

**Internal Quality Assurance Cell (IQAC)**  
**Annual Quality Assurance Report (AQAR)**  
**2017-2018**



**St. Xavier's College, Thumba**

Thiruvananthapuram

Kerala, India - 695 586

# The Annual Quality Assurance Report (AQAR) of the IQAC: 2017-2018

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

St. XAVIER'S COLLEGE, THUMBA

1.2 Address Line 1

VELI-PERUMATHURA ROAD

Address Line 2

THUMBA

City/Town

THIRUVANANTHAPURAM

State

KERALA

Pin Code

695586

Institution e-mail address

principalthumba@yahoo.com

Contact Nos.

0471-2705254

Name of the Head of the Institution:

Fr. Dr. Dasappan V.Y.

Tel. No. with STD Code:

0471-2704267

Mobile:

+919447870574

Name of the IQAC Co-ordinator:

Dr. Nisha Rani D

Mobile:

+919497447713

IQAC e-mail address:

iqacsxc@gmail.com

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

EC/59/RAR/17 DATED 21/04/2012

1.5 Website address:

<http://www.stxaviersthumba.org/>

Web-link of the AQAR:

<http://www.stxaviersthumba.org/iqac/114/aqar-reports>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	80.70	2004	5
2	2 <sup>nd</sup> Cycle	B	2.70	2012	5

1.7 Date of Establishment of IQAC:

10/11/2004

1.8 AQAR for the year

2017-2018

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

- i. AQAR 2013-14 submitted to NAAC on 18.03.2016
- ii. AQAR 2014-15 submitted to NAAC on 28.10.2016

iii. AQAR 2015-16 submitted to NAAC on 26.10.2017

iv. AQAR 2016-17 submitted to NAAC on 21.07.2018

### 1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

### 1.12 Name of the Affiliating University

UNIVERSITY OF KERALA

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

16

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and  
community representatives

01

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

00

2.9 Total No. of members

21

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders:

No.

10

Faculty

02

Non-Teaching Staff

02

Students

02

Alumni

02

Others

02

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

➤ Internal Quality Assurance.

2.14 Significant Activities and contributions made by IQAC

- Ensured academic and administrative auditing.
- Organised orientation programme for the Staff.
- Provided moral/ value education for students.
- New value added courses started.
- Applied for new UG and PG courses.
- Arranged parents' meet for all batches.
- Prompted ICT enabled classroom Teaching and Learning.
- Requested for the installation of Media lab.
- Community based extension activities were conducted.
- Encouraged eco-friendliness such as green landscaping, controlling plastic waste in campus, use of LED bulbs, use of renewable sources of energy, conservation of energy etc.
- Promoted waste management systems.
- Conducted various gender equity programmes.
- Initiated for Girls Amenity Center.
- Additional new washroom block for boys.
- Requested to the local authorities for the public transportation facilities.
- Ensured participation of students in different club activities and out-reach programmes.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
Audit of academic and administrative.	Ensured academic and administrative auditing.
Orientation programme	Organised orientation programme for the Staff.
Moral/Value education	Provided moral/value education for students.
ICT	Prompted ICT enabled classroom Teaching and Learning.
Request for new UG and PG courses	Applied for new UG and PG courses.
Parents' meet	Conducted parents' meet for each batch.
Installation of Media Lab	Requested for the installation of Media Lab.
Extension activities	Community based extension activities were conducted.
Promotion of eco-friendliness	Encouraged eco-friendliness such as green landscaping, controlling plastic waste in campus, use of LED bulbs, use of renewable sources of energy, conservation of energy etc.
Green protocol	Promoted waste management systems.
Gender equity	Conducted various gender equity programmes.
Girls Amenity center	Established Girls Amenity Center
Washroom block	Additional new washroom block for boys.
Public transportation facilities	Requested to the local authorities for the public transportation facilities.
Club activities	Ensured participation of students in different club activities.
Value education	Provided value education for students.

*\* Attach the Academic Calendar of the year as Annexure (Annexure V).*

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 by the college management

## 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				
PG	2			
UG	8			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				05
Others				12
<b>Total</b>	10			17

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
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 (Annexure II)*

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

Since the college is affiliated to the University of Kerala, the syllabus is updated by the University every 3 to 4 years. University gives greater thrust to communicative English and training in soft skills to make the students competent and employable.

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
	29	19	09		01

2.2 No. of permanent faculty with Ph.D.

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
	03	25							03	25

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	06	01
Presented papers	04	16	02
Resource Persons			07

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

- Integrating curricular content with life skill instruction and field work to inculcate the learners.
- Weak students are accompanied by faculty to overcome their difficulties.
- Remedial classes for weak students continued.
- Incorporating ICT into classroom teaching and learning processes
- An external expert is brought for Soft skill training and capacity building sessions.
- Concerted effort is being made to run the Additional Skill Acquisition Programme (ASAP) more effective.

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

186

2.8 Examination/ Evaluation Reforms initiated by the Institution

Printed question paper is provided to each student for internal examination. Continuous Internal Evaluation helps to engage students, who are less oriented academically. Multiple choice questions are extensively used in class tests and internal evaluation tests. Printed notes, online study materials and tutorial sessions were provided.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

03

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

85.8%

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 Malayalam & Mass Communication	25	04.00	20.00	00.00	00.00	24.00
B.A History	51	00.00	21.56	00.00	00.00	21.56
B.A Economics	34	00.00	26.00	09.00	00.00	35.00
B.Sc Maths	32	06.25	25.00	00.00	00.00	31.25
B.Sc Physics	34	41.18	29.04	00.00	00.00	70.59
B.Sc chemistry	33	15.00	39.00	03.00	00.00	57.00
B.Sc Botany & Biotechnology	26	00.00	50.00	00.00	00.00	50.00
B.Com	62	08.06	64.52	08.06	00.00	80.64
M.Sc Physics	11	00.00	81.81	00.00	00.00	81.81
M.Com	18	05.56	83.33	00.00	00.00	88.89

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

IQAC suggests improvements in Teaching and Learning process based on feedback from stake holders.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	02
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	08
Others	00

## 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	19	05	11	00
Technical Staff	01	00	01	00

## Criterion – III

### 3. Research, Consultancy and Extension

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

- IQAC sensitized the faculty to publish Research papers on high impact factor journals.
- Conducted debates on distinct research topics and commemorated eminent Scholars.
- Prompted the departments to introduce research journals.
- Encouraged the departments to organize seminars.
- Students' paper presentations were organized.
- Provision to access different research journals via internet was provided in the library.
- Student's projects/dissertations were filed and kept in the departments for future reference of the succeeding students.
- Students were encouraged to watch movies/short films of linguistic value as well as those related to science and technology.
- Innovations and research results were displayed on College/Department notice boards

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs		0.75		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	22	21	
Non-Peer Review Journals			
e-Journals			
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				
Minor Projects	2016-18	UGC	Rs.1.5 lakhs	
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	2016-18	UGC	Rs.1.5 lakhs	

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

18

Level	International	National	State	University	College
Number		01	17		
Sponsoring agencies		Nehru Yuva Kendra, Govt of India (01)	Central Sahitya Akademi Govt. of India(1), KSCSTE (01), Management (15)		

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

07

3.13 No. of collaborations

International

National

Any other

04

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
04	00	00	01	00	03	00

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

03

13

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 01 SRF 01 Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level 100 State level 00  
National level 00 International level 00

3.22 No. of students participated in NCC events:

University level 52 State level 14  
National level 13 International level 00

3.23 No. of Awards won in NSS:

University level 01 State level 00  
National level 00 International level 00

3.24 No. of Awards won in NCC:

University level 01 State level 00  
National level 05 International level 00

### 3.25 No. of Extension activities organized

University forum	<input type="text" value="00"/>	College forum	<input type="text" value="18"/>		
NCC	<input type="text" value="07"/>	NSS	<input type="text" value="10"/>	Any other	<input type="text"/>

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

- Supported in forming a new library in the Boys Tow (A residence for poor School children), Manvila, and Kulathoor.
- Provided food to the patients in Medical College, Trivandrum in connection with Independence Day.
- Conducted a cleaning programme in the Fathima Matha Palliative Care Centre in connection with Gandhi jayanthi.
- A survey was carried out on social issues faced by school children in Pallithura and Jyothis School.
- Awareness campaigns were conducted on ‘Save Water’, Waste Management & Waste Disposal’ and ‘Vegetable Cultivation’ in Fathimapuram Village at different intervals.
- Organised Medical Camp in Fathimapuram Village.
- Campaign on ‘Plastic-Free Life’ in Fathimapuram Village was organised.

## 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	35 acres			35 acres
Class rooms	34			
Laboratories	10			10
Seminar Halls	05			05
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		03	UGC	03
Value of the equipment purchased during the year (Rs. in Lakhs)		0.93437		0.93437
Others				

#### 4.2 Computerization of administration and library

- Office has been fully computerized with internet access. Information on admission, fees, examination, certificates etc. are generated through the technology assisted mechanism.
- SPARK-(Service and Payroll Administrative Repository for Kerala)- G2E web based personnel administration and accounts software are used for service, salary, income tax and accounts matters.
- Library information system is utilised for disbursing books to the students.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26555		232	57634	26787	
Reference Books	1286		1	1250	1287	
e-Books	93809+	5750 (N-LIST)			93809+	5750 (N-LIST)
Journals						
e-Journals	6000+	5750 (N-LIST)			6000+	5750 (N-LIST)
Digital Database	1	5750 (N-LIST)				
CD & Video	125		36		161	
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	86	01	20mbps	01		06	12	
Added	01							
Total	87	01	20mbps	01		08	12	

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

- One day training was given to administrative staff on e-governance.
- Training on online attendance.
- Conducted an orientation program on incorporating latest ICT in teaching.



4.6 Amount spent on maintenance in lakhs :

i) ICT	0.82943/-
ii) Campus Infrastructure and facilities	19,72,084/
iii) Equipments	
iv) Others	2,82,285/-
<b>Total :</b>	23,37,312/-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC initiated to arrange several awareness programmes for students on the facilities and support services offered by the college.
- Provided motivational induction programme for students to familiarize all activities of the college
- Made awareness about the benefits of Additional Skill Acquisition Programme (ASAP) and the importance of Competitive examinations.
- Initiated to maintain and protect the botanical garden with variety of flora and fauna for the students with the purpose of supporting their lab activities.
- Supported in introducing a complaint box for suggestions and grievances.
- Prompted to arrange cultural and sports activities for students every year.
- Arranged financial aid for students from poor backgrounds to meet their academic needs, with the support of institution.
- Initiated to provide the internet facilities to the students in the library.
- Arranged Medical Centre for first aid and emergency treatments. The college also have an understanding with Fatima Hospital, Thumba for any emergency need.
- Supported to arrange scholarships and meritorious prizes for the deserving students with the help of management, staff and alumni.
- Provided special coaching in Football, Cricket, Handball, Volleyball and Basketball for interested students.
- Sports Facilities like Grounds, gymnasium, pavilion etc. were made available.
- Students are motivated and supported to participate in NCC for both Army and Navy. They are also provided with opportunities to take part in clubs like NSS, Nature Club, Women's Study Centre, Media Club, Entrepreneurship club and AICUF.
- Provided special Coaching camp for Football, Cricket, Volleyball, Handball, Boxing, Softball, Baseball, Weight Lifting, Kabaddi, Netball, Kho-Kho, Athletics in association with respective sports organisations.( Like Sports authority of India, Kerala Sports Council, Different Sports Associations)

## 5.2 Efforts made by the institution for tracking the progression

- Regular meetings are held to discuss various matters, including student progression in academics.
- Directed class teachers to provide awareness programme.
- Ensured department meetings to discuss further off to bring out a plan of action.
- Conducted remedial coaching for weak students.
- Arranged class tests and assessments at regular intervals.
- The attendance of the students and teachers are monitored regularly
- Proper recording of attendance which helps in avoiding drop out and unauthorised absence of students.
- Organised PTA meetings in each semester to get feedback from the parents and students.
- Directory of all the students is made available in the college/departments.
- Alumni meet is organised every year.
- Remedial Tutorial and Mentoring system is thoroughly monitored by IQAC.
- Detailed information on Student Support Services are given in the college calendar.
- Annual planning at the beginning and evaluation at the end of the academic year.
- Data bases of alumni are maintained in each department.
- Academic and extra academic toppers are monitored on a personal basis.
- Continuous evaluation is done through internal examinations.
- Organises expert lectures and talks by eminent personalities.
- The surprise tests given to students showed considerable improvement in their conceptual clarity and problem solving ability.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
990	68	0	0

(b) No. of students outside the state

02
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(c) No. of international students

04
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Men	No	%	Women	No	%
	361	34.12		697	65.88

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
183	156	03	672	10	1024	206	189	2	650	11	1058

Demand ratio : 1:20

Dropout % : 1.20%

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

- Provided coaching classes at department level for preparing students to face national and state level PG entrance examinations and NET/JRF, career guidance etc.
- Training programme like Additional Skill Acquisition Programme (ASAP) is arranged.

No. of students beneficiaries

302

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

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

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

- **Counselling and Career Guidance Cell** organised a Civil service (Preliminary) Training Program for the students on 25/09/2017 in association with University Students Centre.
- Organised a personal grooming class for the final year students on 05/12/2017 in association with Malayala Manorama and Proctor& Gamble.
- Conducted a training class for soft skill development on 28/10/2017 in association with World Malayali Council
- Arranged a Job Fair in associating with Try Jobs on 17/02/2018
- The counselling service is provided in the XOS centre.
- The counselling service was highly beneficial in motivating students and help them in studies and future planning.

No. of students benefitted

177

## 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
01. Job fair Kerala	07	02	00

## 5.8 Details of gender sensitization programmes

- Women Studies Centre encouraged in organising activities on gender sensitization with the support of IQAC.
- Prof. Suja Susan George, Director, Malayalam Mission addressed the student staff community on the importance of women empowerment and inaugurated the activities of the Women Studies Centre for the academic year 2017-18 on 6th December 2017.
- Honored Smt. Lisba Yesudas, Asst. Professor, Dept. of Malayalam and Mass Communication, who addressed the International Ocean Conference in the UN General Assembly in Geneva and the winner of KRLCC Youth Award, 2017.
- Students and members of the Women Studies Centre celebrated International Women's Day on 8<sup>th</sup> March and organised a rally in the college campus with slogans of women empowerment. As part of the International Women's Day, Short films on women empowerment were screened and debate competition was also conducted.
- Organised a class on Health and Hygiene in the adopted village, Fathimapuram on 24<sup>th</sup> February, 2018 with the help of SAKHI.
- Conducted a class on Legal Awareness in the adopted village, Fathimapuram on 3<sup>rd</sup> March, 2018 with the help of SAKHI.

## 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	150	1,60,000
Financial support from government	195	13,75,673
Financial support from other sources		1,92,000
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

<p><b>Our Vision</b></p> <p>A knowledge society with compassion, equity and justice</p> <p><b>Our Mission</b></p> <p>We commit ourselves to excellence in higher education, training and building a just society with a preferential option for the marginalized.</p>
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6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

<p>The college is affiliated to University of Kerala. There is limited flexibility regarding modifications in the curriculum of UG and PG programmes. The programmes are based on Choice Based Credit Semester System (CBCSS). However, suggestions and issues regarding the curriculum are brought to the attention of Board of studies for necessary action.</p> <p>As part of the curriculum, study tours are conducted and directed at gaining field experience for science students, or knowledge regarding latest trends for science students, or to gain information regarding research taken up at various reputed regional/national institutes or central universities. New technologies of internet and other facilities are also incorporated for enriching the curriculum.</p>
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### 6.3.2 Teaching and Learning

- Prepared a general time table for all classes and is made available to the students at the beginning of the academic year.
- Special classes and remedial teaching are effectively conducted to promote and uplift weak students. Teaching is student centric, making classrooms interactive and lively.
- ICT tools are extensively used in classrooms, both by the faculty and students.
- To boost the learning process of the students, an Additional Skill Acquisition Programme (ASAP) is continued for selected students.
- Preparation of the teaching plan of the topics allotted to each teacher is continued.
- Subject-wise time-table is prepared and provided by the departments.
- Head of the Department assigns the work of the Individual teachers.
- Teaching and learning includes lecture method, Interactive method, project based learning, computer assisted learning, seminars, discussions, debates, paper presentations etc.

*The College council discusses these programmes and finalizes the College calendar, incorporating all such details.*

### 6.3.3 Examination and Evaluation

- A senior teacher is appointed as the Chief Superintendent of Examinations at the college level to ensure effective implementation / evaluation.
- Internal examinations are conducted during each semester
- Class wise PTA meetings are held to monitor the students' academic progress and to facilitate a dialogue between parents and teachers.
- Evaluation through class tests, seminars, assignments and discussions.
- Parents are informed of the periodic performance of students.
- Evaluation through class tests, seminars, assignments and discussions.
- The direct grading system and mark systems are followed as per the directions of the University and as part of continuous evaluation, internal exams are conducted.
- Faculties participate in the Centralized Valuation camps and some are involved in setting of question papers.



#### 6.3.4 Research and Development

- Faculties published research studies and papers in peer reviewed Journals.
- Faculty members also attended and presented papers in National, International seminars/workshops.
- Three teachers are working as research guides in collaboration with other research centres.
- The college subscribes national/international journals.
- Investigators are given permissible duty leaves and special recognition.
- Publishing of Non-Peer Review journals is continued.

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

- Internet facility is made available in all the departments and library.
- Online Public Access Catalogue (OPAC) facility is available in the library.
- Computer Lab is provided with internet facility for all the students and faculties.
- Departments are applying ICT methods in classroom teaching, project work and lab experimentation.
- Tutorial spaces, modern laboratories with the latest equipment are available for all the science departments.
- Reading room and reference section are provided to all the students and faculties.
- Books and reference materials are added to the existing system. Issue-return and search facilities are automated.

#### 6.3.6 Human Resource Management

- The institution takes keen interest in ensuring the availability of faculty for the students at any time.
- All the teachers are given additional charges of internal evaluation of any one of the classes.
- A teacher assigned as mentor of a particular batch teaches them throughout the programme.
- Teachers are distributed judiciously by the college authorities to various committees and are given charges of different extra-curricular clubs in the college.
- The Principal of the college allocates the duties and responsibilities of the non-teaching/ technical staff.
- Teachers are given additional charges of various extra-curricular and co-curricular activities.

### 6.3.7 Faculty and Staff recruitment

Recruitment of the faculty and staff is strictly in accordance with the norms of University and the State Government.

### 6.3.8 Industry Interaction / Collaboration

Students carry out projects and internships in different industries and organisations like VSSC Thumba, CESS Trivandrum, CDIT Trivandrum, KSCSTE Trivandrum, RARS, Media, TTPL Trivandrum, English India Clays Trivandrum, KINFRA Trivandrum etc.

### 6.3.9 Admission of Students

Admission process is done through the online single window system by the University of Kerala. Strict transparency, admission rules and reservation criteria are adhered to by the College.

#### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>➤ Provided financial aid to attend seminars, orientation and refresher programmes.</li> <li>➤ Loan facilities</li> <li>➤ Maternity leave</li> <li>➤ Advance to meet emergency expenditure</li> <li>➤ Staff Club promotes welfare activities</li> <li>➤ On emergency situations, special fund raising is made to help them.</li> <li>➤ Co-operative society with a store provides stationary articles.</li> <li>➤ Staff Club promotes recreational and community building activities</li> <li>➤ Conducts orientation program</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>➤ Loan facilities.</li> <li>➤ Conducts orientation programme.</li> <li>➤ On emergency situations special fund raising is made to help them.</li> <li>➤ Non-teaching staff club promotes recreational and community building activities</li> <li>➤ Co-operative society with a store provides stationary articles.</li> </ul>
Students	<ul style="list-style-type: none"> <li>➤ Provides assistance in receiving government scholarships.</li> <li>➤ Institution level scholarships.</li> <li>➤ Noon Meal Scheme for poor students.</li> <li>➤ Books and study materials for deserving students.</li> <li>➤ Free pass in the college bus for economically backward and sports students.</li> <li>➤ Provided concession rate in the college bus.</li> <li>➤ On emergency situations, special fund raising is made to help them.</li> <li>➤ Contingency fund to support poor students to pay hostel bills.</li> <li>➤ Management meets the entire academic expenditure of selected financially poorer students.</li> <li>➤ Student Support Fund and Student Empowerment Fund for the financially poor.</li> </ul>

6.5 Total corpus fund generated

2.5 lakhs
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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		Yes	IQAC
Administrative	Yes	DD office AG office	Yes	Private Chartered Accountant

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

For UG Programmes      Yes       No

For PG Programmes      Yes       No

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

Since the College is affiliated to the University of Kerala, all examination reforms are made by the University. The valid suggestions from College Management/College Council and IQAC are conveyed through Board of studies and Academic Council members.

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

The Alumni/ae Association of St. Xavier's College, Thumba is a part of World Jesuit Alumni Association founded in 1989, when the college celebrated its Silver Jubilee. The Association became very active in the various affairs of the college from 1999. The Association has several Chapters in different parts of the world. It conducts a wide variety of orientation classes, life skill trainings, career development programmes, etc., for their stake holders.

Executive Meeting of the Association is scheduled for the first Sunday of every month, which is strictly followed throughout the years.

- Decided to Constitute and Strengthen Department Alumni Associations.
- Passed a resolution to strongly support the Smart St.Xavier's Project, the dream project and Master plan for the next 25 years of the development in the college.
- Cash Prizes are sponsored for the various inter-departmental programmes.
- Provides Joboy Memorial Award to the Best Outgoing Student of the college.
- Eight Scholarships are constituted by Alumni Association to promote and support the deserving students of all departments.

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

The PTA plays significant role in the activities of the college, including its various development programmes:

- Initiated to construct Girls Amenity centre.
- Organises Annual General Body meeting and monthly Executive meetings in order to ensure its effective functioning and to assist the subsidiary bodies (class PTAs).
- Ensured its presence and support in promoting the educational excellence and discipline of the students.
- Digitalisation of student attendance continued.
- Strives to develop St. Xavier's into a Centre of Excellence, which is taking form through the SMART ST. XAVIER'S PROJECT.
- Provides proficiency awards and scholarships to students, who excelled and proved in academics, social environmental commitments, arts, cultural and sports events.
- Initiated and promoted organic vegetable garden and the activities of Nature Club.
- Has taken active steps in enhancing the availability of more KSRTC buses en route the college.

## 6.13 Development programmes for support staff

- The faculties are supported to attend various workshops, seminars and training programmes conducted by the Higher Education Council and Directorate of Collegiate Education.
- Skill development in terms of using ICT is being promoted.
- Availing the avenues for the career promotion for the support staff is also being encouraged.
- Welfare measures provided by the management and government are being introduced without any delay
- A recreational staff club has been instituted for the faculty and the non-teaching members of the college.
- Orientation programme was conducted for teachers for the forth coming NAAC accreditation process.
- Staff Club conducts various programmes to celebrate major festive occasions
- E-governance Training has been organised by the government, for which the staff has been deputed.

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

- Planting of tree saplings.
- Awareness is given to students regarding the impact of plastic pollution
- Installation of waste bins in numerous locations in the campus
- The second phase of the Project named **Vegetable Development Programme**, focusing on organic farming, supported by PTA continued.
- Campus is made clean through cleaning drives organized by clubs such as NSS
- Alternate energy source such as solar energy is harnessed effectively 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.

- Students and staff contributed a lump sum towards Okhi relief fund.
- Inaugurated Women's Study Centre.
- Bought a new college bus for the conveyance facility of the students.
- New toilet blocks for boys.
- Book bank and "Snehapoorvam St. Xaviers"
- Anti-drug campaign.
- 'Maathrubhasha dinam'
- National seminar on 'Human rights and media'
- National seminar on "The Changing LoC Media" in Collaboration with Nehru Yuva Kendra Govt. of India
- One day literary forum on "Evolution of Malayalam story telling" in Collaboraion with Central Sahithya Academy.
- Seminar in connection with Ozone Day Celebration -2017 on 14<sup>th</sup> and 15<sup>th</sup> September 2017 (Organized by Nature Club), Funding agency - Kerala State Council for Science, Technology & Environment (KSCSTE)
- Infra-structural development with the support of PTA.
- More modern equipment's were added to the laboratories.
- Organic vegetable cultivation.
- Moral education classes
- Celebrated birth/death anniversaries of great Indian personalities.
- Internal audit of the college.

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

- Organized job fair.
- Remedial teaching and mentoring.
- Orientation programme for teachers.
- Career guidance seminar.
- Scholar support programmes.
- Extension activities
- More academic books and journals were added to the library.
- Parents' meetings.
- Applied for new UG and PG courses to the University and Government.
- Applied for the appointment of new teaching staff.
- Appointed 11 non-teaching staff
- Full time counseling facility was made available to the students.
- UGC sponsored add-on courses.(See annexure ii)

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

1. Support for poor as well as bright students through various schemes and programmes
2. Eco-friendliness and energy conservation

***\*Provide the details in annexure***



#### 7.4 Contribution to environmental awareness / protection

St. Xavier's College has always shown special attention to maintain the campus green and rich with luxuriant vegetation.

The activities for the year 2017-18 include:-

- Observance of World Environment day with planting of tree saplings.
- Seminar and Elocution competition organized by Nature club in connection with Ozone day supported by Kerala State Council for Science, Technology & Environment (KSCSTE)
- The second phase of the project named "Vegetable development program", focusing on organic farming, supported by college PTA continued.
- Botanical garden in the campus with rich diverse plant species is maintained efficiently.
- Efforts are made in gradually removing the acacia trees, which pose threat to the ecosystem
- Awareness regarding environment protection is made among students and staff through various programmes.

7.5 Whether environmental audit was conducted?

Yes

No

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

SWOT analysis in annexure.

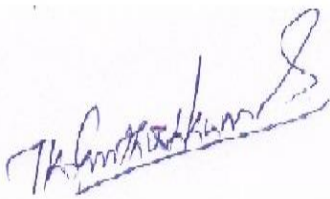
## 8. Plans of institution for next year

The college aims to develop the institution as centre for innovative and interdisciplinary research. The institution also attempts to bring multi-disciplinary courses for higher education in order to achieve the following goals:

- To ensure quality in teaching-learning process through introduction of more effective student centric methods, effective and extensive use of technology in teaching, learning, evaluation and administrative process.
- The college is working intensively for third cycle accreditation of NAAC.
- Make outreach activities of the college, both Academic and Community extension programme more effective.
- Make an all-out attempt to speed up appointment of faculty in vacant positions.
- Modernization of digital Library.
- Media lab.
- Continue student support programmes like noon meal scheme, boarding aid etc.
- Plant more trees in the campus as part of the environment conservation programme
- Garner energy form Alternative sources.
- Conduct more campaigns to create awareness about Gender sensitization.
- Introduction of more number of UG and PG programmes, Add on and certificate courses
- Promote Student Entrepreneurship Programmes

Dr. T.K Santhoshkumar

Fr. Dr. Dasappan .V.Y



*Signature of the Coordinator, IQAC*



*Signature of the Chairperson, IQAC*

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CDIT	-	Centre for Development of Imaging Technology
CE	-	Centre for Excellence
CESS	-	Centre for Earth Science Studies
COP	-	Career Oriented Programme
CPCRI	-	Central Plantation Crops Research Institute
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
KINFRA	-	Kerala Industrial Infrastructure Development Corporation
KSCSTE	-	Kerala State Council for Science, Technology and Environment
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
RARS	-	Regional Agricultural Research Station
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
TTPL	-	Travancore Titanium Products Ltd
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
VSSC	-	Vikram Sarabhai Space Centre

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## Feedback analysis

### Annexure II

#### Collective feedback from students, PTA and Alumni

- Teachers are well qualified, impartial and helpful. Class teachers keep personal relationship with the students. Remedial teaching helps in the improvement of the result.
- Campus is very eco-friendly.
- Library is spacious and has adequate books.
- IQAC of the college ensures the functioning of different clubs.
- The college supports financially backward students very well, through different programmes and scholarships.
- The works of Xavier Out Reach helps in developing the service mentality as well as social behavior of the students.
- College provides good training and coaching for sports and games.
- The gymnasium and health club are very useful.
- The college ensures safety and security.
- There are only a few smart class rooms in the college. All the class rooms should be changed to smart class rooms.
- More computers with internet facility should be provided to the library for the use of students.
- College needs a new auditorium.
- More washrooms should be provided for the girls.
- Girl students need a sick room and napkin wending machine.
- College should organize more national/international seminars.
- Require sports hostel and staff quarters.
- Hostel facility for boys.
- There should be more facilities for the physically handicapped students.
- Acacia trees should be removed from the campus since it pollutes the environment and causes health problem.

## Best Practices

### Annexure III

#### 7.3 Two best practices of the institution

**(I) Title of the Practice:** *Support for poor as well as bright students through various schemes and programmes*

**Objectives of the practice:** The institution takes a lot of measures towards equity which one of the core values of the institution. The main schemes and programmes undertaken to facilitate the financially poor as well as academically bright students.

**The Context:** Majority of the students in the institution are from poor financial circumstances and are first generation learners. They need proper support from the institution to compete with others.

**Practices:**

- (a) Walk with scholar programme: this programme aims at arranging specialized mentoring to provide guidance for their future. The programme provides necessary orientation to the students for their higher studies as well as employment.
- (b) Noon meal scheme: the present and retired faculty of the college had raised a fund to provide free noon meals for the financially weak students. Such students are identified by the class teachers and noon meal coupons are distributed among them every day.
- (c) Student Support Fund: the faculty as well as beneficiaries of the institution had raised a fund to provide interest free loans for the poor students. They should pay back the amount when they receive fisheries/other scholarships.
- (d) Student Empowerment fund: this fund aims to provide financial aid for the poor, academically good, hostlers of the institution. They can use the amount to pay their hostel fees, tuition fees or to buy academic books.
- (e) Book Bank: Academic books are collected from passing out students and are distributed among the poor students of succeeding batches.
- (f) Scholarships: there are 47 different scholarships, in addition to 10 government scholarships, installed by the retired faculty and management of the college to provide support to the financially weak and also for academically good students.

**Evidence of success:**

Students benefitted from the above practices showed astonishing achievements in studies and other Co-curricular activities.

**Problems encountered and resources required:**

Most of the above described practices need financial aid . The retired as well as existing staffs of the institution provided the required resources.

**(II) Title of the Practice: *Eco-friendliness and energy conservation***

**Objectives of the practice:** Eco-friendliness is one of the five core values of the institution. Scores of steps are taken by the institution towards maintaining the eco-friendliness of the campus.

**The Context:** In view of the global climatic changes, Humans are going green. St. Xavier's is gifted with vast land property away from the chaotic and crowded city.

**Practices:**

- (a) Planting saplings: Every year on Environment Day the Nature club of the college in association with the Kerala Forest Department, plants tree saplings in and off the campus.
- (b) Green landscaping: two contract staff are appointed to maintain the green landscaping of the campus.
- (c) Garden: the institution maintains three different gardens and efforts are being continued to make the entire campus into a garden. The Green Bow garden filled with trees and saplings traverse the quadrangle in between the buildings.
- (d) Use of LED bulbs: all the new lights installed/installing will be LED lights to reduce power consumption.
- (e) Solar power systems: the college is equipped with two Solar power plants which together can contribute 720Watts of power.
- (f) Waste disposal systems: the institution takes measures towards the proper disposal of solid, liquid and e-waste.
- (g) Energy conservation by 'Clean fan campaign'. It has been experimentally proved that cleaning all the fans can save up to 11% of the total power consumed by the college.
- (h) Organic farming: The Nature club of the college in association with KrishiBhavan Kazhakoottam, is cultivating organic vegetables in the campus. The vegetables after harvest will be distributed among staff, students and well-wishers of the college.

**Evidence of success:**

The institution with a green blanket, flowers smiling everywhere and the reduced power bills are the evidences of success.

**Problems encountered and Resources required:**

Obliterate the Acacia trees and create cognizance the students about the harmful effects of such trees was the only problem encountered. The required resources were provided by the forest department of Kerala.

## SWOT Analysis

### Annexure IV

#### **STRENGTH**

- Dedicated and highly qualified staff.
- Healthy interaction between students and faculty
- Learning beyond curriculum
- Environment friendly campus
- Support programmes for deserving students
- Extension activities
- Counselling for students at both formal and informal levels
- Well-structured tutorial system.
- Sound infrastructure with potential for further development
- Location of the institution
- Strong Administration team
- Produced more number of luminaries like Poets, Writers, Artists, Politicians and Bureaucrats.
- Support received from PTA and Alumni/ae

#### **WEAKNESSES**

- Limited number of specialized courses
- Insufficient research facilities
- Lack of sufficient funds to maintain and further development of ICT enabled class rooms.
- Poor Public Transportation facility
- Lack of adequate permanent teaching and non-teaching staff
- Lack of hostel for boys.
- Inadequate common amenity centre for boys.
- Absence of primary health centre in the campus.

#### **OPPORTUNITIES**

- Serene pristine academic environment
- Active Alumni/ae participation
- Add-on and value based courses
- Enormous opportunity for introducing innovative and career oriented programmes
- Potential for introducing skill based short term programmes and vocational courses.
- Scope for establishing collaborations with National and International institutions and organisations.
- Great scope for developing learning material both printed and online.
- Elevate the college as an educational hub to attract more National and International students.
- Tie up with industry for training and research and publish research journals
- Social acceptance of the institution

#### **THREATS**

- Dependence on Government policies for starting new courses
- Insufficient exposure to students
- Career concerns, parental pressures, peer semester system
- Lack of sufficient number of PG courses and research centres.

## Annexure V

### Academic Calendar 2017– 2018

JUNE 2017

01 – 06 - 2017	College Reopened
02 – 06- 2017	Department of Physics Staff meeting
05- 06- 2017	Nature club and NSS celebrated World Environment Day  100 sapling was planted by the NCC cadets as part of the Environment Day  Department of Chemistry planted a tree sapling to honour late Dr Jayasree, former HOD of the department and a Quiz Competition was also organised for the same.
06 – 06 - 2017	Orientation program for Teachers by Dr. Kevin
09 – 06 - 2017	NSS set up a Library in boys town Manvila, Kulathur
14 -06- 2017	NSS observed blood donor day and organised an awareness talk by Sri. Ratheesh, Secretary, All kerala blood donors society.
21 – 06 – 2017	NSS observed International Yoga Day  NCC cadets celebrated Yoga day
27 – 06 – 2017	Internal examinations began for semester 2 and 4
30– 06 – 2017	Economics Department PTA meeting for Semester 4 students

JULY 2017

05 – 07 – 2017	Welcome program for Semester 1 students
07 – 07 - 2017	A cleaning drive was conducted by NCC cadets
14 – 07 - 2017	Economics Department PTA meeting for Semester 2 students

AUGUST 2017

01 – 08 - 2017	Botany and Biotechnology Department PTA meeting for S 4 students
07- 08- 2017	Nss observed Nagasaki and Hiroshima day and presented documentary on Atomic bombings off Nagasaki and Hiroshima.



15 – 08- 2017	Nss observed Independence day and Food supplied to the poor people in Medical college, Trivandrum.  Celebrated Independence day with Hon'le V Sasi, Deputy speaker as chief guest with parade from NCC Army and Navy. Flag was hosted by Hon. Deputy Speaker Shri. V. Sasi. Guard of Honor was given to the Deputy Speaker with full honors.
11 – 07 – 2017 14 - 07 – 2017 16 – 07 - 2017	An academic visit for the final year Economic students to the Department of Economics, Karyavattom, University of Kerala
17 – 08 - 2017	Kelikottu – MalayalaSamajam Inauguration.
25- 08- 2017	Nss volunteers cleaned the campus to make the campus plastic free  first second and third B.Sc Physics students visited exhibition at VSSC
30 – 08 - 2017	Onam Celebrations
31 – 08 - 2017	College closed for Onam Holidays

#### SEPTEMBER 2017

11 – 09 - 2017	College reopened after Onam vacation  Department of Physics PTA meeting of III DC
14 – 09 – 2017	Inauguration of Fr.Thomas Vattakkunnel Lecture series done by Prof.V.Madhusoodanan Nair.
14- 09-2017	Nature club conducted Elecution competition as part of Ozone day.
15 – 09 – 2017	Nature club conducted a Technical session on Greenhouse effect and Global warming and Ozone – hole to whole as part of Ozone day celebrations.  One day session on Informatics for S3 students taken by Dr.IrisKoileo
25- 09- 2017	Nss conducted a Cleaning program as part of observing Nss day.
26 – 09 - 2017	Botany University Practical examination for S 4 students
27 – 09 – 2017	Biotechnology University Practical examination for S 4 students

#### OCTOBER 2017

03 – 10 - 2017	Biotechnology University Practical examination for S 3 students
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04 – 10 - 2017	Botany University Practical examination for S 4 students
06 – 10 - 2017	Nss conducted a cleaning program Fathima Matha Palliative Care Center in connection with Gandhi Jayanthi.
09 – 10 - 2017	Astrophysics club formed
11 – 10 - 2017	One-day seminar on ‘Solar Physics’, talk by Dr. S Antony SPAP MG University
12 – 10 - 2017	Fresher’s day program
17 – 10 - 2017	Department of Physics PTA meeting for S2 B. Sc students.
20 – 10 - 2017	A one day seminar on Evolution of Malayalam Story Telling organized by the Department of Malayalam and Mass Communication and Kendra SahithyaAcademi  Department of Chemistry organized a seminar on the topic ‘why we learn chemistry’. The talk was delivered by Dr Ratheesh Krishnan, Assistant Professor, Department of chemistry, Government Women’s College, Trivandrum.
25 – 10 – 2017	Internal examination for S 1 students
26- 10 - 2017	A seminar titled ‘Beyond Economics’ organised by the department of Economics in association with TIME
31 – 10 – 2017	Nss conducted a lecture on “Rashtriya Ekta Divas”

#### NOVEMBER 2017

01 – 11 - 2017	<i>MalayalaSamajam</i> conducted a discussion on the book of C.S.Venketeswaran Botany and Biotechnology Department meeting
08 – 11- 2017	Nss conducted a orientation programme for newly enrolled volunteers.
09 – 11 - 2017	TelevisionProgramme Production workshop by Mr.GeorgePulikkan (Asianet News)
10 – 11 - 2017	A Session on <i>Performing Arts</i> for Final Year DEPARTMENT OF MALAYALAM AND MASS COMMUNICATION Students taken by Dr.N.Anilkumar ,as part of Fr.ThomasVattakkunnel Lecture Series  Welcome programme for S1 M. Sc Physics and send off for S4 M. Sc Physics.
13 – 11 - 2017	Internal Examinations for semester 3 and 5 students

18 – 11 - 2017	Department of Chemistry Alumni meet was conducted
20 – 11 - 2017	Department of Physics PTA meeting for 1 <sup>st</sup> B. Sc students.
22 – 11 - 2017	Inauguration of three day seminar on <i>Changing LoC of Media</i> by DEPARTMENT OF MALAYALAM AND MASS COMMUNICATION and Nehru Yuvakendra
23 – 11 - 2017	Inaugurated Media club by Dr. Divya S Iyyer IAS Sub-Collector, Thiruvananthapuram.  Nss organised an essay writing competition in connection with communal harmony.
23- 11-2017	Second phase of organic farming inaugurated.
24 – 11 - 2017	Economics Department PTA meeting for Semester 5 students
25 – 11 - 2017	NCC cadets volunteered in the Job fair conducted in the college
28 – 11 - 2017	Chemistry Department PTA meeting for S 1 students  Nss conducted a survey on social issues faced by school children in Pallithura school.
30 – 11 - 2017	Celebrated the Feast of St. Francis Xavier  Nss conducted a survey on social issues faced by school children in Jyothis central school

#### DECEMBER 2017

01 – 12 - 2017	Botany and Biotechnology Department meeting
04 – 12 – 2017	University Exams began for Semester 5 students
06 – 12 - 2017	Inauguration of Women's Studies centre by Prof. Suja Susan George, Director, Malayalam Mission
11 – 12 - 2017	Economics Department PTA meeting for Semester 3 students
14 – 12 - 2017	University Exams began for Semester 3 students
15 – 12 - 2017	Botany and Biotechnology department PTA meeting for Semester 1 students.  Chemistry department PTA meeting.
16 – 12 - 2017	Orientation program for teachers
20 – 12 - 2017	'Meet your Great Seniors' program organised by BBT department

	Nss organised pre-camp preparation for the special camp participants in the college
22- 12 - 2017	College closes for Christmas holidays
22- 12 - 2017 to 28 - 12 - 2017	Xavier Outreach Services with NSS conducted a Socio Economic survey and special camp at Fathimapuram village.

#### JANUARY 2018

03 - 01 - 2018	College Reopened after Christmas Holidays
04 - 01- 2018	Nss organised post camp evaluation for special camp participants in the college.
11-01-2018	Jesus youth conducted a Spiritual orientation and exam preparation for high school and higher secondary students.
13 - 01 - 2018	Valuation camp for teachers
14 - 01 - 2018	Xavier Outreach meeting to discuss OKHI disaster affected people.
26- 01 - 2018 to 31 - 01 - 2018	Department of Physics Study tour for 3 <sup>rd</sup> Bsc. Department of Chemistry Study tour for 3 <sup>rd</sup> Bsc.
31-01-2018 To 04-02-2018	Department of Botany &Biotechnology- Study tour for 3 <sup>rd</sup> Bsc.

#### FEBRUARY 2018

06- 02- 2018	Department of Chemistry parents meet.
10 - 02 - 2018	one day Photography Workshop for students of DEPARTMENT OF MALAYALAM AND MASS COMMUNICATION conducted by VakkomMoulavi Foundation
17- 02- 2018	One day trip to Ponmudi by 2 <sup>nd</sup> B.Sc Physics students
24-02-2018	Women's study centre organised a class on health hygiene in association with

	Sakhi, an NGO.
25 – 02 – 2018	One day seminar and power point presentation organised by final year students of the Dept. Of Economics
27 – 02 - 2018	Department of Chemistry Students visited the Shastrayan exhibition held at Govt College, Kariavattom.
28 – 02 - 2018	Seminar organized by the Department of Botany and Biotechnology in connection with Science day.

### MARCH 2018

07 – 03 - 2018	Preliminary round competition of Prof.V.Madhusoodanan Nair Inter Collegiate Recitation  3rd B.Sc Physics students visit exhibition at Arts College TVM  3rd B.Sc Chemistry students visit exhibition at Arts College TVM
08- 03 - 2018	Nss volunteers participated in a bike rally and flash mob as part of Women's day celebration.
08 – 03 – 2018	International Women's day celebration and debate competitions.  Media Fest Conducted by Media Academy
09 – 03 - 2018	Prof.V.Madhusoodanan Nair Inter Collegiate Recitation Competition jointly organized by DEPARTMENT OF MALAYALAM AND MASS COMMUNICATION and Pommukham  Economics Department PTA meeting for S 1 students.
12 – 03 – 2018 To 13 – 03- 2018	Department of Physics two day seminar 'Padartha 2018' for faculty and students.  Release of Department journal.
13 – 03 - 2018	A one day seminar on Arnos Pathiri's Life, Time and Works in connection with the Death Anniversary of the missionary conducted by the Department of DEPARTMENT OF MALAYALAM AND MASS COMMUNICATION and Literary Forum of the College Jointly Organised  Department of Mathematics conducted an Exhibition as part of their Department day.

	Department of Chemistry Students visited The Travancore Titanium Products Ltd Factory and VSSC.
15 – 03 - 2018	Film Fest
16 – 03 - 2018	One day session on Film Studies conducted for the Final Year DEPARTMENT OF MALAYALAM AND MASS COMMUNICATION Students. Mr.Vijayakrishnan (Film Critic)was the Resource Person for the sessions.  Department of Chemistry organised a cultural and talent day.  Farewell to Department of Mathematics final year students.
19 – 03 - 2018	Internals examinations for Semester 5 students
21 – 03 - 2018	A talk on “Recent Economic Reforms of the Government of India and its Impact” by Dr. Priyesh CA, Assistant Professor and Joint Secretary, Kerala Economic Association.
22 – 03 – 2018	College day
23 – 03- 2018	Department of Chemistry organised a career related seminar by Dr Roshit Roshan, Scientist at VSSC.  Department of Economics PTA meeting for semester 6
26 – 02- 2018	1st and 2nd B. Sc Physics students visited exhibition at Kariavattom
27– 03 - 2018	Bio – Expo organized by Department of Botany and Biotechnology
31 – 03 - 2018	College closes for the summer vacation. (Vacation from 01-04-2018 to 31-05-2018)

#### APRIL 2018

01-04-2018 to 31 - 05 - 2018	XOS in collaboration with Xavier institute of management organised summer computer class for the neighbourhood students.
04-04-2018	Department of Chemistry students participated in “Chem Quiz 2017” an intercollegiate level Quiz Competition at the Amritapuri Campus, Kollam.
11-04-2018	XOS organised a JOB fair in association with H&R Block, An American based consumer tax service provider for their global technology centre at techno park, Thiruvananthapuram.
21-04-2018	XOS organised one day programme for co-ordinators of various clubs.

MAY 2018

01-05-2018	Conducted alumni meet.
12 – 05 - 2018	NSS conducted a medical camp First General body meeting of Physics Alumni
24 – 05 – 2018	XOS conducted leadership training camp for students of St.Xaviers college on Self-development and Effective Leadership.