



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	St. John's College, Anchal
• Name of the Head of the institution	Fr. Johnson G.
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0475 296 6973
• Mobile no	944 733 3822
• Registered e-mail	info@stjohns.ac.in
• Alternate e-mail	iqac@stjohns.ac.in
• Address	St. John's College, Anchal
• City/Town	Kollam
• State/UT	Kerala
• Pin Code	691306
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	University of Kerala
• Name of the IQAC Coordinator	Jerry C. Jacson
• Phone No.	04752966973
• Alternate phone No.	9961218103
• Mobile	8136806051
• IQAC e-mail address	iqac@stjohns.ac.in
• Alternate Email address	info@stjohns.ac.in
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://stjohns.ac.in/aqar/2020-21/Part-A/PartA-3-AQAR-2019-20.pdf">http://stjohns.ac.in/aqar/2020-21/Part-A/PartA-3-AQAR-2019-20.pdf</a>
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://stjohns.ac.in/aqar/2020-21/Part-A/PartA-4-AcademicCalendar-2020-21.pdf">http://stjohns.ac.in/aqar/2020-21/Part-A/PartA-4-AcademicCalendar-2020-21.pdf</a>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.15	2005	20/05/2005	19/05/2010
Cycle 2	A	3.01	2015	01/05/2015	30/04/2020

**6. Date of Establishment of IQAC**

01/06/2005

**7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

**8. Whether composition of IQAC as per latest NAAC guidelines**

Yes

- Upload latest notification of formation of IQAC

[View File](#)

<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
The IQAC provided faculty with the necessary guidelines to equip themselves with necessary expertise with regard to online teaching learning activities and achieve career advancement in the process.		
A mechanism for monitoring online learning activities could be established and carried out through faculty advisors enabling the institution to identify issues among students which could be used in organising support systems.		
Support could be provided to students with financial difficulties preventing them from utilizing the online facilities provided by the institution through the management and staff.		
Webinars, online assemblies and online programmes were organised by various departments based on suggestions from the IQAC.		
The IQAC made significant contributions in leading a protocol for Covid appropriate behavior in association with the Health Department which led to sensitization of students and faculty and implementation of the protocol in the institution.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
The IQAC formulated a plan of action ensuring that the faculty of the college was equipped to	The faculty of the college attended online courses and obtained training, providing	

<p>meet the requirements of online teaching, thus catering to student needs in the pandemic situation.</p>	<p>them with sufficient proficiency in performing online teaching and related tasks. This also provided them with opportunities in career advancement by ensuring attendance in UGC recognized courses.</p>
<p>Enabling a mechanism for the interaction of faculty interaction with students so that an environment is provided where students can openly share their problems and raise doubts. This would give the institution a sense of student needs and this could be used to address the most urgent requirements very effectively.</p>	<p>A host of issues faced by the students with regard to technical, financial, social and psychological aspects could be identified providing the institution with the awareness of student problems and this in turn helped in developing meaningful support systems.</p>
<p>The IQAC formulated a plan and sensitized the faculty enabling them to organise online assemblies, webinars, social and cultural programmes and online events.</p>	<p>The directions of the IQAC were implemented by the faculty on departmental basis and also by the NSS and NCC units of the college. Opportunities for student engagement and development could be created giving an additional stimulus to curricular and co-curricular areas.</p>
<p>The IQAC suggested that a protocol for Covid appropriate behavior had to be developed and implemented by the institution taking into consideration the risks associated with the pandemic situation.</p>	<p>A protocol was developed in association with the Health Department by the committee on Covid prevention. The risks related to the pandemic could be handled effectively in the college due to this protocol. It also provided a proper methodology in conduct of examinations following all precautions to minimize the risks associated with Covid.</p>
<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p>Yes</p>

- Name of the statutory body

Name	Date of meeting(s)
College Council	20/09/2021

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-'21	03/02/2022

#### 15. Multidisciplinary / interdisciplinary

a) Delineate the vision/plan of institution to transform itself into a holistic multidisciplinary institution.

\*St. John's College plans to transform itself into an Autonomous degree-granting College in the near future, primarily focussing on imparting high-quality under-graduate teaching programmes with multi-disciplinary perspective. In course of time, the College proposes to become a Teaching-intensive University with significant research component.

\*The institution aims to transform itself into a holistic multidisciplinary institution by encouraging research initiatives that are inter-disciplinary in nature.

\*The college plans to implement add-on courses that focus on improving soft skills to increase the employability of students.

b) Delineate the Institutional approach towards the integration of humanities and science with STEM and provide the detail of programs with combinations.

\*As the college is affiliated to the University of Kerala, it adopts all the initiatives charted out by the university from time to time with regard to the integration of humanities and science with STEM.

\*The College proposes to introduce various multi-disciplinary under-graduate programmes combining humanities and sciences with STEM that will enable students to acquire economic capability, social commitment and environmental consciousness.

c) Does the institution offer flexible and innovative curricula that

includes credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education. Explain

\* The curriculum of the college is decided by the University. However, the flexibility given to the colleges in the choice of topics for projects is utilised keeping in mind the areas of community engagement and service, environmental education, and value-based research in order to attain a holistic and multidisciplinary education.

\* The college offers intensive learning on environmental studies, general informatics (IT), Disaster management studies etc., thereby imparting a multidisciplinary approach to the course.

\* The college plans to offer credit-based courses and projects related to community development, livelihoods promotion, women empowerment and welfare of people with disabilities (PWDs). (Divyangjan).

d) What is the institutional plan for offering a multidisciplinary flexible curriculum that enables multiple entry and exits at the end of 1st, 2nd and 3rd years of undergraduate education while maintaining the rigor of learning? Explain with examples.

\*As an affiliated institution, the college adheres to the curriculum designed by the University of Kerala.

\*However, the institution does try to implement various innovative practices in its keen attempt to enrich student learning outcome, by incorporating Assignments/ Seminars (Online or Offline) related to Environmental concerns, so that students get a hands-on experience about such contemporary issues in their society.

\* The College plans to offer a Certificate for those opting out of courses from the 1st year, Diploma for those who quit in the 2nd year and Degree for those successfully complete the 3-year Degree programme as per the NEP as and when implemented by the affiliating University.

e) What are the institutional plans to engage in more multidisciplinary research endeavors to find solutions to society's most pressing issues and challenges?

\*The research centres functioning in the college undertake projects

to address social problems like water scarcity, land-slides, flash floods, increase in temperature and other issues related to climate change.

\*The college also plans to undertake inter-departmental collaboration to tackle immediate and pressing challenges such as waste management, energy transitions and cyber governance.

f) Describe any good practice/s of the institution to promote Multidisciplinary / interdisciplinary approach in view of NEP 2020.

\*The college offers Open Course in the 5th semester for all UG students.

\*The post-graduate departments of the College plan to collaborate on the theme, 'energy transitions' to understand the social, economic and environmental impact of renewable energy resources for the country.

\*The college initiates projects, add-on courses and research that have interdisciplinary and multi-disciplinary approach.

\*As part of studying the local culture, tales related to the origin of place names, species that are specifically found in these parts, the micro climate of the region, places and monuments of historical importance etc., would be identified and studies will be initiated.

#### **16.Academic bank of credits (ABC):**

a) Describe the initiatives taken by the institution to fulfill the requirement of Academic bank of credits as proposed in NEP 2020.

\*The college proposes to create a portal an Academic Bank of Credit that would include the credit-based courses offered by the different departments so that students have the freedom and flexibility to select courses of their choice and preference and secure credits so as to adopt the system as soon as implemented by the affiliating University.

\*As per NEP 2020, the Academic Bank of Credits or ABC helps the faculty to manage the credits earned by students.

\*As the institution is affiliated to the curricula put forward by the University of Kerala, the college cannot have autonomy in increasing the credit possibilities of students.

\*If introduced, the ABC system can help students garner an interdisciplinary and holistic scholastic progress besides providing them greater choice and flexibility.

b) Whether the institution has registered under the ABC to permit its learners to avail the benefit of multiple entries and exit during the chosen programme? Provide details.

\*The college is in the process of completing registration under ABC as per the norms of the affiliating university.

\*The University at present allows continuation of semesters under transfer from one college to another, but only under the same course.

\*The ABC: It will be initiated as and when implemented by the affiliating University.

c) Describe the efforts of the institution for seamless collaboration, internationalization of education, joint degrees between Indian and foreign institutions, and to enable credit transfer.

\*The college proposes to enter into collaboration with both Indian and foreign Universities for dual-degree and twinning programmes as and when permission is granted by the University that would enable the students to attain national and international exposure.

\*The institution is gearing up for short-term and long-term certificate courses in bringing together students across disciplines and borders.

\*Online MOOCs and Multidisciplinary courses can help the institution to collaborate with other foreign or Indian institutions in order to provide students with greater opportunities in higher education.

d) How faculties are encouraged to design their own curricular and pedagogical approaches within the approved framework, including textbook, reading material selections, assignments, and assessments etc.

\*The faculty members are given orientation to design their own curriculum and pedagogy which incorporates the insights from different disciplines such as philosophy, psychology and sociology.

\*The institution has to follow the affiliation guidelines set down



by the University of Kerala, so it does not have much flexibility in terms of designing the curriculum.

\*New and need-based pedagogical approaches are incorporated in the curriculum including conducting online assignments, and preparatory and reference material for New Generation courses.

\*Assessment exams are conducted during each semester; the exam papers are discussed with students and the assignments are analysed.

e) Describe any good practice/s of the institution pertaining to the implementation of Academic bank of credits (ABC) in the institution in view of NEP 2020.

\*Students have the flexibility of selecting Open Courses from other departments which are distinct from their core program of study.

\*This can be done only if the University approves the ABC system.

#### **17.Skill development:**

a) Describe the efforts made by the institution to strengthen the vocational education and soft skills of students in alignment with National Skills Qualifications Framework.

\*The college plans to partner with external agencies to impart training in vocation skills and soft skills to students.

\*The focus will be on the employability of our students for the labour market.

\*NSQF is a nationally integrated education and competency-based framework that enables persons to acquire desired competency levels.

\*The National Skills Qualifications Framework (NSQF) organizes qualifications according to a series of levels of knowledge, skills and aptitude.

\*The institution tries to cater to the vocational needs of the students by conducting Career orientation programmes.

\*The Career Guidance Cell, NSS, Women's Development Cell, and a few Open Course Programmes play an integral role in strengthening vocational education.

\*The Oratory Training Club helps in improving the soft skills of

students and help them overcome stage fright.

b) Provide the details of the programmes offered to promote vocational education and its integration into main stream education.

\*Courses such as Data Analytics, Accounting, Content Writing, Hospitality Management, Counselling and Therapy etc will be introduced.

\*There is an option of Open Course wherein the students can opt for multidisciplinary subjects offered by various departments.

\*This is a foundation for vocational education already incorporated into the mainstream education.

\*The Department of Botany offers Horticulture, and the Malayalam Department teaches a course called 'Malayala Pathrapravarthanam' which focuses on Print and Online Media.

\*The National Service Scheme has conducted stitching classes for interested students. Jewellery making, pottery making, driving, classes etc are in the offing.

c) How the institution is providing Value-based education to inculcate positivity amongst the learner that include the development of humanistic, ethical, Constitutional, and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence (ahimsa), scientific temper, citizenship values, and also life-skills etc.

\*The college proposes to teach the well-designed courses rooted in Indian spirituality and constitutional values initiated by the University.

\*Students will be encouraged to learn, understand and practice the values that they follow. Teachers will act as spiritual mentors.

\*The institution organizes orientation classes to inculcate value-based lessons among the students.

\*The college organizes seminars/webinars and competitions related to Human Rights and the Constitution, so that students are aware of their rights and duties as citizens of the nation.

\*IT Enabled English Language Skill Development is an Add-on Course sponsored by the UGC and run by the English Department which helps

learners hone their language proficiency.

d) Enlist the institution's efforts to

i) Design a credit structure to ensure that all students take at least one vocational course before graduating.

ii) Engaging the services of Industry veterans and Master Crafts persons to provide vocational skills and overcome gaps vis-à-vis trained faculty provisions.

iii) To offer vocational education in ODL/blended/on-campus modular modes to Learners.

iv) NSDC association to facilitate all this by creating a unified platform to manage learner enrolment (students and workers), skill mapping, and certification.

v) Skilling courses are planned to be offered to students through online and/or distance mode.

\*The college plans to offer vocational courses in the blended mode especially for those students in and around the adjoining areas.

\*Being affiliated to the University of Kerala, the institution can only incorporate add-on or certificate courses in vocational training.

\*MoU's will be signed with nearby factory or industrial units like the Palm Oil Factory, so that students get hands on experience.

\*Collaborations with Universities/HEI's within or outside Kerala/India will be undertaken to offer ODL or blended modules to learners.

\*This will have to be charted out by various departments depending on the demands of the students.

\*Students from the institution can enlighten the school students about the emerging trends in the employment sector and help them plan about their career prospects as well.

\*Online or Distance short-term certificate courses in vocational training will be conducted.

e) Describe any good practice/s of the institution pertaining to the

Skill development in view of NEP 2020.

\*The college plans to collaborate with industry partners for imparting skill development to students.

\*As the college has a majority of girl students, activities like stitching classes, self-defence classes etc. are conducted as part of vocational and life skills training.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

a) Delineate the strategy and details regarding the integration of the Indian Knowledge system (teaching in Indian Language, culture etc,) into the curriculum using both offline and online courses.

\*Ancient Indian Ayurvedic knowledge will be imparted to students studying Plant Science through the topic Ethnobotany.

\*The topic cover various aspects like collecting ethnobotanical data, identifying plant parts used by tribes in their daily life as food, clothing, shelter and medicine.

\*Gaining information on the traditional method of treatment using crude drugs derived from plants brings students close to nature and helps to convey traditional and tribal knowledge to future generations.

\*The college plans to provide Teaching Learning Materials (TLMs) for different programmes in both English and Malayalam.

\*Students will have the option to do seminar presentations and other activities in the bi-lingual mode.

\*Learning assessments and comprehensive evaluation of students will be conducted in both the languages.

\*The institution has always taken a keen interest in promoting Malayalam language and tradition as well as the cultural heritage of India.

\*A regular UG programme in Malayalam is offered by the college, in which Sanskrit language and Malayalam literature and culture is mandatory.

\*An additional language course in Malayalam is also offered which

undergraduate students of any stream can opt for study in their fresher and sophomore years.

\*A highly functional Theatre Club/ Performing Arts and Folklore Club in the college offers interested student's exposure to the rich tradition of theatre and performing arts of Kerala life; Kathakali, Koodiyattam etc.

\*Honouring the commitment of NEP for the promotion of Indian heritage and culture, the college plans to collaborate with other universities, cultural institution and noted individuals to provide online/offline training, theory and practical classes, lectures, guided tours etc. to students.

\*Opportunities will also be shared with the local communities, especially the neighbouring schools and colleges.

\*Many faculty members are working towards Doctoral Degrees or awaiting guideship.

\*The college in near future believes in becoming a recognized research centre under the University of Kerala through which pioneering studies and research in regional and English language can be conducted.

b) What are the institutions plans to train its faculties to provide the classroom delivery in bilingual mode (English and vernacular)? Provide the details.

\*The college will impart training to its faculty members to conduct classes in the bi-lingual mode.

\*Special attention will be given to develop a bi-lingual compendium of terms and concepts related to each course for quick and easy reference.

\*Many students have received academic instruction in vernacular language (Malayalam) till 12th grade or matriculation.

\*So, the faculty of the college have always combined English and vernacular language in classroom teaching.

\*In order to make this bilingual mode of instruction more effective, the college plans to provide a short term orientation course for the students and for the faculty members as well.

c) Provide the details of the degree courses taught in Indian languages and bilingually in the institution.

\*Currently, all the degree programs offered by the college are conducted in bi-lingual mode.

\*All BA, BSc and BCom programs are conducted in English and Malayalam. Students have the option to write the University examination in either English or Malayalam.

\*A BA Programme in Malayalam is offered by the college. Additional language courses in Malayalam, Hindi and Syriac are also offered of which students of any stream can opt one language for study.

d) Describe the efforts of the institution to preserve and promote the following:

i) Indian languages (Sanskrit, Pali, Prakrit and classical, tribal and endangered etc.)

ii) Indian ancient traditional knowledge

iii) Indian Arts

iv) Indian Culture and traditions.

\*Institution with the help of Department of Botany maintains a botanical garden with medicinal plants used in traditional ayurvedic treatment methods.

\*The college plans to establish a mural archive centre to preserve and restore the indigenous cultures and traditions.

\*Courses are offered in Malayalam as the main UG Programme as well as Additional Language. Four papers in Sanskrit are mandatory undergraduate course in Malayalam.

\*Important literary and cultural events are always celebrated in the college.

\*Acclaimed novelists, poets, artists, critics are regularly invited to the college to interact with the students in order to inculcate in them an interest towards Malayalam Language and Literature, Indian Culture and Arts etc.

\*Creative writing contests in Indian languages and performing arts

are regularly held in the college.

\*Several co-scholastic bodies like Theatre Club, Performing Arts and Folklore Club function in the campus with the aim of promoting language, literature and culture.

e) Describe any good practice/s of the institution pertaining to the appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) in view of NEP 2020.

\*Specific courses offered by the college are conducted in bilingual mode.

\*The Departments of Malayalam and Hindi play a very important and creative role in promoting Indian languages and the cultural heritage of India.

\*The departments plan to offer Add-on courses in Journalism, Translation Studies etc.

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**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

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a) Describe the institutional initiatives to transform its curriculum towards Outcome Based Education (OBE)?

\*The colleges is affiliated to the University of Kerala and it strictly adheres to its rules and regulations pertaining to outcome based education.

\*The university utilising the service of educational experts to meticulously incorporate appropriate outcome based scheme in the prescribed curriculum for all undergraduate programmes offered by the college.

\*The OBE policy envisages broad-based, multi-disciplinary, holistic Under Graduate education with creative combinations of subjects and integration of vocational education.

\*It aims to increase Gross Enrolment Ratio in higher education, promote multilingualism and build the capacity of faculty.

\*There are the Departments of Malayalam, Hindi and Syriac which offer multilingual opportunities for students to not only learn these languages but understand the cultural backgrounds.

\*Days of cultural importance are observed and the students are made

to prepare seminars and speeches on various topics related to a specific day.

\*The institution follows and at times improvises in its effort to fulfil the broadly defined objectives of all specific programmes and courses offered.

b) Explain the efforts made by the institution to capture the Outcome based education in teaching and learning practices.

\*Teachers and students are given orientation to understand outcome-based teaching and learning practices.

\*Teachers are encouraged to design sessions that could facilitate outcome-based education. Add on Courses sponsored by the UGC and other collaborators, have been proving effective for OBE.

\* IT Enabled English Language Skill Development sponsored by the UGC and run by the English department helps in realizing OBE goals, with students having to download the ORELL Digital lab app to improve their learning.

\*The app has teacher consoles for the faculty to be actively engaged in the teaching-learning process.

\*Teachers constantly monitor the progress of the learners. Academic Audit (department wise) is done to assess and analyse OBE.

\*The institution conducts value-based courses, bridge courses and add-on course in addition to undergraduate and post graduate courses as envisaged by the University of Kerala.

\*The institution through its dedicated efforts augments not only the learning but also the soft as well as the much-required life skills of the students for successful career.

\*The methodology and means deployed by the institution are fruitful to the students as is evident from its above par academic results and student progression.

c) Describe any good practice/s of the institution pertaining to the Outcome based education (OBE) in view of NEP 2020.

\*The institution plans to have short term teaching practice sessions for the students of BA English and Communicative English, as they have an English Language Teaching course.



\*It also plans to have more internship programmes in the coming years.

\*The college with well-established vision and mission has pledged its service in the education sector.

\*The dedicated faculty of the college leaves no stone unturned when it comes to enhancing the quality of teaching and learning keeping in mind the outcome-based education.

\*Peer-group teaching, Tutor-ward system, various bridge courses and value-based courses offered by the institution supplement and girdle the outcome-based education of NEP 2020.

## **20.Distance education/online education:**

a) Delineate the possibilities of offering vocational courses through ODL mode in the institution.

\*The college proposes to offer courses in ODL mode using the potential of technology and social media.

\*ODL models could play an important and viable role in improving the practical skills of students.

\*It provides opportunities to a vast number of people, hitherto unreached to take advantage of education and training as well.

\*This mode should emphasize skill, capacity building, training, employability and continuing education which enable one to develop skills attuned to the needs of the society.

\*This ultimately contributes to social and economic development and to the creation of a knowledge-based society.

b) Describe about the development and use of technological tools for teaching learning activities. Provide the details about the institutional efforts towards the blended learning.

\*Students are provided with learning material available on the web beforehand and topic discussion is done in live class.

\*Online learning platforms such as Google Classroom and Moodle are extensively used by teachers for their courses. Efforts have been made towards offering courses in the blended mode.

\*Blended learning is the effective combination of education and educational technology. Future learning should be differentiated by how varied aspects are blended.

\*It facilitates an independent and collaborative learning experience. It increases the accessibility to the course content and materials.

\*The institutions ensures that the instructors are provided with pedagogical training and consultation as well as technical support with online modules.

\*This enables a learning-centred approach, where both teachers and students will have complementary responsibilities in a blended course.

c) Describe any good practice/s of the institution pertaining to the Distance education/online education in view of NEP 2020.

\*As an affiliated college the institution does not possess the permission to conduct Distance education courses.

\*The various departments of the college make use of digital technology to impart education through online mode.

## Extended Profile

### 1. Programme

1.1	539
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	1371
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	98
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	442
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	64
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	60
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	42
Total number of Classrooms and Seminar halls	
4.2	Rs 9.69629
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	27
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

St John's College has been catering to the needs of students, especially to those belonging to the minority sections of society, as per Government norms. This being a pandemic year, the curriculum was online based but without sidelining or overlooking the scholastic and co-scholastic activities of students. There is continuous evaluation along with external examination every semester. The internal examinations are conducted in the University Exam model bearing the same weightage and duration. Proper feedback is provided to the students after the internal exams. Online assignments are made compulsory in at least one semester for students to get a taste of the ICT learning that has changed the educational scenario everywhere, and this was rigorously followed this academic year as well. These assignments were evaluated and online feedback is also given. The curriculum which is IT integrated, caters to the contemporary needs of students. The feedback system has been completely digitalized for the flexibility of catering to different stakeholders, like students, faculty, parents and alumni. Programmes for the development of scholastic and co-scholastic development of students are an integral part of the curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-1/1.1.1/BROCHURE.pdf">http://stjohns.ac.in/aqar/2020-21/Criteria-1/1.1.1/BROCHURE.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar of the College is largely based on that of the University of Kerala to which it is affiliated. The University Academic Calendar is usually updated in the Whats App group of the teachers. The Continuous Assessment (CIE) comprises internal examinations and anonline assignment/student presentation for each course. The mentoring system in the College facilitates this effectively. Preparation of the timetable and allocation of courses

among teachers are done by the Heads of Department (HoD) at the beginning of every semester. As it was the pandemic period, the soft copies of the timetables of online classes were mailed to office@stjohns.ac.in and the hard copies sent to the DDE. In spite of having online classes, the institution saw to it that the usual offline activities were conducted online. Webinars, Inter Department Literary Fest, NSS virtual activities, Career Guidance Orientation webinars and even celebrated Festivals online. The Academic Council strictly monitored the smooth functioning of each programme. Frequent virtual Council and staff meetings were held throughout the year to discuss conduct of Internal Examinations Online (via Google Form and Email) and the general conduct of other activities as well.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-1/1.1.2/Handbook_2020-2021.pdf">http://stjohns.ac.in/aqar/2020-21/Criteria-1/1.1.2/Handbook_2020-2021.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

47

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In spite of a global pandemic and nationwide lockdown, our institution ensured to cater to the online needs of students with sufficient focus in gender, ethics, human rights, environmental education and climate change. Shifting the academic perspective to a

whole new outlook of virtual conferences and webinars was the need of the hour. Many departments organized virtual seminars or webinars which roped in multitudinous academic disciplines and academicians of great prominence.

The NSS (National Service Scheme) took it as a matter of utmost importance to organize several virtual events which helped the NSS members/students to stay connected with the social outreach motive of the scheme. The department of Physics organized an international webinar on Material Science which comes under the preview of environmental education. The department of Politics and Public Administration organized an international webinar series in "Emerging Research Methods in Social and Political Sciences". The department also organized national webinar on "New Age Governance in the time of Covid pandemic. The Emerging Relevance of UMANG in collaboration with the IIPA. The department of English organized an interdisciplinary webinar on "Reading Cricket" with focus on how literature and a sport can be taken for analysis. It also organized a virtual inter department literary fest named Era Novum. There were also a number of orientation classes by the Career Guidance and Placement Cell during the academic year. An orientation for the Faculty was also organized by Sraddha Talent Management Private Ltd.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

420

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-1/1.4.1_1.4.2/Student_Feedback_Links_2020-21.docx">http://stjohns.ac.in/aqar/2020-21/Criteria-1/1.4.1_1.4.2/Student_Feedback_Links_2020-21.docx</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded



<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
---------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-1/1.4.1_1.4.2/Faculty_Feedback_Links_2020-21.docx">http://stjohns.ac.in/aqar/2020-21/Criteria-1/1.4.1_1.4.2/Faculty_Feedback_Links_2020-21.docx</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

512

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

72

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

o We try to identify Advanced and Slow learners as early as possible

with the help of class room discussions, question and answer method and their previous year performance.

o Once the class progresses, class tests, monthly tests and internal examinations help in the identification of learning issues if any.

o Once the students advance to higher semesters the university examination marks of the previous semesters is also taken into account

o Once the advanced and slow learner students are identified, the teaching and monitoring techniques are discussed among the teachers and are put into practice at the earliest.

o Special attention through remedial coaching and extra classes are given to the slow learners.

o The major objective is to make them competent and self confident to face the exams and reduce the drop out ratio.

o Class tests are conducted based on previous years question papers and special notes are prepared to make them understand the subject better.

o Motivational talks are arranged for them to improve their confidence levels.

o Faculty members guide the students personally and the students are encouraged to discuss their problems.

File Description	Documents
Paste link for additional information	<a href="http://stjohns.ac.in/agar/2020-21/Criteria-2/2.2.1/Online remedial assignment Sem 3.png">http://stjohns.ac.in/agar/2020-21/Criteria-2/2.2.1/Online remedial assignment Sem 3.png</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1371	64

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centered methods simply means that students become more active, not just in doing learning activities, such as speaking, calculating, experimenting, and writing and creating videos and web-based materials, but also in thinking about and in shaping their own learning. We teachers still play a vital role, but we are now mentors, rather than the main players in the students' unfolding education. We believe in the adoption of studentcentric methods to enhance lifelong learning, thinking skills, diversity, student-student interaction, etc and also potentially empower students to shape the future in ways in which the planet and its inhabitants can coexist and thrive. Role Plays, Team work, Debates, Seminars, Quizzes, Case studies, Project works, Field Visits etc are some of the SCM adopted during these periods.

Specifically the students centric methodology include

#### 1. Experiential Learning

Project work

Internship or Field Projects in industry

Participation in competitions at various levels

Field Visits

Industrial Visits

#### 2. Participated Learning

Role play

Team work

Debates

Group work

3. Problem solving Methodology

Case studies

Analysis and Reasoning

Discussion

Quizzes

Research Activities

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-2/2.3.1/2.3.1(C).png">http://stjohns.ac.in/aqar/2020-21/Criteria-2/2.3.1/2.3.1(C).png</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In a world moving forward into an age evermore dominated by technology, the need to educate people in Internet/Information and Communication Technologies (ICT) is becoming increasingly pressing. Information and communication technologies can play a major role in education itself, providing newer and more efficient means of teaching. Introducing ICT into an education system is a lengthy and complex process requiring changes to the system itself, including leadership and organizational structure; infrastructure and curriculum materials; and practices and beliefs. Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute

- Projectors

- Desktop and Laptops
- Printers
- Photocopier machines
- Scanners- Multifunction printers are available at all prominent places.
- Seminar Rooms
- Smart Board
- Auditorium- It is digitally equipped with mike, projector, cameras and computer system.
- Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom
- NPTEL, Coursera, SAP, Udemy, Edx etc
- Digital Library resources (DEL NET, MYLOFT etc)

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

64

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

30

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

411

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- The college follows the stipulations of the university in the conduct of internal assessment.

- The students are made aware of the internal assessment process during the orientation programme conducted prior to the commencement of the course.
- The Internal Exam committee frames guidelines and time-table for conducting the assessment process in line with academic calendar of the University of Kerala.
- The internal assessment of 2018 and 2019 admission UG students was based on attendance, assignment and internal examination, while 2020 admissions are assessed based on their assignment and internal examination. The PG students are assessed on the basis of seminars, field trip reports, practical, records, internal exams and attendance.
- The schedules of the internal exams are intimated well in advance to both parents and students through student and PTA WhatsApp groups.
- HoD scrutinizes the question paper sent by respective teachers and uploads the pdf to the class WhatsApp groups at the assigned time.
- Students upload the pdf of the answer scripts by the scheduled time through online mode.
- As part of internal assessment online quiz using Google Forms were also conducted.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://stjohns.ac.in/agar/2020-21/Criteria-2/2.5.1/2.5.1_proof.docx">http://stjohns.ac.in/agar/2020-21/Criteria-2/2.5.1/2.5.1_proof.docx</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- Transparent and time-bound measures are adopted to redress the exam-related grievances.
- After the internal examination, the Principal sets a deadline for

distributing the valued answer scripts to the students for verification.

- The answers are discussed in the class and genuine grievances are redressed by respective teachers.
- Students cross-check the course-wise mark list and if any discrepancies are found is brought to the attention of the faculty advisor.
- Faculty advisor ensures that every student has gone through their marks and gets their signature on the mark list after redressing every grievance.
- The college has DLMC and CLMC to ensure that all exam-related grievances are addressed. So far, these committees have received no complaints from the students.
- Every department conducts PTA meeting by the end of the semester, where HoD along with all the faculty members sit with the students and their parents to collect the feedback of the semester, including the conduct of internal and external examinations.
- The college also maintains an open-door policy where the student can approach the Principal with any grievance and concern without undergoing any procedural delays.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Expected Programme and Course outcomes of all the courses as per the syllabus are uploaded on the college website. Academic audit report, syllabus with Programme and Course outcomes and academic calendar are conveyed to respective Departments at the beginning of academic year by the Principal. In the light of conveyed documents, the Department in staff meetings, discuss the corrective measures and strategies to be adopted for the communication and attainment of course and programme outcomes. Course outcomes are communicated to



first semester students through induction programme organized at the beginning of their academic journey. Level of attainment of course outcomes by outgoing students based on their results is also conveyed in the induction programme to motivate young students. Detailed discussion of programme outcomes are done in all classes at the beginning of every semester by concerned mentors. Detailed syllabus of every programmes are communicated to respective classes via Whatsapp group also. After publication of Continuous Assessment and end semester evaluation results of every semester, students seeking special attention in academic activities are identified and every department initiates remedial teaching and peer group learning accordingly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-2/2.6.1/Outcome/Botany.pdf">http://stjohns.ac.in/aqar/2020-21/Criteria-2/2.6.1/Outcome/Botany.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Expected Programme and Course outcomes of all the courses were uploaded on the college website and students were made aware of the same by mentors during induction programme. Detailed syllabus of every programmes were communicated to concerned students via Whatsapp group. As an initial step, level of attainment of outcomes was evaluated through continuous evaluation procedure and the results were analysed in respective departments and forwarded to DLMC. Students requiring special attention were found and the lists from every department were forwarded to CLMC, on the basis of which remedial teaching and peer group learning were initiated. After publication of every end semester evaluation results, result analysis was done by DLMC and forwarded to CLMC and the college council discussed analysed the data and suggestions were communicated to respective departments. The suggestions as well as feedback from students and mentors were examined in Department staff meetings and corrective measures were taken. The list of students progressing to higher education and employment is also documented in concerned departments. During 2020-21 academic years the result analysis shows all courses performing above university pass percentage.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-2/2.6.2/2.6.1_2018-21_BA_result.pdf">http://stjohns.ac.in/aqar/2020-21/Criteria-2/2.6.2/2.6.1_2018-21_BA_result.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

364

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-2/2.6.3/2.6.3-1.jpg">http://stjohns.ac.in/aqar/2020-21/Criteria-2/2.6.3/2.6.3-1.jpg</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[http://stjohns.ac.in/aqar/2020-21/Students\\_Satisfation\\_Surveybotany.pdf](http://stjohns.ac.in/aqar/2020-21/Students_Satisfation_Surveybotany.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College Research Council formulates policies for each academic year and the activities are monitored. The college was selected for

'Star college' scheme by DBT, Government of India in 2016 and as per the same, four fully equipped research labs were established in addition to the existing UG and PG labs in the departments of Botany, Zoology, Physics and Chemistry. This provided students, opportunities for field study, invited talk by eminent experts and industrial visits. The 'Kallada River Project' of department of Chemistry aiming at assessment of water quality parameters of Kallada river, the primary water source of approximately 50,000 families. The lecture series 'Science Sethu' is organized every Saturday in collaboration with DBT by InSTEM, Bengaluru to introduce recent trends in global research. The post graduate department of Environmental Science is conducting research and development activities aiming at assessment of micro-climatic impacts on fragile ecosystems. The department of Political Science and Public Administration is working in collaboration with University of Bergen, Norway.

Dr. Praveen S. G of Department of Physics has filed an Indian patent application on August 2021. The invention provides a single method to fabricate cost-effective H<sub>2</sub> sensor based on palladium nano crystals and a stabilizing reagent.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://stjohns.ac.in/agar/2020-21/Criteria-3/3.2.1/3.2.1-1.pdf">http://stjohns.ac.in/agar/2020-21/Criteria-3/3.2.1/3.2.1-1.pdf</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

5

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

<b>3.3 - Research Publications and Awards</b>	
<b>3.3.1 - Number of Ph.Ds registered per eligible teacher during the year</b>	
<b>3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
URL to the research page on HEI website	<a href="http://stjohns.ac.in/agar/2020-21/Criteria-3/3.3.1/312-1(Dileep).pdf">http://stjohns.ac.in/agar/2020-21/Criteria-3/3.3.1/312-1(Dileep).pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year</b>	
<b>3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
21	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year</b>	
10	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Many of our students worked as volunteers at Covid care units at Punalur Taluk Hospital and Covid First Line Treatment Centres (FLTCs). In the wake of the rising domestic harassment and cybercrimes against women in the lockdown, the students, in collaboration with the management and the NSS unit of the college executed a number of activities- surveys, discussions, debates, rallies, door-to-door awareness campaign, social media campaigns etc- to generate awareness on the need for holistic approach to curb the menace of crimes against women. Visits to the local old- age homes not only made the children understand the impact of the pandemic on the most vulnerable group- the elderly citizens, the distribution of essential food items also gave them a chance to contribute to their welfare. With the help of doctors working in the government sector, our students released a video on vaccination awareness. Even in the midst of the pandemic, our students visited as many as 500 houses and establishments in the area, engaging with the general public and spreading awareness on the need to get vaccinated.

1. FB post on vaccination Drive.

[https://m.facebook.com/story.php?story\\_fbid=pfbid02V5xomQVdYquosgXL6ZSM3HHHZvy37bQVBPSp52hy7b62RqDHuhkbfvwJU5RYNaEdl&id=100064590572550](https://m.facebook.com/story.php?story_fbid=pfbid02V5xomQVdYquosgXL6ZSM3HHHZvy37bQVBPSp52hy7b62RqDHuhkbfvwJU5RYNaEdl&id=100064590572550)

2. Public awareness regarding crime against women

<https://youtube.com/shorts/XS0Df0HFq70>

3. Stand with her campaign

<https://youtu.be/4oGJuQk6Eg0>

File Description	Documents
Paste link for additional information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-3/3.4.1/3.4.1._Covid_volunteers/PHOTO-2022-07-25-14-55-00.jpg">http://stjohns.ac.in/aqar/2020-21/Criteria-3/3.4.1/3.4.1._Covid_volunteers/PHOTO-2022-07-25-14-55-00.jpg</a>
Upload any additional information	No File Uploaded

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

44

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

150

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

3

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

### INFRASTRUCTURE AND LEARNING RESOURCES



## 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college is in possession of 30 UG classrooms in addition to 8 PG classrooms. Also, there are seven laboratories and one computer lab with 30 computers catering to the academic needs of the students. There are 13 department staff rooms for faculty members belonging to various disciplines. A well-furnished library is equipped with computerised cataloguing and lending technology for easy access and distribution of reading materials. It also provides other digital services. An internet browsing centre with six computers can be utilised by the students in order to surf the internet. The college has incorporated all possible measures to ensure safe use of the internet. It is a matter of achievement that the college has initiated the construction of three modern research labs which are incorporated with state- of - the -art equipment to augment the research culture of the institution. An audio-visual room with 300 seating capacity is sufficient enough to conduct various academic and non-academic meetings.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://stjohns.ac.in/agar/2020-21/Criteria-4/4.1.1/Seminar Hall.JPG">http://stjohns.ac.in/agar/2020-21/Criteria-4/4.1.1/Seminar Hall.JPG</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has an audio-visual room with a seating capacity for 300 people. The college also has a large auditorium with a capacity of over 1000 people which is used for conducting various programmes of the college. Moreover, the auditorium is provided to host programmes after carefully scrutinising applications of various sister institutions along with the local body and other government offices. The college always favours the overall development of the students. A gymnasium with all necessary and modern equipment is incorporated keeping in mind the needs of the students and faculty. It is also regularly updated as and when required. A womens resting and dining room is designed with a woman friendly environment to cater to the needs of girl students. The college also provides separate toilet complex for both boys and girls. The college also has a 200 m athletic track cum football ground with a dimension of 110 m × 50 m.

A multipurpose playground that can be used for volleyball and ball and 7's football is possessed by the college with a dimension of 110m × 30 m.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-4/4.1.2/Auditorium.JPG">http://stjohns.ac.in/aqar/2020-21/Criteria-4/4.1.2/Auditorium.JPG</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

13

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-4/4.1.3.xlsx">http://stjohns.ac.in/aqar/2020-21/Criteria-4/4.1.3.xlsx</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

Rs 9.61639

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Mar Baselios Catholicos Memorial Library of our campus has a total area of 743.22 m<sup>2</sup>. We have a reading space of 185.81m<sup>2</sup>. Carpet Area of Stack Room is 278.71 m<sup>2</sup>. Our Library is fully automated. In 2011 we have installed LIBSOFT Library software for our daily routines like issue and return of books. Running version of the LIBSOFT Software is SV5.1. LIBSOFT is an integrated, multi-user, user-friendly Library Management Software Package. We use OPAC (Online Public Access Catalog) is an online bibliography of a library collection that is available to the Teachers and Students. We have e-reading room facility with six systems, and it is also helpful for reading online journals and articles from N-List. The college has subscribed N-List of INFLIBNET which is an electronic resource management package of e-journals and e-books. Access to N-List is permitted on all regular working days.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://stjohns.ac.in/agar/2020-21/Criteria-4/4.2.1/Libsoftware%20updated%20bill..pdf">http://stjohns.ac.in/agar/2020-21/Criteria-4/4.2.1/Libsoftware updated bill..pdf</a>

### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Rs 60,953

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

SJC Information Technology services provide secure and seamless access to information resources in all forms and provide exceptional support to faculty and staff. All PCs are connected to Local Area Network (LAN). Campus wide Wi-Fi is given to faculty on their laptops and mobile phones. The Wi-Fi facility is updated according to the requirement and it was last updated in 2021. College has a fibre optic high speed Internet connection of 200 mbps bandwidth which is distributed throughout the campus using wired and Wi-Fi connectivity. There are 14 Wi-Fi access points. All staffrooms are provided with network connected PC's with centralised UPS supply. Digital access facility with 6 computers with high speed internet connectivity has been setup within the library. Students are free to access these terminals during working hours.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-4/4.3.1/12mbps_April_2020.pdf">http://stjohns.ac.in/aqar/2020-21/Criteria-4/4.3.1/12mbps_April_2020.pdf</a>

**4.3.2 - Number of Computers**

27

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

Rs. 0.07990

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college management as well as the teaching community is keen to provide a conducive learning ambience to the students through the up gradation and augmentation of existing infrastructure and learning resources. Several new projects have been initiated in the current year (2020-21), both academic and miscellaneous, that would help improve teaching quality and enhance the performance of students.

Classrooms, furniture and other equipment are allotted to the departments to ensure their optimal utilization for conducting curricular and co-curricular activities. The HoDs are expected to report to the Financial Administrator the requirements for repair and maintenance in laboratory as and when required. Though preference for the utilisation of laboratories is given to our students, those from other institutions also are permitted to use the facilities of labs with special permission. The Library Advisory Committee meets once in every month and reviews the functioning of the library, facilities available and suggests required measures to update the library. Regular upgradation of the computers is done on the basis of the suggestions from the Heads of the Departments and lab technicians. The College has a well-qualified Physical Education department which trains and motivates the students for various inter-college sports competitions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://stjohns.ac.in/agar/2020-21/Criteria-4/4.4.2/supporting doc of 4.4.2.doc">http://stjohns.ac.in/agar/2020-21/Criteria-4/4.4.2/supporting doc of 4.4.2.doc</a>

## STUDENT SUPPORT AND PROGRESSION

<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
1159	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
19	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>

File Description	Documents
Link to Institutional website	<a href="http://stjohns.ac.in/agar/2020-21/Criteria-5/5.1.3.xlsx">http://stjohns.ac.in/agar/2020-21/Criteria-5/5.1.3.xlsx</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

192

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

192

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**B. Any 3 of the above**



File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

100

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

5

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

8

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The college possesses a Students Union which is elected purely following the democratic means. The election procedure strictly follows the Lyngdoh Commission report. To guide the College Union a

Staff Advisor has been appointed by the Principal. The composition of the college union is as follows, Chairman, Vice-chairman, General Secretary, Arts Club Secretary, Magazine Editor, University Union Councillors (2 posts), Lady Representatives (2 posts) and Class Representatives. The College union is entrusted with the responsibility of conducting and organizing various events/ initiatives. The fund for the college union activities is allocated by the University and the deficit is managed by the college. Apart from the college union, all the departments also elect an association secretary who is responsible for leading the events organized by the Department. Students Council is entrusted with the organization of Co-curricular and Extra Curricular activities. Students are divided into four houses for the smooth conduct of Annual Sports, Athletics and Cultural competitions. The following academic and administrative bodies have student representatives in them. They are: Grievance Redressal Cell, Women's Grievance Redressal Cell, Anti-Ragging Cell, Anti-Ragging Squad, IQAC, College Union, College Magazine, Organizing committees of various socio-cultural, co curricular and extra-curricular programmes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### **5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

#### **5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has an alumni association- Anchal St. John's College Students Association (ASCOSA). The association has two chapters-the UAE chapter and the Trivandrum chapter. The UAE chapter provides financial assistance to the meritorious students with brilliant academic performance. It is an encouragement for the students to perform their best in both the internal and University examinations. The feedback from the alumni is received with dignity and due consideration is accorded during the implementation. Also, all the departments also have individual Department Alumni Association. The service of the former teachers is available to the college on request. Several of our accomplished alumni come to the college and share their ideas and success with the students giving a lot of inspiration and this is a source of immense encouragement. They give feedback on curriculum and facilities available on the campus and contribute to the improvement of infrastructural facilities. There are general meetings and departmental level meetings. This year these were organized on an online platform. Alumni members also contribute in non-financial ways. They support during conferences, seminars, and other programmes organized by the various departments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Our motto and vision stress the role of each stakeholder to be a

light in the midst of darkness, ignorance and evil practices. So, we strive towards empowering each member of our college community through all the possible means available and make each and every member share the authority and responsibility in achieving the common vision.

Our institution focuses on the all-round development of each of our students. Management coordinates the planning process after collecting suggestions from the teachers and students. The Principal is assisted by College Council which has representation from each department. Staff meetings and student interactions help in the governance of the institution. In addition to these streams, there is a strong Parent Teacher Association which supports the Principal in the effective management of the college. The administrative staff under the supervision of the Assistant Superintendent is supporting the principal in the smooth functioning of the office system. Different clubs in the college help in the coordination of extracurricular activities. Participative management is adopted in decision-making.

As the college is located in a rural area, we adopt various programmes for the well-being of the village people around our institution for community development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college managing board consists of principal and Bursar to formulate the board policy matters. The general management of the college is vested with managing board. The principal, the college administration, the staff council, IQAC and student representatives participate in various administrative, academic and quality enhancement programmes of the college. The council has a well defined and decentralized organizational set up to implement the academic, administrative and financial policies of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College Strategic Plan sets out a framework of priorities for the college, its divisions and departments. The Principal and the IQAC Coordinator along with other members of the IQAC held numerous sessions in this context and several action plans were formulated in 2021. The committees ensured that the plans were implemented and that appropriate institutional resources were allocated to accomplish the mission level priorities. At the same time it was also realized that the IQAC would have a primarily supervisory role. Many of the goals outlined above fall within the domains of already existing committees. Therefore, the goals mentioned in the strategic plan will be realized through the duly formed committees.

- Enhancing students appreciation in arts and aesthetics
- To integrate research into the teaching practice more effectively.
- To provide more opportunities for developing leadership qualities among our students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="http://stjohns.ac.in/aqar/2020-21/Part-A/PartA-9-ATR-2020-2021.pdf">http://stjohns.ac.in/aqar/2020-21/Part-A/PartA-9-ATR-2020-2021.pdf</a>
Upload any additional information	No File Uploaded

### 6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Organogram is an administrative diagram of the college which describes the decentralized structure of administration. The College Managing Board consists of the Manager, Principal and Bursar to formulate the broad policy matters. The general management of the

college is vested with the Managing Board whose ex-officio president is the Manager. The college administration is a cooperative effort of the Principal, teaching, non-teaching staff and students with the cooperation and support of all stakeholders in pursuit of a common objective. It is necessary that all aspects should be organized in order to attain the desired goals. The college managing board consists of the Principal and Bursar to formulate the broad policy matters. The Principal also looks after the various Committees formed which include IQAC, General Body, Advisory Committee, Development-cum-finance Committee, Committee for SC/ST, Magazine Committee, Library Committee, Internal Complaint Committee, Research Journal Committee, Sports Committee, Time- Table Committee etc. The Principal, the college council, the college administration, the staff council, IQAC and student representatives participate in various administrative, academic and quality enhancement programmes of the college. The council has a well defined and decentralized organizational set up to implement the academic, administrative and financial policies of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://stjohns.ac.in/iqac-cycle-3/organogram.pdf">https://stjohns.ac.in/iqac-cycle-3/organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**E. None of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

#### 6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has been providing exemplary welfare measures for teaching and non-teaching staff to inculcate employee morale and motivation. Management provides financial assistance for Newly appointed Teachers and Non-teaching staff of this institution till they draw their salary. This would result in improved commitment and attachment to the institution. One of the primacies of our welfare measures is the flexible working time for the staff. Convenient work time has been arranged to refresh themselves and relieve from monotonous work. Maternity leaves have been sanctioned for looking after newborn babies without further delay and clerical work. The staff has been provided adequate canteen facility. The institution offers a women-friendly workplace that is free from disparity and all their concerns are considered with due importance. Employee resentments and grievances were addressed and resolved with utmost care. The difficulties that would be caused by overcrowding of the workplace have been elicited by necessary arrangements. The teaching and non-teaching staff are also backed by giving education facilities to their children in the institution. Proper lighting and ventilation facilities are ensured for a conducive working environment. Sufficient remuneration has been ensured for guest teachers.

File Description	Documents
Paste link for additional information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-6/6.3.1/6.3.1_proof.pdf">http://stjohns.ac.in/aqar/2020-21/Criteria-6/6.3.1/6.3.1_proof.pdf</a>
Upload any additional information	<a href="#">View File</a>



**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

10

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- The performance appraisal of the staff is conducted on the basis of the feedback received from various stakeholders.
- The Principal assigns duties to the staff on the basis of identified merits. The head of the institution monitors the functioning of various committees and regularly provides necessary impetus stimulating the staff for enhanced performance.
- The appraisal of the staff is based on the performance in curricular, co-curricular and extra-curricular events focusing on faculty orientation towards research, administration, management and social service.
- The performance appraisal reports are having a profound influence upon the performance output of every staff.
- It helps in acknowledging the strength and weakness of individuals and strategies to be adopted to reorient themselves for better performance.
- The Principal formally and informally communicates with the staff and appraises them regarding their performances.
- The performance appraisal based system of promotion has been instrumental in providing faculty with opportunities for searching and acquiring levels of excellence and gaining an understanding of the areas that need improvement

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

A core committee was formed by the management to monitor the financial aspects of the College in a regular manner. This committee has been functioning in an efficient manner, conducting regular internal audits to maintain a healthy financial system in the College. The external audit is conducted by the Deputy Director of Collegiate Education and by the Accountants General of India for the funds received from the Governmental sources. All accounts relating to the government are periodically audited by the office of the Deputy Director of Collegiate Education. The College's financial and statutory compliance components are audited by the Statutory Auditors.

File Description	Documents
Paste link for additional information	<a href="http://stjohns.ac.in/agar/2020-21/Criteria-6/6.4.1/6.4.1%20attachment%20(Proof)%20Resource%20Mobilisation%20Policy%20(3).docx">http://stjohns.ac.in/agar/2020-21/Criteria-6/6.4.1/6.4.1 attachment (Proof) Resource Mobilisation Policy (3).docx</a>
Upload any additional information	<a href="#">View File</a>

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

**NIL**

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The state government, RUSA, DST-FIST, KSCSTE, KSHEC, NSS, PTA, alumni, management, and others are the key sources of funding for the college. The college's planning board is in charge of evaluating, organising, carrying out, and monitoring the fundraising efforts of the institution. The planning board, in collaboration with the FIST committee, RUSA committee, and purchase committee, distributes funds from the central government to various departments for infrastructure development, such as labs and equipment purchases, as well as for academic resources like books and journals. Distributing the funds among the departments is based on the proposals that have been submitted by each department. The stakeholders are involved for the best use of the resources that are available.

File Description	Documents
Paste link for additional information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-6/6.4.3/6.4.3_attachment_proof.pdf">http://stjohns.ac.in/aqar/2020-21/Criteria-6/6.4.3/6.4.3_attachment_proof.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.5 - Internal Quality Assurance System

#### 6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

College IQAC regularly monitors the quality assurance by analyzing the results of the bridge courses, tutor ward system, University results, sports performances, co-curricular activity results etc. Under the IQAC leadership the Service Matter Committee regularly monitor the and do the necessary for attaining the career advancement requirements. This Include orientation, refresher, certificate courses information and scheduling the teachers for the

same. IQAC also regularly conduct data and support for the teachers regarding the research publication, workshops, international seminars etc. IQAC also verify each of the teachers academic progress in timely manner and do all the necessary data analysis for the promotions on time.

File Description	Documents
Paste link for additional information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-6/6.5.1/6.5.1 proof.pdf">http://stjohns.ac.in/aqar/2020-21/Criteria-6/6.5.1/6.5.1 proof.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC has constantly encouraged the faculty to participate actively in various orientation programmes, Refresher programmes, Webinars and online training programmes for the regular upgradation of domain knowledge and for acquiring greater expertise in their fields. Majority of the faculty benefited with these initiatives and gained expertise in different avenues of online teaching processes which helped them in the advancement of their career. IQAC has also initiated the implementation of various programmes for the students, for instance seminars, webinars, guest lectures, conferences, etc. and tried to implement and enhance the use of ICT tools for strengthening the teaching-learning process. Under the initiative of IQAC, a committee was formed to explore the possibilities of conducting online webinars, assemblies and PTA meetings and to formulate concrete policies and measures for the strengthening of the system and rendering it student friendly. Webinars were conducted by various departments and NSS unit of the college in diverse themes including the awareness of environment, gender equality, social issues and inequality and injustice in the society. IQAC has initiated an important step for collecting the feedback from various stakeholders. The feedback covered various aspects of teaching, curriculum and skill-based parameters, along with relevant suggestions and recommendations.

File Description	Documents
Paste link for additional information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-6/6.5.2/PartA-9-ATR-2020-21.pdf">http://stjohns.ac.in/aqar/2020-21/Criteria-6/6.5.2/PartA-9-ATR-2020-21.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-6/6.5.3/anchal_letter_2021.PDF">http://stjohns.ac.in/aqar/2020-21/Criteria-6/6.5.3/anchal_letter_2021.PDF</a>
Upload e-copies of the accreditations and certifications	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Over 80 percent of the institution's student body is female. The college is committed to ensuring the wellbeing of women students by safeguarding their security, improving their health (physical and psychological), and nurturing their leadership skills. This is accomplished through the activities of several committees, clubs and facilities on campus. The Women's Study Unit routinely conducts awareness classes on a variety of topics related to women's welfare, including health, protection against harassment, and gender sensitization. It strives to promote women entrepreneurship by

organizing special sales during Onam and Christmas celebrations. The Counselling Cell convenes regular sittings led by trained psychologists to resolve any possible psychological issues faced by female students. The institution has a zero tolerance policy toward verbal, physical and sexual harassment. Students may approach the Anti-Sexual Harassment Cell for prompt redressal of instances of sexual harassment. Verbal and physical harassment may be reported to the Anti-Ragging Cell. CCTVs have been installed throughout the campus as a security measure to deter potential miscreants. The institution has a well-equipped gymnasium which may be utilized by women students to enhance their physical fitness. The Common Room is a safe restorative space designated specifically for women.

File Description	Documents
Annual gender sensitization action plan	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-1/1.1.2/Handbook_2020-2021.pdf">http://stjohns.ac.in/aqar/2020-21/Criteria-1/1.1.2/Handbook_2020-2021.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-7/7.1.1/7.1.1.jpeg">http://stjohns.ac.in/aqar/2020-21/Criteria-7/7.1.1/7.1.1.jpeg</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**Solid waste management:** The College has a policy to consistently maintain a "Clean, Green and Plastic Free Campus." In keeping with the directives from the state government, the institution encourages students, faculty and non-teaching staff to abstain from utilizing

single-use plastic products. They have been notified to use steel water bottles and lunch boxes instead of plastic ones. All functions organized on campus utilize cloth flexes and banners in place of plastic ones. The district administration of Kollam has been spearheading a campaign against non-biodegradable materials including plastics and flex boards. Plastic and paper waste generation is further curbed by using steel cups and plates for serving food at functions. Colour coded bins have been installed in the campus to facilitate the smooth segregation of waste into degradable and non-degradable types. Degradable waste is put into green bins, while nondegradable waste is put into blue bins. Non-degradable waste materials are handed over to the municipality while degradable waste is used to power the college bio-gas plant. The Bhoomithrasena Club and the NSS play an important role in keeping the campus precincts clean.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered

C. Any 2 of the above



- vehicles**  
**3. Pedestrian-friendly pathways**  
**4. Ban on use of plastic**  
**5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of**

C. Any 2 of the above

reading material, screen	reading
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>	
<p>The institution strives to promote amongst students, an appreciation for the plurality and multiculturalism intrinsic to the Indian nation, while also encouraging them to cultivate a high regard for their own regional and cultural heritage. The notions of unity in plurality and acceptance of differences are central to our ethos. This message is amplified amongst the student community by means of a number of programmes conducted on campus.</p>	
File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<p>7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens</p>	
<p>The values cherished in the Constitution, such as the spirit of egalitarianism, rejection of all manner of discrimination, loyalty and responsibility to the country, cultivation of scientific temper, protection of the natural environment, etc, form the life blood of our democracy. Each year, by facilitating various programmes that highlight these principles, the institution strives to help students grow into responsible and conscientious citizens of the Republic of India.</p>	

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-7/7.1.9/7.1.9constitution_oath.jpeg">http://stjohns.ac.in/aqar/2020-21/Criteria-7/7.1.9/7.1.9constitution_oath.jpeg</a>
Any other relevant information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-7/7.1.9/7.1.9covid_certificate.jpeg">http://stjohns.ac.in/aqar/2020-21/Criteria-7/7.1.9/7.1.9covid_certificate.jpeg</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

**The institution ensures that all days of national and international importance and commemorated appropriately. Independence Day, Republic Day National, Ekh Bharat Sreshta Bharat, National Science Day and Women's day are some of the important days given special attention. This is with a focus on the vision and mission of the institution which envisages inculcating higher values in students and sensitising the faculty in this direction. Various organisations like the NCC, NSS, Women's Development Cell (WDC), clubs, associations and departments play leading roles in the events, days**

and programmes concerning them and make arrangements to include and enable the participation of all students and faculty.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### 1. "KAITHANGU"

Noon Meal Programme is a venture that integrates social service and social commitment. It emerged as a service for the people with special needs in the absence of governmental assistance. To bridge this gap, resource within the institution can join to meet the needs of impoverished populations in the immediate locality. Thus, the students of the institution are enlightened to channelize their energy to make a significant contribution to ameliorate the financial burden of patients and their families in the immediate surroundings by providing food packets on daily basis. Furthermore, the endeavour aspires to equip the student community for the development of a responsive and accountable civil society.

### 2. Snehavedu ( House of love)

This is a best practice that is undertaken by St John's College for constructing a home for one student who belongs to a financial backward family by collecting money from students, teaching and non-teaching community, and well-wishers. The programme is directly monitored and executed by the NSS unit of the college. The home is with 600 sq. feet by utilizing 7 lakhs for our BCom. Student Ms. Anu.

File Description	Documents
Best practices in the Institutional website	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-7/7.2.1/7.2.jpeg">http://stjohns.ac.in/aqar/2020-21/Criteria-7/7.2.1/7.2.jpeg</a>
Any other relevant information	<a href="http://stjohns.ac.in/aqar/2020-21/Criteria-7/7.2.1/7.2.snehaveedu.jpeg">http://stjohns.ac.in/aqar/2020-21/Criteria-7/7.2.1/7.2.snehaveedu.jpeg</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Live and let others is the motto of the college. The institution is focused on its charity activities to its students and the public. Thus the activities carried out by the institution is collectively under a single umbrella locally named as 'Pachamarathanalil' - Under the green tree - Charity & other helping hands from the college in addition to education and learning. Which is summarised in following headings as,

#### 1. Flood Relief

1. 23 August 2018 - Distribution of food and cloaths
2. 13 August 2019 - Flood relief programme - St.John's College Anchal flood relief material collection center and handed over the collected materials to Kollam District collector 23 Nov 2018

#### 2. Blood Donation

1. 23 NOV 2018 - In collaboration with Taluk Hospital Punalur 44 students donate blood
2. 16 January 2020 - Donate Blood to Anchal St.Joseph Hospital - 35 students Donated
3. Periodic Blood donation Based on need by the students of the college - Blood group repository is kept in campus for necessary situation in nearby Hospitals

#### 3. Palliative care

#### 4. Anti drug Programmes

#### 5. Helping hands to Orphanages

1. Amma old Age home for mothers
2. Arpitha - Orphanage

#### 6. Covid relief activities

#### 7. Financial aid to students

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. A plan of action related to academic activities will be formulated based on inputs from the various stakeholders and a committee will be constituted to prepare a concrete working plan, the committee will also oversee the implementation of the plan of action.
2. Seminars, workshops and talks shall be organised in online mode. Possibilities for conducting programmes with direct participation of students will be explored and arrangements will be done for offline activities as far as possible.
3. The infrastructural requirements of the college will be assessed and prioritized so as to realize proper improvement of the existing infrastructural facilities.
4. All construction and maintenance activities with funding from external agencies will be followed up and efforts will be made to complete all works in a time bound manner.
5. Official and academic support for the career advancement of the faculty members will be provided and the IQAC will take the lead in organising and arranging support for the concerned faculty.
6. The academic progress of the students will be monitored and systems with regard to effective online teaching learning will be formulated.