

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

For the Period 2017 to 2018

of

ST. JOSEPH'S COLLEGE (AUTONOMOUS)

DEVAGIRI, CALICUT-673008, KERALA, INDIA



Re- Accredited by NAAC at Grade A++ with a CGPA of **3.76** out of 4 in 2016

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India The Annual

Quality Assurance Report (AQAR) of the IQAC

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

1. Details of the Institution

1.1 Name of the Institution

St. Joseph's College (Autonomous)

1.2 Address Line 1

Devagri, Calicut

Address Line 2

City/Town

Calicut

State

Kerala

Pin Code

673008

Institution e-mail address

sjcdevagiri@yahoo.co.in

Contact Nos.

9387476646

Name of the Head of the Institution:

Dr. Sibichen M. Thomas

Tel. No. with STD Code:

0495 - 2355901

Mobile:

9387476646

Name of the IQAC Co-ordinator:

Dr. George Mathew

Mobile:

9446163797

IQAC e-mail address:

devagiriiqac@gmail.com

1.3 NAAC Track ID(For ex. MHC0GN 18879)

KLCOGN11134

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/17/A&A/48.3

1.5 Website address:

www.devagiricollege.org

Web-link of the AQAR:

http://www.devagiricollege.org/iqac.php

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	88.15	2004	5
2	2 nd Cycle	A	3.63	2011	5
3	3 rd Cycle	A++	3.76	2016	7

1.7 Date of Establishment of IQAC:

30/11/2004

1.8 AQAR for the year

2017-18

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

i. AQAR 2016-17 submitted on 15 February 2018

1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☒ No ☐

Regulatory Agency approved Institution Yes ☒ No ☐

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

. Social work

1.12 Name of the Affiliating University (*for the Colleges*)

University of Calicut

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

Autonomy by State/Central Govt. / University

√

University with Potential for Excellence

UGC-CPE

√

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

10

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Challenges in Higher Education
2. Scope for qualitative Research in Colleges
3. Innovative practices in teaching

2.14 Significant Activities and contributions made by IQAC

- i. IQAC organised three workshops for the faculty members of the college. The topics of the workshops are 'Challenges in Higher Education', 'Scope for qualitative Research in Colleges' and 'Innovative Practices in teaching'.
- ii. IQAC introduced 'Movement Register' system to track and record the co-curricular activities of the students and provide attendance for the same.
- iii. IQAC introduced a best practice namely, 'documentation in five minutes' to properly collect, record and compile data of different programmes and activities of the college.
- iv. IQAC suggested 'Planting Seeds for a Change' as a healthy practice to correct students' misconduct.
- v. IQAC organised class wise sessions for the first year UG & PG students to familiarise them 'College Website', 'Students' Portal' and the examination system.
- vi. IQAC monitored feedback management system. With the help of the software, student feedback is collected at the end of every semester and IQAC handover a consolidated report to the principal along with suggestions.
- vii. IQAC along with the Research Advisory Committee met the staff members in person and motivated them to apply for research projects and seminars.
- viii. IQAC initiated the conduct of an Academic Audit by duly constituted Internal Audit Team.
- ix. IQAC members visited the departments to assess their infrastructural and other physical requirements.
- x. Conducted an Institutional SWOC Analysis among students, faculty and administrative staff and submitted the report to the Principal.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievement
June 2017	
<ul style="list-style-type: none"> • Convene a general staff meeting to introduce the new faculty members, to brief the main targets of the year, to make the staff aware of the administrative responsibilities entrusted and the code of conduct to be followed in general. • Supervise the preparation and distribution of academic calendar and timetables to the second and third year degree students and second year Post Graduate students. • The course teachers submit the teaching plan to the IQAC. • Monthly meeting of IQAC core committee to review the activities of IQAC and to initiate steps for the time bound completion of projects with the help of department coordinators. • Updating teacher profile by collecting relevant details from staff members • Invite inputs from every department, clubs and forums towards the realization of the action plan. • Invite infrastructural requirements from the departments and the library. • Review and compile the proposals from the departments, clubs and forums and do the needful for the effective implementation and collect the report to finalise AQAR. • Organise the Academic Audit for the year 2018. • Setting up of an Admission Committee and update the guidelines for the preparation of College prospectus • Arranging class wise and hostel wise visits of ragging prevention committee to give awareness to the senior students regarding anti-ragging rules. • Organising induction programme for the first year degree students. 	<ul style="list-style-type: none"> • General staff meeting was convened on 1 Jan and the new faculty members were introduced. Principal outlined the academic calendar and responsibilities of various posts were discussed. • IQAC scrutinised the academic calendar and ensured its timely distribution to the students. • An Action plan of the College for the entire academic year was prepared and was distributed to the departments and various forums and clubs so that they could plan different programmes early in the beginning of the academic year. • Academic audit was conducted by a team consisting of Principal, IQAC Coordinator, Dean and an associate professor • Under the supervision of the admission committee, smooth and transparent admission to the UG programmes was conducted. • Teaching plan of the course teachers were collected • Infrastructural requirements of the departments and library were collected and steps taken to meet the requirements. • Teacher profile was updated by IQAC • Organised induction programme for the first year degree students.
July 2017	
<ul style="list-style-type: none"> • Preparation of College Handbook • Preparation and distribution of Tutorial records to the departments and initiate tutorial system. • Drafting of the Action Plan of the College and submission to the authority for the approval. • Compile the end semester results of the outgoing batch and conduct an evaluation of their academic performance. 	<ul style="list-style-type: none"> • Steps taken for the printing of the college handbook. • Draft submitted to the College Council for the approval. • IQAC modified tutorial record book and distributed to tutors. • IQAC conducted programme-wise analysis of UG results. • Tutorial records were distributed and

<ul style="list-style-type: none"> Admission to Post Graduate Programmes and organising induction programme. Briefing the first year students on the student's portal, procedure of attendance entering, the course structure, the conduct of examinations and the publication of results. Selection of students for various Student support programmes 	<p>meetings of tutors were conducted</p> <ul style="list-style-type: none"> The gender-wise performance and the progression of SC/ST candidates were assessed. Handbooks were distributed on time Induction programme arranged for the fresher's by inviting resource persons from outside. Conducted class wise training sessions for first years to familiarise services available for students in college's automation software As a result of the awareness given to the senior students, No Incidents of ragging was reported
August 2017	
<ul style="list-style-type: none"> Convene the meetings of boards of studies. Organising general body meeting of PTA. Conduct first internal examination for the third semester and fifth semester students Organise a faculty improvement programme by IQAC Conduct of college union election in presidential system. Inviting proposals for seminars and faculty improvement programmes to be organised under autonomy grant. Preparation of AQAR for the year 2016-17 	<ul style="list-style-type: none"> PTA General Body was convened and the Executive Committee was constituted. Conducted first semester internal examinations Conducted college union election Received proposals from various departments for seminars and faculty improvement programmes
September 2017	
<ul style="list-style-type: none"> Conduct First Internal examination for the First semester Degree students Organising remedial class for the slow learners. Department visit by IQAC for giving guidance to the faculty members regarding the submission of proposal for Seminars and Minor/Major projects. Screening of students for participation in B-zone and inter-zone fests Conduct First Internal examination for the third semester PG students 	<ul style="list-style-type: none"> Various departments started preliminary discussions on the preparation of Curriculum. Remedial Classes were started for the academically weaker students. Civil service coaching classes for UG students started Proposals for major and minor projects were proposed to various funding agencies. Preparation of AQAR for the year 2016-17 is started.
October 2017	
<ul style="list-style-type: none"> Academic and non academic programmes organised by various department associations. Organise class-wise PTA meetings Second internal for the third semester and fifth semester degree students Arrange NET coaching classes for the post graduate students. Organising an orientation programme for the entire teaching staff. Conduct the students feedback 	<ul style="list-style-type: none"> IQAC visited all the departments, assessed adherence to the guidelines given and reviewed the maintenance of records. PTA meetings for all the UG classes were successfully conducted. Feedback on curriculum, infrastructure and academic ambience were taken from the parents.
November 2017	
<ul style="list-style-type: none"> Conduct Second Internal examination for the first semester degree students. 	<ul style="list-style-type: none"> This year also a good number of students cleared NET/JRF examinations thanks to the

<ul style="list-style-type: none"> • Orientation Programme for the administrative staff • Submitting the proposals for Seminars, Minor/Major projects • Collecting feedback from students 	<ul style="list-style-type: none"> • rigorous NET coaching classes arranged. • Students' feedback on teachers were collected and compiled. • Report passed to the Principal for follow up
December 2017	
<ul style="list-style-type: none"> • Conduct UGC sponsored National Seminars • Initiate steps for introducing new modules to campus automation system. • Upgrading college website • NIRF registration • Invite teachers to prepare question bank 	<ul style="list-style-type: none"> • College website updated with new design • Uploaded details for NIRF India 2017 • Orientation Programme was organised for the faculty members • A number of academic and non academic programmes were organised on the campus under the banner of different organisations
January 2018	
<ul style="list-style-type: none"> • Monitoring the academic events of the Departments. • Conduct First internal examination for the second and fourth semester Degree students and End semester examination of post-graduate students. 	<ul style="list-style-type: none"> • Ensured the conduct of the academic/co-curricular programmes of the departments without affecting the regular class. • Internal Examinations were conducted as per schedule. • Registered in NIRF and uploaded the data into DCS. • Secured 34 rank in NIRF 2016-17 ranking
February 2018	
<ul style="list-style-type: none"> • Elicit feedback on teaching and learning from the students. • Conduct separate SWOC analysis among students, teachers and non-teaching staff • Collect Institutional feedback from the final year students, analyse the feedback and report the findings to the College Council. • Pooling departmental data to the central database. • Applying for new programmes to be launched in the next academic year. 	<ul style="list-style-type: none"> • With the help of the Social Work Department, an Institutional SWOC analysis was conducted in separate sessions for faculty, students and non teaching staff. • Conducted Institutional feedback from the final year students, analysed the feedback and reported the findings to the College Council. • Collected departmental data to the central database. • IQAC provided the guidelines to the departments to update their documents and prepare them for the upcoming Academic Audit under its supervision. •
March 2018	
<ul style="list-style-type: none"> • Conduct the Second internal examination for the fourth and sixth semester Degree students and first internal of second semester and fourth semester PG students. • Collecting data regarding infrastructural requirements from various departments and library. • Inviting annual reports from various clubs and forums • Organise national seminar by IQAC • Collecting feedback from students • Publication of results of final year degree students by the end of march 	<ul style="list-style-type: none"> • Collected data from departments and library regarding the infrastructural requirements • Collected data from the departments, various clubs and forums to prepare the annual report. • Feedback of students collected, compiled And report forwarded to the Principal for follow up. • Results of final year degree students published as per schedule

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management Syndicate ☒ Any other body ☒

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	7	-	-	-
PG	11	-	2	-
UG	15	-	6	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	1	-	1	-
Others	-	-	-	-
Total	34	-	9	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	26
Trimester	
Annual	

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

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

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

- We have revised the syllabus of B.Com, common courses viz., General English and Additional languages of UG programmes.

- The salient aspects we emphasised in the revision of the syllabus are :
 - Update the syllabus by incorporating the latest trends
 - To enhance the employability of the graduates

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
71	43	28	0	0

2.2 No. of permanent faculty with Ph.D.

45

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	6	-	-	-	-	-	-	-	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

17

1

40

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	10	84	7
Presented papers	6	13	0
Resource Persons	0	12	6

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

- Retrospective teaching methodology applied to make the knowledge transfer
- Academic writing and discussion based on Journal Articles for M.Sc. Classes.
- Online Case Studies, Technical analysis of the stock market was shown and discussed
- Hands on training, simulations
- Preparation and Presentation of Business plans
- Reverse Quiz
- Online assignments

2.7 Total No. of actual teaching days

196 days

during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution

- Centralised valuation camp was introduced
- **Model Examination:** College introduced model examination for the first semester UG and PG students with duration of three hours.
- **Question bank:** in order to rectify the drawbacks of question paper setting such as repetition of questions, uneven distribution of questions etc college initiated the process of Question Bank preparation with the help of course teachers and external faculty members.
- Special examinations were conducted for those students who could not appear for the examination on account of their participation in sports events and NCC camps/ parade during the examination

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

53	4	12
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2.10 Average percentage of attendance of students

93 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I class %	II class%	IIIclass %	Pass %
BA Economics	53	34	34	7.5	Nil	75.5
BA English	36	33.3	47.2	2.8	Nil	83.3
BSc Maths	47	51	36.2	Nil	Nil	87.2
BSc physics	42	57.1	31	2.4	Nil	90.5
BSc Chemistry	47	53.2	29.8	4.2	Nil	87.2
BSc Botany	33	33.3	36.4	6.1	Nil	75.8
BSc Zoology	38	42.1	39.5	Nil	Nil	81.6
B.Com Finance	59	37.3	49.1	1.7	Nil	88.1
B.Sc Psychology	22	22.7	54.6	9.1	Nil	86.4
BA Functional English	19	Nil	47.4	26.3	Nil	73.7
BA Mass Communication	36	2.8	41.7	38.9	Nil	83.4
BCA	24	4.2	58.3	8.3	Nil	70.8
BSc Computer Science	28	Nil	53.6	10.7	Nil	64.3
BBA	29	10.3	44.8	13.8	Nil	68.9
B.Com CA	34	11.8	55.9	8.8	Nil	76.5
MA Economics	19	63.2	26.3	Nil	10.5	100
MA English	20	50	15	20	5	90
MA Malayalam	15	Nil	60	26.7	13.3	100

MSc Maths	21	71.4	9.5	Nil	Nil	80.9
MSc Physics	11	90.9	9.1	Nil	Nil	100
MSc Chemistry	12	91.7	8.3	Nil	Nil	100
MSc Botany	11	72.7	27.3	Nil	Nil	100
MSc Zoology	12	91.7	Nil	Nil	Nil	91.7
M.Com	20	75	20	Nil	Nil	95
MSW	19	Nil	Nil	26.3	26.3	52.6
MSc Statistics	12	25	41.7	25	Nil	91.7

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC organised motivation/training classes for the faculty to familiarise them to new methods of teaching and learning.
- With the help of the software, student feedback is collected at the end of every semester and IQAC handover a consolidated report to the principal along with suggestions.
- It takes the initiative for the preparation of a detailed Academic Calendar at the very beginning of the year and ensures that all the departments adhere to the same.
- IQAC takes initiatives in providing technical assistance to teachers for implementing innovative teaching methods.
- IQAC prepares tutorial records to be distributed to the Tutors of various departments to facilitate close and effective monitoring of academic performance of the students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	8
UGC – Faculty Improvement Programme	
HRD programmes	117
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	1
Others	2

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	5	-	5
Technical Staff	5	13	-	13

Criterion – III

3. Research, Consultancy and Extension

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

- As part of DST SERB school on INSECT BIOLOGY which was organised in the college eminent scientists in the field visited our campus. IQAC organised a series of interactive sessions of these experts with Post Graduate and Research students of the college.
- In view of increased number of research students IQAC assessed the needs and requirement of research scholars and suggested the college authority to provide more facilities to research students.
- Research methodology workshops were organised for faculty, research scholars and PG students
- IQAC in collaboration with the department of Economics organised a workshop on Hands on Training In Quantitative Data Analysis
- IQAC invited proposals for seminars/workshops from various departments to be conducted utilising the funds under Autonomy grant.
- Research output of the faculty and students such as publications, paper presentations, discovery of new species were published on the college website.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	5	-	2
Outlay in Rs. Lakhs	41,26,000	1,19,41,424	-	41,26,000

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	8	3		8
Outlay in Rs. Lakhs	10,10,000	11,40,000		10,10,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	59	10	1
Non-Peer Review Journals	-	-	-
e-Journals	1	-	-
Conference proceedings	5	4	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2017-19	KSCSTE -SAD	25,010,24.00	25,010,21.00
	2015-19	UGC-MRP	7,23,000.00	7,23,000.00
	2017-22	KSCSTE	25,25,400.00	7,72,046.00
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

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

iii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
/seminar organized by the
Institution

Level	International	National	State	University	College
Number		10	11	4	15
Sponsoring agencies		UGC, DST-SERB, DBT, SELF	UGC, KSCSTE, SELF	SELF	SELF

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

18

3.13 No. of collaborations

International

0

National

4

Any other

0

3.14 No. of linkages created during this year

36

3.15 Total budget for research for current year in lakhs:

From Funding agency

46,94,064

From Management of University/College

Total

46,94,064

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
4	2	2	1			

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

33

55

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

6

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

JRF

17

SRF

Project Fellows

3

Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="26"/>	International level	<input type="text" value="2"/>

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text" value="17"/>	
NCC	<input type="text" value="13"/>	NSS	<input type="text" value="10"/>	Any other <input type="text" value="8"/>

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

- **A Home for the Classmate:** The College took up a project of building a new house for one of our students who is doing his III year Functional English. When teachers visited his home, they were shocked by deplorable situation of his house. In view of building a new house for him, the college raised almost 10 lakhs rupees accepting contributions from the management, teaching and non teaching staff, students and all its well wishers. The construction of the house is completed and the key has been handed over to the beneficiary.

- **Official Launching of Campuses of Kozhikode:** It was a great privilege for the NSS Units since St. Joseph's College Devagiri was been selected as the venue for official launching of Campus of Kozhikode. The responsibility for organising the event was entrusted on NSS units. For the official inauguration of the Campuses of Calicut, District Collector, Assistant Collector, Assistant Commissioner, Magician Gopinath Muthukkad and other personalities were present. Almost 1500 students from various colleges participated in it. Various colleges performed cultural programmes. The programmes ended up after the magic show performed by Gopinath Muthukkad.
- **Campuses of Kozhikode- Orientation with Assistant Collector:** The NSS units of the College decided to be a part of Campuses of Kozhikode (COK), the project of Collector of Kozhikode district. As a part of it 75 volunteers enrolled themselves in COK and participated in the orientation programme in which Mr. U V Jose, District Collector, Kozhikode and Mr. Snehil Kumar Singh IAS, Assistant Collector of Kozhikode gave orientation speeches. Other sessions were handled by Dr. Roshan Bijlee, CRC Director and Dr. Suresh, Director, IPM Calicut.
- **Swachh Pakhawada :** As part of Swachh Pakhawada NSS volunteers from Devagiri College adopted nearby institutes Ashakiran, the school for differentially abled and Savio LP School and cleaned the entire premises and even re-established the agricultural plots in Ashakiran school campus.
- **Blind Walk:** In association with Project vision, NSS Units 16 & 100 of the College organised the Blind walk 2017 in Calicut district for the first time on World blind day, October 12. The event was organised in all across the world in 5 countries, 2000 locations involving 1,00,000 participants. The walk was lead by 120 blinds and following them were 5 volunteers who were blind fold. NSS volunteers led them from Mananchira main entrance to Calicut town hall which was flagged off by the Commissioner of Calicut. Following was an official meeting which was chaired by Hon. Mayor Mr. Thottathil Raveendran and Member of Parliament Mr. Ranghavan. Volunteers also cleaned the premises and helped the blind to get buses for returning back.
- **Children's Day Celebration- Friendly Football Match:** In association with Childline, NSS Unit 16 & 100, organised a friendly football match for celebrating children's day on 14th November between Collector's 11 and children's 11. Assistant Collector Snehil Kumar Singh IAS was the captain of Collector's team. Other members included were Dr. Roshan Bijlee, CRC Director, Mr. Mohammed Ali, Childline secretary, Mr. Bijunath, Sub Judge, Mr. M P Jayaraj, Subjudge, Mr. Kamal Varadoor, President, Kerala Journalist Union, Mr. Harris Rahman, Former Junior Indian Goal Keeper. The main focus of the event was to make the

children free from abuse of drugs and engage their minds in other activities like games and sports.

- **Orientation Camp:** One day Orientation Programme for the first year NSS volunteers was organised in the day which included three sessions. First Session was lead by ASAP trainer, Ms. Sruthy who trained the volunteers in personality development and introduced NSS to them. The official inaguaration was done in the second session by Mrs. Chandraleka, Former Head Nurse, Medical College and present Secretary, Pain and Palliative Institute. She introduced Pain and Palliative care to the volunteers. The third session included the group activities which brought all the volunteers to the forefront.
- **Special Camp:** A seven- day residential camp was held from 21 December to 27 December at Institute of Pain and Palliative. The camp was inaugurated by the additional director of IPM Dr. Anwar Hussain. NSS Units 16 & 100 took up the responsibility in converting the surrounding area of the institute ready for agriculture and will be doing farming in the following months there. Various training programmes were included such as Personality development, Group dynamics etc which the volunteers enjoyed.
- **Skip-a-tea:** For supporting the adopted institute, IPM Calicut, NSS volunteers launched the programme ‘Skip- a- tea” in which the volunteers decided to skip the tea from the camp and the amount was handed over to Secretary, IPM during the camp. This amount would be used for purchasing medicines for the Palliative care. The NSS also launched the programme in the college and took a collection for the month of January and handed over around Rs. 9500 to IPM, which was the highest amount handed over by any College.
- **Suchitwa Saksharatha:** As a part of COK, Devagiri NSS volunteers took a survey to Peruvayal Panchayat, Ward No: 13 & 22 and spread the awareness in disposing the waste especially the non degradable waste. Volunteers covered a total of 531 houses and selected a “Green volunteer” from that house and entrusted with him the responsibility of ensuring proper disposal of waste.
- **UNARVU : Street play,** Theme : World Mental Health Awareness: Department of Social Work, Date :28th July 2017 Venue : Manachira Square, Calicut
- **Street Play** by students of MSW in association with STARS Calicut, an NGO on WORLD MENTAL HEALTH DAY (Date:11th October 2017). They presented it in the following venues; Ashakiran School, Devagiri College, Calicut Medical College Junction, Calicut New Bus stand, Mananchira Junction, Calicut Beach.
- **Sanskriti Milan 2017’: on INTERNATIONAL MIGRANTS DAY17-12-2018)** students of MSW in association with OISCA Calicut organised a medical camp and cultural programme for the migrant workers at NGO Union Hall, Calicut. About 123 Migrant workers who were

from Orissa, UP and Bengal participated in the programme. Mr. R L Baiju (Chief Judicial Magistrate) inaugurated the programme.

Medical Camp was conducted for the Migrant workers. The major problems and government services for migrant workers was discussed in the programme. MSW students conducted cultural programmes and exhibited posters regarding the topic HIV/AIDS on the same day.

- ‘Bring it on and Conquer the World’: An **‘Interaction with inmates of St. Vincent Home, Calicut’ Organised by** Association of Social Work Activities of Devagiri (ASWAD), Department of Social Work on 22nd January 2018 at St. Vincent Home, Calicut. Students organised Awareness Class, Conducted Cultural Programmes, Handover the gift items which was collected through sponsorships- it includes Books, pen, pencils, crayons, sketch, water colour, scales, sharpeners, instrument box and sweets. The benefit of programme reached to 30 girls in the home.
- The Department organized a class wise football tournament for the classes from V standard to IX standard boys of Savio High School. Four teams competed in each section of class V, VI, VII, & IX while five teams participated in the class VIII section. The tournament was a grand success and it provided great exposure for the budding football talents. The financial aid for the tournament was met from UGC Autonomy Grant – Extension activities.
- The Department conducted summer cricket coaching camp for U-16 boys from 02nd to 27th April 2018. The camp was highly successful and the selected boys from the camp are given advanced coaching by the department.
- Kerala PSC conducted various physical fitness tests on the campus ground.
- The neighbouring households in the College vicinity make use of the ground facilities for walking, jogging, playing Basketball, shuttle badminton, etc.
- Many educational Institutions, clubs, companies, residents associations etc have availed our ground facility to conduct their annual sports fests.
- Students from the neighbouring schools underwent training in football, cricket and athletics at our college ground.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11.11 Hectare	-	-	11.11 Hectare
Class rooms	76	14	Management	90
Laboratories	17			17
Seminar Halls	4			4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		3		3
Value of the equipment purchased during the year (Rs. in Lakhs)		11.103 lakhs		11.103lakhs
Others				
1. Indoor cricket net practicing facility		25lakhs		25lakhs
2. 10 KV solar power				

4.2 Computerization of administration and library

In addition to the automation software for Library namely, KOHA and offline software used in the office to manage students attendance, personal data, details of fee collected, internal marks the College subscribes the service of one of the most reputed online software vendors in South India for Campus Automation. This campus automation software for autonomous colleges is used to manage Admission, real-time attendance, internal and external examinations, students feedback (Faculty evaluation, institutional evaluation, course evaluation) etc.

The college distributed tablet computers to faculty members to facilitate real-time attendance, internal marks entry, attendance view, student details view for teachers etc. The college library is already functioning systematically enabled by KOHA. College library introduced Institutional Repository enabled by D Space, digital library maintained with greenstone.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	61299		314	228000	61613	
Reference Books	3225				3225	
e-Books	550		10	18500	19050	
Journals	132		6	12600	12732	
e-Journals	5		1	1050	6	

Digital Database						
CD & Video	1006		20	300	1306	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	228	101	200		101	18	45	
Added	25		20		5	5	10	5
Total	253	101	220		100	23	55	5

4.6 Amount spent on maintenance in lakhs :

i) ICT

4 lakhs

ii) Campus Infrastructure and facilities

10 lakhs

iii) Equipments

3 lakhs

iv) Others

3 lakhs

Total :

20 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC undertake the leadership to intimate the students about different Student Support Services existing in the college namely remedial coaching and Walk With Scholar ,Fine arts, Physical education, college union, associations, NCC, NSS, clubs and forums etc.
- IQAC organises class wise sessions for the first year UG and PG students to familiarise different support services available on the campus.
- IQAC gives wide publicity for these programmes though college website, notice boards, and Public addressing system.
- On the occasion of induction programme, IQAC chairman detailed extensively the different support programmes available in the college.

- Parents are informed of these programmes on the occasion of class wise PTA meetings
- Principal, members of ragging prevention committee and the IQAC coordinator visits every class and brief the service available in the college to prevent incidents of ragging.

5.2 Efforts made by the institution for tracking the progression

1. The college has introduced a student portal system in which all the details of the students including attendance result of the examination; extracurricular activities are made available for the students and the parents. Teachers have got access to all these details through the modules available for the teachers.
2. IQAC prepares various reports of student progression and distribute them to HoDs and Tutors.
3. The tutorial system implemented in the college helps the tutors concerned to record the performance and progression of students in academic and co-curricular activities in the tutorial record distributed by IQAC.
4. In the class wise PTA meetings held every year class tutors reports the progression of the students to the parents with the support of his/her examination results and attendance report.
5. It is the responsibility of the class tutors to track the progression of the students even after completing the programme. IQAC department coordinators will collect the data of students who have either advanced to higher studies or got placed for job.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1877	376	64	

(b) No. of students outside the state

32

(c) No. of international students

9

Men	No	%	Women	No	%
	728	32.6		1505	67.4

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
970	277	47	824	13	2118	1096	248	35	911	12	2302

Demand ratio 1: 49

Dropout %

0.64%

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

1. Civil service coaching for UG students conducted on weekends and holidays
2. NET coaching for PG students
3. GATE/JAM coaching for science students

No. of students beneficiaries 155

5.5 No. of students qualified in these examinations

NET	48	SET/SLET	4	GATE	6	CAT	5
IAS/IPS etc		State PSC	3	UPSC		Others	4

5.6 Details of student counselling and career guidance

- A Career Guidance class was conducted by Mr. Vijith K, renowned career trainer in which 200 UG students participated
- College placement cell in association with Malayala Manorama & Gillette organised a Grooming session on interview skills for UG male students. 75 students registered for the programme.
- A Placement drive of WIPRO TECHNOLOGIES was conducted on the campus in which 62 students have participated and 2 got placed.
- A placement drive of South Indian Bank was conducted and one student got selected
- A Placement drive of Popular Group was conducted on the campus in which 60 students have participated
- A placement drive of ESAF bank was conducted
- Altogether 24 students got campus placement

No. of students benefitted - 335

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	190	24	5

5.8 Details of gender sensitization programmes

- Dr. Varsha Vidhyadharan (Asst. Professor, Dept .of Psychiatry, Govt. Medical College, Calicut) conducted a training program on “Stress Busters” for lady teachers of the college on 19- September 2017.

- In association with national commission for women, women's council conducted a multiple choice written examination on legal rights of women on 28 November 2017. Seven students were awarded cash prize.
- Adv. Jayasankar, social activist and political critic had lead an interactive session on "A Discourse on Human Rights" on 07/12/2017 in connection with the International Human Rights Day.
- Driving class started for girl students. Although more than 100 girls have expressed desire to join the driving class, only ten students joined the classes and secured 2 & 4 wheeler licence.

5.9 Students Activities

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

State/ University level 135 National level 30 International level 1

No. of students participated in cultural events

State/ University level 81 National level 15 International level 0

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

Sports: State/ University level 73 National level 5 International level 0

Cultural: State/ University level 54 National level 4 International level 0

Other events: State/ University level 5 National level 1 International level 0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	55	66,000
Financial support from government	484	10954250
Financial support from other sources	79	319100

5.11 Student organised / initiatives

Fairs	:	State/ University level	<input type="text" value="9"/>	National level	<input type="text"/>	International level	<input type="text"/>
Exhibition:	:	State/ University level	<input type="text" value="4"/>	National level	<input type="text"/>	International level	<input type="text"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Students had a grievance that the existing attendance management system is time consuming and defective. IQAC designed a new system named “Movement Register” which is found to be more convenient and systematic.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

“To form leaders who are intellectually competent, spiritually mature, morally upright, psychologically acceptable who will champion the cause of justice, love, truth and peace and who are ever open to further growth.

To create a just and humane society where dignity of the human person is respected, where unjust social structures are challenged, where our cultural heritage of ahimsa, religious harmony and national integration is upheld, and where the poor and the marginalised are specially taken care of.”

Mission

- To build up a community of staff and students committed to the common pursuit of truth and moral excellence.
- To help students achieve self discipline, cultivate good habits and become open to the Spirit.
- To train students in clarity of thought and accuracy of expression and develop in them leadership qualities.
- To promote a healthy modern outlook among the students while drawing inspiration from our ancient cultural heritage and tradition.
- To become an instrument of social change and a force for integration among linguistic, religious and caste groups and inspire young men and women to work for the eradication of social evils.
- To inculcate in the students a sense of responsibility to the nation, and encourage their creative involvement in the building up of a new India- a country free from exploitation, injustice, ignorance, poverty and misery.

6.2 Does the Institution has a management Information System

- Yes. All the departments and the administrative office are connected through LAN which enables centralised storage and efficient retrieval of data. The office automation system of the College MIS (Management Information System) has different modules such as admission, attendance, examination, teachers' evaluation, students' portal and Principal's view. These modules extend support to the college administration in all its activities from receiving online application for admission to publication of results and issue of transfer certificate.

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

6.3.1 Curriculum Development

- Autonomy grant was allocated for curriculum development
- Feedback collected from the faculty, alumni, external examiners and students regarding the quality of the syllabus
- Discussions held with experts in the subject as and when they visit our institution
- Faculty members were sent to attend workshops and seminars on curriculum restructuring.
- Seminar on curriculum revision in economics was organised by the department of economics

6.3.2 Teaching and Learning

- To cater to the differential requirements of student population, College strengthened Scholar Support Programme for academically weak students and Walk With a Scholar Programme for brilliant students.
- College introduced civil service coaching for the bright and aspiring students
- Regular meetings were held for batch wise class tutors to plan and execute different programmes for the students.
- Class tutors were instructed to intensify class tutorial system and personally meet their wards at least once in a semester.
- All the faculty members are instructed to submit the teaching plan in the beginning of the academic year in such a way that 30 percentage of syllabus is covered before the first internal examination and the next 40 percentage is covered before the end semester examination
- The departments organises lectures and seminars for the students inviting experts from outside.
- Faculty members are encouraged to use the latest technologies and facilities to make class room teaching more efficient.
- Students projects are made mandatory for the students
- INFLIBNET enables students to have access to a large number of E-journals and published materials
- Retrospective teaching methodology applied to make the knowledge transfer

- Academic writing and discussion based on Journal Articles introduced for M.Sc. Classes.
- Online Case Studies, Technical analysis of the stock market was shown and discussed in certain departments
- Preparation and Presentation of Business plans, Reverse Quiz, Online assignments

6.3.3 Examination and Evaluation

- Model Examination: College introduced model examination for the first semester UG and PG students with duration of three hours.
- Question bank: in order to rectify the drawbacks of question paper setting such as repetition of questions, uneven distribution of questions etc college initiated the process of Question Bank preparation with the help of course teachers and external faculty members.
- Internal Examination: Two centralised internal examinations were conducted for all the programmes under the autonomous stream. Answer papers were evaluated by the course teachers and the valued scripts were distributed to the students for verification. One copy of the mark list was displayed on Department notice board and another was handed over to CoE office.
- Automation of the Examination System: This year we subscribed to College Automation Software. Its examination module has the facility for online registration for examination, issue of hall tickets, preparation and publication of score sheets and storage of the same. College continue to hire the examination module from a well reputed software vendor to ensure smooth and fool proof conduct of examination and publication of results. College introduced semester wise viva-voce for the PG programmes

6.3.4 Research and Development

- DST SERB School on INSECT BIOLOGY was organised in the college. Eminent scientists in the field attended the programme. College organised a series of interactive sessions of these experts with Post Graduate and Research students of the college.
- In view of increased number of research students college offered more facilities to research students.
- Research methodology workshops were organised for faculty, research scholars and PG students
- Workshops on Hands on Training In Quantitative Data Analysis and Data analysis: Scope and Opportunities were organised

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Eight new class rooms and one seminar hall were added to the Physical facilities of the college.
- College constructed an indoor cricket net practicing facility.
- This year we have procured 50 tablets to facilitate real-time attendance management all the various departments. We increased the number of computers available for the students in various departments and computer lab. Majority of the departments are having mini computer labs which is open for the students.
- College updated its official website by adding more content and enhanced its capacity.
- This year library introduced Institutional Repository enabled by D-Space, digital library maintained with greenstone.
- LED Televisions were installed to display college news.
- Eight class rooms and a faculty room were renovated by laying floor tiles.
- 10 new toilets and 15 urinals were constructed for students

6.3.6 Human Resource Management

- The college appoints temporary/guest lecturers whenever vacancies arise due to retirement. Various responsibilities are assigned to teachers in the beginning of the academic year. Various meetings of the coordinators of different committees, clubs and forums are held to evaluate their functioning. Annual reports are to be submitted by the staff coordinators concerned. Teaching plan has to be submitted by all the faculty members in the beginning of the semester. Teacher evaluation by the students is held by the end of every semester and the report of the same will be submitted to the principal for his perusal and further corrections if any.
- Get together of the teachers and non teaching staff are organised on special occasions like Onam, Christmas, retirement of the faculty members etc so as to foster the sense of belongingness to the institution. Orientation and training sessions were organised to motivate the staff members.

6.3.7 Faculty and Staff recruitment

- To ensure that college get the best candidates, vacancies were advertised in news papers of wide circulation. The norms of the University of Calicut and Government of Kerala were strictly adhered to in the process of staff selection. Vacancies in the self financing section were also filled with meritorious candidates

6.3.8 Industry Interaction / Collaboration

- Teachers of the department of Commerce are the members of Calicut Management Association which is affiliated to All India Management Association. This close tie up of the department with the Association has given our students the opportunity to attend its annual management conventions and the frontier lecture sessions by eminent industrialists and managers organised regularly.
- As part of technical skill development of students a tie up has been made for final year student of both BSc CS and BCA students with KELTRON (Kerala State Electronics Development Corp Ltd.)
- College Career and placement cell has close association with malayala Manorama & Gillette, Wipro Technologies, South Indian Bank and ESAF bank. These industries organised campus placement drive in the campus in which twenty five students were placed.
- The constitution of various Board of Studies and Academic council with representatives from industry has provided a good platform for individual departments to interact and keep updated with the new developments in the industry.

6.3.9 Admission of Students

- New admission committee was constituted with experienced associate professor as its chairman.
- Online admission facility was made available to the applicants.
- Maximum publicity through the media of newspaper, website, social networking sites etc.
- Rank list were published on college website to ensure maximum transparency

6.4 Welfare schemes for

Teaching	1
Non teaching	1
Students	3

6.5 Total corpus fund generated

35 lakhs

6.6 Whether annual financial audit has been done Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	NO		Yes	IQAC
Administrative	NO		Yes	IQAC

6.8 Does the Autonomous College declare results within 30 days?

For UG Programmes Yes ☒ No ☐

For PG Programmes Yes ☐ No ☒

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

- Centralised valuation camp was introduced
- **Model Examination:** College introduced model examination for the first semester UG and PG students with duration of three hours.
- **Question bank:** in order to rectify the drawbacks of question paper setting such as repetition of questions, uneven distribution of questions etc college initiated the process of Question Bank preparation with the help of course teachers and external faculty members.
- Special examinations were conducted for those students who could not appear for the examination on account of their participation in sports meet and NCC camps/parades.

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

- University of Calicut prepared a set of guidelines for the autonomous colleges under its jurisdiction.
- University prepared software and made available to the college for uploading the consolidated marks of the students of autonomous colleges.
- University nominated its finance officer as the member of financial committee of the college
- University nominated members to the academic council and governing body of the college.

6.11 Activities and support from the Alumni Association

- A major general alumni meeting of the college was organised on 10th February, 2018
- New executive members were elected
- The process to constitute a society for alumni is in progress
- State level basketball tournament was organised under the initiative of Alumni Association of the College.
- Meetings of sports alumni and alumni of various departments were conducted during this academic year.
- Provides financial support for association activities

6.12 Activities and support from the Parent – Teacher Association

- Induction programme cum orientation programme for the first year UG and PG students were organised by the PTA.
- PTA Executive committee convened five meetings during the academic year
- In collaboration with College IQAC , PTA prepared tutorial records and distributed to class tutors.
- College PTA supported the students in the B Zone and Interzone Arts competitions on various capacities
- College PTA financially supports some of the supporting staff of the college
- PTA bears a major portion of the expense towards Onam and Christmas Celebrations
- PTA constituted awards for those meritorious students who secured NET/JRF and won prizes in sports and arts competitions
- PTA contributed a couple of water purifiers to the college during this academic year
- PTA has also contributed towards the expenditure for waste management system, internet charges and expansion of parking area
- During this academic year PTA contributed Rs. 18,63,448.00/-towards different heads of expenditure of the College.

6.13 Development programmes for support staff

- Special training in Microsoft excel was organised for selected supporting staff members
- Supporting staff members were sent to attend programmes organised by the Deputy directors office and the university which is meant for office staff

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

- A new 10 KV solar power units has been installed on the terrace of the old block.
- Renovated water harvesting plant
- Waste bins in different colours indicating the nature of waste were placed across the campus.
- NSS students cultivated vegetables in the campus using organic manure.
- Replaced high energy consuming bulbs with LED bulbs.
- Each class was assigned a specific area in the campus for the beautiful maintenance under Swachh Campus Programme.
- New saplings were planted on the campus
- Strict instructions were given to the students and staff not to litter plastic in the campus
- A rain water pit having a capacity of 50000 litres was installed

Criterion – VII

7. Innovations and Best Practices

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

- **Movement register:** To ensure that students engaging in co-curricular activities get their eligible attendance to enable the teachers-in-charge of various co-curricular activities to properly guide and monitor the students participating in such activities.
- **Documentation in five minutes:** an easy and appropriate method of documentation of all the programmes and activities by IQAC
- **Planting seeds for a CHANGE:** Instead of giving punishments to the students who are found disobeying the rules of the college in all the cases, they are asked to plant a tree in the campus and maintain them till they leave the college.
- **Question Bank:** In order to rectify the drawbacks of question paper setting such as repetition of questions, uneven distribution of questions etc college initiated the process of Question Bank preparation with the help of course teachers and external faculty members
- **Fitness for all Programme:** This programme which is meant for the UG students comprises of certain basic physical activities in sports. They are given proper training after the regular class hours and a physical test is conducted to evaluate their physical fitness. Grace marks are awarded to the successful students.

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

- **Question bank:** Teachers were assigned different courses to prepare question bank and clear guidelines were given.
- **Beginning new Programmes:** Proposal for three new UG programmes were initiated by the Boards of Studies concerned, approved by the Academic Council and forwarded by the Governing Body to the University for final approval
- **“Fitness for all” Programme:** Department of Physical education introduced “fitness for all” programme for the interested UG students with the incentive of providing grace marks.
- **Admission:** Admission to UG and PG programmes completed as per schedule
- **Induction Programmes:** Induction programmes for freshers were organised to the appreciation of students and parents
- **Feedback:** Faculty, institutional, course Feedback was collected from students through online feedback management system.
- **Academic audit:** IQAC conducted academic audit involving experts from among the faculty members of the college.
- **SWOC:** SWOC analysis was conducted among students and teachers with the support of the faculty of social work department.
- **MoU:** Department of Physics signed an MoU with Regional Science centre and Planetarium, Calicut
- **A Home for the Classmate:** the college raised almost 10 lakhs rupees to construct a decent home for a poor student accepting contributions from the management, teaching and non teaching staff, students and all its well wishers. The construction of the house is completed and the key has been handed over to the beneficiary

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- 1. Movement Register of students**
- 2. Documentation of programmes in five minutes**

7.4 Contribution to environmental awareness / protection

- “Go Green 2017-2018” An initiative of Department of Botany for promoting organic cultivation of vegetables among public. Classes were given for public by faculty and experts in the field of agriculture. Planting materials were distributed. Regular monitoring of the saplings is undertaken.
- Participation of final year PG students in the Canoly Canal Survey – a Kerala Govt. Initiative by Economics Department.
- The NSS units of St. Joseph’s College, Devagiri, commenced its activities of the academic year 2017 – 2018 with World Environmental day celebration. The NSS volunteers planted several saplings and established vegetable garden and fruit garden in the college campus.
- Swachh Pakhawada
As part of Swachh Pakhawada NSS volunteers from Devagiri College adopted nearby institutes Ashakiran and Savio LP School and cleaned the entire premises and even re-established the agricultural in Ashakiran.
- As a part of COK, Devagiri NSS volunteers took a survey to Peruvayal Panchayat, Ward No: 13 & 22 and spread the awareness in disposing the waste especially the non degradable waste. Volunteers covered a total of 531 houses and selected a “Green volunteer” from that house and entrusted with him the responsibility of ensuring proper disposal of waste.
- A new 10 KV solar power units has been installed on the terrace of the old block.
- Renovated water harvesting plant
- Waste bins in different colours indicating the nature of waste were placed across the campus.
- NSS students cultivated vegetables in the campus using organic manure.
- High energy consuming bulbs were replaced with LED bulbs.
- Each class was assigned a specific area in the campus for the beautiful maintenance under Swachh Campus Programme.
- New saplings were planted on the campus
- Strict instructions were given to the students and staff not to litter plastic in the campus

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

8. Plans of institution for next year

- To begin three new degree programmes and one post graduate programme
- To begin four diploma courses
- To begin two certificate courses
- To start a fulltime communicative English and a Pre Placement Training centre in the college
- To set up an incubation cell to promote start ups
- Constitute scholarship for the research scholars who are not availing financial assistance from other sources
- To complete the construction of the Indoor Stadium
- To construct a building provided with common facilities for the students and staff
- To increase the hostel facilities for girl students

Dr. M.K. Baby

Coordinator, IQAC



Signature

Dr. Sibichen M Thomas

Principal, Chairperson, IQAC



Signature

Best Practice I

STUDENTS' MOVEMENT REGISTER

The Context

Attendance is an important component of internal assessment—it carries five marks on each course. Moreover, **seventy five** percentage of attendance is mandatory for attending End-Semester Examinations. We have introduced the system of taking real-time attendance of students who are physically present in the class. The students as well as their parents have the provision to view the details of their attendance status through 'students' portal' on a daily basis. Once teachers entered the attendance by using tab, mobile phone or laptop/desktop, and submitted the same, it cannot be modified without the permission of the authority. However, as per the University directives, students may be permitted to attend co-curricular activities in respect of NCC, NSS, Sports, Arts, College Union, Blood Donation, etc. and such students may be given attendance subject to a maximum of ten percentage of total number of working days a year. The college has to ensure that those students who are absent in the class but otherwise engaged in approved activities of the college get their eligible attendance. Therefore, the movements of such students during the class hours/days are to be officially recorded. This is the context of the introduction of Movement Register.

Objectives of the Practice

- To ensure that students engaging in co-curricular activities get their eligible attendance.
- To record the details of the co-curricular activities of the students.
- To enable the teachers-in-charge of various co-curricular activities to properly guide and monitor the students participating in such activities.
- To make it easier for the students to claim their eligible leave.

The Practice

A student who intends to avail leave on the ground of participation in co-curricular activities is to obtain a permission slip from the Teacher-in-Charge/HOD/Principal and submit the same to the Tutor concerned before availing leave. Soon after rejoining the college the student submits the supporting documents to the Teacher-in-Charge/HOD and the latter enters the necessary details of leave on the Movement Register, puts his/her signature and files the documents. Such leaves are to be endorsed by the Principal/Vice Principal. Students' attendance gets updated in the software based on the details given in the Movement Register by the end of every week.

Evidence of Success

Before introducing this system the students attending co-curricular activities had to meet both the Teacher-in-Charge and the Vice-Principal and submit an application for leave, get it approved by them, and then submit the same to the software lab and ensure that they get their attendance. It takes much time and labour. But The Movement Register saves time, makes things more transparent, easy for both the students as well as the tutors. Besides, now the Teacher-in-Charge can closely and more effectively guide and monitor the activities of the students participating in co-curricular activities. This system also helps to identify genuine cases from fake ones.

Problems Encountered and Resources Required

Though we maintain Movement Registers, attendance cannot be granted on all cases because the maximum attendance to be given to students participating in co-curricular activities cannot exceed ten percentage of total attendance. Another problem encountered is that some students take leave and attend co-curricular activities without prior permission, and some others fail to produce supporting documents. In such cases also attendance cannot be granted. The first problem can be resolved only with the help and approval of the University; in the case of the second, a closer monitoring by the Tutors concerned may yield positive results.

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Best Practice II

DOCUMENTATION OF PROGRAMMES IN FIVE MINUTES

The Context

The college IQAC co-ordinates the activities and programmes in the college, and documents the details of all such events. Submission of the Annual Quality Assurance Report (AQAR) also demands proper documentation. Every year the college organises quite a number of programmes through its different Departments, Offices, Clubs, Forums and Associations. All these programmes truly aimed at the enhancement of both the academic non-academic potential of the staff and students, ensuring better community life, and strengthening our social commitment. However, it has never been an easy task for the IQAC to properly document the details of these activities and compiling the same for the preparation of the NAAC report. Comprehensive documentation of various activities and events in a large campus is a really a Herculean task. It is in this context; IQAC seriously thought of an easy and fool proof mechanism for the proper documentation of daily events in a systematic manner. It has come to evolution of the idea of 'Documentation of programmes in Five Minutes.'

Objectives of the Practice

- To reduce the time and effort for the comprehensive documentation of the events.
- To ensure that no programme, major or minor, goes undocumented.
- To make the whole campus aware of the programmes performed on the campus
- To enlighten the staff and students on the importance of documentation.
- To make it easy for the IQAC to prepare Annual Quality Assurance Report (AQAR).

The Practice

The modus operandi of this practice goes like this: to conduct any programme under the banner of college, whether it is on the campus or outside, by a group or individual, the co-ordinator of the programme normally a faculty member, first of all, seeks the permission of the Principal by filling up a Request Form (prepared and issued by the IQAC and available with the Principal). The form carries all the necessary information regarding the programme such as name of the programme, beneficiary, resource person, date and time, venue, number of expected participants, time at which photographer is to be available etc. If permission is granted, the Principal forwards the Request Form to the IQAC. The IQAC forwards the same

to the photographer. All these communications are through email/SMS, and hence, in no time! The Photographer captures necessary shots of the events, prepares a photo-collage together with important information on the event with a file number. The co-ordinator of the programme also submits a brief report on the programme to the IQAC after the event. IQAC files all the data sheets like the Request Form, Photo-collage, and the co-ordinator's report and the documentation is over.

Evidence of Success

With the implementation of this new system of documentation, the IQAC has started receiving detailed information and reports of all programmes and events organised by the college inside and outside the campus. No event takes place under the banner of the college without the knowledge of the IQAC, and reports of even small events have got documented. We started displaying the photo-collage of events on the college notice board on the very next day and it has encouraged and motivated others to organize similar programmes. The highlight of the new strategy is that the documentation of campus programmes becomes simple and systematic at the same time much of its precious time could be devoted for other quality-improvement programmes.

Problems Encountered and Resources Required

Since very many programmes are organised by the college and some of them happen to take place simultaneously on different venues, it may not be always possible to be photographed. There are also instances of not taking photographs of some programmes. This problem can be solved if the college can appoint an official, full-time photographer.

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