

**RAR**  
**BVB**



# The Re-Accreditation Report

Submitted to



# NAAC

National Assessment and Accreditation Council  
Bangalore

By

**St. Xavier's College**  
**(Autonomous)**  
**Palayamkottai - 627002**

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**JUNE 2011**

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## PREFACE

The completion of every work leaves a trail of memory behind. The preparation of this report was done as a participatory exercise. It was a kind of SWOT analysis. Following the guidelines given by the NAAC, the college initiated discussions at the various levels in the beginning of this academic year. In order to discuss the salient aspects of RAR and to consolidate the activities of the various departments, a College Level RAR Committee was constituted in October 2010, comprising the following members:

### **Chairman**

Rev.Dr.Alphonse Manickam, S.J.

### **IQAC Co-ordinator**

Dr.V.S.Joseph Albert

### **Criterion I: Curricular Aspects**

- ❖ Dr.A.John De Britto (Co-ordinator)
- ❖ Dr.P.Lourdes Poobala Rayan
- ❖ Mr.S.Chidambaranathan

### **Criterion II: Teaching-Learning and Evaluation**

- ❖ Dr.A.Calistus (Co-ordinator)
- ❖ Mr.T.S.A.Bernard Chandra
- ❖ Dr.S.P.Victor

### **Criterion III: Research, Consultancy and Extension**

- ❖ Dr.L.Louis Jesudass(Co-ordinator)
- ❖ Dr.A.Lourdusamy
- ❖ Dr.K.Sahayaraj

### **Criterion IV: Infrastructure and Learning Resources**

- ❖ Dr.L.Henry Joseph (Co-ordinator)
- ❖ Mr.S.V.L.Michael
- ❖ Mr.A.Jothikumar

### **Criterion V: Student Support and Progression**

- ❖ Mr.I.Sebasdiyar (Co-ordinator)
- ❖ Dr.P.Devaraju
- ❖ Dr.D.Andrews Scott

### **Criterion VI: Governance and Leadership**

- ❖ Rev.Dr.Danis Ponniah, S.J.(Co-ordinator)
- ❖ Dr.T.Dharmaraj
- ❖ Rev.Fr.Godwin Rufus, S.J.

### **Criterion VII: Innovative Practices**

- ❖ Dr.C.Eugine Franco (Co-ordinator)
- ❖ Dr.N.Ramachandran Nair
- ❖ Mr.S.Beschi Antony Rayan

I wish to register my gratitude to the NAAC for providing financial assistance to conduct a National Conference on “Quality Initiatives for Student Support and Progression” on 4<sup>th</sup> & 5<sup>th</sup> December 2009. The deliberations of the Seminar were of immense help to us in the preparation of RAR.

I express my heartfelt thanks to my Superiors in the Jesuit Congregation for their constant support and encouragement, Dr.V.S.Joseph Albert for compiling the report, the Heads of Department for providing necessary details pertaining to their departments, and the Members of the RAR Committee for making pertinent suggestions.

Everything proceeds from the Lord. I thank the Almighty for every good thing that exists in our institution. In saying this, I simply substantiate what Fr. Mahe S.J. wrote in his diary in 1923: *Digitus Dei est hic!* (The finger of God is here!).

**Rev. Dr. Alphonse Manickam, S. J.**

**Principal**

## A. Profile of the College

### 1. Name and address of the college:

Name	: St. Xavier's College (Autonomous)
City	: Palayamkottai—627 002
District	: Tirunelveli
State	: Tamil Nadu
Website	: stxavierstn.edu.in

### 2. For communication:

#### Office:

Name	STD code	Tel. No.	Mobile No.	Fax No.	E-mail
<b>Principal:</b> Rev.Dr.Alphonse Manickam, S.J.	0462	2560744	9444166546	2561765	principal@stxavierstn.edu.in
<b>Vice-Principal:</b> Rev.Dr.Danis Ponniah, S.J.	0462	4264304	9444110528	2561765	fr_vpd@ stxavierstn.edu.in
<b>Steering Committee Co-ordinator:</b> Dr.V.S.Joseph Albert	0462	4264395	9894075168	2561765	vsjalbert@gmail.com

#### Residence:

Name	STD code	Tel. No.	Mobile No.	E-mail
<b>Principal:</b> Rev.Dr.Alphonse Manickam, S.J.	0462	4264203	9444166546	principal@stxavierstn.edu.in
<b>Vice-Principal:</b> Rev.Dr.Danis Ponniah, S.J.	0462	4264204	9444110528	fr_vpd@ stxavierstn.edu.in
<b>Steering Committee Co-ordinator:</b> Dr.V.S.Joseph Albert	0462	2582088	9894075168	vsjalbert@gmail.com

**3. Funding Status of the College:**

Government funded

☐

Grant- in –aid

☒

Self-financing

☐**4. Type of Autonomous college**

a) Affiliated

☐

Constituent

☐

College with potential for excellence

☒

b) by gender

For Men

☐

For Women

☐

For Co-education

☒**5. a) Date of establishment of the college:**

(Prior to autonomous status)

1923

b) University to which the college is affiliated:

Manonmaniam Sundaranar University

**6. Dates of UGC recognition:**

Under Section	Date	Month	Year
i. 2(f)	----	----	1956
ii. 12(B)	17	06	1972

(Certificate of recognition is enclosed.)

**7. Date of conferment of the autonomous status:**

21.12.1987

**8. Location of the college: (based on Govt. of India Census)**

Urban	<input type="checkbox"/>
Semi-urban	<input checked="" type="checkbox"/>
Rural	<input type="checkbox"/>
Tribal	<input type="checkbox"/>
Hilly Area	<input type="checkbox"/>

**9. Campus area in acres/sq. mts.:**

58 acres

**10. Unit Cost of Education**

(a) Total annual expenditure divided by the number of students

Rs.52,636

(Including the salary component)

(b) Total annual expenditure divided by the number of students

Rs.20,385

(Excluding the salary component)

**11. Current number of academic programmes / courses offered by the college under the following categories:**

Programme	Name of the programme	Number
UG	<u><b>B.A.:</b></u> Tamil, English Literature, Economics <u><b>B.Sc.:</b></u> Mathematics, Computer Science, Physics, Chemistry, Plant Biology & Plant Biotechnology, Advanced Zoology & Biotechnology, Visual Communication <u><b>B.Com.:</b></u> Commerce, Corporate Secretaryship <u><b>B.B.A.:</b></u> Business Administration	14
PG	<u><b>M.A.:</b></u> Tamil, English Literature, Folklore & Communication, Economics, Social Work <u><b>M.Sc.:</b></u> Mathematics, Computer Science, Physics, Chemistry, Plant Biology & Plant Biotechnology, Zoology, Information Technology <u><b>M.Com.:</b></u> Commerce <b>MCA</b>	14

Certificate course	Communicative English, Short Film Analysis, Embroidery for Women Students, Typewriting, Spoken French, Painting, Yoga for Human Excellence, Premier Pro-Video Editing, Professional Photography, Web Designing	10
Diploma	PG Diploma in Computer Applications (PGDCA) PG Diploma in Computer Applications in Business (PGDCAB)	02
M.Phil.	Tamil, Mathematics, Commerce, Plant Biology & Plant Biotechnology	04
Ph.D.	Tamil, English, Folklore & Communication, Mathematics, Computer Science, Physics, Chemistry, Plant Biology & Plant Biotechnology, Zoology, Commerce	10
<b>Total</b>		<b>54</b>

## 12. Number of permanent and temporary members of the teaching staff:

	Female	Male	Total
<b>Permanent teachers (Total)</b>			
Number of teachers with Ph.D. as the highest qualification	03	47	50
Number of teachers with M.Phil. as the highest qualification	06	20	26
Number of teachers with PG as the highest qualification	--	02	02
<b>Temporary teachers (Total)</b>			
Number of teachers with Ph.D. as the highest qualification	01	03	04
Number of teachers with M.Phil. as the highest qualification	15	39	54
Number of teachers with PG as the highest qualification	06	08	14
<b>Part-time teachers (Total)</b>			
Part-time teachers with Ph.D. as the highest qualification	--	--	--
Part-time teachers with M.Phil. as the highest qualification	--	--	--
Part-time teachers with PG as the highest qualification	--	02	02



**13. Furnish data about the number of students enrolled in the institution for the current year:**

The student strength of the institution in 2010—2011 is given below:

Student enrolment	UG			PG			M. Phil.			Ph. D.			Total
	M	F	T	M	F	T	M	F	T	M	F	T	
No. of students from the same state where the college is located	1233	900	2133	222	333	555	12	33	45	162	96	258	2991
No. of students from other states	2		2	3	1	4							06
No. of overseas students	3	1	4	2	1	3							07
<b>TOTAL = 3004</b>													

M--Men; W--Women; T—Total

## B. Criterion-wise Inputs

### Criterion I: Curricular Aspects

1.	Number of Programmes offered	Certificate	10	Diploma	02	UG	14
		PG	14	Research	14		

2. Number of Subjects taught at the institution

17
----

3. Number of overseas programmes on campus and income earned:

No.	Amount	Agency
--	--	--

4. Does the college offer self-funded programmes?

Yes ☒ No ☐

If yes, how many?

30
----

5. Programmes with annual system

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	
-----	--------------------------	----	-------------------------------------	--------	--

6. Programmes with semester system

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	24
-----	-------------------------------------	----	--------------------------	--------	----

7. Programmes with trimester system

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	
-----	--------------------------	----	-------------------------------------	--------	--

8. Programmes with choice based credit system

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	44
-----	-------------------------------------	----	--------------------------	--------	----

9. Programmes with elective options

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	32
-----	-------------------------------------	----	--------------------------	--------	----

10. Courses offered in modular form

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	44
-----	-------------------------------------	----	--------------------------	--------	----

11. Inter/multidisciplinary programmes

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	65
-----	-------------------------------------	----	--------------------------	--------	----

12. Courses with ICT-enabled teaching- learning process

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	40
-----	-------------------------------------	----	--------------------------	--------	----

13.	Courses for which where assessment of teachers by students has been introduced	Yes	✓	No		Number	32
14.	Programmes with faculty exchange/ visiting faculty	Yes		No	✓	Number	
15.	New programmes (UG and PG) introduced during the last three years	Yes	✓	No		Number	04
16.	Has major syllabus revision done during the last five years? If yes, specify the number.	Yes	✓	No		Number	02
17.	Compulsory internships (UGC or other vocational programmes)	Yes	✓	No		Number	02
18.	Value added courses	Yes	✓	No		Number	12

19.	Feedback on curriculum obtained from	Employers	Yes	✓	No		Number	02
		Students	Yes	✓	No		Number	02
		Parents	Yes	✓	No		Number	02
		Alumni	Yes	✓	No		Number	02
		Academic Peers	Yes	✓	No		Number	01

20.	Number of Job Oriented Courses	Yes	✓	No		Number	12
-----	--------------------------------	-----	---	----	--	--------	----

21.	Courses in emerging areas	Yes	✓	No		Number	26
-----	---------------------------	-----	---	----	--	--------	----

22.	Is there a practice of Course evaluation	Yes	✓	No	
-----	--	-----	---	----	--

23.	Programmes with twinning arrangements / international collaborations	Yes	✓	No		Number	03
-----	--	-----	---	----	--	--------	----

24.	Any other (specify)	01					
-----	---------------------	----	--	--	--	--	--

UGC Certificate Course in communicative English

## Criterion II: Teaching-Learning and Evaluation

1. Process of student admission to various programmes

Entrance Test	Yes		No	✓	Number of Programmes	
Interview	✓				28	
Previous Academic Records	✓				32	
Any other (specify)						

2. Number of working days during the last academic year

180

3. Number of teaching days during the last academic year

180

4. Number of positions sanctioned and filled as on date

	Sanctioned	Filled
Teaching	94	78
Non-teaching	56	40
Technical	--	--

5. a. Number of regular and permanent teachers (gender-wise)

Professors

M	-	F	-
M	41	F	-
M	29	F	08

Associate Professors

Assistant Professors

- b. Number of temporary teachers (gender-wise)

Assistant Professors

Full- time

M	28	F	28
---	----	---	----

Assistant Professors – Part- time

M	-	F	-
---	---	---	---

Assistant Professors (Management appointees) - Full time

M	08	F	08
---	----	---	----

(Management appointees) - Part time

M	02	F	--
---	----	---	----

Any other (specify)

M		F	
---	--	---	--

Total

152			
-----	--	--	--

c. Number of teachers belonging to

Same State

152

Other States

-

Overseas

-

6. a. Number of permanent teachers qualified and its percentage of the total faculty strength

No.	78	%	51
-----	----	---	----

b. Teacher: Students ratio

1 : 18

c. Number and Percentage of teachers who have Ph.D. as the highest qualification

No.	54	%	36
-----	----	---	----

d. Number and Percentage of teachers who have M. Phil as the highest qualification

No.	80	%	53
-----	----	---	----

e. Number and Percentage of teachers who have completed UGC, NET and SLET exams

No.	16	%	10
-----	----	---	----

f. Number and Percentage of the faculty who have served as resource persons in Workshops/ Seminars/ Conferences, during the last five years?

No.	28	%	18
No.		%	
No.		%	

g. Number of faculty development programmes availed of by teachers during the last five years

Programme	Year				
	2006-07	2007-08	2008-09	2009-10	2010-11
Refresher Course	08	05	02	04	01
Orientation Programme	--	01	--	04	04
Short term Training	02	--	--	--	04

## h. Number of faculty development programmes

organized by the college:

Year	National	State-Level	International	Total
2006--2007	05	11	---	16
2007--2008	05	12	01	18
2008--2009	07	08	---	15
2009--2010	12	04	01	17
2010--2011	13	03	02	18
TOTAL	42	38	04	84

7. Number and Percentage of the courses where predominantly lecture method is used.

No.	40	%	45
-----	----	---	----

8. Does the college have the tutor-ward system? Yes ☒ No ☐

If yes, how many students are under the care of a teacher?

08
----

9. Remedial programmes offered

Yes	<input checked="" type="checkbox"/>	No		Number	32
-----	-------------------------------------	----	--	--------	----

10. Bridge courses offered

Yes	<input checked="" type="checkbox"/>	No		Number	05
-----	-------------------------------------	----	--	--------	----

11. Is there a mechanism for:

a. Self appraisal of faculty Yes ☒ No ☐

b. Student assessment of faculty performance Yes ☒ No ☐

c. Assessment of faculty performance by experts Yes ☐ No ☒

- 12 Do the faculty members perform additional administrative work? Yes ☒ No ☐  
 If yes, the average number of hours spent per week by the faculty 142
13. No. of Hours spent per week by Hostel Director 133

### Criterion III: Research, Consultancy and Extension

1. Number and Percentage of faculty members actively involved in research guidance and projects
- |     |                                     |    |  |        |    |
|-----|-------------------------------------|----|--|--------|----|
| Yes | <input checked="" type="checkbox"/> | No |  | Number | 38 |
|-----|-------------------------------------|----|--|--------|----|

2. Are there any Research collaborations?
- National Yes ☒ No ☐  
 If yes, how many? 71
- Overseas Yes ☒ No ☐  
 If yes, how many? 22

3. Total Amount and Percentage of the annual budget allocated for promotion of research (during the last five years)
- |        |             |   |    |
|--------|-------------|---|----|
| Amount | 6,81,38,624 | % | 20 |
|--------|-------------|---|----|

4. a. Do the faculty members have research projects? (ongoing/completed) If yes, how many? Yes ☒ No ☐
- |           |    |
|-----------|----|
| Ongoing   | 17 |
| Completed | 09 |
- b. Provide the following details about the ongoing research projects

Major projects	Yes	<input checked="" type="checkbox"/>	No		Number	14	Agency	UGC, DST, DBI, CSIR, ICAR	Amount	7,37,60,710
Minor projects	Yes	<input checked="" type="checkbox"/>	No		Number	03	Agency	UGC	Amount	2,40,000

College procured Projects	Yes		No	✓	Number		Amount			
Industry sponsored	Yes		No	✓	Number		Industry		Amount	
Any other (specify)										

Number of student research projects	Yes	✓	No		Number	04	Amount sanctioned by the College	Amount sanctioned by other agencies
							NIL	5,86,000

5. Research publications:

In International journals	Yes	✓	No		Number	62
In National journals – refereed papers	Yes	✓	No		Number	463
In College journal	Yes	✓	No		Number	24
Books	Yes	✓	No		Number	40
Abstracts	Yes	✓	No		Number	38
Any other (specify) Proceedings	Yes	✓	No		Number	70
Mean Impact Factor of the research journals in which publications were made during the last 5 years						1.58
Research Awards, recognition, patents etc. during the last five years, if any (specify)	Number				30	

6. Has the faculty presented research papers in academic forums Yes ☒ No ☐

If yes, number of papers presented at

National seminars

212

International seminars

47

Any other (specify) State Level Seminars

64



7. Average citation index of publication of faculty 

77
----
8. Number of other extra curricular/co-curricular activities organized in collaboration with other agencies/NGOs (such as Rotary/Lions etc.) on Campus 

126
-----
9. Extension Centre: 

Yes	<input checked="" type="checkbox"/>	No		Year of Establishment	1993
-----	-------------------------------------	----	--	-----------------------	------
10. Number of regular extension programmes organized by NSS, NCC etc. (average of last five years) 

81
----
11. Number of NCC cadets/ Units 

M	71	F	33
---	----	---	----

Units
01
12. Number of NSS Volunteers/ Units 

M	F	Units
550	250	6
13. Number of faculty engaged in consultancy 

13
----
14. Consultancy earnings per annum (give average of last five years) 

Nil
-----
15. College Outreach Programme 

01
----

### Criterion IV: Infrastructure and Learning Resources

1. Campus area in acres 

58
----
- Built-up area in sq.mts. 

29525
-------
- (1 sq. ft. = 0.093 sq. mt.)

## 2. Working hours of the Library

On working days

08.30 a.m – 06.45 p.m.

On holidays

09.00 a.m – 01.00 p.m.

On examination days

09.00 a.m – 05.00 p.m.

## 3. Average number of faculty visiting the library/day

80

## 4. Average number of students visiting the library/day

350

## 5. Open access:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

## 6. Total collections (Numbers)

## a. Books

Titles	Volumes
	1,03,281
	90,821
	12,460
33	

## b. Textbooks

## c. Reference books

## d. Magazines

## e. Current journals

Indian journals

128

Foreign journals

03

## f. Peer Reviewed journals

128

## g. Back volumes of journals

2790

## h. E-resources

CDs/ DVDs

1333

Databases

05

Online journals

13

Other AV resources

--

## i. Special collections

UNO Repository Centre	--
World Bank Repository	--
Materials acquired under special schemes	--

Competitive examinations	4340
Book Bank	1586
Braille materials	--
Manuscripts	130
Video Cassettes	650
Audio Cassettes	380
Theses	339
Short Films	2800
Short Video Visuals	500

## 7. Number of books/journals / periodicals added during the last five years and their cost

Library Resources	The year before last		The year before	
	Number	Total Cost	Number	Total Cost
Text books	3190	6,26,921	6181	14,14,994
Reference books				
Journals/Periodicals	126	53,663	331	53,953
Any other, specify	--	--	--	--

8. Furnish the following details:

Total carpet area of the Central Library (in sq. ft)

23,266

Seating capacity of the Central Library

400

Separate reading room facility for

Students

Yes ☒ No ☐

Staff

Yes ☒ No ☐

Number of departmental libraries

04

9. Is the Central Library automated?

If yes, is it

Yes ☒Partially Yes ☐No ☐

Name the automation software used

Auto-Lib

10. Percentage of annual allocation of funds to the library out of the total budget (average of last 2 years)

10,00,000

11. Services/facilities in the library

Circulation of books and journals

☒

Display of current events/information

☒

Bibliographic compilation

☒

Reference

☒

Reprography

☒

Computer and Printing

☒

Internet

☒

Digitalization

☒

Inter-library loan

☒

Uninterrupted power supply/ back up

☒

User orientation /information literacy

☒

Inflibnet/ Delnet

☒

Previous Year Question Papers

☒

12. Are students allowed to retain books for examinations?

Yes ☒ No ☐

13. Furnish the information about the following library services:

Average number of books issued/returned per day	230
Average number of users who visited/consulted per month	5500
Ratio of library books to the number of students enrolled	34
Total number of days the library is kept open	270

14. Total Number of Computer terminals
- |     |
|-----|
| 566 |
|-----|

- Number of Departments with computer facilities
- |    |
|----|
| 18 |
|----|

- Budget allotment for computers during the last academic year
- |           |
|-----------|
| 27,10,060 |
|-----------|

- Amount spent on maintenance and upgrading of computer facilities during the last academic year
- |          |
|----------|
| 3,11,000 |
|----------|

- Type of Internet facility:
- |                     |                    |
|---------------------|--------------------|
| Dialup              | --                 |
| Baseline            | --                 |
| Broadband           | 10                 |
| Any other (specify) | 1 Mbps leased line |

- Number of terminals with Internet facility available to
- |                    |    |
|--------------------|----|
| Students           | 72 |
| Teachers           | 39 |
| Non-teaching staff | 08 |

Institutional networking through

Optical Fiber connectivity Yes ☐ No ☒

Wifi connectivity Yes ☐ No ☒

Any other (specify)

Local Area Network
--------------------

- 15 Is there a Workshop/Instrumentation Centre?
- |     |                                     |    |  |                       |      |
|-----|-------------------------------------|----|--|-----------------------|------|
| Yes | <input checked="" type="checkbox"/> | No |  | Year of Establishment | 2004 |
|-----|-------------------------------------|----|--|-----------------------|------|

16. Is there a Health Centre?

Yes	<input checked="" type="checkbox"/>	No		Year of Establishment	2009
-----	-------------------------------------	----	--	-----------------------	------

17. Is there Residential accommodation provided for

Faculty

Yes		No	<input checked="" type="checkbox"/>	% of staff accommodated	
-----	--	----	-------------------------------------	-------------------------	--

Non-teaching staff

Yes	<input checked="" type="checkbox"/>	No		% of staff accommodated	26
-----	-------------------------------------	----	--	-------------------------	----

18. Are there Hostels for students?

Yes	<input checked="" type="checkbox"/>	No	
-----	-------------------------------------	----	--

If yes, number of students residing in hostels

Male

Yes	<input checked="" type="checkbox"/>	No		Number	450
-----	-------------------------------------	----	--	--------	-----

Female

Yes	<input checked="" type="checkbox"/>	No		Number	280
-----	-------------------------------------	----	--	--------	-----

19. Is there a provision for  
(a) Sports fields

Yes	<input checked="" type="checkbox"/>	No		Number	18
-----	-------------------------------------	----	--	--------	----

(b) Gymnasium

Yes		No	<input checked="" type="checkbox"/>
-----	--	----	-------------------------------------

(c) Womens' rest rooms

Yes	<input checked="" type="checkbox"/>	No		Number	02
-----	-------------------------------------	----	--	--------	----

(d) Transport

Yes		No	<input checked="" type="checkbox"/>
-----	--	----	-------------------------------------

(e) Canteen / Cafeteria

Yes	<input checked="" type="checkbox"/>	No		Year of Establishment	1930
-----	-------------------------------------	----	--	-----------------------	------

(f) Students' centre

Yes	✓	No		Year of Establishment	2006
-----	---	----	--	-----------------------	------

(g) Media centre

Yes		No	✓	Year of Establishment	
-----	--	----	---	-----------------------	--

(h) Telephone facility (Local/STD)

Yes	✓	No		Year of Introduction	2006
-----	---	----	--	----------------------	------

(i) Generator / Electricity Backup

Yes	✓	No		Year of Introduction	1980
-----	---	----	--	----------------------	------

20. Is there provision for Audio Visual Equipment/teaching aids:

LCD projectors

Yes	✓	No		Number	36
Yes	✓	No		Number	18
Yes	✓	No		Number	03
Yes		No	✓	Number	
Yes	✓	No		Number	05

OHP

Slide projectors

TV/VCP/Cable connection

DVD players

21. Does the institution make use of Edusat / V sat facility

Yes		No	✓
-----	--	----	---

22. Is there provision for Indoor sports facilities

Yes	✓	No		Year of Establishment	2008
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23. Any others (specify).

Auditorium

Year of Establishment	1956
Year of Establishment	2007

Fitness Centre

## Criterion V: Student Support and Progression

### 1. A) Student Strength

**2006--2007**

Student enrolment	UG			PG			M. Phil.			Ph. D.			Total
	M	F	T	M	F	T	M	F	T	M	F	T	
No. of students from the same state where the college is located	1446	234	1680	240	267	507	11	29	40	42	54	96	2323
No. of students from other states	2		2										02
No. of overseas students													
<b>TOTAL = 2325</b>													

M--Men; W--Women; T--Total

**2007--2008**

Student enrolment	UG			PG			M. Phil.			Ph. D.			Total
	M	F	T	M	F	T	M	F	T	M	F	T	
No. of students from the same state where the college is located	1398	338	1736	183	316	499	07	33	40	102	71	173	2448
No. of students from other states	2	1	3	1	1	2							05
No. of overseas students	2	1	3		1	1							04
<b>TOTAL = 2457</b>													

M--Men; W--Women; T--Total



**2008--2009**

<b>Student enrolment</b>	<b>UG</b>			<b>PG</b>			<b>M. Phil.</b>			<b>Ph. D.</b>			<b>Total</b>
	<b>M</b>	<b>F</b>	<b>T</b>	<b>M</b>	<b>F</b>	<b>T</b>	<b>M</b>	<b>F</b>	<b>T</b>	<b>M</b>	<b>F</b>	<b>T</b>	
No. of students from the same state where the college is located	1311	529	1840	164	343	507	24	28	52	110	56	166	2565
No. of students from other states	8	2	10										10
No. of overseas students													
<b>TOTAL = 2575</b>													

M--Men; W--Women; T—Total

**2009--2010**

<b>Student enrolment</b>	<b>UG</b>			<b>PG</b>			<b>M. Phil.</b>			<b>Ph. D.</b>			<b>Total</b>
	<b>M</b>	<b>F</b>	<b>T</b>	<b>M</b>	<b>F</b>	<b>T</b>	<b>M</b>	<b>F</b>	<b>T</b>	<b>M</b>	<b>F</b>	<b>T</b>	
No. of students from the same state where the college is located	1251	704	1955	185	332	517	07	52	59	124	83	207	2736
No. of students from other states	1	1	2	2	1	3							05
No. of overseas students	1	1	2	1	1	2							04
<b>TOTAL = 2745</b>													

M--Men; W--Women; T--Total

**2010--2011**

<b>Student enrolment</b>	<b>UG</b>			<b>PG</b>			<b>M. Phil.</b>			<b>Ph. D.</b>			<b>Total</b>
	<b>M</b>	<b>F</b>	<b>T</b>	<b>M</b>	<b>F</b>	<b>T</b>	<b>M</b>	<b>F</b>	<b>T</b>	<b>M</b>	<b>F</b>	<b>T</b>	
No. of students from the same state where the college is located	1233	900	2133	222	333	555	12	33	45	162	96	258	2991
No. of students from other states	2		2	3	1	4							06
No. of overseas students	3	1	4	2	1	3							07
<b>TOTAL = 3004</b>													

M--Men; W--Women; T--Total

- b. Dropout rate of UG and PG students of the last two batches

UG	PG
1.75	0.70

- c. Dropout rate during the different years after admission

UG

1	I Year	2.0
2	II Year	Nil
3	III Year	Nil

PG

1	I Year	0.8
2	II Year	Nil

2. Student Freeships and scholarships: (last Year' data)

Endowments

Number	Amount
3	3,80,000

Scholarships (Government)	1194	48,22,045
Scholarships (Institution)	573	6,42,513
“One Rupee a Day per Student Scheme”	01	36,000

3. Does the college obtain feedback from students on their campus experience? Is the feedback analyzed? Yes ☒ No ☐  
Yes ☒ No ☐

4. Major College Cultural Events organized by the college during the last year

	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	✓			✓		22
National		✓		✓		15
Inter-Departmental	✓		05	✓		05

5. Examination Results (data of past five years)

	UG					PG					M.Phil				
Student Performance	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Pass percentage	88	91	90	93	90	89	90	89	90	92	100	100	100	97	100
No. of first classes	142	145	164	161	173	72	78	88	112	129	18	19	20	21	22
No. of distinctions	42	48	45	58	61	27	14	17	23	30	09	10	11	10	12

6. Number of students who have passed the following examinations during the last five years

NET				1	2
SLET				2	2
CAT					
TOEFL					
GRE					
G-MAT					
IAS				0	2
Central Services			1	7	2
State Services			2	0	6
ICWAI				7	6
CA				0	6

7. Is there a student counseling centre?

Yes	✓	No		Year of Establishment	1984
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8. Is there a Grievance Redressal Cell?

Yes	✓	No		Year of Establishment	1987
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9. Does the college have an Alumni Association

Yes	✓	No		Year of Establishment	1938
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10.	Parent-Teacher Association	Yes	✓	No		Year of Establishment	1987
11.	Students' Group Insurance Scheme	Yes		No	✓		
12.	Number of students supported by college funds	573					
13.	Complaints Cell for preventing sexual harassment of women	Yes	✓	No			
14.	Number of students using the book bank facility	250					
15.	Number of students opting for further studies	2050					
16.	Career counseling	Yes					
17.	Placement cell	Yes					
18.	Single window admission for foreign students	Yes					
19.	Enviro Club	Yes					
20.	Consumer Forum	Yes					
21.	Democracy Forum	Yes					
22.	Student Council	Yes					
23.	Fine Arts	Yes					

## Criterion VI: Governance and Leadership

1.	a.	Number of Teaching staff	Permanent	M	70	F	08
			Temporary	M	28	F	28
	b.	Number of Non-teaching staff	Permanent	M	40	F	--
			Temporary	M	27	F	05

c.	Number of Technical Assistants	Permanent	M	--	F	--
		Temporary	M	05	F	--

d.	Teaching / Non-teaching staff ratio	152:77
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2.	Number of management appointees	Teaching staff	M	08	F	08
		Non-Teaching	M	08	F	05
		Tech. Assistants	M	--	F	--

3. Percentage of posts filled under reserved categories: **Not Applicable**

a.	Teaching	SC/ST	
		OBC	
		NT	
		General	
		Any other (specify)	

b.	Non-Teaching	SC/ST	
		OBC	
		NT	
		General	
		Any other (specify)	

4. Number of Professional development programmes held for non-teaching staff?

			0	7
--	--	--	---	---

5. Financial resources of the college (approximate amounts) – Last year's data

Grant-in-aid	Rs.9,07,45,543
Fees	Rs.6,19,311
Donation	--
Self-funded courses - Fee	Rs.1,78,81,818
Any other (specify)	--

6. Finance-last two years data

Expenditure (in percentages of the total annual budget)	2008-2009	2009-2010
spent on the salaries of faculty	3,08,58,141	4,98,91,441
spent on the salaries of non-teaching employees	54,98,661	52,21,395
spent on books and journals	9,74,102	7,20,778
spent on Building development	--	6,16,733
spent on maintenance, electricity, water, sports, examinations, hostels, student amenities, etc.	3,76,679	3,10,012
spent on academic activities of departments, laboratories, green house, animal house, etc.	2,20,454	2,27,269
spent on equipment, research, teaching aids, seminars etc.	77,76,724	27,01,890
spent on contingency / miscellaneous expenditure	46,61,791	2,01,729

7. Number of meetings of Academic and Administrative Bodies (2010-11)

Governing Body	02
Internal Admn. Bodies (mention only three most important bodies)	
1. Academic Council	01
2. College council	02

3. Finance Committee	01
Any other (specify)	
1. Planning and Evaluation committee	01
2. HODs' Meeting	15

8. Are there Welfare Schemes for the academic community (average of past 5 years)

Yes	✓	No		Amount
				2,00,000
Yes	✓	No		90,000

9. Is there ICT-support for the following:

Office	Yes	✓	No	
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Student Admission	Yes	✓	No	
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Student Records	Yes	✓	No	
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Career Counselling	Yes	✓	No	
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Student placements	Yes	✓	No	
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Aptitude Testing	Yes	✓	No	
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Examinations	Yes	✓	No	
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Finance	Yes	✓	No	
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## Criterion VII: Innovative Practices

1. Does the college have an Internal Quality Assurance mechanism 

Yes	✓	No	
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2. Does the college have a centre for Womens' Studies? Yes ☐ No ☒
- If yes, provide the following details about the activities of the center  
(Average of last two years)

Academic Programmes

Projects

Exchange (visiting/training, nat

Any

Yes		No		Number	
Yes		No		Number	
Yes		No		Number	
Any					

3. Do students participate in the Quality Enhancement of the Institution?

Yes	✓	No	
-----	---	----	--

4. What is the number and percentage of the students in the institution? (for the current year)

Number %

SC

ST

OBC

Women

Differently-abled

Rural

Tribal

299	11
15	0.5
1265	46
1267	46
12	0.07
2059	75
15	0.5

5. What is the average percentage of the following category of staff?(Grant- in-Aid)

Category	Teaching	%	Non-teaching	%
SC	03	3.8	04	10
ST	-	-	-	-
OBC	75	96.1	36	90.0

Women	08	10.3	--	--
Differently-abled	--	--	--	--
Rural	51	65.4	32	80.2
Tribal	--	--	--	--

6. What is the percentage incremental academic growth in terms of aggregate marks of the following category of students for the last two batches?

Category	At Admission		On completion of the course	
	Batch I	Batch II	Batch I	Batch II
SC	48	49	56	58
ST	45	47	51	53
OBC	58	59	62	64
Women	55	57	61	62
Differently-abled	43	43	53	56
Rural	51	52	60	62
Tribal	41	40	51	53

7. Is there a mechanism for obtaining stakeholder perception about the institution?

Yes	✓	No	
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8. Has the institution kept a record of students shouldering social responsibilities in addition to their academic activities?

Yes	✓	No	
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9. Does the institution have a mechanism for analyzing student feedback on institutional performance, to arrive at Student Satisfaction Index?

Yes	✓	No	
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10. Any others (specify). Percentage of First Generation Learners

70
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### C. PROFILE OF THE DEPARTMENTS

1. Name of the Department	Advanced Zoology & Biotechnology		
2. Year of Establishment	1957		
3. Courses / Programmes and subject combinations offered	B.Sc., M.Sc., M.Phil., Ph.D.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 11 Filled: 07 Emeritus Professor : 01		
5. Number of Administrative Staff	Nil		
6. Number of Technical Staff	04		
7. Number of Students (Men / Women). Give details course-wise.	B.Sc. =	47	48
	M.Sc. =	11	40
	Ph.D. =	37	26
8. Ratio of Teachers to Students	1 : 22		
9. Ratio of Teachers to Research Scholars	1 : 7		
10. Number of research scholars who have obtained their master's degree from other institutions	25		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	04		
12. Latest revision of the curriculum (year)	2008		
13. Number of students passed in NET/SLET etc. (last 5 years)	Nil		
14. Success Rate of students	UG: 78; PG: 93; M.Phil.:100		
15. Demand Ratio (No. of seats : No. of applications)	UG -- 50 : 60; PG -- 25 : 42		
16. Awards and recognition received by faculty (last 5 years)	17		
17. Faculty who have attended Natl./Intl. Seminars (last 5 years)	11	11	
18. Number of national/ international seminars organized (last 5 years)	03	02	
19. Number of teachers engaged in consultancy and the revenue generated	03	Nil	
20. Number of ongoing projects and their total outlay	09	3,95,76,710	
21. Research projects completed during last five years & their Outlay	07	99,11,852	
22. Number of inventions and patents	20	13	
23. Number of Ph. D theses guided during the last five years	20		
24. Publications by faculty (last 5 years)	192		
25. Average citation index and impact factor of publications	--	1.20	
26. Number of Books in the Departmental Library, if any	--		
27. Number of Journals/Periodicals in the departmental library	--		
28. Number of Computers	31		
29. Annual Budget (excluding salary)	2,50,000		

1. Name of the Department	Plant Biology & Plant Biotechnology		
2. Year of Establishment	1970		
3. Courses / Programmes and subject combinations offered	B.Sc., M.Sc., Ph.D.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 10		Filled: 09
5. Number of Administrative Staff	03		
6. Number of Technical Staff	Nil		
7. Number of Students (Men / Women). Give details course-wise.	B.Sc. =	50	48
	M.Sc. =	07	29
	Ph.D. =	30	13
8. Ratio of Teachers to Students	1 : 15		
9. Ratio of Teachers to Research Scholars	1 : 08		
10. Number of research scholars who have obtained their master's degree from other institutions	22		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	03		
12. Latest revision of the curriculum (year)	2008		
13. Number of students passed in NET/SLET etc. (last 5 years)	03		
14. Success Rate of students	UG: 78; PG:74		
15. Demand Ratio (No. of seats : No. of applications)	UG-- 40:98; PG -- 25:38		
16. Awards and recognition received by faculty (last 5 years)	04		
17. Faculty who have Attended Natl./Intl. Seminars (last 5 years)	09	01	
18. Number of national/ international seminars organized (last 5 years)	04	--	
19. Number of teachers engaged in consultancy and the revenue generated	02	--	
20. Number of ongoing projects and their total outlay	04	3,35,59,000	
21. Research projects completed during last five years & their Outlay	06	21,43,600	
22. Number of inventions and patents	07	07	
23. Number of Ph. D theses guided during the last five years	14		
24. Publications by faculty (last 5 years)	168		
25. Average citation index and impact factor of publications	--	1.20	
26. Number of Books in the Departmental Library, if any	--		
27. Number of Journals/Periodicals in the departmental library	--		
28. Number of Computers	31		
29. Annual Budget (excluding salary)	2,00,000		

1. Name of the Department	Mathematics		
2. Year of Establishment	1923		
3. Courses / Programmes and subject combinations offered	B.Sc., M.Sc., M.Phil., Ph.D.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 11		Filled: 09
5. Number of Administrative Staff	Nil		
6. Number of Technical Staff	Nil		
7. Number of Students (Men / Women). Give details course-wise.	B.Sc. =	50	102
	M.Sc. =	17	29
	M.Phil.=	01	14
8. Ratio of Teachers to Students	1 : 19		
9. Ratio of Teachers to Research Scholars	1 : 3		
10. Number of research scholars who have obtained their master's degree from other institutions	04		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	04		
12. Latest revision of the curriculum (year)	2008		
13. Number of students passed in NET/SLET etc. (last 5 years)	10		
14. Success Rate of students	UG: 87; PG: 83; M.Phil.:100		
15. Demand Ratio (No. of seats : No. of applications)	UG --55 : 620; PG --25:125		
16. Awards and recognition received by faculty (last 5 years)	01		
17. Faculty who have Attended Natl./Intl. Seminars (last 5 years)	11	--	
18. Number of national/ international seminars organized (Last 5 years)	03	--	
19. Number of teachers engaged in consultancy and the revenue generated	02	Nil	
20. Number of ongoing projects and their total outlay	01	70,000	
21. Research projects completed during last five years & their Outlay	03	9,84,320	
22. Number of inventions and patents	--	--	
23. Number of Ph. D theses guided during the last five years	06		
24. Publications by faculty (last 5 years)	51		
25. Average citation index and impact factor of publications	--	0.54	
26. Number of Books in the Departmental Library, if any	--		
27. Number of Journals/Periodicals in the departmental library	--		
28. Number of Computers	33		
29. Annual Budget (excluding salary)	60,000		

1. Name of the Department	Computer Science		
2. Year of Establishment	1986		
3. Courses / Programmes and subject combinations offered	B.Sc., M.Sc., Ph.D.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 13		Filled: 13
5. Number of Administrative Staff	01		
6. Number of Technical Staff	Nil		
7. Number of Students (Men / Women). Give details course-wise.	B.Sc. =	129	142
	M.Sc. =	08	39
	M.Sc.I.T.=	09	38
8. Ratio of Teachers to Students	1 : 25		
9. Ratio of Teachers to Research Scholars	1 : 10		
10. Number of research scholars who have obtained their master's degree from other institutions	10		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	03		
12. Latest revision of the curriculum (year)	2008		
13. Number of students passed in NET/SLET etc. (last 5 years)	--		
14. Success Rate of students	UG: 93; PG: 95		
15. Demand Ratio (No. of seats : No. of applications)	UG--50:288;PG--25:47; IT-25:37		
16. Awards and recognition received by faculty (last 5 years)	--		
17. Faculty who have Attended Natl./Intl. Seminars (last 5 years)	13	01	
18. Number of national/ international seminars organized (last 5 years)	02	--	
19. Number of teachers engaged in consultancy and the revenue generated	--	--	
20. Number of ongoing projects and their total outlay	--	--	
21. Research projects completed during last five years & their Outlay	--	--	
22. Number of inventions and patents	--	--	
23. Number of Ph. D theses guided during the last five years	--		
24. Publications by faculty (last 5 years)	11		
25. Average citation index and impact factor of publications	--	--	
26. Number of Books in the Departmental Library, if any	--		
27. Number of Journals/Periodicals in the departmental library	10		
28. Number of Computers	70		
29. Annual Budget (excluding salary)	1,00,000		

1. Name of the Department	Physics		
2. Year of Establishment	1956		
3. Courses / Programmes and subject combinations offered	B.Sc., M.Sc., Ph.D.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 10		Filled: 10
5. Number of Administrative Staff	03		
6. Number of Technical Staff	Nil		
7. Number of Students (Men / Women). Give details course-wise.	B.Sc. =	69	70
	M.Sc. =	12	11
8. Ratio of Teachers to Students	1 : 40		
9. Ratio of Teachers to Research Scholars	1 : 3		
10. Number of research scholars who have obtained their master's degree from other institutions	12		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	--		
12. Latest revision of the curriculum (year)	2008		
13. Number of students passed in NET/SLET, etc. (last 5 years)	04		
14. Success Rate of students	UG: 79; PG: 90		
15. Demand Ratio (No. of seats : No. of applications)	UG --50:145; PG --25:24		
16. Awards and recognition received by faculty (last 5 years)	--		
17. Faculty who have Attended Natl./Intl. Seminars (last 5 years)	10	--	
18. Number of national/ international seminars organized (last 5 years)	02	--	
19. Number of teachers engaged in consultancy and the revenue generated	--	--	
20. Number of ongoing projects and their total outlay	01	Rs. 1,30,000	
21. Research projects completed during last five years & their Outlay	02	Rs.80,000	
22. Number of inventions and patents	--	--	
23. Number of Ph. D theses guided during the last five years	--		
24. Publications by faculty (last 5 years)	28		
25. Average citation index and impact factor of publications	--	--	
26. Number of Books in the Departmental Library, if any	--		
27. Number of Journals/Periodicals in the departmental library	--		
28. Number of Computers	04		
29. Annual Budget (excluding salary)	1,00,000		

1. Name of the Department	Chemistry		
2. Year of Establishment	1955		
3. Courses / Programmes and subject combinations offered	B.Sc., M.Sc.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 11		Filled: 10
5. Number of Administrative Staff	05		
6. Number of Technical Staff	Nil		
7. Number of Students (Men / Women). Give details course-wise.	B.Sc. =	61	67
	M.Sc. =	13	14
8. Ratio of Teachers to Students	1 : 15		
9. Ratio of Teachers to Research Scholars	1 : 1		
10. Number of research scholars who have obtained their master's degree from other institutions	02		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	01		
12. Latest revision of the curriculum (year)	2008		
13. Number of students passed in NET/SLET, etc. (last 5 years)	--		
14. Success Rate of students	UG: 78; PG: 60		
15. Demand Ratio (No. of seats : No. of applications)	UG--48:108; PG --25:29		
16. Awards and recognition received by faculty (last 5 years)	--		
17. Faculty who have attended Natl./Intl. Seminars (last 5 years)	10	--	
18. Number of national/ international seminars organized (last 5 years)	01	--	
19. Number of teachers engaged in consultancy and the revenue generated	--	--	
20. Number of ongoing projects and their total outlay	--	--	
21. Research projects completed during last five years & their Outlay	01	65,000	
22. Number of inventions and patents	--	--	
23. Number of Ph. D theses guided during the last five years	--		
24. Publications by faculty (last 5 years)	05		
25. Average citation index and impact factor of publications	--	--	
26. Number of Books in the Departmental Library, if any	--		
27. Number of Journals/Periodicals in the departmental library	--		
28. Number of Computers	06		
29. Annual Budget (excluding salary)	1,49,000		



1. Name of the Department	Economics		
2. Year of Establishment	1932		
3. Courses / Programmes and subject combinations offered	B.A., M.A.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 06		Filled: 05
5. Number of Administrative Staff	Nil		
6. Number of Technical Staff	Nil		
7. Number of Students (Men / Women). Give details course-wise.	B.A. =	131	47
8. Ratio of Teachers to Students	1 : 30		
9. Ratio of Teachers to Research Scholars	--		
10. Number of research scholars who have obtained their master's degree from other institutions	--		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	01		
12. Latest revision of the curriculum (year)	2008		
13. Number of students passed in NET/SLET, etc. (last 5 years)	--		
14. Success Rate of students	UG: 89.79		
15. Demand Ratio (No. of seats : No. of applications)	64 : 95		
16. Awards and recognition received by faculty (last 5 years)	03		
17. Faculty who have attended Natl./Intl. Seminars (last 5 years)	06	--	
18. Number of national/ international seminars organized (last 5 years)	01	--	
19. Number of teachers engaged in consultancy and the revenue generated	--	--	
20. Number of ongoing projects and their total outlay	--	--	
21. Research projects completed during last five years & their Outlay	--	--	
22. Number of inventions and patents	--	--	
23. Number of Ph. D theses guided during the last five years	--		
24. Publications by faculty (last 5 years)	12		
25. Average citation index and impact factor of publications	--	--	
26. Number of Books in the Departmental Library, if any	--		
27. Number of Journals/Periodicals in the departmental library	--		
28. Number of Computers	04		
29. Annual Budget (excluding salary)	60,000		

1. Name of the Department	English		
2. Year of Establishment	1923		
3. Courses / Programmes and subject combinations offered	B.A., M.A.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 15		Filled: 14
5. Number of Administrative Staff	Nil		
6. Number of Technical Staff	Nil		
7. Number of Students (Men / Women). Give details course-wise.	B.A. =	113	84
	M.A. =	18	21
8. Ratio of Teachers to Students	Gen. Eng.--1:60; B.A.--1:40; M.A.--1:20		
9. Ratio of Teachers to Research Scholars	1 : 3		
10. Number of research scholars who have obtained their master's degree from other institutions	05		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	02		
12. Latest revision of the curriculum (year)	2008		
13. Number of students passed in NET/SLET, etc. (last 5 years)	05		
14. Success Rate of students	UG: 94; PG: 80		
15. Demand Ratio (No. of seats : No. of applications)	UG--70:900; PG--32:30		
16. Awards and recognition received by faculty (last 5 years)	04		
17. Faculty who have attended Natl./Intl. Seminars (last 5 years)	15	--	
18. Number of national/ international seminars organized (last 5 years)	04	--	
19. Number of teachers engaged in consultancy and the revenue generated	02	--	
20. Number of ongoing projects and their total outlay	02	1,40,000	
21. Research projects completed during last five years & their Outlay	01	30,000	
22. Number of inventions and patents	--	--	
23. Number of Ph. D theses guided during the last five years	01		
24. Publications by faculty (last 5 years)	64		
25. Average citation index and impact factor of publications	--	--	
26. Number of Books in the Departmental Library, if any	112		
27. Number of Journals/Periodicals in the departmental library	--		
28. Number of Computers	67		
29. Annual Budget (excluding salary)	75,000		

1. Name of the Department	Tamil		
2. Year of Establishment	1923		
3. Courses / Programmes and subject combinations offered	B.A., M.A., M.Phil., Ph.D.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 17		Filled: 15
5. Number of Administrative Staff	Nil		
6. Number of Technical Staff	Nil		
7. Number of Students (Men / Women). Give details course-wise.	B.A. =	47	37
	M.A. =	18	19
	M.Phil.=	06	09
	Ph.D. =	20	22
8. Ratio of Teachers to Students	1 : 60		
9. Ratio of Teachers to Research Scholars	1 : 8		
10. Number of research scholars who have obtained their master's degree from other institutions	18		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	04		
12. Latest revision of the curriculum (year)	2008		
13. Number of students passed in NET/SLET, etc. (last 5 years)	06		
14. Success Rate of students	UG: 95; PG: 97; M.Phil.: 100		
15. Demand Ratio (No. of seats : No. of applications)	UG--38:64; PG--30:30		
16. Awards and recognition received by faculty (last 5 years)	--		
17. Faculty who have attended Natl./Intl. Seminars (last 5 years)	17	--	
18. Number of national/ international seminars organized (last 5 years)	04	--	
19. Number of teachers engaged in consultancy and the revenue generated	04	--	
20. Number of ongoing projects and their total outlay	--	--	
21. Research projects completed during last five years & their Outlay	--	--	
22. Number of inventions and patents	--	--	
23. Number of Ph. D theses guided during the last five years	15		
24. Publications by faculty (last 5 years)	08		
25. Average citation index and impact factor of publications	--	--	
26. Number of Books in the Departmental Library, if any	--		
27. Number of Journals/Periodicals in the departmental library	--		
28. Number of Computers	02		
29. Annual Budget (excluding salary)	40,000		

1. Name of the Department	Folklore & Communication		
2. Year of Establishment	1987		
3. Courses / Programmes and subject combinations offered	M.A.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 05		Filled: 04
5. Number of Administrative Staff	Nil		
6. Number of Technical Staff	Nil		
7. Number of Students (Men / Women). Give details course-wise.	M.A. =	4	--
8. Ratio of Teachers to Students	1 : 1		
9. Ratio of Teachers to Research Scholars	1 : 4		
10. Number of research scholars who have obtained their master's degree from other institutions	03		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	04		
12. Latest revision of the curriculum (year)	2008		
13. Number of students passed in NET/SLET, etc. (last 5 years)	03		
14. Success Rate of students	100		
15. Demand Ratio (No. of seats : No. of applications)	30 : 03		
16. Awards and recognition received by faculty (last 5 years)	02		
17. Faculty who have attended Natl./Intl. Seminars (last 5 years)	04	04	
18. Number of national/ international seminars organized (last 5 years)	05	--	
19. Number of teachers engaged in consultancy and the revenue generated	04	--	
20. Number of ongoing projects and their total outlay	04	--	
21. Research projects completed during last five years & their Outlay	04	3,06,000	
22. Number of inventions and patents	--	--	
23. Number of Ph. D theses guided during the last five years	07		
24. Publications by faculty (last 5 years)	44		
25. Average citation index and impact factor of publications	--	--	
26. Number of Books in the Departmental Library, if any	13115		
27. Number of Journals/Periodicals in the departmental library	20		
28. Number of Computers	2		
29. Annual Budget (excluding salary)	20,000		

1. Name of the Department	Commerce		
2. Year of Establishment	1968		
3. Courses / Programmes and subject combinations offered	B.Com., M.Com., M.Phil., Ph.D.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 14		Filled: 12
5. Number of Administrative Staff	Nil		
6. Number of Technical Staff	02		
7. Number of Students (Men / Women). Give details course-wise.	B.Com. =	210	150
	M.Com. =	23	35
	M.Phil. =	05	10
8. Ratio of Teachers to Students	1 : 30		
9. Ratio of Teachers to Research Scholars	1 : 8		
10. Number of research scholars who have obtained their master's degree from other institutions	09		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	02		
12. Latest revision of the curriculum (year)	2008		
13. Number of students passed in NET/SLET, etc. (last 5 years)	10		
14. Success Rate of students	UG: 80; PG: 90; M.Phil.: 95		
15. Demand Ratio (No. of seats : No. of applications)	UG --128:950; PG --30:115		
16. Awards and recognition received by faculty (last 5 years)	01		
17. Faculty who have attended Natl./Intl. Seminars (last 5 years)	14	05	
18. Number of national/ international seminars organized (last 5 years)	05	--	
19. Number of teachers engaged in consultancy and the revenue generated	05	--	
20. Number of ongoing projects and their total outlay	03	1,80,000	
21. Research projects completed during last five years & their Outlay	--	--	
22. Number of inventions and patents	--	--	
23. Number of Ph. D theses guided during the last five years	--		
24. Publications by faculty (last 5 years)	17		
25. Average citation index and impact factor of publications	--	--	
26. Number of Books in the Departmental Library, if any	250		
27. Number of Journals/Periodicals in the departmental library	--		
28. Number of Computers	79		
29. Annual Budget (excluding salary)	1,00,000		

1. Name of the Department	Corporate Secretaryship		
2. Year of Establishment	2008		
3. Courses / Programmes and subject combinations offered	B.Com.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 06		Filled: 06
5. Number of Administrative Staff	Nil		
6. Number of Technical Staff	Nil		
7. Number of Students (Men / Women). Give details course-wise.	B.Com. =	127	57
8. Ratio of Teachers to Students	1 : 31		
9. Ratio of Teachers to Research Scholars	--		
10. Number of research scholars who have obtained their master's degree from other institutions	--		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	--		
12. Latest revision of the curriculum (year)	2008		
13. Number of students passed in NET/SLET, etc. (last 5 years)	--		
14. Success Rate of students	77		
15. Demand Ratio (No. of seats : No. of applications)	64 : 72		
16. Awards and recognition received by faculty (last 5 years)	--		
17. Faculty who have attended Natl./Intl. Seminars (last 5 years)	06	--	
18. Number of national/ international seminars organized (last 5 years)	--	--	
19. Number of teachers engaged in consultancy and the revenue generated	--	--	
20. Number of ongoing projects and their total outlay	--	--	
21. Research projects completed during last five years & their Outlay	--	--	
22. Number of inventions and patents	--	--	
23. Number of Ph. D theses guided during the last five years	--		
24. Publications by faculty (last 5 years)	--		
25. Average citation index and impact factor of publications	--	--	
26. Number of Books in the Departmental Library, if any	25		
27. Number of Journals/Periodicals in the departmental library	01		
28. Number of Computers	01		
29. Annual Budget (excluding salary)	10,000		

1. Name of the Department	Business Administration		
2. Year of Establishment	2006		
3. Courses / Programmes and subject combinations offered	B.B.A.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 05		Filled: 05
5. Number of Administrative Staff	Nil		
6. Number of Technical Staff	Nil		
7. Number of Students (Men / Women). Give details course-wise.	B.B.A. =	107	53
8. Ratio of Teachers to Students	1 : 32		
9. Ratio of Teachers to Research Scholars	--		
10. Number of research scholars who have obtained their master's degree from other institutions	--		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	--		
12. Latest revision of the curriculum (year)	2008		
13. Number of students passed in NET/SLET, etc. (last 5 years)	--		
14. Success Rate of students	96		
15. Demand Ratio (No. of seats : No. of applications)	64 : 109		
16. Awards and recognition received by faculty (last 5 years)	--		
17. Faculty who have attended Natl./Intl. Seminars (last 5 years)	05	--	
18. Number of national/ international seminars organized (last 5 years)	02	--	
19. Number of teachers engaged in consultancy and the revenue generated	02	--	
20. Number of ongoing projects and their total outlay	--	--	
21. Research projects completed during last five years & their Outlay	--	--	
22. Number of inventions and patents	--	--	
23. Number of Ph. D theses guided during the last five years	--		
24. Publications by faculty (last 5 years)	01		
25. Average citation index and impact factor of publications	--	--	
26. Number of Books in the Departmental Library, if any	--		
27. Number of Journals/Periodicals in the departmental library	--		
28. Number of Computers	01		
29. Annual Budget (excluding salary)	10,000		

1. Name of the Department	Visual Communication		
2. Year of Establishment	2009		
3. Courses / Programmes and subject combinations offered	B.Sc.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 04		Filled: 04
5. Number of Administrative Staff	Nil		
6. Number of Technical Staff	01		
7. Number of Students (Men / Women). Give details course-wise.	B.Com. =	70	10
8. Ratio of Teachers to Students	1 : 20		
9. Ratio of Teachers to Research Scholars	--		
10. Number of research scholars who have obtained their master's degree from other institutions	--		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	--		
12. Latest revision of the curriculum (year)	2009		
13. Number of students passed in NET/SLET, etc. (last 5 years)	--		
14. Success Rate of students	88		
15. Demand Ratio (No. of seats : No. of applications)	50 : 57		
16. Awards and recognition received by faculty (last 5 years)	--		
17. Faculty who have attended Natl./Intl. Seminars (last 5 years)	04	--	
18. Number of national/ international seminars organized (last 5 years)	--	--	
19. Number of teachers engaged in consultancy and the revenue generated	01	--	
20. Number of ongoing projects and their total outlay	--	--	
21. Research projects completed during last five years & their Outlay	01	--	
22. Number of inventions and patents	--	--	
23. Number of Ph. D theses guided during the last five years	--		
24. Publications by faculty (last 5 years)	05		
25. Average citation index and impact factor of publications	--	--	
26. Number of Books in the Departmental Library, if any	1000		
27. Number of Journals/Periodicals in the departmental library	05		
28. Number of Computers	09		
29. Annual Budget (excluding salary)	9,50,000		



1. Name of the Department	Social Work		
2. Year of Establishment	2009		
3. Courses / Programmes and subject combinations offered	M.S.W.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 05		Filled: 05
5. Number of Administrative Staff	Nil		
6. Number of Technical Staff	Nil		
7. Number of Students (Men / Women). Give details course-wise.	M.S.W. =	24	04
8. Ratio of Teachers to Students	1 : 6		
9. Ratio of Teachers to Research Scholars	--		
10. Number of research scholars who have obtained their master's degree from other institutions	--		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	01		
12. Latest revision of the curriculum (year)	2009		
13. Number of students passed in NET/SLET, etc. (last 5 years)	--		
14. Success Rate of students	91		
15. Demand Ratio (No. of seats : No. of applications)	30 : 24		
16. Awards and recognition received by faculty (last 5 years)	--		
17. Faculty who have attended Natl./Intl. Seminars (last 5 years)	05	--	
18. Number of national/ international seminars organized (last 5 years)	--	01	
19. Number of teachers engaged in consultancy and the revenue generated	01	--	
20. Number of ongoing projects and their total outlay	--	--	
21. Research projects completed during last five years & their Outlay	--	--	
22. Number of inventions and patents	--	--	
23. Number of Ph. D theses guided during the last five years	--		
24. Publications by faculty (last 5 years)	04		
25. Average citation index and impact factor of publications	--	--	
26. Number of Books in the Departmental Library, if any	25		
27. Number of Journals/Periodicals in the departmental library	01		
28. Number of Computers	01		
29. Annual Budget (excluding salary)	15,000		

1. Name of the Department	M.C.A.		
2. Year of Establishment	2000		
3. Courses / Programmes and subject combinations offered	M.C.A.		
4. Number of Teaching posts sanctioned and filled	Sanctioned: 08		Filled: 08
5. Number of Administrative Staff	02		
6. Number of Technical Staff	02		
7. Number of Students (Men / Women). Give details course-wise.	M.C.A. =	59	54
8. Ratio of Teachers to Students	1 : 14		
9. Ratio of Teachers to Research Scholars	--		
10. Number of research scholars who have obtained their master's degree from other institutions	--		
11. Number of teachers in academic bodies of other Autonomous Colleges and Universities	--		
12. Latest revision of the curriculum (year)	2008		
13. Number of students passed in NET/SLET, etc. (last 5 years)	--		
14. Success Rate of students	91		
15. Demand Ratio (No. of seats : No. of applications)	40 : 72		
16. Awards and recognition received by faculty (last 5 years)	02		
17. Faculty who have attended Natl./Intl. Seminars (last 5 years)	08	01	
18. Number of national/ international seminars organized (last 5 years)	--	--	
19. Number of teachers engaged in consultancy and the revenue generated	--	--	
20. Number of ongoing projects and their total outlay	--	--	
21. Research projects completed during last five years & their Outlay	--	--	
22. Number of inventions and patents	--	--	
23. Number of Ph. D theses guided during the last five years	--		
24. Publications by faculty (last 5 years)	03		
25. Average citation index and impact factor of publications	--	--	
26. Number of Books in the Departmental Library, if any	1655		
27. Number of Journals/Periodicals in the departmental library	12+5		
28. Number of Computers	89		
29. Annual Budget (excluding salary)	50,000		

## A. Executive Summary

St. Xavier's College was established at Palayamkottai in 1923 by Jesuit Fathers with an aim of preparing generations of students for a happy, healthy and harmonious life. The history of the college is a saga of human excellence, endurance and commitment for more than eight decades. The Madras University recognized St. Xavier's College as the First Grade College in 1925 on the basis of its academic achievement. The college is situated in a semi-urban area, surrounded by many villages in the southern tip of Tamil Nadu. Most of its students belong to poor and middle-class families and 70 % of them are first generation learners. It is a Christian minority institution, which offers higher education to students without discrimination of caste or creed or religion, and the right of every student is protected. The focus is on inclusive education. The college aims to be an agent of social change, instilling in youth an awareness of the great need of social justice based on brotherhood and dignity of the human person in contemporary society.

The motto of the college is *Veritate Lumen et Vita* (Life and Light through Truth). It is a grant – in – aid institution recognized by the UGC Act under sections 2(f) and 12 (B). The college was affiliated to the Madurai Kamaraj University in 1966. In recognition of its service and excellence, the college was granted autonomy in 1987. The college was affiliated to the Manonmaniam Sundaranar University in 1990. The National Assessment and Accreditation Council assessed and accredited the college at Five Star Level in April 2000 and at “A” Grade in 2006. The UGC conferred the status of College with Potential for Excellence on St. Xavier's College in September 2004. At present, it is the only college with Potential for Excellence Status in the Manonmaniam Sundaranar University region.

The college has a spacious and sprawling campus, spread over an area of 58 acres, with an artistically constructed Church of Our Lady of Assumption at the centre, ideal classrooms, science laboratories, modern computer lab, a large auditorium, seminar halls, audio-visual room, hi-tech library with internet facilities, language lab, faculty rooms, open air stage, well-laid playgrounds, stadium, hostels and a guest house. Acclaimed as a premier institution for higher learning, the college offers 54 programme options (14 UG programmes, 14 PG programmes, 14 Research programmes, 2 Diploma programmes and 10 Certificate programmes) to students. Besides these programme options, extra credit courses are offered to enable students to earn more credits.

### **Criterion I: Curricular Aspects**

While the Tamil Nadu State Council for Higher Education (TANSCHÉ) introduced the Choice Based Credit System (CBCS) in all the affiliated colleges in Tamil Nadu in June 2008, St. Xavier's College had already introduced CBCS for UG courses in June 2002 and for PG courses in June 2003 in response to the emerging trends in the world. The CBCS structure was modified as per the guidelines given by TANSCHÉ in June 2008. The Choice Based Credit System followed in the college facilitates horizontal movement, enabling students to choose Skill Based Electives offered by other departments. For example, a student of Commerce studies Business English Course offered by the Dept. of English. The UGC guidelines are followed in the restructuring of curriculum and the courses are designed in modular form. The feedback from students, alumni, parents, employers, community, industry and academic peers is used for making significant changes in the curriculum.

The college has established provisions for slow learners and advanced learners. The Differential Streaming System in Part II General English, identified as one of the Best Practices by NAAC, has been followed at St. Xavier's College since 1987. Bridge Course is conducted at the beginning of the academic year, during which a Diagnostic Test and an Achievement Test are conducted to identify slow learners and advanced learners. UGC sponsored Certificate Course in Communicative English, a career-oriented programme, caters to the needs of first generation learners in UG programmes, especially the students who have studied through vernacular mode up to the higher secondary level. Extra Credit Courses and Elective Courses are offered according to the aptitude and difficulty level of students. The advanced learners are motivated to enrich their knowledge by studying Extra Credit Courses. Peer learning is encouraged. The advanced learners help the slow learners understand the subjects during and outside the class hours.

There is an obligatory course on computer literacy in the UG curriculum. All the UG students are expected to study a Computer Course. For example, B. A. English Literature students study a course on "Computer Literacy Programme" (Theory & Practical) during the fourth semester. The course is taught for four hours per week with four credits. Online practical examination is conducted. The Boards of Studies, which include academic peers, industrialists, university representatives, alumni and students ensure the currency and relevance of the programmes offered. One of the Best Practices of St. Xavier's College is the inclusion of one UG student and one PG student as members of the Board of Studies so as to get student feedback on curriculum.

The curriculum bears thrust on the national development and has been designed so as to include the global trends in higher education. Women's issues are incorporated in the curriculum. Women's Forum, under the guidance of the Dean of Women Students, conducts seminars/conferences/workshops, and the recommendations are sent to the various departments to incorporate the issues related to women in the curriculum. The Department of Foundation Courses, which consists of 38 teachers from various disciplines, ensures holistic education, focusing on truthfulness, honesty, culture and tradition. As per the guidelines given by the UGC, all the UG students undergo a compulsory course on Environmental Studies in III semester. The course materials for Value Education and Environmental Studies have been prepared by teachers. Student Training and Action for Neighbourhood Development (STAND), is an outreach programme specially designed by the college to take the fruits of education to villages, facilitating "Lab to Land" activity.

### **Criterion II: Teaching-Learning and Evaluation**

The college follows the Government norms in admission process. 50% of the seats are filled as per the Government policy of reservation and 50% of the seats are filled using the minority quota. Dalits, economically weaker students and first generation learners are given preference in admission. A general merit list is prepared as per the reservation policy of the Government. The list of provisionally selected candidates is displayed on the notice board and call letters are sent to the candidates. When the admission process is completed, the details are sent to the University and to the Regional Joint Director of Collegiate Education. Admission to M.C.A. programme is made as per the Tamil Nadu Government Reservation rules and AICTE guidelines.

As per the recommendation made by the NAAC Peer Team in 2006, the college administration has made the conduct of remedial classes a quality enhancement measure, making it more formal and effective and extending it to all the departments. Remedial classes were conducted for 21 courses under UGC XI Plan Merged Scheme at the college level; the Dept. of English and other Departments conducted 11 additional remedial programmes during the last five years.

The process of student feedback on teachers has been made scientific and comprehensive. This is a significant quality enhancement measure implemented by the college. IQAC conducts the process of student feedback on teachers at the end of every semester. The analysis of the feedback is handed over to Rev. Fr. Secretary,

Rev. Fr. Principal and the teachers. Rev. Fr. Secretary meets the teachers individually and instructs them to improve their performance based on the results of the evaluation. Besides student feedback on teachers, self-appraisal is also done by individual teachers. The questionnaires are printed by the college and issued to individual teachers through IQAC.

The college consists of 152 teachers, of whom 78 teachers are in grant-in-aid stream, 56 teachers in self-financing stream, 16 teachers in the management stream and 2 teachers in part-time mode. 30.66 % are women teachers. Out of 78 teachers in grant-in-aid stream, 47 teachers have Ph.D. 29 teachers have undergone orientation programmes / refresher courses conducted by Academic Staff Colleges in universities during the last five years; 7 teachers have availed of Faculty Development Programme facility under UGC XI Plan. Teachers are selected as per UGC and University norms. The selection is done by a selection board constituted by the Central Recruitment Board for Higher Education in Jesuit Colleges. The appointments are approved by the Government. Teachers in the Management Stream are appointed in unfilled / retirement vacancies, and the Management meets the salary expenses from its own resources. As on 09.04.2011, the Management has provided out of its own financial resources 16 teachers, 5 non-teaching staff and 1 technical assistant in order to sustain quality in teaching-learning process. Thus, the required teacher--student ratio is maintained.

The college follows semester system with Continuous Internal Assessment. The results of the Continuous Internal Assessment are announced before the last working of every semester. The semester results are declared within 15 days after the examination. External examination is of three hour duration for all the theory papers and practical papers. Every theory paper has objective type questions, which constitute 20% of the question paper. The college has introduced evaluation reforms during the last five years. Online submission of examination forms for all the regular students was followed. Online examination for computer papers was introduced. The Chief Superintendent and Chairmen of Boards of Examiners help the Controller of Examinations ensure security and confidentiality of the evaluation system.

St. Xavier's College is one of the few colleges in the country with an excellent mechanism for teaching and assessing the speaking skill of the students. The teachers of the Dept. of English perform this task through viva voce for the benefit of all the first year and second year UG students. For example, in April 2011, 1340 students appeared for viva voce in General English. The Regional Field Unit of Centre for Testing and Evaluation, Ministry of HRD, Government of India, was established in 2008--2009. The National Testing Service

aims to formulate tools of measurement for determining the language skills of learners at different levels.

### **Criterion III: Research, Consultancy and Extension**

Research is a significant activity of the college. The Management follows a proactive policy of encouraging professional development of teachers and provides T.A., D.A. and Registration Fee to those who present papers in national seminars / conferences / workshops organized by other institutions. During the last five years, 323 papers were presented in seminars / conferences and Rs. 84,140 was paid to the paper presenters. One of the strengths of the college is the publication of research papers, books and proceedings of national conferences. 40 books, 619 research papers (including 525 research papers published in refereed journals) and 10 proceedings were published during the last five years. Incentives are given to the teachers who publish papers in refereed journals. During the last five years, Rs. 92,250 was given as incentive for publication. Research awards for Arts and Science have been instituted by the Management. Seed money is given to the departments every year for conducting national seminars/conferences/workshops. During the last five years, Rs. 3,85,063 was given as seed money from autonomy grant. 42 national seminars / conferences, 38 state-level seminars and 4 international conferences were organized by the college.

One of the significant quality measures introduced by the college for promotion of research is the launching of three international journals: *Journal of Biopesticides*, *Sciencia Acta Xaveriana* and *Inter-Disciplinary Research Journal for Humanities*. During the last five years, 5 departments were upgraded as research departments by the Manonmaniam Sundaranar University. 18 teachers were approved as research guides. There are 14 ongoing major projects for the allocated amount Rs. 7,37,60,710 and 4 minor projects for Rs. 3,70,000. The college has research funding from UGC, CSIR, DST, DBT, TNSC, MEF, MoEs, ICMR and OBT. During the last five years, 246 students were awarded M.Phil. Degree and 56 research scholars were awarded Ph.D. Collaboration with other academic bodies / industries / research institutes is one of the Best Practices of the college. At present, the college has 93 linkages (22 foreign linkages and 71 national linkages) for research and extension.

STAND outreach programme is carried out on a grand scale. 8 village visits and 1 camp are compulsory for UG students; 4 village visits and 1 camp are compulsory for PG students. Every year 850 students and 25 teachers are actively involved in STAND outreach

programme. 800 N.S.S. volunteers perform extension activities under the guidance of teachers. Women students actively participate in extension activities as N.S.S. volunteers and N.C.C. cadets. At present, 250 women students out of 800 students are in N.S.S. and 33 women students out of 104 students are in N.C.C.

#### **Criterion IV: Infrastructure and Learning Resources**

The college is endowed with well-maintained physical infrastructure to run all the academic programmes. Library, science laboratories, language lab, computer lab, seminar halls, classrooms, office, rest rooms, sports fields, hostels, canteen, guest rooms and sanitary provisions have been established on the college campus. The college has a total no. of 566 computers, including 46 laptops. There are 129 internet systems, 36 LCDs, 18 OHPs and 3 Slide Projectors. All the departments have computers / laptops with internet facility. The research centers of the Department of Advanced Zoology and Biotechnology have six well-equipped laboratories. The research centres of the Department of Plant Biology and Plant Biotechnology have 3 hi-tech laboratories. The departments of Biosciences have a common instrumentation centre, Botanical garden, Medicinal plant garden, Green house, Aquaculture ponds, Microphotographic centres and Insectoriums. The Co-curricular activities are carried out in Fr.Lebeau auditorium, Loyola Hall, Fr.Caussanel Hall, MCA Seminar Hall and Fr.Miranda Hall. An open air stage is available for public functions and cultural activities.

During the last five years, PG laboratories for Physics and Chemistry were established; Language Lab was strengthened; Entrepreneurship Development and Research Centre (ED & RC) was established; Women's Hostel was constructed at a cost of Rs. 2.5 crore, including the financial assistance of Rs. 80 lakh from UGC; VisCom digital lab, drawing room and studio were established; Smart Classrooms were established in the Dept. of Plant Biology & Plant Biotechnology, Dept. of Advanced Zoology & Biotechnology and Dept. of Chemistry; An auditorium was constructed in the hostel at a cost of Rs. 25 lakh. As per the recommendation made by the NAAC Peer Team, blackboards in all classrooms were replaced by ceramic boards in 2007--2008. The galleries in the stadium, which could accommodate 1000 students, were strengthened. A convenient pavilion was constructed between the two wings of the galleries.

The library building spreads over an area of 23,266 sq. ft, housing an Internet resource centre and a language laboratory. There are 1,03,281 volumes on various subjects, 128 Indian journals, 3 foreign journals, 2790 back volumes of journals, 1333 CDs / DVDs,



5databases and 130 manuscripts. During the last five years, new books were purchased for Rs.49,32,974 and new journals for Rs.4,31,646. Folklore Resources and Resources Centre (FRRC) library, which has 10500 photographs, 339 theses, 700 hours of videographs of Hi-8 type, 3500 hours of audio documents, 180 slides and 130 manuscripts, is a treasure for international students. The Dept. of Visual Communication has 2,800 short films in both English and Tamil, and 500 short video visuals.

There are separate hostels for men and women. Xavier Hostel, 320 rooms which can accommodate 600 men students. At present 450 men students are staying in the hostel. A number of sports and game facilities including indoor games, auditorium, recreation room and reading rooms are available in the hostel. Generators have been installed in the college to provide uninterrupted power supply to classrooms, departmental staff rooms, laboratories, office rooms, seminar halls, etc. Water purifier (Reverse Osmosis System) has been established at a cost of Rs.11,15,000.

### **Criterion V: Student Support and Progression**

The student strength of the college in 2010--2011 is 3004. Women students are admitted without discrimination. Out of 2139 UG students, 901 students are women (42%) ; out of 562 PG students, 335 students are women (60%) ; out of 45 M. Phil. students, 33 are women (71%); out of 258 Ph.D. scholars, 96 are women (37%). In order to enhance the participation of women in academic and administrative activities of the college, a woman representative was made Joint Secretary of Student Council, and Dean of Women Students was appointed in June 2008. Women's Forum was established on 25.07.2008.

Differently-abled students are encouraged by giving financial help through Government Scholarships, Management Scholarships, Endowment Scholarships and "One Rupee a Day per Student" Scheme. Economically weaker students are identified in the villages through STAND outreach programme and are given fee concession in admission. In UG programmes such as English Literature and Commerce where the demand ratio is high, 65% of students are from economically weaker sections. Preference is given to athletes, sports persons and artists in admission. No capitation fee is collected during admission.

One of the Best Practices of the college is the system established in the Principal's Office to receive the Government Scholarship and distribute it to the students in the presence of their parents. In 2010--2011, Rs. 48,22,045 was distributed to 1194 students. In addition to the Government Scholarship, the Management Scholarship (Rs. 6,42,513) was given to

economically weaker students. The stakeholders of the college have established 72 endowment scholarships for helping the poor students and meritorious students. UGC has allocated Rs. 34,00,000 to the college under XI Plan Merged Scheme for the empowerment of SC/ST/OBC students of the college.

Inter Departmental Competition (INDECO), a cultural programme held in September every year, is a great source of inspiration for students and is performed on a grand scale. Departmental Associations regularly organize guest lectures by external experts, competitions and celebration of important events. Academic Festival is an inter-collegiate competition organized in December every year by all the departments. It focuses on the development of co-curricular activities and it is one of the Best Practices of St. Xavier's College. About 2000 students from other colleges participate in Academic Festival. Students have brought laurels to the institution by their efficient performance in sports and games held at the state, regional, national and international levels during the last five years. NET / SLET coaching classes are organized by Alumni/ae Association. The Co-ordinator of the Placement Cell ensures employment opportunities for students.

### **Criterion VI: Governance and Leadership**

The College has a perspective plan for institutional development. The academic calendar is prepared at the beginning of the academic year and given to the staff and students on the first working day of the college. The college has ensured academic freedom, especially in curriculum designing and formulation of innovative teaching strategies. Autonomous status has helped the college to offer academic programmes so as to suit the local needs. For example, B.Sc. Visual Communication is not offered in the Manonmaniam Sundaranar University region. St. Xavier's College started B.Sc. Visual Communication in June 2009 and the programme has been a successful venture.

The college conducts academic audit in a systematic manner. Curriculum is reviewed not only in the meetings of the Board of Studies and Academic Council but also by academic peers in other institutions. Regular "A" order meetings in which the Principal, the Secretary, Vice-Principals, Deans, Controller of Examinations, IQAC Co-ordinator and Heads of Department discuss academic matters are a kind of academic audit. Academic audit is ensured through the interaction between the IQAC and the various sub-units of an institution.

The college has established Development Office for fund raising so that new infrastructural facilities may be created in the forthcoming years. The college regularly

receives fund from UGC for various schemes including College with Potential for Excellence scheme. UGC has sanctioned Rs.70 lakh for the construction an indoor stadium. The Management has initiated the construction of M.B.A. building at the cost of 1.20 crore. UGC has allotted Rs.92,30,000 under XI Plan Merged Scheme. The college will utilize this amount as per the instructions given by UGC before March 2012.

For an effective and efficient administration the Principal delegates his power to the different officials. The Secretary provides infrastructural facilities and looks after staff salary, P.F., pension, etc. The Deputy Principal monitors the activities of Shift II programmes. The Vice-Principal conducts Continuous Internal Assessment. The Controller of Examinations conducts external examination and publishes semester results. The Dean of Arts and the Dean of Science assist the Principal in UGC matters and the conduct of meetings. The Dean of Students and the Dean of Women Students monitor cultural programmes. The IQAC Co-ordinator deals with NAAC correspondence and suggests quality measures to be implemented in the college. The Heads of Department perform various functions related to their respective departments. The Co-ordinators of Service Organizations help students get involved in extension activities.

### **Criterion VII: Innovative Practices**

Internal Quality Assurance Cell (IQAC) was established on 02.12.2003 for internal quality checks. IQAC stimulates the academic environment for promotion of quality of teaching-learning process and research in the college by i) conducting student feedback on teachers at the end of every semester, ii) publishing IQAC Newsletters every year for dissemination of information among the stakeholders of the college, iii) organizing a two-day Orientation Programme for teachers at the beginning of every academic year, iv) submitting Annual Quality Assurance Report (AQAR) to NAAC at the end of every academic year, and v) conducting academic audit of the functioning of all the departments. With an aim to provide a suitable platform for academicians to discuss the best practices in Student Support and Progression, IQAC of St. Xavier's College organized a two-day National Conference on "Quality Initiatives for Student Support and Progression" sponsored by NAAC on 4<sup>th</sup> & 5<sup>th</sup> December 2009. 175 academicians participated in the Conference.

In addition to the Value Education Course specified by the Govt. of Tamil Nadu, St. Xavier's College has introduced Ethics, Religion, Personality Development and Human

Rights courses to impart holistic education. The college has got a long tradition of extending counselling to students. There are two full-time counsellors in the college to offer personal guidance to students in the cultivation of emotional, moral and social virtues. Counselling is done through Tutor--Ward System also. As mentioned in the College Calendar, the meetings of Tutor and Wards are held on “F” order for I UG students and “B” order for II UG students. The meeting is mandatory and record notebooks are maintained to indicate personal and academic aspects. The ratio of tutor--ward is 1 : 8. Tutor--Ward System is one of the Best Practices of the college.

The ultimate aim of St.Xavier’s College is to achieve a synthesis of intellectual, moral and spiritual development of students. The college ensures the total formation of students through curricular and co-curricular activities, research and extension, community orientation and neighbourhood service, and personal guidance and counselling. Students are the *summum bonum*.

## B. Criterion-Wise Evaluative Report

### 1.1 Curriculum Design and Development

#### 1.1.1 State the vision and mission of the institution.

##### Vision of St. Xavier's College:

“To mould young men and women as leaders in all walks of life so that they may serve the people, especially the poor and the oppressed of our nation in truth, justice and love”

##### Mission of St. Xavier's College:

- To achieve a synthesis of academic excellence and formation of character
- To ensure social justice through equity and access
- To equip students with global competencies
- To engage in relevant research activities
- To promote Lab to Land through outreach programmes

#### 1.1.2 What are the goals and objectives of the institution? How are they made known to the various stakeholders?

- ❖ The main objective of St. Xavier's College is “to work towards liberation together with the poor.” The focus is on inclusive education. The college strives to achieve a synthesis of equity and excellence. The aim is to inculcate a value system in students so that they may attain holistic development.
- ❖ The goals and objectives are made known to the stakeholders through the meetings with Students' Council, Parents, Alumni, Research Cell, Extension Service Organizations, Placement Cell, Tutor--Ward System and the Media.

- ❖ The display of Vision Statement and Mission Statement in prominent places on the campus helps the stakeholders identify the goals and objectives of the college.
- ❖ The goals and objectives are made known to the freshers during the Bridge Course conducted at the beginning of the academic year.
- ❖ All the teachers who have less than five years of teaching experience undergo an Orientation Programme organized by the IQAC. The themes of the Orientation Programme are related to the Jesuit concept of higher education and recent trends in educational psychology.
- ❖ The goals and objectives are made known to the stakeholders during the various functions and celebrations.

**1.1.3 How are the institutional goals translated into the academic programmes, research and extension activities of the institution?**

- ❖ The institutional goals are translated into suitable academic programmes, research and extension activities through IQAC, Board of Studies, Academic Council, CBCS Restructuring Committee and Research Cell, which orient the departments and research centres towards quality enhancement.
- ❖ Outreach Programmes take the benefits of higher education to the poor people in the hamlets near Palayamkottai.
- ❖ Curriculum is designed through a need assessment process and consultation with expert groups. The college has developed information database from faculty, students, alumni, employers and academic peers through interaction, review of the syllabus and feedback. The decisions are formalized in statutory academic bodies. The courses which have relevance and significance in the present context are recommended by the

Boards of Studies, discussed in the Academic Council, and finally approved by the Governing Body.

- ❖ 64 endowment scholarships have been instituted to help economically disadvantaged students and first generation learners.

**1.1.4 What are the major considerations addressed by the goals and objectives of the institution? (Intellectual, Academic, Training, access to the Disadvantaged, Equity, Self development, Community / National Development, Ecology and environment, Value orientation, Employment, ICT introduction, Global demands, etc.)**

The goals and objectives of the institution address the following aspects:

- Contributing to National Development
- Fostering Global Competencies among Students
- Inculcating a Value System among Students
- Promoting the Use of Technology
- Quest for Excellence

Besides these Core Values, importance is given to the following aspects:

- Preference to economically disadvantaged students
- Raising the academic performance of the first generation learners and S C/S T students through remedial programmes
- ICT-enabled teaching-learning process
- Curriculum designing to incorporate current trends in the changing global scenario

**1.1.5 Does the curriculum developed / adopted address the needs of the society and have relevance to the regional / national developmental needs?**

- Yes. The curriculum is designed so as to address the needs of the society and have relevance to the regional / national developmental needs.
- **UG Curriculum:** The diversified UG curriculum, based on the cafeteria model, offers a number of choices through job-oriented and skill-based courses. All the Skill-

Based Elective Courses are inter-disciplinary in nature. There is a provision for choosing Extra Credit Courses and add-on courses offered outside the class hours in order to earn more credits. Thus the curriculum provides every student with opportunities for developing skills needed in the present social environment. It is also mandatory that every student should involve himself/herself in any one of the extra-curricular activities to earn one credit under Part V.

- **PG Curriculum:** The course pattern for PG courses under CBCS has two parts: Core Courses and Elective Courses. The PG curriculum gives more opportunities for inter/multi disciplinary approach, which is the need of the hour. E.g. M.A. Folklore and Communication is a multi-disciplinary course, which includes subjects like Linguistics, Cultural History, Anthropology, Communication and Sociology. The Dept. of Social Work offers courses like Transgender, Cyber Crimes, etc. The Dept. of M.C.A. offers courses which are relevant to the present needs of the society (E.g. E-Commerce, Managerial Economics, etc.)

**1.1.6 What percentage of the courses focus on experiential learning, including practical and work experience for overall development of students and what measures have been taken in the curriculum design?**

- 75 % of Science courses, 50 % of Commerce courses and 40 % of Arts courses focus on experiential learning. (More details are given in Criterion II under the Key Aspect “Teaching-Learning Process” – 2.3.9.)
- In Science Courses, all the theory papers have practical components.

**1.1.7 How is employability ensured through curriculum design? Does the institution focus on multi skill development of students in its programmes?**

Yes. The institution focuses on multi skill development of students in order to ensure employability. Curriculum under CBCS enables the Placement Cell to conduct



programmes throughout the year so as to help students acquire the necessary soft skills for employment. The examples are given below:

- ❖ In **M.S.W.**, curriculum was so designed that 75 % of the final year students, who also constituted the first set of outgoing students, got placement through Campus Interviews organized by the Dept. of Social Work.
- ❖ In **M.C.A.**, besides the Core Courses, Dot Net, Mobile Computing, Group Discussion, Accounting and Financial Management and Spoken English are included to accelerate employment opportunities.
- ❖ **The Dept. of English** offers courses such as English for Career, Business English, Interview Skills, Journalism and Mass Communication, English Language Teaching, English Literature for NET / SLET Examinations, Research Methodology and Spoken English.
- ❖ **UGC sponsored Certificate Course in Communicative English** is a career-oriented programme, which caters to the needs of poor students in II and III year UG programmes, especially the students who have studied through vernacular mode up to the higher secondary level. The course has been designed with the following objectives:
  - To help students develop fluency in English through group discussion
  - To reinforce the various communicative functions in contextualized presentations
  - To help students learn the essential aspects of English grammar
  - To create suitable situations for role play, debate, panel discussion, etc.
  - To help students acquire interview skills
- ❖ **The Dept. of Commerce** offers courses such as Training for Call Centres and BPO, Stock Operations, Banking Sector, Training for Marketing Representatives, Self

Employment and Entrepreneurship, Tax Consultancy Service, H R Professionals and Consultants, Micro Finance, and Training for Research Project Assistants.

- ❖ **The Dept. of Zoology** offers courses such as Bioinformatics, Vermitechnology, Aquaculture, Ornamental Fish Culture and Sericulture.
- ❖ **B.Com (Vocational) course**, introduced under the UGC's innovative scheme of introducing vocational courses in 1996, has been further improved in the field of internship and on-the-job training.
- ❖ **The Dept. of Corporate Secretaryship** offers courses such as Package Tally and Office Automation, Financial Accounting, Corporate Accounting, Management Accounting for CA and CWA, Company Administration and Secretarial Practice.
- ❖ **The Dept. of Physics** offers courses such as C ++, Electronic Instrumentation, Physics for Competitive Examinations, Nano Physics, Optoelectronics, Advanced Quantum Mechanics and Advanced Material Science.
- ❖ **The Dept. of Business Administration** offers courses such as Aptitude Test for Career, Entrepreneurial Development and Personality Development, Skills for Team Players, Human Resource Management, Group Discussion and Interview Techniques.
- ❖ **The Dept. of Tamil** offers courses such as Training for Archeological Field, Journalism and Mass Communication, and Tamil Language Teaching.

#### **1.1.8 Is there a provision for computer skills to be incorporated in the curriculum for all students?**

Yes. There is an obligatory course on computer literacy in the UG curriculum. All the UG students must study a Computer Course. For example, all the B. A. English Literature students study a course on “Computer Literacy Programme” (Theory &

Practical) during the fourth semester. The course is taught for four hours per week with four credits. Online practical examination is conducted. B. Com. Students study Computers in Business, Tally Package, Office Automation, Web Design, etc.

**1.1.9 List the twining/collaborative arrangements within and outside the country for various programme offerings.**

- Promoting MoU with industries / research centres was the main focus of the academic year 2010--2011. Accordingly, 13 MoUs for enhancing quality in curriculum designing, experiential learning and inter-disciplinary research were established in 2010--2011. Dissemination of knowledge is achieved through the MoUs.
- Research Centres have established collaborations within and outside the country for research and curriculum updating process.

<b>Name of the Research Centre</b>	<b>National</b>	<b>Overseas</b>	<b>Total</b>
Centre for Aquaculture Research and Extension	23	14	37
Entomology Research Unit	01	07	08
Plant Molecular Biology Research Unit	03	02	05
Crop Protection Research Centre	05	01	06
Centre for Biodiversity and Biotechnology	08	---	08
Total	40	24	64

(The detailed list is given in Criterion III under the Key Aspect “Collaborations” – 3.5.2).

- Conducting national seminars/conferences in collaboration with other academic bodies/industries in India is a regular feature of the college. Resource persons and paper presenters from various parts of the country attend the seminars / conferences to facilitate dissemination of knowledge.

### **1.1.10 How are the global trends in higher education reflected in the curriculum?**

#### **How do they help in developing global competencies among students?**

The global trends in higher education are reflected in the curriculum on account of the inclusion of subjects of current interest. For example,

- The Dept. of Social Work offers courses such as Cyber Crime, Intellectual Property Rights, Information Technology.
- The Dept. of M.C.A offers courses such as Human Machine Interaction, J2ME, Dot Net.
- The Dept. of English offers courses such as Diaspora Literature, Current Trends in Literary Theory and Criticism and Journalism.
- The Dept. of Chemistry offers courses such as Food Chemistry, Dairy Chemistry, Agricultural Chemistry, Nano Chemistry and Green Chemistry.
- The Dept. of Zoology offers courses such as Genomics and Proteomics, Fish Hybridization Techniques, Pharmacology, Fish Genetics, Environmental Toxicology and Microbial Genetics.
- The Dept. of Economics offers courses such as International Economics and Indian Economic Development.
- The curricula of Commerce, Corporate Secretaryship and Business Administration include courses such as Corporate Governance, Corporate Finance, International Business and Financial Services.

### **1.1.11 What thrust is given to ‘Information and Communication Technology’ in the curriculum for equipping the students for global competition?**

- To promote ICT-enabled learning process, the college has provided internet facility for the faculty and students. Students are motivated to make use of the internet facility in the College Internet Centre, which provides 40 systems for browsing.

- Teachers are encouraged to prepare computer aided teaching materials, drawing information from the internet. Students are encouraged to submit their assignments through e-mail.
- Online tests and examinations are conducted.
- Online submission of examination application forms was introduced in March 2011 by the Office of the Controller of Examinations.
- An obligatory Computer Course is introduced in UG curriculum.
- Diploma and Certificate programmes are offered to students outside the class hours to acquire the necessary skills in the use of ICT materials.

**1.1.12 What are the courses aiming to promote value education /social citizenship roles?**

The following courses offered by the Dept. of Foundation Course aim to promote value education /social citizenship roles:

<b>Semester</b>	<b>Course</b>	<b>Hours</b>	<b>Credits</b>
I	Religion I / Ethics I	2	2
I	Human Rights and Social Analysis	2	2
II	Religion II / Ethics II	2	2
II	Personality Development	2	2

**1.1.13 How does the institution involve internal and external academics and experts from industry (employees) / service sector, in the curriculum development process?**

- Experts from industry / service sector are the members of the Governing Body, Academic Council, Planning and Evaluation Committee, Board of Studies and IQAC.

The views of internal and external academics and experts from industry / service sector are taken into consideration in the curriculum designing process.

- Experts in different subjects are invited to deliver guest lectures.
- Seminars, conferences and workshops on curriculum designing are conducted.

**1.1.14 Specify the steps undertaken by the institution in the curriculum development process. (Need assessment, development of information database from faculty, students, alumni, employers and academic experts, and formalizing the decisions in statutory academic bodies.)**

- ❖ As part of the Academic Audit, the syllabus of every department was sent to academic peers in various institutions and the recommendations were discussed in the meetings of the Boards of Studies. The resolutions passed in the Boards of Studies were discussed and approved by the Academic Council and the Governing Body.
- ❖ One of the Best Practices of St. Xavier's College is the inclusion of one UG student and one PG student as members of the Board of Studies so as to get student feedback on curriculum.
- ❖ Feedback from Alumni, Employers and Parents were obtained and discussed in the Boards of Studies.
- ❖ Exit Poll was conducted to get the views of outgoing students.
- ❖ In order to modify the structure of CBCS as per the TANSCHÉ model, a three member committee was constituted, comprising Dr.V.S.Joseph Albert (IQAC Co-ordinator & HOD of English), Dr.K.Natarajan (HOD of Plant Biology & Plant Biotechnology) and Mr.T.S.A.Bernard Chandra (Dean of Arts). The Committee brought out course structures for B.A./ B.Sc./ B.Com/ B.BA. programmes on 06.05.'08 and allocated the number of courses and credits for Part—I (Tamil),

Part—II (English), Part—III (Major & Allied courses), Part—IV (Non-Major Electives, Skill Based Electives, Environmental Studies and Value Education), and Part—V (Extension Activities). The Second meeting of the Core Committee was held on 12.05.'08. The Committee brought out the course structure for M.A. M.Sc. / M.Com. programmes and allocated the number of courses and credits for Core Courses, Elective Courses and Project. The Core Committee had interaction with the Heads of Department in the Conference Hall on 21.05.'08 and explained the salient features of the new curricular structure to be introduced in June 2008.

- ❖ The IQAC arranged a seminar on Choice Based Credit System for the teaching staff in June 2008. Dr.S.Gopalakrishnan, Prof & Head, Dept. of Pharmaceutical Chemistry, Manonmaniam Sundaranar University, Dr.V.S.Joseph Albert, Dr.K.Natarajan and Mr.T.S.A.Bernard Chandra delivered lectures on the logistics of Choice Based Credit System.

#### **1.1.15 How do Boards of Studies ensure the currency and relevance of the programme offerings?**

The Boards of Studies, which include academic peers, industrialists, university representatives, alumni and students ensure the currency and relevance of the programmes offered. The curriculum bears thrust on the national development and is designed so as to include the global trends in higher education. During the meetings of the Boards of Studies in 2010--2011, the significance of add-on courses was one of the main points of discussion.

#### **1.1.16 Are Women's issues incorporated in the curricula? If yes, what are the initiatives taken to introduce women-related issues / topics in the curriculum?**

- ✓ Yes. **Women's Forum**, under the guidance of the Dean of Women Students, conducts seminars / conferences / workshops, and the recommendations are sent to the

departments so as to incorporate the issues related to women in the curriculum wherever possible. For example, the Women's Forum conducted a National Seminar on "Women in Neo Colonial Era" on 14.03.2011.

- ✓ **The Dept. of Social Work** offers courses such as "Development of Marginalized Communities," which deal with the status of women in the contemporary society, constitutional provisions to safeguard the interests of women, role of NGOs in the empowerment of women, impact of globalization on women, etc.
- ✓ **The Dept. of English** offers courses such as "Women's Writing in English" to help students realize the double marginalization of women in society. Feminism forms an integral part of Literary Criticism Course.
- ✓ **The Dept. of Zoology** has introduced in the curriculum women-related issues: Reproductive Technology, Ovarian Cancer, Menstrual Cycle, Hormonal Disorders, Sexually Transmitted Diseases, Contraceptive Devices and Syndromes.
- ✓ **The Dept. of Tamil** offers courses which deal with feminism and women empowerment.
- ✓ **The Dept. of Commerce** offers courses which deal with Maternity and Women Employee Welfare, Financial Assistance to Women Entrepreneurs, Activities of Women Self Help Groups and Gender Issues.
- ✓ **The Dept. of Foundation Course** offers Value Education Courses, which deal with the problems of women, human rights and women empowerment.

## 1.2 Academic Flexibility

**1.2.1 What is the range of programme options available to learners in terms of Degrees, Certificates and Diplomas? Give the cut off percentages for admission at the entry level.**



- ❖ The college offers 54 programme options (14 UG programmes, 14 PG programmes, 14 Research programmes, 2 Diploma programmes and 10 Certificate programmes to students in terms of Degrees, Diplomas and Certificates. Besides these programme options, extra credit courses are offered to enable students to earn more credits.
- ❖ The eligibility for admission to UG programmes is a pass certificate in higher secondary examination (35%); for admission to PG programmes, the eligibility is a degree approved by any university recognized by UGC; for admission to M. Phil. programmes, the eligibility is a minimum of 55% in PG degree examination.

### **UG PROGRAMMES**

#### **Arts**

1. English Literature
2. Tamil
3. Economics

#### **Science**

4. Mathematics
5. Computer Science
6. Physics
7. Chemistry
8. Plant Biology and Plant Biotechnology
9. Zoology
10. Visual Communication

#### **Commerce**

11. Commerce (General)
12. Commerce with Computer Applications (Vocational)
13. Corporate Secretaryship
14. Business Administration

## **PG PROGRAMMES**

### **Arts**

1. English Literature
2. Tamil
3. Folklore and Communication
4. Economics
5. Social Work

### **Science**

6. Mathematics
7. Computer Science
8. Information Technology
9. Physics
10. Chemistry
11. Botany
12. Zoology
13. M.C.A

### **Commerce**

14. M.Com

## **RESEARCH PROGRAMMES**

### **M. Phil.**

1. Tamil
2. Mathematics
3. Botany
4. Commerce

### **Ph. D.**

1. English
2. Tamil
3. Folklore and Communication
4. Mathematics
5. Computer Science

6. Physics
7. Chemistry
8. Botany
9. Zoology
10. Commerce

### **DIPLOMA PROGRAMMES**

1. G. Diploma in Computer Applications (PGDCA)
2. P.G Diploma in Computer Applications in Business (PGDCAB)

### **CERTIFICATE PROGRAMMES**

1. Communicative English
2. Short Film Analysis
3. Embroidery for Women Students
4. Typewriting
5. Spoken French
6. Painting
7. Yoga for Human Excellence
8. Premier Pro-Video Editing
9. Professional Photography
10. Web Designing

**1.2.2 Does the institution offer any self-financing programmes in the institution? List them.**

The institution offers 30 self-financing programmes:

### **UG PROGRAMMES**

#### **Arts**

1. English Literature
2. Tamil

**Science**

3. Computer Science
4. Visual Communication

**Commerce**

5. Commerce (General)
6. Commerce with Computer Applications (Vocational)
7. Corporate Secretaryship
8. Business Administration

**PG PROGRAMMES****Arts**

1. English Literature
2. Economics
3. Social Work

**Science**

4. Computer Science
5. Information Technology
6. Physics
7. Chemistry
8. M.C.A.

**RESEARCH PROGRAMMES****M. Phil.**

1. Botany
2. Commerce

**DIPLOMA PROGRAMMES**

1. Diploma in Computer Applications (PGDCA)
2. P.G Diploma in Computer Applications in Business (PGDCAB)

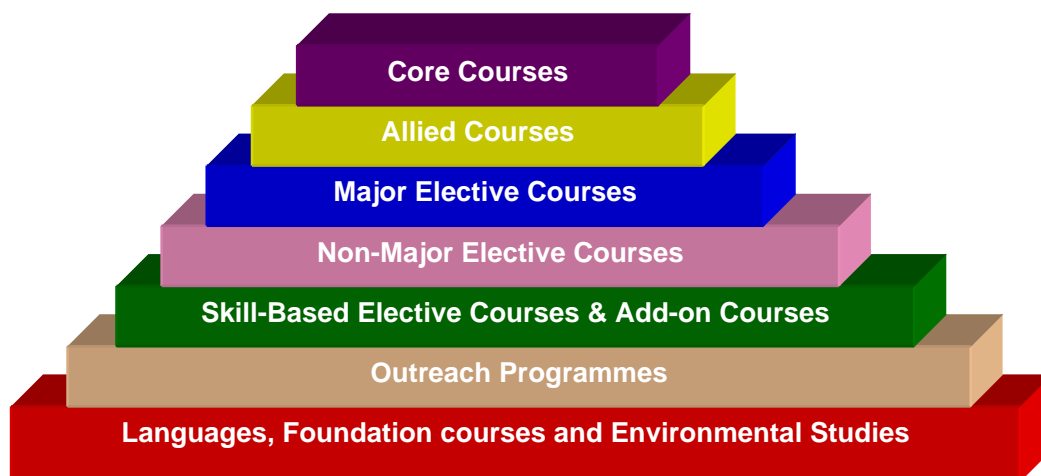
**CERTIFICATE PROGRAMMES**

1. Communicative English
2. Short Film Analysis

3. Embroidery for Women Students
4. Typewriting
5. Spoken French
6. Painting
7. Yoga for Human Excellence
8. Premier Pro-Video Editing
9. Professional Photography
10. Web Designing

**1.2.3 How does the institution provide for flexibility in the use of a) Core options b) Elective options c) Supportive courses d) Allied courses?**

The Choice Based Credit System provides flexibility in programme options. All the courses in the present curriculum exist in modular form.



**Part I -- Tamil / Hindi / French:** With the twin objectives of developing the language skills and teaching the values of culture and tradition, General Tamil/Hindi / French is offered during the first and second years of the UG Programme. Basic Tamil Course is offered to students who have not studied Tamil up to higher secondary level. Advanced Tamil Course is offered to students who have studied Tamil up to higher secondary level and have selected Hindi/French as Part I subject.

**Part II -- English:** In order to make the entrants to the degree level feel confident with the medium of instruction (English), an intensive teaching of English is envisaged in the Choice Based Credit System. The main objective of the General English Course is to help students develop communication skills.

**Part III:** a) **Core Courses:** These courses deal with the fundamental concepts and lead the students towards taking up application-oriented courses.

b) **Allied Courses:** These are the traditional ancillary courses. Under the present system each student will have to take four Allied Courses in the UG programme.

c) **Major Elective Courses:** These courses are designed to provide choices to students in major elective courses.

**Part IV:** The courses under Part IV focus on personality development and communication skills. Part IV consists of the following courses:

- Value Education
- Non-Major Elective Courses
- Skill-Based Elective Courses and
- Environmental Studies

The Department of Foundation Courses, which consists of 38 teachers from various disciplines, focuses on truthfulness, honesty and sensitivity to the condition of the fellow human beings. As per the directions of UGC, all the UG students undergo a compulsory course on Environmental Studies in III semester. The course materials for Value Education and Environmental Studies have been prepared by the teachers belonging to the Departments of Foundation Courses and Life Sciences.

**Part V -- Extension Activities:** STAND, an outreach programme developed by the college to take the fruits of education to villages, is a compulsory programme introduced in II UG and I PG courses. The NAAC Peer Team Reports 2000 and 2006 consider STAND a healthy practice of the college. Apart from STAND, other service organizations like N.S.S., N.C.C., AICUF, Democracy Forum, St. Vincent de Paul Society, Consumer Forum, etc. enable the students to serve the society and contribute to national development. Students earn extra credits through these activities.

**Extra Credit Courses (ECCs):** These courses are inter-disciplinary courses, designed to facilitate horizontal movement. Students study these courses outside the class hours and earn more than the credits required to get a degree.

**The PG programme** provides Core options and Elective options. The aim of the PG curriculum is to develop the skill of problem solving and promote research culture among students.

**1.2.4 Does the institution provide flexibility for combining the conventional and distance mode of education for students seeking the combination of courses they are interested in?**

The Choice Based Credit System enables students to seek the combination of courses they are interested in. This system provides the learner with an opportunity to match his/her aptitude and interest with the subject of his/her choice and enables him/her to learn at his/her own pace.

**1.2.5 Does the institution provide flexibility to students to move from one discipline to the other? Give details.**

Yes. All the Skill Based Courses are designed so as to facilitate horizontal movement. This is one of the Best Practices of the college. For example, a Physics Major student

can select the Skill Based Courses offered by the Dept. of English such as Spoken English, Reading Skills, Writing Skills, Interview Skills, English for Competitive Examinations, Word Power and The Art of Public Speaking. A Chemistry Major student can study the Skill Based Courses offered by the Dept. of Plant Biology and Plant Biotechnology such as Clinical Microbiology and Mushroom Cultivation.

**1.2.6 Does the institution provide flexibility to pursue the programme with reference to the time frame (flexible time for completion)?**

The college provides flexibility to pursue the programme. After the publication of results, supplementary examinations are conducted for the final year students to help them complete the degree course. The students who have failed will be permitted to appear for papers based on the syllabus in force at the time of admission for a period of two years from the year of normal completion of the same course. Hence for the UG it is 3+2 years; for PG, 2+2 years; and for M.Phil. (Regular), 1+2 years. The college has also provided facilities for credit transfer if the students migrate from one institution to another institution.

**1.2.7 Does the institution have any provision for slow and disadvantaged learners? Give details.**

Yes. The college has established provisions for slow learners and advanced learners.

The Differential Streaming System in Part II General English, identified as one of the Best Practices by NAAC, has been followed at St. Xavier's College since 1987.

**1.2.8 How does the institution identify slow and advanced learners? Explain how additional help is provided to the slow learners to cope with the programme. How are the advanced learners facilitated to meet the challenges?**

- Bridge Course is conducted at the beginning of the academic year, during which a Diagnostic Test and an Achievement Test are conducted to identify the slow learners and advanced learners.



- Conducting remedial programmes for slow learners is one of the Best Practices of the college.
- The advanced learners are motivated to enrich their knowledge by studying Extra Credit Courses.
- Peer learning is encouraged. The advanced learners help the slow learners understand the subjects during and outside the class hours.

**1.2.9 What are the options available for students to take additional/supplementary/enrichment courses along with their regular curricula (Eg. Degree + a Certificate; P.G degree + a diploma)?**

The cafeteria model, introduced in the Choice Based Credit System, enables the students to choose any number of Extra Credit Courses outside the class hours and earn more credits. E.g. A Commerce student can study the ECCs offered by the Department of Advanced Zoology and Biotechnology such as Broiler Farming, Sericulture, Commercial Fish culture, Prawn Culture, Dairy Farming, Environmental Toxicology and Sales Promotion of Pharmaceutical Zoology.

**1.2.10 What value added courses are introduced which would develop skills, offer career training and promote community orientation?**

All the Skill Based Courses are value added courses. Besides these courses offered by the respective departments, Arrupe Academy of Vocational Education (AAVE) offers 10 add-on certificate courses to promote interest among students to enhance their skills in addition to their degree course. Thus, a slow learner completes his UG programme with the required 140 credits while an advanced learner can earn more than 140 credits.

**1.2.11 Does the institution provide facilities for credit transfer, if the students migrate from one institution to another within or outside the country?**

Yes. The college follows the guidelines given by Tamil Nadu State Council for Higher Education (TANSCHHE) in designing the curriculum, allotting credits and hours to each course. The college also admits students migrating from other colleges/universities. Credit transfer is made possible in the system.

**1.2.12 State the curricular design and model adopted by the college in the organization of its curricula. Does the institution follow Annual System, Trimester System, Choice Based Credit System (CBCS) or Semester system? Give details.**

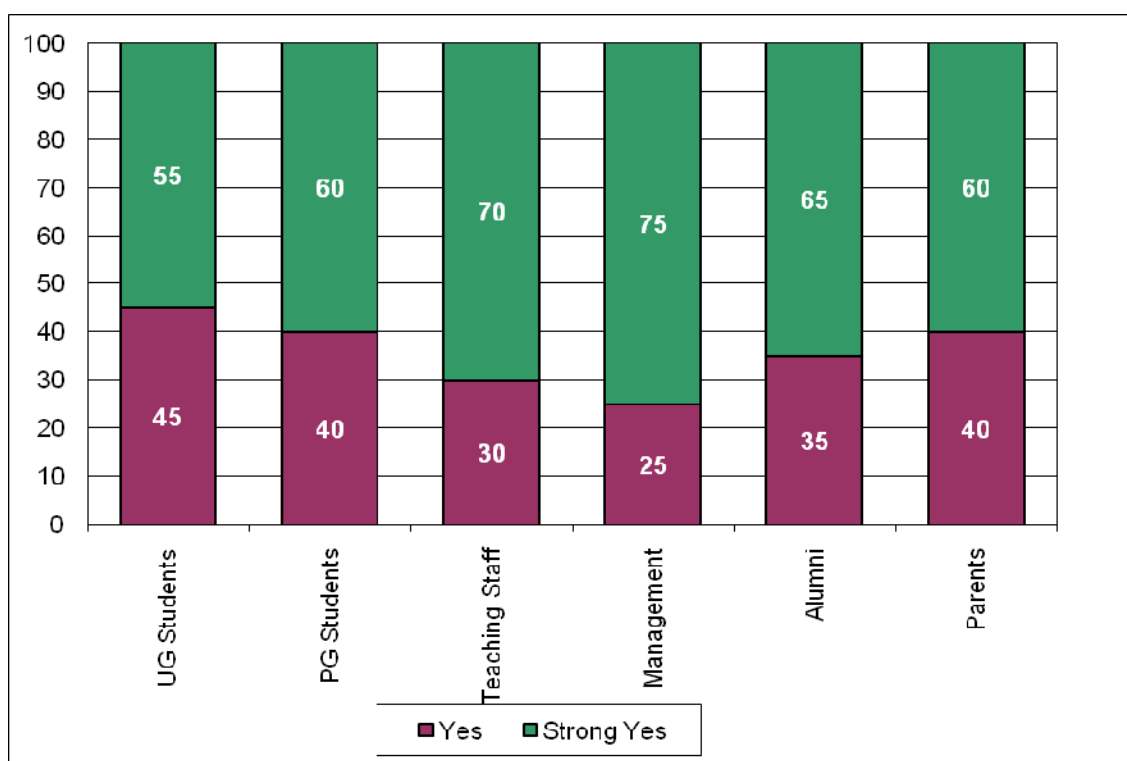
- ✓ Yes. While the Tamil Nadu State Council for Higher Education (TANSCHHE) introduced the Choice Based Credit System (CBCS) in all the affiliated colleges in Tamil Nadu in June 2008, St. Xavier's College had already introduced CBCS for UG courses in June 2002 and for PG courses in June 2003 in response to the emerging trends in the world. The CBCS structure was modified as per the guidelines given by TANSCHHE in June 2008. The course pattern is given in Appendix V.
- ✓ The Choice Based Credit System followed at present in the college facilitates horizontal movement, enabling students to make their choices.
- ✓ All the Skill Based Elective courses are available to students irrespective of their major subjects. This facility enables students to choose the courses of their interest and for future development. For example, a student of English Literature may choose a course on business administration offered by the Dept. of Commerce if he / she has the future plan of studying M.B.A.
- ✓ The college follows semester system.

### 1.3 Feedback Mechanism

#### 1.3.1 How does the college obtain feedback from a) students, b) alumni, c) employers / industries, d) community and e) academic peers?

- ❖ The college obtains feedback from students, faculty, parents, alumni, employers, industrialists and academic peers in order to make significant changes in the curriculum. Questionnaires are given to the stakeholders to get their views.

#### ❖ Feedback received on Choice Based Credit System (CBCS) introduced in 2008



- ❖ The feedback on CBCS shown above is quite encouraging and the college has already initiated discussions at the departmental level and in various committees to revise the existing syllabus so that the new syllabus may be introduced in June 2012.
- ❖ Feedback on curriculum, obtained from outgoing students, alumni, employers and parents was discussed during the meetings of the Boards of Studies so as to make relevant changes in the curriculum.

- ❖ The syllabi of all the departments were sent to academic peers in various institutions and their views were discussed in the meetings of the Boards of Studies so as to make suitable changes in the curriculum.

**1.3.2 How are the feedbacks segregated, analyzed and suggestions incorporated for improvement of the academic and administrative activities?**

The whole process of getting feedback from the stakeholders is carried out by IQAC. The feedback is segregated, analyzed and suggestions are sent to the Administrators and the various Boards of Studies for further action.

**1.3.3 What are the initiatives taken by the faculty in the curriculum revision based on the feedback from the stakeholders?**

The Boards of Studies will meet in February 2012 to make relevant changes in the curriculum, taking into consideration the views expressed by the stakeholders. The Academic Council will examine the measures suggested by the Boards of studies and will place the new curriculum for the approval of the Governing Body in March 2012. The new curriculum will be introduced in June 2012.

## **1.4 Curriculum update**

**1.4.1 What is the frequency of syllabus revision?**

The syllabus is revised once in three years.

**1.4.2 How long does it take to introduce a new programme of study after it has been conceptualized?**

After a new programme of study has been conceptualized, it takes one year to introduce the programme. The Objectives, Course Material, Teaching Methodology

and Evaluation Process are discussed in the Board of Studies. The Academic Council and the Governing Body approve the new programme.

**1.4.3 What is the composition of the Board of Studies? Specify PG and UG representation in the BOS, if there is only one BOS for both.**

There is only one Board of Studies for UG and PG programmes. The Board of Studies consists of the following members:

- All the members of the faculty
- University Representative
- Two External Experts
- One Alumnus from industry
- One UG student
- One PG student

**1.4.4 Does the institution use the UGC guidelines for developing or restructuring the curricula?**

Yes. All the courses are designed as per the UGC guidelines. Modular pattern with five units per course is followed.

**1.4.5 Does the institution refer national and international models for curriculum update?**

Yes. The recommendations of the UGC Curriculum Development Centre are followed. For example, the Differential Streaming System recommended by the UGC Curriculum Development Centre is followed in the teaching of General English.

**1.4.6 What are the interdisciplinary courses introduced during the last five years?**

All the Skill Based Elective Courses are interdisciplinary in nature.

**1.4.7 How does the institution ensure that the curriculum bears some thrust on national development?**

- ❖ The curriculum under the Choice Based Credit System offers a number of programmes to foster the Core Values identified by NAAC. The curricular activities

are strengthened by extra-curricular activities with focus on patriotism and compassion for the fellow human beings.

❖ Both the UG and the PG curricula ensure thrust on national development in the following ways:

- Programmes have been intensified in regional studies, which have contributed to preserve regional flora and fauna and promote tradition and culture. E.g. Plant Biology and Biotechnology Course, Folklore, Advanced Zoology and Biotechnology.
- The country's ancient heritage is preserved. E.g. 1) Tamil Literature with special focus on Tamil as classical language, and 2) Folklore and Communication.
- Foundation Courses not only promote social responsibilities and citizenship roles among students but also help students develop leadership qualities.
- The value of equity has been promoted by opening wide the portals of the college to the poor and underprivileged.
- Implicit nation building is achieved through character formation, personality development, value education, ethics, environmental awareness and discipline.
- Awareness programmes such as Voting Rights Rally, Blood Donation Camps and Plastic Free Campus have been included in the curriculum.

#### **1.4.8 How are the existing courses modified to meet the emerging needs?**

- Computer Course is made compulsory for all UG students.
- Fieldwork is promoted.
- ICT-related units form an integral part of the syllabus.
- Current trends are introduced in the syllabus.
- Add-on Courses are introduced.

**1.4.9 Which courses have major syllabus revision during the last five years? (with change in title and of content)**

- ❖ Major syllabus revision was done in 2006 and 2008.
- ❖ The entire M. A. Folklore syllabus was revised so as to include current trends in communication.
- ❖ Nanoscience and Green Chemistry were included in PG Chemistry curriculum.
- ❖ In June 2010, the entire General English Course was modified to include communication skills.
- ❖ Molecular Systematics, Pharmacognosy and Biodiversity were introduced in Plant Biology and Plant Biotechnology syllabus.
- ❖ The Dept. of Commerce intensified computer applications in the UG syllabus.
- ❖ The Dept. of Advanced Zoology and Biotechnology modified Cell Biology and Embryology courses as Molecular Biology and Developmental Biology.

**1.5 Best Practices**

**1.5.1 What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects with reference to curricular design and development / academic flexibility / feedback from stake holders / curriculum update?**

The college undertook the following quality sustenance and quality enhancement measures during the last five years in curricular aspects:

- ❖ Strengthening of communication skills through a modified General English Course and UGC sponsored Certificate Course in Communicative English
- ❖ Review of the syllabus by academic peers
- ❖ Visit to Centres of Excellence to study the quality aspects of their curricula

- ❖ Specialization in corporate field through courses in the syllabi of Commerce, Business Administration and Corporate Secretaryship

**1.5.2 What innovations/best practices in ‘Curricular Aspects’ have been planned/implemented by the institution?**

- ❖ Sustenance and enhancement in Differential Streaming System in General English
- ❖ Raising the academic performance of the first generation learners and S C/S T students through remedial programmes
- ❖ Strengthening of Value Education Course
- ❖ Introduction of add-on courses
- ❖ Strengthening of outreach programmes

**1.5.3 What are the initiatives taken to introduce gender related courses/topics in the curriculum?**

- ✓ Women’s Forum was established and a separate Dean for Women Students was appointed in June 2008.
- ✓ Gender related topics such as “Women’s Writing in English” and “Empowerment of Women” were introduced.

**1.5.4 What programmes are developed for differently-abled students and how is the same implemented?**

The differently-abled students are free to choose any of the programmes offered under the Choice Based Credit System. The Dept. of Social Work and the Dept. of Visual Communication have introduced specific components on the problems experienced by the differently-abled students.

**1.5.5 What programmes are available for international students?**

- All the programmes are offered to international students.



- French, Hindi, Communicative English and Basic Tamil are specially designed for international students.
- Folklore Resources and Research Centre (FRRC) offers research programme for international scholars. The focus is on the various dimensions of Indian Folk Culture.

### **1.5.6 What programmes are developed for adult and continuing education and distance education?**

Adult and continuing education and distance education are not allowed in colleges in Tamil Nadu. However, add-on courses like Communicative English, Short Film Analysis, Embroidery for Women Students, Painting, Premier Pro-Video Editing, Yoga for Human Excellence and Web Designing are offered through Arrupe Academy of Vocational Education (AAVE) to the people in Palayamkottai region.

## **For Re-Accreditation**

### **1. What were the evaluative observations made under Curricular Aspects in the previous assessment report and how have they been acted upon?**

#### **i) Observation made by the Peer Team:**

There is a felt need to introduce more career oriented programmes for the benefit of students.

#### **Action Taken:**

- ❖ UGC sponsored Certificate Course in Communicative English is a career-oriented programme, which caters to the needs of first generation learners in II and III UG programmes. One credit is allotted to this course. The duration is one year (120 hours). 75 % attendance is compulsory. The course has both Continuous Assessment and External Examination. In 2009—2010, 51 III UG students and 50 II UG students

attended the course; in 2010—2011, 52 III UG students and 50 II UG students attended the course.

- ❖ There is an obligatory course in computer literacy in the UG curriculum.
- ❖ Extra Credit Courses promote acquisition of skills, entrepreneurship and fieldwork.
- ❖ The Skill Based Elective Courses are designed as career oriented programmes, focusing on skill development.
- ❖ Arrupe Academy of Vocational Education (AAVE), started in 2008, offers 10 add-on certificate courses.

**ii) Observation made by the Peer Team:**

The parents and alumni desired the college to start some new programmes such as B.B.A, M.B.A, B.A./M.A.(Psychology), M.Sc.(Microbiology), M.A.(Economics) and courses in Hindi language.

**Action Taken:**

- ❖ B.B.A. was started in 2006.
- ❖ M.Sc. Physics and M.Phil. Botany were started in 2007.
- ❖ B.Sc. Visual Communication was started in 2009.
- ❖ M.A. Economics was started in 2011.
- ❖ Certificate Courses in Hindi and French have been offered since 2008.
- ❖ Construction of a separate building for MBA programme is going on as per the rules given by AICTE. MBA will be started in June 2012.
- ❖ Ph.D. Computer Science was started in 2009.
- ❖ Ph.D. in Physics was started in 2010.
- ❖ Ph.D. in Chemistry was started in 2011.

**iii) Observation made by the Peer Team:**

There is an urgent need to redesign the curriculum and activities of the Folklore Department to make it viable and sustainable.

**Action Taken:**

The curriculum of the Folklore Department was modified and the programme is now called “Folklore and Communication.”

**iv) Observation made by the Peer Team:**

There is a need to introduce more specializations and diversification of the Arts and Commerce faculties.

**Action Taken:**

- ❖ M.A. English Literature was started in 2006.
- ❖ B.B.A. was started in 2006.
- ❖ B.Com. Corporate Secretaryship was started in 2008.
- ❖ M.Phil. Commerce was started in 2008.
- ❖ Entrepreneurial Development & Research Centre (ED & RC) was established in 2008 to motivate students of Commerce, Corporate Secretaryship and B.B.A. to do fieldwork in relevant areas.
- ❖ M.S.W. was started in 2009.
- ❖ Ph.D. in Commerce was started in 2010.
- ❖ Ph.D. in English was started in 2011.
- ❖ The diversified curriculum under the Choice Based Credit System offers programme options to help students enhance their knowledge and skills.

**v) Observation made by the Peer Team:**

There is substantial scope for enhancing the quality, periodicity and effectiveness of the feedback mechanism.

**Action Taken:**

- ❖ As per the recommendation made by NAAC Peer Team, the process of feedback was made scientific. Software was designed by IQAC for the analysis of feedback.
- ❖ IQAC conducted the process of student feedback on teachers on 21.09.2010 for the odd semester and on 21.03.2011 for the even semester. The analysis of the feedback was handed over to Rev. Fr. Secretary and Rev. Fr. Principal. Rev. Fr. Secretary instructed the teachers to improve their performance based on the results of the evaluation.

**2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Curricular Aspects?**

- More programme options (3 UG, 4 PG, 2 M.Phil., and 5 Ph.D. programmes) were introduced.
- Add-on courses were started with focus on skill development.
- Student feedback on teachers was done by IQAC in a scientific manner, covering all the teachers.
- Peer Review of the syllabus was done.
- In order to increase student participation, one UG student and one PG student were made members of each Board of Studies.
- The Departments and Research Centres have established collaborations within and outside the country for research and curriculum updating process.

## 2.1 Admission Process and Student Profile

### 2.1.1 How does the institution ensure wide publicity and transparency in the admission process?

- a) Publishes the Annual Prospectus
- b) Has active Website
- c) Advertises in regional / national dailies

- Students are selected for admission on the basis of past academic record, special entrance tests, interviews or a combination of these three depending on the course to which admission is sought. Dalits, women students, poor students and first generation learners are given preference in admission. As the college is an aided institution, admission of students is done as per Government norms. 50% of the seats are filled as per the Government policy of reservation and 50% of the seats are filled using the minority quota.
- The admission process involves the following steps and is made transparent:
  - Application forms are issued in person and can be downloaded from the college website also. Advertisements are given through All India Radio and Karan TV.
  - Application forms are received till the date specified by the Government and the receipt of the applications is recorded.
  - A ten member admission committee is instituted for screening the applications.
  - A general merit list is prepared as per the reservation policy of the Government, category-wise for each major subject using a fool-proof computer programme.
  - The list of provisionally selected candidates is displayed on the notice board and call letters are sent to the candidates.
  - The certificates of the candidates are verified by the respective Head of the Department and the Admission Committee.

- When the admission process is completed, the details are sent to the University and to the Regional Joint Director of Collegiate Education.

### **2.1.2 How are the students selected for admission to the following courses?**

- a) General**
- b) Professional**
- c) Vocational**

- For general UG and PG courses, admission is made on the basis of the marks obtained at the qualifying examination.
- Admission to MCA course is made as per the Tamil Nadu Government Reservation rules and AICTE guidelines. The marks obtained in the common entrance examination (TANCET) are taken into consideration.
- For vocational courses, admission is made on the basis of past academic record, entrance test and interview.

### **2.1.3 What strategies are adopted to create equity and access to**

- a) Disadvantaged-community (SC/ST/OBC)**
- b) Women**
- c) Differently-abled**
- d) Economically-weaker sections of the Society**
- e) Athletes and sports persons**

- ❖ The college follows the policy of “Option for the Poor and the Dalits.” Therefore, disadvantaged community is given preference in admission under minority quota. SC, ST and OBC candidates are given their allotted percentage of reservation in Government quota.
- ❖ UGC has allocated grants to the college under XI Plan Merged Scheme as per the letter received on 12.01.2010 from Dr.G.Srinivas, Joint Secretary, South Eastern Regional Office, Hyderabad. The financial assistance from UGC is being utilized for

empowerment of SC/ST/OBC students of the college. The details are given below:

<b>Scheme</b>	<b>Item</b>	<b>Allocation (Rs)</b>
Colleges with relatively higher proportion of SC/ST/OBC & Minorities	Stipend for students, Books, Stationary & Contingent expenses	6,00,000
Remedial Coaching for SC/ST/OBC (Non-Creamy Layer) & Minorities	Equipment, Books & Journals, Remuneration to Co-ordinator, Contingency, etc.	11,00,000
Coaching for NET for SC/ST/OBC (Non-Creamy Layer) & Minorities	Equipment, Books & Journals, Remuneration to Co-ordinator, Contingency, etc.	8,00,000
Coaching classes for entry services for SC/ST/OBC (Non-Creamy Layer) & Minorities	Equipment, Books & Journals, Remuneration to Co-ordinator, Contingency, etc.	9,00,000

- ❖ The Centre for Ambedkar Studies, established in 2005, conducts workshops/competitions with financial assistance from UGC under XI Plan. The Centre for Ambedkar Studies conducted the following programmes in 2008:
  - (i) Training Programme for SC/ST students on Spoken English, The Art of Public Speaking in Tamil, Creative Journalism and Social Awareness,
  - (ii) Special Lecture on “Globalization and Downtrodden Sections of Society” by Dr. Krishudass Gandhi, IAS, and
  - (iii) Seven-Day Workshop on “Towards a Theoretical Understanding of Tamil Society.”
- ❖ UGC sponsored free coaching classes were conducted from 10.05.2010 to 29.05.2010 to enable SC/ST/OBC(Non-Creamy Layer) and Minority students to appear for UGC/NET/CSIR examinations with confidence. 75 students attended the coaching classes.

- ❖ In order to make students experience the joy of giving, an innovative scheme called “One Rupee a Day per Student” was launched in January 2010. Every student was encouraged to contribute Rs.1/day. It was only a voluntary contribution and the account is maintained by the Dean of Students, and the Office Bearers of the Student Council. In 2010--2011, students contributed Rs. 36,210 and the amount was used to help the physically challenged and poor students of the college and the deserving students in STAND villages pay their college fees.
- ❖ In order to create equity and access to women, a separate Women’s Hostel at a cost of Rs. 2.5 crore was constructed including the financial assistance of Rs. 80 lakh from UGC.
- ❖ In order to ensure the participation of women in academic and administrative activities of the college, a woman representative was made Joint Secretary of Student Council, and Dean of Women Students was appointed in June 2008. Women’s Forum was established on 25.07.2008. At present, 250 women students out of 800 students are in N.S.S. and 33 women students out of 104 students are in N.C.C.
- ❖ Women’s Forum, under the guidance of Mrs. Lizie Williams, Dean of Women Students, organized Orientation Programmes and Interviews with Women Achievers in 2009--2010 to help women students gain social awareness. Justice. Mrs. Meena Sathish delivered the Presidential Address during the International Women’s Day Celebrations organized by the Women’s Forum on 07.03.2009.
- ❖ Women’s Forum organized a National Seminar on “Women in Neo-Colonial Era” on 14.03.2011. Mrs. Mary Magdalene, Associate Professor of English, Fatima College, Madurai, delivered the key-note address. 140 teachers / students from various colleges participated in the seminar and discussed the issues related to women empowerment.



- ❖ Women students are admitted without discrimination. Not only men students but also women students are provided with fee concession and hostel facilities. The statistics given below are an evidence to support this claim.

### **UG Programmes**

<b>Category</b>	<b>Men Students</b>	<b>Women Students</b>	<b>Total</b>
Grant-in-aid	671	606	1277
Self-Financing	515	273	788
Total	1186	879	2065

### **PG Programmes**

<b>Category</b>	<b>Men Students</b>	<b>Women Students</b>	<b>Total</b>
Grant-in-aid	82	150	232
Self-Financing	143	178	321
Total	225	328	553

### **M.Phil. Programmes**

<b>Category</b>	<b>Men Students</b>	<b>Women Students</b>	<b>Total</b>
Grant-in-aid	8	22	30
Self-Financing	5	10	15
Total	13	32	45

- ❖ Differently-abled students are encouraged by giving financial help through Management Scholarships, Endowment Scholarships and “One Rupee a Day per Student” Scheme.
- ❖ UGC has allocated Rs.2,94,000 to the college under XI Plan Merged Scheme for Higher Education for Persons with Special Needs (HEPSN). The financial assistance from UGC is being utilized for helping the differently-abled students.
- ❖ Economically weaker students are identified in the villages through STAND Outreach Programme and are given fee concession in admission. In UG programmes such as

B.A. English Literature and Commerce where the demand ratio is high, 65% of students are from economically weaker sections.

- ❖ Preference is given to athletes, sports persons and artists in admission.
- ❖ No capitation fee is collected during admission.

#### **2.1.4 What is the ratio of applications received to admissions granted? (Demand ratio)**

The demand ratio of applications received to admissions granted as in June 2010 is given below:

<b>Programme</b>	<b>Applications received</b>	<b>Admission granted</b>
B.A. English Literature	900	70
B.A. Tamil	38	26
B.A. Economics	95	64
B. Sc. Mathematics	620	55
B. Sc. Computer Science	288	48
B. Sc. Physics	145	48
B. Sc. Chemistry	108	48
B. Sc. Plant Biology & Plant Biotechnology	98	40
B. Sc. Advanced Zoology & Biotechnology	60	48
B. Sc. Visual Communication	57	47
B.Com. (General)	430	34
B.Com. with Computer Applications (Vocational)	620	30
B.Com. Corporate Secretaryship	72	64
B.B.A.	109	64
M.A. English Literature	32	24
M.A. Tamil	30	30

M A. Folklore & Communication	03	03
M.A. Social Work	24	13
M.Sc. Mathematics	120	25
M.Sc. Computer Science	47	24
M.Sc. Information Technology	37	25
M.Sc. Physics	24	14
M. Sc. Chemistry	29	12
M.Sc. Botany	38	18
M.Sc. Zoology	42	25
M.Com.	115	30
M.C.A.	72	39
M.Phil. Tamil	24	15
M.Phil. Mathematics	26	15
M.Phil. Commerce	19	15

## 2.2 Catering to Diverse Needs

### 2.2.1 Is there a provision for assessing students' knowledge / needs and skills before the commencement of the teaching programme?

- ❖ Yes. The assessment of aptitude and academic needs of new entrants is done by the faculty soon after admission.
- ❖ Bridge course is conducted for I UG students at the beginning of the academic year. During the Bridge Course, the Head and two senior members of every department assess students' knowledge / needs and skills. This arrangement motivates the new entrants develop confidence and optimistic outlook. The members of the Dept. of

English assess the ability of students through Diagnostic Test and Achievement Test. On the basis of the marks obtained in Diagnostic Test and Achievement Test, the students are placed in different streams.

**2.2.2 What remedial measures are available for students hailing from the disadvantaged communities?**

- ❖ After the first internal test, the educationally disadvantaged students are identified and remedial classes are arranged for them (The details are given in Criterion II under “Action Taken”). St. Xavier’s college is guided by the principle of the preferential option for the poor. Since a large majority of the students hail from disadvantaged communities, the “B” stream syllabus for General English meant for slow learners has been designed to be remedial in nature. The slow learners are trained to compete with other students after their first year degree course.
- ❖ A Residential English Camp for Rural College-Beginners was conducted for students from rural schools. The programme was organized by Rev. Fr. Godwin Rufus, S.J. from 5<sup>th</sup> May 2010 to 10<sup>th</sup> May 2010.
- ❖ Motivational sessions are conducted by various departments.
- ❖ The Dept. of Commerce runs a separate programme namely “English. Com” for Commerce students to improve their proficiency in English.

**2.2.3 Does the institution provide bridge courses to the educationally-disadvantaged students?**

- Yes. The Department of English conducts the Course as a nodal department and the students are divided into different streams according to their abilities. For example, 819 students attended Bridge Course in June 2010.
- The teaching material for Bridge Course, introduced in 2006, was revised in May 2011 so as to enable students get more experiential training.

#### **2.2.4 What specific strategies are adopted for facilitating slow and advanced learners?**

- Personal counseling is given to both slow learners and advanced learners in the choice of subjects in Tutor--Ward meetings. Since the ratio of Tutor:Ward is 1: 8, individual attention is ensured.
- The Tutor--Ward System enables the Tutor to identify the financial problems and academic difficulties so that he/she can inform the administrative authorities for taking suitable measures to help the students.
- Preference is given to slow learners in the admission to the UGC sponsored Certificate Course in Communicative English. Special attention is given to slow learners in the classroom.
- Peer learning is promoted among students. During and after the class hours, advanced learners help slow learners in understanding specific units in the course material.
- Remedial classes are conducted at the college level for slow learners. The Dept. of English conducts remedial programmes regularly for the slow learners after identifying their difficulty level. Remedial classes are arranged after internal tests or external examinations.
- Extra credit courses are offered to help the advanced learners earn more credits. While a slow learner earns the required 140 credits to get his/her degree, an advanced learner earns more credits by studying extra credit courses.
- Advanced learners are motivated to do certificate courses, on-the-job training and add – on courses like Extra Credit Courses and Self-Study Courses.
- Special coaching classes are arranged for advanced learners to appear for National level competitive exams like NET, SLET, GATE, Civil Services Examinations, etc.

- Advanced learners at PG level are encouraged to apply for research projects and get financial assistance from UGC, DST and other funding agencies.
- Students are motivated to take part in competitions at various intercollegiate/ university/regional /national levels.

**2.2.5 Is there a practice of having tutorial classes for the students? If yes, for what courses?**

Yes. There is a practice of having tutorial classes for the students. The details of courses for which tutorial classes were conducted are given below:

S. No.	Department	Course
1.	Mathematics	Calculus
2.	Mathematics	Theory of Equations
3.	Computer Science	Programming Papers
4.	English	General English
5.	Commerce	Problem Papers
6.	B.B.A.	Problem Papers
7.	Corporate Secretaryship	Accountancy
8.	Corporate Secretaryship	Income Tax
9.	Corporate Secretaryship	Business Statistics
10.	Corporate Secretaryship	Corporate Accounting
11.	Economics	Micro Economics
12.	Economics	Mathematics
13.	Plant Biology & Plant	Plant Diversity
14.	Biotechnology	Chemistry

**2.2.6 Give details of the course by sessions of work assigned and implemented in the tutorial session.**

- Outside the class hours, tutorial classes were conducted from 2.30 p.m. to 4.30 p.m.
- Within the class hours, one of the six General English hours, that is, “D” order last hour, is handled as a tutorial hour. Grammatical errors are pointed out in the class and suitable remedial measures are suggested.

**2.2.7 Is there a provision for counsellors / mentors / advisors for each class or group of students for academic and personal guidance? If yes, specify.**

- Yes. The college has got a long tradition of extending counselling to students. There is a provision for counsellors / mentors / advisors for each class or group of students for academic and personal guidance. At present, there are two full-time counsellors at the college level. The counsellors offer personal guidance in the cultivation of emotional, moral and social virtues. The students may meet the counsellor on their own or when recommended by the teacher for such reasons as low academic achievement, absenteeism, in-attentiveness and lack of motivation.
- Counselling is done through Tutor--Ward System also. As mentioned in the College Calendar, the meetings of Tutor and Wards are held on “F” order for I UG students and “B” order for II UG students. The meeting is mandatory and record notebooks are maintained to indicate personal and academic aspects. This is one of the Best Practices of St. Xavier’s College.

**2.2.8 How is the academic process of each student monitored by the teacher in charge?**

- ❖ The college follows the system of conducting continuous internal assessment (CIA) for all courses. Besides, the teachers monitor the progress of students by conducting

periodical class tests, quiz, assignments, etc. Discussion is initiated in departmental meetings to implement quality enhancement measures.

- ❖ The Tutor--Ward system facilitates effective monitoring of the progress of students through personal counseling and care.
- ❖ Parents' Meetings are conducted twice in a year. During the Parents' Meeting, the teachers inform the parents about the progress of students.

### **2.2.9 What are the measures taken by the institutions to cater to the needs of differently-abled students?**

- Preference is given to differently-abled students in Management scholarships and Endowment scholarships.
- Ramps have been constructed for physically challenged students.
- Scribes are arranged for visually impaired students to write their examinations.
- The Dean of Students and Counsellors provide necessary help to the differently-abled students and recommend to the Principal for fee concession in the college and the hostel.

## **2.3 Teaching–Learning Process**

### **2.3.1 How does the institution plan and organize the teaching and learning evaluation schedule into the total institutional scheme? Do you have an academic calendar? How is it prepared?**

The college has an academic calendar prepared well in advance. A committee consisting of the Principal, Deans and three members of the staff plan and work out the academic calendar. The academic year of the College is divided into two semesters with 90 working days per semester. The Government order is followed for fixing the date of commencement of the academic year. The holidays are fixed as per



Government declaration. The academic calendar includes the dates of statutory committee meetings, academic events, day orders, courses offered and rules regarding evaluation, scholarship, extension activities and disciplinary regulations. The academic calendar is distributed to the staff and students on the first working day of the odd semester.

**2.3.2 What are the courses, which use predominantly the lecture method? Apart from classroom interactions, what are the other methods of learning experiences provided to students?**

- 25 % of Science courses, 50 % of Commerce courses and 60 % of Arts courses use predominantly the lecture method.
- During the last five years, every department has been equipped with a minimum of one laptop, one LCD projector and a Screen in addition to the existing Desktop computers. This quality measure has enabled the teachers and students to present their views through Power Point Mode. This is one of the significant steps taken by the college towards quality enhancement. ICT-enabled teaching-learning process has made students “active participants” in the classroom.
- Apart from classroom interaction, the following methods are used:
  - Meaningful learning is initiated through guided teaching and guided library assignments, group discussion, seminars, debates, quiz, viva, etc.
  - Inquiry-based learning is provided through community survey, opinion polls, case study, industrial visit and fieldwork.
  - Co-operative learning is facilitated through project work, on-the-spot study, and educational forums.

- Social learning is provided through STAND, N.S.S., N.C.C., and other service organizations and street play.
- Peer learning is promoted within and outside the class hours.

**2.3.3 How is ‘learning’ made student-centric? Give a list of the participatory learning activities adopted by the institution, which contribute to self-management of knowledge development and skill formation.**

- Learning has been made ‘student centric’ by encouraging and facilitating ‘participatory learning’ in Part II as well as Part III classes. For instance, the ‘B’ stream curriculum in Part II General English is a systematic participatory learning. It trains students chiefly through introducing basic language drills or exercises.
- The students, on the whole, are encouraged to make proper and extensive use of the library and the internet. Assignments and projects based on the sources are given.
- The college promotes interactive teaching-learning through a variety of learner-centred experiences. The college concentrates on participatory learning activities which include group discussion, mock interview, brainstorming, progress report presentation, problem solving, consultation with specialists, field visits and educational tours, practical demonstration, and community survey.
- On-the job training is arranged. B.Com (Vocational), M.S.W. and M.C.A. programmes have obligatory internship in the curriculum.
- Students learn by drama enacting, poetry recitation, seminars and short recapitulations at the end of classes.
- The departmental associations serve as forums for experimentation, experience and acquisition of skills. The associations help students discover their talents.
- Viva Voce, Group Discussion and Interview Skills are used as teaching techniques and evaluation methods.

- Visiting newspaper offices to gain firsthand knowledge of editing is done in Journalism Course in the Dept. of English.
- Interviewing personalities as practical component in Journalism Course has been introduced.
- English Language teaching practice in school and college for M.A. English Literature students as experiential learning under the guidance of senior teachers is one of the Best Practices of the Dept. of English.
- Projects with Viva Voce in the final semester for both UG & PG students are introduced for helping students develop creative thinking.
- Add-on courses and Skill Based Elective Courses help students develop competencies required for employment.
- Personality Development courses and Value Education courses are offered to enable students attain holistic education.

**2.3.4 What are the modern teaching aids used in classroom instructions as well as other student learning experiences? How are these used to facilitate modern information / knowledge flow to students?**

- The modern teaching aids used in classroom instruction as well as student learning are the Language Lab, Smart classroom, Computers, LCDs, Tape recorders, CD Players, Internet and Multimedia paraphernalia.
- Language Lab was strengthened with new software, an addition of 34 computers, a lectern with in-built amplifier cum mike, and an LCD with screen to help students acquire communicative ability in 2010—2011.
- Use of Power point presentation is mandatory for select papers for PG students.

- Students are made aware of the modern facilities and the utility of modern gadgets, the functions and significance in acquiring current trends. Internet service is available for 12 hours per day to the students and faculty so as to refer to e-books / e-journals through specific websites.
- The college invites faculty and industrialists to deliver guest lectures on current topics.
- Well equipped laboratories in various disciplines facilitate practical training.
- B.Sc. Visual Communication students have experiential learning in VisCom Drawing Room, VisCom Digital Lab, VisCom Photographic Studio, VisCom Video Studio and VisCom Viewing Hall.

### **2.3.5 How do the students and faculty keep pace with the recent developments in the subjects?**

The students and faculty keep pace with the fast changing scenario of education and career in the following ways:

- ✓ Participating, organizing and presenting papers at state-level and national-level seminars and conferences
- ✓ Subscribing to peer-reviewed journals and publishing papers in research journals and proceedings of national seminars / conferences
- ✓ Making use of INFLIBNET / DELNET facility offered by the college library
- ✓ Promoting research through UGC sponsored projects
- ✓ Pursuing doctoral research as full-time and part-time research scholars
- ✓ Attending Refresher Courses and Orientation Programmes conducted by Academic Staff Colleges
- ✓ Organizing national seminars / conferences / workshops with financial assistance from UGC / DST / Autonomy Grant

**2.3.6 Are there departmental libraries for the use of faculty and students? Give details.**

In order to help students of different disciplines gain open access to the books of various departments, all the books in the departmental libraries were shifted to the three-storeyed library building, which was constructed in May 2005 at a cost of Rs.1.1 crore with an area of 23,266 sq. ft. However, some departments have reference books and textbooks in the department rooms.

**2.3.7 Does the library have INFLIBNET/DELNET facility? What percentage of the faculty uses these facilities?**

Yes. The library has INFLIBNET/DELNET facility. 90 % of the faculty make use of these facilities.

**2.3.8 Does the library have a comprehensive collection of books and journals for all departments?**

- ❖ Yes. The college library has 1,03,281 volumes on various subjects. It subscribes to 128 Indian journals and 3 foreign journals. The library has 2790 back volumes of journals, 1333 CDs / DVDs, 5databases and 130 manuscripts.

S. No.	Department	Books	Journals
1.	English	13800	06
2.	Tamil	17745	09
3.	Folklore	12613	06
4.	Economics	3540	08
5.	Social Work	225	05
6.	Mathematics	7568	07
7.	Computer Science	6089	12

8.	Physics	3855	09
9.	Chemistry	6032	08
10.	Plant Biology and Plant Biotechnology	6452	11
11.	Zoology	5448	10
12.	Visual Communication	198	08
13.	Commerce	12543	09
14.	Corporate Secretaryship	235	08
15.	Business Administration	196	07
16.	M.C.A.	6742	08
	TOTAL	103281	131

❖ Folklore Resources and Research Centre (FRRC) library, which has 10500 photographs, 339 theses, 700 hours of videographs of Hi-8 type, 3500 hours of audio documents, 180 slides and 130 manuscripts, is a treasure for international students. These documents are catalogued and made available for international scholars through computers.

**2.3.9 What are the various teaching–learning methods (lecture method, interactive method, project-based learning, computer-assisted learning, experiential learning, seminars and others) used by the teachers for various subjects?**

- In both B. A. and M. A. English Literature courses, conducting interviews with Government Officials, Political Leaders and Alumni is an obligatory component of Journalism Course.

- In M.S.W., experiential training is given through the demonstration of social issues inside the college and outside the campus. Students take up projects on social problems related to transgender, street children and rag pickers.
- B.Sc. Visual Communication students undergo fieldwork and practical training to produce short films and documentaries on social themes. In 2009--2010, VisCom students undertook a survey related to the facilities in Tirunelveli Corporation area and made suggestions for suitable quality measures to be implemented. VisCom Drawing Room, VisCom Digital Lab, VisCom Photographic Studio, VisCom Video Studio and VisCom Viewing Hall were established in 2010--2011 to facilitate experiential learning.
- Commerce students undertake industrial visits for internship training and make village visits to understand the dimensions of rural entrepreneurship. M. Phil. students undergo practical sessions on the use of statistical tools.
- Preparation of projects on unorganized labourers forms an obligatory part of B.A. Economics curriculum. The Dept. of Economics conducts endowment lectures every year for the benefit of students.
- In B.Com. Corporate Secretaryship, 75 % of the courses have practical component. On the job training and Practical for Managerial Communication facilitate experiential learning. Discussion sessions with corporate professionals are arranged periodically.
- In B.B.A., Fieldwork in II semester, Computer Practical in III semester, Internship Training in IV semester, English for Managers in V semester and Major Project in VI semester facilitate experiential learning.

- The syllabus of Plant Biology and Plant Biotechnology Programme has been modified so that students may get sufficient training in handling equipments.

## 2.4 Teacher Quality

### 2.4.1 What is the faculty strength of the college? How many positions are filled against the sanctioned strength? How many of them are from outside the state?

❖ Faculty strength:

Category	No. of Teachers
Grant-in-aid	78
Self-financing	56
Management	16
Part-time	02
TOTAL	152

- ❖ In grant-in-aid stream, 94 positions were sanctioned by the Government of Tamil Nadu and 78 positions have been filled. 16 positions are yet to be filled. The approval of the Government is awaited.

- ❖ No teacher is from outside the state.

### 2.4.2 How are the members of the faculty selected?

Teachers are selected as per UGC and University norms. The selection is done by a selection board constituted by the Central Recruitment Board for Higher Education in Jesuit Colleges. The college is a minority institution. The appointments are approved by the Government.

### 2.4.3 Does the college have the required number of qualified and competent teachers to handle all the courses for all departments? If not, how do you cope with the requirements?



Yes. The college has the required number of qualified and competent teachers to handle all the courses for all departments. New teaching positions are created when new courses are introduced.

**2.4.4 Do you appoint substitutes / additional faculty to teach existing and new programmes? How many such appointments were made during the last year?**

- ❖ Yes. The college appointed 7 substitutes in FDP vacancies under UGC XI Plan.
- ❖ Teachers in the Management Stream are appointed in unfilled / retirement vacancies, and the Management meets the salary expenses from its own resources. As on 09.04.2011, the Management has provided out of its own financial resources 16 teachers, 5 non-teaching staff and 1 technical assistant in order to sustain quality in teaching-learning process. Thus, the required teacher--student ratio is maintained.
- ❖ Last year 3 teachers availed of medical leave and 3 substitutes were appointed:

S. No.	Department	Name of the Teacher	Substitute Appointed
1.	Tamil	Fr.M.Anbarasu, S.J.	Mr.M.Murugan
2.	English	Mrs.D.Silvia Flavia	Mrs.S.Subbulakhmi
3.	B.B.A.	Mrs.Salethy Mary Vetri Selvi	Ms.M.Pushpa Prabha

**2.4.4 What percentage of the teachers have completed UGC, CSIR, NET and SLET exams?**

10 % of teachers have SLET qualification.

**2.4.5 What efforts are made by the management to promote teacher development? (e.g: research grants, study leave, deputation to national / international conferences / seminars, in-service training, organizing national / international conferences etc.)**

- ❖ The college helps the teachers update their knowledge by encouraging them to attend Orientation Programmes and Refresher Courses conducted by Academic Staff Colleges.

- ❖ The Management follows a proactive policy of encouraging professional development and is always willing to delegate the teaching staff as resource persons for various conferences and seminars.
- ❖ The college provides T.A., D.A. and Registration Fee to the teachers who present papers in national seminars / conferences / workshops organized by other institutions. During the last five years, Rs. 84,140 was paid to the paper presenters.
- ❖ Faculty improvement is strengthened by sending teachers for short term training programmes in recognized learning resource centres:

S. No.	Name of the Teacher	Sponsoring Agency & Venue	Date
1.	Mr.S.Mathu Gnaniah	NBHM; Pune University	06.11.'06 -- 18.11.'06
2.	Mr.M.F.Valan	Indian Academy of Sciences, Lady Doak College, Madurai	07.11.'06 -- 20.11.'06
3.	Mr.Tharcis Albin	Centre for Development Studies; Trivandrum	10.10.'08 -- 30.10.'08
4.	Dr.T.Dharmaraj	UGC; Centre for Ambedkar Studies, St.Xavier's College, Palayamkottai	10.11.'08 -- 16.11.'08
5.	Dr.R.Francis Xavier	UGC; Centre for Ambedkar Studies, St.Xavier's College, Palayamkottai	10.11.'08 -- 16.11.'08
6.	Dr.S.P.Victor	ICT Academy of Tamil Nadu	04.10.'10 -- 11.10.'10

#### **2.4.6 What are the teaching innovations made during the last five years? How are innovations rewarded?**

- ❖ The following teaching innovations were made during the last five years:
- ✓ ICT-enabled teaching was made a regular feature of all the departments.
- ✓ Group Discussion was made an obligatory component of General English viva voce.

- ✓ Smart Classrooms were used to ensure active participation of students in process of learning current trends.
- ✓ Internship was made compulsory in M.C.A., M.S.W., and Commerce departments.
- ✓ Fieldwork was intensified in M.S.W., Folklore, Plant Biology and Plant Biotechnology, Visual Communication, Commerce, Corporate Secretaryship Business Administration departments.
- ❖ Whenever the teachers applied for Best Teacher awards, the college administration recommended their names to the Government and various organizations.
- ❖ The College Annual Report and IQAC Newsletter presented details of the awards won by teachers.

**2.4.7 Does the institution have representation of women among the staff? What percentage?**

Yes. 30.66 % are women teachers.

**2.4.8 List the faculty who have been recognized for excellence in teaching during the last five years?**

The following teachers were recognized for excellence in teaching during the last five years:

S. No.	Year	Name of the Teacher	Title	Agency
1.	2007—2008	Dr. Dunstan P. Ambrose	International Educator of the Year	Biographical Centre, Cambridge, England
2.	2007—2008	Dr.M.A.Haniffa	Emeritus Award	CSIR, New Delhi
3.	2008—2009	Rev.Dr.Alphonse Manickam, S.J.	Eminent Educationalist	National & International Compendium, New Delhi
4.	2008—2009	Dr.A.John De Britto	Best Teacher Award 2008	Institute for Educational Research
5.	2010—2011	Dr.A.John De Britto	Fr.T.A.Mathias Award for Innovative Teacher	AIACHE, New Delhi

**2.4.9 List the faculty who have undergone staff development programmes during the last five years (refresher courses, orientation programmes and staff training conducted by the university and other institutions)**

- ❖ The following teachers attended refresher courses, /orientation programmes conducted by Academic Staff Colleges during the last five years:

S. No.	Name of the Teacher	Venue	Date
1.	Rev.Fr.Britto Vincent, S.J.	Bharathiar University	05.07.'06 -- 25.07.'06
2.	Mr.Thaaarcis Albin	Bharathidasan University	05.07.'06 -- 25.07.'06
3.	Mr.G.Sahaya Antony Xavier	University of Kerala	11.00.'06 -- 03.10.'06
4.	Mr.T.C.Raja Kumar	Bharathidasan University	20.09.'06 -- 10.10.'06
5.	Mr.S.John Peter	Bharathidasan University	02.11.'06 -- 22.11.'06
6.	Dr.V.S.Joseph Albert	University of Kerala	04.01.'07 -- 24.01.'07
7.	Mr.S.V.L.Michael	Madurai Kamaraj University	09.03.'07 -- 29.03.'07
8.	Rev.Fr.Arockiaraj, S.J.	University of Kerala	10.03.'07 -- 30.03.'07
9.	Mr.V.Jeyabal	University of Madras	16.08.'07 -- 05.09.'07
10.	Mr.S.Thiruthuvaraj	University of Madras	16.08.'07 -- 05.09.'07
11.	Mr.J.Amalanathan	Himachal Pradesh University	14.09.'07 -- 09.10.'07
12.	Mr.S.John Peter	Bharathiar University	12.11.'07 -- 02.12.'07
13.	Mr.T.C.Raja Kumar	Bharathiar University	12.11.'07 -- 02.12.'07
14.	Mr.S.J.Idhayaraja	Bharathidasan University	01.11.'07 -- 21.11.'07
15.	Dr.S.Arulraj	Himachal Pradesh University	10.11.'08 -- 30.11.'08
16.	Dr.A.Acharyam	Madurai Kamaraj University	18.02.'09 -- 10.03.'09
17.	Mr.A.Maria Ignatius	Bharathiar University	20.01.'10 -- 16.02.'10
18.	Rev.Dr.A.Arockiasamy, S.J.	Madurai Kamaraj University	22.01.'10 -- 11.02.'10
19.	Mrs.M.Safish Mary	University of Kerala	05.02.'10 -- 04.03.'10
20.	Mr.J.Amalanathan	University of Kerala	08.08.'09 -- 29.08.'09
21.	Dr.A.Jeyaseeli	University of Kerala	03.05.'10 -- 05.06.'10
22.	Mr.T.C.Raja Kumar	Bharathiar University	15.09.'10 -- 05.10.'10

23.	Dr.M.Johnson	Bharathiar University	03.05.'10 – 03.06.'10
24.	Dr.S.Kanthan	Bharathiar University	03.05.'10 – 03.06.'10
25.	Mr.M.S.Selvakumar	Bharathidasan University	09.11.'10 – 06.12.'10
26.	Dr.V.Irudayaraj	Bharathidasan University	03.12.'10 – 23.12.'10
27.	Mr.S.Stanley John Xavier	Madurai Kamaraj University	09.02.'10 -- 06.12.'10
28.	Mr.J.John Peter Paul	Madurai Kamaraj University	09.02.'11 -- 08.03.'11
29.	Mr.F.Robert Bellarmine	Madurai Kamaraj University	09.02.'11 -- 08.03.'11

❖ The following teachers were permitted in 2009—2010 to pursue their research through Faculty Development Programme under UGC XI Plan:

S. No.	Department	Name of the Teacher	Substitute Appointed
1.	Tamil	Mr.A.Ignatius Xavier	Dr.V.Rilbert Janarthanan
2.	Tamil	Mr.S.J.Idhayaraja	Mr.S.Ravi Jesuraj
3.	Economics	Mr.Thaacis Albin	Ms.S.Suryalatha
4.	Computer Science	Mr.J.L.Walter Jeyakumar	Mrs.M.Ida Rose
5.	Chemistry	Mr.V.Jeyabal	Ms.R.Sangeetha
6.	Plant Biology and Plant Biotechnology	Mr.G.Sahaya Antony Xavier	Ms.S.Beulah Jerlin
7.	Commerce	Mr.S.David Appadurai	Mr.S.Vargheese Antony Jesurajan

#### 2.4.11 What percentage of the faculty have served as resource persons in Workshops / Seminars / Conferences during the last five years?

S. No.	Department	Percentage
1.	English	30
2.	Tamil	70
3.	Economics	30
4.	Mathematics	30
5.	Plant Biology and Plant Biotechnology	50
6.	Zoology	30
7.	Commerce	40

8.	B.B.A.	40
9.	Social Work	40
10.	Computer Science	40

**2.4.12 What percentage of teaching staff have participated in workshops / seminars / conferences and presented papers during the last five years?**

- ❖ Participation of teachers in national/international/state-level seminars/ conferences / workshops is promoted by the college.
- ❖ The percentage of teaching staff who have participated in workshops / seminars / conferences and the number of papers presented are given below:

Year	Percentage of Teachers who presented papers	No. of papers presented
2006—2007	15.33 % (23 out of 150)	60
2007—2008	16.00 % (24 out of 150)	39
2008—2009	28.66 % (43 out of 150)	80
2009—2010	32.00 % (48 out of 150)	69
2010--2011	29.33 % (44 out of 150)	75
Total no. of papers presented during the last five years		323

- ❖ Teachers attended seminars / conferences in foreign countries to acquire the knowledge of currents trends in various fields and presented papers:

S.No.	Name of the Teacher	Area / Field	Country	Date
1.	M.A.Haniffa	Structure Analysis in <i>Channa punctatus</i>	Australia	27.08.'06 to 30.08.'06
2.	M.A.Haniffa	Induced Spawning of Catfish <i>Mystus gulio</i>	USA	26.02.'07 to 02.03.'07
3.	Alphonse Manickam, S.J.	Grossways in European Humanities General Assembly	Portugal	03.09.'07 to 18.09.'07
4.	A.John De Britto	Asia Pacific Eco Health Conference 2007	Australia	30.11.'07 to 03.12.'07
5.	V.Irudayaraj	Symposium on Asian Pteridology	Philippines	13.11.'07 to 17.11.'07

6.	A.John De Britto	International Conference on Environment	USA	07.07.'09 to 17.07.'09
7.	A.Dhananjayan	International Congress for Folk Research	Greece	21.06.'09 to 27.06.'09
8.	A.John De Britto	Genetic Variability in Medicinal Plants	China	01.11.'09 to 28.11.'09
9.	Danis Ponniah, S.J.	World Congress of Jesuit Alumni	Africa	22.07.'09 to 27.07.'09
10.	M.A.Haniffa	Effect of Effinol on <i>Channa striatus</i>	USA	01.03.'10 to 05.03.'10
11.	Alphonse Manickam, S.J.	Indo-French Social Scientists Exchange Programme	France	01.10.'10 to 31.10.'10
12.	K.Sahayaraj	Global Warming and Quality Control	Austria	19.10.'10 to 22.10.'10
13.	M.A.Haniffa	Effect of Probiotics on <i>Channa striatus</i>	USA	28.02.'11 to 03.03.'11

#### 2.4.13 Has the faculty been introduced and trained in the use of

- a) Computers
- b) Internet
- c) Audio-visual Aids
- d) Computer aided teaching packages?

- Yes. The college organizes training programmes to train the faculty in the use of computers and audio-visual aids. Since ICT materials have become an integral part of teaching-learning process today, the college organized a Workshop on the Preparation of ICT Materials on 02.12.2009. Dr. Mangala Sundara Krishnan, Professor of Chemistry, IIT, Chennai, explained the methods of preparation of ICT materials. 145 teachers attended the workshop.
- At the beginning of every academic year IQAC conducts an Orientation Programme for teachers in which an entire session is allotted to the use of audio-visual aids. For example, Rev. Dr. Xavier Antony spoke on “The Role of Multimedia in Teaching-Learning Process” on 14.06.2010 and Dr. B. William Dharma Raja, Professor of

Education, Manonmaniam Sundaranar University, delivered a lecture on “Communication with special reference to Non-Verbal Signals” on 15.06.2010.

- 90 % of teachers are conversant with the use of computers, internet and audio-visual aids.

## **2.5 Evaluation Process and Reforms**

### **2.5.1 Does the college evaluate teachers on teaching and research performance? How does the evaluation help in the improvement of Teaching and Research?**

Yes. The college evaluates teachers on teaching and research performance at the end of every semester. The Principal evaluates the teaching performance of the teachers on the basis of their punctuality, teaching style, interest in teaching, ability to teach (theory and practical), upgradation of knowledge, response to student problems, and participation in co-curricular, extra-curricular and outreach programmes. On the basis of the evaluation, the Principal advises the teachers to improve their performance.

### **2.5.2 Has the institution introduced evaluation of teachers by the students? How is the feedback analyzed and implemented for the improvement of Teaching and Learning?**

Yes. The institution has introduced evaluation of teachers by the students. The format was designed as per the model given by NAAC. The evaluation is made by means of a questionnaire and the results are statistically analyzed. The analysis of the feedback is handed over to Rev. Fr. Secretary and Rev. Fr. Principal so that proper instructions may be given to help the teachers improve their performance based on the results of the evaluation.



**2.5.3 Does the institution promote self-appraisal of teachers? If yes, how often?**

Yes. The institution promotes self-appraisal of teachers. The self-appraisal is done once in a year.

**2.5.4 Is the appraisal by the teachers reviewed by the head of the institution and used to improve the quality of teaching?**

Yes. Whenever the teachers under the grant-in-aid stream apply for promotion, the appraisal is done by the Principal and the respective Head of the Department and the appraisal form is forwarded to the Regional Joint Director of Collegiate Education.

**2.5.5 Does the institution have an academic audit of departments? Illustrate.**

Yes. The academic audit, conducted by IQAC, is one of the Best Practices of the college. The following measures ensure academic audit:

- ✓ Curriculum is reviewed in the meetings of the Board of Studies and Academic Council.
- ✓ The views of academic peers in various institutions are obtained.
- ✓ Regular “A” order meetings in which the Principal, the Secretary, Vice-Principals, Deans, Controller of Examinations, IQAC Co-ordinator and Heads of Department discuss academic and administrative matters are conducted once in a fortnight.
- ✓ The interaction between the IQAC and the various sub-units of an institution is one of the best practices identified by NAAC. In order to facilitate the interaction, a seven member Core Committee was formed, comprising Rev.Dr.Alphonse Manickam,S.J.(Chairman), Dr.V.S.Joseph Albert (IQAC Co-ordinator), Rev.Dr.Danis Ponniah,S.J.(Vice-Principal), Rev.Dr.B.John Bosco,S.J. (Deputy Principal), Mr.T.S.A.Bernard Chandra (Dean of Arts), Dr. A. John De Britto (Dean of Sciences) and Mr. I. Sebasdiyar (Associate Professor of Physics). The interaction was a kind of SWOT analysis, which served three important purposes:

- i) to perceive where we were after re-accreditation,
- ii) to help the Departments record all the aspects since re-accreditation in April 2006 and
- iii) to implement quality related measures in the forthcoming years, especially before second re-accreditation in 2011-2012.

The academic audit was held as per the schedule given below:

DATE	DEPARTMENT	DATE	DEPARTMENT
24.07.'08	Dept. of Plant Biology & Plant Biotechnology	08.09'08	Dept. of Mathematics
25.07'08	Dept. of Adv. Zoology & Biotechnology	09.09'08	Dept. of Tamil
29.07'08	Dept. of Chemistry	16.09'08	Dept. of Computer Science
05.08'08	Dept. of Physics	22.09'08	Dept. of Folklore
06.08'08	Dept. of Commerce	23.09'08	Dept. of B.B.A.
19.08'08	Dept. of English	25.07'08	Dept. of Economics & Dept. of MCA

- ✓ The Core Committee of IQAC recommended to the Management to establish new infrastructure facilities for teaching-learning process and research activities. On the basis of the recommendation, the College Development Council was constituted to explore the means of raising fund for establishing new infrastructure facilities.
- ✓ IQAC Core Committee, comprising Rev.Dr.Alphonse Manickam, S.J. (Chairman), Mr.M.Thomas Punithan (Deputy Principal), Dr.V.S.Joseph Albert (IQAC Co-ordinator), Dr.T.Dharmaraj (Dean of Arts) and Dr.A.Lourdusamy (Dean of Sciences) visited the departments for academic audit in 2010—2011. Sixteen

meetings of the IQAC Core Committee with the Departments were held as per the following schedule:

DATE	DEPARTMENT	DATE	DEPARTMENT
07.12.'10	Dept. of Commerce	25.01.'11	Dept. of English
09.12.'10	Dept. of Computer Science	27.01.'11	Dept. of Chemistry
10.12.'10	Dept. of Plant Biology & Plant Biotechnology	08.01.'11	Dept. of MCA
13.12.'10	Dept. of Physics	08.01.'11	Dept. of Corporate Secretaryship
15.12.'10	Dept. of Mathematics	09.01.'11	Dept. of BBA
18.01.'11	Dept. of Adv. Zoology & Biotechnology	09.01.'11	Dept. of Social Work
19.01.'11	Dept. of Economics	24.01.'11	Dept. of Folklore
21.01.'11	Dept. of Tamil	24.01.'11	Dept. of Visual Communication

The meetings turned out to be a meaningful academic and administrative exercise. The duration of each meeting was 90 minutes. The salient points of the meetings were presented in the Governing Body meeting held on 29.03.11.

**2.5.6 Based on the recommendations of the academic audit what specific measures have been taken by the institution to improve the teaching, learning and evaluation?**

- Remedial classes for slow learners
- Smart classrooms for departments
- More add-on courses for students
- On-line registration of examination application forms

- Online examination
- Group discussion as an obligatory component of teaching-learning process and evaluation
- Communicative English for first generation learners

**2.5.7 How does the institution monitor the performance of the students? (Annual/ Semester exam, Trimester Exam, Midterm Exam, Continuous assessment, Final exam, etc.,)**

- Semester system with Continuous Internal Assessment (CIA) is followed.
- The Principal and the Heads of Department monitor the performance of the students by making an analysis after every internal test and external examination.
- The teachers make an analysis of the performance of students after every internal test and external examination in departmental meetings.
- The performance of students is analyzed in Academic Council meeting in February and Governing Body meetings in July and March.

**2.5.8 How are the evaluation methods communicated to students at the beginning of the year?**

- ✓ The details of the evaluation methods are printed in the academic calendar which is distributed to every student at the beginning of the academic year. In addition, the Principal and the members of the faculty explain the details to the students.
- ✓ Periodical circulars are sent to the classes well ahead of every schedule.
- ✓ During the Bridge Course, the Controller of Examinations and the Heads of Department meet the students and explain the evaluation methods in a detailed manner. After the Bridge Course, the Heads of Department meet I UG and I PG students in the classroom and explain the logistics of Continuous Internal Assessment and External Examination.

**2.5.9 What is the method of evaluation followed (Central, Door, Double evaluation)?**

- The college follows Central Valuation.
- Double evaluation is followed in all PG courses.

**2.5.10 What is the mechanism for Redressal of grievances regarding evaluation?**

- ❑ After every semester examination, the Appeals and Grievances Committee meets and decides on the cases of malpractice.
- ❑ The Appeals and Grievances Committee consists of the following members:
  1. Rev.Dr.Alphonse Manickam, S.J. (Principal)
  2. Rev.Dr.A.Arockiasamy, S.J. (Controller of Examinations)
  3. Rev.Dr.Danis Ponniah, S.J.(Vice-Principal)
  4. Mr.M.Thomas Punithan (Deputy Principal)
  5. Dr.V.S.Joseph Albert (IQAC Co-ordinator)
  6. Dr.N.Ramachandran Nair (Dean of Students)
  7. Mr.M.P.Alagia Nambi (Alumnus & Public Representative)
  8. Chief Superintendent
  9. Additional Superintendent
- ❑ The Examination Committee looks into the expectations of the students regarding the assessment procedure.

**2.5.11 When are the examination results declared? Give the time frame.**

The results of the Continuous Internal Assessment (CIA) are announced before the last working day of every semester. The semester results are declared within 15 days after the examination.

**2.5.12 Does the institution communicate to the parents regarding the evaluation outcome? Describe the weightages given to assignments /seminars / dissertation / field work and written exams.**

- Yes. The mark statements are given to the students in the presence of their parents during Parents' Meetings held twice in a year. The parents interact with faculty members and know about the performance of students. This is one of the Best Practices of the college.
- For each paper, there are both Continuous Internal Assessment (CIA) during the semester by the course teachers and an External Examination at the end of the semester by an outside examiner. The Internal and External assessment ratio is 50:50. There is no pass minimum for CIA. An undergraduate student will be declared to have passed a course if he secures 40% in the external and in the aggregate. A postgraduate student will be declared to have passed a course if he/she scores 45% in the external assessment and 50 % in the aggregate.
- Continuous Internal Assessment (CIA), which is done by the course teachers has two components:
 

• 2 Internal Tests (35 + 35)	= 70 marks
• Other modes (any two )	= 30 marks
Total	=100 marks
- Other modes of Internal Assessment:
  - Quiz announced / unannounced
  - Short duration objective type tests / snap tests
  - Short answer/problem solving (15 minutes to 30 minutes for periodical assessment of higher order cognitive abilities)
  - Long answer/essay (30 minutes to 60 minutes for periodical assessment of higher order cognitive abilities)
  - Guided individual / group projects

- Fieldwork / Practical work / Case study (to assess practical skills in handling instruments, experimenting, reporting etc.)
- Group discussions (to assess students' originality, creativity, initiative, communication skills, etc.)
- Seminar
- Assignment (written or oral)

➤ External Examination:

External examination is of three hour duration for all the theory papers and practical papers. Every theory paper has objective type questions, which constitute 20% of the question paper.

- Theory: In general, all theory papers for semester examinations will be set by external examiners. While there is a single valuation for UG answer scripts, there will be double valuation for PG scripts, with the subject teacher being one examiner and an external examiner being the other. If the difference of marks between the two valuations is 20 and above, the scripts will be sent for a third valuation and the average of the closest two marks will be taken.
- A student can write a maximum of 8 arrear papers ( 6 theory + 2 practical) in any semester examination. A student who registers for UG/PG/M.Phil. Degree course will have to complete the course within 5 years/ 4 years/ 3 years respectively. Otherwise the student has to re-register.
- Practical: A student must have done a minimum of 75% of the list of practical sessions arranged by the class teacher in order to appear for the practical examinations. The minimum marks required for a pass is the same as for the theory papers. The semester practical examinations for both UG and PG are conducted by the teacher-in-charge of practical for the class and an external examiner.

### **2.5.13 Explain the functioning of the office of the Controller of Examinations.**

❖ The Office of the Controller of Examinations performs the following functions:

- Collecting question papers from teachers and conducting Continuous Internal Assessment (CIA) as per schedule mentioned in the College Calendar
- Conducting re-tests for students who were absent for CIA for valid reasons
- Publishing the examination time-table well in advance.
- Receiving the examination application forms on-line
- Issuing hall tickets to students
- Conduction external examination at the end of the semester
- Conducting the meetings of Examination Committee and Awards Committee
- Publishing the results and placing them on the college website  
(E.g. The odd semester examinations were conducted from 01.11.2010 to 13.11.2010. The meeting of the Appeals and Grievances Committee was held on 16.11.2010. The meeting of the Awards Committee was held and results were published on the college website on 08.12.2010. The even semester examinations were conducted from 11.04.2011 to 03.05.2011. The meeting of the Appeals and Grievances Committee was held on 04.05.2011. The meeting of the Awards Committee was held and results were published on the college website on 18.05.2011.)

### **2.5.14 How long has the current system of evaluation been in practice?**

The current system of evaluation has been in practice since 1987.

### **2.5.15 Has the institution carried out any evaluation reforms? If yes, what are the reforms made with reference to evaluation? (Peer evaluation, Double evaluation, Open book examination, Question Bank, Moderation, Internal assessment etc.)**



The college has carried out the following evaluation reforms during the last five years:

- ❖ Online submission of examination forms for all the regular students was followed.
- ❖ Online examination for computer papers was introduced.
- ❖ UGC sanctioned Rs.60,000/for examination reforms and the amount was utilized for the following purposes:
  - Enhancing the quality of hall ticket with a new format, which includes the photograph of student, date of birth, details of seating arrangement, etc.
  - Printing the hologram in the mark statement
  - Designing the mark statement with a new format
  - Developing question banks for various subjects
- ❖ St. Xavier's College is one of the few colleges in the country with an excellent mechanism for teaching and assessing the speaking skill of the students. Development of communication skills forms an integral part of the General English Course. In the first and second years, a practical component has been introduced in order to assess the communication skills of students. The teachers of the English Department perform this task through viva voce for the benefit of all the first year and second year UG students. For example, in April 2011, 1340 students appeared for viva voce in General English.
- ❖ The Regional Field Unit of Centre for Testing and Evaluation, Ministry of HRD, Government of India, was established in 2008—2009. The National Testing Service aims to formulate concept based continuum of graded syllabi and tools of

measurement for determining the language skills of learners at different levels. Dr.M.Joseph Irudaya Xavier is the Coordinator of this programme. The Centre has taken initiatives to prepare modules in Item Analysis. The Unit organized an Orientation Programme for College Teachers on 17.03.2009. Dr.Pon Subbiah, Head of National Testing Service, was the resource person. A workshop on “Evaluation Techniques in Higher Education” was conducted from 30.03.2009 to 01,04,2009. 50 teachers from various colleges were given training in evaluation strategies.

- ❖ Double Evaluation for PG courses was followed.
- ❖ Re-test system was introduced.
- ❖ Question Bank was developed for all the courses.
- ❖ Moderation was done as per the decision taken in the Awards Committee meeting held on 08.12.2010 to a maximum of 3 marks out of 50 if it was needed for a PG student to pass any one course.
- ❖ Students were permitted to appear for odd semester arrear examination in both odd and even semesters.
- ❖ As per the Manonmaniam Sundaranar University guidelines, 40 % pass minimum was introduced in UG programmes with effect from 2010--2011.
- ❖ “Pigeon Hole System” was followed in seating arrangement in the examination hall, which was divided into different columns like A, B, C, D, E, F, G, H, etc. As a result, students were able to identify their seats without any difficulty. The new seating arrangement reduced the work of the administrative staff.

**2.5.16 How is the evaluation process made transparent? Illustrate the different stages of evaluation till the declaration of results.**

- The evaluation process of Continuous Internal Assessment is made transparent through the following measures:
  - Test papers of both theory and practical are distributed to the students after every internal test.
  - Test marks are displayed in the department notice board.
- Retests are conducted for the students who have availed of medical leave and for the students who have represented the college in various competitions.
- Supplementary examinations are held for final year regular students who have appeared and failed in any of the semester theory papers and have only 3 papers as arrears to complete his/her degree. The supplementary examination is conducted after the publication of semester results.
- Reappearing / Recounting / Revaluation: The students who have failed will be permitted to appear for papers based on the syllabus in force at the time of admission for a period of two years from the year of normal completion of the same course. Hence for UG it would be 3+2 years; for PG 2+2 years; and for M.Phil (regular) 1+2 Years.

**2.5.17 Mention the number of malpractice cases reported and how they are dealt with (average per year).**

In an average, 4 malpractice cases are reported every year. The students who have indulged in malpractice are asked to appear before the Appeals and Grievances Committee with their parents. If a student indulges in malpractice even in one regular theory paper, it will lead to the cancellation of all the papers written by him/her in that semester. Malpractice in arrear paper will lead to the cancellation of that arrear paper.

Malpractice in any practical examination will lead to the cancellation of that practical. The student can reappear for those papers only in the next odd / even semester, as the case may be.

**2.5.18 Does the college provide the photocopy of answer scripts to students? Give details of the practice.**

Yes. The college provides the photocopy of external examination answer scripts to students for verification on request. Recounting is permitted for UG students who apply for it within the stipulated time. Revaluation is permitted for the papers written in regular UG examinations.

Internal Assessment papers are given to students for verification.

**2.5.19 Give details regarding the computerization of the examination system.**

- The Office of the Controller of Examination has done computerization of the entire examination system. On-line examination, on-line registration of examination forms and uploading the semester examination results are carried out as per schedule mentioned in the College Calendar.
- The mark statements, hall tickets, processing of examination application forms, allocation of register numbers and seating arrangement have been computerized.

**2.5.20 What are the measures taken by the institution to ensure security and confidentiality of the evaluation system?**

The highest parameter of efficiency with regard to the evaluation process in the college is honesty and impartiality. The college enjoys the utmost credibility in this aspect. Both internal assessment and external assessment are carried out in a systematic manner with objectivity. The Chief Superintendent and Chairmen of Boards of Examiners help the Controller of Examinations ensure security and confidentiality of the evaluation system.

## **2.6 Best Practices in Teaching, Learning and Evaluation**

### **2.6.1 What innovations / best practices are followed by the college with regard to teaching, learning and evaluation, with reference to admission process, student profile / catering to diverse needs / teaching-learning process / teacher quality / evaluation process and reforms or any other quality initiatives?**

- Transparency in the admission process is ensured.
- No donation is received for admission.
- Equity and access are created to disadvantaged community (SC/ST/OBC).
- The policy of the college is preferential option for the poor.
- First generation learners are given preference in admission.
- Women empowerment is promoted. A minimum of 30% of women are admitted in every programme.
- The differently-abled students are given preference in admission.
- The economically weaker sections of the society, athletes and sportspersons are given preference in admission and financial assistance.
- The students coming from faraway places and from poor socio-economic background are given free noon meal by the Management.
- Bridge Course is conducted at the beginning of every academic year.
- ICT-enabled teaching-learning process is promoted.
- Smart classrooms were established.
- Language Lab was strengthened.
- Every department was equipped with a Laptop, an LCD projector and a screen.
- Peer learning is promoted among students.
- Remedial classes are conducted at the college level for slow learners.

- The Differential Streaming System in General English caters to the needs of both slow learners and advanced learners.
- Student-centred teaching-learning process is followed with emphasis on communication skills.
- The tutor-ward system ensures effective monitoring of the progress of students.
- Full-time counselors provide personal counselling to students.
- Parents' Meetings are conducted twice in a year.
- "One Rupee a Day per Student" enables the physically challenged and poor students of the college and the poor people in STAND villages to get financial assistance.
- Registration fee, D.A. and T.A. were given to the teachers who presented papers in national seminars/conferences/workshops conducted by other institutions.
- 7 teachers availed of Faculty Development Programme facility under UGC XI Plan.
- Teachers in the Management Stream are appointed as substitutes in unfilled / retirement vacancies, and the Management meets the salary expenses from its own resources.
- Conducting academic audit is one of the Best Practices of the college.
- Student feedback on teachers is carried out by IQAC in a scientific manner.
- Obligatory internship is introduced in programmes like B.Com (Vocational), M.S.W. and M.C.A.
- Evaluation reforms like on-line examination, group discussion as an integral part of viva voce, mark statements with a new format, hall tickets with quality enhancement, new seating arrangement, re-test system were introduced.
- Security and confidentiality of the evaluation system are ensured.
- Re-tests and Supplementary examinations are conducted for benefit of students.

## For Re-Accreditation

1. What were the evaluative observations made under teaching-learning and evaluation in the previous assessment report and how have they been acted upon?

i) **Observation made by the Peer Team:**

The remedial programmes need to be made more formal and effective and extended to all the departments.

**Action Taken:**

- ❖ As per the recommendation made by the NAAC Peer Team, the college administration has made the conduct of remedial classes a quality enhancement measure, making it more formal and effective and extending it to all the departments. For example, remedial classes were conducted for 21 courses in the academic year 2010--2011 under UGC XI Plan Merged Scheme to help the slow learners clear the arrear papers.

S.No.	Class	Course	No. of Students
1.	I/II/III B.Sc. Mathematics	Calculus	20
2.	II/III B.Sc. Mathematics	C ++	11
3.	II/III B.Sc. Mathematics	Sequences & Series	16
4.	II B.Sc. Physics	Mathematics II	11
5.	I B.Sc. Physics	Mathematics I	13
6.	I B.Sc. Physics	Properties of Matter	12
7.	III B.Sc. Physics	Electricity and Magnetism	14

8.	I B.Sc. Chemistry	General Chemistry I	11
9.	III B.Sc. Chemistry	Physical Chemistry	12
10.	I B.Sc. Chemistry	Mathematics I	14
11.	I B.Sc. Plant Biology & Biotech.	Chemistry I	22
12.	I B.Sc. Advanced Zoology	Chemistry I	20
13.	I B.A. Economics	Micro Economics	28
14.	I B.A. English Literature	Literary Forms & Terms	35
15.	I B.A./B.Sc.	General English I	47
16.	I B.Com.	Accountancy	10
17.	III B.Com.	Cost Accounting	11
18.	III B.Com.	Corporate Accounting	13
19.	I B.Sc. Computer Science	C ++	16
20.	II B.Sc. Computer Science	Operation Research	22
21.	I/II/III Plant Biology&Biotech.	Plant Diversity	15

❖ Remedial classes were conducted by the Dept. of English for 7 courses during 2006—2011:

S.No.	Year	Course	No. of hours	No. of students
1.	2005—2006	General English I	30	50
2.	2005—2006	General English II	30	45
3.	2006—2007	General English III	30	34



4.	2006—2007	General English IV	30	30
5.	2008—2009	General English III	30	26
6.	2010—2011	Literary Forms & Terms	20	35
7.	2010—2011	General English I	20	47

**ii) Observation made by the Peer Team:**

Teacher evaluation was carried out in multiple stages. There is evaluation of newly appointed teachers by the principal. A questionnaire has been designed for this purpose. A section of the teachers (about 38 per cent) are evaluated by the students. There is a self-appraisal by teachers who are awaiting cadre promotions, which are forwarded to the Joint Director of Collegiate Education. There is an academic audit of every department. There is a need to make this evaluation more scientific and comprehensive to cover all the teachers and to motivate those who are doing outstanding work and also to overcome deficiencies wherever found.

**Action Taken:**

- ❖ IQAC conducts the process of student feedback on teachers at the end of every semester. The process has been made scientific and comprehensive. This is a significant quality enhancement measure implemented by the college. For example, the process of getting student feedback on all the teachers during the odd semester was held on 21.09.2010. The analysis of the feedback was handed over to Rev. Fr. Secretary and Rev. Fr. Principal on 15.11.2010 and to the teachers on 25.11.2010. Rev. Fr. Secretary instructed the teachers to improve their performance based on the results of the evaluation.
- ❖ The process of getting student feedback on teachers during the even semester was held on 22.03.2011. The analysis of the feedback was handed over to

Rev. Fr. Secretary and Rev. Fr. Principal on 07.04.2011 and to the teachers on 08.04.2011. Rev. Fr. Secretary instructed the teachers to improve their performance based on the results of the evaluation on 8<sup>th</sup> & 9<sup>th</sup> April 2011.

- ❖ Besides the student feedback on teachers, self-appraisal is also done by individual teachers. The questionnaires are printed by the college and issued to individual teachers through IQAC. The teachers maintain individual files for keeping the self-appraisal forms.
- ❖ The questionnaire and the response sheet designed for this purpose by IQAC based on the model given by NAAC are given in Appendix IV.

**iii) Observation made by the Peer Team:**

There is felt need for appointing senior and experienced teachers for the self-financing courses.

**Action Taken:**

- ❖ Senior teachers with more than 20 years of teaching experience handle classes on hourly basis in self-financing stream and participate in curriculum designing process and Board of Studies meetings.
- ❖ Mr.M.Thomas Punithan, Former Head of the Dept. of Zoology, was appointed Deputy Principal for self-financing programmes in June 2009.
- ❖ Teachers with Ph.D. / SLET qualification handle classes in self-financing stream. For example, M.A. English Literature programme, offered in self-financing stream, is handled by seven grant-in-aid teachers in the Dept. of English after the class hours. M.Phil. Commerce, M.Phil. Botany and M.Sc. Chemistry, offered in self-financing stream, are handled by grant-in-aid teachers in the Dept. of Commerce, the Dept. of Botany and the Dept. of Chemistry respectively after the class hours.

- ❖ Teachers in grant-in-aid stream --- Mr.T.S.A.Bernard Chandra, Dr.C.Eugine Franco and Dr.P.Lourdes Poobala Rayan --- extend their services as Co-ordinators for self-financing programmes such as B.B.A., Commerce and Corporate Secretaryship.

**iv) Observation made by the Peer Team:**

There is also need for filling the vacancies of the approved posts.

**Action Taken:**

The approval of the Government of Tamil Nadu is awaited to fill the vacancies arising out of the retirement of teachers. Nevertheless, the Management has appointed teachers in vacancies of retired teachers in order to make the teaching-learning process effective and maintain the teacher : student ratio. As on 09.04.2011, the Management has provided out of its own financial resources 16 teachers, 5 non-teaching staff and 1 technical assistant in order to sustain quality in teaching-learning process.

S. No.	Department	No. of Teachers appointed
1.	English	02
2.	Tamil	02
3.	Economics	01
4.	Mathematics	02
5.	Chemistry	01
6.	Plant Biology and Plant Biotechnology	01
7.	Zoology	04
8.	Commerce	03
	TOTAL	16

**2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to teaching-learning and evaluation?**

- The Regional Field Unit of Centre for Testing and Evaluation, Ministry of HRD, Government of India, was established in 2008--2009 to facilitate the development of evaluation tools.
- Experienced teachers handled classes for students in self-financing stream.
- Smart classrooms were established to facilitate ICT-enabled teaching-learning process.
- Language Lab was strengthened to help students acquire communication skills.
- The Dept. of Visual Communication made a collection of audio-visual aids. At present, there are 2,800 short films in both English and Tamil, and 500 short video visuals in the department.
- On-line registration of examination application form was followed.
- On-line examination was conducted.
- Peer learning was promoted.
- Tutor-Ward system was strengthened.

### 3.1 Promotion of Research

#### 3.1.1 Describe various steps taken to encourage research by the faculty (by providing seed money, grants, other facilities).

- ❖ Incentives are given to the teachers who publish papers in refereed journals. During the last five years, Rs. 92,250 was given as incentive for publication.
- ❖ Registration fee, D.A. and T.A. were given to the teachers who presented papers in national seminars/conferences/workshops conducted by other institutions. During the last five years, Rs. 84,140 was given to paper presenters.
- ❖ Research awards for Arts and Science have been instituted by the Management. The awards are given to teachers on the College Day every year.
- ❖ Seed money is given to the departments every year for conducting national seminars/conferences/workshops from Autonomy Grant. The details are given below:

Year	Amount given to the Departments (Rs)
2006--2007	15,382
2007--2008	25,408
2008--2009	1,16,276
2009--2010	1,57,617
2010--2011	70,380
TOTAL	3,85,063

- ❖ The college has launched three international journals:
  - *Journal of Biopesticides*, started 2008--2009
  - *Sciencia Acta Xaveriana*, started in 2009--2010
  - *Inter-Disciplinary Research Journal for Humanities*, started in 2010-2011

- ❖ During the last five years, the college has promoted quality research by upgrading the following departments as research centres, approved by the Manonmaniam Sundaranar University:

1. Dept. of Computer Science (2008—2009)
2. Dept. of Physics (2009—2010)
3. Dept. of Commerce (2009—2010)
4. Dept. of Chemistry (2010—2011)
5. Dept. of English (2010—2011)

**3.1.2 Is research a significant activity of the college? How does the institution promote faculty participation in research and recognize faculty for guiding research?**

- ✓ Yes. Research is a significant activity of the college. Thrust areas of research are identified in every department and research is pursued both by teachers and students with support from the Management. One of the quality enhancement measures introduced in the college after re-accreditation in 2006 was the systematic arrangement of national /international /state-level seminars/ conferences/workshops. The details are given below:

Year	National	State-Level	International	Total
2006--2007	05	11	---	16
2007--2008	05	12	01	18
2008--2009	07	08	---	15
2009--2010	12	04	01	17
2010--2011	13	03	02	18
TOTAL	42	38	04	84

- ✓ Teachers are encouraged to pursue research through Faculty Improvement Programme (FDP). 7 teachers availed of FDP in 2009--2010 under UGC XI Plan.
- ✓ The Management encourages teachers to become research guides, approved by the Manonmaniam Sundaranar University. During the last five years 18 teachers were approved as research guides.
- ✓ The teachers have undertaken many pioneering projects in the area of research. The research projects are funded by the State, National and International agencies such as UGC, DST, CSIR, TNSCST, FORD Foundation etc. The college has sufficient infrastructure and provides ample opportunity for faculty and students to be involved in research work.

### **3.1.3 What provision is made in the budget for research and development?**

Rs. 3,40,69,312 was allocated for research and development during the last five years. The details of the provision made in the budget are given in Criterion III under "Action Taken".

### **3.1.4 Does the college promote participation of the students in research through the academic programme?**

- ✓ Yes. Students participate in national /international /state-level seminars/conferences/workshops.
- ✓ Students were encouraged to apply for projects. 12 research projects were undertaken by students during the last five years. The college provides them with the necessary infrastructural facilities.
- ✓ Research Methodology Course is an obligatory part of the PG syllabus in many departments.
- ✓ Full-time and part-time scholars are permitted to make use of the facilities in the departments / research centres / library.

- ✓ Research scholars are encouraged to get financial assistance from various funding agencies. The details are given below:

S.No.	Name of the Research Scholar	Year	Agency	Amount (Rs)
1.	R.Periyadurai	2006--2007	DCE	24,000
2.	N.Melbin Anto	2006--2007	DCE	24,000
3.	G.Jeya Jothi	2006--2007	DST	3,50,000
4.	M.Mariadass	2006--2007	DST	4,15,000
5.	T.Gopinath	2007--2008	UGC	2,00,000
6.	M.Mariadass	2007--2008	DST	5,00,000
7.	N.Melbin Anto	2008--2009	DCE	24,000
8.	R.Periyadurai	2008--2009	UGC	24,000
9.	M.Mariadass	2009--2010	DST	1,50,000
10.	V.Narayani	2010--2011	DCE	36,000
11.	T.Gopinath	2010--2011	UGC	2,00,000
12.	Sr. Nirmala	2010--2011	UGC	2,00,000
TOTAL				21,47,000

### 3.1.5 What are the major research facilities developed and made available on the campus?

At present there are 16 Research Centres in the college, which perform two important functions:

1. Catering to the needs of teachers and students, who pursue doctoral research, and
2. Taking the benefits of research to villages.



## Research Centres and Thrust Areas of Research

<b>Life Sciences</b>			
<b>S.No.</b>	<b>Research Centre</b>	<b>Department</b>	<b>Thrust Areas of Research</b>
1.	Centre for Aquaculture Research and Extension (CARE)	Advanced Zoology & Biotechnology	<ul style="list-style-type: none"> <li>• Conservation of threatened fish species and Hybridization and sex manipulation in murels and cat fishes.</li> </ul>
2.	Entomology Research Unit	Advanced Zoology & Biotechnology	<ul style="list-style-type: none"> <li>• Biosystematics, augmentation and biocontrol potential evaluation of assassin bugs.</li> <li>• South Indian Biodiversity of entomofauna</li> </ul>
3.	Centre for Aquafeed and Nutrition (CAFeN)	Advanced Zoology & Biotechnology	<ul style="list-style-type: none"> <li>• Technology of fish feed production using non – conventional feed ingredients.</li> </ul>
4.	Centre for Plant Molecular Biology	Plant Biology & Plant Biotechnology	<ul style="list-style-type: none"> <li>• Molecular systematics and Micro - propagation of medicinal plants of the Western Ghats.</li> </ul>
5.	Centre for Biodiversity and Biotechnology (CBB)	Plant Biology & Plant Biotechnology	<ul style="list-style-type: none"> <li>• Identification and Micropropagation of endangered Ferns/Fern allies.</li> <li>• Plant biodiversity conservation in the Western Ghats.</li> </ul>
6.	Centre for Crop Protection Research and Extension	Advanced Zoology & Biotechnology	<ul style="list-style-type: none"> <li>• Integrated Pest management</li> <li>• Production of Biocontrol Insects</li> </ul>
<b>Physical Sciences</b>			
7.	Physics Research Centre	Physics	<ul style="list-style-type: none"> <li>• Material Science</li> <li>• Crystal Growth and Characterization</li> </ul>
8.	Chemistry Research Centre	Chemistry	<ul style="list-style-type: none"> <li>• Phytochemistry</li> <li>• Electrochemistry</li> </ul>

9.	Mathematics Research Centre	Mathematics	<ul style="list-style-type: none"> <li>• Facility location problems</li> <li>• Applications of graph theory</li> </ul>
10.	Computer Science Research Centre	Computer Science	<ul style="list-style-type: none"> <li>• Algorithms</li> <li>• Data Mining and Image Processing</li> </ul>

### **Social Sciences**

11.	Folklore Resources and Research Centre (FRRC)	Folklore and Communication	<ul style="list-style-type: none"> <li>• South Indian Folk and Tribal lore</li> <li>• Ethnomusicology</li> </ul>
12.	Entrepreneurship Development and Research Centre (ED&RC)	Commerce	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• Entrepreneurship</li> <li>• Banking and Insurance Services</li> </ul>
13.	Centre for Ambedkar Studies	College Level	<ul style="list-style-type: none"> <li>• Empowerment of SC/ST students</li> </ul>
14.	National Testing Service (NTS)	Tamil (College Level)	<ul style="list-style-type: none"> <li>• Preparation of Evaluation Tools</li> </ul>

### **Languages**

15.	Tamil Research Centre	Tamil	<ul style="list-style-type: none"> <li>• Comparative Literature</li> <li>• Christian Tamil Literature</li> </ul>
16.	English Research Centre	English	<ul style="list-style-type: none"> <li>• Postcolonial Literature</li> <li>• English Language Teaching</li> </ul>

(The details of research pursued in the Research Centres are given in the Evaluative Report of the Departments.)

### **3.1.6 Does the college subscribe to research journals for reference as per the departmental requirements?**

Yes. The college subscribes to research journals for reference as per the departmental requirements. The details are given below:

S. No.	Department	Journals
1.	English	06
2.	Tamil	09
3.	Folklore	06
4.	Economics	08
5.	Social Work	05
6.	Mathematics	07
7.	Computer Science	12
8.	Physics	09
9.	Chemistry	08
10.	Plant Biology and Plant Biotechnology	11
11.	Zoology	10
12.	Visual Communication	08
13.	Commerce	09
14.	Corporate Secretaryship	08
15.	Business Administration	07
16.	M.C.A.	08
	TOTAL	131

**3.1.7 What are the initiatives taken by the institution for collaboration with other research organizations and industry?**

- ✓ Collaboration with other research organizations and industry was one of the Best Practices of St. Xavier's College during the last three years. For example, in the

academic year 2010—2011, the college established 13 MoUs with other research organizations and industries (The list of MoUs is given in under the Key Aspect, “Collaborations” – 3.5.2).

- ✓ The college promoted collaborations with the following objectives:
  - to promote interdisciplinary research
  - to facilitate experiential learning
  - to achieve dissemination of knowledge among academicians / industrialists.

### **3.1.8 Is there a research committee to facilitate and monitor research? Give details.**

- Yes. There is a research committee to facilitate and monitor research. The research committee consists of the following members:
  1. Rev.Dr.Alphonse Manickam, S.J. (Chairman)
  2. Dr.T.Dharmaraj (Dean of Arts)
  3. Dr.A.Lourdusamy (Dean of Science)
  4. All the Research Guides
- Whenever a new research centre is started, the relevance of the proposed research topic is studied by the Academic Council and approved by the Governing Body. The progress reports and statements of account of both minor and major research projects are submitted to the Deans’ Office.
- In the meeting of the Research Committee held on 12.09.2006, it was resolved to augment the research activities of the college by motivating the departments to become research centres , approved by the Manonmaniam Sundaranar University.
- In the meeting of the Research Committee held on 13.07.2007, it was resolved to shortlist the following programmes so as to implement “Lab to Land” activity:
  1. “Fish Culture” by Centre for Aquaculture Research and Extension (CARE)

2. “Medicinal Plant Cultivation” by the Dept. of Plant Biology & Plant Biotechnology
  3. “Computer Literacy” by the Dept. of Computer Science
  4. “Empowerment of Children” by Folklore Resources and Research Centre
- In the meeting of the Research Committee held on 09.09.2008, it was resolved to strengthen Entrepreneurship Development and Research Centre (ED & RC) and to bring out an international journal edited by Dr.K.Sahayaraj.
  - In the meeting of the Research Committee held on 27.08.2009, the following aspects were discussed:
    - The benefits of exchange programme
    - Publication of research journals for Science and Humanities.

As resolved in the meeting, *Scientia Acta Xaveriana*, an international journal for science was brought out on 20.03.2010 during the College Day celebrations.

### 3.2 Research and Publication Output

#### 3.2.1 Give details of the ongoing minor and major projects.

There are 14 ongoing **major projects** for the allocated amount Rs. 7,37,60,710.

S.No.	Name of the Teacher	Title of the Project	Funding Agency	Amount
1.	M.A.Haniffa	Seed Production and Culture Technologies of Murrels	CSIR	12,00,000
2.	M.A.Haniffa	Structure Analysis of Snakeheads in Tamil Nadu and Kerala	DST	26,42,852
3.	M.A.Haniffa	Value Chain in Murrel Production in Tamil Nadu and Orissa	ICAR -- NAIP	3,02,13,000
4.	Dunstan P. Ambrose	Molecular Biodiversity and Biosystematics of Assassin Bugs	UGC	10,32,000
5.	Dunstan P. Ambrose	Molecular Characterization of Assassin Bugs	CSIR	19,18,200

6.	Dunstan P. Ambrose	Biological Control of Lepidopteran Pests	DST	15,00,060
7.	A.John De Britto	Upscaling Murrel Production for Income Generation	NAIP, ICAR	3,04,00,000
8.	A.John De Britto	Photochemical Characterization in Anti Cancer Drug Plants	ICMR	15,00,000
9.	A.John De Britto	Potential Ferns as Biocontrol Agents in the Western Ghats	CSIR	14,00,000
10.	K.Sahayaraj	Reduviid Salivary Toxin	DST	3,70,000
11.	K.Sahayaraj	Evaluation of Reduviids on Cotton Pests	CSIR	3,09,800
12.	K.Sahayaraj	Biodiversity of Predatory Hemipteran Insects Western Ghats	MEF	3,90,798
13.	V.S.Manickam, S.J.	Natural Programme on Recovery of Red-Listed Species	DBT	2,59,000
14.	T.Dharmaraj	Social Thinkers of India	UGC	6,25,000
			TOTAL	7,37,60,710

There are 4 ongoing **minor projects** for the allocated amount Rs. 3,70,000.

S.No.	Name of the Teacher	Title of the Project	Funding Agency	Amount
1.	V.S.Joseph Albert	The Significance of Postcolonial Studies	UGC	70,000
2.	Lizie Williams	Amitav Ghosh's Novels: A Postcolonial Approach	UGC	70,000
3.	M.Julias Caesar	Job-related Stress of Working Women	UGC	1,00,000
4.	D.Prem Anand	Low Cost Fabrication of Nano Crystals	UGC	1,30,000
			TOTAL	3,70,000

**3.2.2 Does the college have research funding from the Government, Industry, NGO or International agencies? Give details.**

Yes. The college has research funding from UGC, CSIR, DST, DBT, TNSC, MEF, MoEs, ICMR and OBT.

**3.2.3 Does the college have research students currently registered for M.Phil & Ph.D? Give details of number of M.Phils / Ph.Ds awarded during the last five years.**

During the last five years 249 research students registered for M.Phil. programme and 246 students were awarded M. Phil. Degree. The details are given below:

<b>Year</b>	<b>No. of students registered for M. Phil. degree</b>	<b>No. of students awarded M. Phil. degree</b>
2006--2007	40	40
2007--2008	47	47
2008--2009	60	59
2009--2010	57	55
2010--2011	45	45
<b>TOTAL</b>	<b>249</b>	<b>246</b>

During the last five years 56 research scholars were awarded Ph.D. The details are given below:

<b>2006--2007</b>			
<b>S.No.</b>	<b>Name of the Research Scholar</b>	<b>Name of the Guide</b>	<b>Department</b>
1.	M.Manohar	M.A.Haniffa	Zoology
2.	N.Sujatha	M.A.Haniffa	Zoology
3.	M.Mariadass	B.Victor	Zoology
4.	A.Sahaya Pravin	A.John De Britto	Botany
5.	P.J.Rosakutti	A.John De Britto	Botany

6.	S.Shanthakumari	A.John De Britto	Botany
7.	S.Wilson	V.S.Manickam, S.J.	Botany
8.	S.Harikrishnan	V.S.Manickam, S.J.	Botany
9.	Y.Justin Koilpillai	V.S.Manickam, S.J.	Botany
10.	K.Pannerselvam	A.Dhananjayan	Folklore & Communication
11.	S.Simon John	N.Ramachandran Nair	Folklore & Communication
12.	S.Karthick Raja	K.Sahayaraj	Zoology
<b>2007--2008</b>			
13.	N.Nirmal Kumar	A.John De Britto	Botany
14.	G.S.Rekha	A.John De Britto	Botany
15.	P.Xavier Raj	C.Ganesa Moorthy	Mathematics
16.	Rilbert Janarthanan	M.Joseph Irudaya Xavier	Tamil
17.	S.Seetharaman	M.A.Haniffa	Zoology
18.	R.Perumalsamy	M.A.Haniffa	Zoology
19.	R.Francis Xavier	N.Ramachandran Nair	Tamil
20.	A.Pushparaj	B.Victor	Zoology
<b>2008--2009</b>			
21.	P.Titus	A.P.Santhakumaran	Mathematics
22.	S.Athisayanathan	A.P.Santhakumaran	Mathematics
23.	A.Punitharani	A.Lourdusamy	Mathematics
24.	D.Kumar	M.A.Haniffa	Zoology
25.	N.Thangaraj	L.Louis Jesudass	Botany
26.	K.Paulraj	V.Irudayaraj	Botany
27.	T.Poovaisubramanian	M.Joseph Irudaya Xavier	Tamil
28.	J.Jeya Celin	A.Antonysamy, S.J.	Mathematics
29.	P.S.Allen Benziger	M.A.Haniffa	Zoology



30.	Ezhilmathi Sophia	Maria Sebastian	Zoology
31.	Lilly	Maria Sebastian	Zoology
32.	S.Sivasubramanian	L.Louis Jesudass	Botany
33.	S.Kanthan	M.Joseph Irudaya Xavier	Tamil
<b>2009--2010</b>			
34.	V.John	V.S.Joseph Albert	English
35.	N.Suresh	A.John De Britto	Botany
36.	L.John Peter Arulanandam, S.J.	A.John De Britto	Botany
37.	K.Petchimuthu	A.John De Britto	Botany
38.	R.Mahesh	A.John De Britto	Botany
39.	P.Vanitha Pappa	M.A.Haniffa	Zoology
40.	S.Viswanathan	M.A.Haniffa	Zoology
41.	R.Arthi Manju	M.A.Haniffa	Zoology
42.	Y.Ananth Kumar	M.A.Haniffa	Zoology
43.	A.Saravana Gandhi	K.Natarajan	Botany
44.	S.Jaquilin Goldi	L.Louis Jesudass	Botany
45.	R.Balasubramanian	K.Sahayaraj	Zoology
46.	P.Namasivayam	A.Lourdusamy	Mathematics
47.	K.Ramapandi	A.Chellaperumal	Folklore & Communication
<b>2010--2011</b>			
48.	J.Francis Borgio	K.Sahayaraj	Zoology
49.	S.Sivaramakrishnan	Dunstan P. Ambrose	Zoology
50.	R.Vinodhini	M.Narayanan	Zoology
51.	L.Arulmary	N.Ramachandran Nair	Folklore & Communication

52.	Muthu Ramakrishnan	M.A.Haniffa	Zoology
53.	S.V.Arunsingh	M.A.Haniffa	Zoology
54.	M.Dhanaraj	M.A.Haniffa	Zoology
55.	Joseph Varghese	A.Antonysamy, S.J.	Mathematics
56.	S.Muthu Kumar	K.Sahayaraj	Zoology

### 3.2.4 Does the college provide fellowship/scholarship to research scholars?

Yes. The details are given below:

Name of the Research Centre	Name of the Director	No. of Research Scholars receiving fellowship/ scholarship
Centre for Aquaculture Research and Extension (CARE)	M.A.Haniffa	10
Entomology Research Unit	Dunstan P. Ambrose	07
Centre for Plant Molecular Biology	A.John De Britto	09
Centre for Biodiversity and Biotechnology (CBB)	John Peter Arulanandam, S.J.	03
Centre for Crop Protection Research and Extension	K.Sahayaraj	07

### 3.2.5 Does the college have post-doctoral fellows currently working in the institution?

Yes. Dr. Dunstan P. Ambrose is a post-doctoral fellow currently working in the institution.

### 3.2.6 Give highlights of the collaborative research conducted by the faculty.

The collaborative research conducted by the faculty has the following highlights:

- ✓ Taking the benefits of research to the society through “Lab to Land” programme (E.g. Centre for Aquaculture Research and Extension has 13 foreign collaborations and 21 national level collaborations.)

- ✓ Dissemination of knowledge among academicians / industrialists

### 3.2.7 What research awards and patents were received by the faculty during the last five years?

The details of awards and patents were received by the faculty during the last five years are given below:

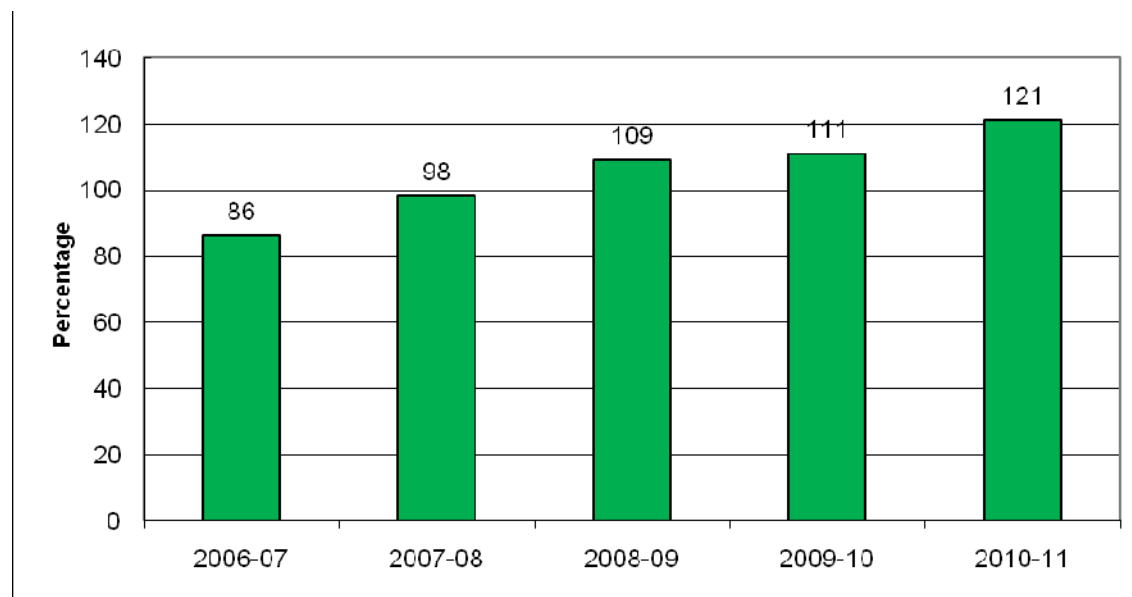
<b>2006—2007</b>			
<b>S.No.</b>	<b>Name of the Teacher</b>	<b>Title</b>	<b>Agency</b>
1.	Dunstan P. Ambrose	Fellow of Society for Biocontrol Advancement	Project Directorate, Bangalore
2.	Dunstan P. Ambrose	Who's Who	Marquis, USA
3.	K.Sahayaraj	Associate Editor Award	Warsaw University, Poland
4.	K.Sahayaraj	Associate Editor Award	World Agricultural Sciences, Pakistan
<b>2007—2008</b>			
5.	M.A.Haniffa	International Islamic Scientist Award	International Islamic Tamil Ilakkia Kazhagam, Chennai
6.	M.A.Haniffa	Thenpothigai Tamil Sangam Award	Thenpothigai Tamil Sangam, Tirunelveli
7.	K.Sahayaraj	Fellow of Advanced Zoological Research	AZRA, New Delhi
8.	Dunstan P. Ambrose	Consulting Editor for Contemporary Who's Who	American Biographical Institute, USA
9.	Dunstan P. Ambrose	Consulting Editor for International Profiles	American Biographical Institute, USA
<b>2008—2009</b>			
10.	K.Sahayaraj	Hiyoshi Environmentalist Award	Hiyoshi Corporation, Japan
11.	V.S.Manickam, S.J.	Indian Fern Society Award	Indian Fern Society
12.	A.Dhananjayan	Member	Tamil Nadu Govt. Folk Artistes Welfare Board

13.	T.Dharmaraj	Member	Tamil Nadu Govt. Adi Dravider Welfare Board
14.	S.John Peter Joseph	Best Researcher Award	St. Xavier's College, Palayamkottai
15.	N.Nirmal Kumar	Bharat Award in Environment	Brussels Organization, Belgium
16.	K.Sahayaraj	Scientist of the Year	NESA, New Delhi
17.	K.Sahayaraj	Best Researcher Award	St. Xavier's College, Palayamkottai
18.	K.Sahayaraj	Lifetime Achievement Award	Alumni Association, St. Xavier's College, Palayamkottai
<b>2009—2010</b>			
19.	T.Dharmaraj	Member of the Executive Committee, Adi Dravider Welfare Board	Govt. of Tamil Nadu
20.	S.John Peter Joseph	Editor's Choice Award	The Home of Letters, Bhubaneswar
21.	S.John Peter Joseph	Best Researcher Award	St. Xavier's College, Palayamkottai
22.	T.Dharmaraj	Best Manuscript Award	Govt. of Tamil Nadu
23.	Thaarcis Albin	Best Paper Presentation Award	Association of Economists, Tamil Nadu
<b>2010—2011</b>			
24.	G.Lawrence Amalraj, S.J.	Chief Adviser	Shepherd, Madurai
25.	K.Sahayaraj	Fellow	Society for Applied Biotechnology, India
26.	K.Sahayaraj	Fellow	Society for Biocontrol Advancement, Bangalore
27.	S.John Peter Joseph	Best Researcher Award	St. Xavier's College, Palayamkottai

28.	A.Lourdusamy	Reviewer	American Mathematical Society, USA
29.	C.Eugine Franco	Bharat Siksaaratan Award	Global Society for Health and Educational Growth, New Delhi
30.	M.Johnson	Guest Editor for Special Issue	E-Journal of Eco-Biotechnology

**3.2.8 Are there research papers published by the faculty in refereed journals periodically, by the faculty? If yes, specify.**

Yes. **525** research papers were published by the faculty in refereed journals during the last five years.



(The xerox copies of all the 525 papers are kept in the respective departments/research centres for reference.)

**3.2.9 Give the list of publications by the faculty.**

Publication of research papers is one of the strengths of St. Xavier's College. **40** books, **619** research papers (including 525 research papers published in refereed journals) and **10** proceedings have been published during the last five years. The list of publications by the faculty is given below:

<b>S.No.</b>	<b>Name of the Teacher</b>	<b>Books</b>	<b>Research Papers</b>	<b>Proceedings</b>	<b>CDs</b>
1.	Dunston P. Ambrose	01	34		
2.	M.A.Haniffa	02	46		
3.	T.A.Sethuramalingam		32		
4.	M.Narayanan	01	15		
5.	B. Xavier Innocent		02		
6.	K.Sahayaraj	06	54	03	
7.	A. Jeyaseeli		03		
8.	J. Ronald		03		
9.	P.Selvaraj		03		
10.	L.Henry Joseph		02		
11.	L.Louis Jesudass		15	01	
12.	D.Patric Raja		03		
13.	A.John De Britto	02	63		
14.	V.S.Manickam, S.J.	02	20		
15.	G.Sahaya Antony Xavier		02		
16.	V.Irudayaraj		12		
17.	M.Johnson		35		
18.	J.John Peter Paul		03		
19.	L.John Peter Arulanandam, S.J.		06		
20.	K.Natarajan		04		
21.	N.Nirmal Kumar		03		
22.	A.P.Santhakumaran		30		

23.	A.Lourdusamy		06		
24.	S.Athisayanathan		01		
25.	A.Dhananjayan	03	17		
26.	N.Ramachandran Nair	02	04		
27.	T.Dharmaraj	02	18		
28.	Britto Vincent, S.J.,		05		
29.	M.Joseph Irudaya Xavier		02		
30.	R.Francis Xavier		01		
31.	S.Kanthan		01		
32.	A.Murugan		01		
33.	A.Kavitha		01		
34.	M.Motcha Anandan		02		
35.	V.S.Joseph Albert	01	03	01	
36.	V.S. Joseph Albert & S. John Peter Joseph			03	
37.	A.Calistus	05	03		12
38.	S.John Peter Joseph	05	30		
39.	A.Maria Ignatius		02		
40.	V.John		04		
41.	Lizie Williams		04		
42.	R.Princee		02		
43.	S.Raja Rajeswari		03		
44.	I.Antony Rajasree		02		
45.	M.Mahajabin		01		

46.	A.Antonitta Judy		02		
47.	S.Soumia		03		
48.	Linus Jude		01		
49.	Leo Tagore, S.J.		01		
50.	Felicita Mary Prabha		01		
51.	Saradha Kanna		01		
52.	Salbina Gladis		01		
53.	D.Silvia Flavia		02		
54.	P.Devaraju		02		
55.	S.V.L.Michael		03		
56.	J.Amalanathan		03		
57.	Thaarcis Albin		04		
58.	Danis Ponniah, S.J.		02		
59.	D. Prem Anand		26		
60.	S.P. Victor		08		
61.	S.John Peter		17		
62.	T.C. Raja Kumar		03		
63.	Ashok Kumar		02		
64.	S.Chidambaranathan	03			
65.	K.Sujatha		11		
66.	M.S. Selvakumar		02		
67.	S.Mary Jeletin Kala		03		
68.	C. Eugene Franco	01	05		



69.	T.S.A.Bernard Chandra		02	02	
70.	Lourdes Poobala Rayan	01	03		
71.	A.Arockiadass	02			
72.	M. Julias Ceasar	01	07		
TOTAL		40	619	10	12

### 3.2.10 Furnish details about citation index / impact factor of publication by the faculty.

The citation index and impact factor of publication by the faculty are given below:

S.No.	Name of the Teacher	Citation Index	Impact Factor
1.	Dunston P. Ambrose	110	National : 3.04 International : 1.10
2.	M.A.Haniffa	23	0.872
3.	K.Sahayaraj	97	National : 2.79 International : 1.54
4.	L.Louis Jesudass	--	1.20

## 3.3 Consultancy

### 3.3.1 List the broad areas of consultancy services provided by the Institution during the last 5 years (Industries, Government, NGO/Community/Public).

The broad areas of consultancy services provided by the college during the last five years are mentioned below:

Name of the Teacher	Department	Area of Consultancy
Dunston P. Ambrose	Zoology	Taxonomy of Assassin bugs
M.A.Haniffa	Zoology	Induced breeding of Murrells
K. Sahayaraj	Zoology	Integrated Pest Management
L. Louis Jesudass	Plant Biology & Plant Biotechnology	Plants used in Tribal Medicine
A. John De Britto	Plant Biology & Plant Biotechnology	Molecular Taxonomy

A.P. Santhakumaran	Mathematics	Graph Theory
A. Dhananjayan	Folklore & Communication	Folk Songs
N. Ramachandran Nair	Folklore & Communication	South Indian Folklore
T. Dharmaraj	Folklore & Communication	Folklore and Culture
Britto Vincent, S.J.,	Folklore & Communication	Ethnomusicology
Alphonse Manickam, S.J.	History	Jesuit Presence and History in Tamil Nadu
V.S. Joseph Albert	English	Postcolonial Literature
A. Calisthus	English	English Language Teaching
S. John Peter Joseph	English	Indian Writing in English

### **3.3.2 Does the institution publish the expertise available for consultancy services?**

- Yes. The consultancy expertise of the faculty members is conveyed to the prospective clients during Alumni meetings. The Department of Commerce makes the expertise of its members known to the society through marketing services/customers' meetings.
- The expertise in biocontrol agents is brought to the notice of farmers by organizing farmers' meet through NGOs.
- The induced breeding techniques are widely publicized in the newspapers and fish farmers' magazines.

### **3.3.3 Give details regarding the nature of consultancy services and revenue generated.**

#### **What are the mutual benefits accrued due to consultancy?**

- ✓ No other revenue except the honorarium, T.A. and D.A. is received by the teachers who serve as resource persons for various academic programmes held in other institutions.

- ✓ The teachers serve as resource persons for national seminars/conferences and academic staff colleges.
- ✓ The teachers serve as members of the Boards of Studies in other institutions.
- ✓ The research centres receive financial assistance from various agencies through projects and the amount is used for research and consultancy services. For example, Centre for Aquaculture Research and Extension (CARE) extends free consultancy services to fish farmers in Tamil Nadu, Kerala, Karnataka and Andhra Pradesh. The centre has been internationally recognized for advanced research in murrel seed production.

### **3.4 Extension Activities**

#### **3.4.1 What outreach programmes are organized by the institution? How are they integrated with the academic curricula?**

- ✓ To arouse social consciousness among students and to give them an opportunity to work with underprivileged sections of the society, a pioneering outreach programme called Student Training and Action for Neighbourhood Development (STAND) was introduced in the academic year 1993-94. When the Choice Based Credit System was implemented in 2006, 2 credits were allotted to STAND outreach programme.
- ✓ In June 2008, the Choice Based Credit System was modified as per the instructions given by the Govt. of Tamil Nadu, and at present a mandatory 1 credit is to be earned by UG and PG students to get the degree. The primary objective of this programme is to contribute to the sustained development of people through awareness and training. It is mandatory that all the students must participate in at least two extension activities. Students are encouraged to enroll in as many different activities as possible.

- ✓ Every undergraduate student is expected to earn 1 credit by participating in any one of the extension programmes such as N.S.S., N.C.C., Democracy Forum, Consumer Club, etc.

**3.4.2 How does the college promote institution-neighborhood network in which students acquire service training, which contribute to sustained community development?**

STAND outreach programme is executed on a grand scale. Every Department is allotted a village situated around Palayamkottai within a radius of 20 to 25 km. After an orientation programme, the students are required to visit their adopted village and interact with the people at regular intervals. Each department has one member of staff as a contact person to whom the students refer matters concerning their village programme. 8 village visits and 1 camp are compulsory for UG students; 4 village visits and 1 camp are compulsory for PG students. Planning and other support services are arranged by the Director and the Co-ordinator of STAND.

The saplings that were planted years ago in the STAND villages are the shady spots used by the students to gather the children for different programmes. The students are happy and generous enough to celebrate different social and religious functions like Samathuva Pongal, Deepavali, Christmas, Republic Day, New Year and village celebrations with the villagers. The cultural programmes and awareness programmes that the students display are well received by the village community. With the support and guidance of the Jesuit Management, regular and frequent visits by the Jesuit fathers of the Jesuit community, the Departmental Heads and Officials of the College, the grand support by the government officials, well-wishers and sponsors, STAND outreach programme continues to make an indelible mark in the process of empowering the under-privileged sections in the villages of Tirunelveli District.

The details of STAND outreach programme activities during the camps in the last five years are given below:

Department	Name of the Village	Activities
Economics	Maavadi	Awareness Rally of Election, Siddha Medical Camp, Veterinary Camp, Blood Group Check up, Self Help Group Training, Fish Culturing, Eye Camp, HIV, AIDS Awareness, 108 Ambulance Awareness, Awareness for Disaster Management, Youth Skill Training, Children's Science Awareness, Consumer Awareness, Planting Saplings, Screening Documentary film(Sanitation)
Mathematics	Uganthanpatti , Alngulam	Veterinary Camp, Planting Sapling, Sanitation Awareness, Siddha Medical Camp, General Medical Camp, Acupuncture Medical Camp, Karate Training, Planting Sapling
Advanced Zoology	Kuthalaperi Ramasamiyapuram	Veterinary camp, Dental Camp, Planting Sapling, General Medical Camp, Veterinary Camp, Screening Documentary Film (Sanitation)
English	Pottalnager M.G.R Nager	Law awareness Camp, Veterinary Camp, Awareness for Disaster Management, Self Help Group Training, 108 Ambulance Awareness, Planting Medicinal Sapling, Youth Skill Training
Tamil	Selvaputhukulam	Screening Documentary Film (Sanitation), Planting Saplings, General Medical Camp
BBA	Subbiramaniya-puram	Planting Sapling, General Medical Camp, Blood Group check up, Children's Science Awareness, 108 Ambulance Awareness
Plant Biology & Plant Biotechnology	Arasu Puthukalani Keezha Omanallur	108 Ambulance Awareness, General Medical Camp, Siddha Medical Camp, Allopath Medical Camp, Planting Saplings, Water testing, Screening Documentary Film (Sanitation), Natural Medical Camp
Computer Science	Padagasalai	Planting Sapling, Self Help Group Training
Physics	Keezha Nattarkulam, Eduppal	108 Ambulance Awareness, Blood Group check up, Planting Sapling, Veterinary Camp, Planting Sapling, Acupuncture Medical Camp

Chemistry	Kadanbankulam, Kattapuli	108 Ambulance Awareness, Veterinary Camp, Eye Camp, Awareness Rally For Election, Awareness for Disaster Management, Veterinary Camp, 108 Ambulance Awareness, Awareness for Disaster Management, Siddha Medical Camp, Agriculture Development Programme
Commerce (Shift-II)	Thulukarpatti	General Medical Camp, Planting Sapling, Awareness Rally (Sanitation)
Corporate Secretaryship	Samathuvapuram	Eye Camp, General Medical Camp, Planting Saplings, Acupuncture Medical Camp, Self Help Group Training
Computer Science	Notchikulam	General Medical Camp, 108 Ambulance, Planting Sapling, Children's science Awareness
Information Technology	Kottaiadi	108 Ambulance, Awareness for Disaster Management, Documentary Film (Sanitation), Human Rights, Planting Sapling, Self Help Group Training, Eye Camp, Siddha Medical Camp
Computer Science (Shift- II)	Lakshmiyapuram	Blood Group check up, Siddha Medical Camp, Awareness for Disaster Management, Veterinary Camp, Planting Sapling, Siddha Medical Camp, Screening Documentary Film, Awareness for Disaster Management
MCA	Nariyoothu	Veterinary camp, Planting Sapling, General Medical Camp, 108 Ambulance, Awareness for Disaster Management, Screening Documentary Film (Sanitation), Human Rights, Provide Small Library, Computer Training

**3.4.3 How does the institution promote the participation of the students and faculty in extension activities of NSS, NCC, YRC and other NGOs? How often and in what roles are they involved?**

At present there are 6 N.S.S. units in the college. A wide range of activities are undertaken by about 800 students through N.S.S. units.

**Programmes organized by N.S.S units during 2006-2007:**

- Orientation Programmes for N.S.S. volunteers on 19.07.2006, 26.07.2006 and 23.08.2006
- Workshop on Disaster Management
- Helping the Railway Protection Force from 28.11.2006 to 06.12.2006
- Orientation Programme on 07.12.2006

- A ten-day special camp from 25.01.2007 to 03.02.2007 in Tuticorin District (250 students participated.)

**Programmes organized by N.S.S units during 2007-2008:**

- Orientation Programmes for N.S.S. volunteers on 12.07.2007, 12.09.2007 and 11.10.2007
- Seminar on Siddha Medicine on 11.12.2007
- Film Appreciation Sessions on 08.01.2008 and 09.01.2008
- Social Awareness Programme on 25.01.2008
- A ten-day special camp from 15.02.2008 to 24.02.2008 at Gopalamudram in Tirunelveli District (250 students participated.)

**Programmes organized by N.S.S units during 2008-2009:**

- Orientation Programmes for N.S.S. volunteers on 26.07.2008 and 20.08.2008
- Campus cleaning programme on 17.09.2008
- Seminar on Environmental Awareness on 24.09.2008
- A ten-day special camp from 25.09.2008 to 05.10.2008 at Pottal in Tirunelveli District (140 students participated.)
- A ten-day special camp from 05.12.2008 to 14.12.2008 at Keelanatham in Tirunelveli District (135 students participated.)
- Campus cleaning programme on 23.02.2009
- Seminar on AIDS Awareness on 26.02.2009

**Programmes organized by N.S.S units during 2009-2010:**

- Orientation Programmes for N.S.S. volunteers on 29.07.2009 and 30.08.2009
- Road Cleaning Programme on 22.09.2009 (250 students participated.)
- AIDS Day Cycle Rally on 01.12.2009 (300 students participated.)
- Seminar on Social Awareness on 25.01.2010 (300 students participated.)
- A seven-day special camp at Aazhikudi in Tirunelveli District
- Seminar on Effective Water Management on 30.01.2010 (280 students participated.)
- Road Safety Week on 10.02.2010 (500 students participated.)

**Programmes organized by N.S.S units during 2010-2011:**

- Orientation Programmes for N.S.S. volunteers on 05.08.2010
- Seminar on Consumer Rights on 13.12.2010

- Seminar on Child Labour on 24.01.2011
- Street Play and Folk Dance on 29.07.2010
- Road Safety Week on 07.01.2011
- Cycle Rally to celebrate “National Voters’ Day” on 25.01.2011
- Awareness Programme on election on 01.03.2011
- A seven-day camp from 05.01.2011 to 07.03.2011 at Marutham Nagar in Tirunelveli District (135 students participated.)

#### **Activities of N.C.C. during 2006-2007:**

Cadets underwent Institutional Training, Annual Training Camp, National Integration Camp, Army Attachment Camp and Trekking and other adventure camps in which they were exposed to the rich and wide spectrum of NCC activities. 67 NCC cadets participated in CATC/IUC/RDC/TSC selection camps held at various places. SGT S.Ramasubramanian and SGT E.Ramachandran, represented the Tamil Nadu Directorate NCC in Talsanic Camp at New Delhi from 15.09.2006 to 29.09.2006. SGT A.Athi Ariharan and L/CPL X. Paul Alex participated in Army Attachment Camp at Bangalore from 01.12.2006 to 15.12.2006. U/o. T. Joseph Shibin and U/o. R. Christopher John participated in All India Trekking Camp in Assam from 07.12.2006 to 20.12.2006. Lt. A. Irudayaraj, NCC Officer, conducted a cycle expedition along with the cadets, covering 250 Kms. NCC Madurai group conducted the 'B' certificate examination on 18.02.2007.

#### **Activities of N.C.C. during 2007-2008:**

68 cadets participated in CATC at St.John’s Higher secondary school, Palayamkottai from 22.12.2007 to 31.12.2007. Cadet CPL V.Kanirajan represented the Tamil Nadu Directorate NCC in Republic Day camp at New Delhi from 01.01.2008 to 29.01.2008. CPL N. Arul Ruban, CPL K. Chetric Charles and CPL: R.Lingeswaran represented the Tamil Nadu Directorate NCC in Talsainic Camp at New Delhi from 24.09.2007 to 05.10.2007. 8 Cadets attended Army Attachment Camp at Hyderabad from 19.11.2007 to 03.12.2007. NCC cadets celebrated Republic Day function on 25.01.2008. Col.V.K.Nair presided over the function.

#### **Activities of N.C.C. during 2008-2009:**

89 Cadets participated in CATC at St.John’s Higher Secondary School, Palayamkottai from 19.05.2008 to 28.05.2008. SGT.S.Raja Rajeswaran, SGT.V.Vellai Raja



represented the Tamil Nadu Directorate NCC in Republic Day Camp at New Delhi from 01.01.2009 to 29.01.2009. CPL.A.Alwyn, CPL.M.Esakki, CPL.U.Sevan, CPL.A.Siva and CPL.R.Thangadurai represented the Tamil Nadu Directorate NCC in Talsainic Camp at New Delhi from 22.09.2008 to 03.10.2008. 6 Cadets attended Army Attachment Camp at Secunderabad from 17.11.2008 to 03.12.2008. 1 Cadet attended Himalaya Mountain camp at Dehradun from 01.09.2008 to 19.09.2008.

#### **Activities of N.C.C. during 2009-2010:**

Cadets underwent Institutional Training, Combined Annual Training Camp and National Integration Camp, Army Attachment Camp, All India Trekking Camp, Himalaya Mountain Camp and other adventure camps. 63 Cadets participated in CATC at St.John's Higher Secondary School, Palayamkottai from 24.12.2009 to 02.01.2010. UO N.Muthu represented the Tamil Nadu Directorate NCC in Talsainic Camp at New Delhi from 18.9.2009 to 29.09.2009. SGT.R.Jayakumar attended the Talsainic launch camp. SGT.P.Mary Dhana Packiya Rani, SGT.L.Antony Michael Raj, SGT. A.Manikandan, SGT.M.Gopala Krishnan, SGT.A.Michael Charles attended Republic Day Launch Camp. 3 Cadets attended National Integration camp at Bothgaya from 21.9.2009 to 2.10.2009. 3 Cadets attended Basic Leadership camp at Nagpur from 15.1.2010 to 26.1.2010. 3 Cadets attended Army Attachment Camp at Secunderabad from 08.02.2010 to 22.2.2010.

#### **Activities of N.C.C. during 2010-2011:**

36 Cadets participated in CATC at Tenkasi from 15<sup>th</sup> September 2010 to 24 September 2010. 49 cadets participated in CATC at St.John's Higher Secondary School, Palayamkottai, from 24<sup>th</sup> December 2010 to 02 January 2011. S.U.O. S.Bala Murugan represented the Tamil Nadu Directorate NCC in Republic Day camp at New Delhi from 01.01.11 to 31.01.11. C.U.O. V.Gunasamy represented the Tamil Nadu Directorate NCC in Talsainic Camp at New Delhi from 23.10.10 to 02.11.2010. 3 cadets attended Army Attachment Camp at Secunderabad from 16.9.2010 to 29.09.2010.

### **3.4.4 Is there any research or extension work to ensure social justice and to empower under-privileged sections in particular, women and children?**

- Participatory action for rural development with NGOs and GOs facilitates empowerment of under-privileged sections, in particular, women and children.

- Students laid rural link roads in all adopted villages with the support of local area MPs, MLAs and DRDAs and constructed shelters for the underprivileged with the support of the Slum Clearance Board and DRDAs.
- Educational opportunities for dropouts and poor students belonging to adopted villages are created.
- STAND promotes functional literacy and non-formal education.
- Self help groups (Women Sangams) have been established in the adopted villages. Women and girls are given free skill training in tailoring, embroidery, flower box making, basket weaving and muffler weaving. They are also trained in raising kitchen gardens and herbal gardens.

#### **3.4.5 What is the impact of extension on the community? Specify.**

The activities of students through STAND programme have a great impact of extension on the community:

- Village visits: House visits, Supplementary Education, Guidance and Counselling, Cultural programmes and Case Study
- Awareness building: AIDS, POLIO, Wasteland development, Pest control, Water management, Co-operative farming, etc.
- Organizing village camps: Medical camp, Veterinary camp, Tree planting, Herbal planting, Sanitation, Rainwater harvesting
- Vocational training: Making soap, candle, washing powder, ink and socially useful products
- Computer functional literacy, Economic literacy
- Skill training for adolescent girls

- Leadership training for women
- Seminar for rural youth
- Celebrating all religious festivals for promoting communal harmony and integration
- Lab to Land, Land to Lab activities
- Groupwise activities: Literacy, Environment, Health and Hygiene, Basic Needs, Cultural programmes.

#### **3.4.6 Does the college receive awards / recognition for extension activities?**

Yes. The college receives awards / recognition for extension activities. For example, the college won “The Best College in the District Award for Consumer Forum Activities” awarded by the District Collector on 26.01.2010. The college also won the Best Consumer Forum II Prize awarded by the Govt. of Tamil Nadu in 2010--2011.

### **3.5 Collaborations**

#### **3.5.1 How many linkages does the institution have for research and extension?**

One of the strengths of St. Xavier’s College is collaboration with other academic bodies / industries / research institutes. At present, the college has 93 linkages (22 foreign linkages and 71 national linkages) for research and extension.

#### **3.5.2 List the organizations and the nature of linkage and expected outcomes.**

S.No.	Name of the Research Dept. / Research Centre	Linkages	
		National	International
1.	Centre for Aquaculture Research and Extension	Sri Paramakalyani Centre for Environmental Sciences, Alwarkurichi	School of Biological Sciences, University of Sains Malaysia, Penang, Malaysia
2.	Centre for Aquaculture Research and Extension	M.S.Swaminathan Research Foundation, Chennai	Ecotone Environmental Management, Selangor, Malaysia
3.	Centre for Aquaculture Research and Extension	Aquaculture Foundation of India (AFI), Neelankarai, Chennai	INFOFISH International, Kuala Lumpur, Malaysia

4.	Centre for Aquaculture Research and Extension	Research Department of Zoology, Govt. Arts College for Men, Chennai	National University of Singapore, Kent Ridge, Singapore.
5.	Centre for Aquaculture Research and Extension	Central Institute of Brackishwater Aquaculture, Chennai	Research Institute of Aquaculture, Vietnam.
6.	Centre for Aquaculture Research and Extension	Department of Zoology, Bharathiar University, Coimbatore.	Faculty of Aquaculture and Fisheries, Cantho University, Vietnam.
7.	Centre for Aquaculture Research and Extension	Zoo-out-reach Organization, Coimbatore	Department of Biochemistry University of Dhaka, Dhaka
8.	Centre for Aquaculture Research and Extension	Karnataka Veterinary Animal and Fisheries Science University, Bangalore	The Bengis Center for Desert Aquaculture, Ben-Gurion University of Negev, Israel
9.	Centre for Aquaculture Research and Extension	Inland Fisheries Division, University of Agricultural Sciences, Bangalore	Rohan Pethiyagoda Institute, Colombo, Sri Lanka.
10.	Centre for Aquaculture Research and Extension	State Fisheries Department, Bangalore	ICUN Species Programme, Cambridge, U.K.
11.	Centre for Aquaculture Research and Extension	National Fisheries Developmental Board, Ameerpet, Hyderabad	Department of Fisheries, Kasetsart University, Bangkok, Thailand.
12.	Centre for Aquaculture Research and Extension	Fish Metro Cash & Carry India Pvt. Ltd., Hyderabad	School of Environment, Resource and Development, Thailand
13.	Centre for Aquaculture Research and Extension	State Fisheries Department, Hyderabad	School of Biological sciences, Adelaide, Australia
14.	Centre for Aquaculture Research and Extension	Centre for Cellular and Molecular Biology ,Hyderabad	
15.	Centre for Aquaculture Research and Extension	College of Fisheries, Panangad, Ernakulam.	
16.	Centre for Aquaculture Research and Extension	National Bureau of Fish Genetics Research (NBFG), Cochin	
17.	Centre for Aquaculture Research and Extension	Dept. of Aquatic Biology and Fisheries, University of Kerala	
18.	Centre for Aquaculture Research and Extension	National Bureau of Fish Genetic Resources, Lucknow	

19.	Centre for Aquaculture Research and Extension	Department of Zoology, University of Delhi	
20.	Centre for Aquaculture Research and Extension	Central Institute of Freshwater Aquaculture, Bhubaneswar.	
21.	Centre for Aquaculture Research and Extension	Department of Life Sciences, Manipur University	
22.	Entomology Research Unit	Tamil Nadu Agricultural University	London School of Tropical Medicine, U.S.A.
23.	Entomology Research Unit	National Bureau of Agriculturally Important Insects, Bangalore	Agricultural University, China
24.	Entomology Research Unit		University of Georgia, U.S.A.
25.	Entomology Research Unit		Illinois University, U.S.A.
26.	Entomology Research Unit		Natural History Museum, London, U.K.
27.	Entomology Research Unit		Entomology Laboratory, National Museum, Washington, U.S.A.
28.	Centre for Biodiversity and Biotechnology	University of Agricultural Sciences, Bangalore	
29.	Centre for Biodiversity and Biotechnology	TBGRI, Thiruvananthapuram	
30.	Centre for Biodiversity and Biotechnology	Laboratory of Applied Biology, Bangalore	
31.	Centre for Biodiversity and Biotechnology	Calicut University, Kerala	
32.	Centre for Biodiversity and Biotechnology	Punjab University, Chandigarh	
33.	Centre for Biodiversity and Biotechnology	Guru Gobind Singh Indraprastha University, New Delhi	
34.	Centre for Biodiversity and Biotechnology	BSI, Allahabad	
35.	Centre for Biodiversity and Biotechnology	Indian Botanical Garden, Howrah	

36.	Centre for Plant Molecular Biology	Drug Research Institute for Ayurveda, Chennai	Olomuc University, Czech Republic
37.	Centre for Plant Molecular Biology	Dept. of Biotechnology, ANJA College, Sivakasi	Chinese Academy of Sciences, Beijing, China
38.	Centre for Plant Molecular Biology	Soil Analysis Centre, Tirunelveli	
39.	Centre for Crop Protection Research and Extension	Cotton Research Station, Srivilliputhur	USDA, USA
40.	Centre for Crop Protection Research and Extension	Dept. of Zoology, Tiruvalluvar University, Vellore	
41.	Centre for Crop Protection Research and Extension	Dept. of Chemistry, VHNS College, Virudhunagar	
42.	Centre for Crop Protection Research and Extension	St. Mary's College, Thoothukudi	
43.	Centre for Crop Protection Research and Extension	Dept. of Agricultural Chemistry, IARI, New Delhi	
44.	English Research Centre	Research Dept. of English, Sarah Tucker College, Palayamkottai	
45.	Mathematics Research Centre	Splash Solutions, Tirunelveli	
46.	Mathematics Research Centre	Infant Jesus College of Engineering, Keela Valla Nadu	
47.	Chemistry Research Centre	Lily Pins Pvt. Ltd., Tirunelveli	
48.	Computer Science Research Centre	Splash Solutions, Tirunelveli	
49.	Computer Science Research Centre	ICT Academy of Tamil Nadu	
50.	Dept. of Economics	Junior Chamber International, Tirunelveli	
51.	Physics Research Centre	BSNL , Tirunelveli	
52.	Physics Research Centre	Research Dept. of Physics, S.T.Hindu College, Nagercoil	
53.	Dept. of Commerce	India Cements, Tirunelveli	

54.	Dept. of Commerce	Redegg Infotech., Nagercoil	
55.	Dept. of Commerce	Scott Christian College, Nagercoil	
56.	Dept. of Corporate Secretaryship	Speak Easy English Training Pvt. Ltd. Palayamkottai	
57.	Dept. of Corporate Secretaryship	CSC Computer Education, Palayamkottai	
58.	Dept. of Corporate Secretaryship	Sri Meenakshi Motor Pvt. Ltd, Tirunelveli	
59.	Dept. of Corporate Secretaryship	Susee Group of Concerns, Tirunelveli	
60.	Dept. of Corporate Secretaryship	Fibroflex (India) Pvt. Ltd., Tirunelveli	
61.	Dept. of Corporate Secretaryship	HORIZON, Tirunelveli	
63.	Dept. of Social Work	Peace Trust, Tirunelveli	
64.	Dept. of Social Work	Navajeevan Trust, Tirunelveli	
65.	Dept. of Social Work	Gamodaya Trust, Tirunelveli	
66.	Dept. of Social Work	Arumbugal Trust, Tirunelveli	
67.	Dept. of Social Work	Vanmugil, Tirunelveli	
68.	Dept. of Social Work	Darangadara Chemical Works	
69.	Dept. of Social Work	Pothys, Tirunelveli	
70.	Entrepreneurship Development and Research Centre	District Industries Centre, Tirunelveli	
71.	Dept. of Folklore	Dept. of VisCom, Loyola College, Chennai	
72.	Dept. of Folklore	Arutkadal, Chennai	
73.	Dept. of Folklore	Govt. College of Fine Arts, Chennai	
74.	Dept. of Folklore	Dravidian University, Kuppam	
75.	Dept. of Folklore	Nellai Aivukkuzhu, Tirunelveli	
76.	Dept. of Folklore	Sahitya Akademi, Chennai	

### **3.5.3 How does the linkage promote**

- a) Curriculum development**
- b) Internship**
- c) ‘On-the-job’ training**
- d) Faculty exchange and development**
- e) Research**
- f) Consultancy**
- g) Extension**
- h) Publication**
- i) Student Placement**

- ✓ The faculty members who are involved in research work publish their findings in the form of books, journal articles and abstracts. They regularly conduct national and state-level seminars and conferences for dissemination of information.
- ✓ The linkages promote curriculum development especially when the syllabus is revised to include information about emerging trends in the society. Sharing of best practices, consultancy and dissemination of information are promoted by such linkages.
- ✓ Research, consultancy, extension, publication and student placement have attained greater significance after the establishment of the linkages.
- ✓ The linkages promote internship programmes. For example, M.C.A. students and Commerce students go for internship in industries.
- ✓ The linkages facilitate on-the-job training programmes. For example, the Commerce students have compulsory OJT programmes during summer vacation.
- ✓ The linkages provide enough space for service organizations to do social work in villages.

### **3.5.4 What measures has the institution adopted, to enhance the quality of Research, Consultancy and Extension during the last five years?**

- ❖ The college promoted MoU with other academic bodies / industries.



- ❖ Incentives were given to teachers for publication of research papers in refereed journals. As a result, **40** books, **619** research papers (including 525 research papers published in refereed journals) and **10** proceedings have been published during the last five years.
- ❖ The departments were encouraged to conduct national /international /state-level seminars/ conferences/workshops and the college provided with seed money.
- ❖ The college promoted internship programmes and on-the-job training programmes.
- ❖ Student Training and Action for Neighbourhood Development (STAND), an outreach programme specially designed by the college, was intensified and executed on a grand scale. Students undertook village visits and case studies to analyse the issues related to the empowerment of the under-privileged sections of society. This involvement and exposure, under the guidance of staff, made the process of learning socially relevant and useful both to the villagers and to the students.

### **3.6 Best Practices**

#### **3.6.1. Describe the best practices in research, consultancy and extension with reference to promotion of research / publication output / consultancy and extension activities / collaborations?**

The best practices in research, consultancy and extension are the following:

- ❖ Publication of research papers in refereed journals and giving incentives to the teachers who publish papers for dissemination of information
- ❖ Providing the paper presenters with Registration fee, D.A. and T.A.
- ❖ Publication of research journals for Science and Humanities
- ❖ Giving research awards to teachers every year for quality research
- ❖ Extending seed money to the departments for conducting national seminars/ conferences/ workshops every year

- ❖ Promoting linkages with other academic bodies / industries
- ❖ Undertaking major and minor projects periodically with financial assistance from UGC, CSIR, DST, DBT, TNSC, MEF, MoEs, ICMR and OBT
- ❖ Encouraging teachers to serve as resource persons for seminars / conferences organized by other institutions
- ❖ Facilitating quality research by upgrading the departments as research centres
- ❖ Promoting the participation of women students in STAND, N.S.S. and N.C.C.
- ❖ Involving teachers and students in outreach programmes for the benefit of the people in the villages near Palayamkottai (Every year 850 students and 25 teachers are actively involved in STAND outreach programme and 800 N.S.S. volunteers perform extension activities under the guidance of teachers, including 250 women students.)

## For Re-Accreditation

1. **What were the evaluative observations made under Research, Consultancy and Extension in the previous assessment report and how have they been acted upon?**

i) **Observation made by the Peer Team:**

The research activities in certain departments like Physics, Chemistry, Commerce and Economics need to be strengthened.

**Action Taken:**

- ❖ As per the recommendation made by the NAAC Peer Team, the college administration motivated these departments to become research centres. Accordingly, the Depts. of Physics, Chemistry and Commerce have been approved as research departments by the Manonmaniam Sundaranar University.

- ❖ In the **Dept. of Physics**, 3 teachers (Dr.S.Paulraj, Dr.J.Benet Charles and Dr.D.Prem Anand) were recognized as research guides by the University. 28 research papers were published during the last five years. 3 part-time research scholars were awarded M. Phil. Degree and 13 research scholars are doing Ph.D. through part-time mode. The Dept. of Physics has established MoU with BSNL. Dr.J.Benet Charles completed 2 UGC minor projects. Dr.D.Prem Anand has undertaken 1 minor project.
- ❖ In the **Dept. of Chemistry**, 12 part-time research scholars were awarded M. Phil. Degree and 1 research scholar is doing Ph.D. through part-time mode. One teacher (Mr.V.Jeyabal) is pursuing doctoral research, availing of Faculty Development Programme. One UGC minor project is undertaken by Mr.V.Jeyabal.
- ❖ In the **Dept. of Commerce**, M. Phil. programme was introduced in 2008. During the last three years, 60 students were awarded M. Phil. Degree. 17 research scholars have registered for doctoral research. At present, there are 5 teachers with Ph.D. in the Dept. of Commerce. One teacher (Mr.S.David Appadurai) is pursuing doctoral research, availing of Faculty Development Programme.
- ❖ In the **Dept. of Economics**, 2 teachers (Dr.P.Devaraju and Dr.S.V.L.Michael) were awarded Ph.D. One teacher (Mr.Tharcis Albin) is pursuing doctoral research, availing of Faculty Development Programme. Another teacher (Mr.J.Amalanathan) is doing doctoral research as part-time research scholar. The department was upgraded as a PG department in 2010--2011.

**ii) Observation made by the Peer Team:**

There is need for strengthening resources available to research centres.

**Action Taken:**

- ❖ The Management paid Rs. 50,000 / to the Manonmaniam Sundaranar University as registration fee for upgrading the Depts. of Physics, Chemistry, Commerce, Computer Science and English as research centres.

- ❖ The details of the provision made in the budget for promotion of research under various schemes are given below:

Year	Amount allocated for promotion of research (Rs)
2006--2007	64,41,174
2007--2008	42,13,204
2008--2009	72,98,247
2009--2010	1,15,08,508
2010--2011	46,08,179
TOTAL	3,40,69,312

The college provided research scholars with necessary infrastructural facilities to help them pursue doctoral research in the research centres. As a result, 12 research scholars got research funding for UGC, DST and DCE for Rs. 21,47,000. There are 14 ongoing major projects undertaken by the faculty for the allocated amount Rs. 7,37,60,710 and 4 ongoing minor projects for Rs. 3,70,000.

**iii) Observation made by the Peer Team:**

The activities of N.C.C., N.S.S. and other cultural sides need to be further encouraged with creating opportunities for lady students to participate.

**Action Taken:**

Women students have been actively participating in extension activities as N.S.S. volunteers and N.C.C. cadets for the last two years. At present, 250 women students out of 800 students are in N.S.S. and 33 women students out of 104 students are in N.C.C. Women students participate in the cultural programmes organized in the college and in other institutions with great enthusiasm and they are monitored by the Dean of Women Students.

**2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Research, Consultancy and Extension?**

The following quality sustenance and enhancement measures were undertaken by the college during the last five years:

- ❖ 5 departments (Computer Science, Commerce, Physics, Chemistry and English) were approved as research departments by the Manonmaniam Sundaranar University.
- ❖ Besides the research centres in departments, the following research centres, established in 2008, promote research activities of the college:
  - The National Testing Service for Tamil Language, sponsored by Ministry of HRD, Government of India, and
  - Entrepreneurial Development & Research Centre (ED & RC) was established on 05.03.2008 under the scheme of “College with Potential for Excellence.”
- ❖ 3 international journals (2 for science and 1 for humanities) were started with financial assistance from the college administration.
- ❖ The college motivated the departments / research centres to establish linkages for dissemination of information to facilitate extension activities. At present, the college has 93 linkages (22 foreign linkages and 71 national linkages) for research and extension.
- ❖ Organizing seminars / conferences was strengthened. 42 national seminars / conferences and 38 state-level seminars and 4 international seminars / conferences were conducted during the last five years.
- ❖ Two women teachers (Mrs. M. Safish Mary and Mrs. Caroline Selvaraj) were appointed N.S.S. Programme Officers in June 2009 to facilitate the participation of women students in extension activities as N.S.S. volunteers.

## 4.1 Physical Facilities

### 4.1.1 How well endowed is the college in terms of physical infrastructure (classroom, administrative buildings, staffroom, transport, water, power supply, etc., to run the academic programme)? Enclose the master plan of the college campus indicating the existing buildings and the projected expansion in the future.

The college is endowed with well-maintained physical infrastructure to run all the academic programmes. The library, science laboratories, language lab, computer lab, seminar halls, classrooms, office, rest rooms, sports fields, hostels, canteen, guest rooms and sanitary provisions have been established on the college campus. The master plan of the college campus, indicating the existing buildings, is given in Appendix II.

### 4.1.2 What are the infrastructure facilities available for

- a) Academic activities
- b) Co-curricular activities (Auditorium, Open air theatre etc.)
- c) Sports (Swimming pool, indoor facilities, Gymnasium etc.)
- d) Laboratories
- e) General computer education
- f) Other activities

The buildings, furniture and equipments are put to optimum use and are available for teaching-learning process and evaluation, co-curricular, extra-curricular, research and extension activities.

Name of the Block	Classrooms	Departmental Laboratories	Research Centres	Examination Halls / Seminar Halls
Main Block	30	11	6	Conference Hall-1
Loyola Block	--	--	--	Examination Hall-1
Fr. Soosai Memorial Block	14	--	2	--

Platinum Jubilee Block	10	5	--	Fr.Miranda Hall (VisCom Audio-Visual Room) -1 MCA Seminar Hall -1
CBB Block	--	--	2	--
CARE Block	--	--	1	Seminar Hall -1
Bank Block	--	--	2	--
Auditorium First Floor	--	--	--	Examination Hall -1
Auditorium Ground Floor	--	--	1	Seminar Hall -1
Library Block	--	Language Lab, VisCom Drawing Room, Internet Centre	--	--

- ❖ The research centers of the Department of Advanced Zoology and Biotechnology have six well-equipped laboratories. The research centres of the Department of Plant Biology and Plant Biotechnology have 3 hi-tech laboratories. The departments of Biosciences have a common instrumentation centre, Botanical garden, Medicinal plant garden, Green house, Aquaculture ponds, Microphotographic centres and Insectoriums. The Co-curricular activities are carried out in Fr.Lebeau auditorium, Loyola Hall, Fr.Caussanel Hall, MCA Seminar Hall and Fr.Miranda Hall. An open air stage is available for public functions and cultural activities.

**4.1.3 Has the institution augmented the infrastructure to keep pace with its academic growth? Specify the facilities and the amount spent during the last five years.**

- Yes. PG laboratories for Physics and Chemistry were established.
- Language Lab was strengthened.
- Entrepreneurship Development and Research Centre (ED & RC) was established.
- Women's Hostel was constructed for Rs. 2.5 crore.

- VisCom digital lab, drawing room and studio were established.
- Smart Classrooms were established in the Dept. of Plant Biology & Plant Biotechnology, Dept.of Advanced Zoology & Biotechnology and Dept. of Chemistry.
- Broadband internet connection was provided.
- National Testing Centre and Ambedkar Study Centre were established.
- An auditorium was constructed in the hostel at a cost of Rs. 25 lakh.

**4.1.4 Has the institution provided facilities like common room, wash/rest room for women students and staff?**

Yes. The college has provided 2 Common Rooms for teachers, 16 Departmental Staff Rooms, and 1 Dining Hall and toilet facilities for men and women students.

**4.1.5 What are the steps taken for optimal utilization of infrastructure facilities?**

- ❖ The college offers academic programmes in Shift I (from 8.30 a.m. to 1.30 p.m.) and Shift II (from 1.45 p.m. to 6.45 p.m.) to facilitate optimal utilization of infrastructure facilities.
- ❖ Coaching classes for NET/SLET are conducted after the class hours.
- ❖ Add-on courses like UGC Certificate Course in Communicative English and the Courses offered by Aruppe Academy of Vocational Education are conducted after the class hours.
- ❖ The Manonmaniam Sundaranar University makes use of the sports facilities for conducting athletic meets.

**4.1.6 What are the facilities available for differently-abled students?**

- ✓ Stairs are easily accessible and identifiable. The landings have enough space at the top and bottom. The stair surfaces and nosing are slip resistant. Handrails are provided for staircases. Parking is allowed near the classroom.



- ✓ Drinking water facilities are easily accessible to wheelchair users. The taps are easily maneuverable.
- ✓ Lift facility is available in the library.
- ✓ Complementary ramps are available next to the stairs. The ramps are wide enough for use by wheelchair users. Ramp surfaces are slip resistant and clear of obstacles.

## 4.2 Maintenance of Infrastructure

### 4.2.1 What is the budget allocation for the maintenance of --

- a. Land
- b. Building
- c. Furniture
- d. Equipment
- e. Computers
- f. Transport

The details for the year 2010--2011 are given below:

Nature of the Expense	March to November	December to February	Total
Maintenance of land and building	11,23,400	3,81,633	15,05,033
Electrical work	26,850	21,712	48,562
Maintenance of furniture	78,435	58,316	1,36,751
Equipments	21,83,950	6,77,882	28,61,832
Total	<b>34,12,635</b>	<b>11,39,543</b>	<b>45,52,178</b>

### 4.2.2 How is the budget optimally allocated and utilized?

The Governing Body approves budget allocation for every financial year. The Finance Committee makes decisions on the various heads of expenditure as per UGC rules, taking into consideration the suggestions given by the College Council, Internal Quality Assurance Cell and Planning and Evaluation Committee. The Principal

monitors the expenditure on various heads and the Secretary looks after the execution of infrastructure development.

**4.2.3 Are there staff appointed for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?**

Yes. The technicians from the central workshop carry out the repair and maintenance works of the physical infrastructure. Large-scale repair works are performed by contract labourers and technicians.

The following members of the non-teaching staff have appointed for maintenance and repair:

Storekeeper	= 01
Lab Assistants	= 18
Herbarium Keeper	= 01
Museum Keeper	= 01
Sweepers	= 03
Gardeners	= 03
Watchmen	= 03
Scavenger	= 02
System Engineer	= 01
Programmers	= 04

**4.2.4 How is the infrastructure optimally used?**

- ✓ Government and other organizations use the infrastructural facilities for conducting examinations and contact seminars. The college generates Rs.2,50,000 every year by renting the buildings for conducting examinations and contact seminar programmes.
- ✓ The infrastructural facilities are optimally used for conducting seminars/conferences, Academic Festival and co-curricular activities.

- ✓ The vast infrastructure has facilitated the college to receive financial assistance from UGC, CSIR, DST, DBT, TNSC, MEF, MoEs and ICMR.
- ✓ Remedial classes are conducted outside the class hours.
- ✓ The vast infrastructural facilities enable the administration to conduct the College Day, Sports Day, Cultural programmes, Graduation Ceremony, etc. in a disciplined manner.

#### **4.2.5 What is the mechanism for maintenance of computer, other network facilities, Library and information facilities?**

A system engineer is appointed for the maintenance of the computers and its accessories. If any problem arises in any of the computers, it is entered in a complaint slip and handed over to the Director of Computer Centre. Every day the system engineer goes through the complaint slip and takes necessary steps to maintain the instruments in good condition.

Periodical pest control measures are taken to maintain books and journals in the library in good condition.

### **4.3. Library as a Learning Resource**

#### **4.3.1 How does the library ensure access, use and security of resource?**

- The library provides open access to staff and students.
- At the beginning of every semester, the Librarian addresses the students, explaining the methods of using the library resources.
- Auto Lib software facilitates the borrowing and issue of books quickly.
- Journals and magazines are kept in open racks.

- The librarian and five library assistants ensure the use and security of resources in the library.
- CC TV has been established in the library for security purpose.
- Fire extinguisher has been installed.

#### **4.3.2 What are the facilities available in the library? (Computers, Internet, Reprographic facilities, etc.)**

- ❑ The library building was constructed in May 2005 at a cost of Rs.1.5 crore. It spreads over an area of 23,266 sq. ft, housing an Internet resource centre and a language laboratory.
- ❑ The library is equipped with reprography, a good collection of audio-video cassettes and CDs on the emerging issues relevant to subjects.
- ❑ The library has 8 computers and 1 xerox machine to cater to the needs of the users.
- ❑ Generator facility is provided to ensure uninterrupted power supply.

#### **4.3.3 How does the library collection cater to the needs of the users?**

- Books on competitive examinations are made available.
- Bar coding system has been introduced in the library.
- Book Bank facility is available in the library.

#### **4.3.4 What is the stock of books in the library? (titles)**

- ❖ The college library has 1,03,281 volumes on various subjects. It subscribes to 128 Indian journals and 3 foreign journals. The library has 2790 back volumes of journals, 1333 CDs / DVDs, 5databases and 130 manuscripts.

S. No.	Department	Books
1.	English	13800
2.	Tamil	17745

3.	Folklore	12613
4.	Economics	3540
5.	Social Work	225
6.	Mathematics	7568
7.	Computer Science	6089
8.	Physics	3855
9.	Chemistry	6032
10.	Plant Biology and Plant Biotechnology	6452
11.	Zoology	5448
12.	Visual Communication	198
13.	Commerce	12543
14.	Corporate Secretaryship	235
15.	Business Administration	196
16.	M.C.A.	6742
	TOTAL	103281

❖ Folklore Resources and Research Centre (FRRC) library, which has 10500 photographs, 339 theses, 700 hours of videographs of Hi-8 type, 3500 hours of audio documents, 180 slides and 130 manuscripts, is a treasure for international students. These documents are catalogued and made available for international scholars through computers.

❖ The Dept. of Visual Communication has the following video visuals:

✓ 2,800 short films in both English and Tamil

✓ 500 short video visuals

**4.3.5 Furnish the information regarding the number of journals subscribed by the institution.**

<b>S. No.</b>	<b>Department</b>	<b>Journals</b>
1.	English	06
2.	Tamil	09
3.	Folklore	06
4.	Economics	08
5.	Social Work	05
6.	Mathematics	07
7.	Computer Science	12
8.	Physics	09
9.	Chemistry	08
10.	Plant Biology and Plant Biotechnology	11
11.	Zoology	10
12.	Visual Communication	08
13.	Commerce	09
14.	Corporate Secretaryship	08
15.	Business Administration	07
16.	M.C.A.	08
	<b>TOTAL</b>	<b>131</b>

**4.3.6 How does the library ensure purchase and use of current titles, important journals and other reading materials?**

The purchase of new volumes is made in consultation with the Heads of Department and faculty. Catalogues of current publications are made available to the faculty for ascertaining the titles of books/journals to be purchased. The Library Committee ensures the purchase and use of current titles, important journals and other reading materials.

**4.3.7 If the library has an archives section, to what extent is it used by the readers and researchers?**

The students / research scholars from other educational / research institutions are allowed to visit the library archives, research centres and laboratories on request. The well equipped Folklore Resources and Research Centre library is used by overseas research scholars. During the last five years, 55 special invitees and 160 research scholars visited the archives.

**4.3.8 How are on-line and Internet services in the library used by students and faculty? Specify the hours and frequency of use.**

A separate Internet Centre has been established with 44 computers. Internet service is available for 12 hours per day to the students, who refer to e-books/ e-journals through specific websites.

**4.3.9 Are the library services computerized? Does the institution make use of INFLIBNET/ DELNET/ other facilities? Give details.**

Yes. The management of the library work is computerized with Auto Lib software. The library makes use of INFLIBNET/ DELNET facilities. Membership identification is done through Barcode.

**4.3.10 How many days is the library kept open in an academic year? How long is the library kept open per day – during normal working days? during examinations?**

The library is kept open on 270 days in an academic year.

The library is kept open from 8.00 a.m. to 6.45 p.m. on all working days; from 9.00 a.m. to 1.00 p.m. on holidays; from 9.00 a.m. to 5.00 p.m. on examination days.

**4.3.11 Does the library have an Advisory Committee? What are its functions?**

Yes. The Library Committee consists of the Library Director, Librarian, and 7 teachers as members. The Library Committee performs the following functions:

- Organizing Book Fair in the college
- Making recommendations for the purchase of reference books
- Conducting orientation programmes for freshers

**4.3.12 Amount of money spent on new books, journals during the last five years.**

Year	Amount of money spent on	
	new books (Rs.)	journals (Rs.)
2006--2007	13,15,910	1,41,270
2007--2008	7,34,905	81,896
2008--2009	8,40,244	1,00,864
2009--2010	6,26,921	53,663
2010--2011	14,14,994	53,953
<b>TOTAL</b>	<b>49,32,974</b>	<b>4,31,646</b>

**4.3.13 How does the library motivate students / teachers to read existing and new arrivals?**



- ✓ Current volumes and journals are displayed in racks with for immediate reference.
- ✓ During the Bridge Course, the librarian motivates the freshers, explaining the methods of using the library.
- ✓ Library Week is held to help students get exposure to the existing books.

**4.3.14 What are the special facilities offered by the library to the visually challenged and physically challenged person? How are they used?**

Elevator in the library is easily accessible and identifiable. The doors are wide enough to accommodate the wheelchair users and the space inside is sufficient for them.

Ramps are available at the entrance of the library. Landings are available.

**4.3.15 List the infrastructural development of the library over the last five years.**

- Barcode scanner was established.
- INFLIBNET/DELNET facilities were made available.
- All the computers were upgraded.
- CC TV was installed for maintenance of security.
- E-library facility was provided.
- Addition to furniture was made.

**4.3.16 Describe various information services provided by the library? (clipping, reference, etc.)**

- Clippings on current events and employment opportunities are displayed on the notice board.
- Reference books such as dictionaries and encyclopedia are made available to the students for reference.

- Previous question papers are kept in the library for reference.

#### **4.3.17 Describe steps taken for making the library user friendly.**

- ✓ Staff and students borrow books from the library, making use of the computerized catalogue.
- ✓ The library has well-furnished reading rooms to seat about 400 readers.
- ✓ Subject-wise arrangement of books enables student locate books easily.
- ✓ Books on competitive examinations are kept in the ground floor to facilitate easy access for students.

### **4.4 ICT as a Learning Resource**

#### **4.4.1 How is the computer facility extended to all faculty & students?**

Teachers can prepare Microsoft Power Point presentations by using computers, laptops, digital cameras and CD writers in their respective departments. Photo micrographic slides are prepared using microscopes in science departments. Audio visual aids like OHPs, slide projectors and LCDs are available for teaching-learning process. Staff and students can get recent information through internet, LAN (Local Area Network) and INFLIBNET.

#### **4.4.2 How is the faculty facilitated to prepare computer aided teaching / learning materials? What are the facilities available in the college for such efforts?**

- Computers / laptops are made available to faculty.
- Fr.Caussanel Hall, Loyola Hall, MCA Seminar Hall and Fr.Miranda Hall are equipped with LCD, screen and audio system for screening films, power point presentations, etc.
- Language Lab has 64 computers, a lectern with in-built amplifier and mike, a collar mike, a hand mike, an LCD and a screen for power point presentation and CD players.

- The System Engineer has been appointed to help the faculty prepare computer aided teaching / learning materials.

#### 4.4.3 How many computers are there in the college?

The college has a total no. of **566** computers, including **46** laptops. There are **129** internet systems, **36** LCDs, **18** OHPs and **3** Slide Projectors.

#### 4.4.4 Is there a central computing facility? How favorable are its timings, access and cost to both students and faculty?

Yes. Central computing facility is available in the computer lab. It is made available to staff and students during and after the class hours.

#### 4.4.5 How many departments have computers of their own? Specify the numbers.

All the departments have computers / laptops with internet facility. The details are given below:

S.No.	Department	Desktop Computer	Laptop Computer	Internet System	LCD	OHP	Slide Projector	DVD
1	Principal		1	1				
2	Principal's Store		10		3	1		
3	Principal's Office	9						
4	Bursar's Office	4						
5	IQAC	1		1				
6	Secretary's Office	1		1				
7	Deans' Office	6		1		1		
8	Deputy Principal	1		1				
9	Shift II Office	5	1	2	1			
10	Controller's Office	8	1	1	1			
11	Fr.Vice-Principal	1		1				

12	Mr.Vice-Principal	1		1				
13	Dean of Students	1		1				
14	MCA Staff	2	1	2	1			
15	Computer Science	11	3	10	3	1		
16	VisCom	8	1	1	1			
17	Tamil	1	1	1	1	1		
18	Mathematics	28	5	2	5	1		
19	Folklore	1	1	1				
20	Economics	5	1	1	2			
21	English	1	1	1	1			3
22	Chemistry	5	2	2	2	1		
23	Zoology	8	2	8	2	4		
24	Commerce	5	2	3	2	1		
25	ED & RC	1	1	1	1			
26	Corporate Secretaryship	1		1				
27	BBA	1		1				
28	Physics	3	2	2	2	1		
29	Botany	29	2	20	2	3		
30	MSW	1		1				
31	Physical Director	1		1				
32	Library	20		1				
33	Internet Centre	40		40				
34	Internet Server	6		6				
35	Language Lab	64			1			

36	MCA Lab	86			1			
37	UG Computer Lab	59			1			
38	Entomology Lab	3	3	2		1	1	
39	Commerce Lab	70			1			
40	Crop Protection Centre	1	1	1				
41	FRRC	7		1			1	
42	Alumni/ae Association	2						
43	CBB	4		1	1	1	1	
44	CARE	4	3	4	1	1		
45	PMBRU	1		1				
46	Student Service Centre	1		1				
47	STAND	2		2				
	<b>TOTAL</b>	<b>520</b>	<b>46</b>	<b>129</b>	<b>36</b>	<b>18</b>	<b>3</b>	<b>3</b>

#### 4.4.6 How are the computers and its accessories maintained in the department?

The Director of the Computer Centre, the System Engineer and the members of respective departments maintain the computers.

#### 4.4.7 What is the output of the various departments in developing computer aided packages for their discipline?

- ✓ The significant achievement of the staff and students of the Dept. of Visual Communication is the collection of quality audio-visual aids. At present, there are 2,800 short films in both English and Tamil, and 500 short video visuals in the department. Students are trained to produce short films and documentaries.
- ✓ 12 CDs for the development of listening skills have been developed by the Dept. of English.

- ✓ Software has been designed by Internal Quality Assurance Cell (IQAC) to consolidate student feedback on teachers.
- ✓ Every department has been provided with computers, LCD and internet system. Expansion of E-technology has enhanced the use of computers in curriculum development, teaching-learning, evaluation and research.
- ✓ Students are encouraged to make use of computers for Power Point Presentations of their seminars and projects.

#### **4.4.8 Describe the nature of internet services available to students and faculty.**

Broadband internet connectivity is given to all the departments. Internet browsing is available for teachers and students at the Internet Centre free of cost during the working hours of the library.

#### **4.4.9 How are the institutional website and web-based facilities used and updated for the benefit of teachers, students and other stakeholders?**

Mr.A.Jothikumar, Co-ordinator, Shift II Programmes of the Dept. of Computer Science, is in-charge of updating of the college website. The following items are uploaded / updated in the website regularly:

- College Profile
- Details of the departments and research centres
- Annual Quality Assurance Report (AQAR) submitted to NAAC
- Student attendance
- Semester results
- Information about seminars/conferences

### **4.5 Other Facilities**

#### **4.5.1 Are there hostel facilities available on the campus?**

Yes. There are separate hostels for men and women. Xavier Hostel, which is a “home away from home,” has 5 blocks and 320 rooms which can accommodate 600 men

students. At present 450 men students are staying in the hostel. The expenditure incurred on mess is shared by the students with a dividing system under the supervision of the Hostel Managing Committee, consisting of the Director, Deputy Director and five Assistant Directors. A number of sports and game facilities including indoor games, auditorium, recreation room and reading rooms are available in the hostel.

#### **4.5.2 Are there hostels for women students?**

Yes. In order to create equity and access to women, a separate Women's Hostel at a cost of Rs. 2.5 crore was constructed in 2010--2011, including the financial assistance of Rs. 80 lakh from UGC. Women students are also accommodated in a well-furnished hostel, managed by the sisters of St. Anne's Convent.

#### **4.5.3 How many students stay in the hostel? How many rooms are there in the hostel?**

##### **Is the accommodation sufficient to meet the demand?**

450 men students stay in Xavier Hostel; 160 women students stay in Women's Hostel; 120 women students stay in St. Anne's Hostel; 130 students stay in Sharon Hostel.

Xavier Hostel has the following infrastructural facilities:

Blocks	05
Rooms	320
Auditorium	01
Library	01
Reading Rooms	03
Guest Rooms	03
Dining Halls	02
Canteen	01

Bath rooms	91
Toilets	81
Wells	04
Borewells	03
Municipal water Connection	01
Water Tanks	08
Motors	08
Generators	02
Basket ball courts	02
Football court	01
Volleyball courts	02

#### 4.5.4 What facilities are provided in the hostel?

- Xavier Hostel administration, which consists of the following members, ensures a peaceful atmosphere for holistic development:

- ❖ Rev.Dr.Danis Ponniah, S.J. (Director)
- ❖ Rev.Dr.Xavier Antony, S.J. (Co-Director)
- ❖ Rev.Bro.Joseph Raja, S.J. (Deputy Director)
- ❖ Sch.Vincent (Asst. Director)
- ❖ Sch. Sundar (Asst. Director)
- ❖ Mr.A.Olivar (Asst. Director)
- ❖ Mr.D.Antonysamy (Asst. Director)
- ❖ Rev.Fr.S.P.Savarimuthu, S.J. (Counsellor)
- ❖ Rev.Dr.G.Lawrence Amalraj, S.J. (Counsellor)



- In order to facilitate academic growth and disciplined behaviour, study time (6.00 p.m. to 7.30 p.m. and 8.30 p.m. to 10.30 p.m.) is supervised by the Assistant Directors.
- Mother Teresa Auditorium was constructed in 2010--2011 to facilitate co-curricular and extra-curricular activities.
- Copies of “The Hindu” newspaper are supplied to every room in the morning to help students develop reading skills and vocabulary.
- Cultural and literary competitions are conducted every month, followed by a dinner.
- Inter-Block competitions are conducted as part of the Hostel Day celebrations.

#### **4.5.5 Does the institution have a health centre?**

Yes. The Alumni/ae Association established Judge Joseph Pathology Lab on 19.03.2009. Dr. Stephen is available for consultation.

#### **4.5.6 What health care facilities are provided by the health center?**

The Pathology Lab, maintained by a doctor and three assistants, extend medical help to students. Two private hospitals, situated near the college, also provide appropriate medical treatment to students.

#### **4.5.7 Does the institution have canteen facilities?**

Yes. The college has canteen facilities for staff and students. The canteen can accommodate 100 students at a time. Canteen facility is also available in the hostel.

#### **4.5.8 Does the institution have a student centre?**

Yes. The Student Service Centre has the following facilities:

- Reception counter for providing information to visitors and students

- Xerox facility
- Phone facility

Besides the Student Service Centre, a Co-operative Store, maintained by the Dept. of Commerce caters to the needs of students.

#### **4.5.9 Does the institution have a Placement Centre?**

Yes. The Placement Cell conducts training programmes for students and arranges job fair in collaboration with employers.

#### **4.5.10 What are the physical and infrastructure facilities available for the sports and physical education centre?**

There are ten-tier galleries on either side of the pavilion in the stadium, which can accommodate 1000 students. The athletic track, laid in 2008, consists of 8 lanes. There is a football field inside the track. There is a fenced hockey field also.

The details of existing infrastructural facilities for sports and games are given below:

<b>Sports fields</b>	<b>Number</b>
Concrete basketball court	3
Volleyball court	3
Hockey ground	1
Kho-Kho court	1
Football cum Cricket ground	3
400 m Track	1
Mini Football ground	1
Table Tennis Board	1
Fitness Centre with equipments	1
Kabaddi court	2

Badminton court	1
-----------------	---

**4.5.11 Does the institution have a workshop / instrumentation centre? What are the physical facilities available in the centre?**

It is a servicing centre taking care of installation / maintenance / repair works of electrical, plumbing, carpentry works, and building maintenance related works.

The workshop has machines/tools like lathe, turning and fabrication works.

**4.5.12 Has the institution drawn a master plan for campus development?**

Yes. The Master Plan Committee, constituted in 2007--2008 suggests appropriate quality measures to be implemented in the college. Every department has drawn a master plan for development.

**4.5.13 What other infrastructure facilities like conference rooms, common rooms, staff rooms, auditorium, parking sheds etc., are available in the college?**

The following facilities are available in the college:

- ☐ Conference Hall (A/C), which can accommodate 50 persons
- ☐ Fr. Lebeau Auditorium, which can accommodate 1000 students
- ☐ Fr. Caussanel Hall (A/C), which can accommodate 200 teachers / students
- ☐ Fr. Miranda Hall (A/C), which can accommodate 110 persons
- ☐ MCA Seminar Hall (A/C), which can accommodate 120 teachers / students
- ☐ Loyola Hall, which can accommodate 500 students
- ☐ 2 Common Rooms for staff
- ☐ 2 Common Rooms for students
- ☐ 2 Parking Sheds
- ☐ 16 Departmental Staff Rooms

**4.5.14 What are the communication facilities (Telephone, STD, ISD) available on campus?**

Telephone facility is available in Student Service Centre.

Intercom facility has been established in all the departments, research centres, administrative offices, seminar halls, auditorium, examination halls and hostel.

**4.5.15 Describe the facilities like transport, electricity and water supply.**

- The college is situated near Palayamkottai bus stand and well-connected by road. Frequent buses ply regularly to and from the college campus.
- Generators have been installed in the college to provide uninterrupted power supply to classrooms, departmental staff rooms, laboratories, office rooms, seminar halls, etc.
- Water purifier (Reverse Osmosis System) has been established at a cost of Rs. 11,15,000.

**4.5.16 Describe the nature of landscape developed including approach roads, garden etc. to contribute to ambience.**

- ✓ Eco-friendliness in the campus is the policy of the college. Lawns and gardens are maintained with utmost care.
- ✓ Approach roads are lined by trees and shrubs.
- ✓ Use of plastic materials is prohibited in the college.

**4.6 Best Practices in the development of infrastructure and learning resources.**

**4.6.1. Describe the best practices for the development of infrastructure and learning resource adopted by the college with reference to physical facilities and its**

**maintenance / library as a learning resource / ICT as a learning resource and other facilities to create learning and ambience.**

- ❖ The buildings, furniture and equipments are put to optimum use and are available for teaching-learning process and evaluation, co-curricular, extra-curricular, research and extension activities.
- ❖ Use of plastic materials is prohibited in the college.
- ❖ Uninterrupted power supply is provided to classrooms, departmental staff rooms, laboratories, office rooms and seminar halls.
- ❖ Smart Classrooms were established.
- ❖ Book Bank facility is available in the library.
- ❖ Library Week is held to help students get exposure to the existing books.
- ❖ Hostel Cabinet, which consists of six elected student representatives, participates actively in the administration of the hostel.
- ❖ Copies of “The Hindu” newspaper are supplied to every room in the morning to help students develop reading skills and vocabulary.
- ❖ Cultural and literary competitions are conducted every month, followed by a dinner.
- ❖ Inter-Block competitions are conducted as part of the Hostel Day celebrations.
- ❖ Appropriate infrastructural facilities are available for preparation of ICT materials.
- ❖ The library provides open access to students.
- ❖ The college has canteen facilities for staff and students.

**For Re-Accreditation**

**1. What were the evaluative observations made under Infrastructure and Learning Resources in the previous assessment report and how have they been acted upon?**

**i) Observation made by the Peer Team:**

Science laboratories, Stadium, Classroom furniture, blackboards in all classrooms need face lift and modernization.

**Action Taken:**

- ❖ As per the recommendation made by the NAAC Peer Team, blackboards in all classrooms were replaced by ceramic boards in 2007--2008.
- ❖ PG Physics Lab was established in 2006--2007 with modern electrical facilities.
- ❖ Old tables were replaced by granite tops in Botany Lab in 2007--2008.
- ❖ Physics Lab, Chemistry Lab, Botany Lab and Zoology Lab were renovated in 2008--2009.
- ❖ New air conditioners and 40 computers were established in Commerce Lab in 2007--2008.
- ❖ New computer tables were provided in Commerce Lab in 2007--2008.
- ❖ Camera, equipments, drawing table, etc. were established in the Dept. of Visual Communication in 2009--2010 at a cost of Rs.7,06,150.

**ii) Observation made by the Peer Team:**

The multi-gymnasium facilities be introduced.

**Action Taken:**

- ❖ Fitness Centre with equipments and weight plates has been established.
- ❖ Construction of Indoor Gymnasium of Category I with UGC financial assistance is in progress. UGC has released Rs. 35 lakh out of the sanctioned amount Rs. 70 lakh. The meeting of the Building Committee was held on 17.02.2011. Advertisement for tender was published in the newspaper on 25.03.2011.

**2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Infrastructure and Learning Resources?**

- Women's Hostel at a cost of Rs. 2.5 crore was constructed in 2010--2011, including the financial assistance of Rs. 80 lakh from UGC.
- Mother Teresa Auditorium was constructed in 2010--2011 in Xavier Hostel at a cost of 25 lakh.
- Clarity English Success software was installed in the Language Lab at a cost of Rs. 1,70,000.
- Portable lectern, interactive white board (CM 2 MAX) and mounting kit were established in the Language Lab for Rs. 2,41,240.
- During the last five years, the college has purchased 256 computers, 44 laptops and 34 LCDs to enhance ICT-enabled teaching-learning process.
- 3 Air conditioners and 50 head phones were established in the Language Lab.
- Basketball court was re-laid at a cost of Rs. 2 lakh.
- Raised border was established for 400 m track in the stadium at a cost of Rs. 1,50,000.
- The galleries in the stadium, which could accommodate 1000 students, were strengthened. A convenient pavilion was constructed between the two wings of the galleries. The pavilion and the galleries make the playfield an excellent place for conducting sports and games.

- The Alumni/ae Association established a Pathology Lab on 19.03.2009.
- Toilets for women students were constructed at a cost of Rs. 8 lakh.
- Reverse Osmosis Plant for drinking water was established in 2010--2011 at a cost of Rs. 11,15,000.
- The quality of acoustics in Fr.Lebeau Auditorim was enhanced in 2010--2011 at a cost of Rs. 1,20,850.

## 5.1 Student Progression

### 5.1.1 How does the institution monitor student progression?

- ❖ The Placement Cell conducts training programmes for students and arranges job fair in collaboration with employers.
- ❖ The Alumni/ae Association maintains consistent correspondence with alumni/ae.
- ❖ Tutors in the Tutor--Ward system and Counsellors provide necessary guidance to students in the choice of their career.
- ❖ The Dept. of Foundation Courses helps students in personality development.
- ❖ Add-on courses help students get employment opportunities.
- ❖ Every department maintains a register for recording the progress of students.

### 5.1.2 What is the student strength of the institution for the current academic year?

**Give the data gender-wise, state-wise and nationality-wise.**

The student strength of the institution in 2010—2011 is given below:

Student enrolment	UG	PG	M. Phil.	Ph. D.	Total



	M	F	T	M	F	T	M	F	T	M	F	T	
No. of students from the same state where the college is located	1233	900	2133	222	333	555	12	33	45	162	96	258	2991
No. of students from other states	2		2	3	1	4							06
No. of overseas students	3	1	4	2	1	3							07
<b>TOTAL = 3004</b>													

M--Men; W--Women; T--Total

**5.1.3 Details of the last two batches of students and their profile (General, SC, ST, OBC etc.,) prefixing the socio-economic profiles also.**

Programme	2010—2011					2009—2010				
	OC	OBC	SC	ST	TOTAL	OC	OBC	SC	ST	TOTAL
UG	669	1067	383	14	2133	610	979	353	15	1957
PG	201	278	74	02	555	186	260	71	02	519
M.Phil.	12	26	07	--	45	22	29	08	--	59

The college admits students on the basis of their merit with preferential option for the poor. About 60 % of students come from poor families, 30 % of students from lower-middle class and 10 % of students from upper-middle class families. About 80% of students hail from villages and 20 % of students are from urban area. 60 % of UG students and 40 % of PG students are first generation learners. For example, in the

Dept. of English where the demand ratio is high, first generation learners are given preference in admission. The details are given below:

**Student Profile of the Dept. of English**

Programme	No. of Students			First Generation Learners		Region		Medium up to +2	
	Men	Women	Total	Men	Women	Urban	Rural	English	Tamil
<b>B. A.</b>	113	84	197	72	56	65	132	36	161
<b>M. A.</b>	18	21	39	10	07	12	27	14	25

**5.1.4 What percentage of the students on an average progress to further studies (UG to PG and PG to Research)? Give details for the last five years.**

The percentage of student progress to further studies is given below:

Department	Progression	2005--2006	2006--2007	2007--2008	2008--2009	2009--2010
Mathematics	UG to PG	30	28	35	50	66
	PG to Research	20	20	25	33	40
Computer Science	UG to PG	75	70	62	65	60
	PG to Research	10	09	09	08	08
Physics	UG to PG	75	68	50	32	40
	PG to Research	--	--	--	25	20
Chemistry	UG to PG	65	60	55	47	45
	PG to Research	50	52	50	40	45

Botany	UG to PG	50	47	45	38	34
	PG to Research	25	24	31	44	26
Zoology	UG to PG	66	59	73	77	67
	PG to Research	48	36	29	42	33
Economics	UG to PG	10	25	35	40	40
English Lit.	UG to PG	60	65	62	60	55
	PG to Research	--	--	40	35	40
Commerce	UG to PG	47	53	52	55	55
	PG to Research	20	21	42	52	40
Tamil	UG to PG	30	40	35	40	35
	PG to Research	60	65	62	58	55
Folklore	PG to Research	50	33	30	50	30
B.B.A.	UG to PG	--	--	--	75	75
M.C.A.	PG to Research	05	05	13	13	05

### 5.1.5 What is the dropout rate for the different years after admission?

#### Percentage of dropout after admission

Programme	2006--2007	2007--2008	2008--2009	2009--2010	2010--2011
UG	2.0	2.0	2.0	2.0	1.5
PG	1.0	1.0	0.8	0.8	0.6

Financial assistance extended to economically weaker students and personal counseling given by Counsellors and Teachers minimize the dropout rate in the college.

**5.1.6 What proportion of the graduating students have been employed for the last five years? Provide placement record for the last five years.**

The percentage of the graduating students who have got employment in the last five years is given below:

Department		2005--2006	2006--2007	2007--2008	2008--2009	2009--2010
Mathematics	UG	80	75	45	37	30
	PG	50	25	30	36	40
	M.Phil.	100	100	100	100	100
Computer Science	UG	70	60	55	35	26
	PG (M.Sc.)	80	72	60	40	20
	PG (IT)	70	60	52	35	15
Physics	UG	92	58	15	10	06
	PG	--	--	--	50	25
Chemistry	UG	75	65	40	30	25
	PG	80	70	35	25	15
Botany	UG	45	38	25	20	05
	PG	60	56	45	28	11
	M.Phil.	--	--	--	100	100
Zoology	UG	44	61	53	52	33
	PG	55	60	70	55	30
	M.Phil.	100	100	100	80	80
Economics	UG	70	67	40	35	20
English Lit.	UG	90	80	50	25	10

	PG	--	--	--	90	60
Commerce	UG	90	84	78	47	24
	PG	92	86	72	40	35
Tamil	UG	60	55	45	30	10
	PG	70	65	52	30	10
	M.Phil.	100	100	90	80	50
Folklore	PG	75	70	50	30	30
B.B.A.	UG	--	--	--	50	20
M.S.W. (2009 batch)	PG	--	--	--	--	70
M.C.A.	PG	90	80	50	62	23

**5.1.7 How many students appeared/ qualified in UGC-CSIR-NET, SLET, IAS, GATE/ CAT/GRE/TOFEL, GMAT/ Central/ State services Competitive Examinations? (last five years)**

The details of students who have qualified in UGC-CSIR-NET, SLET, IAS, GATE/ CAT/GRE/TOFEL, GMAT/ Central/ State services Competitive Examinations are given below:

Year	UGC-CSIR-NET	SLET	IAS	Central Services	State Services
2005--2006	5	5	1	35	67
2006--2007	1	2	1	42	55
2007--2008	2	5	--	25	38
2008--2009	2	2	--	33	25
2009--2010	2	--	--	37	21

**5.1.8 Give comparative picture of institutional academic performance in relation to university average (Percentage).**

Year	UG		PG		M. Phil.	
	College Average	University Average	College Average	University Average	College Average	University Average
2005--2006	88	39	89	60	100	80
2006--2007	91	46	90	62	100	64
2007--2008	90	49	89	70	100	83
2008--2009	93	50	90	64	97	73
2009--2010	90	52	92	65	100	76

**5.1.9 Describe efforts made by the institution to facilitate progression to employment.**

Progression to employment was facilitated during the last five years by the following activities/courses:

- Campus interviews organized by the Placement Cell
- Orientation Programmes for writing examinations such as CA, TCS and ICWA organized by Entrepreneurship Development and Research Cell (ED & RC)
- Add-on courses for development of soft skills
- UGC sponsored Certificate Course in Communicative English
- Dissemination of information through notices and advertisements
- MoU with industries
- Internship as obligatory part of curriculum
- Mock Interviews conducted at the departmental level
- Invited Talks by external experts from industries
- NET/SLET coaching classes organized by Alumni/ae Association

- Computer Literacy Programme as compulsory course in all the UG programmes
- Job Fair organized by the Placement Cell in collaboration with other organizations

## **5.2 Student Support System**

### **5.2.1 Does the institution publish its updated prospectus and handbooks annually?**

#### **How is the information content disseminated to students?**

Yes. The institution publishes its updated prospectus and handbooks annually. The information content is disseminated to students at the beginning of every academic year. During Bridge Course, the Principal explains the goals and objectives of the college, focusing on the Vision and Mission of the college. The Vice-Principals emphasize the need for following rules and regulations to maintain discipline and explain the process of applying for leave, OD, etc. The Controller of Examinations talks about Continuous Internal Assessment and External Examination. The Dean of Students focuses on the extra-curricular activities. The IQAC Co-ordinator explains the salient aspects of the Choice Based Credit System. The Director of STAND and the Co-ordinators of extension service organizations explain the benefits of performing extension activities. The Heads of Department explain the course material and question pattern.

### **5.2.2 Does the institution have a website? Give details on information available for students.**

Yes. The website is [www.stxavierstn.edu.in](http://www.stxavierstn.edu.in)

The website consists of the history of the college, administrative structure, academic matters, details of departments and student support programmes, IQAC Annual Quality Assurance Report, student charter, student attendance and semester results.

**5.2.3 Does the institution provide financial aid to students? Specify the type and number of scholarships/ freeships given to the students last year? What types of insurance covers are available to students?**

- Yes. The institution provides financial aid to students. One of the Best Practices of the college is the systematic arrangement established in the Principal's Office to receive the Government Scholarship and distributing it to the students in the presence of their parents. In 2010--2011, Rs. 48,22,045 was distributed to 1194 students.
- The details of Management scholarships given to the students are the following:

Authorities	No. of Students benefitted	Amount given (Rs)
Fr. Rector	250	2,61,055
Fr.Secretary	260	3,10,775
Fr.Principal	63	70,683
<b>TOTAL</b>	<b>573</b>	<b>6,42,513</b>

- The stakeholders of the college have established 72 endowment scholarships for helping the poor students and meritorious students. The interest received from these endowments is distributed to students in the even semester.

**5.2.4 What type of support services are available to overseas students?**

The support services available for overseas students are i) Single Window Admission, ii) Policy Clearance, iii) Socio-cultural activities, iv) Welfare programmes, and v) Learning resources like archive, laboratories, library, internet, language lab and computer labs.

**5.2.5 What support services are available to SC/ST students and differently-abled students?**

- ❖ The support services available to SC/ST students are i) Preference in admission, ii) Financial aid to deserving candidates and iii) Special coaching classes.



- ❖ SC/ST Cell provides necessary guidance to students.
- ❖ The college follows the policy of “Option for the Poor and the Dalits.” Therefore, disadvantaged community is given preference in admission under minority quota. SC/ ST students are given their allotted percentage of reservation in Govt. quota.
- ❖ UGC has allocated grants to the college under XI Plan Merged Scheme, which is being utilized for the empowerment of SC/ST/OBC students of the college. The details are given below:

Scheme	Item	Allocation (Rs)
Colleges with relatively higher proportion of SC/ST/OBC & Minorities	Stipend for students, Books, Stationary & Contingent expenses	6,00,000
Remedial Coaching for SC/ST/OBC (Non-Creamy Layer) & Minorities	Equipment, Books & Journals, Remuneration to Co-ordinator, Contingency, etc.	11,00,000
Coaching for NET for SC/ST/OBC (Non-Creamy Layer) & Minorities	Equipment, Books & Journals, Remuneration to Co-ordinator, Contingency, etc.	8,00,000
Coaching classes for entry services for SC/ST/OBC (Non-Creamy Layer) & Minorities	Equipment, Books & Journals, Remuneration to Co-ordinator, Contingency, etc.	9,00,000
		<b>TOTAL = 34,00,000</b>

- ❖ The Centre for Ambedkar Studies, established in 2005, conducted workshops/competitions with financial assistance from UGC under XI Plan. The Centre for Ambedkar Studies initiated the following quality measures in 2008:
  - (i) Training Programme for SC/ST students on Spoken English, The Art of Public Speaking in Tamil, Creative Journalism and Social Awareness,
  - (ii) Special Lecture on “Globalization and Downtrodden Sections of Society” by Dr. Krishudass Gandhi, IAS, and

(iii) Seven-Day Workshop on “Towards a Theoretical Understanding of Tamil Society.”

- ❖ UGC sponsored free coaching classes were conducted from 10.05.2010 to 29.05.2010 to enable SC/ST/OBC(Non-Creamy Layer) and Minority students to appear for UGC/NET/CSIR examinations with confidence. 75 students attended the coaching classes.

**5.2.6 Does the institution offer placement and counselling services to students? Is there special counselling for women students?**

**Placement services:**

The Placement Cell consists of a Placement Officer and 5 teachers. The Placement Cell functions with the following objectives:

- To provide available information about jobs / positions / opportunities to students at the terminal level
- To provide necessary literature/brochure regarding employment opportunities
- To conduct seminars and workshops
- To assess the aptitude towards preference of jobs
- To organize awareness campaigns and job fair in collaboration with other institutions/ industries
- To mobilize resources for the needy students to apply for jobs / starting enterprises

**Counselling services:**

The Counselling Centre was established in 1984. At present the college has two full-time counselors and a Dean of Women Students to extend counseling to students. Two counsellors extend guidance and counseling to the students in the hostel.

**5.2.7 Does the faculty participate in academic and personal counselling? How many have participated last year?**

Yes. The college has got a rich tradition of offering academic and personal counseling to students. One of the special features of the Counselling Programme is the Tutor--Ward system. Every teacher is appointed to be the guardian for 8 students. The tutor meets the wards as per the schedule mentioned in the College Calendar. Each student maintains a cumulative record in which he/she enters matters regarding his/her family, academic affair, social and economic profiles and also his / her personal aspiration and interests. 112 teachers participated in academic and personal counselling last year. Thus the college facilitates individual attention for holistic education, which is one of the goals of Jesuit education.

**5.2.8 Has the employment cell encouraged students to be self-employed during the last five years? What are its activities?**

- The Placement Officer arranges campus interviews for selection of students and maintains close liaison with potential employers. Motivational skills, entrepreneurial programmes, and interaction with successful businessmen, officials of banks and financial institutions, SHGs (Self Help Groups) and Government officials etc. are some of the regular programmes in this regard.

**Activities during 2006--2007:**

- A one day Career Guidance Seminar was held with financial assistance from Alumni Association for III UG and II PG students on 17<sup>th</sup> February 2007. Dr.M.Narayana Rajan spoke on "Goal Setting". Mr. Selva Ganesh delivered a lecture on "CA as a Career Option". Dr. M.Narayanan focused on "Total Quality Person" and Dr. T.Eugene spoke on "Personality Development".
- A database of all students who intend to go for jobs after their degree has been created. The Career Guidance & Placement Cell conducted Campus Interviews for the

benefit of the outgoing students. 28 students of B.Com and M.Com participated in the Campus Interview conducted by Karvy Consultants, of whom 12 were selected.

- Organizations such as Plutus, Madras Bookworld, Arvind Pharmaceuticals conducted Campus Interviews in March 2007.

#### **Activities during 2007--2008:**

- The Placement Cell arranged a one-day training programme for the undergraduate students. A seminar on Vista & Emerging Opportunities in IT was organized on 19.07. 2007.
- Guimax organized a seminar on 04.08.2008.
- Organizations such as NIIT, Trunelveli, CIPLA Pharmaceuticals, Beach Minerals Company, Kuttum, and Agsar paint Ltd, CORA, Sutherland, ICICI Prudential etc. conducted interviews. 13 Candidates were selected by Cipla Pharmaceuticals, 12 Candidates were selected by CORA.
- 12 students were selected through the Campus interview conducted by Sutherland in the Manonmaniam Sundaranar University region.

#### **Activities during 2008--2009:**

- An inter-collegiate seminar was organized on “caree Prospects in Commerce and Finance” on 22.01.2009.
- Mr.D.Peter Augustine of Christ University, Bangalor, delivered a lecture on “How to Perform in an Interview” on 02.09.2009.
- Mr.G.Subramanian of FinEng Software, Mumbai, spoke on “Interview Skills” on 12.01.2009.
- Mr.Anbu Cheeralan Valan Arasu of Cognizant, Chennai, delivered a lecture on Current Trends in Software Industries” on 20.01.2009.

#### **Activities during 2009--2010:**

- The General Manager of District Industries Centre Mr. A. Rajaram delivered a lecture on entrepreneurship development in March 2010. All the final year students of commerce attended the programme.

- A guest lecture on “Challenges and Prospects of Women Self Help Groups” was organized on 18<sup>th</sup> Sep 2009. Mrs. Muthu Meenal, Joint Director of Tamil Nadu Corporation for Development of Women Ltd., Tirunelveli, was the guest speaker. All the post graduate students of commerce attended the programme.
- On 2<sup>nd</sup> march 2010 a guest lecture was organized on the “Essence of Entrepreneurial Development Programme for the Success of Entrepreneurs”. Mr. A.Rajaraman, General Manager of District industries, Tirunelveli, highlighted the qualities of an entrepreneur.
- An awareness programme on entrepreneurial development and the various financial schemes provided by the government to start a new business venture was organized on 24<sup>th</sup> Jan. 2010.

#### **Activities during 2010--2011:**

- HCL conducted the second round of campus interview on 28.08.2010 and ten of our students who were selected in the first round attended the interview. Eureka Forbes Pvt. Ltd conducted a campus interview for the post of Customer Care specialist on 24.1.2011 and ten students were selected.
- Shri Ram Life Insurance conducted campus interview for the posts of Managers and Marketing Executives. Crossfields Water Purifiers conducted campus interview on 11.03.2010 for the posts of Technical Assistants and Marketing Managers.
- Mr. Anadapadmanaban of Glow Skill Educational Trust addressed the final year students in the auditorium on 19.07.2010.
- A motivation programme was held on 14.02.2011 in which officials from IIPS, Tirunelveli spoke on “Positive Attitude”.
- S. Ila, Manager of Broad Mind consultancy, Singapore, addressed all the final year students on 17.02.2011. She spoke on the employment and study opportunities abroad.
- Mr. Prabakaran Murugaiah from MIPS from Washington D.C., U.S.A., addressed the final year students on 22<sup>nd</sup> & 23<sup>rd</sup> February 2011. He spoke on the job opportunities in IT field.

- R.Shenbaga Devi, M.Santhana Kumari, B.Aysha Benazir, and P.Siva Selvi were placed in Infant Jesus College of Engineering, Tirunelveli, through MoU signed between the Department of Mathematics, St Xavier's College, and Infant Jesus College of Engineering.
- Chirag.B.Shah, Vargeesh and M.Surya were selected by TCS through the university level campus interviews conducted on 26&27<sup>th</sup> February 2011.

#### **5.2.9 Does the institution have an alumni association? What are its activities?**

Yes. The Alumni Association was established in 1938. At present, it has six chapters at Tirunelveli, Chennai, Tenkasi, Kovilpatti, Tuticorin and Nagercoil. The activities of the Alumni Association are the following:

- To hold periodic meetings of Executive Body and General Body
- To attend state / regional / national / international conferences
- To conduct coaching classes for Civil Services Examinations, NET, SLET, etc.
- To mobilize resources for the college
- To contribute to the Alumni Quarterly Newsletter, *The Xaverian Heritage*
- To honour the alumni/ae who have won awards in their respective fields
- To establish endowments so that the poor and deserving students may be helped
- To organize Health Awareness and Blood Donation camps, and Free Medical Camps in STAND villages

#### **5.2.10 List the names of top 10 most renowned Alumni of the college along with their designation.**

The list of top 10 most renowned Alumni of the college is given below:

1. Dr. V. Jebamalai Arachi, Former U.N Ambassador for Eco-Development to Sudan
2. Dr. M.G. Muthukumarasamy, Former Vice-Chancellor, Annamalai University
3. Dr.S.Ramachandran, Former Vice-Chancellor, University of Madras
4. Justice Ratnavel Pandian, Former Supreme Court Judge

5. Mr.S.Chellappa, Former Principal Secretary, Govt. of Andhra Pradesh
6. Mr. Jothi Kumaran, Former Secretary, Indian Hockey Federation
7. Mr.M.Arunachalam, Former DGP, Tamil Nadu Police Service
8. Mr.D.Prakash, Superintendent of Police, Uttar Pradesh
9. Mr.Vijay Antony, Music Director, Tamil Cinema
10. Mr.G.Alphonse Suresh, Senior Application Developer, Chico's FAS Inc., USA

**5.2.11 Are the alumni contributing to the development of the institution? Specify how.**

Yes. The alumni/ae play a vital role in the development of the institution. The following efforts were taken by the Alumni/ae Association during the last five years:

**Activities during 2006--2007:**

- ❑ The General body meeting was held on August 20, 2006.
- ❑ The Alumni Association donated cooking vessels and sponsored a lunch for the children on Gandhi Jayanthi to Amarseva Sangam at Ayigudi.
- ❑ A free diabetes awareness and blood testing programme was organized for the teaching and non-teaching staff on 05.08.2006.
- ❑ Medical Camp for the STAND village of M.Sc. Chemistry students was organized by the Alumni Association.
- ❑ Alumni family day was celebrated on 26.01.2007. The Mayor of Tirunelveli Mr. A.L. Subramanian, an alumnus, was the chief guest.
- ❑ A tricycle was presented to a physically challenged student of the college.

**Activities during 2007--2008:**

- ❑ A seminar on Right to Information was organized in August 2007.
- ❑ 15 members participated in Fifth National Congress held at Trivandrum in September 2007.
- ❑ On 5<sup>th</sup> October 2007, IIPA and the Alumni association jointly conducted a session on "Internal security in India

- ❑ Career guidance session for UG students was held on 01.12.2007 in collaboration with the Placement Cell and the Rotary club of Tirunelveli. 200 students attended the programme. Mr.Prakash, I.A.S., District Collector, was the chief guest.
- ❑ The Alumni Association started the Nagercoil Chapter on November 11, 2007 and Tuticorin Chapter on March 3, 2008.
- ❑ Family Day was held on January 20, 2008. Five poor families from STAND villages were given sewing machines.

#### **Activities during 2008--2009:**

- ❑ Judge Joseph Pathology Lab was established on 19.03.2009.
- ❑ A seminar on “Global Warming” was held on 10.09.2008 in collaboration with Indian Institution of Public Administration.
- ❑ Coaching classes for SLET were conducted in September 2008.
- ❑ The Chennai Chapter was revived on 16.12.2008. Dr.S.Ramachandran, Vice-Chancellor of the University of Madras, Former Rectors and Principals attended the function.
- ❑ Mr.K.Murugan, an alumnus of the college, served as the Chef-de-Mission of the Indian Contingent for the Beijing Lympics.

#### **Activities during 2009--2010:**

- ❑ The EC meeting was conducted on 6.6.2009 to bid farewell to former Director of Alumni Association, Rev.Dr.A. Leo Tagore, S.J., Honorable Mayor A.L. Subramanian and Honorable Justice I.David Christian felicitated Fr.Tagore for meritorious service.
- ❑ The General Body meeting of Alumni Association was held on 12.7.2009.
- ❑ The Alumni Association played a vital role in the Golden Jubilee Celebrations of Church of our Lady of Assumption held in the college.
- ❑ Rev.Dr.Danis Ponniah, S.J. participated in the 7th Congress of the World Union of Jesuit Alumni /ae from July 22 to 27, 2009 at Bujumpura, Capital City of the Republic of Burundi, Africa.
- ❑ Alumni Association conducted NET/SET coaching classes from 10.10.2009 to 20.10.2009.



- ❑ In collaboration with the Indian Institute of Public Administration, Tirunelveli Branch, the Alumni Association conducted a seminar on “Reforms in Governance” for BBA students on 21.10.2009. Col.R.Devadoss, Dr.S.Ramaguru and Mr.P.Alagianambi delivered lectures on Central Administrative Reforms, State Administrative Reforms and Governance of Right to Information Act respectively.
- ❑ The Alumni Association organized an awareness campaign on diabetes on 12.11.2009 to commemorate the World Diabetes Day. Dr.Lawrence and Dr.P.Ayyanar delivered lectures on diabetes. A booklet was released on this occasion.
- ❑ 11 Delegates from Alumni Association participated in the XIIth Southern Jesuit Alumni Conference at St.Joseph’s College, Trichy, held on 27<sup>th</sup> & 28<sup>th</sup> Dec. 2009.
- ❑ The Alumni Family Day Meet was held on 26.1.2010 in which 130 members including the family members and the children of the Alumni participated.
- ❑ The Graduation Day was held on 30.1.2010 in which Alumni Association presented the classic, *The Thirukural*, to 513 new graduates.

#### **Activities during 2010--2011:**

- ❑ 1957--1960 Batch Alumni established a Scholarship for Rs. 50,000 in memory of Former Principal, Rev.Fr.K.A.Soosai, S.J.
- ❑ Seminar on “Reservation and Inclusive Growth” was organized on 08.10.2010.
- Diabetes Awareness Medical Camp was conducted on 13.10.2010.
- ❑ The Executed Committee visited Mother Teresa Orphanage, Maharaja Nagar on 16.10.2010. Lunch was arranged by the Alumni Association for the children. 34 Sleeping and 4 Dining Floor Mats were distributed.
- ❑ Siddha Medical Camp was organized on 30.10.2010.

#### **5.2.12 Does the institution have a grievance redressal cell? What are its functions?**

Yes. The college has established an Appeals and Grievances Committee, which consists of the Principal, Controller of Examinations, Deputy Principal, Vice-

Principal, IQAC Co-ordinator, Chief Superintendent, Dean of Students and one Public Representative as members.

**5.2.13 List the Number of grievances redressed during the last 2 years.**

3 grievances were redressed in 2009--2010 and 5 grievances were redressed in 2010--2011.

**5.2.14 Is there a provision for welfare schemes for students? If yes, give details?**

Yes. The following welfare schemes are implemented for the benefit of students:

1. Student Service Centre
2. Book Bank
3. Fee concessions
4. Management scholarships
5. Financial assistance to sportspersons
6. Mess fee concession for poor students
7. Examination fee concession for poor students
8. Endowment scholarships
9. Scholarships for children of school teachers
10. Scholarships for children of beedi workers
11. Scholarships for children of ex-service men
12. Student Co-operative Store
13. Recreational and canteen facilities
14. Public telephone facility

**5.2.15 Is there a cell to prevent Sexual Harassment? How effective is the cell?**

Women's Forum, Anti-Ragging Squad and Anti-Ragging Committee monitor student discipline. So far there has been no sexual harassment case reported.

**5.2.16 What are the efforts to provide legal literacy to women?**

- ❖ Women's Forum regularly organizes seminars and symposia to provide legal literacy to women. For example, Mrs. Kalpana Nayak, IPS, delivered a lecture on 25.07.2008; Justice. Mrs. Meena Sathish delivered the Presidential Address during the International Women's Day Celebrations organized by the Women's Forum on 07.03.2009; Women's Forum organized a National Seminar on "Women in Neo-Colonial Era" on 14.03.2011.

**5.2.17 What are the support services made available for differently-abled students?**

- Differently-abled students are encouraged by giving financial help through Management Scholarships and Endowment Scholarships.
- UGC has allocated Rs.2,94,000 to the college under XI Plan Merged Scheme for Higher Education for Persons with Special Needs (HEPSN). The financial assistance from UGC is being utilized for helping the differently-abled students.

**5.2.18 What specific measures has the institution taken to enhance the quality of education with reference to student support and progression?**

- ✓ Value-added courses have been included in the curriculum.
- ✓ Courses with focus on soft skills are offered.
- ✓ Student-centred teaching-learning process is followed.
- ✓ MoU with industries have been established to facilitate internship and employment.
- ✓ Coaching classes for competitive examinations are arranged.
- ✓ Counselling is extended to students so as to help them attain overall development.
- ✓ Smart Classrooms have been established to promote ICT-enabled teaching.

**5.2.19 What are the health services available to students such as resident doctor, group health insurance scheme, etc.?**

Health services are available to students. The Pathology Lab, established by Alumni/ae Association has a doctor, available for consultation.

### **5.2.20 Describe the safety measures provided by the institutions like security and adequate lighting, etc.**

The college provides the following safety measures:

- ❑ Fire extinguishers are maintained in Laboratories, Auditorium, Seminar Halls, Administrative Offices, Hostel and Library.
- ❑ The college premises are surrounded by compound walls on all sides to avoid trespassing.
- ❑ Watchmen have been appointed to look after the premises day and night.
- ❑ Adequate lighting is provided in the campus.
- ❑ Identity Cards have been provided to students.

## **5.3 Student Activities**

### **5.3.1 What are the various student cultural activities organized?**

- ❑ The Fine Arts Association trains students, enabling them to participate in inter-collegiate competitions at the university/state levels. The students who participate in various meets and festivals organised by other educational institutions and service organizations are monitored by the Dean of Students.
- ❑ Inter Departmental Competition (INDECO), a cultural programme held in September every year, consists of competitions such as singing, folk dance, fusion dance, drama, instrumental music, elocution, poetry writing, etc., INDECO is a great source of inspiration for students and is performed on a grand scale. Students participate in INDECO with great enthusiasm. It hones the creative talents of students, inculcating team spirit in them. Conducting INDECO in a disciplined manner is one of the Best Practices of St. Xavier's College.

### **5.3.2 Furnish information regarding the participation of students in extra-curricular activities and co-curricular activities?**

- ✓ The college has very good recreational and leisure time facilities. It organizes indoor and outdoor games, cultural events and Sports Day. There is ample scope for students to participate in such activities as The Art of Living, Personality Development, Time Management and Development of Communication skills.
- ✓ Departmental Associations regularly organize guest lectures by external experts, competitions and celebration of important events.
- ✓ Academic Festival is an inter-collegiate competition organized in December every year by all the departments. It focuses on the development of co-curricular activities and it is one of the Best Practices of St. Xavier's College. About 2000 students from other colleges participate in Academic Festival. Here is a glimpse of the Inter-Collegiate Competitions conducted in December 2008--2009:

Date	Department	Events
19.12'08	English	Elocution, Quiz, Poetry Recitation, Literary Skit, Literary Parade
19.12'08	Tamil	Quiz, Elocution, Skit, Essay Competition, Poetry Competition
19.12'08	Commerce & Corp. Secretaryship	Ad Mad, Best Manager, Essay Competition, Quiz, Personality Contest
19.12'08	Chemistry	Collage, Rangoli, Ad Mad, Quiz, Poetry Competition
19.12'08	Physics	Paper Presentation, Quiz, Collage, Dumb Charade
19.12'08	Economics	Crisis Management, Quiz, Elocution, Verse & Essay Writing, Debate, Drawing
20.12'08	Business Administration	Best Manager, Flip Flop, Executive Dress Code, Product Promotion
20.12'08	MCA	Techno Talk, Blast the Bug, Swerve Ur Nerve, Skill Blizz, Soft Stalwarts
22.12'08	Mathematics	Memory Contest, Puzzle Mania, Iconic Model Presentation,

		Quiz, Poster Presentation
22.12'08	Plant Biology & Biotechnology	Vegetable Carving, Slogan Writing, Quiz, Poster Presentation, Essay Competition
22.12'08	Computer Science	Software Marketing, Stress Interview, Software Debugging, Word Hunt
22.12'08	Adv. Zoology & Biotechnology	Quiz, Pencil Drawing, Model Making, Essay Writing, Oral Presentation

### 5.3.3 What are the incentives given to students who are proficient in sports?

The following incentives are given to students who are proficient in sports:

- Mess Fee concession in the hostel
- Exemption from paying examination fees
- 5% of the total seats for sportsmen in admission
- Financial assistance for deserving sportsmen
- Remedial classes and Re-test for sportspersons who miss teaching hours due to participation in outstation tournaments and games

### 5.3.4 Give details of the participation of students in sports and the outcome, at the state, regional, national and international levels, during the last five years?

Students have brought laurels to the institution by their efficient performance in various competitions held at the state, regional, national and international levels during the last five years.

**2006--2007**: The College Volleyball Team won the University championship and the district championship. Jose (III B.A Eco), Joseph and Muralidharan (I B.Sc. Zoo) represented the University volleyball team. Anandha Kumar (III B.Sc. Chem) represented the Tamil Nadu state youth team. The college won the Platinum

Tournaments. The Basketball Team won the runners up in the University championship, Deepan (III B.Com) Raja Prabhu (III B.A. Eng) and Scretis (II B.A. Eco) represented the university team. Scretis qualified for the basketball referee examination of the state. P. Venkatesh (II M.Sc. Maths) and Raveendhran (III B.A. Eco) represented the University hockey team. The College hockey team won the fourth position in the University Championship. The Football Team won the District Championship and became fourth position in the university championship. Saravanan (I B.Sc. Comp) secured the third position in the district Championship. Santhanavel (III B.Com) represented Tamil Nadu State in the Indian style wrestling championship in the 66 k.g. Badminton team of the college secured the fourth place in the University championship.

**2007--2008:** A. Rositto Sax (I B.Com) set a new record in long jump in the South Zone Junior National Athletic Championship held in Puducherry leaping to the distance of 7.27 m. In the Youth Nationals held Bangalore he secured the bronze in long jump. The Basketball Team won the University Championship and Scretis (III B.A. Eco), Raja Prabhu (I M.A. Folklore), Srinivasana and Ganesan (I B.Com) represented the university team. The Table Tennis Team won the University Championship. The Football team became runners in the state level tournament held at Melapalayam. The College team won the league championship and qualified for the super league. It secured the fourth place in the University championship. The Volleyball Team won the Dr. William Morgan trophy at Einstein College of Engineering. Jose Smith (I B.A.), Muralidharan (II B.Sc.) and Essaki Raja (I B.A. Eco) secured the silver medal in the University weight lifting in the 85 kg category. The College organized the Volleyball and Table Tennis Championship for the Manonmaniam Sundaranar University. The Department of Physical Education

conducted a one day seminar on “Psychological and Physiological Factors: Enhancing the performance of Sports” in which eminent persons motivated and explained the factors for the better performance in the present scenario. Dr. A. Laurence Selvaraj, Director of Physical Education, was appointed member of the organizing committee in the South West Zone and All India Inter-University Kho-Kho Championship by the Manonmaniam Sundaranar University.

**2008--2009:** Rositto Sax (II B.Com) won the Silver Medal in Long Jump in the Commonwealth Youth Games held at Pune with the performance of 7.24 mts. Mr.Karthikeyan secured Gold Medal in High Jump in the Invitation Athletic Meet held at Colombo with the performance of 2.10 mts. Mr.G.Kishon Joshal (III B.Com) won the Silver Medal in the 69 kg of the 5<sup>th</sup> National Championship held in Haryana. Mr.R.Kani (III CSC) won the Silver Medal in the 52 kg in the 28<sup>th</sup> National Championship held in New Delhi. Mr.Shivakumar (I B.A.Tamil) won the Gold Medal in the State Kick Boxing Championship held at Chennai. The Basketball Team, the Table Tennis Team and the Soccer Team have won many prizes in various competitions. The Department of Physical Education organized an Inter-Collegiate Tournament in Table Tennis and Basketball.

**2009--2010:** The College Athletic Team won the Overall Championship in the Manonmaiam Sundaranar University Athletic Championship in which P. Balakrishnan set a new meet record in Pole Vault with the performance of 4.25 m. The Table Tennis Team retained the Manonmaniam Sundaranar University Championship consecutively for the third year. Dimel Roy (III B.Sc. Physics) and Joe Britto (I M.Sc. Maths) were the top players of the tournament. The Basketball Team retained the Manonmaniam Sundaranar University Championship for the fourth year consecutively and the team won the Ravichandran Memorial Cup in the Inter-



Collegiate Tournament held at Nagercoil. Sivakumar(II B.A. Tamil) won the Gold medal in the SANSHOU in 90 + kg in the 2<sup>nd</sup> South Zone Wushu Championship held at Bagalkot, Karnataka, and won the Gold medal in the National Wushu Championship held Maharashtra. Esakki Raja (III B.A. Eco) secured the Gold medal in 105 kg in the Manonmaniam Sundaranar University Weight Lifting Championship. Our College organized the Manonmaniam Sundaranar University Inter-Collegiate Football Tournament in September 2009.

**2010--2011:** The College received the Best College Award from Mr. Supriya Sahu, Member Secretary of Sports Development Authority of Tamil Nadu for the year 2009--2010 for producing outstanding sportsmen. Balakrishnan (III B.Sc Maths) and Sivakumar (III B.A. Tamil) received Sports Scholarship from SDAT. The University Grants Commission sanctioned Rs 70 lakh for construction of an Indoor Gymnasium under XI Plan. The College shared the Tournament Championship of the Manonmaniam Sundaranar University, Tirunelveli. 25 Athletes and Players of various games participated in the Torch Run for the World Classical Tamil Conference organized by the Manonmaniam Sundaranar University from Tirunelveli to Kovilpatti. Balakrishnan (III B.Sc. Maths) and Krishna Prasad (I Corp. Sec.) attended the Tamil Nadu State Jumpers Camp at Chennai and Monica Seles Bastina (I B.A. Eng.) attended the State Throwers Camp at Virudhunagar. In the Illavattam 2010 Inter-Collegiate Tournaments, our college secured the overall second prize. 40 students of the college represented the district in the State Games and Monica Seles Bastina (I B.A. Eng.) clinched the Silver in Discus Throw in the State meet. The college athletes participated in the MUTA Athletic Meet and secured the second prize. The Table Tennis team of the college retained the University Championship. The Basketball Team became the runners-up in the University Championship. The

football team won the VKP trophy in the southern districts tournament held at Tirunelveli. The Women Table Tennis Team of the college secured the fourth place in the University Championship. Jence Rishanth (II B.A. Eng) and Masanamuthu (I B.A. Eco) won Gold and Silver in the District Body Building Championship. Muthu (I B.A. Eco) won the Silver in the State Langdi Championship. Eswaran (I B.Sc Phy) won the Silver in State Boxing Championship in the 81 kg category. Monica Seles Bastina (I B.A. Lit) secured bronze in Discus Throw in the Women State Games. Sivakumar (I VisCom) secured Gold, Satheesh Kumar (II B.A. Eco) won the Silver and Xavier won the Bronze in the National Kick Boxing Championship. The college organized state level intercollegiate Basketball and Volleyball tournament in the name of Mother Teresa Birth Centenary Tournaments from 11<sup>th</sup> March to 16<sup>th</sup> March 2011. The college organized the Manonmaniam Sundaranar University Table Tennis Men and Women Tournament, University Football Tournament and University Basketball tournament. University Basketball Camp was conducted in the college for ten days.

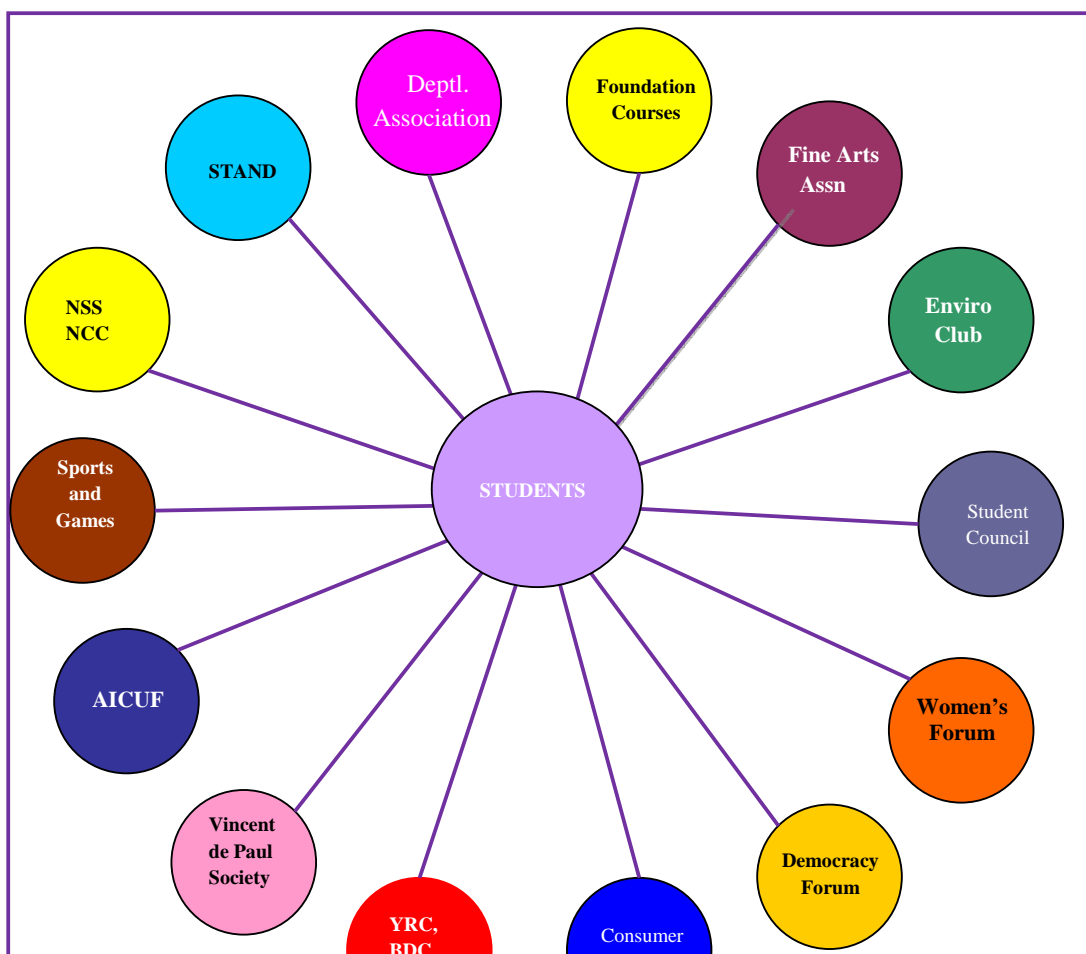
**5.3.5 Does the institution collect feedback from students? Describe the mechanisms and using it for improvement?**

- ❖ Yes. IQAC conducts the process of student feedback on teachers at the end of every semester. This is a significant quality enhancement measure implemented by the college. For example, the process of getting student feedback on all the teachers during the odd semester was held on 21.09.2010. The analysis of the feedback was handed over to Rev. Fr. Secretary and Rev. Fr. Principal on 15.11.2010 and to the teachers on 25.11.2010. Rev. Fr. Secretary instructed the teachers to improve their performance based on the results of the evaluation.

- ❖ The process of getting student feedback on teachers during the even semester was held on 22.03.2011. The analysis of the feedback was handed over to Rev. Fr. Secretary and Rev. Fr. Principal on 07.04.2011 and to the teachers on 08.04.2011. Rev. Fr. Secretary instructed the teachers to improve their performance based on the results of the evaluation on 8<sup>th</sup> & 9<sup>th</sup> April 2011.

### 5.3.6 Describe the steps taken for encouraging student participation in institutional activities.

The college has established an excellent mechanism for encouraging student participation in institutional activities. Student Council, Sports and Games Committee, N.S.S., N.C.C., Democracy Forum, Consumer Club, Fine Arts Committee, St.Vincent de Paul Society, AICUF, Alumni Association, Enviro Club, Student Council, Women's Forum, Campus Ministry, College Choir, Youth Red Cross, Blood Donors' Club and Red Ribbon Club ensure student participation in the institutional activities.



## **5.4 Best Practices**

### **5.4.1 Describe the Best practices of the college, in terms of student support / student progression related activities.**

- Training programmes organized by the Placement Cell in collaboration with employers
- Internship as obligatory part of curriculum
- Effective functioning of Tutor – Ward system
- Empowerment of women through Women’s Forum
- Personality Development Course offered by the Dept. of Foundation Courses
- Invited Talks by external experts from industries
- NET/SLET coaching classes organized by Alumni/ae Association
- Computer Literacy Programme as compulsory course in all the UG programmes
- 72 endowment scholarships for helping the economically weaker students
- Student feedback on teachers at the end of every semester.
- Financial assistance for deserving sportsmen

**For Re-Accreditation**

- 1. What were the evaluative observations made under Student Support and Progression in the previous assessment report and how have they been acted upon?**

**Observation made by the Peer Team:**

Necessary modification / additions in infrastructure to make the campus friendly for physically challenged students may be considered.

**Action Taken:**

- ❖ The main entrance and exit of the college are wide enough to accommodate wheelchair users. Hand railings of contrasting colours were fixed in steps and ramps.
- ❖ Parking is allowed near the building for people with disabilities.

- 2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Student Support and Progression?**

- ❖ Student Co-operative Store was started in 2010--2011.
- ❖ In order to ensure the participation of women in academic and administrative activities of the college, a woman representative was made Joint Secretary of Student Council, and Dean of Women Students was appointed in June 2008. Women's Forum was established on 25.07.2008.
- ❖ The college promoted MoU with other academic bodies / industries.
- ❖ Student feedback on teachers was conducted at the end of every semester.
- ❖ Tutor--Ward system was strengthened.
- ❖ Academic Festival was organized in a systematic manner and was monitored by the Dean of Students.

- ❖ UGC has allocated Rs.2,94,000 to the college under XI Plan Merged Scheme for Higher Education for Persons with Special Needs (HEPSN). The financial assistance from UGC has been utilized for helping the differently-abled students.
- ❖ Two full-time counsellors were appointed.

## **6.1 Institutional Vision and Leadership**

### **6.1.1 Does the institution have a mission statement and goals in tune with the objectivities of higher education?**

Yes. The mission statement and goals of St. Xavier's College, which are similar to the Core Values identified by NAAC, are in tune with the objectivities of higher education. The focus is on the following aspects:

- To achieve a synthesis of academic excellence and formation of character
- To ensure social justice through equity and access
- To equip students with global competencies
- To engage in relevant research activities
- To promote Lab to Land through outreach programmes

The college aims at the sound formation of young men and women, focusing on holistic education. Personality development and communication skills form integral parts of curriculum. Social awareness through extension service organizations, especially through STAND outreach programme, is instilled in students to facilitate all round development.

**6.1.2 What are the leadership functions of the Head of the Institution? How is the leadership system established in the college?**

The goals of the college are realized through a well-defined hierarchy of coordinating system. The apex body is the Board of Management, consisting of Jesuit Priests. The Governing Body, which takes vital decisions, gets directions from the Board of Management. The decisions are implemented in the college through Vice-Principals, Deans, Controller of Examinations, IQAC Co-ordinator, Heads of Department and Co-ordinators of service organizations, with the Principal as the administrative Head. The following offices work under the direct supervision of the Principal for effective functioning of the college:

- ❖ Office of the Principal
- ❖ Office of the Deputy Principal
- ❖ Office of the Vice-Principals
- ❖ Office of the Deans
- ❖ Office of the Controller of Examinations
- ❖ Office of the IQAC Co-ordinator

The Office of the Secretary takes care of the overall infrastructure facilities in the college and the welfare of the teaching and non-teaching staff.

**6.1.3 What measures are taken by the institution to translate quality to the functioning of its various administrative and academic units?**

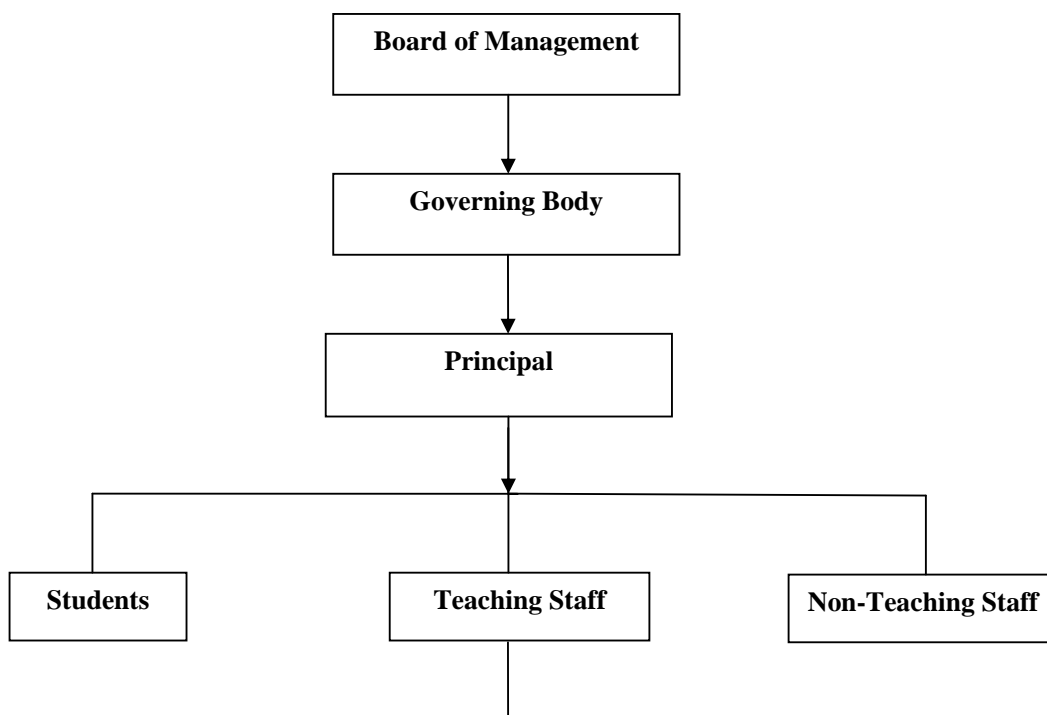
- Internal Quality Assurance Cell (IQAC) organizes seminars / workshops on quality sustenance and quality enhancement measures.
- Academic audit is conducted to facilitate SWOT analysis.
- Meetings of statutory and other bodies are conducted as per schedule mentioned in the college calendar.

#### **6.1.4 How are the faculty involved in decision-making?**

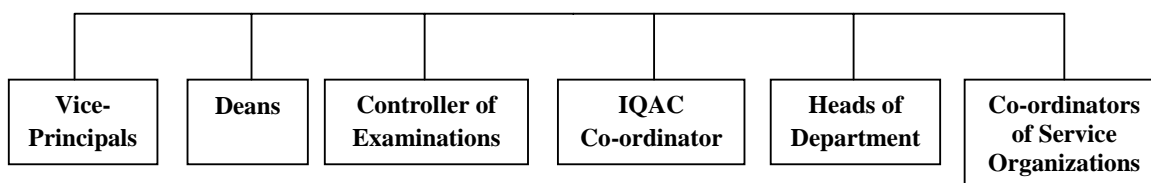
All the decisions are taken in a transparent and democratic manner. The Governing Body first discusses future plans and then the Principal, who is a member of the Management, brings it to the meeting of the Vice-Principals, Deans, Controller of Examinations, IQAC Co-ordinator and Heads of Department. Subsequently the general body of teaching staff and non-teaching staff is informed of the proposed plan and discussion is initiated. After final discussion in the wider body, the ultimate decision is taken collectively.

#### **6.1.5 Give a flowchart of academic and administrative decision making process.**

The following chart shows the organizational structure of the college:







### **6.1.6 Describe reforms in the management techniques employed and efforts to value employees' contribution.**

- ✓ The Management functions effectively as an apex body, delegating responsibilities to various sub-units of the college.
- ✓ Feedback from the employees is obtained in the meetings of teaching staff and non-teaching staff.
- ✓ Teaching staff and non-teaching staff are involved in decision making process.
- ✓ The Management has a well-defined human resource development policy, which adds value to employees' contribution.
- ✓ Dean of Students was appointed in June 2008 for effective functioning of fine arts association.
- ✓ In order to enhance the participation of women in academic and administrative activities of the college, Dean of Women Students was appointed in June 2008.
- ✓ Student Discipline committee was established in 2009—2010.
- ✓ Anti-ragging Committee and Anti-ragging Squad were established as per the instructions of the Govt. of Tamil Nadu.

## **6.2 Organizational arrangements**

### **6.2.1 Give the organizational structure and details of the units of the statutory bodies.**

The college consists of the following statutory bodies:

1. Governing Body

2. Academic Council
3. Board of Studies
4. Finance Committee

**6.2.2 Give details of the meetings held and decisions made, regarding finance, infrastructure, faculty, academic research, extension, linkages and examinations held during the last year.**

**Governing Body**

The Governing Body meetings were held on 29.11.2010 and 29.03.2011.

**Decisions made on 29.11.2010:**

- To complete the construction of Women's Hostel by April 2011
- To initiate the construction of a separate building as per AICTE norms at the cost of 1.20 crore so that M.B.A. programme may be started in 2012—2013
- To send the Letter of Intent (LoI) to NAAC for re-accreditation
- To conduct academic audit every year
- To provide a separate room with necessary facilities to the Placement Officer
- To organize national and international seminars / conferences
- To conduct remedial programmes for slow learners

**Decisions made on 29.03.2011:**

- To enable students develop communication skills through add-on courses
- To augment the activities of the Placement Cell
- To promote ICT-enabled teaching-learning process
- To utilize the CPE grant released by UGC (Rs. 37,50,000) by prioritizing under recurring and non-recurring expenses
- To expedite the construction of indoor stadium for Rs. 70,00,000.

**Academic Council**

The Academic Council meeting was held on 26.02.2011.

Decisions made:

- To approve the recommendations of the various Boards of Studies
- To approve the proposal made by the Dept. of Zoology to introduce “visual dissection”
- To conduct more on-line examinations
- To follow the existing two-test internal test system
- To approve the appointment of external members for Boards of Studies for the period 2011--2013
- To establish Smart Classrooms for every department so as to enhance student participation in the process of learning

**Finance Committee**

The Finance Committee meeting was held on 02.07.2010.

Decisions made:

- To approve the audited statement of accounts for the year 2010--2011
- To approve the budget proposals for Autonomy Grant, Merged Schemes, PG Development Grant and Promotion of Basic Scientific Research
- To motivate the departments to conduct seminars/conferences by providing seed money Rs.10,000 each to the depts. of Mathematics, Computer Science, Physics, Chemistry, Economics, English and Commerce
- To improve toilet facilities for girls
- To conduct the meeting of the Finance Committee twice in a year

**6.2.3 How frequently are the meetings of the different statutory bodies held? Describe coordination among bodies like BOS, AC, EC etc.**

- ❑ The meeting of the Governing Body is held twice in an academic year.
- ❑ The meeting of the Academic Council is held once in an academic year.
- ❑ The meeting of the Board of Studies is held once in an academic year.
- ❑ The meeting of the Finance Committee is held once in an academic year.
- ❑ Quality measures in curriculum are suggested by the Curriculum Development Cell and are discussed in the meeting of the Board of Studies. The resolutions made in the Board of Studies are analyzed and approved by the Academic Council and the Governing Body.
- ❑ The Finance Committee recommends the measures for spending the fund available. The Principal, in consultation with the Deans, plans the distribution of funds for various heads of expenditure. Resources available from the UGC are properly utilized and accounted for. Statements of account are analyzed and approved in the meetings of the Governing Body.

**6.2.4 What percentage of the management council's resolutions were implemented during the last year?**

100 % of the management council's resolutions were implemented during the last year with the co-operation extended by the stakeholders of the college. Before the resolutions were implemented, a healthy discussion was held in the meetings of teaching and non-teaching staff and student council.

**6.2.5 How is the administration decentralized?**

- ✓ Decentralization of administration is ensured by the effective functioning of 35 committees in the college. These committees, which include the administrators, faculty, students and external experts, facilitate decentralization of administration.
- ✓ For an effective and efficient administration, the Principal delegates his power to the different officials. The Deputy Principal deals with the immediate matters concerning

the staff and students of Shift – II. The Vice–Principals deal with the daily attendance and discipline of students. The Deans of Arts and Science coordinate the planning and execution of all academic programmes. The IQAC Co-ordinator suggests quality sustenance and quality enhancement measures to be implemented in the college. The Heads of Department and Co-ordinators of Shift-II courses co-ordinate various academic and non-academic programmes of their respective departments. The Dean of Students facilitates co-curricular and extra-curricular activities and those of Student Council. The Dean of Women Students co-ordinates co-curricular and extra-curricular activities of women students in collaboration with the Dean of Students. The Controller of Examinations co-ordinates the affairs of the testing and evaluation of the academic performance of students.

**6.2.6 Does the institution have an effective internal coordination and monitoring mechanism? Specify.**

Yes. The following bodies ensure effective internal coordination and monitoring mechanism:

1. Deans' Office
2. Internal Quality Assurance Cell (IQAC)

**6.2.7 How many times does the management and staff meet in an academic year?**

- Generally the Principal convenes the staff meetings thrice in a semester. Whenever necessary, meetings are conducted.
- Every “A” order day, the Principal convenes a meeting in which the Secretary, Vice-Principals, Deans, Controller of Examinations, IQAC Co-ordinator and Heads of Department discuss the activities of the college and suggest suitable measures to be taken for quality enhancement. This is one of the Best Practices of the college.

**6.2.8 What are the informal/ decentralized organizational arrangements made by the institution for effective governance?**

Besides the statutory bodies, the following bodies ensure effective functioning of the college:

1. College Council
2. Internal Quality Assurance Cell (IQAC)
3. Planning and Evaluation Committee
4. Awards Committee
5. Examination Committee
6. Appeals and Grievances Committee
7. Admission Committee
8. Curriculum Development Cell
9. Research Cell
10. College with Potential for Excellence Committee
11. Sports and Games Committee
12. Library Committee
13. Calendar Committee
14. Magazine Committee
15. Parents Association
16. Democracy Forum
17. Consumer Club
18. Fine Arts Committee
19. Placement Cell
20. Campus Ministry
21. St.Vincent de Paul Society

- 22. AICUF
- 23. Alumni Association
- 24. Enviro Club
- 25. Student Council
- 26. Campus Ministry
- 27. Local Grievance Cell
- 28. SC / ST Cell
- 29. Women's Forum
- 30. Anti-ragging Committee
- 31. Anti-ragging Squad
- 32. Youth Red Cross
- 33. Blood Donors' Club
- 34. Red Ribbon Club
- 35. Public Relations Committee

### **6.3 Strategy development and deployment**

#### **6.3.1 Does the institution have a perspective plan for institutional development? How is it made?**

The College has a perspective plan for institutional development. The Finance Committee, College Council, Internal Quality Assurance Cell, and Planning and Evaluation Committee recommend suitable measures for sustenance and enhancement of facilities on the campus. Departmental-level discussion was initiated and the future plans for the next 10 years were submitted to the Master Plan Committee constituted by the Principal in 2008--2009.

#### **6.3.2 Describe strategic action plan and schedule for future development.**

- ✓ Development Office for fund raising so as to establish new infrastructural facilities has been constituted.
- ✓ Construction of M.B.A. building will be completed in 2011--2012.
- ✓ More add-on courses will be introduced.
- ✓ More options for self-study will be introduced in the new syllabus in 2012--2013.
- ✓ On-line examination will be promoted.
- ✓ Placement Cell will be strengthened.
- ✓ More Smart Classrooms will be established.
- ✓ Infrastructural facilities are being enhanced with the financial assistance available under the scheme, "Additional Assistance to Colleges already included under 12 B."

**6.3.3 Does the institution follow an academic calendar? How is it prepared?**

Yes. The academic calendar is prepared at the beginning of the academic year by the Calendar Committee and finalized in the Dean's Office after consultations with Heads of Department and the Co-ordinators of the various committees. The academic calendar is given to the staff and students on the first working day of the college.

**6.3.4 During the last five years, specify how many plan proposals were initiated / implemented?**

The following plan proposals were initiated and implemented during the last five years:

1. Airconditioning of Seminar Halls
2. Smart classrooms



3. Beautification of the entrance of the college by establishing lawns
4. Implementing eco-friendliness in the campus
5. Establishing PG laboratories for Physics and Chemistry
6. Strengthening of the Language Lab
7. Establishing Entrepreneurship Development and Research Centre (ED & RC)
8. Construction of Women's Hostel
9. New toilet facilities for women students
10. Providing pure drinking water through water purifier (Reverse Osmosis System)
11. Starting the Dept. of Visual Communication
12. Starting the Dept. of M.S.W.
13. Establishing VisCom digital lab and studio
14. Providing Broadband internet connection
15. Providing LCD and Laptops to all the departments
16. Establishing a gymnasium
17. Renovation of the old basket ball court
18. Establishing a Pathology lab
19. Starting a co-operative store for students
20. Establishing Women's forum
21. Provision for a separate room for Women Staff
22. New Dining Hall for women students
23. Establishing Aruppe Academy of Vocational Education (AAVE) for offering add-on courses
24. "One Rupee a Day per Student" scheme for helping the poor students

25. Fund mobilization for Sri Lankan refugees
26. New facilities in College Canteen
27. Establishing National Testing Centre
28. Establishing Ambedkar Study Centre
29. Strengthening Departmental Academic Festivals
30. Laying of tar road in the hostel
31. Construction of auditorium in the hostel for Rs. 25 lakh
32. Installation of Water plant (Reverse Osmosis System) in the hostel at the cost of Rs. 3.5 lakh.
33. Renovation of various blocks at the rate of one block per year in the hostel
34. Construction of 20 new toilets in the hostel
35. Installation of steam cooking plant in the hostel.
36. Development of garden and planting of trees

**6.3.5 What are the initiatives taken by the institution to make optimum use of the autonomous status?**

- The college has ensured academic freedom, especially in curriculum designing and formulation of innovative teaching strategies.
- Autonomous status has helped the college to offer academic programmes to suit the local needs. For example, B.Sc. Visual Communication is not offered in the Manonmaniam Sundaranar University region. St. Xavier's College started B.Sc. Visual Communication in June 2009 and the programme has been a successful venture.

- Autonomous status has enabled the college to evolve innovative methods of assessment of students' performance, the conduct of examinations and publication of results.
- Autonomous status has facilitated healthy practices such as community service and extension activities for the benefit of the society. Student Training and Action for Neighbourhood Development (STAND) is an outreach programme specially designed by the college for this purpose.

**6.3.6 Has the college conducted an academic audit? Give details.**

- ✓ Yes. The college conducts academic audit in a systematic manner.
- ✓ Curriculum is reviewed not only in the meetings of the Board of Studies and Academic Council but also by academic peers in other institutions.
- ✓ Regular "A" order meetings in which the Principal, the Secretary, Vice-Principals, Deans, Controller of Examinations, IQAC Co-ordinator and Heads of Department discuss academic matters are a kind of academic audit. The minutes are recorded in the Deans' Office.
- ✓ Academic audit is ensured through the interaction between the IQAC and the various sub-units of an institution. In order to facilitate the academic audit, a seven member Core Committee was formed, comprising Rev.Dr.Alphonse Manickam, S.J. (Chairman), Dr.V.S.Joseph Albert (IQAC Co-ordinator), Rev.Dr.Danis Ponniah,S.J.(Vice-Principal), Rev.Dr.B.John Bosco,S.J. (Deputy Principal), Mr.T.S.A.Bernard Chandra (Dean of Arts), Dr. A. John De Britto (Dean of Sciences) and Mr. I. Sebasdiyar (Associate Professor of Physics). The interaction was a kind of SWOT analysis. The academic audit was held as per the schedule given below:

DATE	DEPARTMENT	DATE	DEPARTMENT
24.07.'08	Dept. of Plant Biology&	08.09'08	Dept. of Mathematics

	Plant Biotechnology		
25.07'08	Dept. of Adv. Zoology & Biotechnology	09.09'08	Dept. of Tamil
29.07'08	Dept. of Chemistry	16.09'08	Dept. of Computer Science
05.08'08	Dept. of Physics	22.09'08	Dept. of Folklore
06.08'08	Dept. of Commerce	23.09'08	Dept. of B.B.A.
19.08'08	Dept. of English	25.07'08	Dept. of Economics & Dept. of MCA

- ✓ The Core Committee of IQAC recommended to the Management to establish new infrastructure facilities for teaching-learning process and research activities. On the basis of the recommendation, the College Development Council was constituted to explore the means of raising fund for establishing new infrastructure facilities.
- ✓ IQAC Core Committee, comprising Rev.Dr.Alphonse Manickam, S.J. (Chairman), Mr.M.Thomas Punithan (Deputy Principal), Dr.V.S.Joseph Albert (IQAC Co-ordinator), Dr.T.Dharmaraj (Dean of Arts) and Dr.A.Lourdusamy (Dean of Sciences) visited the departments for academic audit in 2010--2011. 16 meetings of the IQAC Core Committee with the Departments were held as given below:

DATE	DEPARTMENT	DATE	DEPARTMENT
07.12.'10	Dept. of Commerce	25.01.'11	Dept. of English
09.12.'10	Dept. of Computer Science	27.01.'11	Dept. of Chemistry
10.12.'10	Dept. of Plant Biology & Plant Biotechnology	08.01.'11	Dept. of MCA
13.12.'10	Dept. of Physics	08.01.'11	Dept. of Corporate Secretaryship
15.12.'10	Dept. of Mathematics	09.01.'11	Dept. of BBA

18.01.'11	Dept. of Adv. Zoology & Biotechnology	09.01.'11	Dept. of Social Work
19.01.'11	Dept. of Economics	24.01.'11	Dept. of Folklore
21.01.'11	Dept. of Tamil	24.01.'11	Dept. of Visual Communication

The meetings turned out to be a meaningful academic and administrative exercise.

The duration of each meeting was 90 minutes. The salient points of the meetings were presented in the Governing Body meeting held on 29.03.11.

### **6.3.7 Describe the institutional approach for decision-making and deployment.**

- Notices regarding the decisions taken in “A” order meetings, Academic Council, Examination Committee, College Council, and Planning and Evaluation Committee are sent to the various departments and classrooms. Notices are displayed in General Staff Rooms and Student Notice Boards.
- Administration is decentralized by delegating authority to various personnel. The Secretary provides infrastructural facilities and looks after staff salary, P.F., pension, etc. The Deputy Principal monitors the activities of Shift II programmes. The Vice-Principal conducts Continuous Internal Assessment. The Controller of Examination collects question papers from paper setters, conducts external examination and publishes semester results. The Dean of Arts and the Dean of Science assist the Principal in UGC matters and the conduct of meetings. The Dean of Students and the Dean of Women Students monitor cultural programmes. The IQAC Co-ordinator deals with NAAC correspondence and suggests quality measures to be implemented in the college. The Heads of Department perform various functions

related to their respective departments. The Co-ordinators of Service Organizations help students get involved in extension activities.

## **6.4 Human Resource Management**

### **6.4.1 How is the staff recruited? Illustrate the process of manpower planning.**

- Teachers are recruited as per UGC norms. The selection is done by a selection committee constituted by the Co-ordinator for Jesuit Higher Education. The College is a minority institution. The appointments are approved by the State Government.
- The non-teaching staff are selected by the Management as per the qualifications prescribed by the State Government.
- The following steps are adopted in the selection of teaching staff:
  1. Advertisement in dailies
  2. Appointment of the Selection Committee ( 5 members )
  3. The Selection Committee meeting and Interview
  4. Sending appointment letters to candidates
- New teaching positions are created when new courses are introduced.

### **6.4.2 How do you assess the need for staff recruitment?**

Man power need is estimated by the Heads of the Department by calculating the workload as per UGC norms and submitted to the appropriate body for approval.

### **6.4.3 What percentages of faculty are recruited from other institutions?**

80 % of staff in self-financing programmes were recruited from other institutions.

### **6.4.4 What is the ratio of teaching to non-teaching staff?**

The ratio of teachers to non-teaching staff is 152 : 77.

**6.4.5 Describe the strategy to attract and retain talented faculty in aided/self financing courses.**

The following strategies are followed to attract and retain talented faculty in aided / self financing courses:

- ☐ Workload as per UGC norms
- ☐ Provident Fund for faculty in aided and self financing courses
- ☐ Casual leave and Medical leave facilities
- ☐ Faculty Development Programmes for faculty in aided courses
- ☐ Incentives for publication of research papers
- ☐ Access to facilities to do research
- ☐ Best Researcher Award for Arts and Science
- ☐ Periodic revision of pay scale
- ☐ Increment according to the years of experience
- ☐ Free Internet

**6.4.6 Are the Government of India / State Government policies on recruitment followed in terms of reservation and qualification norms?**

Yes. The Government of India / State Government policies on recruitment are followed in terms of reservation and qualification norms.

**6.4.7 Does the institution appraise the performance of the non- teaching staff? Specify.**

Yes. The institution appraises the performance of the non- teaching staff by conducting an exit poll in which the outgoing students express their views on the performance of non-teaching staff in the College Office, Laboratories and Extension Service Offices. Based on the student feedback, the Principal and the Secretary instruct the non-teaching staff for effective performance.

**6.4.8 Does the institution have a ‘self-appraisal method’ to evaluate the performance of the faculty in teaching, research and extension programmes?**

Yes. The College has a definite appraisal mechanism. The performance of teachers is assessed every year after getting feedback from students. The teachers are given self-appraisal forms to get the feedback from students. When the teachers in the grant-in-aid stream apply for promotion, the appraisal is done by the Principal and the respective Head of the Department and the appraisal form is forwarded to the Regional Joint Director of Collegiate Education.

**6.4.9 Are there any complaints, inquiries or legal suits pending against the functioning of the institution? Please give details.**

No. There are no complaints, inquiries or legal suits pending against the functioning of the institution.

**6.4.10 Has there been any study conducted during the last five years by the college / government or by any other external agencies on the functioning of any aspect of academic and administrative unit? Give the details and enclose the reports.**

Yes. During the last five years, the following committees visited the college:

- ❑ UGC Review Committee visited the college for extension of autonomy in 2006—2007. Autonomy was extended up to 2012.
- ❑ Manonmaniam Sundaranar University Commission visited the college for upgrading the Dept. of Computer Science as Research Centre in 2008—2009. Approval was granted.
- ❑ Manonmaniam Sundaranar University Commission visited the college for upgrading the Dept. of Physics as Research Centre in 2009—2010. Approval was granted.
- ❑ Manonmaniam Sundaranar University Commission visited the college for upgrading the Dept. of Commerce as Research Centre in 2009—2010. Approval was granted.



- ❑ Manonmaniam Sundaranar University Commission visited the college for upgrading the Dept. of Chemistry as Research Centre in 2010—2011. Approval was granted.
- ❑ Manonmaniam Sundaranar University Commission visited the college for upgrading the Dept. of English as Research Centre in 2010—2011. Approval was granted.

**6.4.11 Has the institution conducted any programme for skill upgradation and training of the non-teaching staff based on the performance appraisal?**

- Yes. The college has conducted training programme for the non-teaching staff who are working in the office to help them operate computers effectively. The upgradation of skills has been a successful process, and the whole office is now working with the aid of computers.
- For laboratory assistants, training in instrumentation was given.
- The spiritual development of the non-teaching staff was promoted by motivating them to participate in retreats.

**6.4.12 Does the institution conduct staff development programme for the teaching staff? Illustrate.**

Yes. The institution has conducted the following staff development programmes for the teaching staff:

- ✓ Two-day orientation programme for junior staff organized by IQAC at the beginning of every academic year
- ✓ Seminars and Workshops for the teaching staff every year on inclusive practices, higher education scenario, ICT-enabled learning-learning process, etc.
- ✓ “Train the Trainer” programme, conducted by the Manonmaniam Sundaranar University and ELCOT

- ✓ An eight-day training programme attended by Computer Science faculty, organized by ICT Academy

**6.4.13 Has the faculty been introduced to the use of computers, Internet, audio-visual aids, computer aided packages etc.?**

- Yes. The faculty has been introduced to the use of computers, Internet, audio-visual aids, computer aided packages, etc. For example, periodic training is given to the members of the Dept. of English in the use of Language Lab. Experts on ICT-enabled teaching-learning process deliver lectures and conduct demonstration sessions to enable the teaching staff learn modern methods of material production.

**6.5 Finance Management and Resource Mobilization**

**6.5.1 Provide details of the budget for the last financial year.**

The detailed Financial Statement for 2009-2010 is given in Appendix I.

**6.5.2 Is the operating budget of the institution adequate to cover the day-to-day expenses?**

Yes. The operating budget of the college is adequate to cover the day-to-day expenses.

**6.5.3 Is the maintenance budget of the institution adequate with reference to its assets?**

Yes. The maintenance of the budget is adequate with reference to its assets.

**6.5.4 How is the budget optimally utilized?**

The budget is optimally utilized by planning in advance. The budget proposal for the forthcoming year is placed in the meeting of the Governing Body and is approved after discussion. The Finance Committee allots the available financial resources to various sub-units of the college as per the instructions of UGC.

**6.5.5 Does the institution have a mechanism for internal and external audit? How regularly it is done?**

Yes. The Finance Committee meets every year. The accounts are audited regularly by Chartered Accountant. The institution also has an internal audit mechanism. The external audit is done by the Office of the Regional Joint Director of Collegiate Education, Tirunelveli.

**6.5.6 What are the current tuition and other fees?**

**UG Programmes (Grant-in-Aid Stream)**

There is no tuition fee for UG programmes. The details of other fees are given below:

<b>Programme</b>	<b>Admission Fee</b>	<b>Laboratory Fee</b>	<b>Special Fee</b>	<b>Convocation Fee</b>	<b>Total</b>
English Lit.	255	--	248	25	528
Economics	255	--	248	25	528
Commerce	255	--	248	25	528
Mathematics	255	40	248	25	568
Physics	255	130	248	25	658
Chemistry	255	140	248	25	668
Plant Biology & Plant Biotechnology	255	175	248	25	703
Advanced Zoology & Biotechnology	255	190	248	25	718
Computer Science	255	250	248	25	778

**PG Programmes (Grant-in-Aid Stream)**

<b>Programme</b>	<b>Admission Fee</b>	<b>Tuition Fee</b>	<b>Laboratory Fee</b>	<b>Special Fee</b>	<b>Convocation Fee</b>	<b>Total</b>
Tamil	5	250	--	239	25	519
Folklore &	5	250	--	239	25	519

Communication						
M. Com.	5	375	--	239	25	644
Mathematics	5	375	--	239	25	644
Botany	5	375	250	239	25	894
Zoology	5	375	300	239	25	944
M. Phil. Tamil	5	500	--	239	25	769
M. Phil. Mathematics	5	750	--	239	25	1019

**UG Programmes (Self-Financing Stream)**

<b>Programme</b>	<b>Admission Fee</b>	<b>Laboratory Fee</b>	<b>Special Fee</b>	<b>Convocation Fee</b>	<b>Total</b>
English Lit.	200	--	1000	325	1525
Tamil	200	--	900	325	1425
Commerce	200	3000	900	325	4425
Corporate Secretaryship	200	--	900	325	1425
B.B.A.	200	--	2000	325	2525
Visual Communication	200	2000	2000	325	4525
Computer Science	200	1000	1000	325	3525

**PG Programmes (Self-Financing Stream)**

<b>Programme</b>	<b>Admission Fee</b>	<b>Tuition Fee</b>	<b>Laboratory Fee</b>	<b>Special Fee</b>	<b>Convocation Fee</b>	<b>Total</b>
English Lit.	500	4000	--	1000	325	5825
Economics	500	4000	--	1000	325	5825
Physics	500	5000	3000	1000	325	9825
Chemistry	500	7000	5000	2000	325	14825

Computer Science	500	7000	5000	2000	325	14825
Information Technology	500	7000	5000	2000	325	14825
M.S.W.	500	7000	--	3000	325	10825
M.C.A.	500	7000	7000	3000	325	17825
M. Phil. Botany	500	6000	4000	1000	325	11825
M. Phil. Commerce	500	6000	--	3000	325	9825

#### **6.5.7 How often is the fee revised?**

The college follows the instructions given by the Govt. of Tamil Nadu in the revision of fee structure.

#### **6.5.8 What is the quantum of resources mobilized through donations? (other than block grants)**

- The college does not receive donation for appointment of teachers or capitation fee from students.
- New Endowments are created every year and the interest received is used for giving scholarships and awards as specified by those who have volunteered to establish endowments. At present the college has 120 endowments.

#### **6.5.9 Narrate the efforts taken by the college for resource mobilization by various means.**

- ✓ The college has established Development Office for fund raising so that new infrastructural facilities may be created in the forthcoming years.
- ✓ The college regularly receives fund from UGC for various schemes including College with Potential for Excellence scheme.

- ✓ CSIR, DST, DBT, TNSC, MEF, MoEs and ICMR extend financial assistance to the college for conducting seminars and for projects.
- ✓ The Women's Hostel was constructed at the cost of 2.5 crore, which includes 80 lakh from UGC.
- ✓ UGC has sanctioned Rs.70 lakh for the construction an indoor stadium.
- ✓ The Management has initiated the construction of M.B.A. building at the cost of 1.20 crore.
- ✓ UGC has allotted Rs.92,30,000 under XI Plan Merged Scheme. The college will utilize this amount as per the instructions given by UGC before March 2012.
- ✓ An auditorium was constructed in the hostel for Rs.25 lakh.

## **6.6 Best Practices**

### **6.6.1. Describe best practices in Governance and Leadership adopted by the college in terms of institutional vision and leadership / organizational arrangements / strategies development / deployment of human resource management / financial management and resource mobilization.**

The Best Practices in Governance and Leadership are the following:

- ❖ Conducting Orientation and leadership training programmes for Student Council Members
- ❖ Introducing “One Rupee a Day per Student” scheme
- ❖ Evolving a perspective master plan for development during the next 10 years
- ❖ Recruitment of teaching and non-teaching staff without any donation
- ❖ Running the institution without any capitation fee
- ❖ Effective functioning of Tutor – Ward system
- ❖ Focus on eco-friendliness in campus

- ❖ Representation of women students in Student Council
- ❖ Monitoring of discipline through Discipline Committee
- ❖ Introduction of ID cards to students
- ❖ Decentralization of power through the functioning of various personnel under the guidance of the Principal
- ❖ Good ambience created by a healthy Management – Staff relationship
- ❖ Conducting academic audit to facilitate SWOT analysis
- ❖ Conducting “A” order meetings in which the Principal, Secretary, Vice-Principals, Deans, Controller of Examinations, IQAC Co-ordinator and Heads of Department discuss the activities of the college
- ❖ Student feedback on teachers and self-appraisal method to evaluate the performance of the faculty in teaching, research and extension programmes

## For Re-Accreditation

**1. What were the evaluative observations made under Organization and Management in the previous assessment report and how have they been acted upon?**

**i) Observation made by the Peer Team:**

There is a need to frame formal institutional Rules and Regulations for functioning of the systems and subsystems of autonomous college, based on the UGC guidelines.

**Action Taken:**

- ❖ As per the recommendation made by the NAAC Peer Team, formal institutional Rules and Regulations for functioning of the systems and subsystems of the college were framed in 2006--2007.

- ❖ The statutory committees (Governing Body, Academic Council, Board of Studies and Finance Committee) were constituted as per the guidelines given by UGC.
- ❖ Rules and Regulations for the functioning of various personnel working in the college have been evolved. The Rules and Regulations are available in the Deans' Office for reference.

**ii) Observation made by the Peer Team:**

It is desirable to draw a perspective (Master) plan of development for academic expansion and infrastructure augmentation for the next 5-10 years.

**Action Taken:**

Master Plan Committee was constituted by the Principal in 2008--2009 to identify the future plans for the next 5-10 years. The committee initiated departmental-level discussion and the report was submitted by every department to the Principal, suggesting future plans for quality enhancement. For example, the Dept. of English evolved the following Master Plan for the next 5-10 years:

**Curricular Aspects**

- More add-on courses will be introduced.
- Material production will be enhanced.
- Courses with focus on the development of communicative skills will be strengthened.
- The quality of the Bridge Course material will be enhanced.
- Computer-aided packages will be prepared by the faculty both for slow learners and advanced learners.
- M. Phil. Programme will be started.
- A four month Semester-in-India programme for overseas students in collaboration with Folklore Resources and Research Centre (FRRC), focusing on Indian Literature,



Folklore, Performing Arts, etc. will be introduced. The programme will be interdisciplinary in nature.

#### Teaching-Learning and Evaluation

- ICT-enabled teaching will be intensified.
- Smart Class Rooms will be established.
- Remedial teaching will be intensified.
- Self-learning through books and journals, internet, CD-ROMs and Computer-aided packages will be promoted.
- To facilitate peer learning and to prepare assignments, e-group will be introduced.
- On-line examination will be extended to all the papers.
- More transparency in evaluation will be introduced.

#### Research, Consultancy and Extension

- All the members of the faculty will complete Ph. D.
- More national seminars / conferences will be organized.
- The Department will give more emphasis to consultancy services.
- Internship will be offered to the students through MoUs.
- The consultancy provided now will be widened to cater to the needs of different institutions / fields.
- The Department will bring out a refereed journal.
- An international conference will be conducted once in five years.
- Alumni Reunion will be organized once in five years.

#### Student Support and Progression

- The Department would strengthen Peer-Group-Learning clubs.
- Departmental Placement Cell will be established.
- The Department will conduct Campus Interviews for the P.G. students.
- Book Bank will be established to lend books to the poor students.

#### Innovative Practices

- ✓ Diploma Courses and Certificate courses with emphasis on communicative skills will be offered.
- ✓ The Departmental Library will be strengthened.
- ✓ Book Reading Competitions will be conducted so as to promote the reading skills of students. 25 books which include the life sketches of eminent personalities, autobiographies and award winning literature will be selected and the book issuing process will be monitored. This will help students read select literature at their own pace.

**iii) Observation made by the Peer Team:**

Innovative ways for resource generation including utilization of vast infrastructure may be explored.

**Action Taken:**

- ❖ The college generates Rs.2,50,000 every year by renting the buildings for conducting examinations and contact seminar programmes by various organizations.
- ❖ The vast infrastructure has facilitated the college to receive financial assistance from UGC, CSIR, DST, DBT, TNSC, MEF, MoEs and ICMR.

**2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Organisation and Management?**

The following quality sustenance and enhancement measures have been undertaken by the institution since the previous Assessment and Accreditation:

- ❖ A perspective Master Plan for development in the next 5-10 years has been evolved.
- ❖ The positions of Deputy Principal, Vice-Principal for Shift II, Dean of Students and Dean of Women Students have been created for effective governance.
- ❖ Discipline Committee has been constituted to ensure student discipline in the college.

- ❖ Anti-Ragging Committee and Anti-Ragging Squad have been established as per the rules given by the Govt. of Tamil Nadu.
- ❖ Local Grievance Cell has been established.
- ❖ UGC has sanctioned the second phase of College with Potential scheme and XI Plan Merged Scheme to the college.
- ❖ Academic audit has been strengthened.
- ❖ Student feedback on teachers is regularly conducted by IQAC.
- ❖ Development Office for fund raising has been established to create new infrastructural facilities.
- ❖ Infrastructural facilities in the hostel have been enhanced.
- ❖ Placement Cell has been strengthened.

## **7.1 Internal Quality Assurance System**

### **7.1.1. Has the institution adopted any mechanism/ process for internal quality checks?**

Yes. Internal Quality Assurance Cell (IQAC) was established on 02.12.2003 for internal quality checks.

### **7.1.2. How does the institution ensure the quality of its academic programmes?**

The institution ensures the quality of its academic programmes by the following strategies:

- ✓ Introducing add-on courses to equip students with necessary skills
- ✓ Strengthening ICT-enabled teaching-learning process
- ✓ Establishing Smart Classrooms
- ✓ Conducting Internal Tests and External Examinations in an objective manner
- ✓ Upgrading the departments as research centres

### **7.1.3. How does the institution ensure the quality of its administration?**

The institution ensures the quality of its administration by the following strategies:

- ✓ Decentralization of responsibilities
- ✓ Decision-making after consultation with staff and students
- ✓ Regular meetings between administrators and faculty
- ✓ Conducting academic audit every year
- ✓ Getting student feedback at the end of every semester
- ✓ Monitoring of discipline through discipline committees
- ✓ Motivating the departments / research centres to conduct national / international seminars / conferences / workshops
- ✓ Encouraging the teachers and students to apply for projects
- ✓ Providing scholarships to economically weaker students
- ✓ Establishing infrastructural facilities when new programmes are started

### **7.1.4. What are the innovative courses introduced during the last five years? How do you promote innovation in curriculum?**

Innovation in curriculum was promoted by introducing the following courses during the last five years:

- ❖ **Dept. of M.C.A. :** Dot Net, Mobile Computing
- ❖ **Dept. of English:** English for Career, Business English, Interview Skills, Journalism and Mass Communication, Diaspora Literature, Current Trends in Literary Theory and Criticism, English Language Teaching, English Literature for NET / SLET Examinations
- ❖ **UGC sponsored Certificate Course in Communicative English**
- ❖ **Dept. of Commerce:** Training for Call Centres and BPO, Training for Marketing Representatives, Self Employment and Entrepreneurship, Tax Consultancy Service, H R Professionals and Consultants, Micro Finance, , Training for Research Project Assistants
- ❖ **Dept. of Zoology:** Bioinformatics, Vermitechnology, Aquaculture, Ornamental Fish Culture and Sericulture
- ❖ **Dept. of Corporate Secretaryship:** Package Tally and Office Automation, Management Accounting for CA and CWA, Company Administration, Secretarial Practice, Corporate Governance and Cost Accounting
- ❖ **Dept. of Physics:** C ++, Electronic Instrumentation, Physics for Competitive Examinations, Nano Physics, Advanced Quantum Mechanics and Advanced Material Science.
- ❖ **Dept. of Tamil:** Training for Archeological Field, Journalism and Mass Communication
- ❖ **Dept. of Business Administration:** Aptitude Test for Career, Entrepreneurial Development and Personality Development, Skills for Team Players, Human Resource Management

- ❖ **Dept. of Social Work:** Cyber Crime, Intellectual Property Rights, Information Technology
- ❖ **Dept. of Chemistry:** Food Chemistry, Dairy Chemistry, Agricultural Chemistry, Nano Chemistry and Green Chemistry
- ❖ **Dept. of Economics:** International Economics and Indian Economic Development

**7.1.5. Describe the strategies evolved in promoting innovations in teaching, learning and evaluation?**

The following strategies were evolved in promoting innovations in teaching, learning and evaluation:

- Promoting ICT-enabled teaching-learning process
- Strengthening the language lab
- Augmenting student-centred teaching-learning process through Smart Classrooms
- Conducting remedial classes with financial assistance from UGC
- Incorporating group discussion as an obligatory component in General English course
- Promoting internship and on-the-job-training for experiential learning and placement
- Encouraging peer learning among students
- Conducting on-line examinations
- Encouraging the students to submit assignments through e-mail
- Practising Continuous Internal Assessment for monitoring the performance of students

**7.1.6. Elucidate some of the innovations in research and extension. What initiatives have been taken by the institution to give a significant thrust to research and development in the programmes?**

The following innovations were introduced during the last five years to give a significant thrust to research and development in the programmes:

- ❖ Publication of international research journals for Science and Humanities
- ❖ Promoting linkages with other academic bodies / industries (The college has established 93 linkages for research and extension)
- ❖ Giving incentives to the teachers who publish papers in refereed journals
- ❖ Providing the paper presenters with Registration fee, D.A. and T.A.
- ❖ Extending seed money to the departments for conducting national seminars/ conferences/ workshops
- ❖ Undertaking major and minor projects with financial assistance from UGC, CSIR, DST, DBT, TNSC, MEF, MoEs, ICMR and OBT
- ❖ Facilitating quality research by upgrading five departments as research centres
- ❖ Ensuring the participation of women students in STAND, N.S.S. and N.C.C.
- ❖ Involving teachers and students in outreach programmes for the benefit of the people in the villages near Palayamkottai (Every year 850 students and 25 teachers are actively involved in STAND outreach programme and 800 N.S.S. volunteers perform extension activities under the guidance of teachers, including 250 women students.)  
The college motivated the departments / research centres to establish linkages for dissemination of information to facilitate extension activities.
- ❖ Organizing quality seminars / conferences and publishing the proceedings of the seminar / conferences (42 national seminars / conferences and 38 state-level seminars and 4 international seminars / conferences were conducted during the last five years.)
- ❖ Ensuring women empowerment by appointing two women teachers as N.S.S. Programme Officer in June 2009

#### **7.1.7. What innovative strategies have been adopted in governance?**

The following innovative strategies have been adopted in governance during the last five years:

- ❑ Conducting leadership training programmes for Student Council Members

- ❑ Evolving a perspective master plan for development during the next 10 years
- ❑ Effective functioning of Tutor – Ward system
- ❑ Focus on eco-friendliness in campus
- ❑ Monitoring of discipline through Discipline Committee consisting of teaching and non-teaching staff for every programme
- ❑ Introduction of ID cards to students
- ❑ Conducting academic audit to facilitate SWOT analysis
- ❑ Student feedback on teachers

**7.1.8. What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative system?**

The following mechanisms have been developed by the institution for quality assurance:

1. Internal Quality Assurance Cell (IQAC)
2. Curriculum Development Cell
3. Research Committee

**7.1.9. What are the functions carried out by the above mechanisms in the quality enhancement of the institution?**

**Functions of Internal Quality Assurance Cell:**

- ❖ IQAC stimulates the academic environment for promotion of quality of teaching-learning process and research in the college.
- ❖ IQAC conducts student feedback on teachers at the end of every semester.
- ❖ IQAC Newsletters are published every year for dissemination of information among the stakeholders of the college and academic peers.
- ❖ IQAC organizes a two-day Orientation Programme for teachers at the beginning of every academic year.



- ❖ IQAC submits Annual Quality Assurance Report (AQAR) at the end of every academic year to NAAC.
- ❖ IQAC conducts academic audit of the functioning of all the departments.
- ❖ With an aim to provide a suitable platform for academicians to discuss the best practices in Student Support and Progression, IQAC of St. Xavier's College organized a two-day National Conference on "Quality Initiatives for Student Support and Progression" sponsored by NAAC on 4<sup>th</sup> & 5<sup>th</sup> December 2009. Dr.V.S.Joseph Albert, IQAC Co-ordinator & Convener, explained that while other organizations assess only the "outcome" of the process, NAAC assesses the "process" itself. Rev.Dr.Alphonse Manickam, S.J., Principal, delivered the Presidential Address, defining the terms, "Student Support" and "Student Progression." Dr.G.Gopalakrishnan, Dean, Manonmaniam Sundaranar University, delivered the Keynote Address. Mr.B.S.Ponmudiraj, Assistant Adviser, NAAC, spoke on "The Importance of Student-Centred Environment in HEIs." Dr.Sheela Ramachandran, Principal, P.S.G. College of Arts & Science, Coimbatore, stressed the need for Student Participation in Extra-Curricular Activities. Interacting with the participants, Dr.G.Srinivas, Joint Secretary, UGC, Hyderabad, spoke on "IQAC and Quality Assurance." Rev.Fr.Britto Vincent, Rector, St. Xavier's Institutions, Palayamkottai, focused on "The Need for Holistic Development of Students in HEIs." During the Panel Discussion, Dr.S.Chellakumar Rose, Principal, Scott Christian College, Nagercoil, explained the essential features of Student-Centred Teaching-Learning Process for Quality Enhancement; Dr.Francis, Principal, V.O.C.College, Tuticorin, talked about "Inclusive Practices for Social Justice"; Dr.Muthulakshmi Paramasivan, Principal, Rosemary College of Arts & Science, Tirunelveli, focused on "Quality Initiatives for Women Empowerment in HEIs." Dr.D.Ebenezer, Joint Director of Collegiate

Education, Tirunelveli, delivered the Valedictory Address. 175 academicians participated in the Conference.

**Functions of Curriculum Development Cell:**

Curriculum Development Cell facilitates discussion at the departmental level by providing a course pattern whenever the syllabus is revised. Innovative courses and teaching methods are suggested by Curriculum Development Cell.

**Functions of Research Committee:**

Research Committee motivates the teaching staff to carry out projects, encourages them to become research guides approved by the University and suggests quality measures to be established in research centres.

**7.1.10. What role is played by the students in assuring quality of education imparted by the institution?**

Students, being the prime stakeholders of the college, play an important role in assuring quality of education in the following ways:

- ✓ Organizing various programmes as members of Departmental Associations
- ✓ Participating actively in co-curricular and extra-curricular activities
- ✓ Celebrating the functions with decorum and discipline
- ✓ Keeping the campus clean and green
- ✓ Organizing extension programmes to ensure Lab to Land process
- ✓ Making use of open access in the college library and the facilities in Internet Centre for updating facts of current interest

**7.1.11. What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the best practices have been internalized?**

Providing necessary infrastructural facilities and monitoring of the implementation of quality measures are done by the college administration. Academic audit and student feedback conducted by IQAC ensure that the best practices have been internalized.

**7.1.12. In which way has the institution added value to student's quality enhancement?**

The unique contribution of the college to student's quality enhancement is a synthesis of academic excellence and formation of character.

## **7.2 Inclusive Practices**

**7.2.1 What are the inclusive practices of the institution to impart holistic education?**

Since 1983 the college has successfully provided holistic education to students by incorporating value education into curriculum. Apart from the Value Education Course specified by the Govt. Tamil Nadu, St. Xavier's College has introduced Ethics, Religion, Personality Development and Human Rights courses to impart holistic education.

**7.2.2 What are the specific initiatives adopted to establish social justice among students, faculty and community?**

- ❑ Dalits, poor students and first generation learners are given preference in admission.
- ❑ Programmes on social awareness and social justice are conducted for staff and students.
- ❑ UGC sponsored free coaching classes were conducted from 10.05.2010 to 29.05.2010 to enable SC/ST/OBC (Non-Creamy Layer) and Minority students to appear for UGC/NET/CSIR examinations with confidence. 75 students attended the coaching classes.
- ❑ In order to create equity and access to women, a separate Women's Hostel at a cost of Rs. 2.5 crore was constructed including the financial assistance of Rs. 80 lakh from UGC.

- ❑ Women's Forum organizes Orientation Programmes to help women students gain social awareness.
- ❑ Women students are admitted without discrimination.
- ❑ No capitation fee is collected during admission.

**7.2.3 How does the institution promote social responsibilities and citizenship roles among the students?**

All the outreach programmes are organized by students. Social responsibilities and citizenship roles are promoted among the students through outreach programmes, the courses offered by the Dept. of Foundation Courses and the programmes organized by the Student Council.

**7.2.4 What are the institutional efforts to bring in 'community orientation' in its activities?**

6 N.S.S. Units are functioning effectively in the college, focusing on community orientation. Democracy Forum, Consumer Club, Enviro Club, Women's Forum, Youth Red Cross, Blood Donors' Club and Red Ribbon Club ensure community orientation.

**7.2.5 Does the institution have any exclusive program under extra-mural / enrichment wing, to promote social responsibilities and citizenship roles?**

STAND is a unique project established at St. Xavier's College for the upliftment of the poor in the neighbouring villages.

**7.2.6 Has the institution done a gender audit and / or any gender related sensitizing courses for the staff / students? Give details.**

- ✓ Yes. The college administration made an analysis of opportunities given to women students in the college in 2010--2011. The analysis shows that out of 2065 UG

students, 879 students are women (43 %); out of 553 students, 328 students are women (59 %); out of 45 M. Phil. Students, 32 students are women (71 %).

- ✓ **The Dept. of Social Work** offers “Development of Marginalized Communities”.
- ✓ **The Dept. of English** offers “Women’s Writing in English” Feminism forms an integral part of Literary Criticism Course.
- ✓ **The Dept. of Zoology** has introduced in the curriculum women-related issues: Reproductive Technology, Ovarian Cancer, Menstrual Cycle, Hormonal Disorders, Sexually Transmitted Diseases, Contraceptive Devices and Syndromes.
- ✓ **The Dept. of Tamil** offers courses related to feminism and women empowerment.
- ✓ **The Dept. of Commerce** offers courses, focusing on Maternity and Women Employee Welfare, Activities of Women Self Help Groups and Gender Issues.
- ✓ **The Dept. of Foundation Courses** offers Value Education Courses, which deal with the problems of women, human rights and women empowerment.

**7.2.7 What practices have been taken up by the institution to provide access to students from the following sections of the society:**

- a) **Socially-backward**
  - b) **Economically-weaker and**
  - c) **Differently-abled**
- ❖ The college follows the policy of “Option for the Poor and the Dalits.” Therefore, the disadvantaged community is given preference in admission under minority quota. SC, ST and OBC candidates are given their allotted percentage of reservation in Government quota.
  - ❖ UGC has allocated grants to the college under XI Plan Merged Scheme. The financial assistance from UGC is being utilized for empowerment of SC/ST/OBC students of the college.

- ❖ UGC sponsored free coaching classes were conducted from 10.05.2010 to 29.05.2010 to enable SC/ST/OBC(Non-Creamy Layer) and Minority students to appear for UGC/NET/CSIR examinations with confidence. 75 students attended the coaching classes.
- ❖ UGC has allocated Rs.2,94,000 to the college under XI Plan Merged Scheme for Higher Education for Persons with Special Needs (HEPSN). The financial assistance from UGC is being utilized for helping the differently-abled students. Necessary infrastructural facilities have also been established to facilitate access to the differently-abled students.
- ❖ Economically weaker students are identified in the villages through STAND Outreach Programme and are given fee concession in admission.
- ❖ Differently-abled students are given financial help through Management Scholarships, Endowment Scholarships and “One Rupee a Day per Student” Scheme.

**7.2.8 What efforts have been made by the institution to recruit 1) Staff from the disadvantaged communities? Specify.**

**a) teaching**

**b) non-teaching**

During the recruitment of teaching and non-teaching staff, preference is given to candidates from the disadvantaged communities.

**7.2.9 What special efforts are made to achieve gender balance amongst students and staff?**

- Women students are provided with scholarships, midday meal facility and fee concession.
- Women staff members are permitted to avail of maternity leave, medical leave, casual leave, etc.

- In order to analyze transgender issues, the Dept. of Social Work organized a two-day international seminar on 29<sup>th</sup> & 30<sup>th</sup> January 2010. Rev.Dr.G.Lawrence Amalraj, S.J., HOD of Social Work explained the dynamics of the seminar. Mr.D.Nepoleon, Union Minister for Social Justice & Empowerment, delivered the key-note address. Mrs.P.Geetha Jeevan, Minister for Social Welfare, Govt. of Tamil Nadu, Mr.M.Jayaraman, Collector of Tirunelveli District, Dr.K.Muthuchelian, Vice-Chancellor, Periyar University, Prof.N.Ebenezer Joseph, Principal, Government Law College, Tirunelveli, Mr. Gerargus Mol, Ambassador for BENG & Former Secretary for Sexual Reform, Netherlands, Rev.Dr.S.Rajanayagam, S.J., HOD of Visual Communication, Loyola College, Chennai, Ms.Kalki, Transgender Activist, and Mrs.V.Uma Devi, District Social Welfare Officer, spoke on transgender issues.

**7.2.10 What intervention strategies have been adopted by the institution to promote overall development of the students from rural / tribal background?**

- ✓ Preference is given to students hailing from rural / tribal background during admission. Even in UG programmes for which the demand ratio is high (B.A. English Literature – 1:13; Commerce Vocational – 1:20; Mathematics – 1:11), 65% of students are from economically weaker sections belonging to rural / tribal areas.
- ✓ The college provides financial assistance to students from rural / tribal background.
- ✓ Courses for development of communication skills, remedial programmes and counseling are offered to students from rural / tribal background.

**7.2.11 Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?**

Yes. The Tutor--Ward system ensures the record of incremental academic growth of the students admitted from the disadvantaged sections. Record Notebooks are maintained to register the academic growth of students.

### **7.3 Stakeholder relationship**

#### **7.3.1. How does the institution involve all its stakeholders in planning, implementing and evaluating the academic programmes?**

- ❑ The Board of Management discusses quality measures to be implemented in the college.
- ❑ Master Plan is evolved by members of every department.
- ❑ Student feedback on teachers is conducted regularly.
- ❑ Alumni Association plays an active role in quality enhancement of infrastructural facilities on the campus.
- ❑ Students and alumni/ae are appointed members of Boards of Studies.
- ❑ Parents Meetings are conducted twice in a year to enable parents express their views on the functioning of the college.
- ❑ Periodic consultation with employers is done to facilitate placement activities.

#### **7.3.2. How does the institution develop new programmes to create an overall climate conducive to learning?**

The institution develops new programmes, taking into consideration the goals of the institution, the competency of teaching faculty to handle the new courses, infrastructural facilities and needs of the society. An overall climate conducive to learning is created by the administration through discussion and modification suggested in various forums.

#### **7.3.3. What are the key factors that attract students and stakeholders resulting in stakeholder satisfaction?**



The key factors that attract students and stakeholders of St. Xavier's College are the following:

- ✓ Maintenance of discipline
- ✓ Choice Based Credit System with programme options
- ✓ Empowerment of women students
- ✓ Placement opportunities
- ✓ Infrastructural facilities
- ✓ Competency of teaching faculty
- ✓ Quality research
- ✓ Extension activities to promote social responsibility
- ✓ ICT-enabled teaching-learning process
- ✓ College library as a rich learning resource
- ✓ Ragging free environment

**7.3.4. How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students considering the curricular and co-curricular activities, research, community orientation the personal/ spiritual development of the students?**

Student Council, Teaching and non-teaching staff, the Dept. of Foundation Courses, Parents Association, Alumni/ae Association, Fine Arts Association, Extension Service Organizations and Employers extend full co-operation to the college so as to ensure overall development of the students.

**7.3.5. How do you anticipate public concerns in your institution with current and future programme offerings and operations?**

The college anticipates public concerns with current and future programme offerings and operations by interaction with parents, alumni/ae, employers and industrialists.

**7.3.6. How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive program for the same?**

- Yes. The college has established an outreach programme (STAND) to promote social responsibilities and citizenship roles among the students.
- The courses offered by the Dept. of Foundation Courses focus on social responsibilities and citizenship.
- Social commitment and civic responsibility are fostered through NSS, NCC, AICUF, St. Vincent de Paul Society, and Youth Red Cross.
- Enviro Club imparts the value of preserving environment. The labeling of trees in the campus is a useful exercise.
- Travel is a part of education and so educational tours are organized every year for all the final year students.
- Large scale blood donation camps are organized by NSS and Blood Donors Club to make the students realize the importance of social values.
- The ability for teamwork is developed among students by organizing seminars, cultural programmes, and sports where students are assigned the entire responsibilities for their performance.

**7.3.7. What are the institutional efforts to bring in community-orientation in its activities?**

The college has made efforts to bring in community-orientation through research centres and extension service organizations.

**7.3.8. How does your institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?**

Participation of NSS volunteers in various community oriented activities has supported and strengthened the neighborhood communities.

Community needs and areas of emphasis for organizational involvement and support are identified through regular visits to neighbouring villages as part of STAND outreach programme activity.

**7.3.9. How do the faculty and students contribute in these activities?**

The faculty and students contribute in these activities by extending their fullest co-operation to the Management. Teachers serve as co-ordinators of extension service organizations and students enthusiastically respond to the social, environmental, cultural and economic dimensions of education.

**7.3.10. Describe how your institution determines student satisfaction, relative to academic benchmarks. Do you update the approach in view of the current and future educational needs and challenges?**

Yes. The college determines student satisfaction, relative to academic benchmarks by getting student feedback on curriculum, teaching-learning process, evaluation methods, research activities and student support systems. The college also updates the approach in view of the current and future educational needs and challenges through brainstorming and interaction with Student Council.

**7.3.11. How do you build relationships**

- **to attract and retain students**
- **to enhance student's performance and**
- **to meet their expectations of learning**
- The college conducts Bridge Course at the beginning of the academic year for all I year UG students to bridge the gap between higher secondary-level achievement and college-level requirement.

- The Choice Based Credit System enables students to meet their expectations of learning.
- The skill based courses ensure horizontal mobility and provide the students with an opportunity to earn more credits.
- Two full-time counsellors extend necessary help to students through personal counseling.
- The performance of students is increased by intensive teaching-learning process.
- Co-curricular and extra-curricular programmes help students discover their talents.
- Absence of student unrest helps to maintain harmony among the members of the college community. Ragging of freshers is strictly prohibited.
- A happy relationship exists between the senior students and the junior students. E.g. During the first meeting of Departmental Association, the freshers are given a grand welcome by the senior students. At the end of every academic year, final year students are given farewell by junior students.

**7.3.12. What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder-relationship and satisfaction?**

Complaints are resolved promptly and effectively by conducting the meetings of the following committees:

- ❖ Appeals and Grievances Committee
- ❖ Women's Forum
- ❖ Student Grievances Redressal Cell
- ❖ Student Discipline Committee
- ❖ Student Council

## For Re-Accreditation

### **1. How are the core values of NAAC reflected in the various functions of the institution?**

The core values of NAAC are reflected in the following activities:

- ✓ Ensuring internal quality checks at the administrative and academic levels
- ✓ Promoting ICT-enabled teaching-learning process with necessary infrastructural facilities
- ✓ Offering value-based education through the Department of Foundation Course
- ✓ Empowerment of women through Women's Forum and Extension Activities
- ✓ Implementing inclusiveness by extending access to economically weaker students and differently-abled students
- ✓ Helping the teachers update their knowledge by organizing orientation programmes
- ✓ Imparting holistic education through the Dept. of Foundation Courses and Extension Service Organizations
- ✓ Taking the benefits of higher education to neighbouring villages through "Lab to Land" programme and creating social awareness among students through outreach programmes
- ✓ Creating placement opportunities through Placement Cell
- ✓ Helping the students develop communication skills through add-on courses
- ✓ Extending financial help to sports persons
- ✓ Motivating the students to take part in nation building process

- ✓ Conducting personality development programmes
- ✓ Organizing national seminars / conferences / workshops for dissemination of knowledge
- ✓ Undertaking projects for promotion
- ✓ Establishing MoUs with academic bodies and industries

## DEPARTMENT OF ADVANCED ZOOLOGY AND BIOTECHNOLOGY

The department was established in 1927. UG and PG courses were started in 1957 and 1979 respectively. The department was recognized as a research centre in 1985. M.Phil. was started in 1986.

### FACULTY PROFILE

The department consists of 12 faculty members, of whom 7 are aided teachers and 4 belong to management category. 6 teachers are recognized as research guides.

❑ **Qualifications:**

❖ No. of teachers with D.Sc.	:	1
❖ No. of teachers with Ph.D.	:	8
❖ No. of teachers with M.Phil.	:	2
❖ No. of Emeritus Professors	:	1

❑ **Thrust areas of research:**

1. Aquaculture 2. Entomology 3. Taxonomy of Reduviid Predators 4. Crop Protection
5. Endocrinology 6. Environmental Biotechnology

❑ **Publications (2006—2011):**

Name of the Teacher	Books	Research Papers	Proceedings
Dunston P. Ambrose	01	34	
M.A.Haniffa	02	46	
T.A.Sethuramalingam		32	
M.Narayanan	01	15	
B. Xavier Innocent		02	
K.Sahayaraj	06	54	03
A. Jeyaseeli		03	
J. Ronald		03	
P.Selvaraj		03	
TOTAL	10	192	03

❑ **Ongoing Projects:**

S.No.	Name of the Teacher	Title of the Project	Funding Agency	Amount
1.	M.A.Haniffa	Seed Production and Culture Technologies of Murrels	CSIR	12,00,000
2.	M.A.Haniffa	Structure Analysis of Snakeheads in Tamil Nadu and Kerala	DST	26,42,852
3.	M.A.Haniffa	Value Chain in Murrel Production in Tamil Nadu and Orissa	ICAR -- NAIP	3,02,13,000
4.	Dunstan P. Ambrose	Molecular Biodiversity and Biosystematics of Assassin Bugs	UGC	10,32,000
5.	Dunstan P. Ambrose	Molecular Characterization of Assassin Bugs	CSIR	19,18,200
6.	Dunstan P. Ambrose	Biological Control of Lepidopteran Pests	DST	15,00,060
7.	K.Sahayaraj	Reduviid Salivary Toxin	DST	3,70,000
8.	K.Sahayaraj	Evaluation of Reduviids on Cotton Pests	CSIR	3,09,800
9.	K.Sahayaraj	Biodiversity of Predatory Hemipteran Insects Western Ghats	MEF	3,90,798

**STUDENT PROFILE**

❑ **Student Strength:**

Programme	Men	Women	Total	Rural	Urban
B.Sc.	47	48	95	59	36
M.Sc.	11	40	51	40	11
Ph.D.	37	26	63	42	21

❑ The success rate during the last five years is **UG: 78; PG: 93; M.Phil.:100.**

The dropout is 2%

**RESEARCH CENTRES**

❑ **Centre for Aquaculture Research and Extension (CARE):**

**Director: Dr. M. A. Haniffa**

**Established in 1996**

- Area of Consultancy: Induced breeding of Murrells
- 21 national and 13 international linkages have been established.



- 9 training programmes and 5 workshops for fish farmers were conducted.
- Won 2 research awards during the last five years.
- 4 foreign visits were made (USA and Australia) to present papers in international seminars/conferences.

❑ **Entomology Research Unit:**

**Director: Dr. Dunstan P. Ambrose, D.Sc.**

**Established in 1982**

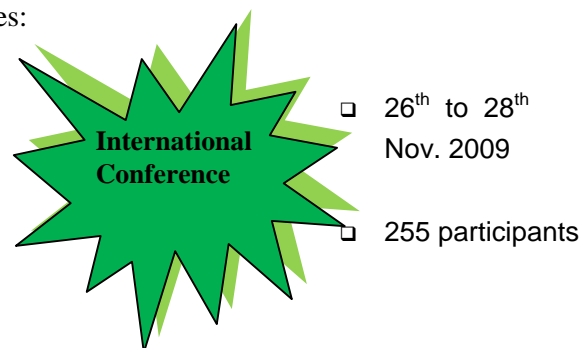
- Area of Consultancy: Taxonomy of Assassin Bugs
- 2 national and 6 international linkages have been established.
- Won 4 research awards during the last five years
- Entomology Research Unit is a premier research centre which receives specimens, photographs and information from all over the world to provide comments on the identity of assassin bugs. Recent attempts have been made on DNA bar coding of assassin bugs.
- The Centre provides fellowship/scholarship to 7 research scholars.
- No. of patents: 13

❑ **Centre for Crop Protection Research and Extension:**

**Director: Dr. K. Sahayaraj**

**Established in 1998**

- Area of Consultancy: Integrated Pest Management
- 5 national and 1 international linkages have been established.
- 3 training programmes farmers were conducted.
- Won 8 research awards during the last five years.
- Publishes an international peer-reviewed *Journal of Biopesticides*.
- Organized 2 international conferences:



❑ **Centre for Aquafeed and Nutrition (CAFeN):**

**Director: Dr. T. A. Sethuramalingam**

**Established in 2000**

- Area of Consultancy: Preparation of low cost feed for fishes and freshwater prawns
- 26 papers were published during the last five years.

### INNOVATIONS / BEST PRACTICES

- ✓ In order to ensure employability through curriculum design, the department offers courses such as Bioinformatics, Vermitechnology, Aquaculture, Ornamental Fish Culture and Sericulture.
- ✓ In order to develop global competencies among students, the department offers courses such as Genomics and Proteomics, Fish Hybridization Techniques, Pharmacology, Fish Genetics, Environmental Toxicology and Microbial Genetics.
- ✓ The department has introduced women-related issues in the curriculum: Reproductive Technology, Ovarian Cancer, Menstrual Cycle, Hormonal Disorders, Sexually Transmitted Diseases, Contraceptive Devices and Syndromes.
- ✓ Students are encouraged to make replicas and working models during practical sessions.
- ✓ The department practices ICT-enabled teaching, making use of the Smart Classroom facility.
- ✓ UG students secured the overall championship in inter-collegiate competition at Sathakkathullah Appa College, Tirunelveli, in 2009.
- ✓ UG and PG students the overall championship in inter-collegiate competition at Noorul Islam College of Arts & Science, Nagercoil, in 2010.
- ✓ Mock interview are held for outgoing students.
- ✓ Students participate in STAND outreach programme activities with enthusiasm.
- ✓ Every year the Departmental Association organizes an inter-collegiate competition, “ADZOXCOM.”

### FUTURE PLANS

- To start M.Sc. Bioinformatics and PG Diploma in Aquaculture and Organic Farming
- To improve fish feed through biotechnology
- To conduct training programmes for farmers in vermitechnology and crop protection
- To introduce inter-disciplinary courses, focusing on Biophysics, Biochemistry, Nanotechnology and Bioinstrumentation

## DEPARTMENT OF PLANT BIOLOGY AND PLANT BIOTECHNOLOGY

The department was established in 1970. UG and PG courses were started in 1970 and 1983 respectively. The department was recognized as a research centre in 1993. M.Phil. was started in 2007.

### FACULTY PROFILE

The department consists of 11 faculty members, of whom 9 are aided teachers and 2 belong to management category. 6 teachers are recognized as research guides.

❑ **Qualifications:**

- ❖ No. of teachers with Ph.D. : 8
- ❖ No. of teachers with M.Phil. : 3

❑ **Thrust areas of research:**

1. Molecular systematics and Micro-propagation of medicinal plants of the Western Ghats
2. Biodiversity 3. Plant Tissue Culture and Molecular Biology

❑ **Publications (2006—2011):**

Name of the Teacher	Books	Research Papers	Proceedings
L.Henry Joseph		02	
L.Louis Jesudass		15	01
A.John De Britto	02	63	
D.Patrick Raja		03	
V.S.Manickam, S.J.	02	20	
G.Sahaya Antony Xavier		02	
V.Irudayaraj		12	
M.Johnson		35	
J.John Peter Paul		03	
L.John Peter Arulanandam, S.J.		06	
K.Natarajan		04	
N.Nirmal Kumar		03	

❑ **Ongoing Projects:**

S.No.	Name of the Teacher	Title of the Project	Funding Agency	Amount
1.	A.John De Britto	Upscaling Murrel Production for Income Generation	NAIP, ICAR	3,04,00,000
2.	A.John De Britto	Photochemical Characterization in Anti Cancer Drug Plants	ICMR	15,00,000
3.	A.John De Britto	Potential Ferns as Biocontrol Agents in the Western Ghats	CSIR	14,00,000
4.	V.S.Manickam, S.J.	Natural Programme on Recovery of Red-Listed Species	DBT	2,59,000

**STUDENT PROFILE**

❑ **Student Strength:**

Programme	Men	Women	Total	Rural	Urban
B.Sc.	50	48	98	64	34
M.Sc.	07	29	36	21	15
Ph.D.	30	13	43	25	18

- ❑ The success rate during the last five years is **UG: 78; PG:74**. The dropout is 2%

**RESEARCH CENTRES**

❑ **Centre for Plant Molecular Biology Research Unit:**

**Director: Dr. A. John De Britto**

**Established in 2001**

- Area of Consultancy: Molecular systematics and Micro-propagation of medicinal plants of the Western Ghats
- 63 research papers were published in peer-reviewed journals and 34 lectures were delivered in seminars/conferences during the last five years.
- 7 research scholars were awarded Ph.D. and 9 research scholars were given scholarships during the last five years.
- Won 2 Best Teacher Award during the last five years.

**Ongoing  
Projects for  
Rs. 3.33 crore**

- 3 foreign visits were made (USA, China and Australia) to present papers in international seminars/conferences.

□ **Centre for Biodiversity and Biotechnology (CBB):**

**Director: Rev.Dr.L.John Peter Arulanandam, S.J.**

**Established in 1984**

- Area of Consultancy: Identification and Micropropagation of endangered Ferns.
- 2845 ferns were collected during 2007 -- 2009.
- 2 regional conferences were conducted.
- 7 plants were named after Rev.Dr.V.S.Manickam, S.J.
- The Centre has three laboratories for Plant systematics, Biotechnology and Phytochemistry in an area of 4000 sq.ft. The field unit of the centre is situated in Kodaikanal Botanic Garden (100 acres) in the Palani Hills of the Western Ghats.
- The herbarium of the centre has been recognized by the International Association for Plant Taxonomy, Berlin. The herbarium is registered in *Taxon*, published by IAPT.

**INNOVATIONS / BEST PRACTICES**

- ✓ 15 research scholars were awarded Ph.D. during the last five years.
- ✓ 3 students passed NET/GATE/IAS Preliminary examinations.
- ✓ Students are encouraged to do on-the-job training for 15 days during holidays.
- ✓ 3 teachers (Dr.M.Johnson, Dr.V.Irudayaraj and Dr.L.Louis Jesudass) are reviewers for refereed journals.
- ✓ Mr.G.Sahaya Antony Xavier has availed of FDP facility under UGC XI Plan.
- ✓ 2 MoUs have been established with industries.
- ✓ The proximity of the Western Ghats and the Gulf of Mannar has enabled the department to offer courses like Biodiversity, Molecular Systematics, Pharmacognosy and Biotechnology with fieldwork as an integral part.

**FUTURE PLANS**

- To establish more MoUs with academic bodies / industries
- To organize an international conference on biodiversity
- To offer skill-oriented programmes for ensuring employment opportunities
- To enhance the quality of on-the-job training and fieldwork

## DEPARTMENT OF MATHEMATICS

The department was established in 1923. B.Sc. was started in 1926, M.Sc. in 1970 and M.Phil. in 1986. The department was recognized as a research centre in 2003.

### FACULTY PROFILE

The department consists of 11 faculty members, of whom 9 are aided teachers and 2 belong to management category. 5 teachers are recognized as research guides.

❑ **Qualifications:**

- ❖ No. of teachers with Ph.D. : 6
- ❖ No. of teachers with M.Phil. : 5

❑ **Thrust area of research:**

Graph Theory

❑ **Publications (2006—2011):**

Name of the Teacher	Research Papers
A.P.Santhakumaran	38
A.Lourdusamy	06
S.Athisayanathan	01

### STUDENT PROFILE

❑ **Student Strength:**

Programme	Men	Women	Total	Rural	Urban
B.Sc.	50	102	152	94	58
M.Sc.	17	29	46	28	18
Ph.D.	01	14	15	09	06

- ❑ The success rate during the last five years is **UG: 87; PG: 83; M.Phil.:100**. The dropout is 1%
- ❑ 50 students appeared for NET/SLET/Central services/State Services examination and 11 students qualified.
- ❑ **Placement Record (Percentage):**

Year	UG	PG	M.Phil.
2006--2007	77	25	100
2007--2008	44	30	100
2008--2009	37	36	100
2009--2010	30	40	100

- ❑ During the last five years, 6 students were awarded Ph.D. and 75 were awarded M.Phil.

### INNOVATIONS / BEST PRACTICES

- ✓ The department has established MoUs with Splash Solutions, Tirunelveli, and Infant Jesus College of Engineering, Keela Valla Nadu.
- ✓ Remedial classes were conducted in the academic year 2010--2011 under UGC XI Plan Merged Scheme in subjects such as Calculus, C ++ and Sequences & Series.
- ✓ The department has organized 3 national conferences and 2 state-level seminars during the last five years.



22<sup>nd</sup> to 24<sup>th</sup> Jan. 2009  
90 participants



19<sup>th</sup> & 20<sup>th</sup> Feb. 2010  
125 participants



24<sup>th</sup> & 25<sup>th</sup> Feb. 2011  
101 participants

- ✓ Dr.A.P.Santhakumaran, Director of Mathematics Research Centre, is a reviewer for Mathematics Projects. He won the Best Researcher Award instituted by the Management in the year 2009--2010.
- ✓ Dr.A.Lourdusamy is the editor of an international journal, *Scientia Acta Xaveriana*, started by the college in 2009--2010.
- ✓ The department offers the following skill-oriented courses:
  - Visual Basic
  - C++
  - Java
  - Web Designing
- ✓ The department has undertaken one minor project with a total outlay of Rs.70,000.
- ✓ Every year the Departmental Association organizes an inter-collegiate competition, "MATHFEST". For example, MATHFEST was held on 20<sup>th</sup> December 2010, focusing on the theme, "Trees Bring Rain" to celebrate the International Year of Forests.

### FUTURE PLANS

- To undertake major projects so as to augment research activities
- To conduct remedial classes for slow learners
- To strengthen the Smart Class Room for effective teaching-learning process
- To organize an international conference on Graph Theory
- To introduce courses for helping students write competitive examinations with confidence
- To offer Extra Credit Courses like Test of Reasoning, Numerical Ability and Basic Mathematics



## DEPARTMENT OF COMPUTER SCIENCE

The department was established in 1986. M.Sc. Computer Science was started in 1994 and M.Sc. Information Technology in 2002. The department, recognized as a research centre in 2009, is the only Research Department in the Manonmaniam Sundaranar University region.

### FACULTY PROFILE

The department consists of 16 faculty members, of whom 5 are aided teachers and 11 belong to self-financing category. 1 teacher is recognized as research guide. There are 3 Programmers.

❑ **Qualifications:**

❖ No. of teachers with Ph.D.	:	1
❖ No. of teachers with M.Phil.	:	12
❖ No. of teachers with M.C.A.	:	2
❖ No. of teachers with M.Sc. with PDDMCH	:	1

❑ **Thrust areas of research:**

1. Algorithms 2. Data Mining 3. Image Processing 4. Mobile Computing

❑ **Publications (2006—2011):**

Name of the Teacher	Research Papers	
	National	International
S.P. Victor	02	08
S.John Peter	06	11
T.C. Raja Kumar	03	--
Ashok Kumar	02	--

### STUDENT PROFILE

#### □ Student Strength:

Programme	Men	Women	Total	Rural	Urban
B.Sc.	129	142	271	108	163
M.Sc.	08	39	47	19	28
I.T.	09	38	47	20	27

- The success rate during the last five years is **UG: 93; PG: 95**. The dropout is 1%
- 10 research scholars are doing Ph.D. in the department.

### INNOVATIONS / BEST PRACTICES

- ✓ Students developed software for getting pension details using mobile phones. Their devise was appreciated by the District Collector.
- ✓ The department has organized 3 national conferences during the last five years:



6<sup>th</sup> Oct. 2006  
100 participants



5<sup>th</sup> & 6<sup>th</sup> Mar. 2010  
80 participants



4<sup>th</sup> & 5<sup>th</sup> Feb. 2011  
65 participants

- ✓ Remedial classes were conducted in the academic year 2010--2011 under UGC XI Plan Merged Scheme in subjects such as C ++ and Operation Research.
- ✓ Mr.J.L.Walter Jeyakumar has availed of FDP facility under UGC XI Plan.

- ✓ The department won the third prize at the college level for STAND outreach programme activity. Computer Training programme was given to the students in STAND village.
- ✓ ICT materials have been prepared for effective teaching-learning process.
- ✓ On-line tests were conducted.
- ✓ The department conducts XPASO, an Inter-collegiate competition every year. The programme has technical events like paper presentation, software marketing, software debugging, hot to cool, word hunt, stress interview, software presentation and quiz.
- ✓ Skill Based courses like MS Word, Power Point, Page Maker, Photoshop and Web Design were offered to students of other departments.

### FUTURE PLANS

- To undertake major projects so as to augment research activities
- To start M.Phil. Computer Science programme
- To establish specialized research labs for areas like Image Processing, Cloud Computing and Grid Computing
- To undertake major projects so as to augment research activities
- To conduct remedial classes for slow learners
- To strengthen the Smart Class Room for effective teaching-learning process
- To organize an international conference
- To introduce courses for helping students write competitive examinations with confidence
- To establish more tie-ups with industries

## DEPARTMENT OF PHYSICS

The department was established in 1956. M.Sc. was started in 2007. The department was recognized as a research centre in 2010.

### FACULTY PROFILE

The department consists of 10 faculty members, of whom 6 are aided teachers and 4 belong to self-financing category. 3 teachers are recognized as research guides.

❑ **Qualifications:**

- ❖ No. of teachers with Ph.D. : 4
- ❖ No. of teachers with M.Phil. : 6

❑ **Thrust area of research:**

- ❖ Material Science
- ❖ Crystal Growth and Characterization

❑ **Ongoing Project:**

Dr.D.Prem Anand has undertaken a UGC Project for Rs. 1,30,000, focusing on “Low Cost Fabrication of Inorganic Nano Crystals.”

❑ **Publications (2006—2011):**

Name of the Teacher	Research Papers
Danis Ponniah, S.J.	02
D. Prem Anand	26

### STUDENT PROFILE

❑ **Student Strength:**

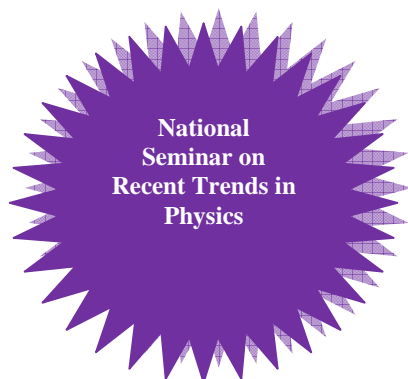
Programme	Men	Women	Total	First Generation Graduates
B.Sc.	69	70	139	120
M.Sc.	12	11	23	10

- ❑ The success rate during the last five years is **UG: 79; PG: 90**. The dropout is 1%
- ❑ 13 research scholars are pursuing doctoral research in the department.
- ❑ **Student Progression:**

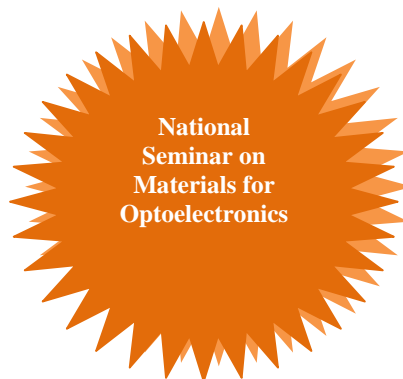
Year	UG to PG (%)	UG students employed (%)	PG students employed (%)
2005--2006	88	90	--
2006--2007	70	80	--
2007--2008	82	18	--
2008--2009	65	13	60
2009--2010	67	--	38

### INNOVATIONS / BEST PRACTICES

- ✓ The department has established MoUs with BSNL and the Research Dept. of Physics, S.T.Hindu College, Nagercoil.
- ✓ National Level IAPT (Indian Association of Physics Teachers) is conducted for the benefit of the outgoing students.
- ✓ Dr.J.Benet Charles has completed 2 minor projects during the last five years.
- ✓ PG students are encouraged to carry out socially relevant projects.
- ✓ The department has organized 2 national seminars during the last five years:



26<sup>th</sup> & 27<sup>th</sup> Feb. 2009  
120 participants



20<sup>th</sup> & 21<sup>th</sup> Jan. 2011  
54 participants

- ✓ Tutorial classes are conducted after the class hours to help the slow learners write the examinations with confidence. Advanced learners are encouraged to present seminars through Power Point Mode.
- ✓ In order to ensure employability through curriculum design, the department offers courses such as C ++, Electronic Instrumentation, Physics for Competitive Examinations, Nano Physics, Optoelectronics, Advanced Quantum Mechanics and Advanced Material Science.
- ✓ The students won the overall championship in the inter-collegiate competition held at V.O.C.College, Tuticorin, in 2010.
- ✓ T.Thangadurai won II prize in the 17<sup>th</sup> All India Essay Contest on Nuclear Science and Technology, organized by the Government of India in 2006.
- ✓ TNSCST awarded Rs.5000/ to one of the PG students under Student Project Scheme.
- ✓ The Alumni of the Dept. of Physics established the Golden Jubilee Endowment on 12.03.2007 for Rs.55,000.
- ✓ Financial assistance is provided to students for participation in inter-collegiate competitions.
- ✓ More than 100 students from other colleges participate in the Academic Festival conducted every year.

### FUTURE PLANS

- To conduct on-line examination in relevant courses
- To promote collaborative research through MoU with industries
- To conduct remedial classes for slow learners
- To strengthen the Smart Class Room for effective teaching-learning process
- To organize a national conference every year
- To strengthen the Smart Classroom for ICT-enabled teaching-learning process

## DEPARTMENT OF CHEMISTRY

The department was established in 1955. M.Sc. was started in 2003. The department was recognized as a research centre in 2011.

### FACULTY PROFILE

The department consists of 11 faculty members, of whom 7 are aided teachers; 1 teacher belongs to management category and 3 teachers to self-financing category. 1 teacher is recognized as research guide.

❑ **Qualifications:**

- ❖ No. of teachers with Ph.D. : 2
- ❖ No. of teachers with M.Phil. : 9
- ❖ No. of teachers with SLET : 2

❑ **Thrust areas of research:**

- ❖ Phytochemistry
- ❖ Electrochemistry

- ❑ Mr. V. Jeyabal has availed of FDP facility under UGC XI Plan. He completed one UGC minor project in 2008.

### STUDENT PROFILE

❑ **Student Strength:**

Programme	Men	Women	Total	First Generation Graduates
B.Sc.	61	67	128	92
M.Sc.	13	14	27	11

- ❑ The success rate during the last five years is **UG: 78; PG: 60**. The dropout is 1%

❑ **Student Progression:**

<b>Year</b>	<b>B.Sc. to M.Sc.</b>	<b>B.Sc. to M.C.A.</b>	<b>B.Sc. to M.B.A.</b>	<b>B.Sc. to B.Ed.</b>	<b>M.Sc. to M.Phil.</b>
2006--2007	11	09	02	06	03
2007--2008	09	05	05	03	--
2008--2009	09	--	02	02	02
2009--2010	07	--	01	06	01

❑ **Enhancement of Learning Resources during the last five years:**

<b>Year</b>	<b>Books (Rs.)</b>	<b>Equipments (Rs.)</b>
2006--2007	96,188	1,64,675
2007--2008	66,025	56,140
2008--2009	74,755	7,75,630
2009--2010	51,385	54,360
2010--2011	45,000	7,00,000
<b>TOTAL</b>	<b>3,33,353</b>	<b>17,50,805</b>

**INNOVATIONS / BEST PRACTICES**

- ✓ In order to develop global competencies among students, the department has introduced courses such as Food Chemistry, Dairy Chemistry, Agricultural Chemistry, Nano Chemistry and Green Chemistry in the curriculum.
- ✓ Smart Classroom has been established.
- ✓ Experts from Clinical Lab, Agricultural College, I.T.Field, Catering Areas, ISRO, Sugar Factory, Cement Factory and Food Analysis Lab delivered lectures for empowering students on current trends.



- ✓ Mock interviews were conducted to help students perform well in interviews.
- ✓ A good collection of employment newspapers are kept in the department for reference.
- ✓ The department has established MoU with CLRI in 2008 and Bell Pins Ltd. In 2010 to facilitate experiential learning.
- ✓ The department has organized the following seminars for dissemination of information:

S.No.	Theme of the Seminar	National / State-Level	No. of Delegates	Date
1.	Electrochemistry, Nanochemistry and Environment	State-Level	50	08.02.2008
2.	Chemistry for Changing Times	National Level	125	15.03.2010
3.	Chemistry for Changing Times	National Level	77	04.02.2011

### FUTURE PLANS

- To introduce the use of micro kit at the UG and PG levels
- To organize a national conference every year
- To strengthen the Smart Classroom for ICT-enabled teaching-learning process
- To promote collaborative research through MoU with industries
- To conduct remedial classes for slow learners
- To strengthen the Smart Class Room for effective teaching-learning process
- To apply for major projects
- To offer more skill-based courses

## DEPARTMENT OF ECONOMICS

The department was established in 1932. At present the department offers B.A. and M.A. Economics.

### FACULTY PROFILE

The department consists of 6 faculty members, of whom 5 are aided teachers and 1 belongs to management category.

❑ **Qualifications:**

- ❖ No. of teachers with Ph.D. : 3
- ❖ No. of teachers with M.Phil. : 3

❑ **Publications (2006—2011):**

Name of the Teacher	Research Papers
P. Devaraju	02
S.V.L.Michael	03
J.Amalanathan	03
Thaarcis Albin	04

### STUDENT PROFILE

❑ **Student Strength:**

Programme	Men	Women	Total	Rural	Urban
<b>I B.A.</b>	45	18	63	47	16
<b>II B.A.</b>	49	15	64	44	20
<b>III B.A.</b>	44	14	58	43	15

- ❑ The success rate during the last five years is UG: 89.79. The dropout is 2%

- The fact that the department ensures access to first generation learners is proved by the statistics given below:

Class	First Generation Graduates (%)	Education of Parents (%)				
		Illiterate	Primary Level	Middle School Level	Secondary Level	Higher Secondary Level
<b>I B.A.</b>	98	45	26	14	12	03
<b>II B.A.</b>	94	47	25	12	10	06
<b>III B.A.</b>	78	44	30	16	10	0

- **Community (%)**:

Class	OC	BC	MBC	SC	ST
<b>I B.A.</b>	14	30	23	31	02
<b>II B.A.</b>	06	21	31	40	02
<b>III B.A.</b>	03	23	16	56	02

- **Income of Parents per year (%)**:

Class	Below Rs.30,000	Rs.30,000 to Rs.60,000	Rs.60,000 to 1,00,000	Above Rs.1,00,000
<b>I B.A.</b>	55.6	31.5	7.41	5.56
<b>II B.A.</b>	71.7	17.0	9.43	1.89
<b>III B.A.</b>	68.9	22.2	8.89	0

- **Occupation of Parents (%)**:

Class	Coolie	Private Organization	Government Job	Business
<b>I B.A.</b>	24	46	12	18
<b>II B.A.</b>	25	52	15	08
<b>III B.A.</b>	49	28	16	07

### INNOVATIONS / BEST PRACTICES

- ✓ The department has established MoU with Junior Chamber International, Tirunelveli.
- ✓ Participation in NSS, NCC and Sports is one of the strengths of the department. During the last five years, 193 students have served as NSS volunteers and 173 students have received training as NCC Cadets. In 2006--2007 and 2008--2009, the department won the overall championship in Track and Field Meet of the college. In 2006--2007, Jose (III B.A) represented the University volleyball team. Scretis (II B.A.) qualified for the basketball referee examination of the state. Raveendhran (III B.A.) represented the University hockey team. In 2006--2007, Scretis (III B.A.) represented the university basketball team. Essaki Raja (I B.A. Eco) secured the silver medal in the University weight lifting in the 85 kg category. In 2009--2010, Esakki Raja (III B.A.) secured the Gold medal in 105 kg in the Manonmaniam Sundaranar University Weight Lifting Championship. In 2010--2007, Masanamuthu (I B.A.) won Gold and Silver in the District Body Building Championship. Muthu (I B.A.) won the Silver in the State Langdi Championship. Satheesh Kumar (II B.A.) won the Silver in the National Kick Boxing Championship.
- ✓ Remedial classes are regularly conducted for slow learners, especially in Part II General English. In the academic year 2010--2011, under UGC XI Plan Merged Scheme , remedial programme was conducted on “Micro Economics.”
- ✓ Endowment lectures are organized every year.
- ✓ The department extends financial assistance to students who participate in seminars and competitions held in other institutions.
- ✓ The department has organized 1 national conference and 3 state-level seminars during the last five years.

### FUTURE PLANS

- To start M.A. Tourism Management and M.Sc. Econometrics
- To conduct more remedial classes for slow learners
- To upgrade the department as a research centre
- To establish Student Welfare Fund with Staff contribution of Rs.100 per month per teacher for helping the economically weaker students

## DEPARTMENT OF ENGLISH

The department was established in 1923. M.A. was started in 2006. The department was recognized as a research centre in 2011.

### FACULTY PROFILE

The department consists of 17 faculty members, of whom 8 are aided teachers; 2 teachers belong to management category and 7 teachers to self-financing category. 4 teachers are recognized as research guides.

❑ **Qualifications:**

❖ No. of teachers with Ph.D.	:	4
❖ No. of teachers with M.Phil.	:	9
❖ No. of teachers with M.A.	:	3
❖ No. of teachers with SLET	:	3

❑ **Thrust areas of research:**

- Postcolonial Theory and Literature
- English Language Teaching
- Indian Writing in English

❑ **Details of faculty development programmes:**

S.No.	Teacher	Programme	Duration
1.	Dr. V. S. Joseph Albert	Refresher Course	04.01.2007—24.01.2007
2.	Dr. A. Achariyam	Refresher Course	18.02.2009—10.03.2009
3.	Mr. Maria A. Ignatius	Orientation Programme	20.01.2010—16.02.2010

❑ **Ongoing Projects:**

Name of the teacher	Funding Agency	Outlay	Area of Research	Period
Dr.V.S.Joseph Albert	UGC	Rs. 70000	Postcolonial Literature	2010--2012
Mrs.Lizie Williams	UGC	Rs. 70000	Postcolonial Literature	2010--2012

❑ **Project Completed:**

<b>Name of the teacher</b>	<b>Funding Agency</b>	<b>Outlay</b>	<b>Area of Research</b>	<b>Period</b>
Dr.V.S.Joseph Albert	UGC	Rs. 30000	Comparative Literature	2005--2007

❑ **Publications of the faculty during the last five years:**

<b>Name of the Teacher</b>	<b>Books</b>	<b>Research Papers</b>	<b>Proceedings</b>	<b>CDs</b>
V.S.Joseph Albert	01	03	01	
V.S. Joseph Albert & S. John Peter Joseph			03	
A.Calisthus	05	03		12
S.John Peter Joseph	05	30		
A.Maria Ignatius		02		
V.John		04		
Lizie Williams		04		
R.Princee		02		
S.Raja Rajeswari		03		
I.Antony Rajasree		02		
M.Mahajabin		01		
A.Antonitta Judy		02		
S.Soumia		03		
Linus Jude		01		
Leo Tagore, S.J.		01		
Felicita Mary Prabha		01		
Saradha Kanna		01		
Salbina Gladis		01		
<b>TOTAL</b>	<b>11</b>	<b>64</b>	<b>04</b>	<b>12</b>

- ❑ Textbook and 12 listening CDs were prepared by Dr.A.Calisthus for empowering slow learners.

- ❑ Dr.S.John Peter Joseph won three Best Researcher Awards instituted by St. Xavier's College and one Editor's Choice Award given by *The Home of Letters*, Orissa.
- ❑ Dr.V.S.Joseph Albert, Dr.A.Calisthus and Rev.Fr.Godwin Rufus, S.J. served as resource persons for national/state-level workshops/seminars/conferences and Academic Staff Colleges.

### STUDENT PROFILE

#### ❑ Student Strength:

Programme	No. of Students			First Generation		Region		Medium up to +2	
	Men	Women	Total	Men	Women	Urban	Rural	English	Tamil
B. A.	113	84	197	72	56	65	132	36	161
M. A.	18	21	39	10	07	12	27	14	25

- ❑ The success rate during the last five years is **UG: 94; PG: 80**. The dropout is 1%

#### ❑ Placement Record (last five years):

B. A.		M. A.	
2003 batch	90%	2006 batch	100%
2004 batch	60%	2007 batch	100%
2005 batch	20%	2008 batch	40%
2006 batch	15%		
2007 batch	10%		

### INNOVATIONS / BEST PRACTICES

- ✓ **Bridge Course** is conducted for all I UG students at the entry level and the ability of students is assessed through Diagnostic Test and Achievement Test. For example, 815 first year UG students attended the Bridge Course in June 2010. Slow learners study a special syllabus prepared exclusively for them. It is based on learning of language structures. On the other hand the advanced learners are trained towards the acquisition of the four skills of language, namely Listening, Speaking, Reading and Writing.

- ✓ Assessment of communicative ability through Viva Voce on a large scale for all the I & II UG students in General English
- ✓ **UGC sponsored Certificate Course in Communicative English** is a career-oriented programme, which caters to the needs of poor students in II and III year UG programmes, especially the students who have studied through vernacular mode up to the higher secondary level.
- ✓ General English curriculum was revised in 2010, incorporating communication skills as an integral part of the teaching-learning process.
- ✓ General English Viva Voce was made an obligatory practical component.
- ✓ **Participation of the department in extension activities:**
  - Rev.Fr.Godwin Rufus, S.J. conducted a Residential English Camp for Rural College Beginners from 05.05.2010 to 10.05.2010. Miss. Linus Jude handled classes.
  - Two members of the Department-- Mr. Maria A. Ignatius and Mrs. Lizie Williams -- handled English classes for Ambedkar Studies during a UGC sponsored programme meant for the empowerment of Dalit students of the college.
  - Two teachers are in charge of STAND every year.
- ✓ **Enhancement of the learning resources during the last five years:**
  - The Language Lab has been strengthened with new software, an addition of 34 computers, a lectern with in-built amplifier cum mike, and an LCD to help students acquire communicative ability.
  - Books on current trends in literature and language were bought.
  - Audio-visual aids (2 LCDs) and (3 CD players) were purchased.
- ✓ **Modern teaching methods in practice other than the lecture method:**
  - Viva Voce, Group Discussion and Interview Skills as teaching techniques and evaluation methods
  - Online practical examination in Computer Literacy Programme
  - Use of Language Lab and Audio-Visual Aids
  - Interviewing personalities as practical component in journalism paper (EDC)
  - Projects with Viva Voce in the final semester for both UG & PG students
  - English Language teaching practice in school and college for P.G. students as experiential learning under the guidance of senior teachers



- Visiting newspaper offices to gain firsthand knowledge of editing

✓ **Remedial Programmes conducted for slow learners:**

S.No.	Year	Course	No. of hours	No. of students
1.	2005—2006	General English I	30	50
2.	2005—2006	General English II	30	45
3.	2006—2007	General English III	30	34
4.	2006—2007	General English IV	30	30
5.	2008—2009	General English III	24	26
6.	2010—2011	Literary Forms & Terms	30	34
7.	2010—2011	General English I	30	39

- ✓ Organizing seminars/conferences is one of the strengths of the department. During the last five years, the department has organized the following seminars for promotion of research and dissemination of information:

- ❖ **State-Level Workshop** on “Learner-Centred Language Teaching: A Paradigm Shift towards Quality Enhancement” – 10<sup>th</sup> & 11<sup>th</sup> August 2006.
- ❖ **State-Level Seminar** on “Recent Trends in Literary Theory and Criticism” – 11<sup>th</sup> & 12<sup>th</sup> December 2007.
- ❖ **UGC sponsored National Seminar** on “Indian English Literature: Themes and Techniques” – 9<sup>th</sup> & 10<sup>th</sup> February 2007.
- ❖ **TANSCHÉ sponsored State-Level Seminar** on “Contemporary Diasporic Literature” – 28<sup>th</sup> July 2009.
- ❖ **UGC sponsored National Conference** on “The Postcolonial Novel: Themes and Techniques: -- 2<sup>nd</sup> & 3<sup>rd</sup> March 2009.
- ❖ **UGC sponsored National Seminar** on “New Literatures in English” – 9<sup>th</sup> & 10<sup>th</sup> December 2009.
- ❖ **National Seminar** on “Beyond Borders: Paradigm-Shifts in Postcolonial Theory and Literature” – 10<sup>th</sup> & 11<sup>th</sup> February 2011.

✓ **Significant achievements of students:**

- ❖ Chetric Charles (III B.A.), Senior Under Officer in NCC, participated in TSC Delhi Camp and won Gold Medal for Firing in 2008.
- ❖ Monica Seles Bastina (I B.A.) won 13 gold, 5 silver and 3 bronze medals in inter-collegiate competitions held in various parts of Tamil Nadu from June 2010 to January 2011.

❖ The students won prizes in co-curricular and extra-curricular programmes:

S.No.	Event	Year	Institution	Prize
1.	ARCADIA	2007	Lady Doak college, Madurai	Third
2.	INDECO	2007	St. Xavier's College, Palayamkottai	Third
3.	ARCADIA	2008	Lady Doak college, Madurai	Second
4.	INDECO	2008	St. Xavier's College, Palayamkottai	Second
5.	INDECO	2009	St. Xavier's College, Palayamkottai	First
6.	Sports Day March-past	2009	St. Xavier's College, Palayamkottai	Second
7.	INDECO	2010	St. Xavier's College, Palayamkottai	Second
8.	Inter-Collegiate Competition	2010	Sri. Aditanar College, Tiruchendur	Second
9.	Inter-Collegiate Competition	2010	Sri. Parasakthi College, Courtallam	Third
10.	Crib Competition	2010	St. Xavier's College, Palayamkottai	First
11.	Inter-Collegiate Competition	2011	Sri. Parasakthi College, Courtallam	First

✓ **Involvement of students in academic / co-curricular activities:**

- Students organize an inter-collegiate competition (OLYMPUS) every year in the month of December.
- Society of Young Poets and Writers (SYPAW) conducts co-curricular programmes every month so that students may discover their talents.
- Ranjith Kumar (III B.A. 2004 batch) served as Student Union Chairman.
- 22 students are members of the College Choir.



**FUTURE PLANS**

- To introduce a four month Semester-in-India programme for overseas students in collaboration with Folklore Resources and Research Centre (FRRC), focusing on Indian Literature, Folklore, Performing Arts, etc.
- To organize an international conference
- To bring out a peer reviewed journal
- To strengthen ICT-enabled teaching-learning process
- To establish Peer-Group-Learning clubs
- To offer more add-on courses with emphasis on communication skills

## DEPARTMENT OF TAMIL

The department was established in 1923. M.A. was started in 1971, M.Phil. in 1983 and B.A. in 2003. The department was recognized as a research centre in 1981.

### FACULTY PROFILE

The department consists of 17 faculty members, of whom 9 are aided teachers and 2 belong to management category. 6 teachers are recognized as research guides.

❑ **Qualifications:**

❖ No. of teachers with Ph.D.	:	6
❖ No. of teachers with M.Phil.	:	11
❖ No. of research guides	:	4

❑ **Thrust areas of research:**

1. Comparative Literature
2. Christian Tamil Literature

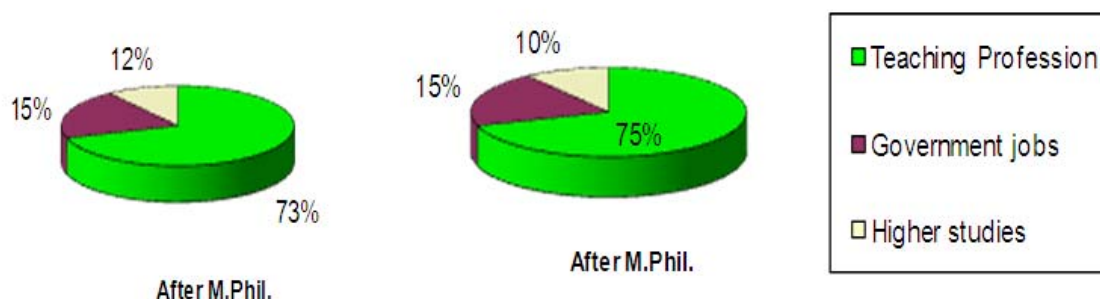
### STUDENT PROFILE

❑ **Student Strength**

Programme	Men	Women	Total	Rural	Urban
B.A.	47	37	84	68	16
M.A.	18	19	37	21	16
M.Phil.	06	09	15	09	06

- ❑ The success rate during the last five years is **UG: 95; PG: 97; M.Phil.: 100**. The dropout is 1%
- ❑ No. of Ph.Ds awarded during the last five years = 15
- ❑ 10 students have qualified SLET during the last five years.

- After completing M.A/ M. Phil, most of the students make horizontal and vertical progressions.



### INNOVATIONS / BEST PRACTICES

- ✓ The department has organized the following seminars/workshops for promotion of research during the last five years:

S.No.	Theme of the Seminar	National / State-Level	No. of Delegates	Date
1.	Tamil as a Classical Language	National Level	150	15 <sup>th</sup> & 16 <sup>th</sup> Dec. 2006
2.	Teaching Strategies	National Level	200	14 <sup>th</sup> Feb. 2008
3.	Poet Devadevan	State-Level	200	30 <sup>th</sup> Jan. 2008
4.	Tamil Literature and Environment	National Level	110	22 <sup>nd</sup> & 23 <sup>rd</sup> Oct. 2009
5.	Structuralism and Poststructuralism	State-Level	800	15 <sup>th</sup> Feb. 2010
6.	Internet and Tamil	National Level	65	15 <sup>th</sup> Sep. 2010
7.	Contemporary Literature	State-Level	50	4 <sup>th</sup> Mar. 2011

- ✓ The faculty members have prepared course materials for teaching-learning process.
- ✓ Training is regularly given to students for writing competitive examinations.
- ✓ Viazha Vattam seminar is conducted on every 'D' order.
- ✓ To focus on multi skill development of students, the department offers courses such as Training for Archeological Field, Journalism and Mass Communication, and Tamil Language Teaching.

- ✓ In order to incorporate women-related issues in the curriculum, the department has introduced courses which deal with feminism and women empowerment.

### **National Testing Service Research Unit:**

Regional Co-ordinator: Dr. M. Joseph Irudaya Xavier

- The Regional Field Unit of Centre for Testing and Evaluation, Ministry of HRD, Government of India, was established at St. Xavier's College 2008--2009. The National Testing Service aims to formulate concept based continuum of graded syllabi and tools of measurement for determining the language competence of learners at different levels. Initiatives have been taken to prepare modules in Item Analysis.
- An Orientation Programme for Teachers was conducted on 17<sup>th</sup> March 2009. Dr.Pon Subbiah, Head of National Testing Service delivered the key-note address. 50 teachers from various colleges were given training in designing evaluation tools.
- A workshop on "Evaluation Techniques in Higher Education" was conducted from 30.03.2009 to 01.04.2009.
- A Workshop for college teachers and research scholars was conducted from 22<sup>nd</sup> to 24<sup>th</sup> February 2010 so as to formulate tools of measurement for determining the language competence of learners at different levels.

<b>FUTURE PLANS</b>
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- To organize an international conference on contemporary literature
- To bring out a peer reviewed journal
- To strengthen the preparation of course materials for teaching-learning process
- To conduct training programmes to enable students write competitive examinations

## DEPARTMENT OF FOLKLORE AND COMMUNICATION

The Department of Folklore was started in 1987 and recognized as a research centre in 1992.

The details of the programme options are given below:

Programme	Level of Study	Eligibility
M.A	Postgraduate	Pass in UG degree
Ph. D.	Doctoral	Pass in PG degree
Diploma in Folkloristics	Diploma	Any Degree
Folk Performing Arts	Certificate	Pass in school final

### FACULTY PROFILE

The department consists of 3 faculty members in grant-in-stream, of whom 2 teachers are recognized as research guides.

❑ **Thrust areas of research:**

- South Indian Folk and Tribal lore
- Ethnomusicology
- Subaltern literature

❑ **Publications (2006--2011):**

Name of the Teacher	Books	Research Papers
A.Dhananjayan	03	17
N.Ramachandran Nair	02	04
T.Dharmaraj	03	18
Britto Vincent, S.J.		05

❑ **Ongoing short term projects:**

S.No.	Name of the Teacher	Title of the Project	Funding Agency
1.	A.Dhananjayan	Semi Nomadic Communities	PG Development Grant
2.	N.Ramachandran Nair	Traditional Markets	PG Development Grant
3.	Britto Vincent, S.J.	Contribution of Shanmuga Sundaram	PG Development Grant

❑ **Projects Completed:**

S.No.	Name of the Teacher	Title of the Project	Funding Agency	Outlay (Rs.)
1.	Britto Vincent, S.J.	Impact of Music in Ritual Context	UGC	55,000
2.	A.Dhananjayan	Folk Culture in Classical Literature	Independent Project	1,00,000
3.	T.Dharmaraj	Language in Tamil Society	Independent Project	1,21,000
4.	All the Teachers	A Survey on the Folklore of Theri	College	30,000

- ❑ Dr.A.Dhananjayan presented a paper in the 15<sup>th</sup> Congress of the International Society for Folk Narrative Research held in Athens, Greece, in June 2009.
- ❑ Dr.T.Dharmaraj won the Management Research Award twice during the last two years.
- ❑ Rv.Fr.Britto Vincent, S.J. attended a Refresher Course at Bharathiar University in June 2006.

**STUDENT PROFILE**

- ❑ Student Strength in M.A. = 04
- ❑ 12 research scholars are pursuing doctoral research in the department.
- ❑ 7 research scholars were awarded Ph.D. during the last five years.
- ❑ 3 students have passed NET/SLET.
- ❑ 4 research scholars have received fellowships from the Directorate of Collegiate Education, Tamil Nadu. 1 student has been awarded UGC fellowship in 2008--2009.

**INNOVATIONS / BEST PRACTICES**

**The department has developed linkages with the following institutions / organizations:**

- Sahitya Akademi, Chennai
- Dept. of VisCom, Loyola College, Chennai
- Arutkadal, Chennai
- Govt. College of Fine Arts, Chennai
- Dravidian University, Kuppam
- Nellai Aivukkuzhu (Research Centre), Tirunelveli

- ❖ The Dept. of Folklore and Communication, and Folklore Resources and Research Centre (FRRC), conducted research on the social life of the coastal fisher folk of the southern region of Tamil Nadu. The research focused on the impact of the tsunami on the coastal people.
- ❖ In order to promote experiential training, courses like News Gathering, Videography and Documentary Film Making have been introduced.
- ❖ All the members of the faculty have served as resource persons in seminars / conferences / workshops.

#### **Folklore Resources and Research Centre (FRRC):**

**Director: Rev.Dr.Xavier Antony, S.J.**

**Executive Director: Dr.A.Dhananjayan**

The following quality measures related to research and consultancy were implemented by FRRC during the last five years:

- ✓ 17 books were published.
- ✓ 13 state-level seminars/workshops were organized.
- ✓ 2 newsletters were released.

#### **National seminars organized during the last five years:**

S.No.	Theme of the Seminar	Organized by	No. of Delegates	Date
1.	Folk Traditions of the Sankam Age	Dept. of Folklore	200	23&24 Feb. 2007
2.	Ethnic Culture of Sri Lanka	Dept. of Folklore & Marappachi, Chennai	74	3 Aug. 2007
3.	Worldview of Subaltern People	FRRC & Arutkadal	50	1 to 8 Aug. 2008
4.	Cultural Informatics	Dept. of Folklore	100	28&29 Jan. 2010
5.	Subaltern People	Dept. of Folklore & FRRC	30	2 Aug. 2010
6.	South Indian Folklore	FRRC	30	8 to 10 Nov. 2010
7.	Popular Religiosity	Dept. of Folklore	70	4&5 Feb. 2011

#### **FUTURE PLANS**

- To promote collaborative research with other academic bodies
- To strengthen the existing course
- To organize an international conference



## DEPARTMENT OF COMMERCE

The department was established in 1968. M.Com. was started in 1988 and M.Phil. in 2008. The department was recognized as a research centre in 2010.

### FACULTY PROFILE

The department consists of 16 faculty members, of whom 8 are aided teachers; 2 belong to management category; 4 teachers are in self-financing stream; 1 member is a lawyer (part-time); 1 member is an auditor (part-time). 4 teachers are recognized as research guides.

❑ **Qualifications:**

- ❖ No. of teachers with Ph.D. : 5
- ❖ No. of teachers with M.Phil. : 9

❑ **Thrust areas of research:**

1. Marketing   2. Entrepreneurial Development   3. Banking   4. Insurance Services

❑ **Publications (2006—2011):**

Name of the Teacher	Books	Research Papers
C. Eugene Franco	01	05
T.S.A. Bernard Chandra		02
Lourdes Poobala Rayan	01	03
A. Arockiadass	02	
M. Julias Ceasar	01	07

- ❑ Mr.S.David Appadurai has availed of FDP facility under UGC XI Plan.

### STUDENT PROFILE

❑ **Student Strength:**

Programme	Men	Women	Total	Rural	Urban
B.Com.	210	150	360		
M.Com.	23	35	58		
M. Phil.	05	10	15		

❑ **Student Progression (B.Com. students):**

Year	Progression to					
	M.Com.	ICWAI	MBA	CA	MCA	Other Courses
2005--2006	20	12	22	02	02	56
2006--2007	24	16	24	--	--	64
2007--2008	22	14	36	02	--	62
2008--2009	24	18	24	02	02	60
2009--2010	26	16	24	--	--	66

❑ **Placement Record (UG students):**

Year	Area / Sector in which students are placed					
	Marketing	Banking	Insurance	Tourism	Software	Accounting
2005--2006	48	14	16	10	--	08
2006--2007	38	16	06	04	04	06
2007--2008	30	10	14	--	--	04
2008--2009	34	12	12	--	02	10
2009--2010	42	16	16	02	--	08

❑ **Placement Record (PG students):**

Year	Area / Sector in which students are placed					
	Teaching	Accounting	Insurance	Marketing	Banking	Other areas
2005--2006	05	03	--	04	--	18
2006--2007	06	04	01	03	--	16
2007--2008	05	05	--	04	01	12
2008--2009	07	02	01	03	02	12
2009--2010	06	04	01	02	03	10

❑ 16 students are pursuing doctoral research in the department.

- ❑ The success rate during the last five years is **UG: 80; PG: 90; M.Phil.: 95**. The dropout is 1.5 %
- ❑ 7 students qualified NET and 3 students qualified SLET during the last five years.

### INNOVATIONS / BEST PRACTICES

- ✓ B.Com. (Vocational) programme, introduced under the UGC's innovative scheme of introducing vocational courses in 1996, has been further improved in the field of internship and on-the-job training.
- ✓ The department has established linkages with JCI, EDI, ICDP, Redegg Infotetech, India Cements, and the Research Dept. of Commerce of Scott Christian College to promote internship, curriculum development and faculty exchange and consultancy.
- ✓ The department celebrated the Ruby Jubilee on 14.03.2009.  
A grand reunion of alumni was held and an endowment for Rs.1,00,000 was established to help the poor students of the department.
- ✓ The department has organized the following seminars/workshops for promotion of research during the last five years:



S.No.	Theme of the Seminar	National / State-Level	No. of Delegates	Date
1.	Right to Information Act	National Level	500	1 <sup>st</sup> & 2 <sup>nd</sup> Mar.2007
2.	Organizational Work Culture	National Level	350	5 <sup>th</sup> Jan. 2008
3.	Empowering Students on TLE Approaches	National Level	75	6 <sup>th</sup> & 7 <sup>th</sup> Mar.2008
4.	Entrepreneurship	National Level	250	11 <sup>th</sup> & 12 <sup>th</sup> Mar.2009
5.	Tools Analysis	National Level	80	5 <sup>th</sup> & 6 <sup>th</sup> Jan.2010
6.	HR Strategies	National Level	210	11 <sup>th</sup> & 12 <sup>th</sup> Feb. 2010
7.	Scams Galore	National Level	140	1 <sup>st</sup> & 2 <sup>nd</sup> Mar.2011

- ✓ In order to ensure employability through curriculum design, the department has introduced courses such as Training for Call Centres and BPO, Stock Operations, Banking Sector, Training for Marketing Representatives, Self Employment and Entrepreneurship, Tax Consultancy Service, H R Professionals and Consultants, Micro Finance, Training for Research Project Assistants.
- ✓ The Dept. of Commerce offers courses which deal with Maternity and Women Employee Welfare, Financial Assistance to Women Entrepreneurs, Activities of Women Self Help Groups and Gender Issues to promote women empowerment.
- ✓ **Entrepreneurial Development and Research Centre (ED & RC)** was established on 5<sup>th</sup> May 2008 to mark the Ruby Jubilee of the Dept. of Commerce with financial assistance of 2,00,000 under College with Potential for Excellence Scheme. The following activities under guidance of Dr. P. Lourdes Poobala Rayan, Co-ordinator, are regular features of Entrepreneurial Development and Research Centre:
  - Visits to places like Manjolai Tea Estate for experiential learning
  - On the spot study at Cheranmahadevi Sun Paper Mills
  - Awareness Programme on “Entrepreneurial Development”
  - MoUs with Association of Mutual Funds in India and Junior Chamber International
  - Awareness Programme on “Entrepreneurial Development” for the Villagers during NSS Camp
  - Launching of Prime Minister’s Employment Generation Programme (PMEGP) in collaboration with District Industries Centre)
  - Prociding skill training to Women Self Help Groups in Samathuvapurams
  - Inauguration of Research Forum
  - Implementation of Research Exchange Programme

### FUTURE PLANS

- To convert the department into “School of Commerce”
- To undertake major projects so as to augment research activities
- To strengthen the Smart Class Room for effective teaching-learning process
- To organize an international conference

## DEPARTMENT OF CORPORATE SECRETARYSHIP

The Department was started in 2008 in the self-financing stream. The programme offered is B.Com. Corporate Secretaryship.

### FACULTY PROFILE

- ❑ The department consists of 5 faculty members.
- ❑ **Qualifications:**
  - ❖ No. of teachers with M.Phil. : 5
  - ❖ No. of teachers with B.Ed/M.Ed. : 4
  - ❖ No. of teachers with MBA : 1

### STUDENT PROFILE

- ❑ **Student Strength**

Class	Men	Women	Total	Rural	Urban
I Year	45	19	64	40	24
II Year	43	19	62	36	26
III Year	39	19	58	15	43

### INNOVATIONS / BEST PRACTICES

- ❖ Training in computer skills was given to students through tie-up with Computer Software College.  
Outcome: 10 students are undergoing enhanced accounting software.
- ❖ ICWAI and ICAI conducted classes for students in the college campus.  
Outcome: 16 students are undergoing CWA foundation and CPT programme.
- ❖ With help of the Institute of Company Secretaryship of India, 10 students are undergoing ICS foundation courses.
- ❖ Collaborations with industries have helped all the first & second year students undertake field visit and on-the-job training.

- ❖ Soft skill training was given to students in collaboration with Junior Chamber International.
- ❖ Entrepreneurship training was given to students in collaboration with District Industry Centre.
- ❖ “Corporate Week” is organized in collaboration with ICAI and Ministry of Corporate Affairs.
- ❖ The department won the overall championship in the Annual Track and Field Meet held on 27.08.2010. Krishna Prasad (I B.Com) won the individual championship.
- ❖ I year students won the first prize in the University Meet for the High Jump, Triple Jump and Hurdles.
- ❖ The department won the third prize in STAND outreach programme.
- ❖ Corporate Girls Forum has been established.
- ❖ “NANBAN” scheme has been introduced to help the economically weaker students.
- ❖ The department has established linkages with the following organizations:
  - Scott Christian College, Nagercoil
  - Speak Easy English Training Pvt. Ltd. Palayamkottai
  - CSC Computer Education, Palayamkottai
  - Sri Meenakshi Motor Pvt. Ltd, Tirunelveli
  - Susee Group of Concerns, Tirunelveli
  - Fibroflex (India) Pvt. Ltd., Tirunelveli
  - HORIZON, Tirunelveli
- ❖ The department organized a state-level seminar on 11.01.2011.  
70 teachers/students attended the seminar.



### FUTURE PLANS

- To start M.Com. Corporate Secretaryship
- To offer ICS programme
- To create a separate website for the department
- To create an alumni/ae database

## DEPARTMENT OF BUSINESS ADMINISTRATION

The Department was started in 2006 in the self-financing stream. The programme offered is B.B.A.

### FACULTY PROFILE

- ❑ The department consists of 5 faculty members.
- ❑ **Qualifications:**
  - ❖ No. of teachers with M.Phil. : 3
  - ❖ No. of teachers with B.Ed. : 1
  - ❖ No. of teachers with M.B.A. : 4
- ❑ The members of the department have published 1 book and 5 research papers.

### STUDENT PROFILE

- ❑ **Student Strength**

Class	Men	Women	Total	Rural	Urban
I Year	47	17	64	38	26
II Year	32	16	52	29	23
III Year	28	19	47	25	22

- ❑ The success rate of students is 96.




### INNOVATIONS / BEST PRACTICES

- ✓ In order to ensure employability through curriculum design, the department has introduced courses such as Aptitude Test for Career, Entrepreneurial Development and Personality Development, Skills for Team Players, Human Resource Management, Group Discussion and Interview Techniques.
- ✓ Experts in different subjects are invited to deliver guest lectures.

✓ Experiential learning is facilitated through the following strategies:

- Adzap (Product Launching)
- Internship training
- Industrial visit
- Fieldwork
- Visit to banks

✓ The department has organized 3 national conferences during the last five years:

		
<p>6<sup>th</sup> Mar. 2009</p> <p>46 participants</p>	<p>18<sup>th</sup> Feb. 2011</p> <p>140 participants</p>	<p>7<sup>th</sup> Jan. 2011</p> <p>350 participants</p>

✓ In order to promote multi skill development of students, the department offers courses such as Aptitude Test for Career, Entrepreneurial Development and Personality Development, Skills for Team Players, Human Resource Management, Group Discussion and Interview Techniques.

#### FUTURE PLANS

- To start M.B.A. in 2012--2013
- To establish a Smart Classroom for ICT-enabled teaching-learning process
- To organize a national seminar every year
- To offer add-on courses, focusing on skill development
- To intensify fieldwork and on-the-job training



## DEPARTMENT OF VISUAL COMMUNICATION

The Department was started in 2009 in the self-financing stream. The programme offered is B.Sc. Visual Communication. The following certificate courses are offered by the department:

1. Short Film Analysis
2. Painting
3. Photoshop
4. Premier Pro A V Editing
5. Short Film Making
6. Advanced Photography

### FACULTY PROFILE

- ❑ The department consists of 4 faculty members.
- ❑ **Qualifications:**
  - ❖ No. of teachers with Ph.D. : 1
  - ❖ No. of teachers with M.Phil. : 1
  - ❖ No. of teachers with M.A. / M.F.A. : 2
- ❑ **Research:** Rev. Dr. Xavier Antony, S.J. has undertaken research on “Global Trends in Short Films”.
- ❑ **Publications (2006—2011):** Rev. Dr. Xavier Antony, S.J. has published 6 books related to folklore.

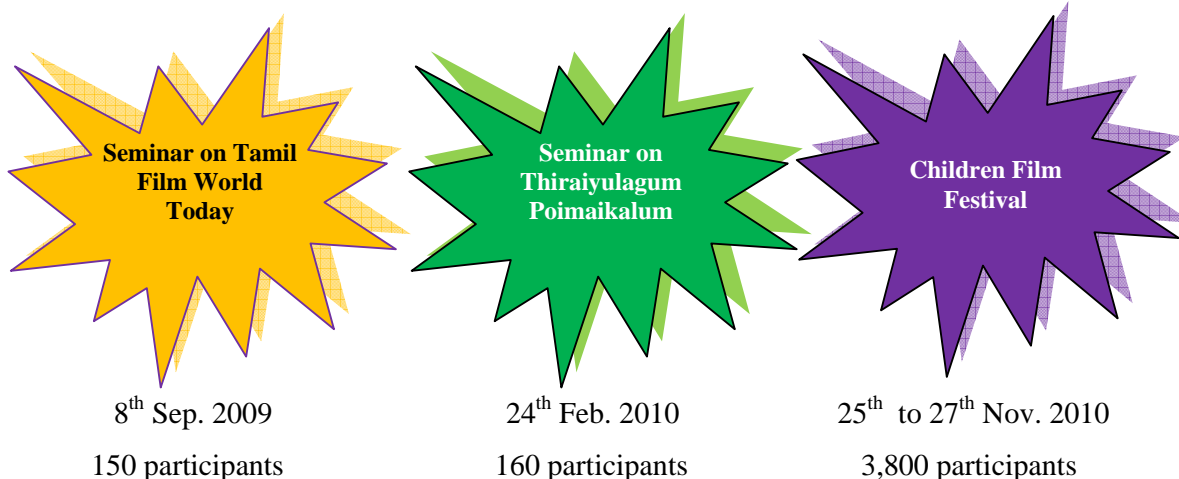
### STUDENT PROFILE

- ❑ **Student Strength :**

Men	=	70
Women	=	10
Total	=	80
- ❑ The success rate during the last two years is 88 %. The dropout is 1%

### INNOVATIONS / BEST PRACTICES

- ✓ The department has got a collection of 2,800 short films and 500 video visuals.
- ✓ An important survey was conducted in November 2010 on the ecological condition of Tirunelveli Town. The survey was conducted for 10 days; 2500 samples were gathered through questionnaire. The research findings were published in all leading newspapers in Tirunelveli District and were handed over to Tirunelveli Corporation authorities for suitable action.
- ✓ The following film directors from Chennai delivered lectures for VisCom students from 2009--2011:
  - Mr. C. S. Amuthan
  - Mr. Ram
  - Mr. Thamira
- ✓ The department has organized 3 state-level seminars during the last two years:



- ✓ The Children Film Festival held from 25<sup>th</sup> to 27<sup>th</sup> Nov. 2010 was a grand show in which students from 24 schools participated. 7 shows, each for 3 hours, consisting of 25 motivational short films took place.
- ✓ 50 % of the major papers have practical component.

**Infrastructural facilities established at a cost of 20 lakh during 2010--2011:**

1. VisCom Drawing Room:
  - 50 professionally designed chairs
  - 25 tables
  - 15 stand-boards
2. VisCom Digital Lab:
  - 7 computers of Windows 7 with i7 processors (Rs.3,50,000) to teach Photoshop, Flash, 2D & 3D animation. Sound Forge, Premier Editing, etc.
3. VisCom Photographic Studio:
  - 5 digital SLR cameras and 1 mini digital camera (Rs.15,000)
  - A plasma monitor for viewing photographs directly from cameras (Rs.48,000)
  - Photographic instruments (Rs.1,60,000)
4. VisCom Video Studio:
  - 72 MD 10000 video cameras and 1 higher grade 102 Panasonic Camera (Rs.2,35,000)
  - Photographic instruments (Rs.1,60,000)
5. VisCom Viewing Hall:
  - LED projector with stereophonic audio system

<b>FUTURE PLANS</b>
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- To equip the VisCom Lab with 2 Mini Mac computers for Maya a/v editing at a cost of Rs.1.5 lakh in 2011--2012
- To add 7 systems of Windows 7 with i7 processors at a cost of Rs.3.5 lakh in 2011--2012
- To undertake major projects involving fieldwork
- To organize an international conference
- To strengthen the learning resources of the department

## DEPARTMENT OF SOCIAL WORK

The Department was started in 2009 in the self-financing stream. The programme offered is M.S.W.

### FACULTY PROFILE

- ❑ The department consists of 5 faculty members.
- ❑ **Qualifications:**
  - ❖ No. of teachers with Ph.D. : 1
  - ❖ No. of teachers with M.Phil. : 2
  - ❖ No. of teachers with M.A. / M.S.W. : 2
- ❑ **Consultancy:**
  - ❖ Rev.Dr.G.Lawrence Amalraj, S.J. has been the resource person in 75 orientation programmes for teachers. He is a Visiting Professor in the Dept. of Sociology, Royal University, Cambodia, and a Visiting Researcher at Xavier University, Cagayan de Oro City, and Philipines.
  - ❖ Mr.A.Arockia Maria Michael Raja undertook a study on child adoption in Tirunelveli District in 2009. He published an article on the life of Paliyar Tribes in *Asian Journal of Development Studies* in 2007. He serves as an Advisory Committee Member for PACH Trust.
  - ❖ Ms.S.Kaleeswari undertook a study on the organizational structure of a multi-specialty hospital in Madurai in 2009.
  - ❖ Mr.S.Charles won the Usha Fire & Safety Life Saver Award.
- ❑ **Thrust Areas of Research:**
  - ❖ Rural Development Science
  - ❖ Rural Economics
  - ❖ Human Resource Management
  - ❖ Time Management
  - ❖ Stress Management

### STUDENT PROFILE

#### ❑ Student Strength :

Men	=	24
Women	=	04
Total	=	28

- ❑ A student from Africa is studying M.S.W. at present.
- ❑ The success rate during the last two years is 88 %. The dropout is nil.

### INNOVATIONS / BEST PRACTICES

- ❑ The department organized an international conference on transgender issues on 29<sup>th</sup> & 30<sup>th</sup> January 2011. Rev.Dr.G.Lawrence Amalraj, S.J., HOD of Social Work, explained the dynamics of the seminar. Mr.D.Nepoleon, Union Minister for Social Justice & Empowerment, delivered the key-note address. Mrs.P.Geetha Jeevan, Minister for Social Welfare, Govt. of Tamil Nadu, Mr.M.Jayaraman, Collector of Tirunelveli District, Dr.K.Muthuchelian, Vice-Chancellor, Periyar University, Prof.N.Ebenezer Joseph, Principal, Law College, Tirunelveli, Mr. Gerargus Mol, Ambassador for BENG & Former Secretary for Sexual Reform, Netherlands, Rev.Dr.S.Rajanayagam, S.J., HOD of Visual Communication, Loyola College, Chennai, Ms.Kalki, Transgender Activist, and Mrs.V.Uma Devi, District Social Welfare Officer, spoke on transgender issues.
- ❑ The curriculum has been designed to enable the students find job opportunities after finishing the course of study. 75 % of the final year students, who also constituted the first set of outgoing students, got placement through Campus Interviews organized by the Dept. of Social Work in 2010--2011.
- ❑ The department has established 18 linkages with social service organizations.



International  
Conference on  
Transgender  
Issues

### FUTURE PLANS

- To increase the number of MoUs with social service organizations
- To organize a national seminar every year
- To intensify community-oriented programmes

## DEPARTMENT OF M.C.A.

The department was established in 2000. M.C.A. programme is offered as a self-financing programme.

### FACULTY PROFILE

The department consists of 8 Assistant Professors, 1 System Engineer, 1 Programmer, 1 Clerk and 1 Office Assistant.

❑ **Qualifications:**

❖ No. of teachers with M.Phil.	:	5
❖ No. of teachers with M.C.A.	:	3

❑ **Areas of Specialization:**

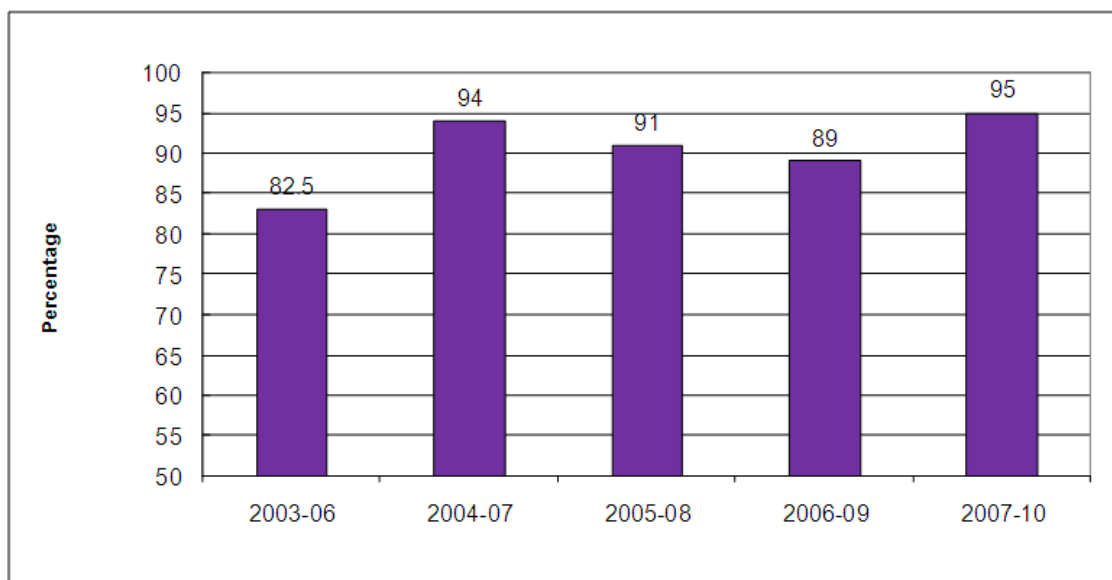
1. Networking   2. Web Technologies   3. Data Mining   4. Image Processing

### STUDENT PROFILE

❑ **Student Strength:**

Men	=	59
Women	=	54
Total	=	113

❑ **Pass percentage:**



❑ The success rate during the last five years is 91%. The dropout is nil.

❑ Learning Resources of the Department:

Books in the Departmental Library	=	1665
Journals	=	12
Magazines	=	09
Computers	=	87
Servers	=	04
Laptop	=	01
LCD Projector	=	01

❑ **Placement Record:**

Batch	Percentage of students employed
2003	90
2004	80
2005	50
2006	62
2007	23

**INNOVATIONS / BEST PRACTICES**

- ✓ Inorder to ensure employability through curriculum design, the department offers courses such as Dot Net, Mobile Computing, Group Discussion, Accounting and Financial Management and Spoken English.
- ✓ Students undertake a mini projects in the third and fifth semesters and a major project in the sixth semester.
- ✓ Soft skill development programmes are conducted for the benefit of students.
- ✓ To help students develop global competencies, courses such as Human Machine Interaction and J2ME are offered.

- ✓ Group Discussion is conducted every week.
- ✓ Aptitude Test and Test of Reasoning are conducted.
- ✓ Students are motivated to attend on-campus and off-campus interviews.

<b>FUTURE PLANS</b>
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- To start a research journal
- To undertake major projects so as to augment research activities
- To enhance placement opportunities for students
- To organize national seminars for dissemination of knowledge



### **D. Declaration by the Head of the Institution**

I certify that the data included in this Re-Accreditation Report (RAR) are true to the best of my knowledge.

This RAR is prepared by the institution after internal discussions and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this RAR during the Peer Team visit.

**Rev. Dr. Alphonse Manickam, S. J.**

**Principal**

Palayamkottai

30 June 2011