



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 4)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
ALPHONSA COLLEGE**

**PALA
Kerala
686574**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

Section I:GENERAL INFORMATION

1.Name & Address of the institution:	ALPHONSA COLLEGE PALA Kerala 686574	
2.Year of Establishment	1964	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	3	
Departments/Centres:	13	
Programmes/Course offered:	19	
Permanent Faculty Members:	44	
Permanent Support Staff:	25	
Students:	1912	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Religious minority Institution catering to the needs of women students 2. The institution starts its day with prayer and ends with national anthem 3. Imparting spiritually oriented and value based education	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 21-03-2019 To : 22-03-2019	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. NARINDER K DOGRA	FormerDirector,PUNJABI UNIVERSITY
Member Co-ordinator:	DR. JERINABI UBAIDULLA	Dean,AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCAITON FOR WOMEN
Member:	DR. MAN MOHAN KAUR	Principal,SRI GURU NANAK DEV KHALSA COLLEGE
NAAC Co - ordinator:	Dr. Priya N	

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

The institution is running UG and PG programmes under the Choice Based Credit and Semester System. The College follows the syllabi and curriculum prescribed by the M.G. University Kerala to which it is affiliated. As per the curriculum the institution prepares academic calendar and adheres to it strictly. Six of the faculty members are of the PG board of studies whereas four faculty are on the UG board of studies. Some faculty members are also deputed by the college in syllabus restructuring committee. At the very inception of academic year every department submits an academic calendar of their own. The departmental staff are also actively involved in the planning and execution of academic calendar. The IQAC ensures the implementation of the stipulated academic calendar. In addition to the core courses the college offers seven add-ons and fourteen certificate courses. The institution ensures the effective implementation of the curricula and observes the completion of the courses from time to time. The teachers document the delivery of classes and activities in their individual diaries. Remedial classes and special coaching sessions are also organised by the college for slow and advanced learners. The collaborative programmes initiated by the institution with the Govt. of Kerala (SSP, WWS, ASAP) are appreciable. Teaching is augmented with mentoring, special coaching seminars, assignments, projects, co-curricular activities and ICT-enabled teaching. Feedback from all students is taken and is analysed by the IQAC. However, the feedback system is to be strengthened scientifically.

The college ensures adequate coverage of cross-cutting issues and the same is spread across the duration of the programme. Second language courses emphasis on gender, environment and sustainability, human values and professional ethics. For most of the undergraduate and post graduate programmes Environment and Human Rights courses are compulsory. The college also gives practical exposure to the students in these areas by way of projects, lab sessions and include the same in internal assessments.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	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
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

The institution assesses the learning level of the students after the admission. At the beginning of the programme a structured assessment test, namely SKAT, is conducted by all the departments to identify slow learners and advanced learners. Based on this test and academic counselling the knowledge gaps are identified. Bridge courses are conducted to fill these knowledge gaps. Walk With the Scholar (WWS) and Quality Circle for Advanced Learners is organised. The students who are busy in their sports and who are on medical leave are provided with the special classes. For those students who represent college in regional/state/national events are given the opportunity to have retests. To encourage the best performers, Merit Day is being practiced by the institution. The language lab provides opportunities to develop skills in listening, speaking and communication of the students.

Apart from chalk and talk method the institution practices group discussions, role-plays, quizzes, debates, educational games, current affair mini projects, power point presentation, online lectures, simulation exercises, paper group study, exhibition, postal presentations, e-resources, magazines, field trips and industrial visits. Nature camps, Butterfly garden visits are unique in its nature to improve eco consciousness. IQAC monitors the innovative practices of teachers who are duly recognised.

Necessary orientation is provided to the students before exams and exam schedule are announced well in advance. The institution conducts internal tests and model exams with questions from previous university question papers whereby preparing the students thoroughly to get the final exams. All the departments

maintain progress reports of the students and the parents are informed about the progress of their wards. Results are also analysed after every CIE exams and necessary follow-up actions are taken. The college has an effective mechanism to meet the grievances from the students relating to the CIE. The internal assessment components, marks, its weightage and related guidelines are uploaded in the website, notice boards and student handbook. Practical reports are also maintained in the labs. Evaluated marked answer sheets are distributed to the students and clarifications if any are explained.

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Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

Qualitative analysis of Criterion 3

The college is involved in knowledge transfer in the form of projects, counselling, seminars, lectures, water audit, energy audit and consultancy services. Thirteen research papers are published in UGC approved journals during the last five years. One faculty member has a patent to her credit. The faculty has also completed 12 minor projects and two major projects sanctioned by the UGC and Govt. of Kerala during this period.

During the last five years the institution is organising extension activities in the neighbourhood community in terms of impact and sensitizing the students to social issues and holistic development. Extension activities are actively carried out through center for Gandhian studies, NSS, NCC, Youth Red Cross, Women's cell and Department activities.

Few noteworthy activities of the institution are Anti-alcohol awareness, Distribution of Gandhian books to jail inmates, Blood Donation camps, Swatch Bharath Abhiyan related activities, Rally against Violence and Safety, Survey on Organic farming and waste management, house construction project, free classes for orphans, rural development and activities for children with special needs. Medical services and NSS Responder course need special mention.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

The college has adequate infrastructure to enhance the teaching learning process. The campus is situated in 9.5 acres of land with a built-up area of 13,935.456 sq. mts. There are 84 classrooms, 13 laboratories, one auditorium, 3 seminar halls and one library. Only one classroom is equipped with a smartboard. Library is partially automated. The institution has five girl's hostels having the capacity of approximately 800 students. The college has in-house book stall, canteen and reprographic facilities. It has sufficient infrastructure for various sports activities also. The college has signed MoUs with neighbouring institution for swimming pool, sports complex and synthetic stadium. The library of the college has 41361 books, 44 journals and 6000 plus e-journals. Apart from the main library almost all the departments have their separate libraries. The library has a separate reading room for students and faculty. The functioning of the library is monitored by the library advisory committee. Noteworthy practices of the library include overnight issue service, newspaper clipping service, user education, special section for FIST and add-on courses, WWS, SSP, career advance and likewise. Barcode system is followed for issue and return of books. Reading day is observed on 19 June every Year. The college has instituted Annual Best User Award for the students. The college has NETTMERP(ILMS), e-gate (attendance), Information Kiosk(Touchscreen) and Digital Library. Apart from other facilities it has rare books, manuscripts and special reports. The college office has partially automated centralised databases and MIS. Online attendance system is accessible in all the departments.

There exists a planning committee for infrastructure upgradation and maintenance. In house electrician and plumber attend to majority of the maintenance related to electrical and plumbing works. Computer hardware and software maintenance are carried out by third-party AMC. At laboratories and library annual stock checking is done and emergency maintenance is also done. Maintenance of sports and gym equipments is carried out on an annual basis. Hired professionals care for the field maintenance.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	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

Qualitative analysis of Criterion 5

Active college union with student's general council and an executive council is present. Election to college union is conducted on the parliamentary model. There is enough representation of students belonging to all classes. The Chairperson of the college union is part of the IQAC and Ethics Committee. Students are involved in conduct of various events, magazine works, preparation of academic calendar and various other associations/cell/ bodies. Students involvement in academic and extracurricular activities is evident. During the last five years one student has got Indhira Gandhi National Award for the best NSS Volunteer in the year 2015 and one NCC cadet participated in the Republic Day parade, New Delhi. The sports students of this institution have participated and won medals in Asian and Commonwealth Games. The results of the students in University examination is good. The Alumni association which just has been registered is very active. Alumni association has initiated a scholarship of Rs. 3000/- for Best Sports Women of the year along with several other multiple cash prizes for meritorious students. An Entrepreneurial Alumni – Exhibition cum sale was organised in 2018 is appreciable.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	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
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>)

Qualitative analysis of Criterion 6

The college governance is in tune with the Vision and Mission of the institution. The organisational structures of the institution consist of Patron, Manager, Principal, Vice-Principals, Bursar and academicians. A decentralised approach is practised by the governing body, where staff members and students are involved in most of the academic, co-curricular, extracurricular activities. The participatory approach by all these stakeholders can be judged from the Golden Jubilee Celebrations which were very well planned and executed. The college has implemented the recommendations made by the NAAC peer team in 2013 which included upgradation of student's common room, decentralised administration, documentation of endowments and scholarships given by management, starting of new self-financed and UGC sponsored programmes, Day care centre, enhancement of NGO linkages, augmentation of infrastructural facilities, Golden Jubilee block, skill-oriented certificate courses, add-on courses. All the appointments in the college are made by the management in accordance with rules of the UGC, Government and affiliating university. Service rules of the government are followed. The PBAS of UGC is followed for the promotion of teachers. However, no promotion has taken

place since long. Grievance Redressal committee functions under supervision of the Principal and there is a separate Anti-Sexual Harassment Committee. Many other committees organised by the college authority are also functioning very effectively. Staff members are provided with all types of admissible benefits as per the government and the university norms.

Well structured performance appraisal system is in place for teaching staff. Student's feedback, self-appraisal, work diary and academic audit are considered for appraisal of the teaching staff. The institution conducts internal and external financial audits regularly. No major audit objection is there during the last five years which is highly appreciable. The college mobilises funds through fees from the students, funds from philanthropists, contribution by teachers, PTA and Alumni, endowments and scholarships, bank interests, sports council, advertisements in college magazine, sponsorship for events and stores, canteen and photocopy services. The institution also get grants from UGC, DST, Higher Education Council, KSCSTE and KSWDC. IQAC is very active and has initiated 'Earn while you Learn' through conduct of exhibition. Zero waste programme and eco friendly practices were also practised in the college. Topper's Day Celebration is another noteworthy initiative of IQAC.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> 1. Safety and Security 2. Counselling 3. Common Room
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> • Students, staff using <ol style="list-style-type: none"> a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion 7

The college have appreciable safety and security systems with security guards, police patrol and CCTV surveillance. Santhwana Counselling center provides necessary one to one guidance to students. Adequate common rooms and facilities are available in the college. Women's Cell, Anti-Ragging Cell, Grievance Redressal Cell and Anti-Harrasment Cell ensure further safety and security to the students. The students are trained for self-defence and safety related workshops are also organised.

The college is a plastic-free campus. College office is practicing paperless office wherever possible. Cloth bags are designed and sold by Gandhian Centre. Books on Waste Management and 'Perils of Plastics' are published to bring awareness on waste management. The college also has incinerators, vermin-compost, fertiliser compost and Biogas plant. Chemical wastes are neutralised before releasing to drainage and water recycling is done. The college is collaborating with Brilliant Solution, Kottayam for disposal of e-wastes.

Rainwater harvesting structures are installed and utilised for water storage for summer. The college has two wells providing sufficient water all throughout the year.

The college houses 286 trees belonging to 43 species. Bicycle training is provided to interested students. Majority of the staff and students use the public transport for conveyance. The college appreciably maintains Botanical garden, Butterfly Garden, Herbal garden and Vegetable garden. The institute also organizes sensitisation programs on eco-friendly practices.

Functions and programs of birth and death anniversaries of great Indian personalities and national festivals are observed by the institution. Satisfactory transparency in finance, academic and administration is maintained through decentralised practises. The best practice followed by the college is ecological sensitisation. The college also excels in physical education. Many awards are bagged by the sports students. Management provides financial support to such students which is a best practice. The number of A+ grades and ranks of the college students are well above the university every year.

Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Strength

Institutional Strengths

1. Well-built and spacious infrastructure for academic activities and athletics.
2. Excellent Reputation and Legacy.
3. Remarkable role in imparting UG and PG education for women.
4. College has many luminaries to its credit including Olympians, Padmasree Awardees, Arjuna Awardees, Civil Servants, Scientists, Entrepreneurs etc.
5. The institution catered to ample number of students belonging to categories like SC, ST, OBC, OEC and differently abled.
6. Students belonging to remote rural areas are encouraged to take up education as the college accessible to them.
7. Extension activities are noteworthy.
8. Teachers with National/State award and Patent to their credit.
9. More than 50% of the permanent teachers are Ph. D holders.

Institutional Weakness

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

Institutional Opportunity

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

Institutional Challenge

1. Widening exposure to both students and faculty.
2. Updating with courses in emerging areas.
3. Attracting more external funding through research proposals.
4. Augmenting more UG and PG courses in Humanities and vocational courses.
5. 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.
6. Implementing online courses.

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Industry, need based and job oriented UG and PG programmes to be introduced.
- ICT enabled thrust in teaching and learning should be strengthened.
- The teachers should be encouraged to take up more minor and major research projects from government and non-government organisations and should encourage more research related activities.
- More permanent posts should be filled.
- Full-time faculty should be encouraged to enrol themselves for PhD.
- Infrastructure facilities of the college needs to be augmented and more classrooms should be equipped with smart boards.
- Office and library should be fully automated.
- College should start more consultancy services on payment basis.
- Sanitary napkin-vending machines should be installed in all hostels.
- Recreation facilities should be provided in all hostels.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	DR. NARINDER K DOGRA	Chairperson	
2	DR. JERINABI UBaidULLA	Member Co-ordinator	
3	DR. MAN MOHAN KAUR	Member	
4	Dr. Priya N	NAAC Co - ordinator	

Place

Date

NAAC