SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

ALPHONSA COLLEGE

ALPHONSA COLLEGE ARUNAPURAM P.O PALA
686574
www.alphonsacollege.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Alphonsa College is one of the pioneer institutions for higher education of women in the state of Kerala. It perpetuates the sacred memory of St. Alphonsa, the contemplative mystic whose saintly life of love and service has always been an inspiration and source of strength for the people around her. She is the first Indian woman to be raised as saint. Established in 1964 as a Junior College with 400 students and 13 teachers, Alphonsa College has now attained the status of a First Grade Woman's College. The college is a standing monument of the farsightedness and pioneering leadership of Mar. Sebastian Vayalil, the first Bishop of Pala diocese. Though advanced in several respects, this area lacked facilities for women's education. Fully convinced of the fact that total progress of a society is possible only through the education of women, His Excellency took the bold step of starting a women's college with the support of several eminent leaders of the locality. The college is run by the Catholic Diocese of Pala. His Excellency Late Mar Sebastian Vayalil was the founder – patron of the institution. The institution at present is run under the efficient stewardship of His Excellency Mar Joseph Kallarangattu, Bishop of Pala, the present patron, His Excellency Mar Jacob Muricken, Manager, and Rev. Dr. Sr. Gigimol M. G., Principal.

The college was declared as Minority Educational Institution by the National Commission for Minority Educational Institution, Government of Kerala.

The fundamental aim of the Alphonsa College is to impart spiritually-oriented and value-based education to young women for their all-round development. It encourages students to aim at excellence in academic and in every aspect of human endeavour to achieve perfection. The students are prompted to strive for academic excellence so that they may take up suitable careers for betterment of their lives and also for their families and society. The college offers 13 UG, 6 PG, 7 add-on, 14 certificate courses. The various co-curricular activities, especially the extension programmes provide them with a rare social consciousness that motivate them to reach out to their fellow-men, particularly the needy and the marginalized.

Vision

All the activities of the college focuses on its Vision statement *'The perfect woman nobly planned'.* We aspire to create self-reliant and liberated young women with traditional cultural values and moral integrity, who will be agents of social transformation in their families and society.

Mission

The students of the college are educated in such a way that in course of time they will be able to accomplish the mission statement of the college *'To equip our students with deep knowledge and globally acceptable skills'.* The holistic education provided by the institution facilitates the students to develop values of self-respect, tolerance, discipline, hard work and patriotism. To promote learning that will contribute to women empowerment by enabling women to become self-reliant.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Well built and spacious infrastructure for academic activities and athletics.
- Excellent Reputation and Legacy.
- Remarkable role in imparting UG and PG education for women.
- A team of humane, noble and enthusiastic teachers having absolute commitment towards their profession.
- College has many luminaries to its credit including Olympians, Padmasree Awardees, Arjuna Awardees, Civil Servants, Scientists, Entrepreneurs etc.
- The institution catered to ample number of students belonging to categories like SC, ST, OBC, OEC and differently abled.
- Students belonging to remote rural areas are encouraged to take up education as the college accessible to them.
- Student community with social commitment.
- Robust and Supportive Management.
- Optimal deployment of resources.
- High Teacher-Student and Student-Computer ratio.
- Easily accessible location.
- Library facility with a large collection of books, e-journals and INFLIBNET facility.
- Institution has a backup of authorized research guides of affiliating university.
- Financial Stability.
- Extension activities are noteworthy.
- Teachers with National/State award and Patent to their credit.
- Well-built Teaching-Learning Process. More emphasis on learning in the teaching learning process with teachers as facilitators.
- All teachers are extremely committed, competent and qualified. They are regular contributor to research publications (nationally/ internationally) and books.
- Apt environment for women students to groom up.
- More than 50% of the permanent teachers are Ph. D holders.
- Top in academics and athletics in Mahatma Gandhi University.
- Smart class room outfitted with Interactive Smart board and audio visual facilities.
- Good and structured students' mentoring programme.
- College avails scholarships, freeships and grants offered by the central and state governments.
- High-quality methodologies for nurturing weaker students such as remedial classes.
- Supported by DST/FIST, RUSA.
- Differently abled friendly and Eco-friendly campus.
- Active Cell of NCC and NSS cadre to serve the society and economy.

Institutional Weakness

- Lack of student participation in life skill oriented courses.
- Less collaborative work with NGO's.
- Focussed community Outreach programmes are lacking.
- Lack of research centres in college.

Institutional Opportunity

- Specializing in gender studies and women empowerment.
- Introduction of new programmes with skill orientation and local relevance, particularly self financed courses.
- Scaling up existing PG courses.
- Opportunity for more collaboration related to local economy.
- Utilizing the expertise of alumni.
- Taking advantage of the strengths of the Management.
- Introducing research centres in PG departments.

Institutional Challenge

- Widening exposure to both students and faculty.
- Updating with courses in emerging areas.
- Attracting more external funding through research proposals.
- Augmenting more UG and PG courses in Humanities and vocational courses.
- Even though the college is located in a Municipality, more than half of the students are from socially and economically backward categories in neighbouring Panchayaths.
- Implementing online courses.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

As a college affiliated to Mahatma Gandhi University, Kottayam, the institution follows the curriculum and academic calendar stipulated by the University. This curriculum is structured in a democratic way by the university by involving teachers deputed by the Principal in the syllabus restructuring committee. Also the members of different Boards of Studies act as mouth pieces of our suggestions and demands. They collect feedbacks from students and faculty members and makes it sure that the syllabus prescribed is in tune with the needs of the day. Individual departments complement the curriculum through seminars, assignments, projects and other co-curricular activities to meet the requirements of the society and improve the employability of the students.

Based on a well structured evaluation process, the students are divided into slow and advanced learners and the institution ensures that their requirements are catered to. Through a well organized mentoring system and peer teaching, the students are well monitored and tutored. The college library has access to INFLIBNET, books, international journals and other e-resources and offers the students a new window to the world of learning. Each department conducts seminars and workshops to offer students a proper platform in their learning process.

At present the college has 6 PG Programmes and 13 UG Programmes under the CBCS System, including the 6 new courses started as a post accreditation initiative. The college also conducts 7 career oriented add-on programmes and 13 certificate courses apart from 2 long term and 5 short term computer courses. Sufficient flexibility is also offered within the courses by offering elective papers and inter-disciplinary certificate

courses. The college also takes feedbacks on curriculum from its stake holders and redresses the grievances effectively.

Teaching-learning and Evaluation

Teaching, learning and Evaluation are the three aspects that add to the quality education and distinction of institution. Fortunately, the college possess a bunch of teachers who are real mentors to the students. Most of the teachers are Ph.D. holders and possess degree in pedagogy. The management takes utmost care in the opportune recruitment of faculty. Student Enrolment is done through Centralized Allotment Process administered by the University, strictly adhering to the rules and regulations of Government. There is marginal increase of seats each year to accommodate the increasing demand. Even though the college is located in a Municipality, more than half of the students are from socially and economically backward categories.

Teaching plans are prepared during the commencement of every semester. The teaching- learning and evaluation procedure of the institution adheres to the academic calendar prepared in accordance with the University Academic Calendar. It is prepared in such way that the students can be trained in self management of knowledge, holistic development and skill formation through participatory learning that focus on learning with life. An orientation programme conducted prior to the commencement of every first year batch, where the students are detailed about all activities of the college.

The learning levels assessment of first year students are based on Subject Knowledge Awareness Test conducted by all departments after providing Bridge Course. Students are provided special training sessions like remedial coaching, tutorial sessions, SSP, WWS, cross teaching, peer teaching, tutorial, mentoring, workshops, seminars etc. ICT enabled teaching learning techniques are used in classrooms. Language lab helps to improve the communication skill. The college has framed significant reforms in Continuous Internal Evaluation System. Students are made aware of evaluation process during orientation programme. Academic Calendar with tentative CIA Exam dates is given to the students at the beginning of every academic year. The evaluation report will be given to the parents at PTA meetings. Grievances regarding internal assessment are taken care of by respective Departments, where HOD and the class teacher address the grievances. The institution provides a student handbook with detailed information about the grievances of the students regarding evaluation.

Research, Innovations and Extension

EXECUTIVE SUMMARY-CRITERION 3

Research Innovation and Extension

Our institution promotes research and extension activities along with teaching learning process. The college organised one International Conference and five National seminars for the last five years. Ten of the teachers

are recognised as research guides. Four faculty members were awarded PhD during the last five years and seven are pursuing research. 14 research projects have been completed during last five years. The college has been successfully publishing an international research journal *Alfomine* in Science and Arts. The basic research facilities are strengthed by availing DST-FIST grant. The teachers publish original research articles in International/National/Peer reviewed journals and present papers in Seminars/Conferences. Subscription to a view and access to INFLIBNET introduce new trends in higher education and research to the teachers and students.

The social responsibility of the college is fulfilled through many academic extension and community extension activities through various clubs, NSS, NCC, Centre for Gandhian Studies and subject associations. They do many programmes which include Blood donation camps, Medical camp, Awareness programmes on various issues like Aids awareness, Antidrug campaign, Organic farming, Gender sensitisation Programmes, Community Development programmes, Women Empowerment Programmes, Gandhidharsan, Green Audit, Swachh Bharat Abhiyan, House construction project, Tuition classes for the inmates of orphanages etc. The extension activities of our college have been recognised with notable number of National/State/University level awards and Certificate of Appreciation. Few of our NSS volunteers were selected for Republic Day parade and various National level camps to represent Kerala State.

To undertake programmes to the benefit of students and society, the college has a number of fully functional MoUs with different organisations promote faculty, student and resource exchange, training, student interaction, placement, project, internship and field trip. The institution strives to maintain research collaborations with institutions like IUCCA (Inter University Centre for Astronomy and Astro Physics Pune), IIST (Indian Institute of Space Science and Technology Thiruvananthapuram), CUSAT (Cochin University of science and Technology Cochin), and TIFR (Tata Institute of Fundamental Research Mumbai), TIES (Tropical Institute of Ecological Studies Kottayam).

Infrastructure and Learning Resources

Our college campus is situated in an area of 9.5 acres with a total built up area of 13,935.456 sq.mtr, with lush greenery. The physical infrastructure of the campus with 84 Class rooms, 13 Laboratories, 1 Auditorium, 3 Seminar halls, 2 Computer centers and Library provides the best environment for imparting and imbibing knowledge. The main building, that houses the Principal's chamber, Office, Management room, Guest room, Staff Council room, Record room, Examination office, Departments of Physical Education, Chemistry, Physics, Commerce, English, Economics, History, Botany, Zoology, Political Science, Clinical Nutrition, Hindi, Malayalam, Laboratories, and separate class rooms. Most of the classrooms are equipped with surveillance cameras.

A main auditorium, air-conditioned multimedia seminar hall, two mini-seminar halls, smart class room and multimedia centre are available. The Bishop Vayalil Block accommodates the Mathematics and Statistics Departments, their class rooms, the counselling room and Prayer hall. We have a well-furnished partially automated library with separate reading facility for faculty and students. Golden jubilee memorial block accommodates Vice Principal's room, Self financing course director's room, student's amenity centre, rest room for teachers, crèche, PG and B.Voc class rooms and their laboratories. The Zoology and Botany departments have Museums. All Departments have libraries of their own.

The College provides Alphonsa Book Stall and Store, reprographic facilities, separate rooms for CGS, NSS, NCC and College union. Five student's hostels are available for the students. Students, faculty members and

staff have access to elevator. The campus has the provision of a ramp through which a wheelchair can reach any floor.

For the technology enabled learning facilities Alphonsa Institute of Computer Studies, Internet Cafe and classrooms with provision of LCD projector. All departments are provided with computer, internet and printer. The Department of English has a Language Lab supported with sufficient software. The college has installed 140 KVA Kirlosker generator with automatic Panel Board to maintain the power supply all the time. Water Coolers and Toilets are available in each floor and they are regularly serviced. Two wells and eight storage tanks ensure the availability of water and the water tanks are periodically cleaned.

Student Support and Progression

Alphonsa College, Pala strives to reflect its vision and mission through a variety of programmes carried out under Student Support and Progression. Students with financial constraints are offered a wide variety of support with scholarships and freeships. Besides, Governmental scholarships and freeships, our college institutes around sixty scholarships to meritorious and deserving students. A number of capability enhancement and development schemes are effectively implemented in our college. A very active Career Counselling and Placement cells are functioning. Career Counselling Cell throws light on Higher Education prospects within and outside India. Other major student support programmes carried out are SSP, WWS, Remedial Coaching, Language Lab, Bridge courses, Additional Skill Acquisition Programme (ASAP) etc.

With a view to promote the emotional quotient of students, Santhwana Counselling Centre is functioning in the college. The Centre for Gandhian Studies has been established with the assistance of the University Grants Commission to acquaint teachers and students with the thought and work of Mahatma Gandhi. Apart from regular under-graduate and post graduate courses as a part of promoting VET, seven add on courses, two B.Voc courses and PGDCA have been successfully pursuing in the college. Grievance Redressal Cell provides ample opportunities for students to submit their grievances to the Principal directly and resolve the same within a stipulated time. An anti- ragging committee is also constituted in the college as per the guidelines of UGC to prevent ragging. The name of Alphonsa College is written in golden scripts in the arena of sports and games.

Alphonsa is the home of many renowned international and national sportspersons. College also gives lavish platform to students to exhibit and develop their extracurricular activities through NCC, NSS, various clubs and associations. An active student council is constituted every year and are given participation in administrative and academic bodies such as IQAC, Anti - Ragging Committee etc. ALSTAGIA, the Alumni Association strives to promote an enduring relationship between students and their Alma Mater. Alumni provide scholarship to students and take an active part to ensure smooth and effective functioning of the institution.

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Governance, Leadership and Management

The college has a very successful perspective plan that go par with the vision and mission statements of the

college and is in tune with the higher education policies of the nation. Institutional governance and leadership are awfully precise and are designed in view of achieving academic excellence with holistic development. The institution follows decentralised and participative mode of decision making, where the effectual implementation of the teaching-learning and the student support programmes are carried out under the strong support and guidance of College Management. The teachers also have to represent either as convenors or as members in various academic and non-academic committees and clubs of the college. Staff meetings conducted regularly at the college level and department level ensures transparency in day to day affairs. The quality of teaching is analysed in a regular basis by feedback collection and evaluation from the students and corrective measures are suggested. The college sternly follows all the rules and regulations laid down by Mahatma Gandhi University and Govt. of Kerala. The student council of the college works in coordination with the staff advisor. The guidance and inventiveness in students are encouraged with help of various clubs and cells and by organising departmental fests and fairs. All the quality improvement initiatives if the college are planned executed and rationalized by IQAC. The Grievance Redressal Cell of the college takes care of and resolves all the grievances of staff and students. The institution supports activities of Walk with Scholar(WWS),Student Support Programme(SSP),Civil Service Training, NCC, Centre for Gandhian Studies, Sports and Games, NSS, various clubs which conduct cultural programmes, personal counselling to every student, Visiting the houses of needy students, Women Entrepreneurial Development programmes, National seminars, Cultural fests, Programmes with NGO's, Visits to charitable institutions, Life Guidance ,Add-on Courses and other activities that results diversity of students to achieve excellence in life.

Institutional Values and Best Practices

Alphonsa College with its motto "Lighted for life" aims to mould 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. 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.

Since every human being is defined by his relation to society and to the environment where he lives in, Alphonsa College has been very passionate in organizing programmes to address issues like gender bias, absence of humanitarian concern on the needs of the differently abled and the atrocities committed on nature. In order to address the burning issue of gender inequality, the college has organized Gender sensitisation programmes including Hero workshops where young boys were given traininggirls to address the issue of gender based violence by breaking down stereotypes and helping participants to understand the importance of gender equality, building empathetic behaviour and attitudes, particularly to women and girls.

The needs of the specially abled students are empathetically catered by the institution by providing physical facilities including the provision of ramp/elevator, rest rooms and scribes to help in examinations. The institution maintains a green campus with a variety of trees belonging to 43 species. Infrastructure developments strictly adhere to environmental compliances. The college also initiates programmes to instil in students national consciousness, and to promote universal values of truth, righteousness and communal harmony. The institution takes care in enhancing the physical fitness of the students by providing daily sports training to students. Through agreements and MOUs, the college provide adequate and advanced physical training facilities to students. The college plans and undertakes all its activity, curricular and co curricular, with the vision to carve out the best in the student's mind, body and spirit.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ALPHONSA COLLEGE
Address	ALPHONSA COLLEGE ARUNAPURAM P.O PALA
City	PALA
State	Kerala
Pin	686574
Website	www.alphonsacollege.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Gigimol M.G.	04822-212447	8606501148	0482-216447	alphonsacollegepala@gmail.com
IQAC Coordinator	Simimole Sebastian	04822-216447	9447288676	04822-211379	iqacacp@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority Institution.pdf
If Yes, Specify minority status	
Religious	Religious
Linguistic	
Any Other	

Establishment Details	
Date of establishment of the college	01-01-1964

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Kerala	Mahatma Gandhi University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	30-06-1996	View Document
12B of UGC	30-06-1996	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	ALPHONSA COLLEGE ARUNAPURAM P.O PALA	Urban	9.5	13935.45

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,English	36	Plus Two	English	60	60
UG	BA,Economics	36	Plus Two	English	60	60
UG	BA,History	36	Plus two	English	50	50
UG	BSc,Mathematics	36	Plus two	English	44	44
UG	BSc,Physics	36	Plus Two	English	36	36
UG	BSc,Physics	36	Plus Two	English	24	19
UG	BSc,Chemistry	36	Plus Two	English	36	36
UG	BSc,Botany	36	Plus Two	English	44	44
UG	BSc,Zoology	36	Plus Two	English	44	44
UG	BSc,Clinical Nutrition And Dietetics	36	Plus Two	English	30	30

UG	BCom,Commerce	36	Plus Two	English	40	40
UG	BVoc,Fashion Technology	36	Plus Two	English	50	18
UG	BVoc,Sports Nutrition And Physiotherapy	36	Plus Two	English	50	21
PG	MA,English	24	Under Graduation	English	15	15
PG	MA,English	24	Under Graduation	English	15	15
PG	MSc,Chemistry	24	Under Graduation	English	15	15
PG	MSc,Zoology	24	Under Graduation	English	10	10
PG	MSc,Clinical Nutrition And Dietetics	24	Under Graduation	English	20	20
PG	MA,Political Science	24	Under Graduation	English	20	20

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				7				44
Recruited	0	0	0	0	1	6	0	7	2	35	0	37
Yet to Recruit				0				0				7
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				29
Recruited	0	0	0	0	0	0	0	0	4	25	0	29
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				29
Recruited	7	18	0	25
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	0	2	0	2
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	2	0	1	19	0	23
M.Phil.	0	0	0	0	1	0	1	2	0	4
PG	0	0	0	0	3	0	0	14	0	17

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	26	0	26

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	0	3	0	3
PG	0	0	0	0	0	0	0	10	0	10

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	3	0	0	3

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	1728	9	2	0	1739
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	173	0	0	0	173
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	65	0	0	0	65
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	846	0	0	0	846
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	71	73	72	62
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	11	20	19	18
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	21	21	21	21
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	363	378	386	384
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	88	106	87	107
	Others	0	0	0	0
Total		554	598	585	592

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 873

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	19	19	19	15

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1883	1832	1764	1621	1459

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
287	287	287	287	240

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
671	575	518	528	413

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
88	86	86	85	69

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
88	86	86	85	69

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 88

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
155.74	92.98	121.32	93.86	68.68

Number of computers

Response: 135

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

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 co-curricular 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.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 15

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
1	7	6	1	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 86.96

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	20	12	10	11

File Description	Document
Details of participation of teachers in various bodies	<u>View Document</u>
Any additional information	<u>View Document</u>

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 13.97

1.2.1.1 How many new courses are introduced within the last five years

Response: 122

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<u>View Document</u>
Details of the new courses introduced	<u>View Document</u>
Any additional information	<u>View Document</u>

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 19

File Description	Document
Name of the programs in which CBCS is implemented	<u>View Document</u>
Minutes of relevant Academic Council/BOS meetings.	<u>View Document</u>
Any additional information	<u>View Document</u>

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 34.55

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
677	721	603	504	469

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document]()
Any additional information	[View Document]()

1.3 Curriculum Enrichment

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

Response:

Almost all the UG and PG programmes have papers/modules that deal with Gender, Environment, Values and Ethics. All the UG students have English as a common course in the first four semesters and the paper"Musings on Vital Issues" offered in the second semester addresses contemporary issues like globalisation, human rights and gender. The module on human rights takes the readers through the various aspects of the problems related to human rights. The module on gender highlights issues like the subjugation and dehumanization of women. In the third semester the Common Course "Reflections on Indian Polity, Secularism and Sustainable Environment" comprises of sections dealing with relevant concepts like secularism, Gandhian ideals and environmental protection. Various modules attempt to highlight issues like threats to the future of our nation's secularity, grave consequences of environmental neglection etc. It also attempts to create an awareness regarding the dire need to preserve biodiversity. Also the UG students have to opt a second language. Hindi and Malayalam, the languages offered in the college have given enough stress to these matters. The topics are selected in such a special way that to stress the issues like, gender, environment and ethics. As literature is the real representation of life, the extracts from literary texts reflect these concepts as it is a matter of discussion even among common man. The Hindi papers, "Culture and Civilization of India" and "Prose and One-act plays" integrate the values specific to Indian culture with special emphasis on the protection of environment, interpersonal relationships, the relationship between man and God and values like truth non-violence, tolerance etc. The paper"Short Stories and Novels" discusses issues related to gender including the exploitations faced by women and their sexual and social issues are surfaced in this paper. In a similar way the Malayalam papers "Katha Sahithyam", "Kavita" and "Katha, Novel"and "GadhyamRachanaparichayam, &,GadhyaParichayam"offer some environment related articles that include gender,globalisation, weather changes, global warming etc. It should be noted that in the new syllabus revision made in the year 2017, **a paper on Environment and Human Rights is made compulsory for all UG programmes.**

In addition the following programmes also deal with papers that discussed these sober issues:

- BA English: Women's Literature
- MA English: Gender Studies
- B.A. History: Gender Studies (Open Course).
- B.A. Economics: Development and Environmental Economics

Foundation of Environmental Economics(Open Course).

- M.Sc Zoology: Environmental Science: Concepts and Approaches

Environmental Pollution and Toxicology

Environmental Management and Development

- B.Sc Zoology: Environmental Biology,Toxicology and Disaster Management
- B.Sc. Botany: Environmental Science and Ecotourism

Environmental Science and Human Rights

- MA Politics: Human Rights in India

Issues in International Relations- Module 4

Political Thought: Gandian Tradition

File Description	Document
Any Additional Information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 83

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 83

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 40.36

1.3.3.1 Number of students undertaking field projects or internships

Response: 760

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 90.43

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
592	585	598	554	494

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
658	658	658	658	503

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 71.42

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
208	199	220	191	173

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The learning levels of the students are assessed by the institution in two ways at the time of the beginning of the programme. Based on the Higher Secondary marks and SKAT (Subject Knowledge Awareness Test)- which is an entry level test conducted by all departments, the students are identified as slow, medium and advanced learners. Special attention is given to slow learners by providing special training sessions like remedial coaching, tutorial sessions, SSP etc to bridge the gap between the slow and advanced learners. The teachers act as mentors who help the students in their academic and personal matters. Both department and institution level programs like workshops, seminars, invited talks, exhibitions, quizzes, and other such activities are arranged by the institution, which help the students to attain more knowledge.

In order to elevate the students to the level of higher education, every department conducts Bridge courses at the beginning of every academic year for the non-subject students enabling them to cope with the programme to which they are enrolled.

Special attention is given to sports students and those who lose their classes due to medical reasons. They are offered remedial coaching and special classes. Peer teaching and Cross teaching mechanisms are also practiced by all the departments of the institution. The advanced learners identified during the commencement of each course will be given special attention and care and they are motivated strongly to attain top ranks in University Examinations. WWS, Quality Circle etc. functioning in the college support the advanced learners to reach their goal. The counseling cell functioning in the college and the teachers provide academic and personal counseling to the needy students. Such students are helped

by bilingual clarification and discussions. Financial assistance is given to those students coming from poor economic background. Aptitude and Placement training is provided for the students to help them in their job search. Each department possesses its own library in addition to the college library. So the students can get enough study materials. Every science department has well equipped laboratories where teachers take keen interest to teach the practical sessions to the students. The slow learners are given extra chances in labs to make the experiments thorough. Students are given assignments and seminars from syllabus and current affairs to extend their knowledge margin. Every year, students are encouraged to participate and present papers in various Seminars/Conferences/ Workshops/ Inter-Collegiate Competitions organized in and around the institution. Retests will be given to those students who are representing the college in various inter-collegiate arts/sports competitions. Talented students are motivated to participate in extra-curricular activities, exhibitions, quizzes, debates, seminar competitions, and cultural competitions in and around the college. The academic achievements of the students are extremely motivated and highly honored by the College by celebrating Merit Day every year. Students, who secured Ranks and top grades in the University Examination, are honored with Medals on the Merit Day.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 21.4

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.9

2.2.3.1 Number of differently abled students on rolls

Response: 17

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

The institution focuses on student centric teaching learning and modern teaching aids like special lectures, video lectures, demonstration classes etc. To better understand the learning concepts, students are taken for field trips, industry visits etc. Besides oral presenting and contemporary chalk and board methods, ICT enabled techniques are also used in classrooms to make teaching learning process up to date.

Each teacher in the college takes the roles of the facilitator and mentor, and encourages self management of knowledge, holistic development and skill formation through participatory learning. A judicious mix of lecture and modern methods of pedagogy makes the teaching learning process more effective. Teaching–learning methods espoused by the teachers comprise of:-

- Lecture Method

Almost all teachers of the institution use this conventional method of teaching which is apt for language students. It assists the teacher to interpret, clarify and correct the content of a book only for improved understanding of the subject by the learners.

- Interactive Method

The learning process is made interactive with students by inspiring student involvement in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, mini project preparation, seminar presentations, etc. This boosts the student's confidence on the topic and on the subject.

- Experiment-based Learning

Every science department adopts this technique. The theory taught in the class is practically explained to the student at the well equipped laboratories. Every science subject has laboratory working hours in addition to theory classes. This helps the students to gain a realistic idea about the theory they learn in each class.

- ICT Enabled Learning

There is a paradigm shift to modern methods of pedagogy by all the departments of the college. Every department has at least one ICT enabled class room. Teachers use Power Point presentations, videos, online lectures, simulations etc to go par with present day knowledge sharing.

- Problem Solving Methods

Students are given problems from the area of their study. They are asked to solve the problems in groups using all the resources they have including department library, college, library, laboratory, internet etc. This helps the students to gain a better understanding of the problem.

- Peer Group Study

Peer Group study is highly entertained by all departments. Intercollegiate and interdepartmental competitions, Peer teaching, Cross Teaching, Group seminars, Group discussion, conducting exhibitions, Role play, Field survey/ Field trips, Debates, Quizzes, industrial visits, etc. are conducted to aid peer group study. Students prepare posters and wall magazine to provide subject-based social awareness. Free access to the internet and INFLIBNET makes them self-sufficient and autonomous learners.

- Experiential Learning

The students are provided with rich experiential content of teaching through experience, visual aids, periodical industrial visits, organizing exhibitions, analyzing case studies and participating and conducting quiz on theory topics. Electrical and Electronic Instrument Maintenance, Beauty Therapy, Computer Technology, Apparel Designing and Garment Construction, Food Processing and Preservation, Plant Resource Development and Management etc are the Add on courses provided for imparting experiential learning.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 72.73

2.3.2.1 Number of teachers using ICT

Response: 64

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Any additional information	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 22.15

2.3.3.1 Number of mentors

Response: 85

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The institution endorses innovative teaching learning methods, which ensures students' participation, interaction and involvement. All these methods focus on learning with life. The subsequent teaching and learning practices are used by the faculty to monitor their impact upon the students.

Language lab functioning under the supervision of Department of English helps a lot in improving the communication skill of the students by using a special Software. Communicative English audio and video cassettes and CDs are played in the classes. This improves the vocabulary of the students as well as their listening skills. ICT enabled teaching is practiced by the faculty of all departments.

Teaching through Smart Board makes learning interesting and participatory. Nature camps, butterfly garden visits, etc boost the ecological concern among students. Chemistry teachers engage their students in activities like soil and water analysis to make cultivation feasible in the arable lands. Students of Mathematics are familiarized with algorithmic approach for problem solving which has great relevance to life. Internship, On-job training, hands-on experience and industry visits are mandatory for the students of some disciplines that provide practical training to develop professional skills required for victorious employees. Evaluation of the impact of such teaching methods is conducted by the respective teachers through assignment, field study, reports, projects, group discussion, seminar etc. IQAC gathers feedback on the performance of teachers from all the students in a structured questionnaire which includes components on the innovative teaching practices adopted by the faculty. The College appreciates the teachers in the department, Staff club and Staff Council meetings.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 31.12

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	28	27	24	21

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 9.88

2.4.3.1 Total experience of full-time teachers

Response: 869.6

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 4.83

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	1	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)
Any additional information	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 4.63

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	1	12

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

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.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Basic eligibility for evaluation process is made known to the students through university website, notice boards and class counselling. The institute notifies evaluation process and related documentation on the notice board and in the college hand book. This includes distribution of marks and the schedule of internal evaluation and university evaluation. The students are also informed of the internal evaluation through class counselling. Continuous assessment practical report for all the science courses is maintained in respective laboratories. Staff meetings are conducted occasionally to appraise the evaluation procedure. Valued answer scripts are distributed to the students within a week after the internal exam. Internal marks of the students will be recorded in the Progress report. At the end of every semester, the Internal Assessment Mark Sheets (A & B Forms) are prepared as prescribed by the university. In order to solve the grievances of students regarding internal marks (if any), Head of the Department and the class teacher are appointed for each programme to evaluate final internal marks. At the end of each semester, the internal marks are verified by the Principal and are forwarded to the University.

Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. The institute follows the regulations of Mahatma Gandhi University, Kottayam. Slow learners are permitted to improve their marks by redoing the experiment if they have scored low in internal practical exams. They can also appear for retest in case of low marks in internal theory exam. All modifications in the internal marks will be displayed on the department notice boards for reference. The college prepares an Academic Calendar in line with the university calendar prior to the commencement of the academic year in consultation with the Heads of the Departments. The College also organizes orientation programs for the students to make them acquainted

with the rules and regulations of the affiliating university, examinations, evaluation process, extra-curricular activities etc. The heads of the vaious departments communicate about the labs & subjects of the semester to the students during the semester Orientation Programs. College handbooks are given to the students after the orientation program.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

Grievance regarding the internal assessment tests is taken care of by the respective Departments. They have first authority over grievances against Continuous Internal Assessment. To solve the grievances of students regarding internal marks (if any), HOD and the class teacher are appointed for each programme to evaluate final internal marks. The institution provides a student handbook with detailed information about the grievances of the students regarding evaluation (Page No. 42). The college has a Grievance Redressal Committee comprising of the Heads of the various departments led by two general conveners, one from the science section and another from the arts section. The student has the right to apply for re-valuation, scrutiny and improvement of the concerned paper at the university level. University Examination related issues are communicated through the examination controller who is the in-charge of internal and external examinations conducted inside the college.

The examination cell is fully involved in dealing with examination related grievances. The cell brings the grievances to the knowledge of the Chief Superintendent immediately for suitable remedial action. The letters related to examination grievances are sent to the Controller of Examinations, Mahatma Gandhi University, Kottayam, immediately. Hence, the grievances are dealt in a time-bound manner efficiently by the Examination Cell. As soon as the results of the University Examinations are announced, cross-checking is done by the Examination Cell to assure that the grievance redressal has been carried out effectively; if not, a staff is sent to the University immediately to follow it up.

Internal assessment is done transparently as directed by the university. At the beginning of the semester, students are informed of the various components in the assessment process during the semester. The internal assessment test schedules are prepared as per the university norms and communicated to the students well in advance. To ensure proper conduct of formative tests, two invigilators are assigned to each hall. The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance.

Based on the observation and validating the theoretical aspects the student must submit lab record regularly. Day to day performance of the students is assessed for every experiment which includes

regularity, performance, viva and the promptness in submitting the record. For lab courses, the marks/grade scored by the student for each experiment is indicated in the Lab register. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses. For the quality of the projects, the evaluation is done by Project Review Committee with the project guide. The final examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University. In the department, the continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The internal marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The faculty members who are in charge of college calendar, in consultation with college Principal prepares the academic calendar well in advance prior to the commencement of the academic year. 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.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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 on website and communicated to teachers and students

Response:

The institution follows the curriculum framed by Mahatma Gandhi University, Kottayam. There is no scope other than in syllabus revision workshops for altering the prescribed syllabus of the affiliating university. Programme outcomes, programme specific outcomes and course outcomes for all programmes offered by the institution based on the syllabus framed by the university are stated and exhibited in the college website. The students are detailed about Programme outcomes, programme specific outcomes and course outcomes during the orientation programme conducted for them before the commencement of their course. The programme and course outcomes are also discussed at the department staff meeting conducted at the beginning of every academic year. The class teachers will then inform the students about the scope and extent of the discipline and the future opportunities. In addition to that, most of our teachers participate in syllabus revision workshops conducted by the affiliating university. This helps all the departments to put effort accordingly so that the students can attain maximum benefit out of each programme and course.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

To benchmark the accomplishments of the principles of the institution, evaluation of the programme outcome attainment is vital. It is the responsibility if IQAC to ensure whether the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of all departments are achieved. IQAC co-ordinates and monitors the achievement of each of the POs, PSOs and COs through a mapping matrix method. The college has to only analyze the attainment since the Programme Outcomes and Course Outcomes are designed by Mahatma Gandhi University. The teacher's forum discusses the problems and ambiguous matters in the courses. The attainment of POs, PSOs and COs of the courses are evaluated through direct and indirect estimation methods.

Direct Estimation Method

Here, the internal examinations and assignments are used as the parameters to assess course outcome. The course outcomes are kept as the core based on which the questions for the internal examinations and topics for assignments are framed, and the attainment is assessed from the answer scripts. The attainment of every CO is calculated by taking the average of percentage attainment of particular question. The overall Course Outcome is calculated using the average of percentage attainment of internal assessment and assignment.

Working out all CO attainment facilitates the assessment of PO attainment.

Indirect Estimation Method

Feedback collected from passing out students is the parameter used in the indirect estimation method. Since the students are passing out from the college, the feedbacks collected are usually genuine and can be referred for analyzing the CO attainment. The CO attainment further adds to the PO attainment.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 81.18

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 522

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 643

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.41

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 27.08

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	10.2	4.65	12.23

File Description	Document
List of project and grant details	[View Document]
e-copies of the grant award letters for research projects sponsored by non-government	[View Document]
Any additional information	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 11.36

3.1.2.1 Number of teachers recognised as research guides

Response: 10

File Description	Document
Any additional information	[View Document]

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 1.32

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 14

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 53

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Any additional information	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Promoting quality education through diverse academic extension activities inculcates experimental manoeuvrability in students. Inspired by this feasibility, the department of Clinical Nutrition and Dietetics organises sundry health awareness and nutritional education programmes. The department also provides the students with free diet counselling. Students are guided to assess several health issues such as anaemia, obesity, cancer and cardiovascular diseases among people of different age groups. They have also conducted a quantitative survey on the nutritional status of housewives in Pala municipality and also offered Vitamin A tablets for the adolescent girls.

Teachers and students of department of Botany took active participation in the "clean campus" task and studied the medicinal properties of the flora in the campus. Study of horticultural plants with economic importance in Bharananganam Panchayathu, Medicinal plants used against skin diseases in Pala Municipality, horticultural plants in campus flora, Identification and taxonomic study of campus flora belonging to the family Rubiaceae, plants used against Ocular diseases in the campus and of latex producing plants in Pala municipality were conducted by the department.

The department of Zoology and the Bhoomithrasena conducted a water audit in the college to instil in students awareness on water conservations as part of World Water Day celebrations. 20 PG students of the Zoology department along with 3 faculty members conducted a river ecosystem study in the Meenachil River. The water temperature and pH value were analysed using a thermometer and a portable water quality analyser respectively. They also calculated the dissolved oxygen content in water and for further analysis the samples were collected in pre-cleaned non reactive plastic containers to be transported to the laboratory. A demonstration of water quality analysis was also organized. Various physical, chemical and biological parameters such as total dissolved solids (TDS), total alkalinity (TA), ammonia, copper, chromium, total hardness (TH), dissolved oxygen (DO), biological oxygen demand (BOD), chloride (Cl), phosphate (PO4), Heterotrophic Bacterial count and Coliform count were determined as per standard methods. The department of Zoology arranged a lecture on the preservation of water bodies.

The department of Physics conducted an energy audit and the students made a survey on the electricity usage at different households and spread awareness about the use of LED and energy saving methods.

Importance of star rating of electrical equipments was stressed.

Students of B.Voc. Sports Nutrition and Physiotherapy are engaged in every day physiotherapy consultation, which helps them to improve their knowledge of the subject, by applying various interventions for orthopaedic, neurologic and sports conditions which constitutes a main part of their curriculum**.**

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 8

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	1	2	3

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during the last 5 years	[View Document](#)
Any additional information	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	
Any additional information	

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0.1

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 1

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 10

File Description	Document
URL to the research page on HEI web site	
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	
Any additional information	

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.16

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	2	2	7

File Description	Document
List of research papers by title, author, department, name and year of publication	
Any additional information	

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3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1.61

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	16	23	42	23

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

3.4.1   Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Apart from a curriculum that gives primary importance to the holistic development of students, teachers as well as students actively participate in extension activities through various organisations and associations functioning in the campus. They are motivated and encouraged by organising awareness programmes and deputing students to camps, seminars and training programmes for sensitising them about the social issues and ways for contributing. One or more teachers serve as co-ordinator/s of each organisation. Students act as backbone of the activities in the following organizations and communities formed such as the NSS, NCC, Centre for Gandhian Studies with its activities spearheaded by the Gandhi Forum, Youth Red Cross, Catholic Students Movement, Women's Cell, Nature Club, Departmental associations etc.

Centre for Gandhian Studies	1. Survey on Alcoholism. 2. Gandhidarshan 3. Students from about 25 schools in and around Pala were sensitized about Alcoholism Alcohol Awareness classes and the local public through rally. 4. Various books and a copy of Gandhi's biography were given to their library and Inm 5. Publication and distribution of booklet on Right to Information, the Perils of Plastic a

NSS and NCC	1. Annual blood donation camps 2. Planting, distribution of trees and awareness programmes for saving Meenachil River Punarganani Mission, 'Save Meenachil River Campaign', Vanamaholsavam 3. Under the Swatch Bharath Abhiyan, a waste bin was sponsored to Kalanilayam U. P. Cleaning programme in Pala municipality commemorating Gandhi Jayanthi 4. Rally aimed at curbing violence and safety in all forms including road accidents, mur crimes against women and children, environmental pollution etc in association with K (Ma Nishada rally), Janamaithry Police, Pala 5. Indian Institute of Emergency Medical Service (IIEMS) and NSS carried out First Re 6. Library renewal at adopted villages 7. Survey on Jaivam (Awareness on Organic Farming in Pala Municipality)
Youth Red Cross	1. House construction project
Departmental Associations	1. Survey and study on waste management 2. Free classes were taken during visits to various orphanages 3. PSC Coaching was undertaken in Chittar. 4. Participation and preparation of PBR (People's Biodiversity Register) in Pala munici 5. Rural Development through Women Empowerment through various programmes like training, Small Saving scheme and Self employment programmes. 6. Basket ball court and Long jump facilities are shared with mentally challenged studen special School Anthinadu. 7. Nutrition education to lactating mothers and Assessment of nutritional status of the st

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 12

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	1	3	2

File Description	Document
Number of awards for extension activities in last 5 years	<u>View Document</u>
e-copy of the award letters	<u>View Document</u>
Any additional information	<u>View Document</u>

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 219

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
41	34	26	61	57

File Description	Document
Reports of the event organized	<u>View Document</u>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<u>View Document</u>
Any additional information	<u>View Document</u>

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 46.12

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
798	788	460	1002	836

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 119

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
30	26	21	22	20

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 23

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
8	6	5	2	2

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Our college campus is situated in an area of 9.5 acres with a total built up area of 13,935.456 sq.mtr, richly endowed with lush greenery, protecting the campus from the vehicle pollution that surrounds it. The college has the added advantage of being easily accessed by Ettumanoor-Erattupetta-Poonjar Road (SH32). The physical infrastructure of the campus with 84 Class rooms, 13 Laboratories, 1 Auditorium, 3 Seminar halls, 2 Computer centers and Library provides the best environment for imparting and imbibing knowledge. The management of the college keeps in mind the infrastructure and development policies and plan to create the required and adequate infrastructural facilities when there is a need and demand. Along with the management fund, UGC and government funds are availed for improving infrastructure.

The main building, that houses the Principal's chamber, Office, Management room, Guest room, Staff Council room, Record room, Examination office, Departments of Physical Education, Chemistry, Physics, Commerce, English, Economics, History, Botany, Zoology, Political Science, Clinical Nutrition, Hindi, Malayalam, Laboratories, and separate class rooms with sufficient furniture. Most of the classrooms are equipped with surveillance cameras for the smooth conduct of examinations.

A main auditorium, air-conditioned multimedia seminar hall, two mini-seminar halls, smart class room and multimedia centre are available. The Bishop Vayalil Block that accommodates the Mathematics and Statistics Departments, their class rooms, the counselling room and Prayer hall. We have a well-furnished partially automated library with separate reading facility for faculty and students.

Golden jubilee memorial block accommodates Vice Principal's room, Self financing course director's room, student's amenity centre, rest room for teachers, crèche, PG and B.Voc class rooms and their laboratories. The Zoology and Botany departments have Museums with rare and large number of specimens. Natural pond, Fruit tree garden and butterfly garden are maintained by the college. All Departments have libraries of their own with specific resource content other than the College Library.

The College provides Alphonsa Book Stall and Store, Canteen, reprographic facilities through the Library and computer centre, separate rooms for Centre for Gandhian Studies, National Service Scheme, National Cadet Corps and College union. Five student's hostels are available for the students. Students, faculty members and staff have access to elevator. The campus has the provision of a ramp through which a wheelchair can reach any floor.

For the technology enabled learning facilities Alphonsa Institute of Computer Studies, Internet Cafe and classrooms with provision of LCD projector. All departments are provided with computer, internet and printer. The Department of English has a Language Lab supported with sufficient software to fine-tune their skills in the language.

The college has installed 140 KVA Kirlosker generator with automatic Panel Board to maintain the power supply all the time. Water Coolers and Toilets are available in each floor and they are regularly serviced.

Two wells and eight storage tanks ensure the availability of water and the water tanks are periodically cleaned.24 hrs security is available in the campus.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Facility	*Year*	*Area*	
Well furnished Auditorium	1970	855 m2 (45m x 19m)	
Seminar Hall-I	2010	315 m2 (21m x 15m)	
Seminar Hall –II (Zoology)	1970	81 m2 (9m x 9m)	
Seminar Hall –III (Room No : 7)	1970	108 m2 (12 m x 9m)	
College Canteen	1978	437 m2 (23m x 19m)	
Prayer Hall	1983	144 m2 (16m x 9m)	
Open Indoor Stadium	2009	640m2 (32m x 20m)	
Gymnasium-cum-Alphonsa fitness centre	2001	100m2 (10m x10m)	
200 mts Track and Field	1975	4800m2 (80m x 60m)	
Handball and Badminton Court	1982	800m2 (40m x 20m)	
Long jump pit (synthetic)	2014	60m2 (40m x 1.50m)	
Raised High Jump pit	2005	24m2 (6m x 4m)	
Volley ball Court	1974	162m2 (18m x 9m)	
Basket ball Court	2004	420m2 (28m x 15m)	
Table Tennis Board	2008	4.1175m2 (2.7m x 1.525m)	

Net ball Court	2013	465.125 m2 (30.5m x15.25m)	
Kho-Kho Court	2005	648m2 (36m x 18.0m)	
Kabaddi Court	2008	88m2 (11m x 8m)	

- All sports equipments for Kho-Kho, Hand-ball, High jump etc.
- Weight lifting equipments
- Starting blocks-Hammer, Discus, Short Put, Javelin, Hurdles, High Jump stand, Hurdles.
- Swimming pool, Integrated sports complex and Bishop Mar Sebastian Vayalil Centre Hall (College management has made an agreement with St Thomas College Pala for using swimming pool and integrated sports complex)
- Students of our college utilize the Synthetic Municipal Stadium, Pala for various sports activities on contract basis.

Sports facilities are used by our students, public and neighbouring institutions.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

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

Response: 20.45

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 18

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document]
any additional information	[View Document]
Link for additional information which is optional	[View Document]

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 21.56

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
100.00	9.00	25.00	.20	9.00

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)
Any additional information	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The Alphonsa College Library aims at providing access to its printed resources as well as electronic resources primarily for the use of the faculty and students of this college. The library has a wide repository of books, journals, periodicals, newspapers, CDs, rare books, e-resources, bound volumes of journals, previous years' question papers, newspaper clippings, government pamphlets etc. The college has a well furnished, partially automated library with separate reading facilities for both faculty and students. Open access system is followed in the library from the inception of the college. The library Advisory Committee consists of the librarian and 5 faculty members representing both the Arts and Science Departments. The Committee plays an active role in the smooth and efficient functioning of the library. Specialized services provided by the library include overnight issue service, reference and referral services, display of new books and journals, photocopying facility, newspaper clipping service, user education (Know Your Library Programme), resource sharing, internet browsing, Campus–NETTMERP book search, INFLIBNET-N-List programme etc. There is a special section of books earmarked for FIST, add-on courses, WWS, SSP, UGC minor project, career guidance, PG reference and PG grant books, ready reference, new arrivals etc. We follow the barcode issue and return system of books in the library. The books and journals related to career guidance and competitive examinations help the students to attend various examinations successfully. Installation of CCTV inside and around the library, purchase of barcode printer and barcode reader, photostat machine, systems for internet browsing and book search, installation of inverter, rewiring of the library and purchase of Information KIOSK Searching Machine were the major initiatives introduced in the library during the last few years. The newspaper clipping service provides information regarding various activities in the college. The library observes Reading Day on 19th June every year and organizes various programmes and competitions in connection with it. The monthly Theme Based Book Exhibition and Quiz competition in association with various departments of the college are very useful to the students. We have also instituted 'The Annual Best User Award' for students.

The college library was computerized in the year 1999 and partially automated in the year 2012. The college has implemented Hybrid Solution of LMS with Campus NETTMERP Library (A full featured modern integrated library software (ILS) with campus NETTMERP Library e-Gate (Attendance), Library Information KIOSK (Touch Screen) and Campus NETTMERP Digital Library.

All information related to the library are communicated to its readers through notice board, announcements, library blog and college website.

Log on to

https://alphonsacollegelibrary.wordpress.com/

http://www.alphonsacollege.in/library/

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Sl.No	Name of the Book	Name of the Publisher	Name of the author	
1.	The catholic encyclopedia. An international work of reference on the constitution Doctrine discipline and history of the catholic church. (Vol.1.-15)	The encyclopedia press, New York	Charles G Herbermann	
2.	Niyama Vinjana Kosam	The Travancore Publication, Thiruvananthapuram	Jayakumar N.K	
3.	Bharathathintae Bharanakhadana	Central Govt, Ministry of law	Central Govt . Ministry of l	
4.	Banking Law & Practice in India	Thacker Co, Ltd. Bombay	Tannan M.L	
5.	Recent Political Thought	The world Press Pvt. Ltd	Francis W Coker	
6.	Select constitutions	S. Chand & Company New Delhi	Anup Chand Kapur	
7.	American Literature 1890-1965	Eurasia Publishing House New Delhi	Egbert S Oliver	
8.	The Complete illustrated Book of better health.	Ferguson J C Publishing Company Chicago.	Richard J Wagman	

9.	The Oxford companion to English Literature	Oxford city Press, London	Paul Harvey		
10.	Encyclopaedia Brittannica. (1-23 Volume)	William Benton Publisher Chicago	Sir William Haley		
11	The Harvard Classics (Vol. 1-50)	P.F.Collier & Son Corporation Newyork	Charles W. Eliot		
12.	The Encyclopedia Americana. (Vol.1 to 30)	The encyclopedia americana corporation new york.	George Edwin Rines		
13.	The Americana Annual An Encyclopedia Of Current Events	Americana Corporation New York	Mcdannald A.H.		
14.	The Americana Annual An Encyclopedia Of Current Events	Americana Corporation New York	Mcdannald A.H.		
15.	The Americana Annual An Encyclopedia Of Current Events	Americana Corporation New York	Mcdannald A.H.		
16.	The Americana Annual An Encyclopedia Of Current Events	Americana Corporation New York	Mcdannald A.H.		
17.	The Americana Annual An Encyclopedia Of Current Events	Americana Corporation New York	Mcdannald A.H.		
18.	The Americana Annual An Encyclopedia Of Current Events	Americana Corporation New York	Mcdannald A.H.		
19.	The Americana Annual An Encyclopedia Of Current Events	Americana Corporation New York	Mcdannald A.H.		
20.	The Americana Annual An Encyclopedia Of Current Events	Americana Corporation New York	Mcdannald A.H.		
21.	The Americana Annual An Encyclopedia Of Current Events	Americana Corporation New York	Mcdannald A.H.		
22.	The World Of Music Vol 1	Ginn And Company Newyork	Ginn And Company		
23.	Manasatram Vidyabhyasattil	The State Institute of Languages TVM	Sorenson Herbet		
24.	Bharatiyasamakarattinu Jainamatattinte Sambhavana	The State Institute of Languages TVM	Hiralal Jain		
25	Bharatiya Tarkasastram	The State Institute of Languages TVM	E I Warrier		
26.	Samoohya Padangal	The State Institute of Languages TVM	Mathew Nesan T		
27.	Surendranath Banerjea	The State Institute of Languages TVM	Bosk S.K		
28.	Samoohya Vikasanam	The State Institute of Languages TVM	Balan T.S		
29.	Parikshanangalute Aasuthranam	The State Institute of Languages TVM	Cox D.R		
30.	Sampilana Survey	The State Institute of Languages	Ramakrishna Pillai K		

| | | TVM | | | |

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

    1. e-journals
    2. e-ShodhSindhu
    3. Shodhganga Membership
    4. e-books
    5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 3.56

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.90	2.90	2.44	6.90	2.68

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 15.63

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 308

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Our College has successfully oriented the campus and office activities towards integrating IT into everyday activities. IT has been amalgamated into the college activities for improving the quality of teaching, learning and evaluation processes, and also for making the administrative processes user friendly, efficient and transparent.

College office is partially automated with Centralised Database and Management Information System. Online attendance system is accessible in all departments.

The campus is connected with Local Area Network. A dedicated server system has been installed for the campus networking management. All the departments are networked through unlimited broad band internet connection. Wi-Fi facility in the campus makes accessing online materials easier. The connection has been upgraded with Optical Fibre Cable (OFC) on January 10th 2016.

Open access system is followed in the library. Students and Teachers have access to resources of INFLIBNET in the General Library and Library utilizes Library management software for book cataloging and issuing. Students and Teachers have free access to computers and internet in the central computer lab and library.

The departments of Physics, Chemistry, Zoology and Botany have sophisticated computer labs with an approximate number of 65 computers dedicated for their lab and project works. Departments have the essential IT infrastructure like Computers, Printers, Scanners, Photocopiers, projectors, and speakers. Smart classroom with smart board, LCD projector, Internet connection, Laptop and speaker system is accessible in our college. Multimedia projectors are available in the college. Auditorium and seminar halls are well equipped with LCD projector and ICT tools.

Alphonsa Institute of Computer Studies in our college provides long term courses in 'O' Level, PGDCA, DCA, DOM, DOA, CAC and Short term courses in MS Office, Internet browsing, C and C++. These courses are taken by a number of students along with their regular programmes.

English department has a multipurpose Language lab. Students can acquire different Language skills through the practice of phonetic sounds, listening and improving their pronunciation on their own with the help of language software.

The IQAC of the College has four computers with LAN and Wi-Fi connectivity to facilitate Documentation and Communication Management System. It is equipped with a printer-scanner cum photocopier and LED TV.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 13.95

File Description	Document
Any additional information	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Any additional information	[View Document](#)
Link to photographs	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 55.05

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
137.60	32.09	65.60	50.79	30.35

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)
Any additional information	[View Document](#)

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

Response:

The institution has sufficient resources allocated for the maintenance of the infrastructure.

PHYSICAL AND ACADEMIC FACILITIES

The college has been upgrading its infrastructure during the last five years by new building and elevator. 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. Some of the members of the staff and laboratory assistants make the maintenance of the equipment in their laboratory and the major defective equipments have been serviced by skilled technicians from outsides. 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 the requirement and 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 and service of Sports Facilities 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.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 47.57

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
959	1004	894	620	630

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document]
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document]
Any additional information	[View Document]

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 3.84

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
71	57	61	68	68

File Description	Document
Any additional information	[View Document]

5.1.3 Number of capability enhancement and development schemes –

     1.For competitive examinations
     2.Career counselling
     3.Soft skill development
     4.Remedial coaching
     5.Language lab
     6.Bridge courses
     7.Yoga and meditation
     8.Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document]
Any additional information	[View Document]
Link to Institutional website	[View Document]

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 13.51

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
125	130	410	218	250

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document]
Any additional information	[View Document]

       29-03-2019 03:18:34

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 29.01

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
466	501	537	492	469

File Description	Document
Details of the students benifitted by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 13.65

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
42	73	133	48	60

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 44.86

5.2.2.1 Number of outgoing students progressing to higher education

Response: 301

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 31.42

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	23	13	5	2

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
61	59	33	17	11

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

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) during the last five years.

Response: 83

5.3.1.1 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-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	13	27	23	15

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

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 joint-secretary 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.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 33.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
49	36	28	32	24

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Alphonsa Alumnae Association- Alstagia

The College has an active Alumni Association which strives to promote an enduring relationship between old students and their alma mater, though it is yet to be registered. It facilitates and nurtures lasting friendships through annual meetings. It initiates steps to recognize the outstanding achievements, sponsor scholarships for deserving students, supports college authorities for the development of the college and organizes programmes of benefit to the students enrolled in the institution.

Alphonsa College is lucky to have an active Alumni Association. The main objective of the association is to promote a lasting relationship between students and their teachers. Departmental Alumni meetings and annual get-togethers are an open forum for the alumni to flourish this relationship. It also provides a platform for the former students to showcase their talents once again.

Main Activities of the Alumni Association

Yearly Alumni meet:

The annual Alumni meet is conducted on 26th January. Alumni Executives, teachers, and retired teachers participate in this programme.Very often; this gathering turns out to be the meeting ground of generations of women. Cultural programmes and refreshment add colour to the programme.The achievements of the eminent alumni are honoured on the occasion. A scholarship of Rs.3000/- is sponsored by the Alumni

association, titled 'Best Sports Woman of the Year', to encourage sportsmanshipof the girl students.

Also, multiple cash prizes are sponsored by the Alumni, for students who win prizes in essay writing and poetry writing competitions every year, as an encouragement for the artistic minds of the college to develop their skills.

In addition, an Alumni Lecture series is organized for the students every year, for inspiring and inculcating values in them. Many prominent alumni of the college have taken up this opportunity to interact with the current students and it has been a rewarding experience for both alumni and students.

Mega Alumni meet 2014, organized to celebrate the Golden Jubilee was a memorable event. Hundreds of Alumni enthusiastically participated in the programme.Former Principals, chairpersons, Retired teaching staff, non-teaching staff, Rank holders, Eminent Alumni in Politics, teaching profession, I.A.S officers, sports stars, etc. were invited and a grant entertainment feast was organised by the association for them.

Last year (2018), the Alumni executive organized an innovative Exhibition Cum Sale in connection with Alumni Meet, where around 32 stalls were arranged by entrepreneurs who are alumni. The exhibition was a platform for our students and teachers to purchase handicraft items which were exquisite works, at reasonable rates. Most importantly, students utilised this opportunity to interact with successful entrepreneurs of the district, to observe and learn business strategies. Exhibition recorded better participation rates at the Alumni Meet and based on the feedback taken, the association has decided to organize this exhibition every year.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 1 Lakh - 3 Lakhs

File Description	Document
Any additional information	[View Document](#)
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 16

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	4	4	3

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Alphonsa College Pala, established in 1964, is an academic fraternity of people, dedicated to its motto 'Lighted for life', with a torch bearing the college's vision to enlighten the minds and hearts of young women, which in turn would promote intellectual maturity, social consciousness, communal harmony and loyal citizenship. The College is located in an urban agrarian milieu inhabited by persons of different caste, creed, culture and religions in a harmonious manner. But more than 70 percentage of the students are from rural area. The College strives to ensure social, economic and educational empowerment of under privileged sections of the society and to make higher education accessible to females from rural areas as well as the deprived lot. The College translates its vision to the surrounding society by fostering a vibrant atmosphere conducive to the all-round development of students. In her quest for excellence, Alphonsa College sticks to the core values of love, fraternity, simplicity, commitment, honesty, service, justice and equality. The college gives importance for providing quality education to girl students, irrespective of caste, creed and religion and enabling women to become self- reliant, to inculcate the basic human values. Moral instruction and value education are given to the students of the college. *"The perfect woman, nobly planned",* Alphonsa's vision is to nurture self - reliant and liberated young women with traditional cultural values and moral integrity.

The College ensures that the vision and mission of the institution is in tune with the higher education policies of the nation. It defines the institution's distinctive characteristics in terms of empowering women, addressing the needs of the society, tradition of upholding values and the vision for the future, to mould the young women to be intellectually motivated, spiritually enlightened, physically equipped, mentally stable and socially committed. The institution supports activities of Walk With Scholar(WWS),Scholar Support Programme(SSP),Civil Service Club, NCC, Centre for Gandhian Studies, Sports and Games, NSS and various clubs that helps in capability enhancement of students. College provides provision for personal counselling to the students. Teachers sapre their time to visit the houses of needy students. Women Entrepreneurial Development programmes, National seminars, Cultural fests, Programmes with NGO's, Visits to charitable institutions, Life Guidance, Add-on Courses and other activities conducted by various Departments, clubs and associations results diversity of students to achieve excellence in life. Institution has a well-organized and experienced Managing Board consisting of the Patron, Manager, Principal, Vice- Principals, Bursar and academicians. The confluent 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. The IQAC promotes and leads all the quality enhancement programmes of the institution. Students are prompted to strive for academic excellence so that in course of time, they may take up suitable careers for the betterment of their lives and also of their families and society at large.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

The Institution has a mechanism for delegating authority and providing operational autonomy to all functionaries, on working towards decentralized governance system. The principal of the institution is a member secretary of the Managing Board. Decentralization is earmarked for staff members and students to participate in various programmes organized by the institution. Faculty members are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. Students are active participants in all college activities and student coordinators are appointed in all programmes undertaken by the college, to encourage and develop leadership skills among students. Office staffs are also involved in the execution of day-to-day support services for both students and faculties.

Case study: Golden Jubilee Celebration of the college

In 2014-15, the college completed 50 years of its establishment. The college established in 1964 as a junior college with 400 students and 13 teachers. It is a standing monument of the far sighted efforts of the pioneering leader, late Mar. Sebastian Vayalil, the first Bishop of Pala diocese.

In the Jubilee year, management along with the principal, staff and students celebrated this mega event by organizing various activities. Golden Jubilee Inauguration, Exhibition(all departments), National and International seminars were among the programmes conducted in connection with Golden jubilee celebration. A Jubilee Memorial Souvenir–*Smaranika- w*as published and a Golden Jubilee Memorial Block was also constructed.

A well designed draft of the organization of the activities was made, emphasizing the decentralization of the governance and seeking the involvement of all stakeholders. The fund for this program was raised by the cooperation of the faculty, the local society and all stakeholders.

The Staff Meeting took decision to celebrate the Golden Jubilee of the college. The decision was supported by the College Administration Council and the Managing Board. Accordingly various committees were formed with members including faculty, non-teaching staff, parents, alumni, student representatives, retired staff, neighbours of the college and students. The Bursar of the college was selected as the coordinator of the programme. Each committee had a leader and the activities of the committees were successful due to the proper coordination and support from Managing Board and Administrative Council. For various programs conducted by the institution, staff members met, discussed and shared their opinion and developed plans for the events and formed various committees involving students and they coordinate with others for the proper implementation of the programme.The College Union was in charge of the cultural programmes of the Golden Jubilee celebrations. Other units of the institution like Sports, Library and Store enjoy operational autonomy under the guidance of the various committees/cells. Students are empowered to play an active role as coordinators of co-curricular and extracurricular activities. The student

representatives were active members in all committees.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The College made a perspective plan considering the next ten years as a post-re accreditation step for the overall development of the college. The institution provides holistic education that enables the students to actively participate in community life. The leadership qualities of the college provide clear vision and mission to the education system. Our Institution has various perspectives and strategies in their best part. In the perspective plan the institution gave importance to the recommendations made by the NAAC Peer Team in 2013. As a part of it students' common room has been upgraded. Administration has been decentralized. Scholarships and endowments given by management are recorded. The college has started new Self Financing Programmes, New Aided programmes, New Add- on programmes and Certificate programmes. The institution started Day care centre also. Linkages with local NGOs are furthered. The college has regular and continuous programmes with NGOs.

The Peer Team recommended the college to augment infrastructural facilities for further academic expansion and to start new programmes. The college has taken various steps to start new programmes. Lack of sufficient space was one of the important problems faced by the institution. As a part of Golden Jubilee celebrations of the college in 2014, it is decided to build a Golden Jubilee block. The fund had collected from teachers, PTA and beneficiaries. The Golden Jubilee block has completed in 2015. It is a four storied building with 23000 Sq. ft. equipped with 15 class rooms, Well equipped M.Sc Chemistry lab, Three laboratories for B.Voc Fashion Technology, Departments for M.Sc Chemistry, Fashion technology and Sports Nutrition and Physiotherapy, Vice Principal's room, Gent's Staff room, Self financing Co-ordinator's room, Staff amenity centre, Students' rest room, Crèche, Toilets for Physically challenged, Elevator and Ramps for Physically challenged students. As the basic facilities had improved new programmes have started-Three undergraduate programmes- B.Com Model 1 (Finance and Taxation), B.Voc. Fashion Technology and B.Voc. Sports Nutrition and Physiotherapy; PG programme in M.A. English (Self financing), M.A. English (Aided) and M.Sc. Chemistry (Self financing) have started. The College commenced two new UGC sponsored Add on courses-Plant Resource Development and Management and Food Processing and Preservation. The Peer Team also recommended to start Skill oriented Add on programmes so as to provide opportunities for Earn while Learn. The College started 13 Skill Oriented Certificate courses with hours 30 or above 30 through various departments. They are: Mushroom cultivation, Plant Propagation, Basic Nutrition, Fabric Painting, Screen Printing, Illustration and Portfolio Making, Liquid Embroidery, Fashion Choreography, Electronic Devices and Experimental

Technology, Physical Fitness, Physiotherapeutic Yoga, Weight Management, Vermiculture and Women Entrepreneurship Development (WED).Moreover the departments have various Add on courses with less than 30 hours length.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The College **Managing Board** consists of Patron, Manager, Pro- Manager, Principal, Vice-Principal and Bursar to formulate the broad policy matters. The general management of the college is vested with Managing Board whose ex-officio president is the Manager. The Principal, the College Administrative Council, the Staff Council, IQAC and the student representatives participate in various administrative, academic and quality enhancement programmes of the college. The Council has a well-defined and decentralized organizational setup to implement the academic, administrative and financial policies of the college.

Manager is the president of the Managing Board who appoints all the employees of the college including the principal as per rules.

- **The Principal** takes important decisions in consultation with the Managing Board, Staff Council and IQAC.
- The **Vice Principals** discharge all the duties of the Principal in her absence and also assist her in administration.
- The **Bursar** of the college is in charge of all construction and development activities.
- **The Internal Quality Assurance Cell (IQAC)** acts as the pivot of quality sustenance in the College.
- **The Staff Council** is an advisory body consisting of the Principal, Vice-Principal, Bursar,Head of Departments, Office Superintendent, Librarian and two elected members of the staff. The Council meets periodically to review the internal affairs of the college and offers suggestions for improvement.
- The senior most faculty of each department is designated as **Head of the Department**. They communicate the promotional policies of the university with faculty and students.
- **The Faculty:** The Departments have the autonomy to assign the teaching work, to conduct add-on courses, subject association meetings, meetings of parents and alumni, conduct tutorial, mentoring and internal assessment.
- Various Clubs, Cells and Committees are formed with the teaching & non-teaching staff and the

students of the College as members and are given autonomy to accomplish their duties.

- The Staff Council, College Administrative Council, IQAC and infrastructural and Planning Committee meet regularly in a democratic and transparent manner. Infrastructural and planning committee makes recommendations and implements infrastructure development and maintenance and repair of utilities available.
- **All appointments** of the faculty and Staff Members of the College shall be made by the Manager according to the rules of the UGC, Government and University. The college follows the service rules of the Government.
- **The promotional policy** of the college is impartial and transparent. They follow the PBAS of the UGC for the promotion of the teachers. At the college level, the API(Academic Performance Indicators) committee helps the teachers for obtaining the promotion.
- **Grievance redressal committee** is functioning in the college to solve the problems of both students and staff. The Principal receives grievances and complaints in writing and discussed the same in the meeting of the committee and solved the grievances. There is separate **Anti Sexual Harassment Committee** which is formed to prevent cases of harassment.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The Institution has various bodies/cells/committees aims at the integral welfare of the student community. These clubs arrange special meetings, seminars, lectures, competitions, community extension activities and social functions to promote the leadership, team work and social commitment of students. Various clubs instituted in the college include Arts Club, Quiz Club, Career Club, Bhoomitrasena (Friends of Mother Earth) & Nature Club, Jesus Youth, Entrepreneur Club, Gandhi Forum, HRD Club, Civil Service Club, etc.

The Entrepreneur Club, an auxiliary club of Dept of Economics, is dedicated to helping the students, foster their ideas as well as educate them on what it takes to start a business of their own. The Club organizes events that include Entrepreneurship Awareness Drives and On the job training / Internships. The Club is organizing national seminars, self-employment and extension programmes, lectures, Women Entrepreneurial Development programmes(WED), health programmes, interdepartmental programmes and programmes in collaboration with various Self Help Groups.

Women Entrepreneurial Development Programme (WED)

The Department of Economics has started Entrepreneur club in 2013 and conducting two days entrepreneurial development programme with VICIB (a Self Help Group) every year as a residential programme. The objective of the programme is to mould students as successful women entrepreneurs, as a method to solve the unemployment problem in the present scenario, to fulfill the vision of the college 'Perfect woman, Nobly planned' and 'to Earn while Learn'.

III DC students and women from VICIB are participating in the programme. The programme includes lectures on Motivation development and Various aspects of women entrepreneurship, Interaction with successful women entrepreneurs, Plant visit and Cultural programs. In 2013-14, WED was conducted on 20th July to 21stJuly at VICIB. The programme was inaugurated by Smt.Nirmala Jimmy (Kottayam District Panchayat President). The students acquired practical knowledge through visiting Small scale industries in VICIB and participating in the preparation of various eco-friendly products using natural resources like broom, knife, ujala, different types of soap, soap powder and edible items. The programme also included inspiring and informative lectures on various topics like *the relationship between Economy and environment* by Mr.Aby Emmanuel (Environmentalist, Bhoomika, Poonjar) *personality development* by Dr.Raju D Krishnapuram (H.B. College Melukavu) and *Micro finance and VICIB* by Sri. K.C.

Thankachan (Secretary, VICIB) and documentary screening of stories of successful women entrepreneurs. The students also visited the Factory in Kavumkandom where powder of food products are preparing, like curry powder, rice, iddali, chappathi etc. Students visited each section and interacted with the women entrepreneurs.

Outcome

Activities of Entrepreneur Club enhance the employability level of the students as they are well trained in their respective field. They are also able to put into practice the knowledge they have acquired in the class rooms and thus transfer the knowledge to the working field. This gives them academic confidence and makes them academically more potential excellent than their compatriots in their field.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The institution has effective welfare measures for teaching and nonteaching staff, which includes the following.

- Encourages research and innovative skills of the faculty. Duty leaves to attend Training Programmes/ Orientation/ Refresher/ Workshop/Seminar/Examinations etc. subjected to the existing Government rules.
- Maternity Leave
- 15 days casual leave to the teaching and 20 days to non-teaching staff.
- 20 half pay leave or ten days leave can be commuted every year.
- Gratuities, Pension and all other such Government welfare schemes
- ESI and Provident Fund facilities
- Regular increments and periodic revision of salary of faculty (self-financing stream) by the Management.
- Insurance scheme for the staff.
- Deposits and loan facilities (housing loans up to 30 Lakhs) through Staff Co-Operative Society.
- Faculty enhancement Programs in the college
- Manager spends a whole day in a year with the faculty
- Value based programmes conducted annually.
- Staff tour every year
- Celebration of important festivals provides a platform for togetherness, discussion and enhancing intimacy
- High Flyers' are duly recognized and mementos are awarded to staff for their achievements.

- Sports Nutrition and Physiotherapy Department provides physiotherapy counseling and facility for free check up of blood pressure, blood sugar and therapeutic exercises.
- Diet counseling and BMI checking by Clinical Nutrition and Dietetics Department
- All departments are equipped with sufficient number of computers, laptops, printers and scanners
- Toilet facility in all departments
- Free Wi-Fi facility and internet connectivity is provided in all departments, computer centre, Office, Library and Examination office.
- Health and fitness centre
- Teachers Amenity Centre
- First aid facility
- Santhwana Counseling Centre- Service of a Counseling psychologist
- Advance payment for various teaching learning activities and Guest lecturers
- Creche
- Minor and major research projects are highly encouraged.
- Co-operative Store with necessary goods
- Canteen with subsidized food
- Lab Facility for research
- Grievance Redressal Cell and Internal Complaints Committee
- Parking Facility
- Subsidized Uniform for security guards
- Support and assistance for pursuing higher studies to nonteaching staff.
- Support to learn two wheelers and four wheelers.
- Financial support is provided to non-teaching staff for construction of houses and medical expenses- Smt.Ambily Binu, Konnackal, Puliyannoor(PO) -Rs.100,000 and Smt.Aniyamma Thomas, Kizhakkel, Kizhaparayar- Rs.50000 and Rs.70000/- to Smt.Annakkutty ND, Kavadiyankunnel, Ramapuram
- Preference to the children of staff for admission to various courses.
- Support to the children of non-teaching staff who are economically challenged.
- Free annual medical checkup to the entire staff by a retired medical practitioner and hospital facility is available within 1Km. of the campus
- Changed dress code from saree to churidar for convenience.
- Yoga classes –Facilities are provided by the college for practicing yoga in the evening
- Active Staff association
- Teacher's what'sapp group
- MoU with various institutions
- Tea club

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 27.96

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

2017-18	2016-17	2015-16	2014-15	2013-14
23	11	24	30	26

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<u>View Document</u>
Any additional information	<u>View Document</u>

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 4.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	7	4	3	4

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<u>View Document</u>
Any additional information	<u>View Document</u>

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 48.77

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
41	31	42	45	41

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The management evaluates the performance of the faculty based on teaching, research, teamwork, co-curricular and extracurricular activities and publication of research works.The Institution has different mechanisms for evaluating the performance of the teachers.

Teacher's Evaluation by Students

The students are provided with an opportunity to evaluate the performance of the teachers. As per the procedures stipulated by the IQAC, the Head of departments evaluate the performance of the teachers in one's Department by distributing the evaluation questionnaire to the students. The Head of the Departments hand them over to the Principal. The performance of the Heads of the Departments is assessed by the Principal. The Principal analyses the evaluation report and meets the teachers in person to give proper feedback and to suggest corrective measures if necessary.

Teacher's Self Appraisal Form

It is a mandatory process for every teacher to have the self appraisal form furnished every year. In this stage the teacher furnishes the form in such a manner that it sheds light on the activities pertinent to the creation and dissemination of knowledge apart from the teaching learning process and involvement in the extracurricular and co-curricular activities. This introspective mechanism equips the teacher to prepare plans to strengthen the areas to which she is not accustomed to.

Teachers Work Diary

The Teacher's Work Record is also an assessment mechanism. Itis evaluated by the Head of department and the Principal. It includes the personal information and service details and a detailed account of the daily work of the concerned teacher .

Academic Audit

The Department conducts the academic audit annually, both internal and external. The internal academic audit is carried out under the leadership of IQAC.It includes the evaluation of the teaching -learning activities in locus. The duly prepared external academic audit is assessed by IQAC and it recommends suggestions for improvement.

Self-Appraisal by Non-teaching Staff

The performance of the non-teaching staff of the College is assessed on the basis of the self-appraisal form that they prepare annually, under the guidance of the Superintendent who administers it meticulously. The duly filled in self-appraisal form is collected by Superintendent and then passed over to the Principal who evaluates the performance and meets the staff in person to suggest measures for.

The following factors are deeply analysed in the appraisal system for non-teaching staff.

- Experience
- Active participation in team work
- Work Discipline
- Punctuality
- Participation in Community Services

File Description	Document
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution conducts internal and external financial audits regularly.

Internal Audit

In Alphonsa College Pala, accounts are prepared with the help of software designed by Info weavers, Kottayam. The internal financial audit is carried out by a finance committee which includes senior faculty members and Office superintendent. The internal financial audit takes place according to the instructions from an external registered auditor and Higher Education department, Government of Kerala.

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. In both cases there is internal audit and external audit.

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 as external auditors for the conduct of audit of accounts. The external auditor verified all the vouchers with reference to the cashbook and prepared the balance sheet. No major audit objections were found during the last five years.

Guidelines followed for the preparation of budget

- The Principal and Bursar in consultation with the account section prepare the default budget in accordance with the suggestion of the HODs.
- The HODs at the end of the financial year analyse the last year's expenditure and prepare the budget of their departments.
- The Principal submits the budget before the Managing Board for approval
- The Managing Board compares the budget with previous year figures and approves the budget.
- Verify and ensure that the fees of UG and PG courses including Self- Financing courses are properly collected and deposited in the respective accounts.

- Verify other revenue such as sale of scrap, collection from computer centre, collection from photocopy etc. are properly collected and accounted.
- Ensure that all the advances granted are properly reimbursed from concerned persons.
- Verify all the vouchers related to all the expenditure.

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 August2018 and there were no major audit objections.

 Moreover, The Account General of Kerala giving suggestions and directions in the form of reports.

File Description	Document
Any additional information	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 24.85

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
8.75	4.77	5.60	2.56	3.17

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college follows various strategies for the mobilization of funds and optimal utilization of resources. The college Finance Committee prepares an Annual Budget estimate in consultation with all the departments, the Principal and college administration council. This estimate is then reviewed and approved by the Managing Board. All the financial utilization of funds takes place on the basis of the budget approved by Managing Board. For major expenses, approval from Managing Board is taken after the recommendation from Staff Council Committee/Statutory Committees.

Mobilisation of fund

The college generates funds from various sources including fees from students, funds from Philanthropists, contributions by teachers and PTA, bank interests, contributions from alumni, endowments and scholarships, sports council, advertisements in college magazine, sponsorship for various activities like department fest, fashion show etc., college store and book stall, photocopying and college canteen. The college sends proposals for additional grants to the University Grants Commission (UGC) and DST to conduct research work and to organize seminars and workshops and also to meet expenses for construction, repair and renovation of the college building and premises. The institution has been able to secure additional funding from various agencies such as DST-FIST and various governmental bodies like Higher Education Council, KSCSTE and KSWDC.

The optimal utilisation of resources

Since the resources are limited, on a priority basis there is an optimal utilization of resources. The resources include financial resources, human resources and capital resources. All the resources are centred on human resource development and there is also optimum utilization of human resources for academic excellence and attaining the objectives of perspective plan of the institution.

Financial resources

 The financial resources mentioned above are effectively utilized for the development and growth of the institution. College conducts annual internal and external audits for correct checking or verification of the financial resources of the college. The Finance committee conducts annual internal audit effectively. The Managing board, College Administrative Council and Departments, Add on courses, various clubs, Alphonsa alumni, Bhoomitrasena, Centre for Gandhian Studies, college magazine, ENCON club, Examinations, infrastructure and planning committee, National Service Scheme, PTA, Remedial teaching, Research, Staff association, Women cell, Youth Red Cross, Self financing courses, Student scholarship, SSP, WWS, ASAP and UGC (DST-FIST) have separate committees with co-ordinators and they conduct audit whether it is internal or external,correctly. The funds are utilized in such a way as to get maximum academic benefit to the students. Fees received from the students are used for academic purposes of the students. PTA funds are used mainly for scholarships, endowments and for the welfare of the students. UGC and DST funds are utilized for various faculty development programmes, conducting research, library upgradation and infrastructure development of the college. The college conducts seven add on courses and two of them are sponsored by UGC. The funds received from UGC, DST and other governmental bodies are used for the purpose for which it is sanctioned. WWS, SSP, ASAP, NCC, CGS and NSS have special committees to maintain accounts correctly.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5 Internal Quality Assurance System

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

Response:

IQAC has actively involved in the initiation of several strategies and processes in the college. The Centre for Gandhian Studies(CGS) in our college annually conducts **Paryapta** for the students. **Paryaptha** is an exhibition cum sale of items made by students and teachers of Alphonsa College, organised by the Centre for Gandhian Studies with the objective of promoting the Gandhian vision of women empowerment and self-reliance as well as the vision of Alphonsa College 'to create self-reliant and liberated young women'. The exhibition cum sale provided students with the opportunity to '**earn while they learn'**, foster skill development and appreciate the dignity of labour.

 Paryaptha – 2013, an exhibition cum sale of items made by students and teachers of Alphonsa College, was organised by the Centre on 30th August.

Alphex 2014: During the academic year 2014-15, Alphonsa College conducted a Mega exhibition**, Alphex 2014,**on July 15 to17,2014 in connection with the Golden Jubilee celebrations of the college and CGS was also a part of it . Exhibition cum Sale of food items, ornaments, garments designed, paintings etc. made by

students was a particular attraction of the exhibition. Centre for Gandhian Studies organized an intercollegiate workshop for students on **Green Living: Treading the Gandhian Path** on 29th and 30th January 2015 with the objective to promote 'green living' among the student community.

 Paryaptha 2015- an exhibition cum sale of items made by students and teachers was organised by the CGS on 25 June 2015.

Paryaptha 2016: Promoting Eco-friendly Self Reliance

The Centre for Gandhian Studies organized **Paryaptha 2016***,* an exhibition cum sale of handmade items by students and teachers on 4 August. This year's focus was to conduct a zero waste programme. Items like plastic bags, disposable plates, cups and spoons, tissue papers and paper posters were prohibited.

Paryaptha 2017: Promoting Eco-friendly Self Reliance

The Centre for Gandhian Studies organized **Paryaptha 2017***,* the annual exhibition cum sale of handmade items by students and teachers on 6 December with the objective of inculcating the ideals of self-reliance, women empowerment and sustainable development among students.

Another qualitative initiative is the **Toppers day celebrations**, conducted in the beginning of every academic year, to felicitate and honour rank holders and A+ holders of Alphonsa College, Pala. The Topper's day marked a prestigious event for Alphonsa College. The college has the prestigious merit of attaining the **highest number of rank holders** and **A+ holders** and the **highest pass percentage** in the university examinations, in many subjects. The Toppers' day was conducted for the first time on August 19, 2016 to felicitate the 2015-16 batch students who secured ranks and A+ in various subjects in the MG university degree examination, March/April 2016. Toppers day-2017 was conducted on 3rd August 2017 and Toppers day-2018 on 13th August 2018 to felicitate the toppers of 2016-17 and 2017 -18 batch students respectively.

The CGS constantly takes steps to support Green campus and ecofriendly atmosphere in the college.Toppers'day helps to keep a high quality culture in the institution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

IQAC conducts feedback survey constantly among students to know the effectiveness of teaching process. It has prepared a detailed feedback form which encompasses every aspect of teaching process. The students are asked to participate whereas the Head of the departments are asked to analyse the filled forms and

prepare a detailed report which should be sent to IQAC. The subsequent measures are taken to eradicate the problems identified in a joint session of IQAC and College officials. IQAC organizes regular workshops, seminars and refresher programmes. Orientation and value education classes are also provided.

Two important steps taken by IQAC are the preparation of Academic Calendar and Open house. Academic calendar consists of the various academic strategies which consist of seminars, assignments, test papers, internal examinations and teaching plan and the timely finishing of courses as well as an action plan which includes various activities of the departments. In the beginning of every academic year each department prepares Academic Calendar for the current year and conducts programmes accordingly. At the end of each year evaluation is conducted by IQAC and the report is submitted to the Principal. Teachers and students in the department evaluate current year academic programmes and make necessary corrections through department meetings.

Teaching learning evaluation is made through PTA meeting. In Open House teachers and students or teachers, parents and students together discuss about current academic year's progress and take necessary steps to solve the problems. Every year the college conducts PTA for the whole college and each departments conducts PTA at least once in a year. But in case of request, every department meets parents and discusses the matters with the parents. The teachers discuss with the parents about the teaching learning process, wherein they exchange necessary suggestions and improvements. Every department keeps PTA register duly signed by the parents. During the time of visit, progress cards of the students are signed by parents. PTA meeting involve the analysis of the progression of study and collection of feedbacks which eventually leads to subsequent actions and measures. In the PTA meeting teachers and parents discuss about the current academic year's activities, participation in curricular and extracurricular activities, library visit, participation and presentation in seminars and inter collegiate programmes. As suggested by parents and teachers, the teachers will provide facilities for peer teaching, cross teaching, group study and remedial teaching. Every department is conducting remedial teaching for academically backward students. Advanced learners have chances to join in civil service coaching or other coaching under the same management. IQAC takes initiative in maintaining a good rapport between teachers and students primarily by monitoring the tutorial and mentoring sessions. IQAC organizes various classes and sessions for the students by eminent resource persons. The parents are participating in various programmes of the college.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 88.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
101	105	81	76	78

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Academic domains

- Introduction of Six New programmes
- The highest percentage of pass, ranks and the highest number of A+ in the university Examinations.
- ICT enabled teaching-learning
- Walk With Scholar Programme for advanced Learners
- Scholar Support Programme for slow learners
- Skill oriented programme-ASAP
- FLAIR for newly appointed teachers
- Annual intake of students increased
- The faculty members' are encouraged to conduct seminars and to attend conferences
- Number of Research guides have increased.
- More MoU and linkages with NGOs, industries and Institutions
- Community extension activities enhanced-Institution became more community committed with more adopted institutions and adopted colonies.
- Women empowerment programmes with SHGs
- New clubs- Anti-drug club, Electoral Literacy Club, Birds international, Entrepreneur, Bold & Beauty, Dance, Music, Drama & Literary, Calligraphy & Painting, HRD, Chess Club and Civil service club
- Life Guidance Course
- New ADD ON courses and certificate courses
- Academic calendar
- More Student progression to higher studies
- Low drop out ratio
- Civil service and other staff selection exams coaching
- Field trips and nature education camps
- Tutorial system and mentoring has been strengthened and institutionalized
- Value added courses
- Regular Environmental awareness programmes
- Better utilization of alumnae as resource persons for classes and seminars, exhibitions and value education programmes

Administrative domains

- Disparity between salary in the case of aided and unaided courses reduced-Salary of the self financing teachers have increased.
- Scholarships and endowments given by management are recorded
- Administration now more decentralized- The manager meets the teaching and nonteaching staff personally–There will be regular meeting with the manager and administrative authorities
- Online admission and Online attendance
- The Language lab renovated
- Free Wi-Fi
- Library Upgraded
- Department of physical education renovated
- Construction of Golden Jubilee Memorial Block
- Elevator
- Ramp for differently abled students
- Vending machine
- New amplifier and sound mixer
- Water harvesting

- LED bulbs
- Two Digital display systems
- Deployment of security personal at the entrance
- CCTV Surveillance
- Newly furnished IQAC room, Teachers Amenity Centre, Students rest room, Men's staff room, Vice principal's room, Crèche, Dress bank, New bursar room, Chemistry instrumentation room, two rooms for university camp and space for centralized valuation in the college, New Chemistry PG lab
- Synthetic long jump pit ,High Jump Raised pit and Prenpoline
- e-governance
- Toilet facilities improved
- Vermi compost unit
- Computer lab refurnished
- Computer, Printer, LCD projector and Internet connections in all departments
- High configuration computer and Printer for online examination question paper
- Plastic free campus
- Facilities for differently abled and physically challenged-elevator, ramp, class room facilities in the ground floor, scribe, interpreter, time extension in examination, special classes and mentoring

File Description	Document
Any additional information	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 65

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	14	10	11	14

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

> **1.Institution shows gender sensitivity in providing facilities such as:**
> > **1.Safety and Security**
> > **2.Counselling**
> > **3.Common Room**

Response:

A round the clock security system works towards ensuring a safe environment for students. CCTV cameras have also been installed on the campus. The college has security guards who are present on the campus at all times. The entry to outsiders is restricted. Pink Patrol police provide additional security in the vicinity of the college. They also are on duty during the heavy traffic in the morning and evening. The local police is also very prompt in providing all support to the needs of the students .The college has a counselling centre called Santhwana Counselling Centre. Counselling service is available for students on every Thursday. Sr. Jasmine Alex is the college counsellor. All students are the beneficiaries of this service. The students make good use of this facility. Spacious and well furnished rest rooms are available for students and teachers. The students get accommodated into 5 hostels approved by the college and are run by the nuns of various congregations. It ensures a safe environment for our students .The functioning of the Women's Cell, Anti-Ragging Cell, Grievance Redressal Cell and Anti-Harassment Cell in the college ensure the well-being of our students.

Karate training for self defence is provided to the girl students.163 students were trained. The Centre for Gandhian Studies organised a women empowerment and personal safety workshop for students of the college spread over two days – 7th and 14th February 2016, in collaboration with Action Breaks Silence, CSK Kalari, Pala and Jana Maithri Police, Pala. Ms. Debi Steven, world renowned self-defence trainer and Founder President of Action Breaks Silence led the sessions together with Mr. Flo Robertson and Ms. Stephanie Highest, and Sri. K.P.Suresh of CSK Kalari and his team of twenty trainers. Through a combination of motivational speaking and physical activity, the workshop focused on creating awareness around sexual and gender-based violence and its impact. All the students of the college participated in the demonstration session where different techniques of self defence were demonstrated and the students were given one-to-one hands on training by the team. Based on the success of these workshops, two more workshops were held on 22 July and 3 August 2016.

Acknowledging the fact that it is not enough to train the girls to address the issue of gender based violence, in 2017 the Centre again collaborated with Action Breaks Silence to organize "Hero" workshops to young boys in Kerala. The programme was devised to address the roots of abuse and violence against women by breaking down stereotypes and helping participants to understand the importance of gender equality, building empathetic behaviour and attitudes, particularly to women and girls. A series of gender sensitisation workshops were initially organized in five schools in Kottayam district in January 2017.The workshops, held from 9 to 13 January were attended by 161 boys. The second series of 24 workshops was held from 12th to 27th July 2017 .

The institution aims to create liberated young women. These initiatives are in line with the college's vision of moulding women who are rooted in traditional values.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 19.07

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 1440

7.1.3.2 Total annual power requirement (in KWH)

Response: 7552

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 10.93

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1652

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 15114

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid waste

 The institution strongly believes in the motto "Reduce. Reuse. Recycle". The campus is a Plastic Free Campus. The college has adopted a Green Protocol to deal with the issue of waste management on the campus. Reducing the waste generated, is a regular practise on the campus. Students and faculty are encouraged to use steel lunch boxes. Several programmes are held as zero waste initiatives. In several such events plastic carry bags, disposable cups and plates, tissue papers are banned. Proper maintenance of infrastructure and timely repair of furniture is done to minimize solid waste. Paper is the major source of waste generated on the campus. Paper waste generated is separated into recyclable and non recyclable and is sent to the local traders. Online submission of assignments has substituted the use of papers. The college office is progressing towards a Paperless Office. All the departments have their respective department e-mail ids. The communication between the staff has to a large extent become online. Cloth bags were designed and sold by Centre for Gandhian Studies to promote use of eco-friendly bags. The Centre has also

published and distributed booklets on "Waste management","Perils of Plastic". Separate bins are kept for organic waste and for non-biodegradable ones. The incinerators installed in the washrooms provide a hygienic and scientific disposal of non –biodegradable toilet waste. A vermin-compost pit and fertilizer compost pit are maintained for converting organic matter to manure. A biogas plant in the campus helps in managing solid waste generated in the campus.The remains of the biogas plant is used for organic farming and as fertilizer for gardening purposes. The used plastic containers are sold to local traders. Glass waste generated in the lab is collected separately. Separate receptacles are kept for soda glass waste and Pyrex glass waste which are sold to local traders/manufacturing units for recycling.

LIQUID WASTE

The science labs deal with the chemical waste generated by collecting and disposing it in separate water tanks after neutralizing. All chemical Waste generated in the lab are collected in separate receptacle. Acid/alkali wastes are released into the environment only after making it environment friendly by neutralizing. Chemicals having hazardous and toxic effects are identified and micro scale experiments are designed to avoid or to minimize the use of such hazardous chemicals and toxic metal ions. Storage of strong acids is done in a separate room. Water is reused for gardening purposes and ground water is recharged using water recharge pits

E-WASTE

Green computing is encouraged in the following ways:

- Use of LCD instead of CRT monitors.
- Use of refill inkjet cartridges and laser toners and purchase of less toxic and recyclable materials and components. The hardware resources are utilized to the optimum extent. Systems with longer guarantee period are selected. Proper use of the electronic devices and timely repair help reducing e-waste. The College has collaborated with Brilliant Solution, Kottayam for the maintenance of electronic equipments and disposal of e-wastes.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The college is situated near to Meenachil river, Pala.Hence water is available throughout the year. Besides, the college has maintained two wells in the campus which is prime source of clean water.In addition to this the landscape of the campus is designed in such a way to tap the rain water on the roof top and to recharge it in a natural way. Rain water harvesting is done at various levels in the campus. Rain water from the roof top is harvested by channelling it into a common pit that leads to the wells on campus. This

source is of great help in addressing the problem of water shortage on the campus. The college has a green cover to prevent the surface run off of rain water. The college ground with its vast green area serves as excellent ground water recharge system.The water collected from the roof top is channeled to the well. This will raise the water table in the surrounding areas as well. Further, these efforts have spread a strong message among students and general public on the need to preserve our natural resource. Moreover, the institution takes every effort to replenish the green cover through its afforestation drive. The campus has a pool in the courtyard that is an effective storage for rain water.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.7 Green Practices
* **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
* **Plastic-free campus**
* **Paperless office**
* **Green landscaping with trees and plants**

Response:

The college has a green campus with several mini gardens. It has the wealth of 286 trees belonging to 43 Species. Conscious efforts are taken to protect and sustain the natural eco system. The institution strictly follows certain norms to protect existing trees, thus maintaining the greenery and natural vegetation. Trees are cut not for commercial purposes but only when they pose danger to people and buildings in their vicinity. The infra-structure development strictly adheres to environmental compliance. A committee of teachers is in charge of the landscaping. Ours is a plastic free campus. Students and teachers are encouraged to use steel lunch boxes and natural packing materials.

 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. ASAP organizes bicycle training for all interested students. 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. Environmental issues are taken up for formal discussions. Eco friendly orientation is consciously cultivated among students by organizing various awareness programmes and competitions. Environmentally significant days are observed on the campus. The college organizes   several seminars and lectures related to Environment Conservation, Eco-literacy, and Biodiversity Management etc. Environment sensitization posters were put up in the campus. Environmental science is a part of curriculum for many batches.

Department of Botany maintains a 'Botanical Garden' in which a variety of medicinal plants are grown. A

Butterfly garden is maintained by the Department of Zoology. A herbal garden 'Alum Dunia' is nurtured by the CND Department. Birds club also functions in the campus and a variety of fruit trees are planted and protected to provide a suitable hub for birds. The college also maintains a vegetable garden to familiarize students with the methodology of organic farming. Students are encouraged to identify and prepare a database of the plant and animal species of the campus. The college promotes carbon neutrality. Maximum efforts are being put to avoid all types of pollution.

Various initiatives like Bhoomithra Sena, Nature Club, ENCON Club, Butterfly garden, Botanical Garden, Medicinal Plants Garden Green Lady Competition, Nature Photography, Save Meenachil River Project etc are in practice in the college. ASAP, 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.

Cloth bags have been designed and sold to promote the use of eco-friendly bags. Booklets on 'Hazards of Plastic' were distributed. Paryaptha (a one day sale cum exhibition of handmade items) was organised as a Zero waste initiative. The Centre for Gandhian Studies conducted a 2 days intercollegiate workshop on "Green Living: Treading the Gandhian Path".

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 2.07

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
9.02386	1.71298	0.09	1.00	1.08

File Description	Document
Green audit report	[View Document]
Details of expenditure on green initiatives and waste management during the last five years	[View Document]
Any additional information	[View Document]

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
Any additional information	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 88

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
21	20	11	18	18

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	
Any additional information	

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 141

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
30	15	27	21	48

File Description	Document
Report of the event	
Any additional information	

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 92

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	18	13	16	16

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

- **Commemoration of poet ONV Kurup**: (25 Feb 2016)

 Poet ONV Kurup is considered to be the Bard of Malayalam literature. The Department of Malayalam took an initiative to pay homage to his memories. The students recited poems written by him and discussed his contributions

- **Dr.Srinivasa Ramanujan**: (22 December)

Department of Mathematics has been celebrating the National Day of Mathematics annually to honour the memory of the great Indian mathematician Srinivasa Ramanujan. Poster presentation and project presentations were held

- **Dr. APJ Abdul Kalam** : (30 July 2015)

Department of Physics commemorated the memory of Dr. APJ Abdul Kalam, the former President & scientist.

- **Dr. C V Raman: (**7 Feb 2017**)**

Departmentof Physics celebrated National Science Day to honour the memory of the great Indian scientist Dr. C V Raman. A Seminar on "Gravitational Waves" was held on 26 Feb 2016. A seminar competition was held on the topic "Science for Nation Building".

- **Dr.B.R.Ambedkar**: (26 Nov 2015.)

  Dept of Political Science celebrated Constitution Day to mark the 125th birth anniversary of Dr.B.R.Ambedkar

- **Mahatma Gandhi**: (2 Oct)

Gandhi Jayanthi is celebrated by several departments and clubs every year. Centre for Gandhian Studies and NSS jointly conduct a campus cleaning programme every year. Dept of Political Science organised an invited talk on 27 October 2017. The department also held a poster exhibition on the life of the Mahatma on 29 October 2015.The NCC unit also celebrates Gandhi Jayanthi every year.

- **Martyr's Day : (29-30 Jan)**

In commemoration of Martyr's Day, a two day multi-media exhibition on Mahatma Gandhi – 'Gandhidarshan' was organised by the Centre on 29th and 30th January in order to facilitate an understanding of Mahatma Gandhi's life, philosophy and values among the general public.The programme was organised in collaboration with the Information and Public Relations Department, Government of Kerala; Changanacherry Social Service Society; Pala Social Welfare Society; and Poornodaya Book Trust, Kochi. The exhibition was inaugurated by Sri. E.V.Babychan, Revenue Divisional Officer and Sub Divisional Magistrate, Pala.In commemoration of Martyr's Day, a two day intercollegiate workshop for students on *Green Living: Treading the Gandhian Path* was organized by the Centre for Gandhian Studies on 29th and 30th January 2015. The objective of the workshop was to promote 'green living' among the student community.

Sardar Patel: (31 Oct)

 RashtriyaEkta Divas is celebrated every year by the NCC unit to honour the memeory of Sardar Patel.

- **Republic Day**: (26 Jan)

The NCC celebrates Republic Day every year. The flag hoisting ceremony is held with great fervour. The staff and students join to remember the historical occasion.

- **Independence Day**: (15 August)

Patriotic Song competition is held every year. It is organised by the Department of History. The NCC celebrates Independence Day every year. The flag hoisting ceremony is held with great fervour. The staff and students join to remember the historical occasion.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution takes every effort to maintain financial transparency. Regular financial audits are conducted. The accounts are audited regularly under internal and external audit procedures. The accountants, the office Superintendent, the chartered accountant and the Principal work in tandem to ensure precision in financial matters. The college administration conducts a monthly audit. The Deputy Director of Collegiate Education, Kottayam, and the Accountant General of India, Kerala Division, do the external audit periodically. The institution has computerised its finance management systems in terms of salary, different types of fees collected from students, concessions given to students, scholarships given to students, laboratory, library, sports equipment, maintenance expenses, office stationery etc. Separate accounts for each of these are maintained for the internal audit.

The institution strives to maintain transparency in academic matters. Every department has an academic plan which is prepared at the start of every year taking into consideration the University academic calendar. Regular feedback is collected from the stakeholders for the review of academic activities. The results of the students are analysed. Regular PTA meetings are held to include the contribution of the parents. Self appraisal reports of teachers are updated. Interaction with students also offers transparency.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

I. ECOLOGICAL SENSITIZATION

2. Goal – In allmost all cultures women are equated with nature. In its endeavour to mould the perfect woman, Alphonsa College lays stress on instilling in its youth environmental consciousness thereby promoting sustainable lifestyle.

3. The Context – The Programme has evolved in tune with the institutional values. The college seeks to do its share in addressing contemporary issues.

4. The Practice – The Green Protocol is in practice on campus. The college seeks to reduce waste at the source. This helps tackle the issue of waste management on campus. The campus is a Plastic Free Campus.Several programmes are held on the campus as zero waste initiatives. In several such events plastic carry bags, disposable cups and plates, tissue papers are banned. Online submission of assignments has substituted the use of papers. Conscious efforts were taken to use only environment friendly products in exhibitions and other events. Cloth banners have replaced Flex banners for all programmes on campus.

Cloth bags were designed and sold by Centre for Gandhian Studies to promote use of eco-friendly bags. Biodegradable waste is disposed in an ecofriendly manner. The Centre has also published booklets on "Waste management,"Perils of Plastic" which have been distributed free of cost to staff and students. Students and teachers actively participate in the campus cleaning programme and afforestation drive. Paryaptha (a one day sale cum exhibition of handmade items) was organised as a Zero waste initiative. The Centre for Gandhian Studies conducted a 2 days intercollegiate workshop on "Green Living: Treading the Gandhian Path".

ASAP organises bicycle training for all interested students. Majority of students and staff make use of public transport for their daily travel. Go Green and Save Menachil are initiatives undertaken by he students of the college. The students also conducted Dragonfly survey and prepared People Biodiversity Register. They are also encouraged to identify the plant and animal species seen in the campus. They have already identified a good number of Spiders, birds, butterflies and birds.

Eco friendly orientation is consciously cultivated among students by organizing various awareness programmes and competitions. Environmentally significant days are observed on campus

5. Evidence of success – The positive response of the college community towards such programmes is a proof of its success. Also, the programmes have succeeded in creating a change in attitude among students, which is evident in their active participation. Appreciating the contribution to community development, NSS unit of the college was awarded with the Best NSS Programme Officer award in the year 2013 and 2014. In 2017 the unit was awarded with Jaivam Merit award by the university as a recognition of the initiative put forth by the unit in promoting the need and methodology of organic farming. The Centre for Gandhian Studies of the college was selected as the model centre by Gandhi Research Foundation in the academic year 2013-14. The award was an appreciation of the initiatives taken by the Centre in propagating Gandhian values, ecological concern and a sense of social responsibility.

6. Problems encountered and resources required- The time available is limited in a semester system. Thus, it is difficult to organise programmes alongside the curricular schedule. Also, the change in attitude takes a longer time.

7. Contact Details

Name of the Principal: Dr. Sr. Gigimol M.G.

Name of the Institution: Alphonsa College

City: Pala

Pin Code: 686574

Accredited Status: Accredited in 2013 with B Grade (3.00)

Work Phone: 04822-212447   Fax: 04822-216447

Website: www.alphonsacollege.in

 E-mail: principal@alphonsacollege.in

Mobile:+91 8606501148

II. Excellence in Physical Education

2. Goal – It aims to provide the students with quality education with strong footing on physical, intellectual and skill development.

3. **The Context**- This programme is in line with the college's vision to mould the perfect woman through noble planning.

4. The Practice – Since education is the all round drawing of the best in the child's mind, body and spirit Alphonsa college offers its students facilities for intellectual, physical and social development. Along with regular academic programmers, the college follows a pre-meditated pattern for physical training also. The college conducts rigorous training for 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. The college campus has the following training facilities, namely, Indoor Court for basketball, Standard Gymnasium, Sports Practice Ground, Long Jump Pit. The college has established an agreement with Municipal Stadium, Pala which offers state of the art facilities. The students are trained on the synthetic track which is of international standards. The students are trained in swimming at the Sports Complex at St Thomas College, Pala which offers swimming facilities of international standards.

There is a special Summer Coaching Camp for students in volleyball, basketball, athletics and swimming during the months of April and May. Students of other institutions are also accommodated into the coaching camps for the college envisions not only young and energetic Alphonsians, on an extended frame, A Young India.

There is also a sports hostel that provides free accommodation for the sports students. The government funding is inadequate to meet the expenses of all the students. Hence, 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 offers opportunity to participate in competitions right from district level to the international level. 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 Alumnai bear testimony to the catholic education the college provides. Alphonsians have marked their presence in allmost all fields of society including Olympics, Civil Services and Public administration, medical and teaching field, film and playback singing. The college team emerged as university champions/runners up in the university athletics, Cross country, Kho-Kho, swimming, Power lifting, Volleyball, Taekwondo, Hand Ball, Judo, Cricket and weightlifting championships. 102 sports students of our college participated in various national level competitions, 140 in Inter University championships , 448 in University championships and 403 in State championships during the last five years. Ms. Rama Rajeshwary IPS, Dr. B Sandhya IPS, Ms. Annice Joseph IRS, Ms. Asha James IAS, Ms. Honey CH ISS, Ms. Sunitha Jacob ISS, Nehru award winner Dr. Shoji Joseph, Ms. Sinju Prakash, Ms. N.S Simi, Common Wealth participants Ms. Jinu Jose and Ms. Soumya C, top the

list of luminaries of the college.

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.

7. Contact Details

Name of the Principal: Dr. Sr. Gigimol M.G.

Name of the Institution: Alphonsa College

City: Pala

Pin Code: 686574

Accredited Status: Accredited in 2013 with B Grade (3.00)

Work Phone: 04822-212447   Fax: 04822-216447

Website: www.alphonsacollege.in

 E-mail: principal@alphonsacollege.in

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

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 it 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 leaner. 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 us 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 alumnai. They regularly visit the college and their

expertise is made use of to enlighten the students regarding career prospects. The alumnai 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 under graduate 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

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

Alphonsa College, Pala, is one of the pioneer institutions for the higher education of women in the state of Kerala. Established in 1964 as a Junior College with 400 students and 13 teachers, Alphonsa College has now attained the status of a First Grade Woman's College. The college is a standing monument of the farsightedness and pioneering leadership of Mar. Sebastian Vayalil, the first Bishop of Pala diocese. The college was declared as a Minority Educational Institution by the National Commission for Minority Educational Institution, Government of Kerala. The fundamental aim of Alphonsa College is to impart spiritually-oriented and value-based education to young women under circumstances congenial to their all-round development. It encourages the students to aim at excellence not only in academic pursuits but also in every aspect of human endeavour to achieve perfection. The students are prompted to strive for academic excellence so that in course of time they may take up suitable careers for the betterment of their lives and also for their families and society at large. Presently Alphonsa College holds the top position in the field of academics and sports among the colleges under Mahatma Gandhi University, Kottayam. The college bagged 94 A plus grades and 17 Ranks in the 2017-18 M. G University Examinations. Also the college won the Hat-trick Championship in the Mahatma Gandhi University Athletics Meet. The sports students of college broke many records during the All India Inter University Athletic Championship held at Mangalore University in November 2018. A commendable achievement was that of Ms. N. S Simi, our B. A English third year student who established a new meet record by breaking 25 years old record in 100 meters. Our students contributed the majority points with which our University ensued the Overall Runners up in the All India Inter University Athletic Championship. The teachers of the college have won many National/State awards academic publications, funded Projects and Patents to their credit. The various co-curricular activities of the College provide social consciousness to our students that motivate them to reach out to their fellow-men, particularly the needy and the marginalized.

Concluding Remarks :

As a pioneer in providing Higher Education for Women, the fundamental aim of the college is to impart holistic education to young women which in turn fulfils the vision statement of the college *'the perfect women nobly planned'*. The students are trained to aim at excellence not only in academic pursuits, but also in every aspect of human endeavour to achieve perfection. The students are prompted to strive for academic excellence so that in course of time they may take up suitable careers for the betterment of their lives and also of their families and society at large thereby accomplishing our motto *'Lighted for Life'*. All activities of the college go par with the institutions core values viz. Inspiring Campus Environment, Academic Excellence and Success, Value and Outcome Based Education, Women Empowerment, Transformational Learning and Holistic Development, Continuous Improvement, Environmental Sustainability, Civic Awareness, Collegiality and Professionalism, Participatory Decision Making, Institutional Wellness. The support of management, teachers, non-teaching staff, parents, Alumni, and students has helped our institution to grow up to the expectations of its stakeholders. As stated in our mission, *'To equip our students with deep knowledge and globally acceptable skills, we are striving to* develop values of self-respect, tolerance, discipline, hard work, patriotism, social consciousness and social-to promote learning that will contribute to women empowerment by enabling women to become self-reliant and we believe that empowered, tolerant and self-reliant woman makes future generations as such.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years 1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 6 Answer after DVV Verification: 122 Remark : Revised as per HIE's clarification
1.2.3	Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years 1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
764	842	681	552	496

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
677	721	603	504	469

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.2	Number of value added courses imparting transferable and life skills offered during the last five years 1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 26 Answer after DVV Verification: 83 Remark : Revised as per HEI's clarification
2.1.1	Average percentage of students from other States and Countries during the last five years 2.1.1.1. Number of students from other states and countries year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
7	2	7	4	5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Metric opted out by HEI

2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
101	112	114	103	70

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
208	199	220	191	173

2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
21	17	12	10	7

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	1	0	0

Remark : Revised considering relevant awards only

2.4.5	Average percentage of full time teachers from other States against sanctioned posts during the last five years

2.4.5.1. Number of full time teachers from other states year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
17	15	14	13	12

	Answer After DVV Verification :				
	2017-18	2016-17	2015-16	2014-15	2013-14
	2	1	1	1	12

Remark : Revised as per supporting document and clarification of HEI

3.3.1	The institution has a stated Code of Ethics to check malpractices and plagiarism in Research Answer before DVV Verification : Yes Answer After DVV Verification: Yes
3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years 3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years Answer before DVV Verification: ANSWER_BEFORE_TABLE Answer After DVV Verification : ANSWER_AFTER_TABLE
4.2.5	Availability of remote access to e-resources of the library Answer before DVV Verification : Yes Answer After DVV Verification: Yes
4.3.3	Available bandwidth of internet connection in the Institution (Lease line) Answer before DVV Verification : 35-50 MBPS Answer After DVV Verification: <5 MBPS Remark : Latest bill required. Unable to figure the internet connection actually available in the college
5.1.5	Average percentage of students benefited by Vocational Education and Training (VET) during the last five years 5.1.5.1. Number of students attending VET year-wise during the last five years Answer before DVV Verification: VET_TABLE

Tables referenced above:

Answer before DVV Verification (3.4.2.1):

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	1	3	2

Answer After DVV Verification (3.4.2.1):

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	1	3	2

Answer before DVV Verification (5.1.5.1):

2017-18	2016-17	2015-16	2014-15	2013-14
466	541	489	492	496

	Answer After DVV Verification :				
	2017-18	2016-17	2015-16	2014-15	2013-14
	466	501	537	492	469

Remark : Corrected as per HEI's revised input.

5.2.3	Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
19	24	13	5	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
19	23	13	5	2

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

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) during the last five years.

5.3.1.1. 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-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
34	31	36	25	15

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	13	27	23	15

Remark : Corrected as per revised input of HEI.

6.3.2	Average percentage of teachers provided with financial support to attend conferences/workshops and

towards membership fee of professional bodies during the last five years

    6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
18	9	22	29	22

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
23	11	24	30	26

6.4.2	Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

    6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8.75	4.77	5.05	2.09	2.74

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
8.75	4.77	5.60	2.56	3.17

Remark : Corrected as per revised input of HEI

7.1.9	Differently abled (Divyangjan) Friendliness Resources available in the institution:

    1. Physical facilities
    2. Provision for lift
    3. Ramp / Rails
    4. Braille Software/facilities
    5. Rest Rooms
    6. Scribes for examination
    7. Special skill development for differently abled students
    8. Any other similar facility (Specify)

    Answer before DVV Verification : B. At least 6 of the above
    Answer After DVV Verification: B. At least 6 of the above

2.Extended Profile Deviations

ID	Extended Questions

1.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
145	145	145	145	114

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
287	287	287	287	240

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