The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

St. Michael's College, Cherthala

1.2 Address Line 1

Mayithara P. O.

Address Line 2

Alappuzha District

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:

Dr. Mathew V.

Tel. No. with STD Code:

0478 2822387

Mobile:

9349317519

Name of the IQAC Co-ordinator:

Riju Gregory

Mobile:

9809566466

IQAC e-mail address:

iqacsmc2011@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

KLCOGN11429

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

EC(SC)/05/dated 03-03-2015

1.5 Website address:

stmc.ac.in

Web-link of the AQAR:

stmc.ac.in/IQAC/AQAR 2017-18

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	Score 76.35	2004	5 Years
2	2nd Cycle	A	3.02	2015	5 Years 02-03-2020
3	3rd Cycle				
4	4th Cycle				

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

05-10-2004

1.8 AQAR for the year *(for example 2010-11)* | 2017-18 |

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

- i.   AQAR 2015-16 submitted to NAAC on 8-8-2017
- ii. AQAR 2016-17 submitted to NAAC on 5-11-2018

1.10 Institutional Status

University   State ✔ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ✔ No ☐

Constituent College   Yes ☐ No ✔

Autonomous college of UGC   Yes ☐ No ✔

Regulatory Agency approved Institution   Yes ☐ No ✔

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

Type of Institution   Co-education ✔ Men ☐ Women ☐

Urban ☐   Rural ✔ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ✔   Science ✔ Commerce ✔ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

Others   (Specify) | . |

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

Annual Quality Assurance Report 2017-18

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	YES	DST-FIST	YES
UGC-Innovative PG programmes	NO	Any other (*Specify*)	UGC BVoc UGC CC
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1 No. of Teachers   11

2.2 No. of Administrative/Technical staff   3

2.3 No. of students   1

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and
     community representatives   2

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   2

2.9 Total No. of members   22

2.10 No. of IQAC meetings held   : 4

2.11 No. of meetings with various stakeholders: No. 10   Faculty 4

        Non-Teaching Staff Students   3   Alumni   3   Others

2.12 Has IQAC received any funding from UGC during the year?   Yes   No ✔

        If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 2 | International | | National | | State | | Institution Level | 2

(ii) Themes | Digitalised Activities Calendar, Renewable Energy Programme

2.14 Significant Activities and contributions made by IQAC

- Initiated fully digitalised activities calendar

- Performance assessment of teachers

- Suggestions for institutional tie-ups

- Helped in the preparation of the AQAR

- Took part in the meetings of the IQAC

- Motivating students and teachers for responsible use of paper

- Motivational seminars and workshops

- Supported to conduct Value Education Classes

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
To initiate computerised activities calendar	Implemented in all of the departments and clubs
To conduct faculty orientation	Two Faculty orientation programmes conducted
To motivate departments to conduct seminars and conferences	Many departments organised seminars and the Department of Chemistry organised an International Seminar on Membranes
To strengthen the extension activities	Many social extension activities were undertaken by NSS, NCC and Women Cell

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 the AQAR after discussion

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	0	0	0
UG	8	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	11	0	0	0

Interdisciplinary				
Innovative				

Existing Programmes

PG
- ➢ M.A. Economics (Aided)
- ➢ M.Sc. Polymer Chemistry (Aided)
- ➢ M Com (Aided)

UG
- ➢ B.A. Economics (Aided)
- ➢ B.A. English (Aided)
- ➢ B.Sc. Zoology (Aided)
- ➢ B.Sc. Chemistry (Aided)
- ➢ B.Sc. Physics (Aided)
- ➢ B.Com (Aided)
- ➢ BVoc Tourism & Hospitality Management (UGC Aided)
- ➢ BVoc Software Development (UGC Aided)

<u>**Diploma**</u>

➢ Diploma in Beautician & Healthcare

➢ Diploma in Garment Designing & Apparel Making

<u>**Value Added Programmes**</u>

➢ Value Education Programme

<u>**Interdisciplinary Courses :**</u>

➢ **7** Open Courses

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	11
Trimester	-
Annual	2

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

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

Separate Sheet attached as Annexure II

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

No

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
32	27	4		1

2.2 No. of permanent faculty with Ph.D.　　　| 16 |

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
-	16	-	-	-	-	16	-	16	-

2.4 No. of Guest and Visiting faculty and Temporary faculty　　| 16 |　| 1 |　| - |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	9	
Presented papers	3	6	
Resource Persons	-		

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

- ICT enabled teaching
- Use of Latest Software (YAKSHA for MCQ)
- Enrichment Courses
- Commerce Lyceum
- Bridge Courses

2.7 Total No. of actual teaching days during this academic year　　| 187 |

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
- Online MCQ Exam
- 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

2		

2.10 Average percentage of attendance of students

86%

2.11 Course/Programme wise
    distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA English	**46**	-	**63%**	**9%**	-	**72%**
BA Economics	**56**	**2%**	**48%**	**20%**	**-**	**70%**
B.Com	**39**	**17%**	**70%**	**10%**	**-**	**97%**
BSc Chemistry	**35**	**31%**	**40%**	-	-	**71%**
BSc Physics	**27**	**19%**	**51%**	-	-	**70%**
BSc Zoology	**32**	**41%**	**43%**	-	-	**84%**
BVoc SD	**54**	-	**50%**	**30%**	-	**80%**
BVoc THM	**47**	**2%**	**57%**	**28%**	-	**87%**
MA Economics	**10**	**-**	**10%**	-	-	**10%**
MSc Chemistry	**11**	**27%**	**54%**	-	-	**81%**
M.Com	**19**	**-**	**63%**	-	-	**63%**

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

➢   Exam results are routinely analysed and suggestions are conveyed to the concerned
     departments

➢   Special tutorial sessions are arranged for weaker students as part of remedial coaching.

➢   Advanced topics are covered with extra classes.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefited
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.	1
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	12	8		
Technical Staff UGC Librarian		1		

Criterion – III

3. Research, Consultancy and Extension

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

- Extend supports to faculty in submitting research proposals to various funding agencies.

- Instilling the spirit of research activities among the students and faculty members.

- Organising conferences/seminars/scientific talks at international/national/regional levels with eminent experts and erudite scholars.

- Organising various activities and competitions (quiz, debates etc.) on important days which international scientific community observes.

- Motivate and support students at PG level to get financial assistance from government to conduct their research activities.

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	3	-	-	-
Outlay in Rs. Lakhs	6.7			

3.4   Details on research publications

	International	National	Others
Peer Review Journals	5	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	1	-	-

3.5 Details on Impact factor of publications:

Range   1.36-13.86   Average   5.7   h-index   11   Nos. in SCOPUS   66

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 (in Rs.)	Received (in Rs.)
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (2) *(other than compulsory by the University)*	2017-18	KSCSTE Summer fellowship, IISER	10000 40000	10000 40000
Any other(Specify)	-	-	-	-
Total	-	-	50000	50000

3.7 No. of books published   i) With ISBN No.   8   Chapters in Edited Books   0

ii) Without ISBN No.   5

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST   3

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy [-]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	1	2		6
Sponsoring agencies	DST-SERB-KSCSTE	KSCSTE	KSCSTE		KSCSTE (3)

3.12 No. of faculty served as experts, chairpersons or resource persons [4]

3.13 No. of collaborations   International [1 MoU]   National [1 MoU]   Any other [1]

3.14 No. of linkages created during this year [1]

3.15 Total budget for research for current year in lakhs :

From Funding agency [0.5]   From Management of University/College [-]

Total [0.5]

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
-						

3.18 No. of faculty from the Institution
     who are Ph. D. Guides [1]
   and students registered under them [Nil]

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

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

JRF | Nil | SRF | Nil | Project Fellows | Nil | Any other | Nil |

3.21 No. of students Participated in NSS events:

University level | 200 | State level | 70 |

National level | 35 | International level | 1 |

3.22 No. of students participated in NCC events:

University level | | State level | 75 |

National level | 47 | International level | |

3.23 No. of Awards won in NSS:

University level | 4 | State level | 4 |

National level | | International level | |

3.24 No. of Awards won in NCC:

University level | 2 | State level | |

National level | | International level | |

3.25 No. of Extension activities organized

University forum | | College forum | |

NCC | 3 | NSS | 19 | Any other | 17 |

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

Separate sheet attached as Annexure III

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	16 Acres	-	-	16 Acres
Class rooms	30	-	-	30
Laboratories	10	-	-	10
Seminar Halls	4	-	-	4
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

> Office is fully automated with a campus solution package with DBMS.
> Library has been running under an automated module.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22,612	45,63,053	295	83,827	22,907	46,46,880
Reference Books	1193	12,00,305	13	21,902	1206	12,22,207
e-Books	-	-	-	-	-	-
Journals	29	1,25,035	Renewal Subscription	6680	29	1,31,715
e-Journals	-	-	-	-	-	-
Digital Database	1	26,450	1 (Renewal)	5750	1	32,200
CD & Video	60	7000	0	0	60	7000
Others (specify)	9	31,000	0	0	9	31000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	107	2	107	3	47	14	37	9
Added	28	1	-	-	-	-	-	-
Total	135	3	107	3	47	14	37	9

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

> ➢ College has a well equipped Computer Centres with full time instructors.
>
> ➢ Students use the Computer lab for doing their practical, projects, assignments and other allotted works.
>
> ➢ A Language Lab is available for the students.
>
> ➢ The campus is internet ready with dedicated FTTH of BSNL under NMEICT scheme.
>
> ➢ An additional wi-fi network is also available through Jio-info net.

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.17 lakhs

ii) Campus Infrastructure and facilities   1.08 lakhs

iii) Equipments   0.12 Lakhs

iv) Others   -

Total :   1.37 Lakhs

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> ➢ Class tutorship is implemented in all the programmes offered, which equip the students to deal with their problems. Additional care is also provided by the wellness centre .
>
> ➢ Students' counselling and guidance is given prominent importance.
>
> ➢ Value education classes are provided to inculcate values in students.
>
> ➢ Importance given to community service under NSS, NCC, Women Cell and AICUF.
>
> ➢ Suggested the need to provide career guidance and inviting agencies for campus placement.
>
> ➢ Grievance Redressal Cell mechanism is functioning under the supervision of Student Welfare Officer.
>
> ➢ Schemes such as SSP and WWS with the active support of IQAC enhances student capabilities.

5.2 Efforts made by the institution for tracking the progression

> ➢ Result evaluation is done after the results are published in each semester
>
> ➢ The College Council discusses regularly the Continuous Assessment system and decides on internal exams.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1168	65	-	-

(b) No. of students outside the state

1

(c) No. of international students

0

	No	%
Men	481	39

	No	%
Women	752	61

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
145	139	4	859	8	1155	155	166	3	904	5	1233

Demand ratio | NA, Centralised Allotment by the University | Dropout % | 6%

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

- Walk With Scholar programme
- Efforts are made to improve the quantitative aptitude of students by solving the puzzles and reasoning questions during free time.
- Interested students are given special attention to face competitive examination like JAM,CAT by solving previous year question paper

No. of students beneficiaries | 23

5.5 No. of students qualified in these examinations

NET | 1   SET/SLET | GATE | CAT | 1

IAS/IPS etc | State PSC | 5   UPSC | Others |

5.6 Details of student counselling and career guidance

- Tutor system
- Mentoring system
- Keeping personal data of students
- Awareness give to students about various websites/ national and international research institutions/facilities of respective fields

No. of students benefited | 28

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
8	60	-	-

5.8 Details of gender sensitization programmes

Women Cell of the College regularly organises gender sensitization activities

5.9 Students Activities

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

State/ University level | 13 | National level | 7 | International level | -

No. of students participated in cultural events

State/ University level | 9 | National level | - | International level | -

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

Sports : State/ University level | 13 | National level | 2 | International level | -

Cultural: State/ University level | 7 | National level | - | International level | -

5.10 Scholarships and Financial Support

	Number of students	Amount in INR
Financial support from institution	21	16000/-
Financial support from government	281	1705500/-
Financial support from other sources	11	65000/-
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 | 1 | National level | - | International level | -

5.12   No. of social initiatives undertaken by the students

1Organised one day workshop on bee keeping(Apiculture) for the people of the locality by zoology students association

2.Organised Zoology Exhibition for the society in connection with Golden Jubilee.

3.Zoology students association took initiative to honour former students and teachers in connection with golden jubilee.

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

> ➢ The college has developed model curriculum for the Diploma Courses offered under Community College.
>
> ➢ Dr. M.A. Florence, Department of Economics, is a member of the PG Board of Studies, University of Kerala.
>
> ➢ Dr. Antony Kuriakose, Department of Economics, is a member of the syllabus revision committee for M.A. Economics, University of Kerala.

6.3.2 Teaching and Learning

> ➢ ICT enabled teaching
>
> ➢ Remedial Courses -(FOCUS)
>
> ➢ Bridge Courses
>
> ➢ Mentoring and Tutoring
>
> ➢ Scholar Support Programme
>
> ➢ Walk With the Scholar Programme
>
> ➢ Internet accessibility for teachers and students.
>
> ➢ INFLIBNET facility is provided in the library.
>
> ➢ D-Space facility is provided in the library.
>
> ➢ Increased the number of books in library.

6.3.3 Examination and Evaluation

> ➢ CBCSS Continuous Evaluation
>
> ➢ Class Tests, Practical Model Examinations
>
> ➢ Project works assigned to students
>
> ➢ Progress card is prepared and Open House is convened by each department.

6.3.4 Research and Development

> ➢ Teachers are encouraged to do research.
>
> ➢ One faculty awarded Ph. D degree.
>
> ➢ One major and Eight Minor research projects are completed, and one major research project is in progress.
>
> ➢ 7 part time research scholars are doing Ph. D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> ➢ Fully automated library with INFLIBNET
>
> ➢ Internet facility enhancement in the library
>
> ➢ Smart class room and 22 LCD projectors
>
> ➢ Computer Centre with 36 computers
>
> ➢ Research Lab and Instrumentation Room
>
> ➢ D Space facility in the library

6.3.6 Human Resource Management

> ➢ Recruitment of qualified Staff
>
> ➢ Orientation and Refresher Courses
>
> ➢ Motivational Programmes
>
> ➢ Annual appraisal of staff
>
> ➢ Fellowship tours and Get-togethers

6.3.7 Faculty and Staff recruitment

> ➢ One part-time, sixteen guest and one visiting faculty were recruited in various departments.

6.3.8 Industry Interaction / Collaboration

> ➢ Collaboration and industrial tie-up by the Department of Vocational Studies with five leading firms.
>
> ➢ Regular Industrial visits by various departments to industrial hubs.
>
> ➢ Destination visits to tourism hotspots.
>
> ➢ Interaction between students and industrial representatives.

6.3.9   Admission of Students

> ➢ Admissions are through Centralised Allotment Process with due consideration to SC/ST (20%), students belonging to Other Backward Communities (20%) and Physically Challenged.

6.4 Welfare schemes for

Teaching	➢ Staff Co-operative Bank and Co-operative store. ➢ Medical reimbursement ➢ Festival allowances ➢ Tour Programmes ➢ Interim refief for newly appointed staff ➢ Day care centre for the children of staff members
Non teaching	➢ Staff Co-operative Bank and Co-operatrive store. ➢ Medical reimbursement ➢ Festival allowances ➢ Tour Programmes ➢ Interim relief for newly appointed staff ➢ Day care centre for the children of staff members
Students	➢ Scholarships by various agencies ➢ Stipend ➢ Free medical check-ups ➢ Co-operative store ➢ Cafeteria ➢ Students' Group Accident Insurance Policy Scheme ➢ Hostel facility ➢ Special grants for SC/ST students ➢ Emergency medical help ➢ Wellness Centre ➢ Physical fitness training ➢ Common room and toilet for girls ➢ Cyber cafe and Network Resource Centre ➢ Toilet and ramp facility for PwD students

6.5 Total corpus fund generated   52734670/-

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	No		Yes	IQAC and Management
Administrative	No		Yes	Governing Body

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

For UG Programmes   Yes ☐   No ☑

For PG Programmes   Yes ☐   No ☑

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

-

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

-

6.11 Activities and support from the Alumni Association

➢ Annual Alumni meet of this year was held on 18th December 2017.
➢ Alumnae presented mementos to the retiring teachers.
➢ Classes and seminars, Community Outreach programmes are supported by Alumni Association.

6.12 Activities and support from the Parent – Teacher Association

➢ PTA General Body Meeting was held on 9h March 2018.
➢ Scholarships have been instituted to encourage the meritorious and talented students.
➢ PTA advanced fund for various infrastructure developments and other activities.
➢ PTA presented mementos for retired staffs and rank holders.
➢ In accordance with Jubilee celebrations, 50 scholarships were awarded to encourage the meritorious students and 31 talented students were awarded with books.
➢ PTA awarded money for those who participated in sports in the state level and power lifting championships.

6.13 Development programmes for support staff

> ➢ Completed Office Automation and provided IT training.
> ➢ Promotion to deserving staff.
> ➢ Training programmes are arranged in leading centres.

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

> ➢ Lapwing Nature Club
> ➢ Agricultural activities under the aegis of NSS and local SHGs
> ➢ Vermi-composting Unit and Fish pond maintained by the Department of Zoology
> ➢ Plastic Free Campus.
> ➢ Trees are planted around the campus for green atmosphere.
> ➢ Waste baskets are provided for every class room.
> ➢ Renewable Energy shift and solar power generation started.
> ➢ Biodiversity Park.
> ➢ Birds 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.

> ➢ Two UGC sponsored National Seminars.
>
> ➢ Clubs conducted various programmes.
>
> ➢ Socio-Cultural Exchange and assimilation
>
> ➢ Cyber Centre
>
> ➢ Organic Farm, Vegetable and Fish sales counter
>
> ➢ Exhibition cum Sales of designed clothing's of Community College
>
> ➢ All the departments adopted computerised attendance monitoring system

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

> ➢ All the departments adopted computerised attendance monitoring system

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

> ➢ Enclosed as Annexure IV

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

7.4 Contribution to environmental awareness / protection

> ➢ Create awareness on environmental protection, waste disposal and constructive activities like afforestation.
>
> ➢ The NSS unit sensitizes the students for tree plantation drives. 'The World Environment Day' is observed every year.
>
> ➢ The Department of Zoology observed 'The World Oceans' Day' in the wake of global pollution and over-exploitation of resources.
>
> ➢ The Department of Chemistry in association with Science Club organized National Science Day the focal theme 'Science for better society'

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

> ➢ Feedback from PTA and Alumni on the prescribed form was done.
>
> ➢ Internal Analysis Mechanism.(IQAC meetings and discussions)

8. Plans of institution for next year

Digitalised Online Feedback System for all important stakeholders.

Introduce Renewable Energy to more areas and departments

Name _RIJU GREGORY_

Signature of the Coordinator, IQAC

Name _____
Dr. MATHEW. V.
Principal
St. Michael's College, Cherthala

Signature of the Chairperson, IQAC

[Seal: ST. MICHAEL'S COLLEGE, MAYITHARA 688539, CHERTHALA]

Annexure I

Abbreviations:

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

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Annexure II

Analysis of Feedback

Academic performance of the teachers, curriculum and infrastructure in the following areas are to be improved.

1. Industry ready topics to be covered.
2. Encourage students to acquire soft skills.
3. Course content does not meet the global and national demand.
4. Mismatch between course content and time available.
5. More accessibility to computer and e-resources.
6. Improved facilities in the wash rooms.

Sl. No	Date	Name of the activity	Description of the activity
1	24.09.17	Pathiramanal Island Cleaning	Conducted a pilot study to implement responsible tourism. 30 volunteers and 2 Pos. The foot path was cleaned as part of the event.
2	01.10.17	Old Age Day	Survey – a structured questionnaire was used to identify the problems faced by the older persons at home. A meeting in the evening was convened honoring the senior citizens.
3	01.10.17	Blood Donation Day	An awareness campaign among the public. Poster writing competition.
4	02.10.17	Gandhi Jayanthi	Cleaning Public place – Thiruvizha railway station. A pond near Thiruvizha which was abandoned was cleaned and renewed.
5	02.10.17	Medical college cleaning	Mega Programme by University of Kerala
6	03.10.17	Safe Shelter	A bedridden patient's home was renewed.
4	08.10.17	Mangrove Fencing	Phase III at Chennaveli Beach
5	14.10.17	Medical camps	Ophthalmology and General Medicine
6	14.10.17	Alumni Meeting	Breakfast for inmates of Old Age Home
7	15.10.17	Mega Medical camp	Amritha Medical college in association with Rotary club, Alappuzha north
8	19.10.17	Medical Camp	Women' Special Medical Camp in association with Kinder Hospital Cherthala at Desasevini Areeparamb
9	22.10.17	Medical Camp	Women' Special Medical Camp in association with Kinder Hospital Cherthala at Desasevini Library Pollethai
10	24.10.17	Beach Cleaning	In association with Mathrubhumi, a one day mega cleaning programme (inter school) was conducted at Alappuzha Beach
11	26.10.17	Seminar on Road Safety and Energy Efficiency	In association with Sambhu Memorial Charitable Trust. 100 volunteers and 100 members from adopted village
12	28.10.17	Medical camp	Women' Special Medical Camp in association with Kinder Hospital Cherthala at Ayyappanchery
13	29.10.17	Skip a Meal	Food distribution for Leprosy Hospital in association with District Jail, Ernakulum
14	31.10.17	Ayurveda Medical Camp	Amritha Hospital and NSS unit of SMC jointly organized Ayurveda Medical Camp at Desasevini Pollethai
15	02.11.17	Anti Drug Pledge	Anti Drug Pledge for 25 families of adopted village.
16	14.11.17	Children's Day	Celebrations at Padanilam Anganwadi, Procession, Cultural Programmes and Sadya
17	14.11.17	Diabetics Day	Diabetics day Walkathon at Alappuzha beach
18	17.12.17	Plastic Free Pathiramanal	40 volunteers worked for 4 hrs and collected 300 kg plastics – Converting waste into smiles!!!
19	18.12.17	Planning	Jaivam Literacy Survey at Community Hall, Kanjikkuzhi
20	23.12.17	Jaivam Survey	Inaugurated by Sri. P.Thilothaman, Minister for Food and Civil Supplies, Government of Kerala
21	23.12.17	Orientation	One day Orientation for NSS volunteers of Naipunya College, Cherthala by St. Michael's College NSS team.
22	26.12.17	Magic Show	Old Age Home and Sneha Bhavan
23	26.12.17	Prison Welfare Day	Joined Prison Welfare Day observance at Alappuzha District Prison and started organic farming there by prisoners.

Sl. No	Date	Name of the activity	Description of the activity
24	28.12.17	Responsible Tourism Campaign	Pathiramanal Island
25	29.12.17	Jaivam Survey 2 phase	Completed 9 wards in Kanjikkuzhi Panchyath
26	06.01.18	A hundred for a hunger	Food donation for Leprosy Cancer Hospital
27	08.01.18	Cancer Awareness	A Cancer Awareness Class was organized in the adopted village
28	12.01.18	National Youth Day	As part of National Youth Day Celebration, a foot ball match was organized by the unit. The NSS volunteers' team won the match against the youth club of Adopted village.
29	13.01.18	National Youth Day	An inclusive volley ball competition was conducted in which the district 'hearing and speech' school team won the match and distributed youth awards for youth clubs
30	14.01.18	Counseling	A Counseling and meditation therapy was conducted for GHSS TD 10th and Plus two students. NSS Alumni Members handled various sessions.

Activities of NCC in the Academic Year 2017-2018

- **World Environment Day:** As part of the World Environment Day celebrations NCC cadets of our college planted many saplings in the campus. Seventy Five cadets of our college participated in the programme on 5th June 2017(Monday). They also cleaned the NCC office premises.

- **International Yoga Day - 21st June2017:** NCC unit of St. Michael's College, Cherthala observed International Yoga Day on 21st June 2017. The programme started at 9.00am in the college auditorium. The function was inaugurated by the Principal Dr. Mathew V. It was followed by a demonstration class on Yoga by Dr. Vishnu Mohan, BNYS, Department of Naturopathy and Yoga, Holy Cross Hospital, Thankey. The class was so interesting and very meaningful. Nearly hundred students participated in the programme.

- **Independence Day Celebration – 15th August 2017:** The Independence Day celebrations were coordinated by the NCC unit of the college on 15th August 2017. The programme commenced at 8.30 am. Dr. Mathew V., Principal of the college hoisted the National Flag at 8.45 am and he shared Independence Day message. The NCC cadets did a good Independence Day parade in the college ground and our Band team performed a wonderful display. After the message sweets were distributed among the gathering. More than 250 students participated in the celebration.

- **Enrolment of First Year Cadets:** The enrolment process was done on 31st July 2017. A team of Army officers from the 11(K) Battalion NCC Alappuzha came to the college and after the physical test they selected the suitable cadets from the group of first year students who were interested to join NCC.

- **Orientation for the First Year Cadets:** Two day orientation programme was arranged for the first year cadets and selected seniors on 4th and 5th of August 2017. Sri. Dominic A.V.,

Asst.Professor in Commerce and Sri. Sam Johnson, Asst. Professor in English handled the classes on 4th August 2017. On 5th August 'Basics of NCC' was taught to the first years by PI Staff, Hawildar Jain Varghese, 11 (K) Bn. NCC, Alappuzha and the seniors of the unit.

- **National Integration Camp 2017:** A National Integration Camp for NCC (SD/SW/JD/JW) Cadets was organized by NCC Directorate (K&L), Thiruvananthapuram from 01st Sep 2017 to 12th Sep 2017, under the arrangements of NCC Group Headquarters, Kollam. 11 Kerala Bn NCC, Alappuzha conducted the camp at St. Michael's College, Cherthala. A total of 17 ANOs, 04 GCIs, 256 SD, 158 SW, 130 JD and 80 JW Cadets (Total Cadets = 624) from 14 NCC Directorates of the country participated in the Camp.

  The ONAM Celebrations were done on 4th September 2017, as the entire State celebrates the fest on this day. The cadets of 11(K) Bn NCC Alappuzha prepared an Athappookkalam on the portico of the college, and SW cadets demonstrated 'Thiruvathia Kali' in front of the campers and officers. Boni Kuruvila, a cadet of St.Michael's College, Cherthala was costumed as 'Mahabali', and it was so amazing. For lunch a very delicious Onasadhya was arranged. All were enjoyed so much with the ONAM Celebrations.

  The evenings of the camp used to come alive with cultural programmes. The cadets visited Naval Base on 08-09-2017. Thirteen mini buses were arranged for the same. They were taken inside the Training establishment of Indian Navy and were briefed on Naval Ships, equipment and gunnery. Every cadet was allowed to enter into the Ships which were present at that time for repairing and checking.

  The closing ceremony was held on 09th September 2017. Brig. G. M. Sankar, Camp Commandant expressed his satisfaction over the activities conducted and congratulated all ANOs. PI Staff and Cadets for their wholehearted cooperation and enthusiasm shown. On successful completion of the NIC, Cadets were issued with the NIC certificates.

- **New Track Suit:** A new unique track suit was issued to all the NCC cadets of the unit by the month of September 2017.

- **Republic Day Celebration:** The Republic Day celebrations were coordinated by the NCC unit of the college on 26th January 2018. The programme commenced at 8.30 am. Dr. Mathew V., Principal of the college hoisted the National Flag at 8.45 am and gave a thought provoking Republic Day message to the gathering. The NCC cadets did a good RD parade in the college ground, which was followed by the display performance by the NCC Band Team of the college. Sweets were distributed among the students and staff who were present for the function.

- **Golden Jubilee Mega Exhibition:** The NCC Unit of our unit with the help of 11 Kerala Battalion NCC Alappuzha participated in the Mega Exhibition 'SAMANWAYA 2017' conducted in the college conducted in the college as part of the golden jubilee celebrations of the college. In the stall they exhibited different weapons available in the battalion and other pictures

and videos of NCC and Army to the public. The NCC cadets of our unit served the institution during the mega exhibition. They maintained overall discipline and harmony in the campus during the exhibitions days.

- **Camps - (ATC/AATC/NIC/SNIC/TRECKKING etc.)**

Sl.No.	Name of the Camps attended by the cadets	No. Cadets from the Unit
1.	Annual Training Camp (Kanichukulangara) December 2017	38
2.	Annual Training Camp (S.N. College, Cherthala) May 2017	35
3.	Army Attachment Training Camp	05
4.	National Integration Camp	51
5.	Trekking	01
6.	Special NIC @ Leh (Jammu&Kashmir)	01
7.	Rock Climbing Camp (Gwalior)	01
8.	ALC-IV, as SSB Screening Capsule (Coimbatore)	01

e

- **'B' & 'C' Certificate Examinations:** During the academic year 2017-18 from our NCC Unit 55 second year cadets passed 'B' certificate examination and 24 final year cadets passed 'C' certificate examination.

ACTIVITIES OF WOMEN CELL 2017-18

1. Leadership training classes by Adv. Bindu on 28-07-2017
2. Exhibition cum Onam Celebration with Community College
3. Women's Day Celebration –Sudheeram 2018 –inauguration and keynote address on "Women and Employment" by Smt. Rosy Thampy on 12-03-18.
4. Soft Skill Training programme for seven days from 14-03-18 to 20-03-18 by Smt.Patricia Robin
5. Creative workshop in Jewellery making and fabric painting by Gayathri Devi , Faculty, Rural Self Employment Training Institute of SBI, from 26-3-2018 to 27-3-2018
6. A documentary film screening on 12-3-2018 led by Dr. Devi Varma, Assistant Professor, Dept. of Malayalam, S D College, Alappuzha.
7. Publication of manuscript "Ardra"

8. Household visit and a health survey by women cell members during February 2018
9. Old age home visit to Mayithara on 24-03-2018

Department of Zoology

1. Wildlife photography exhibition organised for students and public.

2. Apiculture Training Programme organised for public ans students.

3. One of the Best Exhibition Stalls in the Five Days Golden Jubilee Exhibition of the College - 'SAMANWAYA - 2017'

Department of Commerce

1. Honored emerging entrepreneurs in the locality to encourage and motivate the youth to start new ventures.

Department of Chemistry

1. Observed 'Science Day' on the Campus.

2. Observed 'Ozone Day' on the Campus.

Department of Physics

4. 1. One of the Best Exhibition Stalls in the Five Days Golden Jubilee Exhibition of the College - 'SAMANWAYA - 2017'

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Annexure IV

BEST PRACTICES

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1. Protect our Environment - Focus on Organic Farming-Renewable Energy

The Management, Farm Club, Nature Club and the NSS unit, as in the previous years have concentrated and succeeded in maintaining the bio-diversity on the campus. Nurturing of nature is the motto upheld by the college. There has been an exponential growth of vegetation on the campus and the vegetable cultivation is fully organic, without any use of chemical pesticides and fertilisers. The college has ensured that no pollution or environmental destruction detrimental to health and intellectual growth takes place in the vicinity. Along with this, from this academic year in association with PTA the college has embraced renewable energy. Right from planning to construction, it is always ensured that environment and idyllic surroundings are not jettisoned for the sake of infrastructural development.

Initiatives taken by the college to make the campus eco-friendly

- Energy Conservation and embracing renewable energy
- Efforts for Carbon neutrality
- Plantation
- Organic Farming cum Marketing
- E-waste Management
- Hazardous waste management
- Environment Education awareness programmes, seminars and projects

2. Forum for Caring University Students (FOCUS)

The 'Forum for Caring of University Students' (FOCUS), is set up by the college to render service to uplift the educational standards of our students from the backward communities. 'FOCUS' conducts orientation programmes for the parents and students of the community every year with support from the Equal Opportunity Centre. Regular academic monitoring and remedial programmes are conducted for their academic excellence.

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Annexure V

SWOC ANALYSIS 2017 – 18

SWOC Analysis

Strengths

➢ Location Specific Advantage and Perfect Infrastructure

➢ Selfless service and dedication of Principal, Management and Staff which are effectively imparted to students by example.

➢ Sincere and dedicated Teaching staff.

➢ Transparent Official Procedures

➢ Various scholarships provided to students under different schemes.

➢ Support from funding agencies like UGC, KSCSTE

➢ Strike free, drug free and plastic free environment friendly campus.

➢ Co-operative PTA, local governance and well-wishers.

➢ Holistic development of students.

➢ Good academic record.

➢ Regular remedial support to weak students

➢ Active departmental associations

➢ Well-equipped library

➢ Internet access with Wi-Fi facility

➢ Professional counseling for students requiring assistance

➢ Well maintained garden, medicinal plants and fish ponds

➢ Convenient Hostel facility

➢ Neat and clean Canteen.

➢ Supportive retired staff and alumni.

➢ Green Campus Initiatives

Weakness

➢ Weak promotional activities.

➢ Syllabus not Industry ready

➢ Do not have Learning Management System

➢ Traditional method of feedback system not giving results

➢ Poor input quality diminishes students' overall performance.

➢ Less sports facilities.

➢ No Research Centre on the campus.

➢ Minimal number of teachers involved in active academic research (PDF)

➢ Paper presentations yet to attain a recognized platform.

➢ Placement opportunities are weak.

➢ Limited industrial collaborations.

Opportunities

➢ E-Learning Facilities.

➢ Intensive coaching for competitive exams.

➢ A good Library facility.

➢ Mentoring for advanced-learners(WWS) and slow-learners(SSP)

➢ Tutorial hours and Remedial coaching.

➢ A well-equipped Yoga centre.

➢ Professional counseling service at St Jude Counselling Centre (Govt aided).

➢ Approved short-term certificate courses.

➢ Wide range of club activities.

➢ Incitement programme.

➢ Placement facilities availed.

Threats

➢ Less preference for Model 2 stream courses.

➢ Government not sanctioning aided courses.

➢ Rural students not able to avail the self-financing courses.

➢ B.Com course not yet able to appoint permanent faculty.

➢ Increase in the running expense of the institute and lack of funding by Government.

➢ Preference for Co-education College.

➢ Poorly managed time schedule for the semester system.

➢ Delayed conduct of university examinations and publication of exam results.