

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report (AQAR)

(For the period from 1st June 2017 to 31st May 2018)



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
(For the period 1st June 2016 to 31st May 2017)

Part – A

I. Details of the Institution

1.1 Name of the Institution	ST. PAUL'S COLLEGE
1.2 Address Line 1	HMT Colony P.O.
Address Line 2	Kalamassery
City/Town	Ernakulam
State	Kerala
Pin Code	683503
Institution e-mail address	paulscollege@ymail.com
Contact Nos.	0484 2555572
Name of the Head of the Institution:	Dr. V. J Peter
Tel. No. with STD Code:	0484-2559722
Mobile:	9400898123

Name of the IQAC Co-ordinator:

Binil Kumar M. R.

Mobile:

9747168507

IQAC e-mail address:

iqacstpauls@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN09679

1.4 NAAC Executive Committee No. & Date:

EC/(SC)/11/A & A/153

*(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)*

1.5 Website address:

www.stpauls.ac.in

Web-link of the AQAR:

<http://www.stpauls.ac.in/pages/iqacreports>

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

23/11/2004

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

Last NAAC Assessment in December 2015 and accreditation in January 2016

i. AQAR 2016-17 submitted to NAAC on (23/01/2018)

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

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

Mahatma Gandhi University,
Kottayam

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input checked="" type="checkbox"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input checked="" type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	<input type="text" value="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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC conducted several meetings with the heads of departments to prepare plan of action for the academic year.

- Prepared the Academic Calendar.
- AQAR was prepared and submitted.
- Orientation programmes for students and parents were conducted.
- Several faculty training programmes were organized in the college.
- IQAC monitors the conduct of UGC oriented Add-on courses
- Monthly Performance Reports were collected from teachers. The Heads of the departments collected and consolidated the MPRs and submit it to the IQAC. This helped the IQAC to assess the teacher performance.
- IQAC encouraged teachers to adopt innovative teaching and learning process.
- Students were encouraged to participate in various programmes in universities and inter collegiate competitions.
- Encourages faculty to apply for the Minor and Major research projects of the UGC and other funding agencies.
- IQAC collects feedback from students about facilities provided by the college and recommendations for improvement are made to the management.

<p>Socially deprived classes (SC/ST/ OBC and Minorities) were given special care with equity and equal opportunity, remedial classes, mentoring and awareness classes are conducted.</p> <ul style="list-style-type: none"> ➤ IQAC brings out the biannual newsletter to showcase college activities and motivate staff and student achievements. ➤ IQAC directs and coordinates the mentoring activities of the college. ➤ Various departmental and club activities being organised in the colleges are monitored. ➤ Value education programmes are being conducted to students every week. ➤ Feedback and Student evaluation of teachers is collected every year; data is processed and analysed. ➤ Submitted proposal for funding for Seminars/Workshops, DST, CPE and RUSA.

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
ISO certification	College won the ISO 9001:2015 certification for providing educational services
Addition to infrastructure	12 class rooms with 8 smart classroom facility were built.
Campus Radio	A campus radio was started and it works twice in a month. It gives an opportunity for the students to showcase their talents.
Civil service guidance centre	A civil service guidance centre was started in the college to train the civil service aspirants.
Green Initiatives	The college won <i>Vanamithra</i> award from the Forest department of Kerala and the 'Best Green Campus' Award from the High court Judges organisation LEAF which encourages environmental protection.
Measures to improve result	The measures to improve result were fruitful as the college received several ranks for

	different courses this year.
Orientation for teachers	1 orientation classes were conducted
Interactive sessions for teachers and staff	2 interactive sessions were conducted
Workshop on PABS submission for acquiring API for faculty	1 workshop conducted
Orientation for students	3 orientation classes were conducted
Orientation for parents	conducted
Publish Newsletter	Published two college newsletters showcasing the activities of the college.
Feedback from students	Students' feedback on teacher performance and infrastructure feedback were collected online.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Various proposals were made to get financial assistance from governmental bodies and also to sanction new aided courses.
- More support was given to students to take part in extra curricular activities.
- As part of extension of infrastructural facilities, preliminary work has been initiated for making a multifunction acoustic theatre which can be used for enhancing audio visual learning

Part – B

Criterion – I

I. 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	2			
PG	6		2	
UG	11		4	
PG Diploma				
Advanced Diploma				
Diploma	1			
Certificate	1			3
Others				
Total	21		6	3

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
Trimester	
Annual	

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

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

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

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

No updates in the syllabi. The college follows University syllabi.

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

Nil

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

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	78	30	6	Nil	42

2.2 No. of permanent faculty with Ph.D.

10

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

Asst. Professors		Associate Professors		Professors		Others (Guest Faculty)		Total	
R	V	R	V	R	V	R	V	R	V
Nil	9	Nil	Nil	Nil	Nil	37	Nil	37	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

37

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	16	31	7
Presented papers	4	11	1
Resource Persons		8	4

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

- Teachers are encouraged to 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.
- Field trips and industrial visits were made compulsory to students to have a first-hand experience.

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

196

- 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

4	3
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- 2.10 Average percentage of attendance of students

85

- 2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division						Pass %
		A+	A	B+	B	C	D	
B Com Tax	60	13	23	0	14	4	4	97
B Com CA Aided	48	6	11	0	14	10	2	90
B Com CA (SF)	34	0	3	0	11	11	4	85
BA Economics	51	0	7	0	14	14	6	80
BA English Model I	19	0	1	1	2	1	0	26
BA English Model II	24	1	3	0	5	5	3	88
BSc Physics	35	1	12	0	9	7	0	83
BSc Maths	39	4	10	0	8	6	0	72
BSc Chemistry	27	4	9	14	0	0	0	100
M Com	18	0	3	12	2	0	0	94
MA Economics	17	0	1	8	2	1	0	76
MA English	13	0	0	0	5	0	0	38
MSc Physics	13	0	0	6	5	0	0	85
MSc Maths	14	0	5	5	1	0	2	93
MSc Chemistry	24	0	0	6	13	0	0	79

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

The IQAC keeps a close watch on every aspect of Teaching and Learning process. It monitors the monthly test paper, remedial and special classes and makes sure that the classes take place according to the approved teaching plan. Monthly progress Report collected from teachers help IQAC to monitor the activities related to teaching and learning in the college. IQAC collects feedback from students through open forum and regular feedback, from teachers through regular staff meetings and council meetings, from parents through regular PTA meetings, which are then analysed to render further improvement. IQAC encourages teachers to participate in seminars, workshops and conferences and also helps departments and clubs to organize seminars, workshops and conferences within the college.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	8	3	8
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

- The college publishes a multidisciplinary Research Journal— *Pauline Journal of Research and Studies*.
- The progress of research output of each faculty is monitored by the Research Committee.
- The Research Forum under IQAC functions as a platform for creative discussions and exchange of ideas among researchers.
- Encourages faculty to apply for Research Projects

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	1	Nil	Nil
Outlay in Rs. Lakhs		1800000		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2		4	
Outlay in Rs. Lakhs	120000		0.38	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	24	
Non-Peer Review Journals			
e-Journals	1		
Conference proceedings	4	6	

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 Received
Major projects	2 years	UGC	1800000	900000
Minor Projects	2 Years	UGC	120000	75000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				

Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	1 year	KSCSTE, SPYTiS	38000	38000
Total			1958000	1013000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the
Institution

Level	International	National	State	University	College
Number		1			18
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	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
1		1				

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and 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 SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="5"/>	NSS	<input type="text" value="7"/>
		Any other	<input type="text" value="20"/>

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

A poster exhibition was conducted by the Nature club of the college to create awareness on the importance of forests on International day of forest.

St. Paul's college in collaboration with Excise department conducted *Vimukthi* 2017 as an awareness programme against drug usage.

The students of various departments visited orphanage homes and old age homes in the municipality and spent their time with the inmates.

As part of *VISAKA*, plan by ministry of Human resources development, the IT Awareness club of the college arranged a campaign to educate people in Pallilankara ward about digital banking methods.

College started a good will store in this year. The store receives articles in good condition and it can be taken by anyone who is in need of these articles.

The college started a civil service guidance centre to train students to face UPSC exams.

College staged the talent show of specially abled students of our society in collaboration with CEFEE and RCSS. The students of the college collected and handed over an amount for the welfare of these students.

Science departments organised an exhibition as part of National science day celebrations. Students of the nearby schools visited the exhibition.

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			15.73 Acres
Class rooms	43			43
Laboratories	3			3
Seminar Halls	1+1			

No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		6	UGC	1180800
Others		10	Management	2200000

4.2 Computerization of administration and library

The college office system and the college library are fully computerised. Integrated library management software 'koha' is used for library administration. Content management software 'D Space' is used for building Institutional Repository. The library has a website with url 'www.stpaulslibrary.in'.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32014	48,02100	152	15200	32166	48,17,300
Reference Books	2852	98000			2852	98,000
e-Books	143904				43809	
Journals	62				62	1,86,000
e-Journals	6107		1115		6247	
Digital Database	NLIST					
CD & Video	620	105			685	
Others (specify)	Institutional Repository D Space					

4.4 Technology upgradation (overall)

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

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

- Inlibnet training
- Training for I year students to access e-resources
- Internet access from library and departments
- Blended learning encouraged
- All computer stations are fully networked
- Virtual laboratory training for 1st year students

4.6 Amount spent on maintenance in lakhs :

i) ICT	140813
ii) Campus Infrastructure and facilities	5573930
iii) Equipments	119206
iv) Others	810635
Total :	6644584

Criterion – V**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation talks are given to parents and students at the beginning of the academic year.
- Awareness regarding various scholarships and other financial assistance that students can avail is given to students.
- PTA meeting are held compulsory to discuss students' problems.
- Mentoring, Counselling and tutorial are given prime importance by IQAC.
- Services of the college are published in College Calendar.

5.2 Efforts made by the institution for tracking the progression

- Heads of the department and officials meet regularly to discuss on the progress of students in academics.
- Monthly test paper is conducted to monitor the academic progress of the students.
- To face challenges of life, personal counselling is provided to students.
- The college council meets once in a month to discuss various matters on the college including student progression in academics.
- Every class of the college is assigned with one or more faculty mentors who meet the respective mentees for about an hour every week through which the progress of their wards is ensured.
- Feedback and suggestions from teachers and heads are sought through staff meetings which help the college in taking policy decisions in amending a suitable system to assure and enhance academic performance of the students in each and every semester.
- An active Alumni Association is functioning in the college. Online tools and social networking is employed for effective communication with the alumni of the College.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1117	164	9	

(b) No. of students outside the state

7

(c) No. of international students

Nil

No	%
560	44

Men

No	%
721	56

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
190	132	4	869	1	1196	228	179	4	870	1	1281

Demand ratio 15:1

Dropout % 1.2

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

- Civil service coaching centre in the college.
- Bank Coaching by Dept. of Commerce
- Net Coaching by various Departments
- Walk with a Scholar Programme

No. of students beneficiaries

350

5.5 No. of students qualified in these examinations

NET	3	SET/SLET	4	GATE		CAT	0
IAS/IPS etc		State PSC	1	UPSC		Others	30

5.6 Details of student counselling and career guidance

The college provides career guidance classes to the students. Counselling sessions were arranged for the needy students and an expert counsellor visited college regularly to do the counselling sessions.

No. of students benefitted

1281

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
10	419	27	148

5.8 Details of gender sensitization programmes

- Women's Day Celebrations
- Awareness class on women rights
- Breast Cancer Awareness Talk
- Giving more opportunities to girls in non-curricular activities.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	45	Rs. 85500
Financial support from government	1013	Rs. 3706229
Financial support from other sources	1281	Rs. 1712692
Number of students who received International/ National recognitions	nil	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- More water purifiers were installed

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

- 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

Yes, the Management Information System running in the college takes care of various academic and administrative needs of the institution. All prominent functions of the college like admission process, attendance maintenance, student stipends & scholarship. are handled effectively by this.

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

6.3.1 Curriculum Development

- Bridge courses (outside the syllabus prescribed by the affiliating University) arranged for First Year students
- Value Education Classes syllabus has been revised.
- The departments in the college provide various add on courses in collaboration with different agencies.
- 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

A variety of methods are used by the teaching faculty for effective teaching as per the requirement of their subjects. Training programmes are arranged by IQAC to equip teachers to be tech-savvy. Lecture method along with assignments and seminars are widely used by the faculty in all the departments.

Effective teaching and learning are ensured through use of the latest available ICT. The ICT facility has been extended to more classrooms. The college has well-equipped labs and library. The digital library enables the students with wider learning experience. The science departments effectively make use of Virtual Lab.

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.

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.

Remedial teaching or personal tutoring is arranged for the underperforming students.

6.3.3 Examination and Evaluation

- Monthly test paper is conducted to point out and to remedy the learning problems of the students.
- Internal Exams, including Model Exams conducted regularly for both UG & PG Classes
- 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.

6.3.4 Research and Development

- Two issues of the Research journal were published
- Teachers regularly attend seminars, conferences and workshops, present papers and publish papers in both National and International journals.
- 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.
- Maintenance work of the classrooms was done.
- A digital board is placed in front the college for providing information.

6.3.6 Human Resource Management

The college has a well-defined policy on appointment of staff, training and development. Measures are taken to organize events that could enhance the faculty and the administrative staff in their functioning. The faculties attend orientation programs and refresher programmes regularly. The administrative staffs are given soft skill training in office management.

The college has a well-established Placement cell which caters to the job requirements of the students. It conducts training for soft skills and communication, organizes Campus Placement drives and ensures information dissemination regarding important off-campus interviews.

Various skill oriented programmes and workshops are conducted in the college by various bodies like the Placement Cell, Women Cell, Entrepreneurship Club, ASAP and so on. These are conducted for the students by bringing in experts from various fields.

Orientation programmes for freshers are conducted at the beginning of every academic year. Teachers also begin their academic year with a one-day Orientation Programme. Counselling sessions are held for all the students as per their needs and requirements.

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

- Talks by eminent personalities in various fields were arranged for students
- Departments collaborate with several Organizations and industries for providing add on courses to students.
- 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	<ul style="list-style-type: none"> i. All teachers contribute to GIS, SLI schemes ii. All teachers are members of the Staff Club, which donates regularly to needy staff/students
Non teaching	<ul style="list-style-type: none"> i. All staff contribute to GIS, SLI, FBS schemes
Students	<ul style="list-style-type: none"> i. Students avail of several Central/State Scholarships ii. Vincent De Paul Society Unit formed to assist financially backward students iii. Staff and Student donations funded the treatment of a student's parent, who met with an accident. Counselling Cell conducts sittings for students who require iv. professional help v. Student Support Scheme with faculty contribution

6.5 Total corpus fund generated

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	Yes	University Representative	Yes	IQAC
Administrative	Yes	Government	Yes	Management

6.8 Does the University/ 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?

Question papers are sent to the affiliated college through online which could be printed and distributed to students. This avoids the transportation of the hardcopies of the prints and security issues.

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

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

6.13 Development programmes for support staff

Motivational Lecture was organized for both teaching and non teaching staff training programmes organised. Teachers extend a helping hand to the office staff in times of emergency.

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

- Nature Club, NSS and NCC take initiative to make the students aware of the need for an eco friendly world.
- Paper files are made compulsory for seminars and workshops.
- Rain harvesting is done in the college.
- Solar energy is used in the digital library and in office. LED bulbs are used to reduce energy consumption.
- Use of plastic material is reduced and waste baskets are placed at places in the campus to collect litter.
- The trees are protected and new saplings are planted. Students cultivate organic vegetables in the campus.

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.

- Three deans of discipline were appointed to maintain healthy atmosphere in the campus.
- 'Messhuggah 2k18', an inter collegiate arts fest was organised which attracted many talented artists from various colleges from around. The programme showcased the talents of specially abled children of the neighbouring institution.
- Excise department collaborates with the college for public awareness on drug abuse

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

- Civil service coaching centre was started.
- New smart classrooms were built.
- Various orientation programmes were given to teachers, students and parents
- A college radio was started to stimulate the students' talents.
- More encouragement was given to extracurricular activities.

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

- 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.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- The forest club Nature Club and organize 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.
- The College protects the rich vegetation on the campus and plants more trees every year.
- Rain water harvesting is conducted successfully.
- 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.
- 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?

Yes

No

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

Strengths

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

Weaknesses

- Financial constraints
- Only a few departments are research centres
- Lack of job oriented courses
- Lack of major collaborations
- Lack of funded projects

Opportunities

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

Challenges

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

IQAC Plan of Action for the next year (2018-19)

- To conduct orientation programme for teaching staff
- To organize a workshop on revised NAAC Assessment (RAF).
- Final Submission of RUSA Proposal
- To conduct internal and external academic audit
- To introduce Moodle Learning Platforms
- To file application for National Institutional Ranking Framework
- To concentrate more on green initiatives and community developmental programmes
- To Publish Newsletters
- Feedback collection, evaluation and taking of corrective measures
- To apply for funded major and minor projects.
- To modify the college website in order to make it more user friendly.
- To conduct an interactive workshop for non-teaching staff.
- To organize an international seminar on 'Quality Management in Higher Education Institutions' in a Global perspective.
- To apply for more UGC funded courses.

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Signature of the Coordinator, IQAC

Name: Prof. Mary Jeithruth K.V.
Signature of the Chairman, IQAC



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 "A 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 labourers 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.

BEST PRACTICE - 2

3. Title: DOWN TO EARTH: GREEN INITIATIVES

1. Goal:

To create awareness about the need for organic farming

To instil 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 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; fruits like pineapple, plantains 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 co-operate 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

The Internal Quality Assurance Cell makes policies and implements steps to ensure sustenance and enhancement of academic quality in the College. IQAC devised plans and tools to carry out feedback mechanisms to make available feedback from students to the management and people at the helm of academics, and thus to take corrective as well as enhance measures for quality improvement.

Feedback on teacher quality and teaching methods, general opinion on the curriculum and the facilities available on the campus were collected from the students. This helps the staff and the management to constantly improve their methodology of imparting the knowledge to the students.

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.