

# Internal Quality Assurance Cell (IQAC)

## Annual Quality Assurance Report (AQAR)

(For the period from 1<sup>st</sup> June 2015 to 31<sup>st</sup> May 2016)



### St. Paul's College

Kalamassery, Ernakulam- 683503

(NAAC Re-accredited with 'A' Grade  
&  
ISO 9001:2015 Certified Institution)

Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
(NAAC)**



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

**St. Paul's College, Kalamassery**  
**The Annual Quality Assurance Report (AQAR) of the IQAC**  
 2015-16

Part – A

**1. Details of the Institution**

1.1	Name of the Institution	ST. PAUL'S COLLEGE
1.2	Address Line 1	HMT Colony P.O. Kalamassery
	City/Town	Ernakulam
	State	Kerala
	Pin Code	683503
	Institution e-mail address	<a href="mailto:paulscollege@ymail.com">paulscollege@ymail.com</a>
	Contact Nos.	0484 2555572
	Name of the Head of the Institution:	Dr. Edwin Xavier
	Tel. No. with STD Code:	0484-2559722
	Mobile:	9400898123
	Name of the IQAC Co-ordinator:	Dr. Reena J.Andrews
	Mobile:	9847355730
	IQAC e-mail address:	<a href="mailto:iqacstpauls@gmail.com">iqacstpauls@gmail.com</a>
1.3	NAAC Track ID	KLCOGN09679
1.4	NAAC Executive Committee No. & Date:	EC/(SC)/11/A & A/153
1.5	Website address:	<a href="http://www.stpauls.ac.in">www.stpauls.ac.in</a>
	Web-link of the AQAR:	<a href="http://www.stpauls.ac.in/static/others.aspx">http://www.stpauls.ac.in/static/others.aspx</a>

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	75-80%	2004	Till 2010
2	2 <sup>nd</sup> Cycle	B	2.8	2010	Till March 2015
3	3 <sup>rd</sup> Cycle	A	3.14	2016	Till January 2021

1.7	Date of Establishment of IQAC :	23/11/2004
1.8	<b>AQAR for the year</b>	<b>2015-16</b>
1.9	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC	NAAC Assessment in December 2015 And accreditation in January 2016

1.1 0	Institutional Status	
	University	State / Central / Deemed / Private
	Affiliated College	Yes ✓
	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
1.1 1	Type of Faculty/Programme	Arts ✓ Science ✓ Commerce ✓
1.1 2	Name of the Affiliating University ( <i>for the Colleges</i> )	MAHATMA GANDHI UNIVERSITY, KOTTAYAM
1.1 3	Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/I CMR etc	Autonomy by State/Central Govt. / University University with Potential for Excellence UGC-CPE DST Star Scheme UGC-CE UGC-Special Assistance Program ✓ DST-FIST UGC-Innovative PG programmes UGC-COP Programmes ✓ Any other ( <i>Specify</i> )

## 2. IQAC Composition and Activities

2.1	No. of Teachers	7
2.2	No. of Administrative/Technical staff	2
2.3	No. of students	1
2.4	No. of Management representatives	1
2.5	No. of Alumni	1
2.6	No. of any other stakeholder and community representatives	1
2.7	No. of Employers/ Industrialists	1
2.8	No. of other External Experts	2
2.9	Total No. of members	16
2.10	No. of IQAC meetings held	8
2.11	No. of meetings with various stakeholders:	6
	Faculty	12

	Non-Teaching Staff Students	4
	Alumni	2
	Others (Parents)	2
2.12	Has IQAC received any funding from UGC during the year?	No ✓
2.13	Seminars and Conferences (only quality related)	Total Nos. 5
	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	International: 0 National :1 State : Institution Level : 4
	(ii) Themes :	Teacher Orientation 2 Parent Orientation 1 Student Orientation: 1 Training for NonTeaching Staff : 1

#### 2.14 Significant Activities and contributions made by IQAC

- A perspective plan for future development for the next ten years has been prepared.
- Innovative and technology enabled teaching methods have been incorporated in the teaching learning process.
- Short term courses have been started.
- The book bank facilities have been strengthened.
- Faculty training programmes were organized.
- Students were encouraged to participate in inter collegiate competitions and given opportunities for intra mural competitions.
- Ramps and toilets for differently abled students have been built.
- Turning to alternate environment friendly energy resources, the College upgraded its solar energy panels.
- Funds for departmental activities have been earmarked
- The campus has been made more eco-friendly with water harvesting facilities.
- Value education programmes are being conducted.
- To impart education more effectively to the socially deprived classes (SC/ST/ OBC and Minorities) with equity and equal opportunity, remedial classes, mentoring and awareness classes are conducted.
- The functioning of the Counselling cell has been strengthened with a visiting counsellor.
- A Consultancy Cell has been set up to coordinate and encourage the consultancy services of the staff.
- Teacher's Diary distributed for documenting teacher activities

- Academic Calendar for schedule of college activities
- Department Academic calendar for schedule of department activities
- Teaching Plan collected from teachers every semester
- Guidance for the conduct of international/ national /regional/ intercollegiate seminars and workshops on topics of academic relevance
- Personality development and Skill development Programmes
- Monitors the conduct of UGC oriented Add-on courses
- Arranged orientation programmes for teachers
- Arranged orientation programmes for Students and parents
- Teacher evaluation is done annually and the feedback is made use of to enhance teacher quality
- Feedback about facilities is collected from students and parents and recommendations for improvement are made to the management
- Brings out the biannual newsletter to showcase college activities and motivate staff and student achievements.
- Directs and coordinates the mentoring activities of the college
- Various club activities being organised in the colleges are also monitored.
- Academic audit that is carried out annually analyses the results and verifies the files kept in the departments.
- Proposes the introduction of new courses
- Encourages faculty to apply for the Minor and Major research projects of the UGC
- Proposed the implementation of the New Initiatives in Higher Education Programme of the State Government and monitors the conduct of the programmes
- Encourages the conduct of outreach programmes by the departments
- Monitors implementation of post green audit suggestions

#### 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• Need-based new courses proposed</li> </ul>	<ul style="list-style-type: none"> <li>• 2 new courses BBA &amp; BCA have been accorded academic sanction</li> </ul>
<ul style="list-style-type: none"> <li>• Orientation for teachers</li> </ul>	<ul style="list-style-type: none"> <li>• 6 programmes conducted</li> </ul>
<ul style="list-style-type: none"> <li>• Website to be updated</li> </ul>	<ul style="list-style-type: none"> <li>• Renewed and updated</li> </ul>

<ul style="list-style-type: none"> <li>• Websites for teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Many teachers have their own websites</li> </ul>
<ul style="list-style-type: none"> <li>• Departmental websites to be created</li> </ul>	<ul style="list-style-type: none"> <li>• Some of the departments have developed their websites</li> </ul>
<ul style="list-style-type: none"> <li>• Research journals by departments proposed</li> </ul>	<ul style="list-style-type: none"> <li>• Journals Published by departments of English and Economics</li> </ul>
<ul style="list-style-type: none"> <li>• Feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>• Collected and analysed and report submitted.</li> </ul>
<ul style="list-style-type: none"> <li>• Orientation for students</li> </ul>	<ul style="list-style-type: none"> <li>• 2 programmes conducted</li> </ul>
<ul style="list-style-type: none"> <li>• Orientation for parents</li> </ul>	<ul style="list-style-type: none"> <li>• Conducted</li> </ul>
<ul style="list-style-type: none"> <li>• Publication of College Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Done biannually</li> </ul>
<ul style="list-style-type: none"> <li>• Faculty to attend quality related seminars/ conferences</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers attended IQAC sponsored seminars</li> </ul>
<ul style="list-style-type: none"> <li>• Applications for MRPs to be sent</li> </ul>	<ul style="list-style-type: none"> <li>• Applications for major and minor research projects were sent. 1 Major Research Project sanctioned. 12 Minor Research Projects ongoing</li> </ul>
<ul style="list-style-type: none"> <li>• Computerisation of the library</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
<ul style="list-style-type: none"> <li>• Recommended various ecofriendly initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Solar panels, biogas plant, water reservoir, water harvesting unit etc set up</li> </ul>
<ul style="list-style-type: none"> <li>• Research initiatives to be strengthened</li> </ul>	<ul style="list-style-type: none"> <li>• Research committee arranges presentation of research papers by faculty.</li> <li>• FLAIR international and National internships for 2 teachers</li> <li>• College recognised as research centre of Kerala University of Fisheries and Ocean Studies (KUFOS)</li> </ul>
<ul style="list-style-type: none"> <li>• Student Support Schemes to be strengthened</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing with staff contributions</li> <li>• Nodal Officer for scholarships appointed to help students to get scholarships offered by the University</li> </ul>
<ul style="list-style-type: none"> <li>• Insurance Scheme for Non-Teaching Staff proposed</li> </ul>	<ul style="list-style-type: none"> <li>• Committee of members of NTS entrusted with the task of exploring the options available</li> </ul>
<ul style="list-style-type: none"> <li>• Monitoring implementation of Green Audit report suggestions</li> </ul>	<ul style="list-style-type: none"> <li>• Efforts made according to the recommendations</li> </ul>
<ul style="list-style-type: none"> <li>• To conduct academic audit</li> </ul>	<ul style="list-style-type: none"> <li>• Conducted</li> </ul>
<ul style="list-style-type: none"> <li>• To conduct gender audit</li> </ul>	<ul style="list-style-type: none"> <li>• Conducted</li> </ul>

*The Academic Calendar of the year is attached as Annexure. 1*

2.15	Whether the AQAR was placed in statutory body	Yes
		Management√

		Syndicate Any other body
	Provide the details of the action taken	<ol style="list-style-type: none"> <li>1. Measures taken to improve toilet facilities, facilities for the differently abled.</li> <li>2. Infrastructure development in progress.</li> <li>3. Perspective plan proposals to be given priority</li> <li>4. MIS to be introduced</li> </ol>

### Criterion –I: Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the programme	Number of existing programmes	Number of programmes added during the year	Numer of self-financing programmes	Number of value added/career oriented programmes
Ph.D	1			
P.G.	6		2	
U.G.	9	2 accorded sanction	2	
P.G. Diploma				
Advanced Diploma				
Diploma	1			
Certificate	4			3
Others				1
Total	21		4	4

#### 1.2 (i) Flexibility of the Curriculam: CBCS/Core/Elective option/ Open option

#### (ii) Pattern of programmes :

Pattern	Number of Programmes
Semester	9
Trimester	
Annual	

1.3 Feedback from stakeholders      Alumni ✓ Parents ✓ Employers ✓ Students ✓

1.4 Mode of feedback                      On Line Manual ✓ Cooperating Schools( for EI)

1.5 Any new department/Centre introduced during the year. No

**Criterion – II****2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	68	34	10	Nil	24

2.2 No. of permanent faculty with Ph.D.: 12

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others (Guest)		Total	
	R	V	R	V	R	V	R	V	R	V
	6	1	Nil	Nil	Nil	Nil	21	Nil	27	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	14	63	6
Presented	1	10	1
Resource Persons	1	15	4

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

- Virtual labs for science subjects
- Teachers provide guided lectures to enhance the teaching learning process
- Teachers make use of technological support like power point presentations, slide shows, short video shows etc. to make their classes more effective
- Each department has been provided with laptops, interactive boards and projectors to enable them to use other ICT techniques effectively
- Computers provided in the library computer centre help students in their class work, assignments and projects. Students enjoy facilities like Net browsing, INFLIBNET usage etc
- Class presentations, group discussions, film shows, field trips and industrial visits conducted on a regular basis open up new vistas to students



- The College organises workshops and training to encourage the faculty to adopt new approaches to teaching
- The College faculty was provided training in photoshop and other computer applications
- Flip teaching, in-class journals, peer teaching, learning cells are effective learning strategies used in class-rooms
- Blended learning whereby the conventional classes are enhanced by online resources and courses

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

180

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

Nil

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

5

2.10 Average percentage of attendance of students

80

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division						
		A+	A	B+	B	C	D	Pass %
B Com Tax	58	4	16	0	23	7	4	93
B Com CA (SF)	20	0	1	0	4	2	5	60
BA Economics	46	0	2	0	11	7	2	48
BA English Model II	24	0	1	0	4	8	3	67
BSc Physics	34	2	3	0	10	10	1	76
BSc Maths	39	7	8	0	9	6	1	79
BSc Chemistry	29	0	3	11	0	0	0	48
M Com	18	0	1	6	8	0	0	83

MA Economics	12	0	0	3	5	0	0	67
MA English	7	0	0	1	4	2	0	86
MSc Physics	13	0	0	7	3	0	0	77
MSc Maths	12	0	2	4	4	2	0	100
MSc Chemistry	23	0	0	4	13	0	0	74

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

- Arranges orientation programmes for teachers and students
- Collects feedback from students regarding facilities made available to them and recommends the management to bring about required changes
- Arranges value education programmes
- Evaluates teacher performance based on feedback collected from students to enhance teacher quality
- Publishes news letter biannually to showcase college activities and motivate staff and student achievements
- Coordinates mentoring activities of the college aimed at student-teacher interaction and primary counseling both personal, academic and career oriented
- Monitors various club activities organized by different departments
- Analyses the results of academic audit carried out annually and verifies the files kept in the department
- Encourages conducting surveys about socially relevant issues and follow-up action based on the findings
- Encourages the downloading and storing of e-journals so that the latest information is made useful to the students.
- Encourages ICT based learning—virtual labs, blended learning.
- Web pages of teachers to facilitate teaching-learning recommended.
- Monitors the conduct of the Walk With a Scholar Program and Scholar Support Programme of the Higher Education Council

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	2
Faculty exchange programme	1
Staff training conducted by the university	2
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	5
Others	10

## 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	11	12	NIL	NIL
Technical Staff	1	NIL	NIL	NIL

**Criterion – III****3. Research, Consultancy and Extension**

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

- A Research Committee monitors and addresses the issues of research.
- As an initiative of IQAC, the college publishes a multidisciplinary Research Journal—*Pauline Journal of Research and Studies*.
- The –Research Forum functions as a platform for creative discussions and exchange of ideas among researchers. During this period, Dr. Poornima K N and Dr. Priyesh K V, Department of Physics presented their research findings.
- Encourages faculty to apply for Research Projects
- Encourages departments to publish research journals. The departments of English and Economics have published journals

## 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	1	Nil
Outlay in Rs. Lakhs			18 lakhs	

## 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	2		
Outlay in Rs. Lakhs	680000		1,20,000	

## 3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	7	
Non-Peer Review Journals			

e-Journals			
Conference proceedings	6	9	

## 3.5 Details on Impact factor of publications:

Range                      Average                      h-index                      Nos. in SCOPUS: 0

## 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	2 years	UGC	18,00,000	9,00,000
Minor Projects	1 – 3 yrs	UGC	1,20,000	1,20,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects ( <i>other than compulsory by the University</i> )				
Any other(Specify)				
Total				10,20,000

3.7 No. of books published    i) With ISBN No. : 1                      Chapters in Edited Books: 1

ii) Without ISBN No.

## 3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy : Rs. 1800/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		5			16
Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons: 28

3.13 No. of collaborations International: 2 National: 2 Any other: 20

3.14 No. of linkages created during this year 60

3.15 Total budget for research for current year in lakhs :

From Funding agency 9,20,000 From Management of University/College  
Total

3.16 No. of patents received this year: Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows

PDF has been granted to Dr. Asha E Thomas

FLAIR National Internship to Mr. Binil Kumar

3.18 No. of faculty from the Institution who are Ph. D. Guides

Students registered under them

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

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

JRF SR Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level : 20 State level 0

National level 0 International level 0

3.22 No. of students participated in NCC events:

Cadets selected for NIC's: 2

Army attachment camps: 3

ATC's

40

CATC's

30

3.23 No. of Awards won in NSS:

Nil

3.24 No. of Awards won in NCC:

Nil

3.25 No. of Extension activities organized

University forum

College forum 23

NCC 5

NSS 9

Any other 4

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

- Department of Chemistry Celebrated world environment day on June 5<sup>th</sup>, 2015
- Department of Chemistry Celebrated Ozone day on September 16<sup>th</sup>, 2015
- Department of Chemistry Celebrated Science day on February 2015
- Department of Chemistry Celebrated Christmas with differently abled students of Vymukthi
- Department of Chemistry Students training for making value added products
- Department of Chemistry organized Factory visits-Students visited TCC and Harison Tea Factory
- Department of Chemistry Organised a food festival
- Department of Chemistry Published a book - STOICHEION -An autobiography of Elements
- Department of Mathematics, while organizing the national seminar collected a good sum and donated to the CanCure Foundation.
- Department of Mathematics promoted the post graduate students to go to the Pallilamkara Govt. L P School and to teach basic Mathematics to the students there.
- The Degree students of Department of Mathematics collected a sum for onasadya and contributed a days onam lunch to the home for aged ladies at Eloor.
- The Department of Economics has conducted an outreach programme and extension activity in Moolampily village, Kadamakudy Grama Panchayath on 5th December 2015 and distributed seedlings of Cabbage, cauliflower, and Ladies finger.

- PG students of Department of Economics has taken classes for ten days at Kongorpally govt. School
- Department of Commerce organized an Industrial visit to Modern Bread and Visit to Sisubhavan
- NCC unit of St. Pauls college is attached to the 22 KER BN Eloor *commanded* by Col. Mario Monthy and Administrative Officer Lt. Col. Rajnarayan ANO of the college Lt. Varun V. Varghese completed PRCN Course commenced from 20 Jul 2015 to 20 Oct 2015 and was Commissioned to the NCC wing of Indian Army
- NCC unit of the college planted tree samplings to as part of World ecological day. Cadets also participated on cleaning of campus along with NSS volunteers. Cadets also participated in blood donation camp organised by the battallion.
- Department of English: Study Tour to Science Park, Cochin University
- Department of English published *Healing Garden: A Handbook of Medicinal Plants*
- Department of English organised two-week long English classes at Palilankara L. P. School
- Department of English organised a field trip to Kottapuram Integrated Development Society KIDS Campus
- Department of English organised a field trip to Muziris Heritage Sites
- Department of English conducted a field trip to Palm Fibre Corporation, Alleppey.

#### 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	15.73 Acres	--		
Class rooms	40	10		
Laboratories	2	--		
Seminar Halls	1+1(ICT enabled)	--		
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	--	--		
Value of the equipment purchased during the year (Rs. in Lakhs)		7	Management	
Others				

- 4.2 Computerization of administration and library

Library has been fully computerised. Details of students can be accessed through the Principal's computer.

- 4.3 Library service;

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32014				32014	48,02100
Reference Books	2777		21	20,000	2798	793500
e-Books	51800		42009		43809	
Journals	62		--		62	1,86,000
e-Journals	5132		1115		6247	
Digital Database	N LIST					
CD & Video	580		105		685	
Others (specify)	Institutional Repository D Space					

- 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	123	2	16	13	1	10	16	4
Added	3	0	2	0	0	0	0	4
Total	126	2	18	13	1	10	16	8

- 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)
- Virtual laboratory training for I year students
- Inflibnet training
- Internet access from library and departments
- All computer stations are fully networked
- Training for I year students to access e-resources



- Blended learning encouraged
- 4.6 Amount spent on maintenance in lakhs :
  - i) ICT 0.20
  - ii) Campus Infrastructure and facilities: 44
  - iii) Equipment :31.3
  - iv) Others: 4.5
  - **Total : 80**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Nodal officer for scholarships to create awareness of available scholarships.

Orientation talks given to parents and students at the beginning of the programme.

Creating awareness through mentors and tutors

Services are published in College Calendar

Class teachers and Heads of Departments are asked to inform the students

5.2 Efforts made by the institution for tracking the progression

Contacting alumni through social media

Alumni meets are arranged both at the department level and at the college level.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
894	172	12	

(b) No. of students outside the state

1
---

(c) No. of international students

Nil
-----

No	%
476	45

Men

No	%
590	55

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
150	117	5	769	3	1044	99	107	6	852	2	1066

Demand ratio : 15:1      Dropout % : 0.1

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

- Bank Coaching by Dept. of Commerce
- Net Coaching by various Departments
- Entry into Service programme
- Add on Courses
- Walk with a Scholar Programme
- Scholar support Programms
- Career Counseling
- No. of students beneficiaries : 350

#### 5.5 No. of students qualified in these examinations

NET :	SET/SLET -1	GATE	CAT
IAS/IPS etc	State PSC	UPSC	Others - 21

#### 5.6 Details of student counselling and career guidance

- Regular counselling sessions every week by trained external counsellors
- Walk with a Scholar Programme also includes career counselling
- Career and Placement Cell arranges awareness programmes and campus recruitments
- Mentors also give guidance for career counselling

No. of students benefitted: 1066

\* A Job Fest—Niyukti 2016-- was organised under the auspices of National Employment Service (Kerala) with the help of the College Career Guidance Cell. 8600 candidates participated. 4000 were selected.

#### 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
5	322	20	140

## 5.8 Details of gender sensitization programmes

- Cancer Awareness Talk
- Women's Day Celebrations
- Training for Kudumbasree Women of the locality
- Gender Audit

## 5.9 Students Activities

## 5.9.1 No. of students participated in Sports, Games and other events : 30

State/ University level : 240          National level : 22          International level

No. of students participated in cultural events: 45 in Intercollegiate competitions

State/ University level 222          National level 23          International level

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

Sports : State/ University level : 16          National level: 1          International level

Cultural: State/ University level 2 National level          International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	44	80500
Financial support from government	640	1812315
Financial support from other sources	1066	1483329
Number of students who received International/ National recognitions		

## 5.11 Student organised / initiatives

Fairs: State/ University level: 5          National level 2          International level

Exhibition: State/ University level: 8          National level 1          International level

## 5.12 No. of social initiatives undertaken by the students : 66

## 5.13 Major grievances of students (if any) redressed: As per students' request.

- Waiting shed and toilets constructed
- Recreational facilities improved

- Smart class rooms set up,
- Two-wheeler waiting shed built

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### Vision of the College

The College exists to impart higher education to all, especially the marginalized communities, and consistently maintains the vision to develop an integrated personality in students, so as to enable them to face the challenging needs of the changing times and be effective and responsible citizens of the country.

The mission of the College is:

- To impart excellence in higher education and give value based training for the integral development of the individual.
- To uplift the poor and underprivileged sections of the society
- To inculcate in students a comprehensive outlook of life
- To instil in them a spirit of social sensibility
- To encourage unity in diversity and thereby a sense of belonging to a worthy national community.

#### 6.2 Does the Institution has a management Information System

- MIS has been implemented partially – in the admission process, attendance maintenance, student stipends & scholarship.
- Admission to management quota is done online.

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

##### 6.3.1 Curriculum Development

##### Curriculum Development

- ASAP training in Front Office Operations
- Bridge courses ( outside the syllabus prescribed by the affiliating University) arranged for First Year students
- Value Education Classes syllabus has been revised.
- Add on courses have been arranged by various Departments
- A six month DCA course under the Centre for continuing education, Govt. Of Kerala, was launched in the College.

### 6.3.2 Teaching and Learning

- i. Developing web pages for teachers
- ii. Virtual Lab classes conducted
- iii. Academic Audit was conducted.
- iv. Monthly Performance Report submitted through the heads of various departments is collected from all teachers. IQAC makes an evaluation of the performance of the teachers and suggests the necessary changes to be made.
- v. Monthly test paper is conducted for all the classes. So that proper evaluation on the performance of the student is made and report is submitted to the IQAC and also to the parents.
- vi. Remedial teaching or personal tutoring is arranged for the underperforming students.

### 6.3.3 Examination and Evaluation

- i. Internal Exams , including Model Exams conducted regularly for both UG & PG Classes
- ii. All teachers value University Exam Papers and act as external examiners. They are also question paper setters and external examiners for other Universities and autonomous Colleges.
- iii. Monthly test paper is conducted to point out and to remedy the learning problems of the students.

### 6.3.4 Research and Development

- i. Two issues of the Research journal were published
- ii. Teachers regularly attend seminars, conferences and workshops, present papers and publish papers in both National and International journals.
- iii. 1 Major Research Project sanctioned and pending final approval
- iv. 2 departments published research journals.
- v. The college encourages the research aptitude of the faculty. Teachers are asked to publish articles and present papers. And this is verified every month. They are also advised to apply for both major and minor research projects funded by different funding agencies. The progress of the research leading to Ph. D. is verified by the Research committee and those who have completed Ph.D. are encouraged to get a PDF.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a well maintained infrastructure including library, classrooms, Wi fi, all of which are upgraded each year.

- i. Additional classrooms built
- ii. Toilet facilities improved
- iii. Facilities for physically challenged improved
- iv. LED display board near the portico

### 6.3.6 Human Resource Management

- i. Staff and students given charge of extra curricular and co curricular activities
- ii. Orientation/Motivational Programmes for staff & students
- iii. Students placed through Placement Cell

### 6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment are done according to the mandates of the government. The interview board consists of the Manager, Principal, Government Nominee and a subject expert. The selection is made based on the performance as well as the qualification of the candidate. No recommendation and donation are entertained for recruitment.

### 6.3.8 Industry Interaction / Collaboration

- i. Talks by eminent personalities in various fields were arranged for students
- ii. The Chemistry Department collaborates with several Organizations and industries.
- iii. The college has MoUs with various external agencies like Council for Continuing Education Kerala, St. Albert's College, Lourde's Hospital, Little Flower Institute, and collaborations with Kerala Cricket Association

### 6.3.9 Admission of Students

Students are admitted to the college as per the regulations of the MG University. A Common Allotment Process is done by the University and college admits those students allotted by the University. The community and management quota and sports quota admissions are done by the college itself. A rank list is prepared based on the qualifying marks and grace marks for additional certificates (NCC/NSS etc.). The students are called for interview based on the rank list.

### 6.4 Welfare schemes for

Teaching	<ol style="list-style-type: none"> <li>i. All teachers contribute to GIS, SLI schemes</li> <li>ii. All teachers are members of the Staff Club, which donates regularly to needy staff/students</li> <li>iii. Co operative Society functions actively</li> </ol>
Non teaching	<ol style="list-style-type: none"> <li>i. All staff contribute to GIS, SLI, FBS schemes</li> <li>ii. Co-operative Society functions actively</li> </ol>
Students	<ol style="list-style-type: none"> <li>i. Students avail of several Central/State Scholarships</li> <li>ii. Vincent De Paul Society Unit formed to assist financially backward students</li> <li>iii. Staff and Student donations funded the treatment of a student's parent, who met with an accident.</li> <li>iv. Counselling Cell conducts sittings for students who require professional help</li> <li>v. Student Support Scheme with faculty contribution</li> </ol>

6.5 Total corpus fund generated: Rs. 1,10,45,136

6.6 Whether annual financial audit has been done Yes ✓

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC	Yes	IQAC
Administrative	Yes	Government	Yes	Management

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

For UG Programmes      Yes      No ✓

For PG Programmes      Yes      No ✓

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

Formation of grievance cell/Internal reform committee/ Internal examination committee

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

(i) The Government invited applications from eligible colleges (as per UGC Norms) for autonomous status during the academic year 2013 – 14,

(ii) The college is aiming at fulfilling the conditions to be met so as to pave the way for autonomy.

## 6.11 Activities and support from the Alumni Association

The Alumni Association is very active in the college. Each department has an alumni association and there is a common association for the college. The official alumni members meet every year and extend their support for the infrastructural development as well as student welfare schemes. Apart from the official alumni association, there are a number of associations created by the former students based on the year and class.

## 6.12 Activities and support from the Parent – Teacher Association

The PTA meets regularly to discuss and evaluate the functioning of the institution. Important decisions are taken at these meetings. The PTA extends financial support for the infrastructural developments of the college.

- i. Helped conduct Orientation Programmes for freshers
- ii. Contribution for digitalising the Library.
- iii. Support given during NAAC visit

## 6.13 Development programmes for support staff

Motivational Lecture was organized for both teaching and non teaching staff

Training programmes organised

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

Waste baskets are placed at places in the campus to collect litter.

NSS, NCC and Nature Club take initiative to make the students aware of the need for an eco friendly world.

The trees are protected and new saplings are planted.

Students cultivate organic vegetables in the campus.

The use of plastic material is reduced.

Paper files are made compulsory for seminars and workshops.

Follow up of suggestions made in the Green Audit is being done by the IQAC

A Herbal garden has been set up.

### 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.

- Installation of water harvesting tank
- A Herbal garden of medicinal plants was set up
- A Handbook of Indigenous medicinal plants was compiled and published.
- An orchard set up
- A talent hunt to showcase the talents of the freshers
- Training programme in Front Office Operations
- Participation in National Digital Literacy Mission

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

- Faculty development programmes strengthened: FLAIR International and National Internships for 2 teachers.
- Research strengthened: College recognised as a research centre of Kerala University of Fisheries and Ocean Studies. Post Doctoral Fellowship awarded to a member of the faculty. Major Research Project awarded provisional sanction.
- Mentoring strengthened through Walk With a Scholar Programme
- Remedial Classes strengthened through Scholar Support Programme.
- ICT strengthened: NDLM, Internet facility in all departments, blended learning encouraged, Virtual Labs for the science departments
- Green audit suggestions implemented: Herbal Garden, Orchard, Campus Farming



- Regular value education classes conducted
- Department wise outreach programmes held.
- Counselling strengthened: A professional counsellor to visit the college every fortnight.
- Health Centre to have the services of a visiting doctor
- Bank counter in the campus
- Student Support Centre with reprographic facility started.

### 7.3 Give two Best Practices of the institution

- Gift of Hope: Reaching Out to the Disadvantaged
- Down to Earth: Green Initiatives

Details given as annexure: Both practices are ongoing programmes which are strengthened every year.

### 7.4 Contribution to environmental awareness / protection

- The College protects the rich vegetation on the campus and plants more trees every year.
- The Nature Club organizes a variety of events to revive and maintain the greenery of the campus.
- Special days such as World Forest Day, World Environment Day, Earth Day, etc. are observed in the College to create environmental awareness among the students and the staff.
- Separate waste bins for organic and other forms of waste are kept at necessary places to collect waste and prevent littering of the campus.
- Huge pits are dug at various parts of the college courtyard where the organic waste is dumped and properly covered with soil.
- Rain water harvesting is conducted successfully.
- A wide variety of awareness programmes on protection of nature, pollution control and campus hygiene are conducted by the NSS unit of the College.
- The trees in the campus help to maintain the campus green and healthy.
- Every department actively involves in agricultural activities every year. The activities include vegetable gardening, plantain cultivation, paddy cultivation and tapioca cultivation.

### 7.5 Whether environmental audit was conducted? Post audit follow up action was taken

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

#### Strengths

- Social Commitment—catering to socially and economically backward students
- Strong teacher-student bond
- Student support programmes
- Ecofriendly initiatives
- All departments are PG departments

#### Weaknesses

- Only a few departments are research centres
- Lack of job oriented courses
- UG and PG programmes only in 6 disciplines
- Financial constraints
- Lack of major collaborations

#### Opportunities

- Proximity to IT hubs
- Possibility of research tie-ups
- Good demand for the courses offered
- Placement opportunities

#### Challenges

- Rush for professional courses
- Inability to revise the syllabus of traditional courses
- Defects of the examination system.
- Distance from the city.

**8. Plans of Institution for next year**

- To strengthen the teaching-learning process and improve results.
- To explore the possibility of tie ups with industries in the vicinity of the College.
- To conduct workshops for the faculty
- To introduce professional courses with interdisciplinary orientation.
- To apply for more research projects
- To widen the concept of extension activities by bringing in more community involvement.
- To implement MIS
- To obtain funding from such agencies as FIST, NBHM, KCSTE etc. besides the UGC, for upgradation of existing laboratories.
- To try to utilize alternate energy resources to the maximum and to make the campus more ecofriendly.

Name: **Dr. REENA J. ANDREWS**



*Signature of the Coordinator, IQAC*

Name: **Dr. V.J. PETER**



*Signature of the Chairperson, IQAC*

**PRINCIPAL  
ST. PAUL'S COLLEGE  
KALAMASSERY**



# ANNEXURE

## BEST PRACTICE - 1

### **1. Title: Gift of Hope: Reaching Out to the Disadvantaged**

**2. Goal:** St. Paul's College, aspiring to live up to its motto "*Life Nobly Lived*", is committed to reach out to the poor and the hapless. Under the "Gift of Hope" scheme, the College adopts needy students from the College and lends financial support to their families. It also extends support to a neighbouring school and orphanage.

### **3. The Context**

**Describe any particular contextual feature or challenging issues that have had to be addressed in designing and implementing the practice.**

The mission of the College is to impart higher education to all, especially the marginalized communities. Its major focus falls on the uplifting students from poor backgrounds. In keeping with its vision, the College caters predominantly to students from the socially and economically backward communities. Further the College is situated in the semi-urban industrial belt of Ernakulam, where a major section of the population is socially disadvantaged. "Gift of Hope" is a venture of the faculty to improve the quality of life of needy students and the local community. It aims to equip them and their families to overcome financial constraints.

### **4. Describe the practice and its implementation. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.**

The flame of "Gift of Hope" has been lit in the College to ensure the availability of basic requirements among the disadvantaged students of the college and the local community. The programme is designed with the vision to uplift the underprivileged and the conviction that no student should be deprived of education due to poverty.

The mentors and tutors are asked to identify students coming from very poor families. The teachers visit the houses of the selected students and interact with their families in order to get first hand information about their background. The students are adopted by the College

which provides financial aid in the form of money to pay fees, as gifts on special occasions and for monthly provisions. The Vincent de Paul Unit of the College takes the initiative to raise the money for this venture. Monthly contributions are made by the faculty to generate resources for the project.

The College also extends aid to a Government Lower Primary School, Pallilankara, Kalamassery. Most of the students in this school are children of migrant laborers from Tamil Nadu and North Eastern States of India. The students and teachers of the College support these needy children with money for uniforms and other necessary materials. The students also supply the school with story books and other study materials. The Department of English sends the students of BA English during their free hours to the school to teach them basic English. The students of the Mathematics Department teach them basic arithmetic.

The College has a tie up with *Valsalyam*, a home for children up to the age of three. Teachers and students from the College visit the place regularly and spend time with them. We also support the institution with baby food, clothes and other necessary requirements. Special days are celebrated at the orphanage with the little children. Financial and time constraints often become a major hurdle in executing these programmes.

## **5. Evidence of Success**

**Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate?**

Adopted students have acknowledged that the financial help given by the College has enabled them to contribute to the welfare of their families. Support to the school with books and other materials has generated greater interest in the students. The help rendered was wholeheartedly appreciated by the teachers of these institutions. The frequent visits made by the students along with their families to the orphanage is evidence for the practice having created more awareness of a social problem. The student community has become more socially responsible and committed after these frequent visits. The wholehearted cooperation of the faculty has been instrumental in the success of this venture.

## **6. Problems Encountered and Resources Required**

**Please identify the problems encountered and resources required to implement the practice.**

Financial crunch is the major problem encountered in the pursuit of this activity. Finding the time in the midst of the hectic academic schedule is another constraint. Language barrier is also an issue when interacting with the children of the school.

## **BEST PRACTICE - 2**

### **1. Title: DOWN TO EARTH: GREEN INITIATIVES**

#### **2. Goal:**

To create awareness about the need for organic farming

To instill awareness about kitchen waste management

To give students training in the techniques of small scale farming

To revive interest in traditional modes of farming

To involve the students in community oriented programmes

#### **3. Context**

**Describe any particular contextual feature or challenging issues that have had to be addressed in designing and implementing the practice.**

The Agricultural Department of the Government of Kerala has fielded many programmes to boost vegetable cultivation. The programme is designed to impart to the students an awareness about the importance of agriculture and provide the know-how that will enable them to cultivate uncontaminated vegetables and fruits.

**4. Describe the practice and its implementation. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.**

St. Paul's College, utilizing its vast campus, has different varieties of vegetables, fruits and paddy that can be cultivated according to seasonal and climatic conditions. The students are encouraged to have hands-on-experience of cultivation in their free time. Each department is allocated space for this activity. The vegetable saplings, technical advice etc. are procured from Vegetable and Fruit Promotion Council. The College employs a full time gardener to help the students. The teachers and students of the Department of Economics are in the forefront of this green initiative of the College.

Vegetables like beans, cucumber, ginger, yam, cabbage, cauliflower, tapioca etc and fruits like pineapple, plantains, etc and paddy have been cultivated every year according to

the suitability of climatic conditions. The harvesting is done in a big way and the agricultural products are sold mainly to teachers and students or at times marketed outside.

Vegetable seeds and saplings are distributed free of cost to the students to boost their interest in making vegetable gardens. The students are educated to make compost from kitchen waste and are advised to use this as manure for the vegetable plants. The vegetable garden in every home automatically solves the problem of bio-degradable waste. The waste generated in the College Cafeteria is used to fertilize its kitchen garden.

### **Village Adoption**

The College has adopted two villages- Moolampilly and Pizhala to extend its agricultural activities beyond the Campus. These two islands are located on the backwaters of Kochi. Being isolated from the mainland till recently, the majority of the population here remains educationally and economically backward.

The island of Moolampilly has been adopted for the cultivation of organic vegetables. The College sought the co-operation of the village panchayat and visited various places of the village to study the feasibility of implementing vegetable gardening. With the help of the Grama Panchayat and local parish, the teachers and students interacted with the locals and educated them on the need to develop and cultivate their own vegetables. Awareness programmes were conducted among the housewives of the village, encouraging them to cooperate with the programme. The College, with the technical advice from the Agricultural Department of Kerala conducted classes to make manure from the kitchen wastes, cow-dung, coconut fibre etc. They were given training on how to plant large number of vegetable crops in small areas of their courtyard and also on roof tops.

The villagers were given grow-bags and vegetable seeds and saplings at subsidized rates. The response from the villagers and authorities of the local bodies was very encouraging. The villagers were encouraged to develop a healthy competition among themselves. The teachers, the non-teaching staff, the students and the officers of the agricultural departments make regular visits and advise them of the steps to be taken at the various stages of growth. At the time of harvest, the best efforts by the villagers were felicitated and prizes were distributed to increase their interest in these programmes.

The island of Pizhala is the hub of Pokkaly farming. Pokkaly is an ethnic variety of rice which used to be cultivated extensively in the past. In a bid to revive the old traditional farming, the students, teachers and the non-teaching staff cooperate with the people in Pizhala in all the stages of farming. The College also successfully cultivated paddy within the campus.

## **5. Evidence of Success**

**Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate?**

The project has created an impact on the people of the suburbs. This scheme trains the students not only in agricultural activities but also gives them an initiation into the field of marketing the products. The reports by the leading newspapers testify to the success of this project and the impact it has created in the villages. The State level Akshaya Sree Award for Campus Cultivation 2014 and the Krishi Award 2013 testify to the success of this venture.

## **6. Problems Encountered and Resources Required**

**Please identify the problems encountered and resources required to implement the practice.**

Financial and time constraints are the major problems encountered. The two adopted villages being quite distant from the College, students find it difficult to monitor the progress of their venture on a daily basis.



## **FEEDBACK ANALYSIS**

Feedback was collected from the following stakeholders:

1. Students
2. Alumni
3. Parents
4. Teachers
5. Employers

Feedback on teacher quality and teaching methods, general opinion on the curriculum and the facilities available on the campus were collected from the students. Teachers were apprised of the evaluation by their students by the Principal.

Feedback on employee performance from employers was taken informally.

Alumni and parents also rated the institution and its facilities. The rating given by both these stakeholders were high.

Student feedback on amenities was taken and the suggestions conveyed to the Management. Student suggestions and requests have paved the way for large scale infrastructural development in the College.