

Quality initiatives by IQAC per year for promoting quality culture 2014-15

1. Annual Academic Planning (09/06/2014)

Annual Academic Planning meeting of St. Pius X College took place in Principal's chamber under the auspicious presence of our patron Arch Bishop Mar Mathew Moolakkattu and our manager Bishop Joseph Pandarasseril. Newly appointed principal Dr. Thomas Mathew welcomed the gathering. A brief outline of the proposed activities for the academic year 2014-15 was presented by the Principal Dr. Thomas Mathew. Department heads presented the department wise action plan. Deliberate discussions took place regarding various proposals and annual academic calendar was prepared. Manager Bishop Joseph Pandarasseril reminded the gathering about the new changes implemented by UGC in the area of higher education. Arch Bishop Mathew Moolakkattu congratulated Dr. Thomas Mathew for being appointed as the Principal. Dr. George Mammen, the IQAC Coordinator proposed vote of thanks.

2. Discussion on Walk with Scholar Programme (31/07/2014)

A discussion took place in the seminar hall on how to successfully implement walk with scholar programme in our college. Mr. Biju Joseph and Mr. Shino P Jose gave instructions to the teachers. Mentors were given with mentee list that they have to monitor regularly. The discussions in the meeting were fruitful. Mrs. Jincymol Philip proposed the vote of thanks.

3. Scholar Support Programme (01/08/2014)

A discussion took place during the afternoon session in the principal's chamber regarding the scholar support programme. Scholar Support Programme is implemented with an intention to identify and uplift students who are weak in their studies. Mr. Ajith Kumar, Assistant professor Physics department gave instructions to the teachers and led the discussions. Teachers were asked to conduct the meeting of the students allotted to them regularly and support them in their academic related matters.

4. Energy Conservation initiative through solar power generation (2014-2015)

In order to reduce the high dependency on electricity for power requirements our college installed solar panels in the roof top for power generation. The functioning of solar power system was inaugurated by our manager Bishop Joseph Pandarasseril in the presence of our newly appointed local manager Fr. Shaji Vadakkethotty. The electricity requirement of our college, office and auditorium can be fulfilled through new solar panels.

5. Orientation Programme for New Teachers (04/07/2014)

Orientation programme for the newly appointed guest teachers took place in principal's chamber on 04/07/2014. Dr. Fed Mathew, Head, English department handled the session. Duties and responsibilities of the teachers were explained. The unique specialty of this college, its vision, mission, core values etc. were explained. He also shared his experience as a teacher in this campus. The programme was informative and helpful for the teachers who joined the College this academic year.

6. Orientation Programme for First Year Students (29/07/2014 to 30/07/2014)

Two day orientation programme was conducted for our newly joined first year students. College Principal Dr. Thomas Mathew, Pro Manager Fr. Jose Chirappuram and PTA representatives addressed the gathering. Students were given a brief idea about the vision and mission of the college, what we expect from them, the rules and regulations which they have to follow, about the importance of discipline etc. Dr. Fed Mathew, Dr. George Mammen, Dr. Anil Kumar KK, Mr. Biju Joseph and Lt. Thomas Scaria handled the session. On the second day orientation programme took place on department wise. Teachers of the department gave them a brief idea about the course and the prospective which they may have in future because of learning the particular programme. Principal visited each section and had discussion with the new students. The programme was helpful for student community. They were able to acclimatize with the campus.

7. Eco friendly Initiatives (17/10/2014)

As a part of our environmental commitment college has decided to take up new ecofriendly initiatives and continue the existing practices. Teachers were asked to pool their cars for journey to and from the college. They were instructed to reduce taking photocopies and use electronic filing methods instead. Office staff was asked to conduct an audit of the light and energy use and then monitor the college's energy use on a monthly basis. Students and teachers were asked to avoid the use of plastic in the college campus. A decision was taken in the IQAC meeting to dig some pits in our college premises for harvesting rain water. It was also decided to plant tree saplings. The meeting decided to continue the practice of collecting organic and inorganic wastes separately and decompose it after proper treatment.

8. Clean campus drive (06/10/2014)

In order to keep the campus clean, students and teachers of the St. Pius X College actively involved in cleaning activities, planting of trees, creating awareness on waste disposal (degradable and non-degradable), ground water harvesting, etc. We ensure the cleanliness of, not only the surroundings, but also the class rooms, library, laboratories and auditorium. We also invite locally available eminent speakers to interact with our student volunteers on current issues. As the part of Gandhi Jayanti celebration our college, students and staff cleaned the college premises.

9. Faculty Development- IT Training (28/11/2014)

A faculty development programme took place in the college seminar hall for teachers. The programme aimed at improving the IT skills of the teachers especially to enhance their knowledge in using google drive facility. The FDP addressed the various aspects of Advancement in Information Technologies and promoted student centric effective teaching-learning pedagogy among the participants. In his inaugural address, Fr. Jose chirappuram, Pro Manager, stressed upon the need to make a paradigm shift from black board based teaching to modern ICT enabled teaching and the importance of using online tools for teaching and evaluation in present days. Teachers from computer science department led the training session.

10. Activation of extension activities (25/09/2014)

A meeting was held in the principal chamber to discuss about the extension activities and outreach programmes of the college. As per the discussion it was decided to conduct extension activities department wise. Mr. Siji Cyriac was placed in charge of coordination of extension activities of all the departments.

11. Augmentation of Infrastructure (10/11/2014)

A meeting was conducted in the chamber of principal for discussing about the augmentation of college infrastructure. Departments were asked to submit their requirements within a period of 3 days. In the meeting, it was decided to provide shelves to each department for keeping files and books. Principal Dr. Thomas Mathew Presided over the meeting.



Quality initiatives by IQAC per year for promoting quality culture 2015-2016

1. Orientation Programme for new teachers (09/07/2015)

Orientation programme for newly appointed guest teachers took place in principal's chamber on 09/07/2015. Dr. R Satheesh Kumar handled the session. Duties and responsibilities of the teachers were explained. The class of Dr. R Satheesh Kumar was interesting and motivating for new teachers.

2. Orientation programme for first year students (27/07/2015 to 28/07/2015)

Two day orientation programme was conducted for first year students. College Principal Dr. Thomas Mathew, Vice Principal Dr. R Satheesh Kumar and PTA representatives addressed the gathering. Students were given a brief idea about the college, what college expect from them, the rules and regulations which they have to follow, about the importance of discipline etc. Dr. Fed Mathew, Lt. Thomas Scaria, Dr. Asha Chacko, Mr. Thomas Chacko and Mr Thomas Mathew handled the sessions. On the second day orientation programme took place on department wise. Teachers of the department gave them a brief idea about the course and the Career Opportunities of the respective programmes. Principal visited each section and had an interaction with the new students. The programme was helpful for student community. Students were introduced to the facilities of the college.

3. Academic Planning (08/06/2015)

Academic Planning meeting of St. Pius X College took place in seminar hall. Manager Bishop Joseph Pandarasseril and newly appointed Pro Manager Fr. Abraham Parambettu were present in the meeting. Principal Dr. Thomas Mathew welcomed the gathering. A brief outline of the proposed activities for the academic year 2015-16 was proposed by Vice Principal Dr. R Satheesh Kumar. Department heads proposed department wise action plan. Teachers in charge of clubs also presented a brief plan of the activities. Deliberate discussions took place regarding various

proposals and annual academic calendar was prepared. IQAC coordinator Dr. George Mammen proposed vote of thanks.

4. Academic Audit (24/07/2015)

Academic Administrative Audit took place in college on 24/07/2015. Dr. Beena Mathew, Professor, Mahatma Gandhi University led academic administrative audit in our college. She went through the details of the curricular and co-curricular activities which took place in our college so far and gave us her valuable feedback. Her visit was very much useful since we were able to find out the areas which need to be improved and the areas which thrust have to be given. Principal Dr. Thomas Mathew accompanied her in the visit.

5. Service Rules (06/02/2016)

A workshop on Kerala Service Rule took place in our college on 06/02/2016 for teaching and non-teaching staff. Mr. Biju Joseph, Head, Department of management studies handled the session. Staff was divided into groups and discussions were encouraged. The doubts of the participants regarding service rules were clarified. The workshop was very helpful for teachers.

6. Academic and Administrative Audit by External Expert (26/11/2015 to 27/11/2015)

Academic Administrative Audit took place in college on 26 and 27th of November 2015. Dr. Jose James retired registrar of Mahatma Gandhi University, Kottayam led academic administrative audit in our college. He crosschecked the curricular and co-curricular activities took place in our college so far and gave us his valuable feedback. His visit was much useful since we were able to find out the areas which needed corrections and the areas which we need to give more focus. On the second day of his visit Dr. Jose James visited the office, checked the files and suggested corrections in few areas. IQAC coordinator Dr. George Mammen accompanied him in his visit.

7. IT Training for non-teaching staff (10/12/2015)

A training programme was given for our office staff to use micro soft excel application more effectively. Mr. Biju Joseph, Head, Department of Management Studies handled the session. Provided extra materials and exercises for teachers who lacked essential background knowledge or skills to use MS excel.

8. Training in Smart Board (05/02/2016)

Training was given to the teachers of our college to use smart board in classrooms for making teaching-learning experience more interesting and informative on 10/01/2015. Lt. Thomas Scaria, Head, Department of computer science led the class. He gave useful tips to teachers to make classroom experience more effective using the smart board. Lt. Thomas Scaria provided extra materials and exercises for teachers who lacked essential background knowledge or skills to use smart board. The class was beneficial for all.



Quality initiatives by IQAC per year for promoting quality culture

2016-17

1. Orientation Programme for new teachers (07/07/2016)

Orientation programme for newly appointed guest faculties took place in college seminar hall on 07/07/2016. Dr. Thomas Mathew, Principal, handled the session. Duties and responsibilities of the teachers were explained. The class was full of activities and lively discussions. The programme was informative and helpful for the teachers who joined the College this academic year.

2. Orientation programme for first year students (25/07/2016 to 26/07/2016)

Two day orientation programme was conducted for first year students. College Principal Dr. Thomas Mathew, Vice Principal Dr. Asha Chacko and PTA representatives addressed the gathering. Students were given a brief idea about the college, what college expect from them, the rules and regulations which they have to follow, about the importance of discipline etc. Dr. Fed Mathew, Dr. Sarala Gopalakrishnan, Dr. Vinod N.V, Mr. Shino P Jose and Mr. Thomas Mathew handled the session. On the second day orientation programme took place on department wise. Teachers of the department gave them a brief idea about the course and the career opportunities for their respective programmes chosen by them. Principal visited each section and had discussion with the new students. The programme was helpful for student community. Students were introduced to the facilities of the college.

3. Academic Planning (06/06/2016)

Academic planning took place in St. Pius X College on 06/06/2016 under the auspicious presence of our manager Bishop Joseph Pandarasseril, Pro Manager Fr. Abraham Parambettu and Local Manager Fr. Shaji Vadakkethotty. Principal Dr. Thomas Mathew, Heads and teachers in charge of various clubs and students organization proposed their plan of action for the next academic year. Serious discussions were held on each proposal and most of them were approved with some high-quality suggestions from the gathering. Manager addressed the gathering and talked over the vision of the management regarding the college.

4. Various Clubs (28/06/2016)

A staff meeting was convened on 28/06/2016. The coordinators of all the clubs functioning in our college presented their annual action plan for the year. A short discussion was also undertaken by the members of the staff regarding the modus operandi of the functioning of the clubs. The principal briefed the meeting about the need to engage the students through various clubs.

5. Revamping FINE (03/08/2016)

A meeting of the staff was held on (03/08/2016). The main agenda of the meeting was to discuss about the FINE program conceptualized as our best practice. The discussion centred around various proposals as to how the FINE program could be implemented successfully. The decision was taken to organize FINE without fail every week.

6. Infrastructure development (13/10/2016)

A council meeting was held on 13/10/2016. The aim of the meeting was to make proposals to the management to initiate the development of infrastructure in our college. The members reminded the management that the college is struggling due to lack of proper infrastructure and maintenance of the existing facilities.

7. Issues relating to Drugs (22/02/2017)

A meeting was held on 22/02/2017. A discussion was held and the members expressed their concern regarding the use of drug in the campus. The members decided to work together to create awareness among the students regarding the ill effects of this menace and the need to eradicate this from the campus. Various strategies were discussed and planned regarding this.

8. Use of indoor stadium (05/12/2016)

In a meeting held on 05/12/2016, a detailed discussion was done regarding the use of the indoor stadium in such a way that it is utilized optimally without causing damage by the students and teachers. It was decided to organize various university level competitions in the auditorium and allow students and teachers to make use of the auditorium.

9. Academic and administrative audit (21/02/2017-22/02/2017)

The IQAC initiated an Academic and administrative audit during the period 21/02/2017 to 22/02/2017. The audit clearly disclosed the strengths and weaknesses of the academic and administrative system. Measures were suggested by the members to improve the academic and administrative activities in such a way that proper well laid out result may be achieved.

10. Internal Financial Audit (10/02/2017 -20/02/2017)

Prior to the audit by the external agencies, an internal audit was undertaken for all the financial heads. A team of teaching staff was allotted to audit various activities like union, library etc. Corrections were suggested and remedial measures were undertaken to rectify the mistakes.

11. Academic planning (23/03/2017)

A meeting was held for planning the academic activities of the academic year 2017-18 on 23/03/2017. A detailed discussion was undertaken by all the members. Various responsibilities were allotted to various teachers and discussion was held regarding various major activities like examinations, fine arts, etc.



Quality initiatives by IQAC per year for promoting quality culture 2017-2018

1. Orientation program for new teachers (24/07/2017)

An orientation program was organized for the newly inducted teachers on 24/07/2017. The Principal briefed them the basic skills and attitude to be developed by the teachers of higher education to meet the current challenges of higher education. Mr Biju Joseph took a class on how to be a good teacher.

2. Orientation program for Ist year students (25/07/2017 – 26/07/2017)

An orientation program was conducted for the newly inducted first year students. The classes were conducted by various senior teachers on various topics such as Curriculum and syllabi, CBSS, Clubs and other activities, NCC and NSS. A value-based class also was organized for the students. The students were given a chance to share their suggestions and dreams.

3. Academic and Administrative audit (27/06/2017 – 28/06/2017)

The IQAC initiated an Academic and administrative audit during the period 27/06/2017 to 28/06/2017. The audit clearly disclosed the strengths and weaknesses of the academic and administrative system. Measures were suggested by the members to improve the academic and administrative activities in such a way that proper well laid out result may be achieved.

4. Post admission diagnostic test (27/09/2017)

A post admission diagnostic test was conducted for the newly inducted students. The purpose of the test was to understand the academic capacity and the knowledge level of the students. On the basis of the post diagnostic test various activities are to be organized to bridge these gaps.

5. Preparation of 3rd Cycle accreditation (20/09/2017)

The IQAC initiated the preparation of the third cycle accreditation. A general discussion was undertaken and various committees were formed and a coordinator was appointed for each team.

They came together for a meeting and chartered the future course of action. A time schedule was prepared for carrying out various activities.

6. Preparation of documents – class tutor (20-09-2017)

In a meeting held on 20/09/2017, a document was prepared on roles and responsibilities of class tutors. Mr Shino P Jose, in charge of tutorial explained the role of tutors as envisaged by the UGC. Each tutor is to meet and interact with a specific topic during the regular weekly tutorial section. The students are to report to the tutor for any grievances and suggestions.

7. AMC in each department (20/09/2017)

Academic Monitoring Cell was established on departmental level to coordinate the academic activities at the departmental level. A teacher in a department was appointed to head the AMC and prepare the reports and submit the report to the AC at the college level. The members of the AMC would participate in the AC meetings and suggestions will be carried out in the department level.

8. Formation of Academic Council (20/09/2017)

The AC (Academic Council) is formed at the college level to coordinate the academic activities of the college. They follow up the academic status of the college through an academic audit. They are to plan, execute innovative programmes to improve academic performance of the students on a college level.

9. Swatch Bharat Campaign (3/10/2017)

Following the footsteps of the central government, Swatch Bharat Campaign was initiated in the college. Various clubs and associations are to carry out various programmes to make our campus clean and tidy and propagate the message of Swatch Bharat in and around the college. The nature and forestry club, the Bhoomithra sena club, NSS and NCC were given special responsibilities to carry out various programmes to spread this message among the students and the general public.

10. Extension Officers – Department wise (30/10/2017)

In a meeting held on 30/10/2017, it was decided to appoint an extension officer and a documentation officer to coordinate the activities of the departmental extension activities. Each

department is to carry out various extension activities as social responsibility initiative of the department. It is the duty of the extension officer to plan, execute and implement the extension activities with the support of the students and the documentation officer is to keep records of the activities undertaken by the department.

11. Document officers in each department (30/10/2017)

In a meeting held on 30/10/2017, a document officer was appointed from each department to coordinate the documentation work of the department. He is to coordinate with other faculty members of the department and ensure that all the activities of the department are well documented in a prescribed format and filed properly. He is to produce it as and when demanded.

12. Distribution of Cupboards (30/10/2017)

A meeting was held on 30/10/2017. The IQAC coordinator announced that a cupboard would be given away to all departments for the purpose of keeping all the files intact so that it can be produced as when demanded. The cupboards are to be kept locked and all the documents are to be kept safe under the supervision of the HOD.

13. Formation of Documentation committees (20/02/2018)

In the meeting held on 20-02-2018, a documentation committee was formed. The role of the documentation committee is to monitor the documentation and file preparation of the all the departments. They are to keep track of the preparation of the documents on college level and maintain it, update it. They are to act as depositories of the files of the college.



Quality initiatives by IQAC per year for promoting quality culture 2018-19

1. Orientation Programme for new teachers (02/07/2018)

Orientation programme for newly appointed Assistant Professors on contract took place in seminar hall on 02/07/2018. Dr. Anil Kumar K.K, Principal in charge handled the session. Duties and responsibilities of the teachers were explained. Teachers were asked to open up their expectation while working as a teacher in this institution. Dr. Anil Kumar gave them some tips to make class interesting and attract student's attention. The programme was informative and helpful for the teachers who joined the College this academic year.

2. Orientation Program for First Year Students (23/07/2018 to 24/07/2018)

Two day orientation programme was conducted for first year students. College Principal in charge Dr. Anil Kumar KK, Vice Principal Dr. Asha Chacko and PTA representatives addressed the gathering. Students were given a brief idea about the college, what college expect from them, the rules and regulations which they have to follow, about the importance of discipline etc. Mr Siji Cyriac, Dr. Sarala Gopalakrishnan, Dr. Vinod N.V, Mr. Shino P Jose and Mr. Biju Joseph handled the session. On the second day orientation programme took place on department wise. Teachers of the department gave them a brief idea about the course and the prospective which they may have in future because of learning the particular programme. The programme was helpful for student community.

3. Academic Planning (16/06/2018)

Academic planning took place in St. Pius X College on 06/06/2016 under the auspicious presence of our manager Bishop Joseph Pandarasseril, Pro Manager Fr. Jose Nedungatt and Local Manager Fr. Shaji Vadakkethotty. Principal in charge Dr. Anil Kumar K.K, Heads and teachers in charge of various clubs and students association proposed their plan of action for the next academic year.

Serious deliberations were held on each proposal and most of them were permitted with some high-quality suggestions from the gathering. Manager addressed the gathering and talked over the vision of the management concerning the college.

4. Merit Day Celebration (25/06/2018)

Merit day was celebrated on 25th June 2018. The programme had a welcome note from Mr. Shino P. Jose, coordinator of Academic Council. Dr. K K Anilkumar, the Principal of the college delivered the Key Note Address. Bishop Mar. Joseph Pandarasseril presided over the programme. Dr. Asha Chacko, Vice – Principal, Discipline introduced the meritorious students. Prof. (Dr) G. Gopakumar, Vice-Chancellor, Central University of Kerala inaugurated the programme. He also performed NIRF rank band declaration. Fr. Jose Nedungattu, the Pro-Manager of the college delivered the words of blessings. Fr. Shaji Vadakethotty (Bursar of College), Mr. Shaji Charath (PTA Vice- President) and Mr. Anuraj PK (College Union Chairman) delivered felicitations. The following students were honored. 1. Sreerekha R. (M A Development Economics) 2. Divyajyothy A. (B A Development Economics) 3. Anumol (B.B.A) 4. Jeena George (B.Com) 5. AnaghaK.A. (Physics) 6. Anand K.R. (Microbiology) 7. Vijayalakshmi P. (Computer Science) Dr Satheeshkumar R. (Vice-Principal, Academic) delivered vote of thanks. The programme was concluded with ‘National Anthem’.

5. Criteria Team Formation (16/11/2018)

The IQAC initiated the preparation of the third cycle accreditation. A general discussion was undertaken and various committees were formed and a coordinator was appointed for each team. Each team was asked to compile the information in each criteria to prepare SSR . They came together for a meeting and chartered the future course of action. A time schedule was prepared for carrying out various activities.

6. 360 Degree feedback on curricular aspects (06/02/2019)

A 360-degree feedback is a process through which feedback from an employee's subordinates, colleagues, and supervisor, as well as a self-evaluation by the employee themselves is gathered. In order to evaluate the curricular aspects of the college a 360 degree appraisal was done from the

students, parents, alumni and teachers. The results were compiled and proper steps were taken to improve the areas where we need correction on the basis of the analysis.

7. Students Satisfaction Survey (07/02/2019)

The student satisfaction survey was conducted to collect an in-depth data of a student's satisfaction with our college. A standard questionnaire was set and response was collected. Analysis of data was done with the help of SPSS software. Results were discussed in the staff meeting and decided to improve few areas where we need more focus.

8. Quality Circle Meeting (13/03/2019)

Quality circle meeting was conducted to discuss the practical difficulties which our NAAC coordination team came across while compiling documents and to help them to solve such issues. The meeting was done under the monitoring of our IQAC coordinator Mr. Biju Joseph. The discussion was fruitful and our teachers gained motivation and confidence to move ahead with the rest of the works.

9. Academic Administrative Audit (12/11/2018)

Internal Academic Administrative Audit took place in college on 12th November 2018. Mr. Biju Joseph, our IQAC coordinator led academic administrative audit in our college. He crosschecked the files prepared so far for the preparation of SSR and gave us his valuable comment.

10. One Day Orientation Programme on New Accreditation Procedure (13/11/2018)

With a view to equip and update our teachers regarding the assessment and accreditation revised framework a one day orientation programme was conducted in our college. Mr. Santhosh C, Assistant Professor EKNM Government College Eleri led the session. He introduced the teachers about the new Revised Accreditation Framework. He also deliberated on ICT enabled automation process by NAAC for submission and evaluation of the Self-study Report.

11. Post Diagnostics Test (27/08/2018)

A post diagnostics test was conducted in our college for the first year students to assess their learning capability. Multiple Choice Questions were used to assess the student's potential. Results were analyzed and students are given proper guidance according to their respective potential.

12. Academic retreat (24/05/2019)

Academic retreat took place in St. Pius X College on 24/05/2019 under the auspicious presence of our manager Bishop Joseph Pandarasseril, Pro Manager Fr. Jose Nedungatt and Local Manager Fr. George Puthuparambil. Principal, Heads and teachers in charge of various clubs and students organization proposed their plan of action for the next academic year. Serious discussions were held on each proposed activities and most of them were approved with some good suggestions from the gathering. Manager addressed the gathering and talked about the vision of the management regarding our college.

