

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

St. Michael's College, Cherthala

1.2 Address Line 1

Mayithara Market P. O.

Address Line 2

Mayithara

City/Town

Cherthala

State

Kerala

Pin Code

688539

Institution e-mail address

michaelscherthala@gmail.com

Contact Nos.

0478-2822387

Name of the Head of the Institution:

Prof. A. B. John Joseph

Tel. No. with STD Code:

0478-2822387

Mobile:

9446060387

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	Score -76.35	2004	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

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

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)

- i. AQAR 2008-09 submitted to NAAC on 15/10/2009
- ii. AQAR 2009-10 submitted to NAAC on 14/01/2011
- iii. AQAR 2010-11 submitted to NAAC on 13/03/2012
- iv. AQAR 2011-12 submitted to NAAC on 18/09/2012

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

(e.g. 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*)

University of Kerala

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

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other (<i>Specify</i>)	<input type="text" value="Minority Status"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="4"/>
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="20"/>
2.10 No. of IQAC meetings held	: <input type="text" value="4"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="4"/>	Faculty	<input type="text" value="4"/>
	Non-Teaching Staff	<input type="text" value="4"/>	Students	<input type="text" value="4"/>
	Alumni	<input type="text" value="4"/>	Others	<input type="text"/>

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

- Orienting teachers to adopt effective teaching methods
- To encourage the staff to prepare for re-accreditation

2.14 Significant Activities and contributions made by IQAC

- Took part in the departmental inspections
- Made assessment of the performance of the teachers
- Gave suggestions for institutional improvement
- Helped in the preparation of the AQAR
- Updated existing files in the departments/clubs/associations and consolidate them at college level
- Established a Research Laboratory to encourage research
- Increased departmental and organizational activities
- Increased the number of seminars and workshops
- Revitalized the clubs and associations
- Conducted value education classes
- Conducted a re-accreditation preparatory workshop

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
Begin library automation	Commenced the automation process
Promote the use of technology in teaching and learning	Established cyber centre
Skills development programmes for students	Conducted ASAP camp in jointure with Kerala Government

Evaluation of departments, teachers, clubs and associations	Conducted assessment at various levels
Rope in Professional Courses	Established the Learner Support Centre
Workshop on NAAC re-accreditation	Conducted a re-accreditation workshop
Appoint teachers with calibre and merit for the academic year	Appointed eight qualified faculty

* 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

Approved and forwarded

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	2	0	0	0
UG	5	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	7	0	0	0
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	7
Trimester	0
Annual	0

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

Yes.

- Syllabi confining to the time constrictions of the CBCSS system
- Syllabi free from complexities and confusions
- Included up-to-date topics
- Research oriented syllabi

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
38	21	15	1	1

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		Total	
R	V	R	V	R	V	R	V	R	V
8	-	-	-	-	-	-	-	8	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

3	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	11	32	10
Presented papers	0	11	0
Resource Persons	2	5	13

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

<ul style="list-style-type: none"> • ICT enabled teaching • Use of modern software • Bridge courses • Enrichment courses
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2.7 Total No. of actual teaching days during this academic year

205

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

<ul style="list-style-type: none"> • Open book examination • Internal assessment • Group discussions

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

0	0	3
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2.10 Average percentage of attendance of students

90.3

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	67	NA	17	27	4	48
B.Com.	42	NA	69	21	-	90
B.Sc. Physics	27	NA	52	14	-	66
B.Sc. Chemistry	29	NA	59	3	-	62
B.Sc. Zoology	35	NA	71	6	-	77
M.A. Economics	13	NA	47	38	-	85
M.Sc. Chemistry	13	NA	54	15	-	69

(* Kerala University does not offer distinction as a grade to its students)

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

- | |
|--|
| <ul style="list-style-type: none"> • The IQAC co-ordinates the monitoring system competently and successfully. • Encourages the college council to discuss important academic matters that deserve attention. • Intimates the management about the facilities to be provided for the smooth conduct of the teaching-learning process. • Ensures that the general and the departmental timetables are prepared on time. • Quality benchmarks are applied for all the academic and administrative activities of the college. • Organises workshops, seminars, orientation programmes arranged for stepping up quality. • Ensures that all the academic, administrative and financial matters are expedited and carried out in a competent manner. |
|--|

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	2	2	2
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Established a research laboratory to encourage research.
- Conducted an orientation programme on Research Methodology in Science for the faculty members in August 2011.
- Conducted an orientation programme on General Informatics for the faculty members in August 2011.
- Faculty and students oriented towards research with the formation of Research Promotion Council.
- College conducts various seminars and invited talks.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	2	-
Outlay in Rs. Lakhs	-	-	43.458	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	6	4	-
Outlay in Rs. Lakhs	1.23	4.75	2.38	-

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 years	UGC, DST	43.458	27.218
Minor Projects	1 ½ years	UGC	3.28	2.935
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				

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: **N/A**

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

3.9 For colleges : **N/A** 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	01	01	02		
	Sponsoring agencies	Management and PTA		UGC		

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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

Total	International	National	State	University	Dist	College

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	<input type="text" value="-"/>	State level	<input type="text" value="10"/>
National level	<input type="text" value="11"/>	International level	<input type="text" value="01"/>

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="7"/>
National level	<input type="text" value="1"/>	International level	<input type="text" value="1"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="N/A"/>	College forum	<input type="text" value="4"/>
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="10"/>
		Any other	<input type="text" value="5"/>

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

- Awareness programmes on major diseases affecting the society.
- Medical Camps
- Cleaning Programmes- Railways stations, bus stands roads etc.
- Developmental activities in the coastal areas.
- Awareness programmes on fighting social menace like alcoholism and drugs
- Programmes on environmental protection

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	87817.73		Management	
Class rooms	19			
Laboratories	7	Research Lab (1)		8
Seminar Halls	2	1	Management	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	4	4		
Value of the equipment purchased during the year (Rs. in Lakhs)	15.6	15.6	UGC, DST	
Others				

4.2 Computerization of administration and library

- Meshi Logic for office automation
- Libsoft for library digitalisation

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19190	38,38000	362	13595	19552	3851595
Reference Books	900	945000	50	5230	950	950230
e-Books	0	0	80409	Through INFLIB NET.	80409	Through INFLIBN ET
Journals	12	11250	1	2006	13	13256
e-Journals	0	0	3829	Through INFLIB NET	3829	Through INFLIBN ET
Digital Database	0	0	1	5000	1	5000
CD & Video	15	1500	15	1500	30	3000
Others (specify) (Manuscript)	0	0	2	10000	2	10000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	49	-	VPN activated	5	-	-	4	-
Added	40	2	-	2	1	-	8	-
Total	89	2	-	7	1	-	12	-

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

ASAP Training to students

4.6 Amount spent on maintenance in lakhs :

i) ICT	8.5 Lakhs
ii) Campus Infrastructure and facilities	35 Lakhs
iii) Equipments	1.98 Lakhs
iv) Others	2.5 Lakhs
Total :	47.98 Lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Updated prospectus/handbook is published annually and information is provided to the students through these documents.
- A well established student's welfare committee is functioning in the college to support the students.
- Information about new arrivals is published in the library notice board.
- New information related to various departments, clubs, associations, library etc. are conveyed to staff and students through notice board, public address system, circulars etc.
- Special orientation programmes are conducted by the management and Equal Opportunity Centre (EOC) has been established to deal with e-grants, scholarships etc.
- Latest updates are available in the college website also.
- Important and urgent information about the college like opening dates, exams, and seminars are given in the local newspapers.

5.2 Efforts made by the institution for tracking the progression

- Tutorial and mentoring system
- Meet-the-parent programme in each department
- Class tests and internal assessment

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
658	52	-	-

(b) No. of students outside the state

0

(c) No. of international students

1

Men	No	%	Women	No	%
	294	41.4		416	58.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
95	72	1	519	1	705	109	72	2	504	3	710

Demand ratio : Not available because of Centralised Allotment Process

Dropout % : 4.23%

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

- PSC Coaching
- UGC NET coaching

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET	3	SET/SLET	0	GATE	0	CAT	1
IAS/IPS etc	0	State PSC	21	UPSC	1	Others	2

5.6 Details of student counselling and career guidance

- A counselling centre is functioning in the college.
- Mentoring system in each department.
- Career guidance and placement cell is providing guidance and help to students by conducting various personality development programmes, campus recruitment drives etc.

No. of students benefitted

40

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
1	25	1	15

5.8 Details of gender sensitization programmes

Timely seminars, workshops and study classes are conducted by the Women Cell of our college to sensitize the students on gender issues.

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(Rs.)
Financial support from institution	20	12600.00
Financial support from government	481	1375000.00
Financial support from other sources	10	10000.00
Number of students who received International/ National recognitions	-	-

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: **Nil**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: St.Michael's College envisages national development through the improvement of the educational and socio-economic standards of the backward and marginalised sections of the society in the coastal areas of Alappuzha district by imparting affordable education which inculcate values, moral and ethical, to mould responsible citizens of merit and caliber.

Mission: The college aims at delivering quality education, both theoretical and practical, for personality development modulated by moral and democratic values for a qualitative transformation of the society through broad-based training in arts, science and technology.

6.2 Does the Institution has a management Information System

Yes, adequate information is made available by the teachers to the HoD's who report to the Principal. The Principal in turn reports to the Manager. The Manager gives information to the governing board which apprises the Bishop/Patron of all the activities and developments in the college.

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

6.3.1 Curriculum Development

Teachers attend the meetings organised by the University for curriculum development and give suggestions.

6.3.2 Teaching and Learning

ICT Enabled Teaching, Remedial Courses, Bridge Courses, Mentoring and Tutoring, Scholar Support Programme, Computer aided education, Audio-visual aids, Research Lab

6.3.3 Examination and Evaluation

CBCSS internal evaluation, Teacher's Diary, Tutorial System, Meet-the-Parent Programme

6.3.4 Research and Development

New Research Lab, 2 Major and 8 Minor research projects, Teachers pursuing Ph.D.,

6.3.5 Library, ICT and physical infrastructure / instrumentation

Started Library Automation, INFLIBNET, e- journals, Internet facility enhancement, Computer Lab, Digital Seminar hall, Software installation in various departments

6.3.6 Human Resource Management

Recruitment of qualified staff, Orientation and refresher courses, Motivational programmes, Annual appraisal of staff, Fellowship tours and get-togethers

6.3.7 Faculty and Staff recruitment

8- Teaching staff
1- Librarian
1- Administrative staff
7- Management staff

6.3.8 Industry Interaction / Collaboration

- Courses that develop skills highly in demand in the industrial sector
- Campus selection by various industries
- Tours and visits to industrial sites
- Interaction between students and industrial representatives

6.3.9 Admission of Students

- Through Centralised Allotment Process of the University
- Minority, SC/ST, Physically challenged are duly considered
- 20% is set apart for the backward community to ensure equity and justice

6.4 Welfare schemes for

Teaching	Bank, Store, Insurance, Medical reimbursement, Festival allowance, Tour programmes, Interim relief for newly-appointed staff
Non teaching	Bank, Store, Insurance, Medical reimbursement, Festival allowance, Tour programmes
Students	Store, Cafeteria, Scholarships, Stipend, Free medical tests, NCC Insurance Scheme, Student's group accidents insurance policy scheme Hostel facility, Special grand for SC/ST students, Medical expenses reimbursed by PTA, Physical fitness training

6.5 Total corpus fund generated

10 Lakhs

6.6 Whether annual financial audit has been done

Yes

No

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

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

6.8 Does the University/ Autonomous College declares results within 30 days? **N/A**

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

N.A

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

N.A

6.11 Activities and support from the Alumni Association

Financial assistance, Classes and seminars, Community outreach programmes, Health awareness programmes, Medical camps, Scholarship for best outgoing student

6.12 Activities and support from the Parent – Teacher Association

Cash awards, PTA fund to support various needs, Medical expenses for students, Meetings for evaluation and announcing new policies, Feedback

6.13 Development programmes for support staff

In-service training programme, Office automation, Seminars and workshops, Celebrations, Promotions to deserving staff, Training programmes outside the college, Staff tour

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

Lapwing Nature Club, Rain water harvesting, Agricultural cultivation under the aegis of Local SHGs.

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.

- Socio-cultural exchange and assimilation
- Eco-friendly campus through use of renewable source of energy, rain water harvesting and environment based classes and seminars.
- Adoption of a village by the NSS unit.
- Corruption-free appointments and admissions.
- Honouring of People's representatives
- Aqua Culture
- Lapwing Nature Club and medicinal plant cultivation
- Honouring the retired staff members
- Staff cricket team

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

The academic year 2012 -2013 bore witness to many significant changes initiated for the progression and development of the institution as well as its beneficiaries. It was decided to commence the procedures pertaining to the automation of the library and the process began well with the best and most adept available experts in the field during the year. In response to the growing demand of the competitive world, the institution has promoted the use of technology inside the campus as well as classrooms. The launching of Cyber Centre during the year is an evidence of this response. The overall development of the students is given due importance by the college. For this the college in jointure with the state government organised two skill development camps under the State Skill Development project. To cater to the needs of students who have an inclination towards professional courses, St. Michael's college has successfully roped in new professional courses under the Learner Support Centre programme of the Kerala University which is yet another remarkable achievement of the institution. The college which is to undergo the NAAC re-accreditation soon is busily engaged in the activities related to the process. A workshop on NAAC re-accreditation was organised to enlighten the staff and faculty on the topic. Realising that qualified teachers with merit and calibre are required for the development of the students and the college, the institution successfully appointed new faculty with aptitude and skill during the academic year 2012.

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

- Coastal Community Service and Social Commitment guaranteeing Inclusion
- Contribution of the Staff towards the Development of the College

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

7.4 Contribution to environmental awareness / protection

- World Environment Day is celebrated every year
- An international seminar on climate solution through sustainable development was organised on December 2012.

7.5 Whether environmental audit was conducted? Yes No

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

'Ponthu Boats' are low-cost thermo-cool boats used by poor fishermen who cannot afford the luxury of wooden boats. When the rich and the powerful splurge money on snake-boat races which are extravaganzas in the district, the poor fishermen have taken initiative to organize the Ponthu Boat Race. St. Michael's College plays a key role in the organisation of this boat race.

8. Plans of institution for next year

Organic farming

Name : Dr. V. Mathew



Signature of the Coordinator, IQAC

Name: Prof. A. B. John Joseph



Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure II

Best Practices which contribute to Quality Improvement

I. Title: Contribution of the Staff towards the Development of the College

Goal:

To get maximum involvement of the teaching and non-teaching staff in the developmental activities of the college, generous contributions by the staff is necessary. The basic principle underlying the approach is to enlist the support and generate interest in the improvement of the college. This participation index and involvement of will grow at a higher pace on realizing that one's own money is involved in the process. When everybody contributes and pools the money for the qualitative improvement of the college there will be a collective responsibility for the success or failure of projects and undertakings. The zeal and motivation to work hard will be whipped up and tangible results will follow.

The Context:

All the members of the faculty and the non-teaching staff are well aware of the financial stringency being faced by the college. The college is the fruit of generous contributions from seafaring fishermen who willingly set aside a sizeable portion of their earnings to build an institution of higher education for the future generation. From such humble beginning it has risen to great heights, thanks to the sacrifices shown by those poor fishermen. Taking the cue from those noble and philanthropic gestures each and every staff of the college volunteers to make a sacrifice for the sake of the development of the college. Though it may not amount to a large sum or turn out to be a solution to all the financial problems faced by the institution, the very act of sharing creates a sense of belonging and responsibility. Moreover the staff of the college being more close to the college than any other stakeholder, know fully well all the struggles and travails of the college and cannot afford to keep aloof. In this context a contribution from the staff assumes great significance.

The Practice:

The management of the college makes the staff especially those who are newly appointed; clearly understand the importance of their personal contribution to the development of the college. The manager meets the staff personally and explains the need of such a contribution and solicits their co-operation. Only those staff whose appointments are duly approved by the University and who have started drawing their regular salary are requested to contribute. The staff express their willingness in writing. Nobody is under any compulsion to contribute. The staff contribute only from the time their salary is sanctioned and disbursed by the government. Those who are working as guest teachers and staff need not contribute.

When the senior teachers, who began contributing to the scheme right from the time of its launching, need to give only 2%; the staff who have been recently appointed contribute 6% of their salary. The amount is directly deducted from the salary every month after the consent letter is obtained from the staff concerned. This amount deducted is specifically shown in the salary slip given to each staff as Establish Development Fund.

This system of contribution by the staff towards the development of the college was started nearly fifteen years ago. The contribution was 4% in the beginning and was brought down to 2% to ensure participation of all staff. It has been raised to 6% recently in wake of a boom in the developmental activities in view of the hectic preparation for reaccreditation. The money thus collected is properly accounted and the management together with the Fund Utilization Committee monitors the spending.

It may be noted that unlike many other management in Kerala, the college management does not demands money from the teaching or non-teaching staff at the time of appointments. In such circumstances, the staff members show no reluctance in co-operating with the management in such developmental activities.

The tabulation of the contribution during the last three years is as follows:

Period	Amount
2010-2011	166520/-
2011-2012	192141/-
2012-2013	527085/-

Evidence of Success

Though only less than 50% of the staff voluntarily joined the practice at the time of its launching, the number slowly increased as years went by and today all the teachers and non-teaching staff contribute. Though the amount collected is not an astronomical sum, the amount will certainly increase as there are many teachers yet to get their appointments approved. Moreover the number of courses in the college and the number of appointments are constantly on the rise. The hike in the pay of various categories of teaching staff also has a positive impact. Hence in the long-run the practice will do a world of good to the institution.

Problems Encountered:-

The main problem faced is the long and inordinate delay in getting approval from the University and the concurrence from the government.

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II. Title: Coastal Community Service and Inclusion of Social Commitment.

Goal: Conformation to the lofty ideals of the founding fathers of this institution is the prime goal behind the undertaking of coastal community service. The management of the college is pledged to the realization of the tenets laid down in the vision and mission. The vision statement envisages 'the improvement of the educational and socio-economic standards of the backward and marginalised sections of the society in the coastal areas of Alappuzha District'. Secondly, the training imparted to the students through the learning process incorporates community service with the noble intention of moulding responsible citizens with admirable social commitment. Thirdly, this practice also aims at inculcating human values of love and charity. Lastly the holistic development of the students' personality through democratic values like co-operation, social consciousness etc. is envisaged.

The Context:

St.Michael's College, Cherthala is situated in the coastal belt of Alappuzha District. It has been conceived as the premier institution of education for the development of the coastal areas. The college caters to the most impoverished and educationally backward area of the district. The marginalised and downtrodden people of the area depend on fishing and coir-making for their livelihood. The inclemencies of weather and the fury of the sea have shattered the life and prospects of these people. Imprudent spending and intemperate alcohol consumption have drained their finances and self-respect. In these circumstances awareness programmes, medical help, education sessions and 'sramadhanams' in the coastal areas do the people much good.

The Practice:

The practice is to focus on the coastal areas in the extension activities undertaken by the college. Particular care is taken to ensure that the villages of the coastal area become the venue for community-related activities.

When the NSS of the college chooses its site for ten day camps, preference is given to a coastal village where development of the people in all areas of life is necessary. Places like Ottamassery, Mararikkulam and Chennaveli were chosen for the purpose.

The adopted village of the college is also a coastal village where numerous activities are organised for the wellbeing of the locals. The medical camp organised at Chennaveli in August 2013 is an example.

Seminars for the parents hailing from the coastal areas are conducted to give them an orientation to support their wards engaged in the pursuit of Higher Education. One such programme by FOCUS (Forum for Care University Students) was held on 22 October 2011.

A street play entitled 'SnehaGramam' was staged at various important locations in the coastal area to eradicate drug addiction and alcoholism which plays havoc all along the coast.

The college and its NSS joined hands with the Coastal Development Society to organize and participate in the 'Ponth Water Sports' organized at Chethy Canal, Mararikkulam.

St. Michael's College, Cherthala has emerged as one of the leading colleges that disburse Fisheries Stipend to maximum number of students given admission in the college. The authorities of the college take all the necessary steps to ensure early distribution of the stipend to students hailing from the fishermen's families of the coastal areas.

Steps are taken to disseminate the knowledge generated in the college through exhibitions and seminars in the coastal areas. St. Michael's College took an active part in the exhibition conducted in one of the most important schools of the coastal area.

The college also conducts field visits and trips to the sea shore to give the students a firsthand experience of sea-related phenomena like the 'Chakara' or mud-bank.

Evidence of Success

The concerned efforts made by the staff and students to redeem the people of the coastal area from poverty and educational backwardness have brought about a lot of change in the area. The

menace of alcoholism has been reduced to a great extent. More and more students completing their plus-two in the coastal schools have taken interest in pursuing higher education. People have begun reading newspapers and magazines to keep in touch with the developments in the world outside. Many educated youngsters have even gone for professional jobs like medicine and engineering.

Problems Encountered

Financial constraints deter the college from undertaking major projects that could be highly beneficial to the people. The people are so impoverished that they cannot by themselves contribute to the programmes financially.

The hectic schedule for students in the wake of the introduction of semester system has a telling effect on the time that could be spared for community-related activities.

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ANNEXURE – III

ANALYSIS OF FEEDBACKS

FROM STUDENTS

About curriculum

- Relevant syllabus meeting the global demands
- Precise course content enabling local awareness leading to community development
- Value oriented ICT enabled courses relevant to real life situations
- Only drawback is lack of time

Teaching learning

- Qualified teachers with effective communication skills
- Full coverage of portions and clarification of doubts
- Approachable and student friendly attitude of teachers
- Impartiality and highly competent nature of the teaching faculty

Infrastructure

- Commendable class room facilities with excellent ventilation and clean surroundings
- Availability of technologically advanced instruments in the laboratory
- Well equipped library
- Appreciative availability of facilities of toilets and resting rooms
- Serene campus atmosphere enabling academic pursuits

FROM ALUMNI

- Grateful for the facilities availed from the campus
- Homely campus atmosphere help in the development of individual virtues
- Struggle for achievements in campus helped in the real struggle for livelihood existence
- Always willing to do social extension and community development activities

FROM PARENTS

- Satisfied with campus atmosphere
- Feeling great about active involvement and competency of teachers
- Glad about social involvement and community participation of children
- College is their only panacea for academic pursuits