covering diverse subjects ranging from computer science to humanities. Open courses, similarly, provide learners with access to diverse educational resources, fostering lifelong learning and skill development. These platforms democratize education, enabling learners to customize their learning paths, study at their own pace, and acquire new knowledge and skills regardless of geographic location or financial constraints, thereby promoting

inclusivity and lifelong learning in the digital age.

16.Academic bank of credits (ABC):

The institution is endeavoring to secure registration with the Academic Bank of Credits (ABC) to ensure students retain their earned credits for course completion. As an affiliated college, we eagerly anticipate the university's registration with ABC. The college is proactive in raising awareness among students and facilitating the setup of DigiLocker accounts with their credentials. This empowers students to seamlessly transfer their academic records directly to an ABC account, streamlining credit preservation and facilitating smoother transitions between educational institutions or programs, ultimately enhancing students' academic mobility and facilitating their educational journeys. The institution is establishing a comprehensive repository housing library resources, encompassing books, journals, digital databases, and multimedia materials. This centralized repository enhances accessibility to academic resources, supporting research endeavors, and promoting continuous learning among students, faculty, and researchers, thereby enriching the scholarly environment within the institution.

17.Skill development:

- Vocational training : Vocational training programs integrate practical experiences like OJTs and workshops, sharpening specific skills demanded by industries. OJTs provide hands-on learning within professional settings, while workshops offer focused skill development sessions. These initiatives bridge the gap between theoretical knowledge and practical application, enhancing students' employability and readiness for the workforce.
- Value-based initiatives through campus organisations : Campus organizations instil values through various initiatives, fostering students' interpersonal, leadership, and ethical skills. Activities promoting teamwork, empathy, and social responsibility cultivate a well-rounded personality. These value-based initiatives not only contribute to personal development but also nurture future leaders committed to making positive societal contributions.
- Skill training : Partnerships with organizations like the Wadhvani Foundation, USA and Mahindra's Naandi Foundation offer targeted skill training programs tailored to industry needs. Such initiatives provide specialized training in areas like entrepreneurship, digital literacy, and business management. By equipping students with relevant skills, these

programs enhance their employability and empower them to thrive in dynamic professional environments.

- **Alumni/Industry - Institutional Interface** : Collaboration with alumni and industry experts facilitates knowledge exchange, mentorship, and networking opportunities for students. Industry-institution partnerships offer insights into current trends, practical challenges, and job market expectations, enhancing students' industry-specific skills and career prospects. Alumni engagement strengthens the institutional community while providing valuable guidance and support to current students.
- **Promotion of blended learning** : Advocating for blended learning models combines traditional classroom instruction with online resources and interactive technology. Awareness campaigns highlight the benefits of blended learning, such as flexibility, personalized learning, and access to diverse educational materials. By embracing innovative learning approaches, institutions empower students to adapt to digital advancements and develop essential digital literacy and self-directed learning skills.
- **Activities of Women's Cell** : The Women's Cell offers self-defense training programs empowering female students with essential skills for personal safety and empowerment. These initiatives provide practical techniques for self-protection and raise awareness about gender-based violence prevention. By fostering confidence and resilience, self-defense training promotes women's safety and contributes to a culture of gender equality and empowerment on campus.
- **Mock Parliament** : Mock Parliament exercises simulate legislative proceedings, cultivating critical thinking, public speaking, and negotiation skills among students. Participants engage in policy debates, develop consensus-building abilities, and deepen their understanding of democratic processes. These immersive experiences foster civic engagement, leadership, and political literacy, preparing students for active citizenship and future roles in governance and policymaking.
- **Youth Festival, Arts Fest** : Youth festivals and arts fests celebrate creativity, talent, and cultural diversity, providing platforms for students to showcase their artistic abilities and organizational skills. Through participation in various events, students develop teamwork, event management, and artistic expression skills. These vibrant cultural celebrations promote inclusivity, creativity, and community spirit, enriching the campus experience and nurturing students' artistic talents and social connections.

- **Culinary Skills Training** : Culinary skills training offered under the B.Sc. Food Science and Quality Control program provides hands-on learning experiences in food preparation, presentation, and kitchen management. Students acquire practical culinary techniques, menu planning skills, and food safety knowledge, preparing them for careers in the hospitality and culinary industries. Through experiential learning and industry-relevant training, students develop a passion for culinary arts and cultivate essential skills for success in the dynamic food service sector.
- **Zoology - Integration of aqua culture** : Zoology programs incorporate specialized modules like aquaculture, focusing on the breeding, rearing, and management of aquatic organisms like clams. These hands-on learning experiences provide insights into aquaculture practices, ecological sustainability, and seafood production. By studying aquaculture techniques and clam biology, students gain practical knowledge applicable to fisheries management, environmental conservation, and aquaculture industry careers.
- **Journalism and Media Production** : Journalism workshops offer intensive training in television production, covering scriptwriting, camera operation, editing, and broadcasting techniques. Participants learn industry-standard practices, ethical guidelines, and storytelling principles essential for television journalism. Through hands-on projects and mentorship from industry professionals, students develop practical skills and gain firsthand experience in television news production, preparing them for roles in broadcast journalism and media production.
- **Tax Return Filing and Mock stock market trading** : Training programs in tax return filing and stock market trading provide students with financial literacy and investment skills. Participants learn about tax regulations, investment strategies, and financial planning principles, enhancing their understanding of personal finance and economic concepts. By gaining practical experience in tax filing and stock trading simulations, students develop critical thinking, analytical skills, and financial decision-making abilities essential for navigating the financial landscape and building wealth responsibly.

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

- **Celebrations - Onam/Christmas** : Onam and Christmas festivities reflect India's rich cultural atmosphere and religious

diversity. These celebrations showcase traditional rituals, music, dance, and cuisine, fostering cultural pride and communal harmony among students, preserving and perpetuating India's cultural heritage.

- National Day Celebrations : National Day celebrations like Independence day, Republic day honour India's sovereignty and unity, instilling patriotism and national pride among students. Through flag hoisting ceremonies, cultural performances, and patriotic songs, students reaffirm their commitment to the nation and uphold the values of democracy and unity in diversity.
- Observation of Mother tongue day/ Teacher's day/Yoga day/ Reading week/ Women's day etc. : Observing these significant days and events highlights India's cultural and linguistic diversity, emphasizing the importance of language, education, health, and gender equality. Through activities like language exhibitions, yoga sessions, and literary discussions, students deepen their appreciation for Indian traditions and values.
- Courses in B.A Political Science and Common courses in English/Malayalam/Hindi deals with cultural aspects : Political science and language courses delve into India's cultural, historical, and political dimensions, exploring themes of identity, diversity, and social change. By studying cultural texts, literature, and political ideologies, students gain insights into India's socio-cultural fabric and its role in shaping national identity and governance.
- Visit to traditional cultural premises : Visits to traditional cultural sites during classroom discussions immerse students in India's living heritage, fostering a deeper understanding of language, media, and cultural themes. By experiencing firsthand the richness of cultural traditions, students appreciate the significance of cultural preservation and revitalization efforts.
- College Union activities : Student union activities promote democratic participation and leadership development, embodying principles of self-governance and collective action inherent in India's democratic ethos. Through union elections, debates, and community service projects, students engage in active citizenship and contribute to campus and societal welfare.
- Field trips/ study tours : Field trips and study tours expose students to India's diverse landscapes, historical sites, and cultural landmarks, enhancing their understanding of local traditions and regional variations. By visiting museums, monuments, and cultural centers, students connect classroom learning with real-world experiences.
- Exhibitions/Events : Exhibitions and events showcase India's

artistic, literary, and cultural achievements, providing platforms for students to showcase their talents and creativity. Through art exhibitions, literary festivals, and cultural performances, students celebrate India's cultural vibrancy and contribute to its artistic legacy.

- Old Age home visits : Visits to old age homes embody India's cultural values of respect for elders and intergenerational solidarity. Through interactions with senior citizens, students learn about traditional wisdom, family values, and the importance of caregiving, fostering empathy and social responsibility.
- Women empowerment : Women empowerment initiatives uphold India's ancient ideals of gender equality and women's dignity. Through workshops, seminars, and outreach programs, students promote gender justice, leadership, and economic empowerment, advancing India's commitment to gender equality and social justice.

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

Outcome-based education ensures institutional preparedness by aligning educational goals with industry needs and societal demands. Institutions develop robust assessment methods to measure student achievement of desired outcomes, fostering continuous improvement. By emphasizing student learning outcomes, institutions ensure graduates are equipped with relevant skills and competencies, enhancing their employability and contribution to society. The Institution adheres to the guidelines and regulations as suggested by the University.

20.Distance education/online education:

Institutional preparedness for distance/online education entails robust technological infrastructure, faculty training in online pedagogy, and accessible support services for remote learners. It requires strategic planning, investments in technology, faculty development, and restructuring of curriculum delivery methods. Without these initiatives, the institution risks falling behind in meeting the evolving needs of learners and remaining competitive in the education landscape.

Extended Profile

1.Programme

1.1 283

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1 530

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 52

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 193

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 34

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 34

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	283
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	530
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	52
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	193
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	34
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	34
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	80.92
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	72
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our College being affiliated to Mahatma Gandhi University, Kottayam, Kerala, its curricular programmes are carried out in accordance with the syllabus created by the University. The College Council meeting and the General Staff Meeting herald the academic year, preparing the institutional academic calendar that complies with the academic calendar of the university. The HOD submits a workload statement at the beginning of every semester which is approved by the Principal and the College Council. Entry Level Test and Bridge Course are conducted for the newly admitted students. Study materials are given to slow learners. Webinars and workshops are hosted by different departments to motivate students with high intellectual abilities. A few members of our teaching faculty are active members of BOS and Syllabus Revision Committee, who contribute and extend support to the timely update of syllabus, catering to the current needs of the industry. We encourage our faculty to attend syllabus revision workshops and other FDP programmes to stay updated. Library and labs are

upgraded annually as per requirements. OJTs, Industrial Visits, Seminars are given to students to enhance their experiential learning. Interaction with parents is conducted after each semester. Feedback is recorded and analysed to expedite our academic performance.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_2202024419377.pdf

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

The College follows the norms and regulations of the University and pursues its programmes in accordance with the academic calendar of the University. As an initial step an internal evaluation committee is constituted to conduct internal exams and class tests during each semester. We ensure transparency, meticulous evaluation and timely publication of results. Supplementary examinations are conducted to those students who are unable to write the internal exams on valid grounds. There is a three tier recompense mechanism to redress the grievances of the students before forwarding their scores to the University. Assignments and seminars are scheduled in advance for the smooth conduct of curriculum. IQAC and the Internal Evaluation Committee periodically monitor the procedures and give necessary suggestions and amendments.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_220202435837375.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating

A. All of the above

University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

8

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

6

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

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

368

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

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

The University often integrates a syllabus which offers cross-cutting issues related to Gender, Environment, Sustainability, Human values and Ethics. The Department of Zoology and Aquaculture in collaboration with The National Institute of Advanced Studies, Bangalore, The Centre for Earth Research and Environment Management has organized a workshop entitled "Water Hyacinth; A Socio -Economic Resource for Livelihood". This workshop was specifically organized for the members of the Kudumbasree, the Self help Groups from the neighbouring community. This collaborative effort imparted not only valuable information but also created a conducive atmosphere for the local communities to utilize this resource for sustainable livelihood. A two day training session on creating value added products has been organised in collaboration with NIFPHATT, Kochi from 2/08/2022 to 3/08/2022. Fifteen women from local self help groups participated in this workshop ,which later became their livelihood. As part of the Gender Sensitization Awareness Drive, the Gender Violence Redress Cell and the IQAC jointly organised an insightful lecture on "Gender Sensitization Through Understanding Your body" on 13/02/2023. It is aimed at deeper understanding of gender issues in the context of human body. Activities like 'Clean Kerala Campaign and Blood Donation camps are organised by N.S.S and N.C.C yearly.

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

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

8

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

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

227

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

1.4 - Feedback System

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

A. All of the above

from the following stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_223202412040222.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_227202493531744.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
162	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	

52

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

2.2 - Catering to Student Diversity

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

The Institution adopts a comprehensive approach to cater to the diverse learning needs of its students through personalized assessments and specialized programs. By systematically evaluating the learning levels of each student with the help of an entry level test, it gains valuable insights into their strengths, weaknesses, and individual learning styles. This assessment process serves as a foundation for tailoring educational experiences that meet students at their respective levels of proficiency.

For advanced learners, the Institution designs specialized programs aimed at challenging and enriching their academic experiences. These may include accelerated coursework, advanced career and placement classes, mentorship opportunities, and participation in competitions and research projects. By nurturing their intellectual curiosity and providing opportunities for deeper exploration, the institution fosters a stimulating learning environment conducive to their continued growth and development.

Similarly, for students who require additional support, such as slow learners, the institution implements targeted interventions to address their specific needs. This includes remedial coaching, bridge classes, personalized tutoring, and small group instructions designed to accommodate diverse learning paces and preferences. By offering tailored support and encouragement, the institution strives to empower every student to achieve their full potential and succeed academically.

Overall, through its commitment to assessing learning levels and organizing specialized programs, the Institution demonstrates its dedication to promoting inclusive education and fostering the academic success of all students, regardless of their individual learning profiles.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_220202441337471.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
530	34

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The College actively nurtures an energetic academic setting, facilitating learning and empowering students to flourish and nurture their innate abilities. Every course is carefully designed to adopt a student-centered learning approach, placing utmost importance on the personalized progress and evolution of each learner. It includes the following:

? **Experiential Learning:** The institution integrates real-world experiences into the curriculum, allowing students to learn through on-the-job training methods, in-house projects and field visits. This approach facilitates deeper understanding by connecting theoretical concepts with practical applications.

? **Participative Learning:** Students are actively engaged in the learning process through discussions, group activities, and competitions. By encouraging active participation, the institution fosters critical thinking, communication skills, and teamwork among students.

? **Problem-Solving Methodologies:** Emphasis is placed on developing students' problem-solving skills through the exploration of complex challenges and the application of analytical techniques. Students are exposed to regular assignments and are encouraged to think creatively, analyse problems from multiple perspectives, and

develop innovative solutions.

? **Student-Centered Approach:** The institution prioritizes the individual needs and interests of students, tailoring learning experiences to accommodate diverse learning styles and preferences. Students are empowered to take ownership of their learning journey, fostering autonomy, motivation, and self-directed learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_22020244145517.pdf

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

ICT-enabled technology has significantly enhanced the efficacy of teaching and learning within the College. The institution actively supports both teachers and students in staying connected to the internet to access and share the latest knowledge. E-resources have become a valuable input for students, offering convenience and cost savings compared to traditional textbooks. Additionally, teachers now utilize online platforms such as Google Meet, Zoom, and Microsoft Teams for delivering lectures, with faculty development programs (FDPs) conducted to familiarize educators with these tools.

Furthermore, various ICT tools are employed for offline teaching, including LCD projectors in seminar halls and smart classrooms throughout the campus. Printers and scanners are readily available in office spaces, departments, and the library. Faculty members and students can access e-journals via unique log-in IDs provided in the college library. Students are encouraged to create presentations, assignments, and projects using software such as Microsoft Word, PowerPoint, Prezi etc.

Moreover, each faculty member has been provided with an individual G-suite account, facilitating online and blended learning. Google Classroom serves as a central platform for uploading teaching materials, video lectures, audios, and PowerPoint presentations, ensuring continuity during offline teaching periods as well.

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

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

2.3.3.1 - Number of mentors

34

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

2.4 - Teacher Profile and Quality

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

34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

16

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

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

2.4.3.1 - Total experience of full-time teachers

381

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The academic evaluation process should be just and continuous. The evaluation component includes end semester and in semester assessments, as by the protocol and rules of Mahatma Gandhi University. In semester exams are conducted twice each semester, varying in duration from one and a half to three hours and the approximate dates are earmarked in the College Handbook at the commencement of the Academic year. The weightage ratio for UG is 20 marks (In semester examinations) and 80 Marks (External evaluation); while for PG, it is 25 and 75 respectively. The internal evaluation takes into consideration different components like attendance, written exams, seminars and assignments. After correction of the answer scripts, they are reviewed and evaluated critically with the students, with suggestions for improvement.

An Open House for parents is held and the results of the exam communicated and discussed with the parents. Uploading internal marks in the University web portal and any discrepancies if any

are monitored and corrected by the Internal Examination Coordinator. Besides in semester exams, a continuous assessment of the students is made through frequent class tests, quiz, seminars and assignments.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_2212024471173.pdf

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

The institution has a steady and consistent mechanism to ensure that the internal exams are held in a manner, convenient to students in that the timings of the exams do not overlap with the other academic and non academic activities and aspirations of students. The dates of the exams are scheduled well in advance and the portions of the syllabus apportioned for the exams are clearly demarcated. For those students who are not able to attend the exams due to unavoidable and personal reasons, a fair chance is given to redo the exams all over again. Even if the dates of the exam coincide or clash with other pursuits of the students viz; NSS, NCC or any other extra curricular activities, retests are conducted for the students to make up for their inability to attend the exams.

The course in charge is entrusted with the duty of listening to grievances and taking up necessary remedial measures. At the institution level, the internal exam coordinator and finally , the Principal deals with the grievances. In case of inability to conduct retests due to constraints in time, other innovative assessment techniques like oral and quiz tests are carried out.

To ensure that the tests are carried out efficiently, transparently and on schedule, the dates are informed well in advance and necessary measures taken.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_222202412910653.pdf

2.6 - Student Performance and Learning Outcomes

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

The College, affiliated with Mahatma Gandhi University Kottayam, embraces a rich array of learning under the Faculty of Arts, Commerce, and Science, offering a diverse array of seven undergraduate and one post-graduate programs. Through a careful evaluation process, the institution meticulously assesses program results, specific outcomes, and course achievements, imparting this information formally to students through engaging classroom discussions and departmental notice boards.

Dedicated to fostering innovation, syllabus revision workshops are conducted, ensuring curriculum relevance and dynamism. Transparent communication is upheld through the college website, which showcases the program outcomes, specific outcomes, and course objectives for all programs, rooted in the university's syllabus. Prior to embarking on their educational journey, students are intricately briefed on these outcomes during orientation sessions, setting clear expectations from the outset.

Each academic year commences with department staff meetings where the curriculum and course objectives take center stage, guiding the educational trajectory for the year ahead. Class tutors illuminate students on the vast scope of their discipline and the myriad of opportunities it presents for their future. Furthermore, the unwavering dedication of our faculty is demonstrated by their active participation in curriculum revision seminars hosted by the affiliating university, fostering a culture of collaboration across departments to optimize the educational experience for our students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.mgu.ac.in/academics/syllabus-2/cbcs-under-graduate-degree-programmes-2017-admission-onwards/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The College employs a systematic process to assess the attainment of Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs), ensuring any deficiencies are addressed through appropriate measures across all relevant activities. This evaluation encompasses both ongoing formative assessments and comprehensive summative evaluations. Additionally, feedback from departing students serves as a valuable indicator of CO achievement.

I. Techniques for Formative Evaluation:

- **Unit Tests:** Teachers administer written tests after completing each module to gauge student understanding.
- **Internal Examinations:** Centralized internal exams are conducted to assess student progress.
- **Seminars:** Students present on syllabus-related topics as part of internal assessment.
- **Assignments:** Students complete written tasks assigned by teachers based on designated modules.

II. Techniques for Summative Evaluation:

- **Projects:** Completion of at least one project is mandatory for all students during the program.
- **Viva-Voce:** Students undergo oral examinations as part of their final year university assessments.
- **Model Examination:** Examinations simulating real-world conditions are conducted for each subject.
- **University Examinations:** External university exams remain integral in determining the overall course outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_222202405365.pdf

2.6.3 - Pass percentage of Students during the year

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

145

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_220202441556737.pdf

2.7 - Student Satisfaction Survey

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

http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_252024235423280.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

0

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

3.2 - Innovation Ecosystem

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

Several innovative strategies are implemented in our institution for transfer of knowledge so as to sharpen and horn the skills of our students through the activities of Institution Innovation Council and Entrepreneurship Development Club. Students of Chemistry department are given industrial training in collaboration with CIPET. Science Quiz competitions are conducted to ignite the scientific temper of students. Department of Zoology in collaboration with TIES conducts odonate surveys in campus and nearby areas annually. Reading week celebrations are conducted to enhance the literary skills of students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_227202494917494.pdf

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

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

8

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

3

File Description	Documents
URL to the research page on HEI website	http://www.stxavierscollegevaikom.ac.in/signlepage.aspx?mmcode=86
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

8

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

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

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

10

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

3.4 - Extension Activities

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

Extension activities carried out by NSS and NCC units of the College sensitize the students to current social issues and also help in the development of character, comradeship, discipline, secular outlook, spirit of risk taking, ideals of selfless service thereby sculpting trained and motivated youth to provide leadership in all walks of life. Students are sensitized about drug abuse and also, they are made aware about the detrimental effects of drugs on the health and wellbeing of individuals. Cleanliness drives are conducted thereby inculcating the importance of waste management. Saplings are planted in the college premises and adopted school thereby sensitizing the students about carbon neutral concept.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_2232024273648.pdf
Upload any additional information	View File

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

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

0

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

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

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

15

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

846

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

3.5 - Collaboration

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

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

8

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College is located on the banks of Vembanad lake. The greenery and nature itself enhances the beauty of the campus ,which enables students to have an ecofriendly and peaceful atmosphere. The college campus spread over 18 acres of land.

Classroom facilities

- • 23 fully furnished class rooms
- • 6 class rooms have LCD facility & Wi-fi
- • 2 seminar halls LCD facility , Wi-fi & uninterrupted power supply
- • Out of 2 examination hall, one is constructed during the current year
- • Examination halls with CCTV cameras
- • 1 media production room

Library

- • A fully automated library with 14543 text books.
- • 1 reading room

Laboratory facilities

- • 1 main computer lab with 24 computers and broad band connectivity
- • Physics laboratory equipped with most modern instruments and a sine wave inverter to provide uninterrupted power supply
- • Well equipped Chemistry Lab

- • Zoology, Aqua culture and Botany lab for students of B.Sc Zoology with Aqua culture
- • A new lab for food science
- • In addition to main computer lab, both the Physics and Zoology lab have separate computer labs with separate UPS

Other facilities

- • Browsing facility in all departments, library and computer labs
- • Auditorium
- • Rooms for NCC, Women cell, IQAC
- • Faculty rooms and store rooms
- • College canteen
- • Guest room

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_226202422344418.pdf

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

The institution have rich tradition of promoting sports and cultural activities through college union and physical education department. Various clubs like oratory club, music club etc are also functioning actively to promote students in cultural activities . The institution also provides training for students to participate in university art festival by experts.

Facilities for cultural activities

- • Auditorium with seating capacity 500
- • Professional trainers to train the students for participating in university art festivals
- Also provides financial supports to students for representing college for various cultural activities and quiz competition conducted by university and other higher education institutions

Facilities for physical activities

The physical education department provides sufficient conveniences to promote interest in students in athletics and games. Yoga Day is celebrated and practiced regularly to improve students capacity to deal with stress and strain which in turn improves the overall mental health

- • A good play ground having enough space
- • Auditorium is also used for conducting indoor games

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_226202422622726.pdf

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

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_226202423014619.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

35

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

4.2 - Library as a Learning Resource

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

The College Library 'LibXav' is acting as an information hub for the academic community of the college. It is an open access and almost fully automated library with Koha ILMS incorporating e-gate facility , web OPAC , digital Library and it has a separate library website too .

Software and IT Infrastructure Details in Library

Software used in Library: Koha version: 21.11.04.000

Year of Automation: 2021

Nature of automation : almost fully automated

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_22620242019699.pdf

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

A. Any 4 or more of the above

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

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

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

1.53488

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

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

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

41

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

4.3 - IT Infrastructure

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

The following are the existing IT facilities available:

- All the departments, college office ,Library and Principal's office are provided with internet facility
- Wi-Fi connections are made available in the main block for

the use of office , Principal and teachers

- • XIIT, an exclusive IT learning center with 24 terminals with internet connection and uninterrupted power supply is available to provide computer literacy to entire students
- • College library is provided with 7 computer terminals with NET facility is provided for the students to get access to e- versions.
- • In addition to main computer lab, both Physics and Zoology lab have separate computer lab to meet the requirements of curriculum.
- • Rented cloud server for Global access to Koha and digital repository D space are available
- • Administration Software e solutions
- • CCTV Surveillance camera
- • An airconditioned Media Production center is started
- • Two computers with internet connection and uninterrupted power supply are installed in media production room
- • A high quality recording Camera is installed
- • Official domain for google account

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_2262024235351.pdf

4.3.2 - Number of Computers

72

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

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

38.839

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

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

The college has an established system and procedures to maintain, augment and utilize the physical, academic and support facilities.

A Planning Board, Building committee, Purchase Committee and PTA monitor the infrastructural development of the institution in consultation with the Manager. These bodies play a crucial role in the construction, renovation and periodic maintenance of buildings, equipment and other physical facilities.

The college maintains a stock register for updating the information. Yearly audits are conducted regarding the purchase and maintenance of the equipment. AMC's are duly signed with the companies. Computer systems are maintained by outside agencies. Carpenters and other skilled labourers are hired as and when their services are required. A committee comprising a convenor and a few members from the teaching and non-teaching staff is responsible

for the campus beautification.

The PTA has appointed two women workers to keep the washrooms clean and tidy. Two security personnel, an ex-servicemen and a local member, posted by the PTA, ensure security to the institution. Also the management has appointed a library assistant and a lab assistant for the smooth conduct of academic activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_226202424528592.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

241

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

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

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

67

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

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

A. All of the above

File Description	Documents
Link to Institutional website	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_2252024234619935.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

440

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

440

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

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

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

5.2.2.1 - Number of outgoing student progression to higher education

55

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

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

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

3

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

5.3 - Student Participation and Activities

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

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

20

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

St. Xavier's College involves the students in administrative and academic bodies. Leadership training is given to the students to make them fit to serve the society.

The members of the student council are selected in the parliamentary model as per the directions from the University. The Staff Advisors of Union and the staff in charges of various associations and organizations under the leadership of principal performed with the help of student representatives. They elicited opinion and ensured the active involvement of Class representatives, NCC Under Officers and rank holders, NSS Volunteer Secretaries, Student Office Bearers of Women's Cell, Student Editorial Board, Student volunteers of Career and Placement Cell, Student Office Bearers of various department associations, etc.

The Departments have their own association and every year new office bearers are elected with gender sensitization. With the initiative and leadership of the respective associations, Inter-collegiate events and National Webinars were organized. Say No to Drug Abuse, Azadi Ka Amruth Mahotsav, Unarvu Mega Job Fair, Blood Donation Camp, an Inter- Collegiate Quiz COENOBIVM 2023, Training on value added products, releasing the College Magazine "FLUGEL", Inter Collegiate Fest Asthra2023, Mediascape V 2.0.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/wa s/Files_downloads/File_2262024215725839.pdf
Upload any additional information	View File

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

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

95

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

1. Alumni Reunion - Dept of Zoology- Adieu to Dr. Rajalekshmi T- Chief Guest, Dr. Ram MohanM.K, Joint Director, Quality Control Marine Product Export Development Authority Cochin.
2. Grand Alumni Meet Dept of Economics- Chief Guest Ms CK Asha MLA Vaikom on 11-3-2023. 156 members of alumni participated.
3. Oruvattam Koodi- Alumni Batch of 2009-2012 Political Science Batch- donated Rs 5000/- towards conducting Mediascape V 2.0
4. Inter Collegiate Quiz Competition sponsored by the Alumni- 1991-93 Pre Degree Science batch: Rs 15000/- was sponsored by the 1991-93 Pre Degree Science batch for the conduct of Coenobium 2023: Inter Collegiate Life Science quiz competition on 07/03/2023. 14 Teams , 79 Participants

participated.

5. NCC Alumni contributed greatly by contributing towards the conduct of ASTHRA 2023
6. Alumni Meeting of 1989-91 First Group Pre Degree Batch at St Xavier's College Auditorium on 15-01-2023 at 10.00 am. Kalabhavan Chackochan famous Saxophone player inaugurated the event. The Batch contributed a Laptop worth of Rs 25000/- to the college IQAC.
7. A total Amount of Rs 61500/- was received from all the batches of alumni towards the conduct of various activities of various departments.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_227202493728620.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:

The integral formation of human person for the fulfilment of his/her individual responsibilities with sincerity, honesty and maturity.

Mission:

To provide value -based education in letter and spirit and mould the character of the younger generation to achieve progress and prosperity in life thereby serving the society.

Governance Mechanism

The governance mechanism ensures alignment of the college's activities with its vision and mission. The Governing Body, led by the Vicar of St. Xavier's Church Kothavara, serves as the apex authority in the organizational structure. Decision-making authority is distributed among staff and stakeholders, fostering a participative approach that enhances efficiency, transparency, accountability, and responsiveness.

The Institutional Quality Assurance Cell (IQAC), along with the staff council, various committees, and clubs, plays a significant role in implementing academic, co-curricular, and extension activities. The IQAC collaborates with Heads of Departments (HODs), the academic council, and conducts regular monitoring and reviews to achieve set targets. The NSS and NCC units, along with elected representatives of the Parent-Teacher Association (PTA) and the student council, actively contribute to realizing the strategic plan.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/singlepage.aspx?mmcode=35
Upload any additional information	View File

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

The college operates through a decentralized and participative governance system, guided by a dedicated and supportive management. The institution's leadership provides clear direction to its activities, aiming to nurture the youth into competent, responsible, and mature individuals. The Management, Principal, College Council, Institutional Quality Assurance Cell (IQAC), club conveners, and the student council collectively play crucial roles in formulating and executing policies.

The College Council engages in comprehensive discussions on all major programs-both academic and extracurricular, and provides valuable suggestions to the Principal for the effective administration of the institution. Day-to-day academic operations within departments are overseen by Heads of Departments (HODs). As the institute's representative, the Principal leads faculty members and HODs in all academic matters. Various committees are entrusted with the responsibility of implementing programs and

policies to ensure smooth functioning.

The Mega job fair-Unarvu was conducted at the college on 25-05-2023, in association with ICM Computers, Vaikom Management Association and Kerala Knowledge Economy Mission. Through decentralization, tasks were efficiently distributed, resulting in a well-organized event and a smooth flow of operations.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_2252024231955382.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan, devised annually by the Internal Quality Assurance Cell (IQAC), focuses on enhancing quality through a strategic framework of events and activities. At the outset of each academic year, a comprehensive plan is crafted, with emphasis on the improvement of teaching and learning outcomes.

National and international seminars, conferences, and workshops are actively encouraged for both teachers and students to showcase and disseminate their research work. Additionally, the institution implements various practices, such as remedial classes, academic mentoring, and peer teaching, aimed at bolstering student performance.

Departmental meetings are convened to distribute syllabi among faculty members and to monitor the progress of curriculum delivery. Furthermore, feedback from all stakeholders is regularly collected to ensure continuous improvement.

Incorporating advanced pedagogical techniques, the institution employs diverse practices like practical demonstrations, laboratory sessions, expert-led seminars, employability skilling programs, personality development initiatives, soft skill development workshops, career counseling services, and placement drives. These initiatives complement the traditional classroom lecture method, enriching the overall learning experience.

To support the educational endeavors, the institution also undertakes significant infrastructure development initiatives, ensuring a conducive environment for teaching, learning, and research activities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_2252024234619935.pdf
Upload any additional information	View File

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

The institution is overseen by the Manager in alignment with the College's Vision and Mission, receiving support from the Governing Body and College Council. The Principal, serving as the academic and administrative head, collaborates with the College Council and Internal Quality Assurance Cell (IQAC) to uphold the quality of education, enhance and develop infrastructure, and foster the well-being of both students and staff. This is achieved through a comprehensive evaluation of feedback from all stakeholders.

Heads of Departments (HoDs) manage their respective departments in consultation with faculty members. The teacher-in-charge closely monitors students' academic progress and encourages their co-curricular achievements. Administrative functions are under the purview of the Superintendent. Teachers and students work together to manage various clubs and forums dedicated to extracurricular initiatives.

Service rules, recruitment, and promotional policies adhere to the guidelines set by the University Grants Commission (UGC), Mahatma Gandhi University, Kottayam, and the government of Kerala. To ensure a friendly and secure academic environment, mandatory committees such as the Grievance Redressal Cell, Women's Cell, Anti-Ragging Cell, Discipline Committee, etc., actively function on campus.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_226202401222694.pdf
Link to Organogram of the institution webpage	http://www.stxavierscollegevaikom.ac.in/signlepage.aspx?mmcode=100
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

St. Xavier's College has strategically implemented a range of welfare measures to support both teaching and non-teaching staff, in addition to providing regular salaries and admissible increments.

Welfare Measures for Teaching Staff:

The St. Xavier's College Staff Cooperative Society offers services such as savings, deposits, and schemes for short-term and long-term loans.

- Free internet and WiFi facilities.
- Conducts faculty enhancement programs.
- Recognizes paper publications in Scopus journals.

- Promptly facilitates Provident Fund loans.
- Offers advance salary from the college fund for guest teachers.
- Provides a separate vehicle parking lot for faculty.
- Equips the library with computer and internet facilities.
- Conducts special programs on health and fitness, yoga, and meditation.
- St. Xavier's Hospital provides medical facilities.
- Offers gymnasium facilities.
- Arranges an annual staff trip for both teaching and non-teaching staff.

Welfare Measures for Non-Teaching Staff:

- Members of the non-teaching staff also enjoy the services offered by the Staff Cooperative Society.
- Free internet and WiFi facilities.
- Provides refreshments during working hours for administrative staff.
- Gives preference to the children of non-teaching staff for admission to various courses.
- Offers subsidized uniforms for security staff.
- Provides a separate vehicle parking lot.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_22620240394194.pdf
Upload any additional information	View File

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

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

5

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

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

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

1

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

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

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

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Our college employs a comprehensive performance appraisal system to evaluate the performance of each employee on an annual basis. This process aids in identifying potential areas for improvement, contributing to the overall progress and growth of the employee.

Teaching Faculty:

The appraisal process consists of three components:

A. Self-appraisal, where every faculty member fills out a designated format.

B. Appraisal by the Principal, involving a review of the self-appraisal documents submitted by

the faculty.

C. Student Appraisal of teachers.

Faculty members submit the appraisal forms to the Principal. Feedback forms, in the form of questionnaires, are distributed to students for each course they attend. The Principal and Institutional Quality Assurance Cell (IQAC) jointly review these feedback forms, providing valuable suggestions to enhance the teaching-learning process.

Non-Teaching Staff:

All non-teaching staff undergo an annual performance appraisal. Parameters for staff assessment fall under distinct categories. Completed appraisal forms are submitted to the Principal, who maintains the confidentiality of the process. Strengths and achievements are consolidated and identified, while areas of improvement, along with challenges in professional skills and interpersonal fronts, are noted.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_226202414243204.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external audits to ensure financial transparency and accountability. The College accounts undergo scrutiny by both the office of the Deputy Directorate of Collegiate Education, Ernakulam, and the audit department of the Government of Kerala.

The head accountant meticulously examines and verifies financial data, a process further validated by the office superintendent and Principal to ensure financial accuracy. At the conclusion of each financial year, a comprehensive annual financial statement, encompassing all receipts and expenditures, is prepared and analysed.

Upon the completion of the designated period or scheme, the files pertaining to that period are submitted to the external auditor for thorough review and assessment.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_226202414636393.pdf
Upload any additional information	View File

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

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

55.6025

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The Management consistently exercises vigilant monitoring over all financial aspects of the institution, ensuring transparency and accountability in the allocation and utilization of resources. The institution receives various forms of financial support, including grant-in-aid and PD accounts, from the Government. An annual financial plan is in place to optimize the utilization of resources effectively.

Management, in collaboration with the PTA, allocates funds to all departments for the organization of seminars and association activities. Endowments, scholarships, and sponsorships are actively mobilized from Alumni and well-wishers.

The Purchase Committee and Institutional Quality Assurance Cell (IQAC) play instrumental roles in the preparation, allocation, and utilization of funds. Purchases are conducted through a transparent tender system. All financial transactions are substantiated by vouchers and bills, processed by the accounts

section, and overseen by the Principal.

The institution places emphasis on reinforcing both physical and academic facilities. Resources are meticulously directed towards the comprehensive growth and development of students. Consequently, co-curricular activities such as Cultural Programmes, Annual Day celebrations, and events like Freshers and Farewell programmes are organized to enrich the student experience.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/files_naac/6.4.3%20New.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

By including all relevant parties—teachers, students, non-teaching staff, and alumni—IQAC has pushed quality throughout the institution at several levels to improve academic and administrative support and functioning. The following IQAC efforts have resulted in notable quality improvements when institutionalized:

The college entered into Memorandums of Understanding (MoUs) aligned with the National Education Policy (NEP-2020) with CIPET Kochi.

An add-on course on a Postgraduate Diploma in Accounting and Taxation in partnership with the Youth Employability Skill Training Co-operative Educational Society Limited.

The Entrepreneurship Development Club of the College was registered with Directorate of Industries

Placement Cell has been strengthened and Student Orientation for Placements been initiated by Career and Placement cell of the College

Initiation of Institution's Innovation Council (IIC) activities to establish an active local innovation and start up ecosystem within the campus and to create a working environment for concept scouting and pre-incubation

National Reading Week celebrations to promote a culture of reading, fostering intellectual curiosity, and enhancing various aspects of academic and personal lives of students.

A seminar on Intellectual Property Rights to give a positive impact on students by raising awareness, nurturing innovation.

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_226202421730319.pdf
Upload any additional information	View File

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

To ensure a perpetual reform and enhancement of teaching-learning methodologies, the Institutional Quality Assurance Cell (IQAC) initiated various impactful measures:

Conducted periodic meetings of the IQAC and Academic Council to plan and execute academic and non-academic activities throughout the session.

Recruited new teaching staff to fortify the academic workforce.

Organized inter-college/interdisciplinary activities, extension activities, workshops, and webinars for the overall development of students.

Implemented mentoring, remedial teaching, peer teaching, and gathered feedback from stakeholders to enhance the learning abilities of students.

Conducted development program for the professional growth of the staff.

Successfully applied for participation in the National

Institutional Ranking Framework (NIRF), the AllIndia Survey on Higher Education (AISHE)

Registered with Directorate of Industries and Commerce under the Entrepreneurship Development club programme of the Development of industries and Commerce.

Initiated IIC activities to cultivate a vibrant indigenous innovation and entrepreneurial ecosystem within the campus premises.

Evaluated and verified the final results of students through the Academic Council

File Description	Documents
Paste link for additional information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_2262024228080.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_221202435649946.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

As part of the Gender Sensitization Awareness Drive, St. Xavier's College, Vaikom, organized a lecture on "Gender Sensitization through Understanding Your Body" on February 13th, 2023. Ms. FathimathulBlisriya, Research Assistant at CUSAT, led the session, engaging 103 participants, including students and faculty. For the Women's Cell inauguration on November 11th, a lecture on 'Protection of Women in Family, Society, and Workplace; Legal Framework' featured Dr. Jasmine Alex, who discussed key legislations like the Domestic Violence Act 2009 and Dowry Prohibition Act 2006, empowering women. A Self-Defence Program for girl students with the Kerala State Women's Development Corporation Ltd on February 23rd, 2023, led by the Safety Wing Kerala Police, aimed to enhance safety. A seminar on "Gender Equality and Sustainable Development" sponsored by The Kerala State Women's Development Corporation Ltd on March 11th, 2023, included a keynote address by Adv. Resmi Nandan. As part of the Silver Jubilee Celebrations, the Department of Zoology organized a two-day training on creating Value Added Products from Clam meat on August 2nd and 3rd, 2022, empowering the women of local self-help groups. Collaborating with The National Institute of Advanced Studies, Bangalore, and the Centre for Earth Research and Environment Management, Kochi, the Department of Zoology organized a workshop on "Water Hyacinth: A Socio-Economic Resource for Livelihood" on June 22nd, 2022, tailored for Kudumbashree members. Mr. Anuroop Gopalakrishna Bhakthan, brand ambassador of "Payal Jwala," shared insights.

File Description	Documents
Annual gender sensitization action plan	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_22620243173308.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_226202431631247.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy

B. Any 3 of the above

conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor- based energy conservation Use of LED bulbs/ power efficient equipment	
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p>The college is resolute in maintaining a plastic-free campus, enforcing a strict prohibition on plastic banners, flex banners, bottles, and plates. Solid waste, including plastic containers, paper cups, and aluminium foil, is minimized for all events, placing emphasis on waste reduction as the initial step in effective waste management. N.C.C. and N.S.S. volunteers organize an annual cleaning drive, ensuring the campus remains waste-free. Facilitating proper segregation, the campus provides separate bins for plastic, paper, and e-wastes. Both internal and external systems are adopted for managing plastic waste, with accumulated plastic handed over to Haritha Karma Sena, a micro-entrepreneurial initiative under the Kudumbashree mission. Students are actively involved in waste reduction, encouraged to minimize food wastage. The campus boasts a well-maintained vermicompost tank for handling biodegradable waste, including food waste. An efficient incinerator in the lady's toilet block disposes of waste, and a proper drainage system manages liquid waste separately. Chemical waste from laboratories is collected in tanks and treated with suitable chemicals. Through these comprehensive waste management practices, the college endeavours to create a sustainable and environmentally conscious campus.</p>	
File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File
7.1.4 - Water conservation facilities available	B. Any 3 of the above

**in the Institution: Rain water harvesting
Bore well /Open well recharge Construction
of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution
system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

D. Any 1 of the above

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

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Our college is dedicated to providing quality education in an equitable, rational, and inspiring environment, fostering the full potential of our students. The administration and teaching staff are committed to motivating students to embrace inclusive growth principles. The institution embraces a diverse student body

without discrimination based on caste, creed, or religion, admitting students from various parts of the state and beyond. In terms of administration, individuals are promoted based on merit, emphasizing a commitment to diversity. The college welcomes students and staff from all communities, including Christian, Hindu, and Muslim. It actively supports students' academic progress, offering remedial coaching for those in need. Financial assistance and sponsorship opportunities are facilitated to ensure access to quality education for deserving students, irrespective of their financial background. Student support programs, including NSS and NCC activities, promote social work and values such as togetherness and teamwork, fostering unity among students. Our college operates with a profound sense of harmony, ensuring equal opportunities for all individuals to thrive. This commitment to inclusivity creates an environment conducive to the inclusive growth of every student, reflecting our dedication to harmony and unity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The college actively promotes Constitutional values, rights, and duties through a range of programs and activities encompassing both curricular and extra-curricular domains. Emphasizing human dignity and national unity, these initiatives educate students and staff about their personal and institutional commitments as responsible citizens. The curriculum incorporates subjects like Introduction to the Indian Constitution, Gandhian thoughts, human rights, and gender equity, reinforcing the college's commitment to nurturing responsible citizenship and contributing positively to society. To safeguard rights and values, the college has established committees like the discipline committee, grievance redress cell, SC/ST/OBC Complaint Redress Cell, Gender-Based Violence Special Cell, Internal Committee for Differently Abled Persons, and Equal Opportunity Cell. These entities diligently address issues related to the welfare of students, teachers, and non-teaching staff. The college also conducts annual Student Union elections, encouraging students to actively participate in the

democratic process. National events such as Independence Day, Republic Day, and Gandhi Jayanti are celebrated with special programs to educate students about the freedom struggle and nation-building initiatives. NCC and NSS volunteers actively contribute to organizing these events. Additionally, the college conducts Blood Donation Camps, Women's Day celebrations, World Environment Day activities, cleaning drives, and assistance to the needy.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_2262024401823.pdf
Any other relevant information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_22620244033983.pdf

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

A. All of the above

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

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

The institution actively recognizes national and international days through the organization of seminars, webinars, and training programs. We celebrate festivals like Onam, Christmas, and Keralapiravi to promote cultural appreciation and instils values in students. On 5th June, NCC have planted 29 tree saplings in the college campus. From 19th to 25th June, College Library hosted an 'Online Author Talk Series' as part of National Reading Week 2022. The NSS and NCC jointly organised yoga practices on the theme 'Yoga for Humanity'. The NSS, NCC and Excise Department jointly conducted an awareness class on the theme 'Get Real About Drugs'. The NCC planted 75 saplings of Mango tree in the campus in commemoration of 'Azadi Ka Amruth Mahotsav'. The Department of Chemistry organised a class on 'Protection of Ozone Layer'. On 2nd October, the college arranged a Webinar on the Relevance of Gandhian Idea. From 14th to 20th November, College Library organised a Book Exhibition on National Library Week. On 26th November, NCC conducted a seminar on account of Constitution Day. On 26th November 2022, NCC arranged a group discussion on NCC Day. On 8th March, Department of Commerce organised a talk on account of International Women's Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Haritham Amrutham Drive

Objm Amrutham' champions biodiversity preservation, sustainable lifestyles, and eco-justice to curb habitat destruction, overexploitation, and raise awareness for ecological challenges. The initiative promotes biodiversity preservation in Vaikom Taluk through awareness campaigns, surveys, and door-to-door handout distribution. It supports local agriculture, waste management, and anti-plastic initiatives. The "Green Volunteers" group, with NSS and NCC members, leads anti-plastic and cleaning drives. The

college dedicates areas to various gardens, emphasizing water channel preservation and promoting organic farming. To enhance trust with stakeholders, implementing independent verification and audit systems is crucial. These unbiased evaluations ensure transparency and boost organizational credibility.

Sujalam Vembanad Drive

Vembanad Lake in Kerala, India, a Ramsar site, encompasses diverse habitats crucial for flood control and coastal protection. As the institution is located on its bank, preserving the lake ensures sustainability, benefiting biodiversity, climate mitigation, and water management. This drive targets youth, residents, houseboat owners, tourists, and fisherfolk for Vembanad Lake conservation through awareness programs, surveys, and Green Volunteers' activities like mangrove planting and anti-plastic drives. Since 2019, releasing fingerlings aids biodiversity. Current performance measurement systems, reliant on internal self-assessments, may lack objectivity and introduce biases.

File Description	Documents
Best practices in the Institutional website	http://www.stxavierscollegevaikom.ac.in/IQAC.aspx?mmcode=208
Any other relevant information	http://www.stxavierscollegevaikom.ac.in/was/Files_downloads/File_22620244224429.pdf

7.3 - Institutional Distinctiveness

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

The college is a cornerstone in providing educational opportunities for economically and socially disadvantaged individuals in Vaikom Taluk and neighbouring areas, with a significant majority of students being first-generation learners in higher education. Dedicated to addressing the academic needs of the underprivileged, we design tailored academic and non-academic activities, fostering a holistic approach that emphasizes the preservation of human values and ethics. Committed to sustainable development, our college implements green initiatives to conserve the ecosystem. Prioritizing energy conservation, striving for

carbon neutrality and maintaining a plastic-free campus are integral components. Practices such as rainwater harvesting, organic farming, and creating a miniature ecosystem showcase our commitment. Discouraging vehicular entry, encouraging bicycle use, and continuous tree planting further support our environmental initiatives. The college actively contributes to wetland conservation, focusing on preserving Vembanad Lake. This involves awareness campaigns, cleanup drives, and collaborations with local communities and organizations dedicated to wetland preservation. The college strongly emphasizes organic farming practices. This not only contributes to biodiversity preservation but also supports environmentally friendly agricultural practices. Additionally, annual internal green and energy audits assess and enhance our ecological footprint. These efforts align with our commitment to environmental stewardship and sustainable practices in higher education.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Infrastructure Assessment and Space Requirements:

- Conduct assessment of current infrastructure.
- Identify space requirements for the implementation of the FYUGP under NEP.
- Prepare a detailed report with recommendations for infrastructure.

2. Campus Development and Program Design:

- Designing classrooms and laboratories for the B.Sc. Food Science and Quality Control Programme.
- Develop a campus landscaping plan
- Assign responsibilities for regular upkeep of landscaping, infrastructure, and playground.

3. Academic Quality Enhancement:

- Academic Calendar for the year.

- Implement curriculum review process
- Organize faculty development programs, workshops, and seminars

4. Industry Exposure for Students:

- Promote industrial visits, on-the-job training (OJTs), and internship programs.
- Industry-academia interface.

5. Skill Development Programs:

- Launch various skill development programs
- Hands-on training sessions.

6. Research and Publications:

- Encourage research activities.
- Organize conferences, seminars, and symposiums
- Facilitate the publication of research findings

7. Industry-Academia Linkages:

- Strengthen the Career and Placement Cell.
- Provide career counseling and assistance for students
- Organize a Job Fair on campus
- Schedule guest lectures and industrial visits.

8. Monitoring and Evaluation:

- Establish a monitoring and evaluation system .
- Conduct regular reviews and feedback sessions s.
- Ensure transparent communication with all stakeholders.

9. Communication and Collaboration:

- Foster open communication channels .
- Collaborate with external partners, industry experts, and professionals.