

**The Annual Quality Assurance Report (AQAR)
of the IQAC
2013-2014**

St.Michael's College, Cherthala

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:

Dr. Mathew V.

Mobile:

9349317519

IQAC e-mail address:

iqacsmc2011@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN11429

1.4 NAAC Executive Committee No. & Date:

EC/33/013 dated 16-09-2004

(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.stmichaelscherthala.edu.in

Web-link of the AQAR:

www.stmichaelscherthala.edu.in/files/AQAR_2013_2014.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

05-10-2004

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

2013-14

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
- v. AQAR 2012-13 submitted to NAAC on 15/04/2014

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

NO

UGC-CE

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="5"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="5"/>	Faculty	<input type="text" value="5"/>
	Non-Teaching Staff	<input type="text" value="5"/>	Students	<input type="text" value="5"/>
	Alumni	<input type="text" value="5"/>	Others	<input type="text" value="-"/>

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

- 8 Quality Management Systems Principles and Accelerated Learning Process in Educational Institutions
- Orientation for re-accreditation
- Quality improvement of teaching

2.14 Significant Activities and contributions made by IQAC

- Strengthened the work of the Remedial Coaching centre
- Promoted the use of technology in teaching and learning
- Made assessment of the performance of the teachers
- Supported the NCC, NSS, Women Cell and other organisations to come out with innovative community related programmes.
- Gave a facelift to the college building
- Used the land of the college productively especially for the agricultural purposes.
- Appointed qualified permanent teachers
- Took steps to ensure regularity and punctuality of the students.
- Tried to accumulate funds from MPLAD scheme and MLA funds and other funding agencies.
- Constructed a new prayer hall to create spiritual and peaceful ambience
- Prepared the AQAR of 2013-14

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
Complete library automation	Completed the automation process
Infrastructural development	Constructed a new prayer hall, a parking lot and toilets for girls and boys.
Evaluation of teachers	Completed the evaluation of teachers in a newly framed proforma

Promotion of ICT enabled teaching and learning process	All departments use ICT enabled teaching and learning methods
Update and digitalise existing files in the departments/clubs/ associations	Updated, consolidated and digitalised the files
Rope in new courses	Started Govt. aided M.Com. and gained affiliation from the University for starting B.A. English Literature course
Use the land of the college productively	Practiced agriculture and aquaculture in the college campus by the farm club in association with SHGs.
Appoint teachers with calibre and merit	Appointed new permanent teachers with high calibre

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	3	1	0	0
UG	5+1*	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	9	0	0	0
Interdisciplinary				
Innovative				

*got affiliation for starting B.A. English Literature.

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

Pattern	Number of programmes
Semester	8
Trimester	0
Annual	0

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

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

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

Yes <ul style="list-style-type: none"> • Syllabi that develop skill and interest in students • Devoid of unnecessary elements • Student friendly • Topics related to current scenario

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

Yes. Kerala University Learner Support Center
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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
35	19	14	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
4	4*	-	-	-	-	-	-	4	4*

*waiting for the concurrence from the government

2.4 No. of Guest and Visiting faculty and Temporary faculty

11	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	17	16
Presented papers		4	
Resource Persons		5	

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

- Technology aided teaching
- Current and up-to-date software
- Bridge courses
- Enrichment programmes

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)

- 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

2.10 Average percentage of attendance of students 91.4

2.11 Course/Programme wise

distribution of pass percentage: **Awaiting Results**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	68					
B.Com.	47					
B.Sc. Physics	26					
B.Sc. Chemistry	29					
B.Sc. Zoology	34					
M.A. Economics	12					
M.Sc. Chemistry	12					

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

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

- The IQAC co-ordinates the monitoring system for quality 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 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	3
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.	2
Others	1

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	7	-	2	-
Technical Staff	7	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Ensured smooth and effective functioning of the research laboratory.
- Conducted seminars and classes to instil the demand and interest for research.
- Included more faculties in research.
- Initiated hunt for new major and minor projects.
- Modernization of library to create an ambience of research

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	5	2	4	
Outlay in Rs. Lakhs			4.27	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	-	-
Non-Peer Review Journals	-	-	-
e-Journals	4	-	-
Conference proceedings	-	-	-

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	36 months(2013-2014)	DST	3185000	2000000
Minor Projects	18 months(2013-2014)	UGC	427000	Nil
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	3 Months (2013-14)	Coconut Development Board	61500	61500
Total	-	-	3673500	2061500

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: **NA**

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

3.9 For colleges : **NA** 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			
Sponsoring agencies		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 / 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: **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 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	<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="-"/>	College forum	<input type="text" value="15"/>
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="20"/>
		Any other	<input type="text" value="6"/>

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

- Ten acres of vegetable cultivation was initiated by the college
- Installation of bio-gas plant at houses in Alappuzha under the aegis of NSS
- Awareness programmes on the harmful effects of drugs and alcohol
- Adoption of a village programme
- Inauguration of Red Cross Unit
- Conduct of Mother's Meet
- Diabetes detection camp
- Associated in the 'Pokkali Paddy Culture' - a joint venture by the Government of Kerala and nature lovers
- Zest Expo- a science exhibition intended for the students and the community
- Gandhidarshan- a project devised to clean the Vayalar railway station
- 'Sahitya Sangamam' - a literary meet organised by the Alumni Association in jointure with Cherthala Samskara Kala Sahitya Samskarika Vedi
- Hosted Red Ribbon Rally as a part of the AIDS Day awareness programmes
- Blood Donation programme conducted by the NSS in association with HDFC
- Children's day celebration at Juvenile home to ensure an inclusive development
- Outsourcing for Coconut Development Board
- Christmas celebration with the poor and the destitute of the Old Age Home in Mayithara
- Marketing of the harvested vegetables raised through organic farming by setting up a kiosk near the highway.

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	21			
Laboratories	8	1		9
Seminar Halls	3	-		3
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

- Completed office automation

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19552	3851595	426	31258	19978	3882853
Reference Books	950	950230	32	22400	982	972630
e-Books	80409	Through INFLIB NET	80409	Renewal	80409	Through INFLIB NET
Journals	13	13256	6	3099	19	16355
e-Journals	3829	Through INFLIB NET	3829	Renewal	3829	Through INFLIB NET
Digital Database	1	5000	Renewal	5000	1	10000
CD & Video	30	3000	20	2000	50	5000
Others (specify) (Manuscript)	2	10000	3	15000	5	25000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	89	2	Wi-Fi	7	1	Automated	12	-
Added	23	-	-	-	-	Automated	4	-
Total	112	2	-	-	-	-	-	-

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
- Workshop on higher education scholarship schemes for administrative staff
- State level training programme for non teaching staff organised by KSHEC

4.6 Amount spent on maintenance in lakhs :

i) ICT	35 Lakhs
ii) Campus Infrastructure and facilities	70 Lakhs
iii) Equipments	14.50 Lakhs
iv) Others	3.15 Lakhs
Total :	122.65 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.
- Wellness centre established as a separate body with psycho-social and personal counselling
- Career guidance and placement cell started career counselling
- Scholar support centre started for slow learners
- Support and guidance for students in preparation for competitive exams

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
- PSC and NET coaching for students under the centre for coaching and career planning.
- College is a recognised centre for CET and computer labs are used for the online examinations.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
652	67	-	-

(b) No. of students outside the state

0

(c) No. of international students

1

Men	No	%	Women	No	%
	303	42.14		416	57.85

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
109	72	2	504	3	710	124	63	1	526	3	719

Demand ratio: Not available in Centralised Allotment Process

Dropout %: 2.12

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

- PSC Coaching
- UGC NET coaching

No. of student beneficiaries

100

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	1
IAS/IPS etc	0	State PSC	1	UPSC	0	Others	5

5.6 Details of student counselling and career guidance

- A counselling centre is functioning in the college.
- Mentoring system is followed 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
16	20	5	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
Financial support from institution	21	13600
Financial support from government	256	180565
Financial support from other sources		
Number of students who received International/ National recognitions	1+1*	30 Lakhs(approx.)

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

College level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **Parking area provided**

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, group discussion, Computer aided education, Audio-visual aids, Research Lab, field visit and lab visit.

6.3.3 Examination and Evaluation

CBCSS internal evaluation, Teacher's Diary, Tutorial System, Meet-the-Parent Programme, Project and viva-voce

6.3.4 Research and Development

Research Lab, 2 Major and 6 Minor research projects, Teachers pursuing Ph.D.,

6.3.5 Library, ICT and physical infrastructure / instrumentation

Completed library automation, INFLIBNET, e-journals, Internet facility enhancement, Computer Lab, language lab Digital Seminar hall, Software installation in various departments, office automation completed.

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, administrative training programmes.physical training for sports personnel.

6.3.7 Faculty and Staff recruitment

Assistant Professors-4
Guest Teachers-12
Office staff (Permanent) - 1
Office staff (Temporary) - 8

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

- CAP System
- Minority, SC/ST, Physically challenged are duly considered
- 20% is set apart for the backward community to ensure equity and justice

6.4 Welfar 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 accident insurance policy scheme, Hostel facility, Special grant for SC/ST students, Medical expenses reimbursed by PTA, Physical fitness training

6.5 Total corpus fund generated

15 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? NA

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

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 students.

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, farm club.

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.
- Agricultural cultivation
- Formation of Farm Club
- Honouring the retired staff members
- Digital library

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 2013-2014 can undoubtedly be labelled as one among the most significant and remarkable time period in the history of St. Michael's College. With a concerted effort and participation of all its members, the college has made its presence felt in the community as well as the state. Inauguration of the M.Com course which opened the door of possibilities to many young knowledge seekers was one among the most crucial milestone set during the period. The college has also with much struggle attained the approval for the commencement of B.A. English Language and Literature which is of much demand among the newbies who aspire to join college for their Graduation. Infrastructural development was an area that was much vetted during this academic year. As a college that emphasises the spiritual and moral development of its posterity, the construction of a prayer hall was well received by everybody on the campus. The devout now has a perfect stomping ground for effective utilisation of time. Responding to the lack of toilets for girl students and a proper parking facility on the campus, the management constructed a new toilet and a parking lot. The spare land which constituted the major part of the campus was effectively used during the 2013-'14 academic year to cultivate crops under the guidance of local SHGs to reap a hundred fold yield. The yield led St. Michael's College to much fame and recognition from all major realms of the society. The teachers form the leading light of any educational institution. To make sure that St. Michael's has recruited the best and the most eligible from the crowd the IQAC of the college framed a new proforma for the evaluation of the teachers. The process of evaluation was done in a systematic and precise manner letting the authorities have a vivid image of all the teaching staff. The college foresees a bright and fruitful year ahead with all the shifts that now reigns the campus.

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

1. Tie-up with the Old Age Home and Juvenile Delinquents' home
2. Vegetable Cultivation

**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
- Planting, harvesting and marketing of vegetables under the aegis of Farm Club
- Awareness programmes on environment and environmental conservation

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

- NAAC reaccreditation
- Renovation of Play Ground
- To establish SAI center
- Commencement of B.A. English during 2014-15
- Construction of new classrooms,
- Renovation of auditorium, museum and laboratories
- Establishment of smart classrooms
- Submission of more major and minor projects to UGC, DST and other funding agencies
- Submission of proposals for certificate courses, skill development courses etc.
- Construction of Indoor sports complex and open-air auditorium
- Day care Center
- College with Potential for Excellence
- Commencement of Self financing courses
- Construction of a new canteen

Name: Dr. V. Mathew



Signature of the Coordinator, IQAC

Name: Prof. A. B. John Joseph



Signature of the Chairperson, IQAC

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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

Best Practices

I. Title: Tie-up with the Old Age Home & Juvenile Delinquents' Home

Goal:

It is essential to establish a tie-up with the neighbouring institutions that afford scope for community and social service activities. It is meant to instill social commitment and due consideration for the poor and the needy.

Context:

Adjacent to the college there is an Old Age Home and a Juvenile Delinquents' Home run by the State Government. The lack of education and aloofness from the civilized and educated society leads people to crime and violence. In such circumstances the active presence of students and teachers of a higher education institution in the vicinity will bring about positive changes in the students and the inmates of juvenile and old age home.

Practice:

These institutions run by the government are frequently visited by the students, the clubs, organization and the staff to console them and give them their share of happiness. Clothes and other necessary articles are supplied. Festivals like Christmas and Onam are celebrated with the inmates. The Women Cell plays an important role in such activities. A special sports meet is organised for the inmates of the Juvenile Home in connection with Children's Day.

Evidence of success:

The relationship between this college and institutions of social importance has improved greatly. An intimacy has been established with the inmates of the Old Age Home and Juvenile Delinquents' Home. And their happiness and meaning in life have increased tremendously. Juvenile delinquents frequent the college and utilize its facilities like play grounds and sports facilities.

Problems Encountered:

Financial constraints prove to be the major constraint in undertaking major projects.

Contact Details:-

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II. Title: Vegetable Cultivation**Goal:**

The vegetable cultivation undertaken by the college intends to impress upon the students and the local community, the importance of agriculture and self-sufficiency attained thereby. Collective work and the fruits of such labour will be given due credit by the students only if they indulge in such activities. To instill the spirit of hard-work in the students is the main goal behind this endeavour.

Context:

Vegetable cultivation has assumed great importance in the context of the 'food security' which is the talk of the day. The college is blessed with vast areas of land which can be fruitfully

utilized for the good of the society. The availability of water and labour has also made it conducive for such an enterprise.

Practice:

More than 10 acres of land on the campus has been brought under cultivation yielding variety of vegetables highly in demand in the market. High quality seeds and expertise have been made available from the department of agriculture. The collaboration of the local SHGs has been sought. Besides vegetables coconut plants, cashew, banana and mangium were cultivated. Aqua culture was also done successfully.

Evidence of Success:

After a few months of hard-work there was a rich harvest. A harvest festival was arranged to celebrate the harvest. An outlet was opened to market the produce.

Problems Encountered:

The tight schedule of examinations and assignments in connection with CBCSS reduce the time of the students engaged in vegetable cultivation.

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