

ST. ALOYSIUS COLLEGE EDATHUA

EDATHUA P.O. ALAPPUZHA, KERALA – 689573

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Phone: 0477 – 2212264, 2210564

(Affiliated to Mahatma Gandhi University Kottayam, Kerala)



ANNUAL QUALITY ASSURANCE REPORT

2016 – 17

Submitted to

NATIONAL ASSESSMENT & ACCREDITATION COUNCIL

The Annual Quality Assurance Report (AQAR) of the IQAC

Period of Report: June 1, 2016 to May 31, 2017

Part – A

AQAR for the year

2016-17

1. Details of the Institution

1.1 Name of the Institution

ST.ALOYSIUS COLLEGE, EDATHUA

1.2 Address Line 1

ST.ALOYSIUS COLLEGE

Address Line 2

EDATHUA

City/Town

EDATHUA, ALAPPUZHA

State

KERALA

Pin Code

689573

Institution e-mail address

sacedathua@gmail.com

Contact Nos.

04772212264

Name of the Head of the Institution:

DR. K. V. SABAN

Tel. No. with STD Code:

0477 2212264; 0477 2210564

Mobile:

9847390370

Name of the IQAC Co-ordinator:

DR. JUBIN ANTONY

Mobile:

8547885847

IQAC e-mail address:

igacsacedathua@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN10045

OR

1.4 NAAC Executive Committee No. & Date:

EC/41/RA/02 dated 10.2.2007

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

1.5 Website address:

<https://aloysiuscollege.ac.in/>

Web-link of the AQAR:

<https://aloysiuscollege.ac.in/aqar/>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	***	-	2001	5 years
2	2 nd Cycle	B+	-	2007	5 years
3	3 rd Cycle	A	3.04	2015	5 years
4	4 th Cycle				

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

01.06.2000

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

- AQAR 2008 – 2009 submitted to NAAC on 25.08.2011
- AQAR 2009 – 2010 submitted to NAAC on 06.12.2011
- AQAR 2010 – 2011 submitted to NAAC on 25.08.2012
- AQAR 2011 – 2012 submitted to NAAC on 29.11.2013
- AQAR 2012 – 2013 submitted to NAAC on 30.11.2013
- AQAR 2013 – 2014 submitted to NAAC on 21-08-2014
- AQAR 2014 – 2015 submitted to NAAC on 06-07-2015
- AQAR 2015 – 2016 submitted to NAAC on 07-02-2018

1.9 Institutional Status

University

State

☒

Central

☐

Deemed

☐

Private

☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

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

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

1.10 Type of Faculty/Programme

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

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

Others (Specify)

Nil

1.11 Name of the Affiliating University (*for the Colleges*)

**MAHATMA GANDHI UNIVERSITY,
Kottayam**

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme	<input type="text" value="NO"/>	UGC -CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="YES"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any Other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="5"/>
2.11 No. of meetings with various stakeholders	Faculty <input type="text" value="3"/> Non-Teaching Staff <input type="text" value="1"/>
Students	<input type="text" value="2"/> Alumni <input type="text" value="2"/> Others <input type="text" value="2"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>

2.13 Seminars and Conferences (only quality related) 0

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

Total Nos. International National State Institution Level

(ii) Themes

Quality related documentation for NAAC Accreditation and Career Progression

2.14 Significant Activities and contributions made by IQAC

The IQAC listed out activities to be implemented during the year in the beginning itself and conveyed it to the principal and staff council. The significant activities and contributions made by IQAC during the academic year are;

- Arranged Orientation programmes for newcomers at UG/PG levels
- Encouraged teachers to complete existing minor research projects and undertake new projects
- Took lead in refurbishing official college website
- Encouraged departments to conduct intercollegiate competitions
- Played a significant role in the active functioning of college clubs
- Conducted a thorough analysis of the UG results and presented it to the principal and staff council

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Annual Planning	Created annual plan in the beginning of the year itself
Batch wise parents meet to analyze the results and discuss academic progression	Parents meet was conducted for all batches after the college internal examinations. The meet helped in improving the discipline and pass percentage
University result analysis	Conducted university result analysis
Apply DST-FIST	Applied DST-FIST. Application was approved and DST allotted Rs. 90 lakh towards upgrading science departments.
Ensure quality education to students	Monitored completion of topics as per the syllabus Remedial teaching was arranged at department level socially and economically backward students. Steps were initiated to renovate labs
Motivate faculty	Three faculty have applied for FIP Teachers have participated in UGC-sponsored Orientation Programme /Refreshers courses organized by Academic Staff College
Promote department level seminars	All department with UG programme conducted atleast one seminar
Promote research	Physics department has applied for the research centre status
Encourage sports and games	Constructed new Cricket Practice Nets for students Conducted Mar Kavukattu memorial Intercollegiate Football tournament

** Academic Calendar of the year is attached as Annexure.*

2.16. Whether the AQAR was placed in statutory body Yes ☒ No

Management ☒ Syndicate ☐ Any other body ☒ Staff Council

Provide the details of the action taken

The college governing council and staff council discussed the suggestions put forward by IQAC on quality enhancement measures. Council directed to take steps to get research centre status to more departments. Staff Council also encouraged the faculty to avail research projects and FDP. Governing council sought suggestions to further improve the pass percentage of students.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	Nil	Nil	Nil
PG	5 (2SF)	Nil	2	Nil
UG	9 (2 SF)	Nil	2	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others(add on)	Nil	Nil	Nil	Nil
Total	15	Nil	4	Nil

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14
Trimester	Nil
Annual	1 PhD

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

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

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

NO

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	39	25	14	Nil	1(PART TIME)

2.2 No. of permanent faculty with Ph.D. 15

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	5	0		0					

2.4 No. of Guest and Visiting faculty and Temporary faculty 29

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	16	10
Presented	0	2	4
Resource Persons	0	0	5

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

- Remedial teaching and tutorial system, peer teaching by PG students
- ICT enabled teaching methods
- Use of power point for student presentations
- On the job training programmes
- Use of audio visual aids especially for communicative English

2.7 Total No. of actual teaching days during this academic year 198

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As a constituent college we follow the examination evaluation patterns of the MG University for semester examinations. We conduct one internal examination and one model examination per semester for continuous evaluation.

An Invigilation Squad consisting of senior faculty members was formed for the proper conduct of examinations

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

16

2.10 Average percentage of attendance of students

86

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		> 90%	80-90%	70-80%	60-70%	Pass %
M.Sc. Mathematics	13	1	5	3	0	69%
M.Sc. Physics	13	0	1	12	0	100%
M. Sc. Zoology (SF)	14	0	3	9	0	86%
M.A English (SF)	11	0	1	1	2	36%
M.Com	17	0	9	2	0	65%
B.Sc. Chemistry	12	0	3	1	1	42%
B.Sc. EEM (SF)	17	0	1	3	0	24%
B.Sc. Mathematics	33	1	5	7	4	52%
B.Sc. Physics	29	2	1	7	2	41%
B.Sc. Zoology	26	0	6	5	7	69%
B.A Economics	54	0	2	6	5	24%
B.A English	27	0	0	7	2	33%
B.Com Computer (SF)	39	0	1	8	9	46%
B.Com Tax	63	0	19	15	13	75%

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

1. On publication of university examination results a comprehensive analysis of the results is conducted. IQAC solicit suggestions for improving the results and recommendations are given to the staff council.
2. IQAC makes sure the internal examinations and parents meetings are conducted as per the schedule.

3. The IQAC keeps track of content related talks and seminars conducted by and for the students.
4. Encourage departments to collect feedback from students

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	4
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	2
Others	1

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	7	0	6
Technical Staff	1			

Criterion – III

3. Research, Consultancy and Extension

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

- Motivated teachers to take up research activities by availing various funds. Encouraged faculty to avail FDP.
- Faculty members were encouraged to attend seminars and conferences and to engage in research.
- Promoted PG departments to apply for research centre. Department of Physics has applied for the research centre status.
- Assisted in procuring funds from FIST, UGC, DST as well as from the management to purchase new and necessary equipment.
- Invited eminent resource persons to conduct lectures/ workshops/ seminars on relevant topics.

3.2 Details regarding major projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	11		2
Outlay in Rs. Lakhs	4,55,000	24,55,000		2,50,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	1	0
Non-Peer Review Journals	0	1	0
e-Journals	0	0	0
Conference proceedings	0	7	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				

Minor Projects	2	UGC	31,55,000	26,19,545
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)	1	KSCSTE	10,000	
Any other(Specify)				
Total			31,65,000	26,19,545

3.7 No. of books published With ISBN No. Chapters in Edited Books

ii) Without ISBN No. - Nil

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			3		
Sponsoring agencies			KSCSTE, DECC		

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	26,19,545
From Management of University/College	0
Total	26,19,545

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College

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

2

5

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

Nil

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

50

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

124

State level

11

National level

20

International level

3.23 No. of Awards won in NSS: NIL

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="8"/>	State level	<input type="text" value="2"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum College forum NCC NSS Any other

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

- Students of the college cater the needs of the poor by providing food in Snehabhavan old age home for one day in a week.
- An active blood donor's forum is working in the college under NSS. Whenever external requests are come forum arranges same group blood donor from the group of willing students.
- Students visit the flood hit regions and provide food kits and dresses
- The college always try to create awareness on scientific matters and social issues among general public. The Learned Articles published by faculty in periodicals and newspapers and Expert Talks through Radio have great magnitude both in size and impact.
- NCC conducted a trekking camp at Vagamon of Kottayam district. It helped students to understand the nature and motivated them to keep their surroundings clean and free from plastic
- International Yoga day was celebrated on 21st June 2016 under auspicious of NCC Army wing. 100 cadets participated

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	29Acres		Management	
Class rooms	36		Management	
Laboratories	8		Management	
Seminar Halls	2		Management	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0			
Value of the equipment purchased during the year (Rs. in Lakhs)	0			
Others				

4.2 Computerization of administration and library

- Office administration is fully automated through E-College Solutions software
- All office work including fee collection, admission register, accounts maintenance, issue of TC, conduct certificate etc. are carried out through this process
- Salary of all staff is processed online through “SPARK”- software of Govt. of Kerala.
- Registers related to attendance, examination etc. are also kept in soft form
- Library services have been automated using integrated library management software- KOHA and bar coded for easy access and retrieval.
- A data base of all the books is now available as OPAC in LAN (Online Public Access Catalogue).
- Development of gate entry monitoring system(Login system)

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32,189		582	60,000	32,771	
Reference Books	160					
e-Books	0					
Journals	7					
e-Journals	0					

Digital Database	0					
CD & Video	0					
Others (Periodicals)	32					

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	65	2	34	1(NRC)	1	3		
Added								
Total	65	2	34	1	1	3		

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

All the departments are provided with computers having internet accessibility.

Provides technology enabled teaching method facilities like smart classroom, interactive boards, LCD projectors etc.

IP Camera Surveillance system is put in place to help access anytime and everywhere the activities in the college

Support staff is provided adequate training in computer usage as well as office automation software including SPARK for preparation of salary bills.

4.6 Amount spent on maintenance in lakhs :

i) ICT (Service charges)	1,70,000
ii) Campus Infrastructure and facilities& civil works	5,00,000
iii) Equipment (Repairs & maintenance)	3,50,000
iv) Others	
Total :	10,20,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Induction programme (College and Department level): A college level two day induction programme is arranged to the freshers every year. The Vision and Mission of the college is communicated to the students through the programme. Also students are briefed about various facilities in the college and also about the co-curricular activities and various clubs.

College Calendar: The Student Handbook and the College Website facilitate the dissemination of information regarding student support services such as hostel facilities, scholarships, canteen etc.

Display boards: The Public Address System and the Student Notice Board were used to inform students and give awareness about student support services such as Career Guidance Cell, Placement Cell and Grievance Redressal Cell, fee deduction etc. as and when necessary.

Training Programms: Under the auspices of the IQAC, the Career Guidance and Placement Cell have organized training camps for students. Outstanding students from various classes of the first year UG batch are mentored across three years by internal faculty and external resource persons as part of the Walk With a Scholar (WWS) Programme. Also weak students from various classes of the first year UG are mentored across one year by internal faculty members as part of the Student Support Programme (SSP), a Govt. of Kerala initiative.

Clubs and Forums: Students are encouraged to participate in various club activities like NCC, NSS, Bhoomithrasena, Film Club, etc.

5.2 Efforts made by the institution for tracking the progression

Performance of students in internal and university examinations, their attendance, achievements and participation in co-curricular activities etc. are constantly monitored by the tutors of each batch. Class teachers maintain a student progression record of students to facilitate better documentation

Two parent meetings are conducted, in addition to the general body meeting of the PTA to discuss the progression of students with their parents.

Under the auspice of IQAC seminars are conducted to create awareness about opportunities in higher academic studies and career opportunities

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1039	117	Nil	

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

(d) Men

Women

No	%
465	40

No	%
691	60

(e) Social-class

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
728	115	4	299	0	1,150	745	119	2	290	0	1,156

Demand ratio 1 : 6

Dropout (%) 1%

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

- College arranged career orientation programme in tie-up with training institute like TIME
- Soft skill development programmes such as Resume preparation, GD, personal interview, leadership skills and personality development trainings were arranged
- Orientation classes and seminars by subject experts were conducted for the students of each department.
- The college library has a special notice board to display career news and information about competitive exams.
- The College Library has a Career Centre where reference books and question bank for competitive exams are available.

No. of students beneficiaries

645

5.5 No. of students qualified in these examinations

NET	3	SLET		GATE		CAT	
IAS/IPS etc		State PSC	8	UPSC		Others	

5.6 Details of student counselling and career guidance

Student counseling is conducted. In ordinary cases the class teachers give them counseling and those who need additional support were directed to College counseling cell.

Class teachers and other teachers provide extra academic and emotional support for slow and advanced learners.

Programmes for career guidance and personality development are conducted for all the students batch by batch by the Career Guidance Centre.

Finishing School programmes were organized for UG and PG students and proper career guidance is given to them.

No. of students benefitted

260

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

Women's cell arranges women empowering programmes to help them to break social stigmas.

Women's day is celebrated grandly and special competitions like Malayali Manka, Monchathi, Nasrani and Ms. Aloysius etc are conducted exclusively for them

Male students expressed their concern about atrocities against women and pledged to protect women from such evils.

Classes are arranged for girl students in home management, cooking, etc

Special programs like flash mob etc are arranged to create awareness on safeguarding women among the entire college community

5.9 Students Activities

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

State/ University level

61

National level

1

International level

0

No. of students participated in cultural events: Nil

State/ University level

National level

International level

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

Sports : State/ University level National level International level
Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	76	55,450
Financial support from government	411	15,42,985
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

The library was renovated and more facilities were added so that students can sit and read the books and journals.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision- The College envisions the formation of global citizens with academic excellence and integrity of character who can champion the cause of a Just Society.

Mission- The mission of the college is to mould the students as skilled, worthy, global citizens who can uphold the values of peace, fraternity and love.

6.2 Does the Institution has a Management Information System

- College uses MIS system namely e-collegiate solutions for maintaining records of admission, examination, attendance, fee collection, etc.
- The admission is done from an online list given by the university under the centralized allotment process. However formal admission to the college is managed by the admission committee in the college with the help of software.
- Library is managed by software in which issue of books, return etc. are done using the bar-coded identity card.
- Staff salary and related matters are operated through SPARK online system.

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

6.3.1 Curriculum Development

Curriculum development is primarily done by University through various board of studies. Our faculty actively participates in the workshops and seminars for curriculum development and restructuring and syllabus revision.

6.3.2 Teaching and Learning

An action plan and general time table is prepared in the beginning of every academic year. We use peer teaching, remedial coaching, mentoring, on the job training(OJT), etc. to communicate the subject matter to students. Scholarships and endowments are provided to reward needy and meritorious students.

Teachers were encouraged to use methods such as power point presentations, field visits and applied extension activities that foster greater student interaction.

6.3.3 Examination and Evaluation

Class test are conducted regularly. At college level two internal examinations are conducted in each semester. Assignments, seminars and projects works are regularly given to students and their performance is assessed. All the evaluation reforms of the University are adopted by the college in toto.

6.3.4 Research and Development

College encourages faculty to apply minor and major research projects. Principal investigators are provided with the facilities including infrastructure and administrative support.

College encourages faculty to avail FDP programmes. Four teachers have applied for FDP program.

Science departments are encouraged to have collaboration with various laboratories.

6.3.5 Library, ICT and physical infrastructure / instrumentation

We have a working digital library. Seminar halls with smart learning facilities are available. Departments can avail LCD projectors. Physics instrumentation lab is equipped with photoluminescence spectrophotometer. Whiteboards are provided in all class rooms. Interactive boards are provided in smart rooms.

6.3.6 Human Resource Management

A merit based system of selection and recruitment ensuring transparency and quality is followed in the college.

Faculty members are given proper freedom of operation with regard to academic as well as research activities.

Promotions, career advancements, etc. are given without any delay.

Teaching and non-teaching staff are encouraged to attend training programs related to their area of work.

Various committees and clubs comprising of the staff coordinate different activities throughout the year. These committees works under the guidance of principal to ensure smooth functioning of the institution.

Motivational talks, interface with great achievers, career guidance are arranged to make students globally employable.

6.3.7 Faculty and Staff recruitment

Recruitment purely on the basis of merit adhering to the norms laid down by the G University, Kerala government and UGC.

Well qualified faculty and staff are recruited as per requirement.

6.3.8 Industry Interaction / Collaboration

Students are taken for visit to industries and research institutions.

Teachers have published many research articles in collaboration with faculty from other institutions in side and outside state and even outside the country.

Department of Zoology has academic collaboration with Kerala agricultural university Kumarakom Kottayam, Deputy director of fisheries Alappuzha, etc. and student visits are arranged to these places

6.3.9 Admission of Students

Students are admitted through the CAP process organized by MG university.

Selection of candidates on Management Quota is decided by a committee and is based on merit. Due consideration is given to poor and marginalised

The merit/selection list will be published in the notice board/website. In case of complaints candidates can approach the Grievance Redress Cell functioning in the College and University.

6.4 Welfare schemes for Teaching, Non-teaching & Students

A govt. approved financial institution called the St. Aloysius College Staff Cooperative Society Ltd. No. A. 845 cater to the financial well-being of the staff members. It mobilizes the savings of teachers and non-teaching staff of the college as well as gives loans to meet contingencies. The Society has 73 members with a working capital of Rs. 1.05 crores. The Society also conducts Group Deposit Credit Schemes for the benefit of members. It gives loans at low interest rate without the tedious documentation and formalities banks and other financial institutions follow.

Purified drinking water, clean rest room, etc. are provided to the entire college community.

Girl students have a separate women's hall constructed with the assistance of UGC for their personal requirements.

There is a canteen functioning inside the campus. Meals and other refreshments are available to staff at reasonable rates.

Books, stationery, etc. are available in the college store. Also Photostat services is available in the college library.

College has a vast play area for sports and games and is made available to the staff and students outside class hours also. Separate cricket nets facility is also available for practise. Friendly matches between teams among the staff as well as between the staff and the students.

All statutory welfare schemes such as provident fund, pension scheme, earned leaves and other leaves, group insurance, family benefit scheme, state life insurance, etc. have been implemented.

Students are benefitted from institutional scholarships instituted by the faculty and the alumni. Students are informed and encouraged to apply for the government supported KPCR fee concessions and other Student aid fund.

College and Management provides financial assistance to needy in case of medical emergency and also to the deserving financially weak students and staff.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes ☒ No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Management (principal)
Administrative	Yes	Office of the Director of Collegiate Education, Thiruvananthapuram	Yes	College governing body

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

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

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

The examinations are conducted strictly adhering to University norms and rules.

The principal acts as the Chief Superintendent and a senior teacher coordinate the duties.

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

6.11 Activities and support from the Alumni Association

The college has an active alumni association. All students who pass out from this college are given membership in the association. A meeting/ get together of the alumni is held on the second Saturday of January every year.

Besides this many departments have their own Alumni Associations. Departments use the support of alumina for academic and other activities

Various endowments and scholarships are provided by Alumni. An intercollegiate debate competition and a lecture by state level renowned person is conducted under the leadership of alumni in memory of an illustrious alumni Late Adv. Vinod Kumar.

Infrastructural facilities like bike shed have been sponsored by the Alumni association

6.12 Activities and support from the Parent – Teacher Association

PTA meeting is conducted for each class at least every semester by all departments and academic performance of students is discussed with parents.

PTA gives proficiency prizes to top scorers in the University examinations. Also cash prizes are provided to outstanding students in co-curricular activities.

Endowments and scholarships are also provided for financially weak students.

The PTA is playing an active role in providing additional funds for the development of the college. Practice Nets for Cricket is newly constructed with the funding support from PTA.

6.13 Development programmes for support staff

Support staff is provided adequate training in computer usage as well as office automation software.

They are sent for training programmes organized by KSHEC, DCE and the University.

The institution conducts orientation programmes for newly recruited non-teaching staff.

Government sponsored welfare schemes are disbursed timely to the staff. Also financial help is provided in case of financial emergency.

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

Environment day is celebrated on every June 5th by planning more trees and plants in the campus.

Vegetable garden is set by NSS in the campus

Ozone day and environment day celebration was conducted under the leadership of Bhoomithrasena to make awareness among the youngsters on the need to protect the atmosphere

Gardens infront of the main building of the college is maintained with the support of student volunteers.

Water Harvesting: A water harvesting tank with a capacity of 10 lakh litres is completed.

Hazardous Waste Management: The waste from the Chemistry and other science labs are disposed of/ managed properly.

E-waste Management: E-waste is collected and stored separately and disposed every year.

Flex boards are banned in the campus. Students and faculty are encouraged to use cloth banner for seminars and other programs

Waste bins are placed in all department premises to keep the area clean.

Incinerators are provided in the college and hostel for eco- friendly disposal of sanitary napkins.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Extensive use of ICT facility
- Office automation and networking
- A forum namely skyup for interested and motivated students and they act as facilitators of the all programs arranged in the college
- Uniform for UG students to wear every Wednesday
- Finishing school for all final year UG and PG students
- Yoga classes to interested students
- Aloysian Exemplar Contest to identify 5 best outgoing students
- Scholar Support Programme to support students who are weak in academics
- Life guidance classes and other motivational classes

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

- IQAC evaluated the systematic and timely implementation of the various activities according to the plan of action chalked out by the departments in the beginning of the year
- Periodic verification of time table, monitoring of completion of syllabus is done at the departmental, college council and Principal's levels. Special classes are arranged for the completion of portions. Remedial and Tutorial classes are arranged for weak students.
- Various clubs are constituted with a staff member working as the coordinator. The coordinators submitted the report of the activities of their club at the end of the year

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

1. Value Education Programme

The college arranges value education classes to the student community. It aims at moulding a community that is intellectually and emotionally mature, morally upright, spiritually inspired and socially committed. The team of faculty is given charge to spearhead the value education programme.

2. Aloysian Exemplar Contest

College started a competition to select 5 students with all round achievements from the passing out UG and PG batches. The competition contains written examination, face-to-face interview and stage performance

7.4 Contribution to environmental awareness / protection

Trees which are collected from the dept. of Forest were planted in and outside campus.
College has a herbal garden with collection of medicinal plants.

Conducts ozone day and environment day celebrations.

Incinerators are set in toilets

Avoided flex boards in seminars and other programs.

Seminars and discussion are conducted on current environmental issues

Eco-friendly initiative for minimizing paper wastage

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

8. Plans of institution for next year

Decided to get ready for the 4th cycle of reaccreditation as per NAAC guidelines

Introduce ICT facilities in more classes

Ensure the participation of students in University/State/National level sports and cultural competitions

Upgrade more departments to research departments

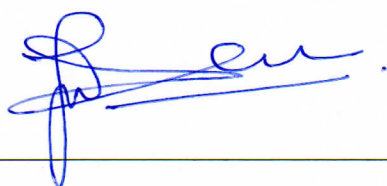
Strengthen interdisciplinary research activities

Apply for new Major and Minor research projects from external agencies

Re-electrification of the classes and install new fans

Website updation

Name **DR. JUBIN ANTONY**



Signature of the Coordinator, IQAC

Name **DR. K. V. SABAN**



Signature of the Chairperson, IQAC

Annexure I

Abbreviations

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

Annexure II

Academic Calendar of the College

JUNE 2016

Date	Day	WD	HD	Remarks
1	Wed	1		College re-open after summer vacation (V Sem Degree Students)
2	Thu	2		
3	Fri	3		College Rededicated to the Sacred Heart of Jesus
4	Sat		H	
5	Sun		H	
6	Mon	4		World Environment day celebration and inauguration of the activities of Bhoomithrasena club
7	Tue	5		Value Education
8	Wed	6		
9	Thu	7		Regular classes for III Sem UG started
10	Fri	8		General body meeting of National Service Scheme
11	Sat		H	Second Saturday
12	Sun		H	
13	Mon	9		
14	Tue	10		Special & Tuition fees Due date
15	Wed	11		Yoga demonstration class by Sri. Harindranath. College staff meeting
16	Thu	12		
17	Fri	13		
18	Sat		H	
19	Sun		H	
20	Mon	14		
21	Tue	15		Patron St. Aloysius Day/Celebrated Yoga day
22	Wed	16		Value Education
23	Thu	17		
24	Fri	18		Special & Tuition Fee with fine of Rs. 5/-
25	Sat		H	
26	Sun		H	
27	Mon	19		
28	Tue	20		Communicative English classes to III & IV Sem students
29	Wed	21		
30	Thu	22		

Total working days: 22

JULY 2016

Date	Day	WD	HD	Remarks
1	Fri	1		
2	Sat		H	
3	Sun		H	St. Thomas Day
4	Mon	2		
5	Tue	3		
6	Wed	4		NSS conducted a survey on Cancer in association with Athmatha Kendram
7	Thu	5		
8	Fri	6		Value Education/ Orientation programme by former HOD Prof. James Sebastian to the students of Physics Department
9	Sat		H	Second Saturday
10	Sun		H	
11	Mon	7		
12	Tue	8		
13	Wed	9		Conducted employment exchange registration camp/ Orientation programme for UG students
14	Thu	10		Inaugurated the college film club
15	Fri	11		
16	Sat		H	
17	Sun		H	
18	Mon	12		
19	Tue	13		
20	Wed	14		
21	Thu	15		
22	Fri	16		
23	Sat		H	
24	Sun		H	
25	Mon	17		Value Education
26	Tue	18		
27	Wed	19		Orientation programme to Chemistry department students
28	Thu	20		Classes commenced for I Sem UG students/ Orientation programme to freshers
29	Fri	21		
30	Sat		H	
31	Sun		H	

Total working days: 21

AUGUST 2016

Date	Day	WD	HD	Remarks
1	Mon	1		
2	Tue		H	Karkidaka Vavu
3	Wed	2		
4	Thu	3		
5	Fri	4		First Friday/Holy Mass, Life Guidance Class
6	Sat		H	Second Saturday
7	Sun		H	
8	Mon	5		
9	Tue	6		
10	Wed	7		Value Education
11	Thu	8		
12	Fri	9		
13	Sat		H	
14	Sun		H	
15	Mon		H	Independence Day, Celebrated independence day in the campus under the leadership of NCC cadets
16	Tue	10		
17	Wed	11		
18	Thu	12		
19	Fri	13		
20	Sat		H	
21	Sun		H	
22	Mon	14		Started First Internal Examination for III & V Sem UG students
23	Tue	15		Mathematics Association conducted Kum. Irene Mary Mathew memorial Elocution competition for nearby Higher Secondary School students
24	Wed		H	SreeKrishna Jayanti
25	Thu	16		
26	Fri	17		
27	Sat		H	
28	Sun		H	
29	Mon	18		Inaugurated EEM Association activities
30	Tue	19		
31	Wed	20		

Total working days: 20

SEPTEMBER 2016

Date	Day	WD	HD	Remarks
1	Thu	1		
2	Fri	2		First Friday/Holy Mass, Life Guidance Class
3	Sat		H	Ruby Jubilee celebrations of Department of Economics inaugurated by Hon. Minister G. Sudhakaran, Economics Association inaugurated
4	Sun		H	
5	Mon	3		Celebrated Teachers Day
6	Tue	4		
7	Wed	5		Inaugurated Zoology Association
8	Thu	6		
9	Fri	7		
10	Sat		H	Closing of the College for Onam Holidays
11	Sun		H	
12	Mon		H	
13	Tue		H	First Onam
14	Wed		H	Thiruvonam
15	Thu		H	
16	Fri		H	Sree Narayana Guru Jayanti
17	Sat		H	
18	Sun		H	
19	Mon	8		Opening of the College After Onam Holidays
20	Tue	9		IIIrd Semester PG Tuition Fee
21	Wed		H	Sree Narayana Guru Samadhi
22	Thu	10		Conducted programs in association with World Ozone Day which is on Sept 16
23	Fri	11		
24	Sat		H	
25	Sun		H	
26	Mon	12		
27	Tue	13		
28	Wed	14		
29	Thu	15		Orientation programme for I Sem UG students/ Started study leave for III & V sem UG students
30	Fri	16		Inaugurated Coral Jubilee Celebration of Physics Dept.

Total working days: 16

OCTOBER 2016

Date	Day	WD	HD	Remarks
1	Sat		H	
2	Sun		H	Gandhi Jayanthi/ NCC cadets cleaned KSRTC depot Edathua as part of Gandhi Jayanti and Swach Bharath
3	Mon	1		
4	Tue	2		Started University Examination for V Sem UG students
5	Wed	3		Started University Examination for III Sem UG students
6	Thu	4		
7	Fri	5		
8	Sat		H	Second Saturday
9	Sun		H	
10	Mon		H	Mahanavami
11	Tue		H	Vijayadashami
12	Wed		H	Muharam
13	Thu	6		With a fine of Rs. 5/-, Due date
14	Fri	7		
15	Sat		H	
16	Sun		H	
17	Mon	8		
18	Tue	9		
19	Wed	10		
20	Thu	11		
21	Fri	12		
22	Sat		H	
23	Sun		H	
24	Mon	13		
25	Tue	14		
26	Wed	15		
27	Thu	16		Value Education
28	Fri	17		
29	Sat		H	Deepavali
30	Sun		H	
31	Mon	18		On the Job Training programme for III BSc Zoology students at National Institute of Fisheries Administration and Management

Total working days: 18

NOVEMBER 2016

Date	Day	WD	HD	Remarks
1	Tue	1		
2	Wed	2		
3	Thu	3		
4	Fri	4		First Friday/Holy Mass/Life Guidance Class
5	Sat		H	
6	Sun		H	
7	Mon	5		IV and VI Semester classes started/ Meeting of reconstituted IQAC
8	Tue	6		Special Fee & Tuition Fee Due Date
9	Wed	7		Value Education
10	Thu	8		
11	Fri	9		
12	Sat		H	Second Saturday
13	Sun		H	
14	Mon	10		Science exhibition, Eureka for High School students organized by Physics Dept
15	Tue	11		Science exhibition, Eureka for High School students organized by Physics Dept
16	Wed	12		
17	Thu	13		With a fine of Rs.5/-
18	Fri	14		
19	Sat		H	
20	Sun		H	
21	Mon	15		
22	Tue	16		
23	Wed	17		
24	Thu	18		Value Education
25	Fri	19		Celebrated NCC day. Organized a mass run for health
26	Sat		H	
27	Sun		H	
28	Mon	20		
29	Tue	21		
30	Wed	22		I Semester Exams started/ IVth and Vth Semester Tuition & Special Fee

Total working days: 22

DECEMBER 2016

Date	Day	WD	HD	Remarks
1	Thu	1		First Friday/Holy Mass, Life Guidance Class
2	Fri	2		
3	Sat		H	
4	Sun		H	
5	Mon	3		
6	Tue	4		Value Education
7	Wed	5		II Semester Tuition Fees and Special Fee
8	Thu	6		Special & Tuition Fee Due Date (IV & VI Sem. Degree & PG)
9	Fri	7		
10	Sat		H	Second Saturday
11	Sun		H	
12	Mon		H	Miladisherif
13	Tue	8		
14	Wed	9		
15	Thu	10		Orientation programme on cashless market
16	Fri	11		
17	Sat		H	
18	Sun		H	
19	Mon	12		Bhoomithrasena club organized a seminar on Environmental problems in Kuttanad
20	Tue	13		AD Schroff Memorial Elocution Contest
21	Wed	14		Crib making competition
22	Thu	15		
23	Fri	16		Christmas Celebration, Collected sanitary items from students and distributed it to nearby home for destitutes/ Closing of the college for Christmas Vacation
24	Sat		H	
25	Sun		H	Christmas, 7 day annual camp of NSS started
26	Mon		H	Students of Physics Dept visited Kunankulam Nuclear Power Plant
27	Tue		H	
28	Wed		H	
29	Thu		H	
30	Fri		H	DST sanctioned Rs 95 lakhs for improving infrastructure facilities of science depts as part of DST-FIST programme
31	Sat		H	

Total working days: 16

JANUARY 2017

Date	Day	WD	HD	Remarks
1	Sun		H	
2	Mon	1		Re opening of the College after Christmas Holidays
3	Tue	2		IQAC Meeting
4	Wed	3		
5	Thu	4		
6	Fri	5		Formal inauguration of Mathematics Association and one day seminar on Fractal Geometry
7	Sat		H	Second Saturday
8	Sun		H	
9	Mon	6		
10	Tue	7		Value Education
11	Wed	8		College games started/ Noon break Debate competitions started
12	Thu	9		
13	Fri	10		
14	Sat		H	
15	Sun		H	
16	Mon	11		Pencil drawing competition
17	Tue	12		
18	Wed	13		
19	Thu	14		Mathematics Association conducted Kum. Irene Mary Mathew memorial quiz competition
20	Fri	15		Prof. Sabu Sebastian Memorial Intercollegiate Science Quiz Competition
21	Sat		H	
22	Sun		H	
23	Mon	16		First internal exams for IV and VI Sem students
24	Tue	17		
25	Wed	18		Value Education
26	Thu		H	Republic Day, Celebrated Republic day under the leadership of NCC cadets
27	Fri	19		
28	Sat		H	
29	Sun		H	
30	Mon	20		
31	Tue	21		General Body Meeting of PTA

Total working days: 21

FEBRUARY 2017

Date	Day	WD	HD	Remarks
1	Wed	1		Bcom Computer Fraternity celebrated 10th anniversary of the programme/ Flash mob by Bcom Comp students
2	Thu	2		Commerce Computer association conducted full day programme DECATOD'17
3	Fri	3		Conducted a National Workshop on Atomic Energy Awareness in association with IANCAS-SRC, Dept of Zoology organized World Wetland day
4	Sat		H	
5	Sun		H	
6	Mon	4		First Internal Exam for II UG students
7	Tue	5		
8	Wed	6		IIInd & IVth Semester PG Tuition Fee
9	Thu	7		Conducted drawing competition in connection with World wetland day
10	Fri	8		Cricket Nets Inauguration by cricketer Sreesanth
11	Sat		H	Second Saturday
12	Sun		H	
13	Mon	9		Farewell to College Bursar Fr. Thomas Kanjiravelil
14	Tue	10		NSS unit conducted Food Fest for fund raising
15	Wed	11		
16	Thu	12		Due Date
17	Fri	13		
18	Sat		H	
19	Sun		H	
20	Mon	14		Archbishop Mar Mathew Kavukattu & Rev. Fr. Zacharias Punnappadom Memorial Inter Collegiate Football Tournament began
21	Tue	15		Celebrated Mother-tongue day
22	Wed	16		
23	Thu	17		Value Education
24	Fri		H	Maha Shivaratri
25	Sat		H	
26	Sun		H	
27	Mon	18		Conducted Aloysian Exemplar Contest
28	Tue	19		Retirement meeting for Mr. George Job, non teaching staff held

Total working days: 19

MARCH 2017

Date	Day	WD	HD	Remarks
1	Wed	1		College Arts Day
2	Thu	2		Lecture on Basics on Quantum Mechanics by Dr. K P Satheesh, Retd Principal, Govt Brennan College, Thalassery
3	Fri	3		First Friday/ Holy Mass, Women's Forum Conducted Fashion Utsav
4	Sat		H	
5	Sun		H	
6	Mon	4		Model Examinations for IV & VI Sem students started
7	Tue	5		Adv. V. Vinodkumar Memorial Intercollegiate Debate
8	Wed	6		Celebrated World Women's Day
9	Thu	7		Value Education, IQAC Meeting
10	Fri	8		Cultural Fest
11	Sat		H	Second Saturday
12	Sun		H	
13	Mon	9		
14	Tue	10		
15	Wed	11		
16	Thu	12		
17	Fri	13		
18	Sat		H	
19	Sun		H	
20	Mon	14		
21	Tue	15		
22	Wed	16		Value Education
23	Thu	17		
24	Fri	18		
25	Sat		H	
26	Sun		H	
27	Mon	19		
28	Tue	20		
29	Wed	21		
30	Thu	22		
31	Fri	23		End of Sem. II, IV & VI

Total working days: 23

APRIL 2017

Date	Day	WD	HD	Remarks
1	Sat		H	
2	Sun		H	
3	Mon		H	
4	Tue		H	
5	Wed		H	
6	Thu		H	
7	Fri		H	
8	Sat		H	Second Saturday
9	Sun		H	
10	Mon		H	
11	Tue		H	
12	Wed		H	
13	Thu		H	Maundy Thursday
14	Fri		H	Good Friday, Vishu, Ambedkar Jayanti
15	Sat		H	
16	Sun		H	
17	Mon		H	
18	Tue		H	
19	Wed		H	
20	Thu		H	
21	Fri		H	
22	Sat		H	
23	Sun		H	
24	Mon		H	
25	Tue		H	
26	Wed		H	
27	Thu		H	
28	Fri		H	
29	Sat		H	
30	Sun		H	

Total working days: 0

MAY 2017

Date	Day	WD	HD	Remarks
1	Mon		H	
2	Tue		H	
3	Wed		H	
4	Thu		H	
5	Fri		H	
6	Sat		H	Second Saturday
7	Sun		H	
8	Mon		H	
9	Tue		H	
10	Wed		H	
11	Thu		H	
12	Fri		H	
13	Sat		H	
14	Sun		H	
15	Mon		H	
16	Tue		H	
17	Wed		H	
18	Thu		H	
19	Fri		H	
20	Sat		H	
21	Sun		H	
22	Mon		H	
23	Tue		H	
24	Wed		H	
25	Thu		H	
26	Fri		H	
27	Sat		H	
28	Sun		H	
29	Mon		H	
30	Tue		H	
1	Mon		H	

Total working days: 0