Part – A

1. Details of the Institution

1.1 Name of the Institution	ALPHONSA COLLEGE, PALA
1.2 Address Line 1	ARUNAPURAM P. O
Address Line 2	PALA
City/Town	KOTTAYAM
State	KERALA
Pin Code	686574
Institution e-mail address	principal@alphonsacollege.in, info@alphonsacollege.in
Contact Nos.	04822-212447
Name of the Head of the Institution:	DR. SR. JANSAMMA THOMAS
Tel. No. with STD Code:	04822-212447
Mobile:	09496721561
Name of the IQAC Co-ordinator:	DR. SR. GIGIMOL M.G
Mobile:	08606501148
IQAC e-mail address:	iqacacp@gmail.com

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

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

EC/64/RAR/27 Dated 08.07.2013

1.5 Website address:

www.alphonsacollege.in

Web-link of the AQAR:

http://www.alphonsacollege.in/AQAR.aspx

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	Three Star(***)	-	1999	5 Years
2	2nd Cycle	B+	-	2006	5 Years
3	3rd Cycle	B	3.00	2012	5 Years
4	4th Cycle	-	-	-	-

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

07.08.2013

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

2013-14

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

i. **AQAR 2012-13** (**18/01/2014)**
ii. AQAR_____ _____(DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College Yes [√] No [ ]

Constituent College Yes [ ] No [√]

Autonomous college of UGC Yes [ ] No [√]

Regulatory Agency approved Institution Yes [√] No [ ]

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education [ ] Men [ ] Women [√]

Urban [√] Rural [ ] Tribal [ ]

Financial Status Grant-in-aid [√] UGC 2(f) [√] UGC 12B [√]

Grant-in-aid + Self Financing [√] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√] Science [√] Commerce [√] Law [ ] PEI (Phys Edu.) [√]

TEI (Edu) [ ] Engineering [ ] Health Science [√] Management [ ]

Others (Specify) [.]

1.12 Name of the Affiliating University *(for the Colleges)* Mahatma Gandhi University, Kottayam

1.13 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 No UGC-CE No

UGC-Special Assistance Programme No DST-FIST Yes

UGC-Innovative PG programmes | No | Any other (*Specify*) | No

UGC-COP Programmes | Yes

2. IQAC Composition and Activities

2.1 No. of Teachers	14
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	1
2.9 Total No. of members	20
2.10 No. of IQAC meetings held	6

2.11 No. of meetings with various stakeholders: No. √ Faculty -

Non-Teaching Staff Students - Alumni - Others -

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

If yes, mention the amount 3 Lakhs

2.13 Seminars and Conferences (only quality related)

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

Total No.s. Nil International - National - State - Institution Level -

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- A helper for institutional excellence.
- Encourages the institution in implementing best practices.
- Helps to get awareness about our strength and weakness.
- Plays a vital role as mentor.
- Inspires to start more Career Oriented Programmes (COP).
- Provides motivation to the teachers and students towards sustaining and enhancing quality.
- Helps to improve the functioning of the college.
- Encourages research oriented activities to reach the height of excellence.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To organise International/National Seminars for boosting the academic outlook of faculty and students in various aspects of arts and science.	The Science departments of the college jointly organised an International Conference on "Advanced Materials and its Applications". Department of Economics and Centre for Gandhian studies organised National seminars.
To employ career guidance and placement measures for final year students.	Career Guidance, Placement Training, Soft skill development Programmes, Interview Facing Techniques etc are provided for the final year students by the Career and Placement Cell of the College. The students are prompted to participate in Campus Interviews conducted in nearby colleges. Nine among the final year students got placed in reputed companies.
To organise teachers' workshops on academic matters.	Intercollegiate teachers' Workshop was conducted by Dept. of Zoology
To arrange Educational Trips, Excursions, Industry Visits etc. for 'Experiential Learning.'	All the departments arrange Excursions, Field Trips, Industry visits etc for providing a live learning and recreation environment for the students.
'Clean Campus Mission' to improve the cleanliness habit among the students.	The students and teachers of the college in association with Centre for Gandhian studies, NSS and NCC unit engaged in cleaning college campus and premises.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes [√] No [ ]

Management [√] Syndicate [ ] Any other body [ ]

Provide the details of the action taken

Discussed and approved with minor corrections.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	5	2	3	0
UG	11	1	2	7
PG Diploma	2	0	2	2
Advanced Diploma	0	0	0	0
Diploma	5	2	3	5
Certificate	14	0	7	14
Others	3			
Total	40	5	17	28

Interdisciplinary		11		
Innovative				

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

Pattern	Number of programmes
Semester	16
Trimester	2
Annual	3

1.3 Feedback from stakeholders* Yes Yes

Alumni √ Parents √ Employers √ Students √

(On all aspects)

Mode of feedback : Online [ ] Manual √ Co-operating schools (for PEI) [ ]

****Please provide an analysis of the feedback in the Annexure***

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.

Dept. of Commerce

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
46	34	12	-	-

2.2 No. of permanent faculty with Ph.D. 21

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
4	4							4	4

2.4 No. of Guest and Visiting faculty and Temporary faculty 7 3 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	31	12	2
Presented papers	2	7	
Resource Persons	3		

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

1. Inclusive education for the first generation literates, poor and marginalized students.

2. Adequate support for the average & below average students to scale academic heights.

3. The use of modern teaching-learning resources.

4. Well - designed Unit planners for teaching.

5. Learner centric, Continuous Comprehensive & realistic evaluation.

6. Regular staff enrichment program & feedback system.

7. Encouragement to merit students in the form of cash awards & scholarships for minorities, social groups and EBC students.

8. Regular, periodic counselling, remedial classes, tutorial, mentoring & career guidance.

9. Quality circles for enhancing the institutional quality.

10. Regular induction/orientation programmes for students/faculty.

11. Final year students are identified and encouraged to register and undergo placement training.
12. Industrial visits /field trips are encouraged for experiential learning.

13. Students are supported and encouraged to take up internships/live projects.

14. Periodic follow-up of attendance and behaviour of students.

15. Administration is decentralized to ensure greater participation and better governance.

2.7 Total No. of actual teaching days during this academic year — 172

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus Development as member of Board of Study/Faculty/Curriculum Development workshop — 5

2.10 Average percentage of attendance of students — 92%

2.11 Course/Programme wise distribution of pass percentage :

Sl.No	Subject	No. of Students		Grade	Grade	Grade	Grade	Grade	Grade	Grade	Failed	%
		Registered	Appeared	A +	A	B+	B	C+	C	D	E	
B.A. 2013												
1	English	55	55	4	18	20	7	2	3	-	1	**98.18**
2	Economics	58	58	-	5	15	12	16	2	-	7	**86.20**
3	History	53	53	-	-	2	27	19	1	-	4	**92.45**
B.Sc. 2013												
4	Mathematics	38	38	1	18	14	3	2	-	-	-	**100.00**
5	Physics (Voc)	15	15	-	1	6	7	-	-	-	1	**93.33**
6	Physics	26	26	-	5	12	7	1	-	-	1	**96.15**
7	Chemistry	32	32		2	16	11	-	-	-	1	**96.88**
8	Botany	39	39	-	1	12	21	2	-	-	3	**92.30**

9	Zoology	31	31	-	3	10	9	3	-	-	6	**80.64**
10	Cln.Nut.& Dietetics	23	23	-	4	9	6	1	-	-	3	**86.95**
M. Sc 2013												
1	Cln.Nut.& Dietetics	21	21	2	-	15	-	-	1	-	3	**85.71**
2	Zoology	8	8	1	-	5	-	-	-	-	2	**75.00**
M. A 2013												
1	Politics	9	8	2	-	5	-	-	1	-	-	**100**

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

- A helper for institutional excellence.
- Encourages the institution in implementing best practices.
- Helps to get awareness about our strength and weakness.
- Plays a vital role as mentor.
- Inspires to start more career oriented courses.
- Provides motivation to the teachers and students towards sustaining and enhancing quality.
- Helps to improve the functioning of the college.
- Encourages research oriented activities to reach the height of excellence.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	***Number of faculty benefitted***
Refresher courses	5
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	4
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	2
Others	-

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	29	-	4	-

Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Encouraged the Departments to submit the research proposals to various funding agencies.
- Conducting workshop, Seminar and Conferences on Recent Developments and Opportunities in the technology inventions.
- Motivating Teachers to publish articles/ papers to the reputed journals.
- Motivating students to carryout projects in the emerging area of industry and social aspects.
- Encouraged the teachers to do Ph. D, Refresher courses, Orientation courses, Workshops etc.
- A Research Committee has been constituted to monitor, assist and evaluate the research activities.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		9,82,696/-		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		10	4	
Outlay in Rs. Lakhs		10,75,000/-	2,22,500/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	8	1
Non-Peer Review Journals			
e-Journals		0	
Conference proceedings	9	8	

3.5 Details on Impact factor of publications:

Range 0.425 Average 1.1125 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	3	KSCSTE	9,91,282 /-	9,82,696/-
Minor Projects	2	UGC	20,73,000/-	12,97,500/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	5	-	30,64,282/-	22,80,196/-

3.7 No. of books published i) With ISBN No. [-] Chapters in Edited Books [1]

ii) Without ISBN No. [-]

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	1	2			2
Sponsoring agencies	UGC,DST &KSCSTE	CGS & IGS, Dept. of Economics			Dept. of Zoology, Dept. of Mathematics

3.12 No. of faculty served as experts, chairpersons or resource persons [8]

3.13 No. of collaborations International [ ] National [2] Any other [13]

3.14 No. of linkages created during this year [13]

3.15 Total budget for research for current year in lakhs:

From funding agency 15,68,724/- From Management of University/College 0

Total 15,68,724/-

3.16 No. of patents received this year:

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
	0	0	0	0	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides 6

and students registered under them 9

3.19 No. of Ph.D. awarded by faculty from the Institution 2

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

JRF 0 SRF 0 Project Fellows 1 Any other 2

3.21 No. of students Participated in NSS events:

University level 100 State level 1

National level 3 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 75

National level 11 International level 0

3.23 No. of Awards won in NSS:

University level 4 State level 0

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level	0	State level	0
National level	0	International level	0

3.25 No. of Extension activities organized

University forum	0	College forum	25		
NCC	0	NSS	20	Any other	6

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

Centre for Gandhian Studies

1. 1 Research Projects (Survey on Alcoholism)
2. Anti-Alcohol Awareness classes organised in 24 schools
    1. St.Maria Goretti's H.S., Chennad , 4-11-2013
    2. St.Georges H.S., Koottickal, 1-11-2013
    3. Carmel Public School, Pala, 28-10-2013
    4. St. Marys H.S for Girls Kuravilangad, 25-10-2013
    5. St.Augustines H.S, Ramapuram, 24-10-2013
    6. St. Augustine's HSS, Ramapuram, 24-10-2013
    7. S.H. Girls H.S. Ramapuram, 23-10-2013
    8. Little Flower UP School, Mundankal, 23-10-2103
    9. St. Sebastians H.S Kadanad, 22-10-2013
    10. St. Sebastian's HSS, Kadanad, 22-10-2013
    11. St. Marys H.S Kuravilangad, 21-10-2013
    12. St. Mary's HSS, Kuravilangad, 21-10-2013
    13. St. Josephs H.S Manathoor Pizhaku, 18-10-2013
    14. NirmalaPublic Scool Pizhaku, 18-10-2013
    15. St.Pauls H.S. Mutholapuram, 17-10-2013
    16. Little Flower H.S. Vadakara, 17-10-2013
    17. St.Peters H.S. Elanji, 8-10-2013
    18. St.Peters H.S.S Elanji, 8-10-2013
    19. St.Josephs H.S Vilakkumadom, 7-10-2013
    20. Sanjos Public School, Choondacherry,Pala, 7-10-2013
    21. Sacred Heart Girls H.S Bharananganam,4-10-2013
    22. St.Xaviers Vocational H.S.S. Kuruppanthara, 3-10-2013

23 St. Agnes Girls H.S. Muttuchira, 3-10-2013

24 Holy Cross H.S.S., Cherpunkal, 2-8-2013

3. Public Awareness Rally against Alcoholism
4. Visit to Sub-Jail, Pala

   Members of the Gandhi Forum visited the Sub Jail, Pala on 3 January for a New Year programme. Copies of Mahatma Gandhi's autobiography, Gandhi's book - Hind Swaraj and a booklet on the evils of drug addiction and alcohol consumption were distributed to all the inmates of the jail. Students also got the opportunity to interact with the inmates as well as the Jail officials who enabled them to get a better understanding of society and the diverse problems faced by different sections.

5. Cleaning programme of Pala municipality in commemoration with Gandhi Jayanthi.

6. Skit on Gender Sensitisation in collaboration with Archana Womens centre, Ettumanoor.

- Assessment of nutritional status of school children in G.L.P.S Arunapuram 13/12/2013
- Nutritional assessment of housewives, teachers, college athletes (girls), post-menopausal women
- Students of Department of Botany conducted a survey and study on waste management of 23rd ward of Pala municipality, in collaboration with Women's Cell, Alphonsa College, Pala.
- Oasis-help for house construction.
- Free tuition to the inmates of St.Joseph's Orphanage , Kummannoor and St. Pious Orphanage, Pala
- Tuition classes to students in Cherpunkal and Narakathanam colony.
- Rice distribution during rainy season in colonies,
- The visit to orphanages was an eye opener to many of the students. They spent their time with the inmates and participated in their cultural programmes. Sweets and old cloths collected were given to the inmates.

- Onam and Xmas celebration in colony and Santhinilayam ,Anthinadu-a home for mentallychallenged,
- VICIB-A Self-Help Group classes and programmes with it, providing employment facilities and self-employment programmes,
- Financial help to award winners in Santhinilayam
- The students celebrated New Year with the inmates, handed over two bundles of children's books and distribute sweets among them.

- PSC Coaching

Free PSC coaching classes are arranged in adopted village Chittar., Every Sunday from 2 pm to 4 pm experienced hands are arranged for taking classes on various subjects at St.George L. P. School Chittar

- My River My Life

Meenachil River Punarganani Mission – a project for cleaning meenachil river .Our NSS Volunteers participated in the programme. NSS Unit participated the one day fasting led by Saphalan 55 organisation's **'My River My Life'** programme. N.S.S volunteers made a **Human chain for the sake of River Meenachil** Saving Meenachil River by planting Attuvanchi programme. Students planted the Attuvanchi saplings on the banks of Meenachil River on 27th sept. 2013.

- Vanamaholsavam was celebrated by distributing sapling by the NSS volunteers to the neighbouring homes.
- In collaboration with "Swanthwana Action force " a charitable trust for distressed women and children Gandhinagar kottayam, NSS Volunteers collected 850 post cards from students, a hand written plea of students to the Cheif Minister Oomman Chandy requesting to take immediate actions for the ban of liquor
- Visited and supported inmates of Mariasadanam (Centre for Mental patients), Swantanam(Orphanage), Devadan Centre (Old age Home)
- Blood Donation camp
  Blood donation camps were conducted in collaboration with Blood Bank and MCH, Kottayam.

- AIDS Awareness Rally

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	9.5 Acres	-	-	9.5 Acres
Class rooms	72		Management	72
Laboratories	11		Management	11
Seminar Halls	4		Management	4
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	4	8	DST	12
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	8,71,400/-	DST	8,71,400/-
Others	2,11,459/-	5,57,116/-	DST, UGC, FIST, PD	7,68,575/-

4.2 Computerization of administration and library

Already Computerised

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25626		335	197211/-	25961	
Reference Books	13728		250		13978	
e-Books	9700	5000/- (Subscription Charge)				
Journals	51	35,079/-	Nil			
e-Journals	6000	5000/- (Subscription Charge)				
Digital Database	1	35,000/-	Nil			
CD & Video	65	4000/-	Nil			
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Inter net	Browsing Centres	Computer Centres	Office	Dept.s	Others
Existing	91	3	1	1	1	1	12	Nil
Added								
Total	91	3	1	1	1	1	12	Nil

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

- Computer and internet access is given to staff and students through departments and Library.
- Office staff is trained to use Computers and nearly all office work is done using computers internet.
- Office E-mail ID is provided to all teaching staff and administrative staff and they are trained to use E-mail.
- Computer awareness programme to PG students.
- Accessing inflibnet for downloading text books.
- Training to students for using statistical and bioinformatics softwares.

4.6 Amount spent on maintenance in lakhs:

Item	**Amount**
i) ICT	10,37,500/-
ii) Campus Infrastructure and facilities	7,00000/-
iii) Equipments	Nil
iv) Others	1,63,466/-
Total	**19,009,66/-**

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Improving the information of support services in the prospectus.
2. Receiving the feedback from the students on the utility of support services.
3. Assigning convener to each type of support service.
4. Provide guidance to the needy students.
5. Notice boards.
6. Conducted Orientation Programme for first semester students.
7. Exit meeting for Sixth Semester students.
8. Parent teacher meeting.

5.2 Efforts made by the institution for tracking the progression

1. Alumni association to have at least one meeting in an academic year.
2. Feedback from students.
3. Self-appraisal.
4. Student counselling.
5. Suggestion box.
6. Started Value added courses.
7. Language proficiency.
8. Computer with internet access made available, free of cost.
9. E-books, e-journals, sample question papers are made available on library web.

5.3 (a) Total Number of students

UG	PG	Ph. D.	PGDCA
1291	94	0	142

(b) No. of students outside the state 6

(c) No. of international students 0

Men	No	%
	0	0

Women	No	%
	1398	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1182	88	41	291	3	1605	1144	128	51	74	1	1398

Demand ratio | 115:475(UG) 35:41(PG) | Dropout | 5%

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

- NET, PSC coaching programmes
- Training in leadership programmes
- Bank mock test
- Bank coaching class
- IELTS coaching by British council
- Seminar in personality development
- Soft skill development programme

No. of students beneficiaries | 400

5.5 No. of students qualified in these examinations

NET	2	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	Nil

5.6 Details of student counselling and career guidance

- All students are the beneficiaries of counselling services.
- About 14 career guidance programmes are organized by the institution. 34% of students are participated in these programmes.

No. of students benefitted | 369

5.7 Details of campus placement

On campus			***Off Campus***
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	9

5.8 Details of gender sensitization programmes

1. Women's Day was celebrated under the guidance and supervision of the Women's Cell of the College.
2. Karate training for self defence is provided to the girl students.

5.9 Students Activities

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

State/ University level 40 National level 22 International level

No. of students participated in cultural events

State/ University level 40 National level 22 International

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

Sports: State/ University level 93 National level 13 International le 0

Cultural: State/ University level 40 National level 2 International level 0

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs)
Financial support from institution	55	26194/-
Financial support from government	145	9,06,103/-
Financial support from other sources	5	25,000/-
Number of students who received International/ National recognitions	-`	-

5.11 Student organised / initiatives

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

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

5.12 No. of social initiatives undertaken by the students 3

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

The perfect woman nobly planned. To create self-reliant and liberated young women with traditional cultural values and moral integrity who will be agents of social transformation in their families and society.

MISSION

- To equip our students with deep knowledge and globally acceptable skills.
- To develop values of self-respect, tolerance, discipline, hard work and patriotism.
- To promote learning that will contribute to women empowerment by enabling women to become self-reliant.

6.2 Does the Institution has a Management Information System

No

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

6.3.1 Curriculum Development

- Faculty members in board of studies
- Participation in workshops of various subjects for syllabus formation, restructuring and revision.

6.3.2 Teaching and Learning

- Adequate qualified teachers.
- Bridge course
- Internet facilities for class rooms learning and listening
- Faculty members participation in seminar, workshop and conferences
- Peer group teaching
- Cross teaching
- Independent learning
- Feed back for teachers and it is reviewed every year
- Student's participation in various seminars both internal and external.
- Providing necessary study material by teachers.
- Regular class test, assignments, seminars, group discussion etc
- Preparation of academic calendar
- Outdoor learning experiences through field trips, camps, workshops etc.
- Learning through self employment programs.

6.3.3 Examination and Evaluation

- SKAT
- Continuous evaluation
- Examination schedule through examination committee
- Unit tests, model exams.
- Practical exams
- Home assignments
- Internal exams in each semester
- Remedial classes for weaker students
- Quality circle for star students

6.3.4 Research and Development

- Motivation from management to participate in research
- Application for major/minor project application forms are circulated to all staff members
- To encourage research culture among students through active participation in workshop, seminar, paper presentation etc.
- The college has a research committee which encourages research activities.
- Internet browsing facility for staff and students
- Enrich library and laboratory with adequate no. of books and equipments
- Duty leave for research activities
- Publication of two research journals by the college

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Upgraded library with RFID and computers
- Bar coding system for books
- Planned to construct new building, new block as a part of Golden Jubilee year at the college
- OPCA software is used for searching books
- Library has its own website and 5000 e- journals
- Well equipped full automated library
- Internet
- ICT facilities are available to students
- Internet lab in the library with computers
- Dept. of physical education has indoor and outdoor facilities
- This year building new indoor stadium
- Two generators have been installed in the college

- Administrative block
- Principals office, IQAC room, conference hall, big auditorium, staff rooms, adequate no. of class rooms, ladies rest room, well furnished computer room, prayer room, employment guidance and placement room, sports room, digital language lab, well furnished laboratories, adequate sports equipments
- Class rooms have LCD facilities
- 4 computer labs

6.3.6 Human Resource Management

- Well qualified, dedicated, sincere, competent faculty
- Favourable atmosphere to higher studies and computer studies
- Participation in workshops, seminars
- Conducting workshops, seminars in the college
- Conducting and participating in exhibition etc
- Workshops, training programs for faculty
- To non-teaching staff seminars arranged.
- For Students internet facility for widening knowledge
- Participation in activities – NSS, NCC, social and cultural activities, various clubs like oratory and literary club, entrepreneurial club, green club, movie club, literary club ,nature club, Jesus youth, college farm, Gandhian forum, bhoomithra sena, sports and games etc
- Student participation in workshops, seminars etc
- Self employment programs
- Entrepreneurial Development programs

6.3.7 Faculty and Staff recruitment

- Regular appointment based on UGC& govt. Norms
- Temporary teaching and non teaching staffs are recruited for one year by the institution

6.3.8 Industry Interaction / Collaboration

- Campus interviews by the industry. It is usually done by career and placement cell
- Internship in hospitals
- Research activities in industries done by students
- Educational visit in industries
- Collaboration with industries especially chemistry department

6.3.9 Admission of Students

- Merit based under single window system, rules and regulations of the college and university and state govt.

6.4 Welfare schemes for

Teaching

- Health centre
- Staff credit society
- First aid facility
- Counselling facility
- Health awareness program
- Eco-tour
- Advance payment for various activities
- Medical camp
- Tea club

Non- teaching

- Health centre
- Staff credit society
- Eco-tour
- First aid facility
- Advance payment
- Medical camp
- Tea club
- Counselling facilities
- Infrastructural facilities
- Health awareness programme

Students

- Free ships, free hostel, noon meal, free education for outstanding students, sports students and economically backward students
- Student's union
- Counselling facilities
- Health awareness programme
- Health centre
- Various scholarships
- Free uniform
- Providing infrastructure facilities
- Student welfare cell

- Special programs for backward students
- Remedial programmes
- Medical camp
- Endowment from stakeholders
- Self employment programs
- Fees in instalments
- Free Wi-Fi for study

6.5 Total corpus fund generated: 30,00000/-

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	Yes	Dr. V. V Georgekutty, Controller of Examination, Calicut University, Kerala	Yes	Manager
Administrative	Yes	Dr. V. V Georgekutty, Controller of Examination, Calicut University, Kerala	Yes	Manager

6.8 Does the University/ Autonomous College declare 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 affiliating university, the Mahatma Gandhi University, Kottayam has introduced credit based semester and grading system since 2009-10. Our college has implemented the system proactively. The system includes tests/assignments in a span of three years, accumulation of credits earned and continuous evaluation.

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

- For autonomy the university provides various suggestions and facilities

6.11 Activities and support from the Alumni Association

- NRI scholarship for economically poor students every year
- Conducting various programmes for students
- Participating various programs in the college

- Regular meeting with alumni members

6.12 Activities and support from the Parent – Teacher Association

- PTA held twice in the year
- Various programme for mothers
- Special mother PTA
- Participating various felicitation programs of students
- Financial aid to economically poor students
- Suggestions guide by parents
- Sponsored and conducted programmes

6.13 Development programmes for support staff

- Staff development programmes by resource persons from outside the college
- To facilitate teaching, facility is provided with internet and audio-visual aids
- Facility for higher education for each staff
- Each staff is allotted with special duties
- Gathering of staff on various occasions
- Celebration of important festivals by staff
- Participating various workshops, seminars etc.

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

- Green campus with mini gardens
- tree plantation
- Eco club
- green club
- Proper waste disposal
- Plastic free campus
- Butterfly garden
- Herbal garden
- Campaign to save water and electricity
- Waste management with municipality and corporation

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.

- The Grievance Cell is strengthened by including various committees to look into the problem of our students on various heads such as Academic and Health.
- Language proficiency training to students.
- ASAP (Additional Skill Acquisition Programme) - A training programme meant for Students quality improvement.

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

Workshops and various seminars have been conducted to enhance knowledge to students. Various competitions, social awareness programmes and other community services have been planned and executed. Different infrastructure developments have been planned and improved. Placement cell have been strengthened to provide career guidance to the graduates by arranging self employment training and aptitude training. Different associations have been strengthened in the department level to implement various activities which supports performance of academic and extracurricular activities. The plan of action decided upon at the beginning of the year in the IQAC meetings has created a positive impact on the teaching learning process of higher education.

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

Inclusive education

The college assists the slow learners by offering them free tuitions. This aims at improving the quality of the students. The practice is in keeping with the college's vision of creating empowered women.

Centre for Gandian Studies

A dynamic team of students keep alive Gandhian values in the contemporary world. The Centre conducts community development programmes like women empowerment programmes, distribution of pamphlets, CDs etc on relevant social issues in various districts of Kerala. The Centre also conducts exhibitions, debates, quiz programmes, among the students aiming at rediscovering Gandhian values.

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

7.4 Contribution to environmental awareness / protection:

1 Cleanliness throughout the campus is maintained for which employees are recruited exclusively.

2 Maximum efforts are being put into avoid all types of pollution.

3 The institution conducts a green audit with a sense of responsibility. In this regard, the following eco-friendly measures have been taken by the institution.

a. Energy Conservation.

b. Plantation

c. Green campus

7.5 Whether environmental audit was conducted? Yes [√] No [ ]

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

PGDCA, Diploma and certificate courses on computer education, coaching classes for functional English, Tailoring, Car Driving and Embroidering training classes are conducted during zero hours.

SWOT Analysis

Methodology Used

The SWOT Analysis was carried out by both Internal and External agencies.

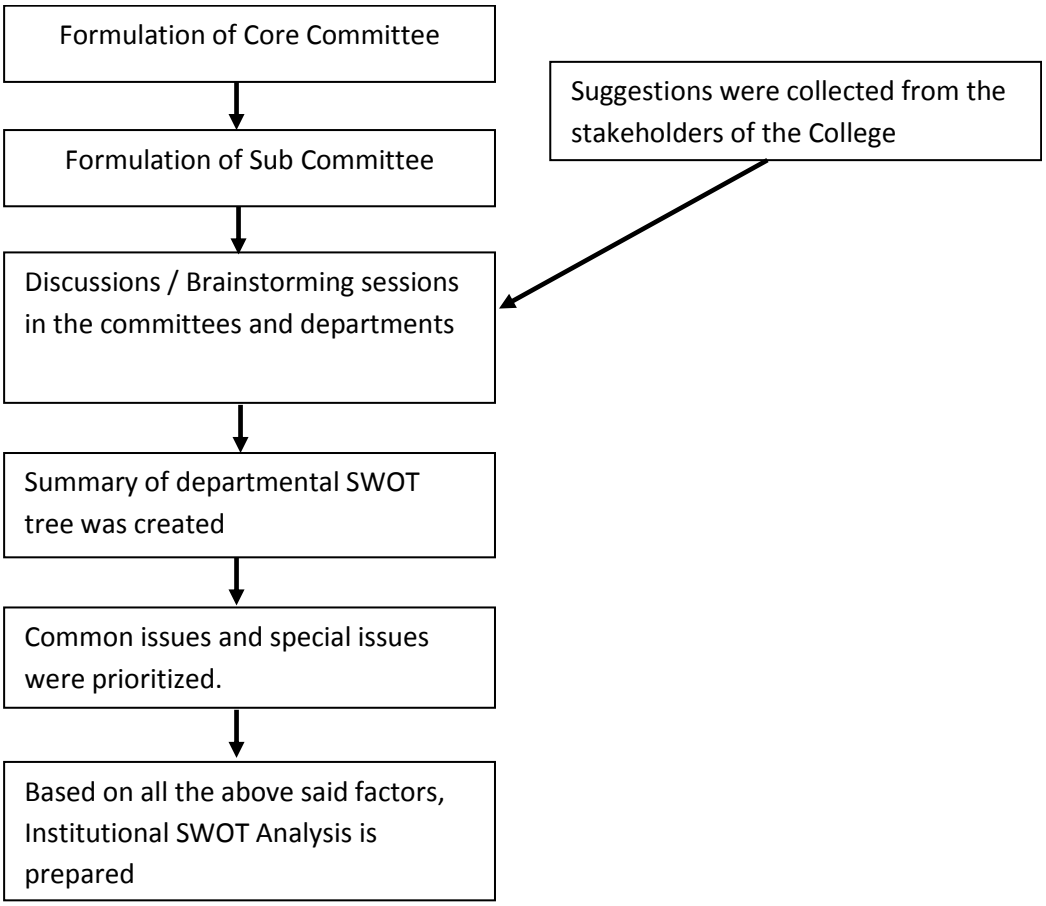
Contribution from Stakeholder and Teamwork

A core team of facilitators which consists of the representatives from the college management were made up first; the team comprised recognized key stakeholders of Alphonsa College, Pala. The team assembled several times and had discussions / brainstorming sessions in participatory mode. Core committee and sub committees were constituted. Both the committees have interactive sessions with and other central facilities, students, alumni, guardians and others. This helped to bring out information, determine the Strengths, Weaknesses, Opportunities and Threats, and prioritize the actions.

Analytic Framework

The primary draft copy of the SWOT Analysis at the institutional end is distributed to all the departments (teaching and admin.). The meticulous review remark on the draft SWOT is obtained from all the departments based upon which the Institutional SWOT analysis is prepared.

The steps in the SWOT Analysis are presented in the following Figure 1:



SWOT Analysis Summary

Strengths Identified:

- Very good infrastructure for academic activities and athletics.
- Extension activity is noteworthy.
- Straightforwardly accessible location.
- Good reputation.
- Strong support from the management.
- Well-built Teaching-Learning Process. More emphasis on learning in the teaching learning process with teachers as facilitators.
- All teachers are extremely committed, competent, qualified. They are regular contributor of research publications (nationally/ internationally), books.
- Apt environment for women students to groom up.
- Smart class room outfitted with Interactive Smart board and audio visual facilities.
- Good and structured students' mentoring programme.
- High-quality methodologies for nurturing weaker students such as remedial classes.
- Active Cell of NCC and NSS to serve the society & economy.

Weaknesses Identified:

- Absence of life skill oriented courses.
- More collaborative work with NGO's.

Opportunities Identified:

- Specializing in gender studies and women empowerment.
- Introduction of new programmes with skill orientation and local relevance, particularly self financed courses.

Challenges/Threats Identified:

- Widening exposure to both students and faculty.
- Updating with courses in emerging areas.

The "strategic Plan" developed based on SWOT analysis, for institutional Development.

More life skill oriented courses are planned to get initiated. The industry based theoretical knowledge is to be supplemented by practical work. Laboratories are to be modernized. Introduction of new courses, scaling up of newly sanctioned courses etc are planned. New Multimedia Centre is under construction. Creation of an Alumni database has done its initial step – that is the Mega Alumni meet that rejoined students from the very first batch to the recent pass outs. The following challenges are also planned to overcome are:

- Provide Faculty Development Programmes.
- Improve Institution Management Capabilities.
- Enhanced employability in PG programmes & Effective Admission process.
- Aiming to start new PG courses.
- Infrastructure Development.
- Better Industry Institute collaboration.
- Increased participation is insisted from Teachers in taking up more Major and Minor Projects.
- Creation of Modern Teaching Ambience.

Results of SWOT analysis linked to the key activities proposed in the proposal.

- Special importance is given to students, faculty and staff welfare.
- Nine minor projects undertaken during the year.
- Students awarded ACQUIRE and INSPIRE scholarships.
- Inclusive education for the first generation literates, poor and marginalized students.
- Adequate support for the average & below average students to scale academic heights.
- Quality circles for enhancing the institutional quality.
- Industrial visits /field trips are encouraged for experiential learning.
- Administration is decentralized to ensure greater participation and better governance.
- Fully automated library.
- ICT as a learning resource and adequate up to date computer facilities.
- Mutual commitment of institution and community it serves.
- Student support initiatives & encouraging students to participate in extension activities.

8. **Plans of institution for next year**

- To introduce online feedback system for collecting student's feedback.
- To lay stress on Eco-friendly atmosphere in the campus.
- To arrange for Health check-up for staff members.
- To introduce job oriented Diploma courses in various discipline.
- To sign MOUs with more organization.
- Examination to be made online.
- Laboratories to be equipped with new equipment.
- New class rooms are to be constructed.
- Post Graduate study in Mathematics and Physics are to be introduced.
- More seminar and conference to be conducted
- More UGC research projects to be applied.
- Collaboration with institution and industries to be initiated

Name: ***Dr. Sr. Gigimol M.G***

Signature of the Coordinator, IQAC

Name: ***Dr. Sr. Jansamma Thomas***

Dr. Sr. Jansamma Thomas. M. Sc, M.Phil, Ph. D
Principal
Alphonsa College, Pala.

Signature of the Chairperson, IQAC