



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	ALPHONSA COLLEGE
Name of the head of the Institution	Gigimol M.G.
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04822-212447
Mobile no.	8606501148
Registered Email	alphonsacollegepala@gmail.com
Alternate Email	gmgpala@gmail.com
Address	Arunapuram PO Kottayam District Kerala
City/Town	PALA
State/UT	Kerala
Pincode	686574
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Dani Mathew M
Phone no/Alternate Phone no.	04822212447
Mobile no.	9947486194
Registered Email	iqacacp@gmail.com
Alternate Email	danimathewm@alphonsacollege.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.alphonsacollege.in/uploads/2021/02/AQAR-18-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.alphonsacollege.in/uploads/2020/12/Academic-Calendar-2019-20.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
4	A	3.24	2019	27-Mar-2019	26-Mar-2024

6. Date of Establishment of IQAC

01-Jul-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Invited Talk for faculty- by Rev. Dr. Augustine Palakaparambil	01-Jun-2019 1	80

Regular meeting of IQAC	11-Jun-2019 1	18
Academic Calendar published	11-Jun-2019 1	30
Introduction of new certificate courses	11-Jun-2019 1	326
Workshop on Research Methodology	22-Jun-2019 1	56
Certificate course- TEX Training	08-Jul-2019 110	47
Regular meeting of IQAC	10-Jul-2019 1	18
AQAR 18-19 prepared	16-Jul-2021 75	0
Talk on qualities of a good teacher	19-Jul-2019 1	75
NIRF 2020 submitted	03-Dec-2019 1	0
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Infrastructure	RUSA	2019 365	2500000
Dr. Teresa Joseph	Travel grant	UGC	2020 2	106773
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	7
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. NIRF Ranking in the band 150200 2. Training to teachers on online teaching and learning 3. Academic and administration audit 4. Documentation of tree diversity and carbon sequestration potential of trees in the campus 5. ERP for the documentation of institutional activities

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To execute various gender sensitization and social awareness programs.	gender sensitization competitions and seminars on women saftey issues were organized.
To arrange Educational Trips, Excursions, Industry Visits etc. for 'Experiential Learning.'	Educational Trips, Excursions, Industry Visits, Nature camps etc. were conducted
To organize External and Internal Academic Audits.	Internal academic and administrative audits conducted
To employ career guidance and placement measures for final year students.	Career counselling and training for competitive examinations were organized
To conduct Faculty Development programmes.	Various training programmes were conducted for teaching and non teaching faculty
To augment facilities for the development of e contents.	Registered G Suite for education
To encourage and train Faculty to adopt ICT enabled innovative teaching and evaluation methods and for e- content development.	3 day workshop on E content development was conducted
To organise seminars and workshops for boosting the academic outlook of faculty and students in various aspects of arts and science.	Various invited talks on research methodology and entrepreneurshp were conducted
To Initiate the process to commence Research Centres in the Departments of Zoology and Politics.	Application submitted to University
To Start new certificate courses	New Cerificate courses added
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College administration council	17-Aug-2021

<p>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</p>	<p>No</p>
<p>16. Whether institutional data submitted to AISHE:</p>	<p>Yes</p>
<p>Year of Submission</p>	<p>2020</p>
<p>Date of Submission</p>	<p>06-Mar-2020</p>
<p>17. Does the Institution have Management Information System ?</p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>1. CampusNET ERP -Students Admission Management. It's a web based module with Advanced and customised search option for more than 250 fields about a student. All kind of reports for Universities and Governmentn can avail from this module especially all kind SC/ST/OBC statements as on date, 2013 2. CampusNET ERP -Fee Management All kind of Fee can be collected through this centralised 2013 System software with the integration of accounts system. Govt. And management reports can be availed as on date or a particular period other than the consolidated DFCR reports. 3. CampusNET ERP -Accounts System It is also a centralised Accounts system which is integrated with FEE and other modules. It can used for unlimited no. Of companies of accounts. 4. CampusNET ERP -Examination System This module is also centralised cloud based solution for Students internal and University Examination Management System and its all kind of reports such as Form 205, Packing Slip, Question Paper Setting, Exam Fee Management etc., 2015 5. CampusNET ERP -LibraryManagementSystem (ILMS) Fully Automated Library Management System with Barcode Solution for both Students Card and Books , 2009 6. CampusNET ERP -Library Information KIOSK System Fully functional Touch Screen Library Information KIOSK with OPAC facility is integrated in the Library. Library eGate for Students. Library attendance is also enhanced for Automated Library Usage statistics. 2014 7. CampusNET ERP -StudentsAttendance System (Cloud</p>

Solutions)All the students will display as per the allotted time table and just need to tick the absenters. Automatically University mark will generate as per 2013 8. CampusNET ERP -StudentsInternal/ExternalMark system All the teachers will get students attendance automatically through internal software and its mark also. Students list will come as per the university order and just need to enter mark only and it will generate the Form A and Form B in University Format 2013 9. CampusNET ERP - Time Table Management System 2013

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum as well as the academic calendar followed by college is strictly in accordance with the academic calendar prescribed by the affiliated university. An academic calendar is submitted by each department at the inception of every academic year. The smooth conduct of the programmes scheduled by each department is ensured by the IQAC. A well structured teaching strategy is followed by the teachers to facilitate optimum learning and their activities are judiciously recorded in the teacher's diary. Student assessment is done through the medium of class tests. Based on the result of a well structured assessment process, students are categorised into advanced, medium and slow learners. Remedial classes conducted by the teachers offer help to slow learners; the academic and career prospects of the advanced learners are improved with the help of special coaching and inter-cultural interactive sessions. The high performers also offer assistance in the form of peer teaching. The college has a well organized mentoring system in which teachers offer guidance to heterogeneous groups consisting of twenty five students. In addition to this various programmes are conducted for the learners in collaboration with the Govt. of Kerala. These programmes (ASAP, SSP and WWS) assist the students in their learning by providing them with simplified study materials. The college has a well equipped library with access to INFLIBNET, books, international journals and other e-resources. The curriculum transactions are made effective with help of audio-visual aids. Each department conducts an ample number of seminars-both national and international- which are relevant and beneficial to their area of study. Outreach programmes by premier institutions of the country are organized in the college so that the students are familiarized with emerging trends in their area of study. Meritorious students are given an opportunity to visit premier institutions as part of Motivational Institution visit. The college has a well functioning grievance redressal mechanism wherein the students can approach their tutors for sharing their grievances. A Complaint Box is kept outside the Principal's office and the box is opened only by the principal to ensure secrecy of the whole affair and prompt action is ensured to solve the grievances. The College is proud to have an objective and transparent mechanism in the calculation of internal marks. Internal marks are uploaded in the University website. Efforts were made at the initiative of individual departments to complement the curriculum

through seminars, assignments, projects and other cocurricular activities, to fine-tune it to meet the requirements of the society and improve the employability of the students. The learning atmosphere is enriched by the use of smart classroom and value addition strategies providing both intellectual and social development. At the end of every semester, department-wise open forum is conducted in order to gather students' feedback on the implementation of the curriculum. Department-wise Parent-Teachers' meeting (PTA) is also held after each semester. The feedback thus gathered is taken up at the faculty evaluation meetings held at the end of every semester, both at the departmental and college level.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
cervical Spondylosis	00	06/08/2019	30	Employability	spine care
Horticultural Practices in Plant Propagation	00	13/07/2019	30	Entrepreneurship	Horticulture
Gender studies	00	23/09/2019	30	Entrepreneurship	critical thinking on gender issues
Indian Constitution and Government	00	05/10/2019	30	Employability	Awareness about indian constitution
Health Economics	00	19/08/2019	30	focus on both employability/ entrepreneurship	concepts of policy shaping in health care sector
Spiritual Economics	00	19/08/2019	30	focus on both employability/ entrepreneurship	concepts of economic prosperity
Karatte	00	19/08/2019	30	focus on both employability/ entrepreneurship	Martial skills
Gender, Literature and Identity	00	06/01/2020	30	Employability	critical thinking on gender issues
Latex Training Programme	00	30/10/2019	30	focus on both employability/ entrepreneurship	Latex documentation

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	384	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate course in Gender, Literature and Identity	06/01/2020	17
Spiritual Economics	19/08/2019	64
Horticultural Practices in Plant Propagation	13/07/2019	44
Gender History	23/09/2019	59
Indian Constitution and Government	05/10/2019	37
Karatte	19/08/2019	25
Latex Training Programme	30/10/2019	47
Health Economics	19/08/2019	64
Computer Technology	20/08/2019	43
Electrical Electronics Instrument Maintenance	20/08/2019	22
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Political Science	16
MA	English Language and Literature (Aided)	13
MA	English Language and Literature (SF)	17
MSc	Zoology	10
MSc	Chemistry	18
MSc	Clinical Nutrition and Dietetics	17

BVoc	Sports Nutrition and Dietetics	5
BVoc	Fashion Technology	17
BCom	Taxation	56
BSc	Clinical Nutrition and Dietetics	37
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>The institution collects structured curriculum feedback from various stakeholders such as students, faculty, alumni, parents and employers. The feedback process is completed by the end of each academic year from the students and faculty whereas the parents' feedbacks and alumni feedbacks are taken during the annual PTA meetings and Alumni meet. In addition to this, feedbacks are also taken from the students on institutional performance and teachers' performance. The feedback covers variables like size of the syllabus, compatibility of the programme with preceding courses, demand of extra reading, availability of books and resource materials, flexibility, application level, standard, usefulness for further studies, inclusion of latest course contents etc. the IQAC communicates the feedback to the Head of the Departments to take necessary actions in the department level. New reference books have been added to the library resources based on the feedback. In the new academic year, teachers took special attention to explain the course outcomes to the student community. The teachers communicate the syllabus related comments to the concerned board of studies members. New certificate courses are designed and provided for the enrichment of curriculum. Open Houses are held to discuss the course contents from the part of the parents. Based on the feedback the teachers are asked to simplify study materials for the benefit of slow learners. The advances learners are directed to use more updated resources. PG students are promoted to participate in national seminars and research methodology workshops. Various soft skills training programmes are designed to improve the application level of different programmes. To tackle the inadequacy of instructional hours to complete courses, special classes were organised well in advance. Most of the grievances regarding the curriculum are addressed in the college level. For further actions the issues are forwarded to the university as the course design and restructuring are done at the university level.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled
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Programme	Specialization	available	Application received	
BSc	B. Sc. Physics Model II	30	63	20
BSc	B.Sc. Clinical Nutrition and Dietetics Model III	38	503	38
BSc	Zoology	55	1493	47
BSc	Botany	55	1412	52
BSc	Chemistry	45	1047	36
BSc	Physics	45	740	31
BSc	Mathematics	55	558	46
BA	History	63	1235	63
BA	Economics	70	1317	70
BA	English language and literature	70	1654	69

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1676	196	49	7	26

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
82	63	16	12	1	10
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Alphonsa College, Pala endows with special attention to each and every student of the college. Faculty members of each department act as tutors/mentors for the students. Special time for tutorial is set aside every Friday. The class teacher acts as the tutor of the specific class. The academic problems of the slow and advanced learners are discussed and solved during the tutorial hour. Special concern is given to slow learners and scheduled remedial classes are given. The personal problems of each student are discussed during the mentoring hour and 25 students of each batch are guided by a mentor. Students get monetary and personal support from the mentor and those who require further counselling are guided to the Counselling Centre ('Santhwana') of the college.

The premeditated mentoring classes were held at the week – ends and special mentoring is set by each department for the deprived and the progress of each student is evaluated and marked in the mentoring evaluation sheet.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1869	82	1 : 23

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
82	82	Nil	Nil	25

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Maya George	Assistant Professor	Best Poster presentation instituted by School of Marine Sciences, Cochin University of Science and Technology, Cochin, Kerala
2019	Lt. Anu Jose	Assistant Professor	Best Associate NCC officer of Kottayam Group
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	EN	Semester VI	05/06/2020	13/08/2020
BA	EC	Semester VI	05/06/2020	13/08/2020
BA	HY	Semester VI	05/06/2020	13/08/2020
BSc	MM	Semester VI	05/06/2020	13/08/2020
BSc	PH	Semester VI	05/06/2020	13/08/2020
BSc	CH	Semester VI	05/06/2020	13/08/2020
BSc	BO	Semester VI	05/06/2020	13/08/2020
BSc	ZY	Semester VI	05/06/2020	13/08/2020
BSc	PH-II	Semester VI	05/06/2020	13/08/2020

BSc	CND	Semester VI	05/06/2020	13/08/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has framed significant reforms in Continuous Internal Evaluation System at the institute level to improve the academic performance of students. Academic performance evaluation is an essential element of teaching and learning process. The institution follows Continuous Internal Evaluation (CIE) System to assess all Evaluation Process. Students are made aware of the evaluation process during the orientation programmes conducted prior to the commencement of their course. Academic Calendar with tentative CIA Exam dates will be given to the students at the beginning of every academic year. The institution conducts two internal examinations and a model examination which include questions from previous University Examinations. This helps the students to get an idea about what they really learned. After every examination, the answer scripts are valued and the corrections are personally explained to each student. All the departments maintain Progress Reports of the students. After the internal exam and valuation, PTA meetings will be conducted where the parents are given the progress reports of their wards. The parents will also be made aware of the performance of their wards. Whenever necessary, the tutor shall recommend the visit of the parent to the college for a discussion about the Remedial Classes conducted for the slow learners, absentees and the students who participate in Sports, NSS activities and Placement Interviews. This practice helps the struggling learners to update their subject knowledge and helps them to catch up with their peers. After every University examination and Centralized Internal Assessment, examination result analysis is done. Pass percentage of each course is calculated by dividing the total number of students appeared and passed in each course. The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members in the review meetings. The teachers can also discuss about new methodologies to be adopted to improve the results at the result review meeting. External examinations of three hours duration will be conducted at the end of every semester for all the theory papers and practical papers. Students should satisfy the eligibility criteria of 75 attendance in each semester to appear for University Examination. The senior faculty members are the members of Board of Studies. At every meeting of the Board they suggest evaluation reforms and discuss any inconsistency in the Pass Board meeting.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar is prepared by IQAC based on University Academic Calendar, staff council decisions on tentative schedule of Continuous Internal evaluation and plan of actions collected from departments well in advance prior to the commencement of the academic year. Academic Calendar is approved by Staff council and is published in College Handbook and Calendar. The calendar summarizes the academic schedule for the upcoming year, tentative schedule of internal and external examination, exam rules and regulations etc. The faculty members of the concerned department gather the lists of courses for the coming semester. The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. The faculty members prepare the lesson plan before the commencement of the semester, indicating the topics to be covered lecture wise including the evaluation process for each subject and it is duly reviewed by the one of the senior faculty in the department and approved by the head of the department. It is then made available to the students. The one in charge of the timetable in each department prepares the timetable as per the guidelines of respective

statutory bodies for the number of credit hours for each subject prior to the commencement of the semester. Time-table is uploaded on the system and displayed on the respective department notice boards. The performance of the students is assessed on a continuous basis by conducting internal exam as per the Mahatma Gandhi norms per semester. The tentative schedule of the CIE is included in the College handbook and is distributed to the students at the beginning of every year.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.alphonsacollege.in/wp-content/uploads/2019/03/PO-CO.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
CND	BSc	Clinical Nutrition and Dietetics	38	38	100
PH-II	BSc	Physics Model II Computer Application	18	17	94.4
ZY	BSc	B.Sc. Zoology	47	39	83
BO	BSc	B.Sc. Botany	50	45	90
CH	BSc	Chemistry	39	39	100
PH	BSc	Physics model I	41	36	87.8
MM	BSc	Mathematics	41	41	100
HY	BA	History	56	31	55.4
EC	BA	Economics	64	57	89.1
EN	BA	English language and literature	65	50	76.9

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.alphonsacollege.in/student-satisfaction-survey/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	00	000	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
WORKSHOP ON RESEARCH METHODOLOGY	Commerce	22/06/2019
Two day NATIONAL SEMINAR ON GREEN GROWTH INITIATIVES IN INDIA: POLICIES AND IMPACT	Economics	23/01/2020
SEMINAR ON PRACTICAL BANKING	Economics	02/03/2020
National Seminar Blurring the Boundaries on Theory as an Intertext	English	19/02/2020
Workshop on "Research Methodology and Research Paper Writing"	English SF	11/12/2019
Seminar on "Modernism and Postmodernism: An Interface"	English SF	26/08/2019
National Seminar on Diaspora in Film and Literature	Malayalam and Hindi	31/01/2020
Seminar on Official Language Hindi	Hindi	27/06/2019
Seminar on Graph Theory	Mathematics	27/08/2019
Seminar on Virtual Labs	Physics	19/07/2019
Seminar on DEMOCRACY AS A WAY OF LIFE	Politics	27/08/2019
Seminar on on 'How to describe a new species	Zoology	07/03/2020
Budget Analysis workshop	Economics	09/07/2019
National webinar on Recent Trends in English Literary Studies	English	27/05/2020
One day workshop on THEMATIC LINE DEVELOPMENT	BVoc Fashion Technology	01/11/2019
Gandhian Economics	Politics	02/03/2020
'Environment Sensitization	Chemistry	07/06/2019
Talk on Solar Cells	Chemistry	16/09/2019

'Women in Science'.	Science Departments	02/03/2020
Talk on "150 th year of Periodic Table ".	Chemistry	27/02/2020
Seminar on "Beat Air Pollution"	Botany	16/06/2019
workshop on Odonate identification	Zoology	07/03/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Research poster	Dr. Maya George	Cochin University of Science and Technology, Cochin	20/12/2019	Research
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	00	00	00	00	01/06/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
00	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	1	5.83
International	Chemistry	2	2.14
National	Hindi	1	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	1
Physics	1
Chemistry	2
Politics	3
English (SF)	1

Zoology	5
Botany	3
Economics	1
Malayalam	4
Hindi	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Constraints on Tensor to Scalar Ratio using WKB Approximation	Minu Joy	Journal of Cosmology and Astroparticle Physics	2019	6.495	Alphonsa College Pala	Nil
Recent developments and perspectives in the case cross coupling reactions	Diana Elizabeth Jose	Current Organic Chemistry	2020	1.822	Alphonsa College Pala	4
Cyclodextrin based palladium catalysts for Suzuki reaction: An overview	Diana Elizabeth Jose	Carbohydrate Research	2020	1.982	Alphonsa College Pala	1
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Recent developments and perspectives in the case cross coupling reactions	Diana Elizabeth Jose	Current Organic Chemistry	2020	1	5	Alphonsa College Pala
Constraints on	Minu Joy	Journal of	2019	7	92	Alphonsa College

Tensor to Scalar Ratio using WKB Approximation		Cosmology and Astroparticle Physics			Pala
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	2	5	Nil	Nil
Attended/Seminars/Workshops	7	46	15	82
Resource persons	Nil	Nil	Nil	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Cloth Bag Distribution	National Service Scheme (NSS)	2	35
Awareness programme against Drug Abuse	National Service Scheme (NSS)	2	40
Mask Making	N.C.C	1	3
Awareness on COVID 19	N.C.C	1	6
Blood Donation Camp	National Service Scheme (NSS)	2	25
Clean Pala Campaign	National Service Scheme (NSS)	2	63
UBA survey on waste management at kadappattoor, Pala	Unnath Bharath Abhiyan (UBA cell)	1	63
Flood Relief	N.C.C	1	197
Free Ayurveda-Physiotherapy medical camp for public.	Unnath Bharath Abhiyan (UBA cell)	5	72
House construction	Red-cross, NSS	4	140
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NCC, Alphonsa College Pala	Best NCC Sub Unit	NCC Group HQ Kottayam	100
NSS volunteer for SVEEP ACTIVITIES	District election officer in the General Election to the Loksabha	District Election Officer and District Collector (Kottayam)	7
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Saving Meenachil River by planting Bamboos seedlings under "Meenachilar Samrakshana Padhathi"	Dept of Zoology	MEENACHILAR SAMRAKSHANA PADHATHI	6	30
Awareness on Solar Eclispse	Dept of Physics	Community Development	6	36
Extension activity at DCMR a school for intellectually disabled students at Puliyanoor, Pala	Dept of History	Community Extension	3	56
FREE TUITION	Dept of English	Community Development	6	9
Childrens home visit	Dept of English	Child Welfare	6	27
USED BOOK COLLECTION	Dept of Economics	Used Book Collection	3	100
BHAKSYA AROGYA ONE DAY SEMINAR AT VICIB PALA	Dept of Economics	Sustainable Development	3	5
RIVER REJUVENATION PROGRAMS	Dept of Economics- Bhoomika Poonjaar	River rejuvenation Programs	3	20
VISIT TO MARIASADAN AND SPECIAL SCHOOLS FOR CHILDREN	Dept of Economics- Mariasadan and Anthinadu	Institutional Social responsibility	3	65

	Santhinilayam			
TUITION CLASSES FOR STUDENTS IN THE COLONY	Alumni Students of the Department of Economics	Tuition Classes supported by Lunch for the students in the colony	3	30
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student exchange	1	Personal	60
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship for Project work	KINFRA INTERNATIONAL, TEXPORT INDUSTRIES, TRIVANDRUM	01/12/2019	31/12/2019	8
Internship	Internship for Project work	ORCHID DESIGNS, KURAVILAGAD	01/12/2019	31/12/2019	1
Internship	Internship for Project work	ARK APPARELS, MANUFACTURER OF SPORTS JERSYS AND T SHIRTS ERNAKULAM	01/12/2019	31/12/2019	1
Internship	Internship for Project work	KORAL GROUP OF COMPANY KARUMARM PALAYAM, TIRUPUR	01/12/2019	31/12/2019	7
Internship	Internship for Project work	KITEX LIMITED KIZHAKAMBALAM COCHIN	01/12/2019	31/12/2019	1
Internship	Internship for Project work	SAUNDERSON'S (INDIA) EXPORTS A-1,	01/12/2019	31/12/2019	3

		SIDCO INDUSTRIAL ESTATE, FIVE ROADS, SELAM 3			
Internship	Internship for Project work	CCZ INTERN ATIONAL 5/818 RAJANAGAR, PN ROAD, POY APALAYAM, TIR UPUR, THAMIL NADU-641602	01/12/2019	31/12/2019	3
Internship	Internship for Project work	HEAVEACRUMB RUBBER INDUSTRIES PVT LTD PAIKA	02/01/2020	31/01/2020	2
Internship	Internship for Project work	GLENROCK RUBBER PRODUCTS PVT. LTD. MALLIKASSERY P O PALA	02/01/2020	31/01/2020	2
Internship	Internship for Project work	KIZHATHADI YOOR SERVICE CO OPERATIVE BANK	02/01/2020	31/01/2020	6
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
St Thomas College Palai, St Dominic's college Kanjirapally, St Thomas College Ranni and Henry Baker	19/11/2019	Academic collaboration for faculty exchange, seminars and training to students	160
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
20.5	21.92

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
------------	-------------------------

Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Campus NET	Partially	Null	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	26623	1054861	15	4840	26638	1059701
Reference Books	16089	3469445	15	13230	16104	3482675
Journals	Null	Null	34	59905	34	59905
Digital Database	Null	Null	1	5900	1	5900
CD & Video	129	Null	Null	Null	129	Null
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dani Mathew M	Plant Pathology	Google classroom	20/03/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	190	36	0	14	25	20	95	4	0

Added	3	0	0	0	0	0	3	0	0
Total	193	36	0	14	25	20	98	4	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
31	32.7	20	20.66

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Institution is keen on maintaining the academic and support facilities with funds procured from Management ,PTA and other agencies. The physical facilities are maintained and monitored by Local Manager (Bursar). PHYSICAL AND ACADEMIC FACILITIES The infrastructural amenities are timely upgraded and properly maintained. There is a Planning Committee constituted solely for this purpose. To meet the quality standards and needs, the IQAC as well as the College Council makes proposals for infrastructure development to the Planning Committee chaired by the Principal. Depending on the nature of the construction, the Planning Committee presents the proposal before the staff and PTA for their concurrence. The Managing Board takes the final decision on a priority basis. New infrastructure is created and existing upgraded to enhance academic standards and increase efficiency. The voltage and power supply is regularly checked by the appointed electricians. The service of an electrician and a plumber is made available in the campus. CLASS ROOMS The class rooms are modernized with LCD. Maintenance of the classrooms including furniture, doors, windows and routine cleaning are conducted. COMPUTER Computers are properly serviced and reused for the proper functioning of academic and non academic purposes and to minimize e-waste. The maintenance of computer hardware and software of the institute is carried out by third party experts through annual maintenance contracts (AMCs). LABORATORY Normally at the end of the Academic sessions the Heads of various departments are informed by the principal to give a report on the working status of the equipment used in their departments. The equipments/ instruments are repaired by professionals and if necessary, replaced and kept ready for use before the commencement of the new academic session. Purchase Committee calls for quotations of the needy materials for the lab. Annual stock verification of chemicals and glassware are done promptly. A stock register is kept in all departments to record all the laboratory facilities. LIBRARY Librarian initiates maintenance of the library facilities with the help of library assistants. The Library Advisory Committee plays an active role for the smooth and efficient functioning of the library. The Library was automated using Integrated Library Management Software. Books, manuscripts and reports are maintained with special care by the library assistants and they ensure a dust free atmosphere in library. Purchase

Committee Calls for quotations and issue of purchase order for books, journals and other library facilities. OPAC system for book search has been devised and regularly updated. Stock verification of library books, is done every year. SPORTS FACILITIES The Department of Physical Education monitors the maintenance of sports equipments at least once a year. Professionals are hired for special sports training and field maintenance. The equipments in Gymnasium are regularly serviced and new ones are purchased whenever required. Regular maintenance of sports field is conducted. The overall cleanliness of the institution is ensured by the support staff with the collective effort wholeheartedly extended by members of the faculty, students, alumni and all the stakeholders

<https://www.alphonsacollege.in/uploads/2020/07/maintanence-policy-3.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Institutional sholarships	150	60693
Financial Support from Other Sources			
a) National	Government scholarships	841	9844340
b)International	00	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Class on Goal Setting	20/12/2019	53	Dr. Sujith Edwin Pereira, Director, NAITER Trivandrum
Art and self-development (Theatre and/or other expressive art forms as medium of self-expression)	11/10/2019	30	Babu Kuruvila Professor in Media Communication Studies
Self-awareness - SWOT analysis Making Personal Development Plan (PDP)	10/10/2019	30	Babu Kuruvila Professor in Media Communication Studies
Developing Scientific Temper Essential aspects of Research in Contemporary Society	20/12/2019	30	Dr. Sujith Edwin Pereira, Director, NAITER Trivandrum
How to read and review an academic	10/12/2019	60	Bose George P Asst Prof. Marian

book?			College Kuttikkanam
Group Discussion and interview skills	11/01/2020	90	Dr. Sujith Edwin Pereira, Director NAITER Trivandrum
Value Education Programme (10 Day)	20/01/2020	1800	Value education committee, Alphonsa College Pala
Self employment programme-pen making	18/01/2020	65	Department of Economics
Workshop on soft skills and presentation skills	10/12/2019	54	Dr. Brijesh George Jhon, Associate Professor, Marain College Kuttikkanam.
SOFT SKILL DEVELOPMENT PROGRAMME_Talk Series-LET IT SPARK	26/09/2019	60	Department of Physics
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	guidance for career Counselling and competitive examination	436	1345	9	38
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Wipro, Infosys, AL-Azar Arts	93	37

College, Thodupuzha, Corel garments, Tirupur, Kalyan silks, Gayathri designs, Kattappana, Ziva maternity wear Ernakulam, Habbit boutique Kollam, Orchid Designer house, kuravilagam, Kerala Police, Railways, KSEB, Kerala PSC, CRPF,

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	13	B. Sc. Mathematics	Mathematics	St. Thomas College Pala	M. Sc. Mathematics
2020	1	B. Sc. Mathematics	Mathematics	Bio Statistics, Manipal	M. Sc. Biostatistics
2020	1	B. Sc. Mathematics	Mathematics	B.C.M College	M. Sc. Mathematics
2020	2	B. Sc. Mathematics	Mathematics	Christ College Bangalore	M. Sc. Mathematics
2020	2	B. Sc. Mathematics	Mathematics	S H college, Thevara	M. Sc. Mathematics
2020	1	B. Sc. Mathematics	Mathematics	Trivandrum	M. Sc. Mathematics
2020	1	B. Sc. Mathematics	Mathematics	Christ University, Bangalore	M.Sc (Data Sciences)
2020	1	B. Sc. Mathematics	Mathematics	CUSAT	M. Sc. Mathematics
2020	8	B.Sc. Chemistry	Chemistry	St Thomas College Pala	MSc Chemistry
2020	1	B.Sc. Chemistry	Chemistry	Annamalai University	Public Administration

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year

(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	5
SET	2
Any Other	2
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports	Institutional	430
cultural	Institutional	847
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Group Dance second prize	National	Nil	1	Nil	Derline Jose and Athulya Dev P
2020	Quiz competition	National	Nil	1	Nil	Sneha Elsa Paulose
2020	SECOND, AIU ATHLETIC MEET 4X100MR	National	1	Nil	Nil	AKSHATHA PS
2020	FIRST, KHELO INDIA UNIVERSITY GAMES	National	1	Nil	Nil	AKSHATHA PS
2020	THIRD, KHELO INDIA UNIVERSITY GAMES -LONG JUMP	National	1	Nil	Nil	ANUPAMA BIJU
2020	FIRST, AIU ATH. MEET-4X100M RELAY	National	1	Nil	Nil	ARATHY A
2020	THIRD, KHELO INDIAYOUTH GAMES-	National	1	Nil	Nil	ARSHA BABU

	TRIPLE JUMP					
2020	SECOND, AIU ATH MEET 4X400MR	National	1	Nil	Nil	EMILY KT
2020	FIRST, KHELO INDIA UNIVERSITY GAMES-4X400M RELAY	National	1	Nil	Nil	EMILY KT
2020	FIRST, AIU ATH. MEET 4X400M MIXED RELAY	National	1	Nil	Nil	EMILY KT

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College Union is organized with the following objectives

- 1.To train the students of the college in parliament democracy so that they may be responsible future citizens of India, aware of their duties, responsibilities and rights.
- 2.To promote opportunities for the development of character, leadership, efficiency and spirit of service among students.
- 3.To organize cultural programs, quizzes, debates, seminars, work squads, touring parties etc. so that the students may acquire knowledge on current topics and develop deep thinking about them.
- 4.To encourage extracurricular activities like Youth Festival, Sports Meet etc. that are conducive to the above objectives.

The election to the College Union is conducted on the parliamentary model as per Para 6.2.4 of the J.M. Lyngdoh Commission Report and order passed by the Supreme Court of India in SLP No. 24295/2004 and the High Court of Kerala. The college union will have a students' general council and an executive. All students are members of the students' general council. In order to conduct election to the executive council an electoral council consisting of two elected representatives from each class will be formed. The electoral council will elect the executive committee consisting of the following office bearers: the Chairperson, Vice Chairperson, General Secretary, University Union Councillors, Magazine Editor and the Arts Club Secretary. One member representing the students of each degree and P.G. classes elected by and from the student representatives of the respective years in the electoral council will also represent the executive council. Various departmental associations based on the students' optional subjects are also functioning under the college union. The Student council is a representative structure through which students can be involved in the affairs of the college, working in partnership with the staff for the benefit of the institution and students. The council promotes the interests of the college and ensures active involvement of students in various affairs. The college union is responsible for conducting various events like arts day, college day, fresher's day, talent day and so on. Another key duty is editing and publishing the annual college magazine. The chairperson of the college union is an integral part of IQAC committee, thus solidifying student's involvement. The Anti Ragging Cell has representatives of freshers and seniors to ensure cooperation and to abolish ragging in the college altogether. It is through the students' active involvement that the academic calendar is

formulated. NSS, NCC, Women Cell, various clubs and associations have student representatives as secretary and jointsecretary to coordinate the activities. The college chairperson also has the pride of place on the ethics committee as the joint convener and works to ensure ethics is inculcated in the use of IT resources and conduct of cultural activities. Apart from this there is active involvement of students in various frontiers of the institution to ensure hands on approach and participation in the pursuit of academic excellence.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes Alphonsa College has a registered Alumnae association and it is functioning effectively which provides an opportunity for former students and retired teachers to continue their bond with the college. Society Name : ALPHONSA ALUMNAE Reg. Number : KTM/TC/86/2019 Reg. Date : 06/03/2019 Reg. ACT : Travancore – Cochin ACT President : Dr. Ancy Joseph, Vadakkechirayathu, Aruvithura P O Secretary : Dr. Minu Joy, Madhavath, Pala P O

5.4.2 – No. of enrolled Alumni:

385

5.4.3 – Alumni contribution during the year (in Rupees) :

38500

5.4.4 – Meetings/activities organized by Alumni Association :

The alumnae association conducted a tableau competition for the final year UG students on 13 January 2020 with the theme as Women Empowerment. The Department of Chemistry got the first prize and a cash award of Rs. 2500 and the departments of Physics and English won the second and third prizes respectively. As a curtain raiser of Alstagia 2020 we conducted an online nostalgic photograph contest exclusively for alphonsian alumnae. Our alumnae could upload pictures related to their college life on their facebook page and the selection was based on the relevance of the picture and likes comments. Ms. Amalu Kattunilam and Mrs. Grace Joy received the first and second prizes. The annual alumnae meet Alstagia 2020 was held on 25 January 2020. Our alumna Ms. Sunitha Jacob, Deputy Director General, Kerala Lakshadweep, Ministry of Statistics and Programme Implementation, Govt. of India was the chief guest of the day. Alumae association president Dr. Ancy Joseph, Head, Dept. of English, S.D College, Kanjirappally presided over the function. During the meeting Ms. Emily K A received the award of the Best Sportswoman of the year. To make the get together more attractive and memorable, this year we conducted various games and competitions like musical chair, ball passing, spot dance, laughing competition etc for different age groups of old students and attractive prizes were distributed. Same day itself we arranged an exhibition and sale of home decor, dress materials, homemade foods etc at the college auditorium.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution has a mechanism for delegating authority and providing operational autonomy to all functionaries and on working towards decentralized governance system. The cooperative approach of the management, principal and faculty develops and implements the quality policy and plans in order to uphold the mission, vision and core values of the college. Institution has a well-

organized and experienced Managing Board which strives for the development of the college by envisaging a five year plan of action. The College Administrative Council employs a well-defined and decentralized human resource management system to implement the academic, administrative and financial policies of the college. The College Council reviews the internal affairs of the college and functions to implement the academic and co-curricular calendar of University and college. The IQAC promotes and leads all the quality sustenance programmes. Infrastructural and planning committee makes recommendations and implements infrastructure development and maintenance and repair of utilities available. Decisions for respective stakeholders are made through staff meetings, alumni meetings, PTA meetings, Students Union meetings, and clubs and Committee meetings and are presented to College council, IQAC, Administrative council and Managing board thus ensuring that the Institution runs in a democratic and transparent manner. Faculty members are encouraged to develop leadership skills by being in-charge of various academic, administrative, co-curricular and extracurricular activities. Students Union takes leadership and initiatives for all student related activities, student coordinators are appointed to co-ordinate programmes and students take active participation, thus encouraging and developing leadership, participative and co-operative skills among them. Various units of the institution like NSS, NCC and Sports students are empowered to play an active role as coordinators of co-curricular and extra-curricular activities. Non-teaching, office and other support staffs are also involved in the execution of day to day activities thus giving support and services to all stakeholders. Grievance redressal cell of the college is effective in addressing the problems faced by both students and staffs through their regular meetings and discussions. College conducts its alumnae meeting every year on January 26 and it aims in fostering a spirit of loyalty to our alma mater and strengthening bond between alumnae and the Institution. College faculties, alumnae and retired teacher's forum enrich the alumnae meeting through their coming together. An exhibition cum sale is also arranged along with this meeting which opens a platform for both young and old entrepreneurs and provides an opportunity for many alumnae to exhibit their talents. To this effect, a well designed plan for the meeting was made, emphasizing decentralization of governance and seeking involvement of all stakeholders. With support and encouragement from managing board and college administrative council, the College Council took the decision to conduct the alumni meeting on January 26, 2020. The coordinators of Alphonsa Alumni were entrusted with the successful conduct of the meeting through planning, forming various committees, effective implementation and ensuring the active participation of all sections. The fund for the program was raised by the cooperation of alumni, faculty, local society and stakeholders.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College being affiliated to University, the academic programs and curricula for UG and PG courses are as university approved. Teachers in Board of Studies and members of syllabus restructuring committees of the University voice their experience in making syllabus. The academic calendar of the University and college which is

published in Handbook helps in planning the academic year ahead. Teaching plans in each subject ensures the completion of curricula and timely conduct of internal exams. Departments offer certificate/value-added and diploma courses to equip the students with the changing employability requirements. Regular feedback students involved helps in effective curriculum deployment.

Teaching and Learning

The teaching faculties with inputs from college council and IQAC evolve the best strategy to deploy the curricula through effective teaching-learning process. Teachers are given the freedom to choose the most effective method for transferring the curriculum to students. Traditional classroom methods as well as ICT based teaching is employed. Orientation and bridge courses are organized for First year UG students to help them to shift to Higher Education mode. Regular monitoring of class helps to identify slow, medium and advanced learners and improvement facility is provided for each category through remedial classes, peer and cross teaching. Debates, seminars, practical hours, exhibitions, department fests, theme based quiz by library, observation of significant days, visit to Academic institutions/ Industries, field visits etc. help the students to experience their learning process. Financially backward students are aided with books, tuition fees, scholarships, noon meal etc. The teachers attend refresher and faculty development courses for quality sustenance and workbooks help to monitor the activities. IQAC gather feedback from students in a structured questionnaire which includes components on innovative teaching practices adopted by the faculty.

Examination and Evaluation

The College has an efficient Exam cell under the leadership of chief superintendent. Two internal exams are conducted in each semester as stipulated in the College handbook in addition to class tests. The College Council entrust teachers with question paper setting, conduct of exam, evaluation of answer scripts, assess learning outcome with students and take remedial measures, preparation of progress report and conduct of Parent

Teacher meeting. Attendance of the students, marks obtained in internal exams and assignments/viva/seminars are displayed and any grievance from students is dealt with immediately. These data are utilized for the continuous evaluation of the students. Faculties prepare university question papers/ bank, invigilate university exams and act as chairpersons and examiners in centralized and home valuation of regular and private exams. There are internal and external evaluation of practical courses and viva as per curricula. Grievance redressal committee of the college ensures a fool proof, effective and student friendly examination and evaluation process.

Research and Development

The College encourages research among both faculty and students. The IQAC through the research committee of the college disseminates necessary information regarding funds and projects that can be availed for research and conducting seminars, workshops etc. The college publishes its research journal ALFOMINE in science and arts stream biennially. Faculties do research and also apply for research guide ship. They are encouraged to participate and present papers in seminars and research journals and to conduct major/ minor research projects. College conducts seminars/workshops in different streams to give the students a gist of research oriented studies and interact with eminent personalities. The students has to do a project as part of their curricula and are encouraged to do projects in good research institutes, to take up projects that imbibe in them a research culture and social commitment.

Library, ICT and Physical Infrastructure / Instrumentation

The college has an automated Integrated Library Management Software CAMPUS NET. The college has a strong network facility and the computers are INFLIBNET- enabled. The IQAC and Library committee monitors and strengthens the library resources. Newly admitted students are given an orientation on the effective use of library and a Best User Award is given to promote best utilization of facility. The ICT facility includes

smart class rooms, Wi-Fi connected departments, and LAN connected computer centers/labs, Language labs, Seminar halls, Digital display board etc. College administration council takes effective strategies for the efficient utilization of the available resources and for proper maintenance of the facilities. To meet the growing demands for physical space, a new block is added. Electrical facilities are strengthened to support the growing need for technology driven atmosphere in the campus. Departments and laboratories are provided necessary resources to update their infrastructure, to acquire new instruments and strengthen and increase their facilities. Sports infrastructure is regularly upgraded to equip the students with best facilities.

Human Resource Management

The college is owned by the Catholic Diocese of Pala and the College Management, through MHRD, UGC, State Government, and University regulations conducts the administration, appointments and promotions, admission, finance related matters and infrastructure development of the college. College administrative council takes decision on the day-to-day running of the college with support from teaching, non-teaching and office staffs thus ensuring an effective human resource management. In addition to class teacher ship and academic duties, faculty members also assist in administrative duties and act as coordinators of various college committees and student support clubs and activities. Contingency and other support staffs are employed as and when required. The Students Union elected through parliamentary method enables a sense of responsibility among the student community and works in an effective way for the success of the college. The students are encouraged to initiate and conduct different activities and are given opportunities to explore new ventures.

Industry Interaction / Collaboration

IQAC takes initiative in identifying possible collaboration opportunities and encourage the departments in collaborating with other institutions to introduce the students to global market and acquire and enhance skills

required for employment. Departments have MoU with various Industries, Institutions and Cooperate Offices helping the students to get an exposure and experience. Linkages are created with different colleges, Universities and other places of importance so that our faculty and students get to use their resources and infrastructure. These collaborations help in student and faculty exchange, field trips, industrial visits, on-job-training, intern-ship, project work and research. Seminars and talks with entrepreneurs, persons from industry, co-operate houses, health workers, other eminent personalities from respective fields, etc. are conducted regularly and give students an opportunity to interact with them thus broadening their horizon.

Admission of Students

Admission of students to various UG and PG programmes are conducted as per Government/University rules and regulations. Students are admitted through the online CAP process of University thus ensuring complete transparency in admission. Community and Management quota admission are conducted by the management following university guidelines. Admission process of the college is clearly outlined in college website and Handbook. Principal assisted by administrative staffs and faculties coordinators conduct the admission process in campus. The excellent results in University examinations are mirrored in the high demand ratio for admission. The proximity of the college to the high-range areas of Kerala encourages more students of rural background to take admission in the college.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Student Admission and Support</p>	<p>Student admission is through Centralized Allotment Process portal of university and is online. The Community and Management admissions can also be completed only through this online portal. In addition, college has its own Enterprise Resource Planning software CAMPUS NET, which is a cloud based ERP with in-house web server. This is a comprehensive one and is used</p>

	<p>in managing admission of students, student support and facilitation. Student scholarships and stipends are facilitated through respective online portals.</p>
Examination	<p>The student details are uploaded in the university examination portal and register numbers are allotted only after completion of exam registration. Internal marks are also uploaded in the portal. In addition, college has its own Enterprise Resource Planning software CAMPUS NET, which is a cloud based ERP with in-house web server. This is a comprehensive one and is used as exam management system.</p>
Planning and Development	<p>College has its Enterprise Resource Planning software CAMPUS NET, ERP to facilitate the different operations from 2013 onwards. This is a cloud based ERP with in-house web server. This is a comprehensive one and is used in managing admission of students, fees collection, accounts management, library resources, student support and facilitation. It assists in planning and managing and provides all the required data under a single platform necessary for the college functioning. We have also subscribed to a cloud - based application by IPSR solutions, for accreditation support and for IQAC documentation of institutional activities.</p>
Administration	<p>College administration is managed through the Enterprise Resource Planning software CAMPUS NET which is a cloud based ERP with in-house web server. This is a comprehensive one and is used in managing fees, accounts and tax calculation. It also provides library management system ILMS, Digital Library Repository and manage library resources. It assists in planning and managing and provides all the required data under a single platform necessary for the college functioning. Funds allocated by various organizations and under various heads are managed through respective online portals.</p>
Finance and Accounts	<p>Finances and payments are managed through various online portals implemented by government and are transparent. In addition, college has its own Enterprise Resource Planning software CAMPUS NET, which is a cloud</p>

based ERP with in-house web server. This is a comprehensive one and is used in managing student fees and accounts.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Minu Mathews	NATIONAL SEMINAR ON GREEN GROWTH INITIATIVES IN INDIA: POLICIES AND IMPACT- Department of Economics, Alphonsa College, Pala	NA	500
2020	Binu Emmanuel	NATIONAL SEMINAR ON GREEN GROWTH INITIATIVES IN INDIA: POLICIES AND IMPACT- Department of Economics, Alphonsa College, Pala	NA	500
2020	Swapna George	NATIONAL SEMINAR ON GREEN GROWTH INITIATIVES IN INDIA: POLICIES AND IMPACT- Department of Economics, Alphonsa College, Pala	NA	500
2020	Nirupama Elizabeth	NATIONAL SEMINAR ON GREEN GROWTH INITIATIVES IN INDIA: POLICIES AND IMPACT- Department of Economics, Alphonsa College, Pala	NA	500
2020	Minu Mary Jose	NATIONAL SEMINAR ON GREEN GROWTH INITIATIVES IN	NA	500

		INDIA: POLICIES AND IMPACT- Department of Economics, Alphonsa College, Pala		
2020	Sethulakshmi V M	NATIONAL SEMINAR ON GREEN GROWTH INITIATIVES IN INDIA: POLICIES AND IMPACT- Department of Economics, Alphonsa College, Pala	NA	500
2019	Dr. Sr. Gigimol M G	Triennial Conference of Xavier Board of Higher Education in India , Xavier Board of Higher Education in India	NA	10000
2019	Dr. Kochurani George	National level workshop on NIRF India Ranking , Marian College Kuttikkanam	NA	1000
2019	Biby Annet Baiju	2 ND NATIONAL WORKSHOP ON ALGAL TAXONOMY AND CULTURING , Post graduate and Research Department of Botany, Catholicate College, Pathanamthitta	NA	1500
2019	Dr. Dani Mathew M	National level workshop on NIRF India Ranking , Marian College Kuttikkanam	NA	1000

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching)	Number of participants (non-teaching)
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2019	FDP by Rev. Dr. Augustine Palakaparambil	FDP by Rev. Dr. Augustine Palakaparambil	01/06/2019	01/06/2020	70	10
2019	FDP For teachers on Qualities of a dedicated teacher- Prof. Mary Mathew	NA	19/07/2019	19/07/2019	75	Nil
2019	FDP on UGC 7th pay revision- Dr. Joji Alex	FDP on UGC 7th pay revision- Dr. Joji Alex	24/10/2019	24/10/2019	39	10
2019	Invited Talk- Treasury Deposit Mobilisation	Invited Talk- Treasury Deposit Mobilisation	28/10/2019	28/10/2019	39	20
2019	Invited Talk- Lifestyle disease diagnosis	Invited Talk- Lifestyle disease diagnosis	31/10/2019	31/10/2019	75	21
2019	FDP on MOOC and online information sources- Mr. Jasimudeen S	NA	31/10/2019	31/10/2019	75	Nil
2019	Invited talk- Alternative model of reality- Dr. Shibu Karippai	Invited talk- Alternative model of reality- Dr. Shibu Karippai	08/11/2019	08/11/2019	78	15
2019	Workshop on ERP-IPSR	NA	11/11/2019	11/11/2019	82	Nil
2020	FDP- Introduction	NA	25/05/2020	28/05/2020	82	Nil

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development programme for Educational Administrators, The Kerala State Higher Education Council	2	10/07/2019	10/07/2019	5
Refresher Programme in Life Science , UGC HRDC ,Kerala University	1	11/07/2019	24/07/2019	14
Faculty Development Programme in Science, The Kerala State Higher Education Council	6	29/08/2019	02/09/2019	5
SWAYAM ARPIT ONLINE COURSE REFRESHER COURSE IN ECONOMICS, Shri Ram College of Commerce	2	01/09/2019	16/01/2020	16
ARPIT course in Gender/ Women Studies, Jamia Millia Islamia University, Delhi	1	01/09/2019	16/01/2020	16
One Week Faculty Development Programme in	2	18/09/2019	22/09/2019	5

Humanities Social Sciences, Kerala State Higher Education Council				
ORIENTATION COURSE FOR THE PROGRAMME OFFICERS OF NSS - RAJAGIRI COLLEGE OF SOCIAL SCIENCE	1	09/10/2019	15/10/2019	7
Winter School on Materials and Molecular simulations using open source soft wares- from theory to practice, Bishop Moore College, Mavelikkara	2	16/10/2019	22/10/2019	7
Refresher Course in Life Sciences, UGC- HRDC University of Calicut	2	18/10/2019	31/10/2019	14
REFRESHER COURSE IN ENGLISH, UGC HRDC CALICUT UNIVERSITY	1	22/11/2019	05/12/2019	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	39	Nil	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Deposits and loan facilities through Staff Coperative Society, Wi-Fi connectivity, Encouragement for major and minor research projects, Leave for Faculty development programs, Faculty and	Deposits and loan facilities through Staff Coperative Society, Preference to the children of non-teaching staff for admission to various courses, Support to learn two wheelers driving, Subsidised uniform for	Ramp ,elevator and toilet facility for physically disabled students, Financial support to economically backward students, Noon meal programme, Karunya benovolent fund, Counselling Centre, MoU

value enhancement programs, Revision of salary of self- financing teachers, Awards and recognitions for excellence in various fields, Diet counseling by Clinical Nutrition department, Counseling by Physiotherapy department and medical check-up on campus, Counselling Centre	security guards, Assistance for pursuing higher studies, Financial support for construction and maintenance of houses and medical expenses, Support to children of non teaching staff who are economically backward, Counselling Centre, Encourgement to clear promotional tests, Value enhancement programs	with Pala municipality- synthetic track for students, Scholarships, Hostel facility for sports students, Health and fitness centre, Value enhancement programs, Co- operative Store , Computer centre, Students rest room
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6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit In Alphonsa College Pala, accounts are prepared with the help of ERP software designed by Infoweavers, Kottayam. The internal financial audit is carried out by a finance committee which includes senior faculty members and Office superintendent. The internal financial audit by Management board takes place according to the instructions from an external registered auditor. The annual meeting of Managing Board, at the end of every financial year approves the budget estimates for the next year and analyses the actual expenditure incurred during the year under various heads. The auditing system in the college is done under two heads: Grants / Fees Sanctioned by the Government/UGC and Management Account... External Audit External financial audit is carried out by an external agency, appointed by the Managing Board and Government auditors from Deputy Directorate of Collegiate education, Government of Kerala. External Auditor - Managing Board appointed M/s A.S Shankar and associates, Pala as external auditors for the conduct of audit of accounts. The external auditor verifies all the vouchers with reference to the cashbook and prepares the balance sheet. No major audit objections are found during the last five years. Audit by Government An audit team from Deputy Director of Collegiate Education, Government of Kerala periodically visits the college and conducts audit of various funds that the college received from Central or State Government and Government agencies. After clarifying and correcting, hearing and setting the omissions or errors the audit report will be given. The last external / Government Audit was on 8th August 2018 and there were no major audit objections.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Kizhathadiyoor Service Cooperative Bank Pala Urban Cooperative Bank Agricultural Improvement Cooperative Society, Finefair India Private ltd, staff and various philanthropists	922365	Academics, student support and community extension activites

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6.4.3 – Total corpus fund generated

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dr. Jinitha Varghese	Yes	IQAC
Administrative	Yes	DD Office	Yes	Managing board

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Regular parents meeting are conducted by each department to discuss student matters with their parents. This ensures a good rapport between students, parents and teachers. The executive committee meets regularly and takes part in the developmental activities of the college. The general body meeting provides a platform for updating the parents about the college and a socially relevant seminar is organized for the parents as well as teachers. PTA awards Special prizes for University rank holders, Proficiency cash prizes and Scholarships to best students of all classes to encourage them in their pursuit of excellence. Financial support is provided for necessary candidates through PTA. In addition PTA contributed financial support to purchase furniture and other necessary infrastructure.

6.5.3 – Development programmes for support staff (at least three)

IT oriented training programs conducted for the support staff. Talk on UGC 7th pay revision for administrative staff

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Reconstituted IQAC after the NAAC visit National seminars conducted by the departments of English, Economics, Hindi and Malayalam. Technology enabled teaching - learning strengthened

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Invited Talk for faculty- by Rev. Dr. Augustine Palakaparambil	01/06/2019	01/06/2019	01/06/2019	80
2019	Regular meeting of IQAC	11/06/2019	11/06/2019	11/06/2019	18

2019	Academic Calendar published	11/06/2019	11/06/2019	11/06/2019	30
2019	Introduction of new certificate courses	11/06/2019	11/06/2019	11/06/2019	326
2019	Workshop on Research Methodology	11/06/2019	22/06/2019	22/06/2019	56
2019	Certificate course- TEX Training	11/06/2019	08/07/2019	30/10/2019	47
2019	Regular meeting of IQAC	10/07/2019	10/07/2019	10/07/2019	18
2019	AQAR 18-19 prepared	10/07/2019	16/07/2019	30/09/2019	18
2019	Talk on qualities of a good teacher	10/07/2019	19/07/2019	19/07/2019	75
2019	Orientation programmes for IDC and I PG students	10/07/2019	20/07/2019	22/07/2019	630

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Safety Awareness Seminar organized by Women Cell and College Union	03/02/2020	03/02/2020	300	Nil
Intra Collegiate Poster Designing Competition on the theme 'Gender	13/07/2019	13/07/2019	22	Nil

Equality'.				
Seminar on Opportunities and formalities of abroad studies for girls	12/07/2019	12/07/2019	50	Nil
An essay writing competition on "Women Empowerment" organized by Women's Cell	19/09/2019	19/09/2019	10	Nil
Poetry writing competition on "Mother is the bank of never ending Love" organized by Women's Cell	15/10/2019	15/10/2019	10	Nil
A short story writing competition on " A mother is the best teacher of our life"	22/11/2019	22/11/2019	10	Nil
Seminar on Gender Sensitization Dr. Ancy Joseph, Asso. Prof. St. Dominic's College, Kanjirappally conducted by WWS	05/11/2019	05/11/2019	30	Nil
Paryaptha-2019, an exhibition cum sale of items made by students organized by CGS with the objective of inculcating the ideals of self-reliance, women empowerment and sustainable development among students.	19/12/2019	19/12/2019	1200	Nil

Career orientation class on combined defense force exam especially options for girls	06/01/2020	06/01/2020	200	Nil
Tableau competition for the final year UG students with the theme as Women Empowerment conducted by Alumnae Association	13/01/2020	13/01/2020	10	Nil
Self employment training programme for women-pen making was organized by Department of economics	18/01/2020	18/01/2020	65	Nil
Invited talk on Women Hood by Dr Beena Paul	14/02/2020	14/02/2020	55	Nil
National Science Day Celebrations on Focal Theme: Women in Science	02/03/2020	02/03/2020	650	Nil
A seminar on "Role of women in Family and Society" organized by Women's Cell	06/03/2020	06/03/2020	100	Nil
Niravu 2020-International Women's Day celebrations organized by Women's Cell in coordination with Janamaithiri Police Pala	06/03/2020	06/03/2020	100	Nil
Release Manuscript	02/03/2020	02/03/2020	30	Nil

magazine 'Sci Wom Laure'- A tribute to women nobel laurates in Science				
Certificate course in Gender, Literature and Identity	06/01/2020	30/03/2020	35	Nil
certificate course on Karatte	19/08/2019	30/01/2020	5	Nil
Women Entrepreneurship Motivation Club of the Commerce Department	27/07/2019	27/07/2019	55	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Out of the total annual power requirement of 7552 KWH in the institution, 1440 KWH power is generated by renewable energy sources. It constitutes about 19.07 of the total energy requirements. Out of the total 15114kw/hr of light energy requirements,1652.4kw/hr is met with LED bulbs. As a part of imparting environmental consciousness among students, Survey of medicinal plants of the campus was conducted by the department of botany. Tree diversity of campus is documented and carbon sequestration potential of trees were studied by Department of Botany. B.Voc fashion technology department conducted eco-friendly craft documentation as per the curriculum and our students made garments with the eco-friendly material. The NSS unit has distributed vegetable seeds among the houses in Pala municipality as an initiative towards promoting sustainable farming. For orienting students towards farming practices, vegetables such as cabbage, cauli flower, lettuce, tomato, green chilly etc are cultivated through bio farming in the college campus. As a part of promoting an eco-friendly way of life and reducing the use of plastics, department of Zoology distributed paper pen and paper file and conducted a workshop for the manufacturing of paper pens and files.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	13
Provision for lift	Yes	13
Ramp/Rails	Yes	13
Rest Rooms	Yes	13
Scribes for examination	Yes	13
Any other similar facility	Yes	13

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
2019	1	1	05/06/2019	1	Collection of Used Books For the inmates of St. Joseph's Orphanage : Dept of Economics	Lack of reading materials for children from economically backward section	102
2019	1	1	10/06/2019	1	As a part of promoting an ecofriendly way of life, distributed Cloth bags to the students: dept of Zoology	Plastic wates and Hygiene	67
2019	1	1	26/06/2019	1	Commemoration of international day against drug abuse and illicit trafficking.-Perform a mime to generate awareness about the ill effects of drug abuse-CGS	Lack of awareness on the health issues related to drugs	1802
2019	1	1	26/06/2019	1	Drug Abuse Awareness Class Flash mob at College and	Lack of awareness on the health issues related to drugs	59

					Street Play at Pala Municipal Bus Stand: NSS in collaboration with NCC unit and Excise Dept.		
2019	1	1	05/07/2019	1	Juvenile Home visit in Govt Childrens Home Thiruvanjur: Dept of English and NSS	Humanitarian concern	31
2019	1	1	09/07/2019	1	Budget Analysis session-Talk by Dr. Tojo Jose, assistant Professor, Department of Economics, T.M Jacob Memorial Government College, Manimalakunnu organized by Dept. of Economics.	Lack of awareness on Annual Budget of the Government of India	123
2019	1	1	26/07/2019	1	Road Safety awareness: NCC	Negligence from the part of individuals regarding road safety	61
2019	1	1	31/07/2019	1	Visit to Mariya	Humanitarian	67

					sadanam: Dept of Economics	concern	
2019	1	1	11/08/2019	7	Flood Relief Activities- Cadets collected Rs.20000 from nearby house holds to prepare survival kits for flood affected families in Pala and Wayanad: NCC	Insufficiency of survival kits	44
2019	1	1	12/08/2019	10	Free Tuition to the inmates of St.Josephs Orphanage: Dept of English	Financial hardships preventing children from getting quality education	11

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook and Calendar, Alphonsa College Pala	28/05/2019	Code of conduct for the students is printed and given to the students. During the induction programme conducted in the beginning of the academic year, newly admitted students were given an induction into the values expected from an Alphonsonian
Code of Professional ethics	28/05/2019	Code of professional ethics is followed in the institution by all the faculty.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Collection of Used Books For the inmates of St. Joseph's Orphanage: Dept of Economics	05/06/2019	05/06/2019	102
Environment Day Celebration- "Cleaning Hour" in which students cleaned the premises of their classroom and college:Dept of English(SF)	06/06/2019	06/06/2019	17
Environment Day Celebration-Talk on 'Environment Sensitization' by Anitta Joy, Guest Lecturer, Dept. of Botany St Thomas College Pala: Dept of Chemistry	07/06/2019	07/06/2019	63
Environment Day Celebration-As a part of promoting an ecofriendly way of life, Cloth bags are distributed among students:Dept of Zoology	10/06/2019	10/06/2019	60
Environment Day Celebration-LAHOJA ID-Leaf Identification Competition: Dept of Commerce	14/06/2019	14/06/2019	152
Environmental Day Celebration-A talk on Biodiversity and Environmental Issues-Womens Cell	17/06/2019	17/06/2019	48
Reading Day celebration organized by Department of Malayalam conducted various competitions Book Review competition, extempore speech competition, invited talk	19/06/2019	21/06/2019	350
Environment Day Celebration- poetry	19/06/2019	19/06/2019	19

competition on the theme- Nature- Department of Malayalam			
Essay writing competition was conducted in connection with World Refuge Day: Department of History	21/06/2019	21/06/2019	20
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Environmentally significant days are observed in the campus. Eco friendly orientation is consciously cultivated among students by organizing various awareness programmes and competitions. • Various subject associations, NSS, NCC together with Nature Club, BhoomithraSena and ENCON Club take up afforestation drives by planting and distributing saplings, organize Environmental awareness programmes and several competitions based on green themes. • Various initiatives like BhoomithraSena, Nature Club, ENCON Club, Butterfly garden, Botanical Garden, Medicinal Plants Garden, Green Lady Competition, Nature Photography, Save Meenachil River Project, Birds club etc are in practice in the college. • Cloth bags have been designed and sold to students and public to promote the use of eco-friendly bags. • Paryaptha (a one day sale cum exhibition of handmade items) was organised as a Zero waste initiative. • Biodegradable waste is disposed in an ecofriendly manner (Biogas plant, Vermi Compost, Fertilizer Compost) • Distribution of saplings-The distribution of saplings to the student representatives and teachers with a message to bring about a greener, safer and brighter world made the students realize that commitment in action needs to be in action. • Department email ids have made communication online. Online submission of assignments is another green initiative. Office staff is trained to use Computers and nearly all office work is done using computers. • 74 of the students, 77 of the teaching faculty and 66 of the Administrative staff make use of public transport system for conveyance. • The security at the entrance monitors the smooth functioning of the pedestrian facility in the college. Traffic is not permitted in the road leading to the main block during working hours. • Tree diversity of campus is documented and carbon sequestration potential of trees were studied by Department of Botany. • Use of alternate energy sources like Solar power.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

I. Sensitized Women for Emancipated Society 2. Goal - It aims to foster social sensitivity among young women to promote societal transformation. 3. The Context- This programme envisions to bind the young Alphonse to the world around them and to promote in them service mindedness beyond normative practices 4. The Practice - Alphonse College has dedicated itself to mould and empower generations of women and provide holistic education that would enable them to actively participate in community life. Various social service and outreach programmes have been organized by the departmental associations and other to connect the students to the society around them and encourage them to provide services beyond conventional limits to rural community. The Centre For Gandhian Studies is the only one of its kind in Kerala. The centre promotes and disseminate Gandhian values among the youth. The zero waste initiatives Undertaken by the centre disseminate among the youth a concern for nature and

it kindle their sense of social responsibility with a string footing on environmental sensitivity. Paryaptha is a sale cum exhibition organized by the centre on lines of earn while you learn. National Service Scheme plays a pivotal role in materialising the institutions vision to mould the next generation socially committed. The NSS volunteers of the college live upto the motto of NSS, "not me but you". The social service activities initiated by the unit are driven by this sense of selflessness and social commitment. Flood Relief activities, contributions made to old age homes and orphanages, various awareness campaigns are all designed to keep the students socially committed. The NCC subunit of the college glorifies the vision of the college, by training the youth in discipline and unity to become the disciplined human resource for the betterment of the nation. The training offered by NCC helps them to consider nation first and to strive and to make themselves available for the needs of others. They served as human resource during flood relief activities and assisted the district administration fighting and managing the crisis caused by COVID19. Youth Red Cross unit of the college lays its prime focus in assisting the less privileged in meeting their basic requirements like housing.

Most of the Subject associations have adopted colonies and they carry out social service activities there, with an eye to improve the living standards of the people living there. 5. Evidence of success - The Centre for Gandhian Studies, National Service Scheme and National Cadet Corps of the college have been performing commendably well and are rated top in their respective fields. Good number of extension and outreach programmes are being carried out by the subject associations. Free tuition classes are offered by our students to the inmates of orphanages and children of adopted colonies. Alphonsiens go to these places and help the children in learning. Assistance has been given to various

house construction/renovation projects. They also joined hands with the disaster management system of the district by offering helping hands during the floods and COVID 19 pandemic. Regular visits are being paid to orphanages and old age homes. Students are keen in celebrating festivals like Onam and Christmas with the inmates of these orphanages and old age homes. Books are collected to setup libraries at the adopted colonies and orphanages. Students raise funds to gift the children at the orphanages with study materials. By volunteering and making themselves available to the needs of the others, the Alphonsiens live up to the vision of the college "The perfect women 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 societies". 6. Problems encountered and resources required- students face certain constraints and challenges with regard to their engagement with extension and outreach activities. One of the greatest challenges is the constraints of time to conduct socials service activities because of their academic responsibilities. While students can generate awareness and interest, sustainability is a threat in some cases. II.

Holistic Development 2. Goal - It aims to cater the demand for quality education enhancing physical and intellectual potentialities 3. The Context- This programme is in line with the college's vision to mould the perfect woman through noble planning. 4. The Practice - strongly convince of the fact that education is nothing but an art to bring out the best in a child's mind, body and spirit, Alphonsa college promulgates facilities for intellectual, physical and social development of its students. Besides regular academic programmers, the college ensues a well-designed pattern for physical training also. Regular and fastidious training is offered to the students throughout the year. The training takes place across three venues namely the college campus Municipal Stadium, Pala and Sports Complex at St Thomas College, Pala. Students can utilize the in campus facilities offered such as, Indoor Court for basketball, Standard Gymnasium, Sports Practice Ground, Long Jump Pit. In addition to these facilities the college has signed an MOU with the municipality in making the facilities at the Municipal indoor stadium, which is of International

standards, available to the students of the college. The students are also trained in swimming at the Sports Complex at St Thomas College, Pala which offers state of the art facilities. During the summer vacation, special Summer Coaching Camp in volleyball, basketball, athletics and swimming are organized and students from other institutions are also accommodated. this indicates how the college follows a well thought out plan in designing the younger generation energetic and fit for a young India. There is also a sports hostel that provides free accommodation for the sports students. Since the government funding is inadequate to meet the expenses of all the students the institution offers financial support to around 40 sports students. Also, every year the PTA gives special prizes to the medal winners in the state, national and international events. The college bestows with talented students with district, state, ,national and international platforms where they can test, train and enhance their talents, skills and capabilities. . The winners at national and inter-university competitions are encouraged to apply for scholarships. Around 15 students get the University Sports Merit Award annually. 5. Evidence of success - the Alumnae bear testimony to the versatile, all-encompassing education the college provides. 'Alphonsian' has become a familiar and quality name in the fields of Sports and games, Civil Services and Public administration, Medical and education, film and playback singing. The college team emerged as champions in National Swimming Championship, Kerala State Championship National Weight Lifting Championship, National Basketball Championship, National Athletic Championship, National Soft Ball Championship, National Net Ball Championship, And National Kho Kho Championship. They also emerged as champions in a number of university and state level championships including Weight Lifting, Power Lifting, Cross Country, Table Tennis, Basket Ball, Volley Ball, Athletics, Swimming and Net Ball. 34 sports students of our college participated in various National championships, 21 in State level competitions and 91 in various University meets last year. 6. Problems encountered and resources required- The time available is limited in a semester system. It is a challenge to manage both sports and academics. The schedule of the University exams clash with sports competitions is a major challenge.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.alphonsacollege.in/uploads/2021/09/best-practices.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Quality Education Alphonsa College with its motto "Lighted For Life" aims 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. Established in the year 1964, with the vision to fashion the perfect woman through noble planning, the college provides higher education exclusively for women enabling them to address the social disparities they face. The day to day affairs of the institution is designed in such a way to equip its students with deep knowledge and globally accepted skills. Pre-meditated curriculum lays its focus on inculcating values of self-respect, tolerance, discipline, hard work and patriotism. The institution promotes that sort of learning which will contribute to the all-round development of the individual by enabling its students to become self-reliant. The college puts its prime focus on the intellectual, physical, social and spiritual wellbeing of the students, to mould them as intellectually responsible, socially committed, morally upright and spiritually animated. The academic results of the college have proved that it is one of the centres of excellence in Kerala. The results show consistency over the years. The number of A grades and ranks is well above

the University average every year. The college follows well designed plan for teaching. Peer teaching and cross-teaching programmes are adopted to promote rigorous learning. Video lectures, Movies and dramas based on syllabus are given to get a visual impact to the learner. Departments are equipped with LCD projectors. There is regular Power Point Presentation of seminars by students. Syllabus based debates, quiz, and group discussions are conducted regularly. As part of building up vocabulary 'A Word a Day' scheme is in practice for the final year literature students to learn the meaning, pronunciation and usage of a new word each day. Interactive Sessions, Group study, Group discussions etc are conducted to encourage learning. Adequate support is provided for the average and below average students to scale academic heights. Special classes are conducted for slow learners. Meritorious students, minorities and economically backward students are encouraged with cash awards and scholarships. Regular and periodic counselling, remedial classes, tutorial, mentoring, career guidance etc are provided. National seminars, invited talks, programmes such as 'Walk With a Scholar' (WWS) and 'Scholar Support Programmes' (SSP) are provided for the students to excel in their academics. Add on and Certificate courses are conducted for the students to enable them to acquire additional knowledge and skills in different spheres of study. College library is partially automated and well equipped with a collection of 25779 text books, 15097 reference books and more than 50 journals. INFLIBNET facility with large number of e-journals and e-books is open for students and teachers. Alphonsa has always been a high flyer in the field of sports. Regular sport training is given to students of the college and also to students from other educational institutions. The institution provides its students facilities such as gymnasium, swimming pool, basket ball and volley ball courts and training in swimming, karate and in various sports events, with an intention to maintain the physical fitness of the young generation. Programmes such as NSS, NCC, CGS, ASAP provide the students opportunities to get trained as organized, committed skilled and disciplined human resource of the country by inculcating the spirit of patriotism, sense of social commitment, will to be self-reliant and there by instilling a resolve to remain enlightened and empowered, to trigger social change with a strong footing on Gandhian values and environmental concern. Along with intellectual growth, the college puts emphasis on the moral and spiritual development of the students. Every working day begins with a prayer. Liturgical services are arranged. Other religious observances like rosary annual retreat etc are organized. The college also observes a thanks giving day at the end of every academic year. Religion and moral instruction classes are held every week with an annual exam. Life guidance programmes are organized for the outgoing students. The teachers also give personal guidance and counselling to the students in the tutorial hours. The college also offers the service of a trained counsellor. Efforts were made to strengthen the bond with the alumnae. They regularly visit the college, and their expertise is made use of to enlighten the students regarding career prospects. The alumnae also contribute through feedback. The college community provided greater emphasis on research activities. Orientation classes especially on Career opportunities were conducted for the students. Extension programmes were successfully completed. The infrastructure development activities were carried out efficiently. A new Jubilee block started functioning. National seminar was conducted to enhance the knowledge of students. Various competitions like literary and cultural competitions, Vocabulary Contest etc were organized. Social awareness programmes, self-employment programmes and other community services have been planned and executed. Placement cell has been strengthened to provide career guidance to the undergraduate students by arranging aptitude training, soft skill development etc. The plan of action is decided upon at the beginning of the year in the IQAC meeting.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

• To Set up the G Suite for education for the institution. • To give a Hands on training on the use of G Suite • To train Faculty members to create google classroom, invite students, add materials, to conduct live classes via Google meet, to grade assignment and quizzes, create google forms and videos using screencast-O-matic, Microsoft PowerPoint presentation, OBS studio etc • To train the students on online learning techniques at the department level. • To conduct webinars at national and international level. • To prepare AQAR 19-20 • To apply for UGC NSQF courses. • To Apply for PG courses- MA Economics and MSc Mathematics • To Apply for new generation programs- MA Econometrics and M.Sc Psychology in aided stream. • To conduct a webinar on National Education Policy 2020. • To offer new IT based certificate courses. • To conduct Faculty Development programme on MOODLE • To conduct Induction programme for IDC and I PG students. • To conduct Bridge course for I Year students by all the departments. • To conduct online Civil Service Orientation programmes • To celebrate various national /international days online • To participate in NIRF 2021. • To strengthen welfare measures for faculty • To reconstitute Equal Opportunity Cell • To conduct Academic and administrative audit • To collect and analyze Feedback on curriculum • To conduct Online students Satisfaction Survey • Performance Appraisal Reports of the faculty were collected. • AISHE survey 20-21.