



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		ALPHONSA COLLEGE
Name of the head of the Institution		Gigimol M.G.
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04822-212447
Mobile no.		8606501148
Registered Email		alphonsacollegepala@gmail.com
Alternate Email		principalgigialphonsa@gmail.com
Address		Alphonsa College, Arunapuram P.O., Pala, Kottayam District
City/Town		PALA
State/UT		Kerala
Pincode		686574

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Simimole Sebastian
Phone no/Alternate Phone no.	04822212447
Mobile no.	9447288676
Registered Email	alphonsacollegepala@gmail.com
Alternate Email	iqacacp@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.alphonsacollege.in/aqar/
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://www.alphonsacollege.in/wp-content/uploads/2018/12/Academic-Calendar_2017-2018.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	B	3.00	2013	08-Jul-2013	07-Jul-2018

6. Date of Establishment of IQAC	07-Aug-2013
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Conducted Academic Audit	22-Jun-2018	88

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Alphonsa College Pala	nil	nil	2018 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

8

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Conducted seminar on "An Introduction to the nature and scope of Intellectual Property Rights" for all faculty members on 30/06/2018. Started 3 Certificate Courses(Fashion Choreography, Fabric Painting and Screen Printing) in the Department of Fashion Technology. Feedbacks were collected from different stakeholders like students, teachers, parents, and alumni. Conducted National seminar on 'Women in the protection and sustenance of environment' by Department of Economics on 24/05/2017.

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

Plan of Action	Achievements/Outcomes				
Plan of Action Attached	Achievements/Outcomes Attached				
View Uploaded File					
14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>College Governing Council</td> <td>18-Jul-2018</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Governing Council	18-Jul-2018
Name of Statutory Body	Meeting Date				
College Governing Council	18-Jul-2018				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	08-Jul-2013				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	21-Mar-2018				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college owns CampusNET ERP Solution by Infoweavers Pvt. Ltd. The modules currently operational are: Attendance Management System Exam Management System Timetable Management System Student Data Management System				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

[1.1.1. The institution ensures effective curriculum delivery through a well planned and documented process. The curriculum as well as the academic calendar followed by the 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 learners, medium learners 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 the help of audio-visual aids. Each department conducts a good 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 classrooms and value addition strategies providing both intellectual and social development. At the end of every semester, department-wise open forum is conducted in order to gather students' feedback on the implementation of the curriculum. Department-wise Parent-Teachers' meeting (PTA) is also held after each semester. The feedback thus gathered is taken up at the faculty evaluation meetings held at the end of every semester, both at the departmental and college level.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Fashion Choreography	Certificate	16/08/2017	1	Choreographer	Modelling

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	NO COURSES DURING THIS YEAR	28/02/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting	Programme Specialization	Date of implementation of
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CBCS		CBCS/Elective Course System
BA	NOT APPLICABLE FOR PRESENT ACADEMIC YEAR	01/01/2018

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

	Certificate	Diploma Course
Number of Students	307	68

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NOT APPLICABLE FOR PRESENT ACADEMIC YEAR	01/01/2018	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Taxation	3
BSc	Physics	7
BSc	Botany	45
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Action Taken Report of the Institution on Feedback on Syllabus 1. Feedback Collection Process from the Stakeholders To get an overall idea on the syllabi of various courses offered by the university, the college maintains an institutional level feedback report. Every year feedback on curriculum is collected mostly from final year students as they have an overall idea of the curriculum. Feedbacks were collected from different stakeholders like students, teachers, parents, and alumni. Feedbacks were collected from parents during PTA meetings, from alumni on annual alumni day and departmental alumni meet, from the outgoing students on the completion of their course, and from the teachers, on the effectiveness of the course and the curriculum and the matters related to that. The feedback format is formulated to analyse the size of the syllabus and the work load on students, compatibility of the programme with the preceding courses, extra reading demanded from the students, availability of text books and reference materials, flexibility of the syllabus, availability of e-resources, proportionality of the syllabus to the hours available, application level of the text books, support for further studies and</p>

innovativeness of course contents. Action Taken Report of the Institution on Feedback on Syllabus 1. Feedback Collection Process from the Stakeholders To get an overall idea on the syllabi of various courses offered by the university, the college maintains an institutional level feedback report. Every year feedback on curriculum is collected mostly from final year students as they have an overall idea of the curriculum. Feedbacks were collected from different stakeholders like students, teachers, parents, and alumni. Feedbacks were collected from parents during PTA meetings, from alumni on annual alumni day and departmental alumni meet, from the outgoing students on the completion of their course, and from the teachers, on the effectiveness of the course and the curriculum and the matters related to that. The feedback format is formulated to analyse the size of the syllabus and the work load on students, compatibility of the programme with the preceding courses, extra reading demanded from the students, availability of text books and reference materials, flexibility of the syllabus, availability of e-resources, proportionality of the syllabus to the hours available, application level of the text books, support for further studies and innovativeness of course contents. 2. Feedback Analysis The data collected by the IQAC was sorted and consolidated for drafting the analysis report. The data entered in the selected format was then converted into chart form and decoded for the proper comprehension of the matter. A parameter-wise analysis has been made and the aspects pointed out by all the stakeholders are considered with special care and attention. The teachers discussed and evaluated the suggestions received from different spheres regarding the curriculum. The suggestions were consolidated to communicate to the teachers who are members of various Boards of Studies and Syllabus Revision Committees, and those who participated in the Syllabus Revision Workshops conducted by the University. Proper suggestions were formulated to be communicated to ensure the proper redressal.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics	60	81	60
BA	English	60	92	60
BA	History	50	82	50
BSc	MATHEMATICS	44	76	44
BSc	Physics	36	77	36
BSc	Physics Model II	24	36	19
BSc	Chemistry	36	68	36
BSc	Botany	36	68	36
BSc	Zoology	44	76	44
BSc	Clinical Nutrition and Dietetics(SF)	30	62	30

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	502	90	76	12	88

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
88	64	15	17	1	11
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1883	88	1:21

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
88	88	0	21	29

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Lt. Anu Jose	Assistant Professor	Sharma Cup of Best In NCC subjects
2017	Dr.Kochurani George	Assistant Professor	Certificate of Appreciation for NSS Programme

			Officer
2017	Dr. Sonia K Thomas	Assistant Professor	Certificate of Appreciation for NSS Programme Officer
2018	Dr. Kochurani George	Assistant Professor	Certificate of Merit for Jaivam Organic Farming Literacy Programme
2018	Dr. Sonia K Thomas	Assistant Professor	Certificate of Merit for Jaivam Organic Farming Literacy Programme
2017	Dr. Vijutha Sunny	Assistant Professor	Indian Patent 2017
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	EN	Semester	12/04/2018	15/05/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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

teachers can also discuss about new methodologies to be adopted to improve the results at the result review meeting. External examinations of three hours duration will be conducted at the end of every semester for all the theory papers and practical papers. Students should satisfy the eligibility criteria of 75 attendance in each semester to appear for University Examination. The senior faculty members are the members of Board of Studies. At every meeting of the Board they suggest evaluation reforms and discuss any inconsistency in the Pass Board meeting.

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

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.

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
EN	BA	English Language and Literature	64	54	84

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2.7 – Student Satisfaction Survey

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

[Feedback is collected from the students in every year. It is analysed for making further improvements. Weblink: http://www.alphonsacollege.in/feedback-report-2/](http://www.alphonsacollege.in/feedback-report-2/)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**3.1 – Resource Mobilization for Research**

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1825	UGC	1020000	169424

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Seminar on "An Introduction to the nature and scope of Intellectual Property Rights"	IQAC	30/06/2018
Seminar on IPR - Legal Perspectives of the Intellectual Property Rights" conducted by Adv. Thomas Roy, AIM College, Thrissur	IQAC	30/06/2018
National seminar on Women in the protection and sustenance of environment	ECONOMICS	24/08/2017

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Indian Patent 2017	Dr.Vijutha Sunny	Intellectual Property India	29/09/2017	Research
Sharma Cup of Best In NCC subjects	Lt. Anu Jose	National Cadet Corps	13/04/2018	NCC
CPD Certificate by CPD standard Office: Provider No. 600373, Paris, France	Dr. Sr. Gigimol M G	CPD Standard Office	07/09/2017	Research

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NO INCUBATION CENTER	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	01/01/2018

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
00	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NO PUBLICATIONS IN THE PRESENT YEAR	0	00
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ZOOLOGY	6
CHEMISTRY	3
POLITICAL SCIENCE	6
MALAYALAM	6
HINDI	1
ECONOMICS	4
PHYSICAL EDUCATION	1
HISTORY	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NO PUBLICATIONS IN THE PRESENT YEAR	NIL	NIL	2018	0	NIL	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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NO PUBLICATIONS IN THE PRESENT YEAR	NIL	NIL	2018	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	14	49	26	0
Presented papers	5	15	0	0
Resource persons	0	0	0	10
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
ACTIVITIES ATTACHED	DETAILS ATTACHED	64	1474
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NOT APPLICABLE FOR THE PRESENT YEAR	NOT APPLICABLE FOR THE PRESENT YEAR	NOT APPLICABLE FOR THE PRESENT YEAR	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	NSS Unit	Social Service	2	200
Blood Donation camp	NSS	Blood donation promotion	3	50
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
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NOT APPLICABLE FOR THE PRESENT YEAR	NOT APPLICABLE FOR THE PRESENT YEAR	NOT APPLICABLE FOR THE PRESENT YEAR	00
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
DETAILS ATTACHED	DETAILS ATTACHED	DETAILS ATTACHED	01/06/2017	31/07/2018	DETAILS ATTACHED
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
RIMS Hospital Erattupetta	24/07/2017	Internship and Hospital Training	30
Tally Academy Pala	09/01/2018	Learning TALLY ERP with GST	60
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
100	1.08

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
INFLIBNET	Partially	00	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25482	0	90	94777	25572	94777
Reference Books	15046	0	154	94777	15200	94777
e-Books	0	5000	0	5900	0	10900
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	01/01/2018
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	168	36	0	0	25	8	96	40	20
Added	22	0	0	0	0	1	0	0	4
Total	190	36	0	0	25	9	96	40	24

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

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Micromax LED display TV	https://drive.google.com/open?id=1zWNO2T5BAKtbkZ8x69mYrOD9PzO_Ekj-c

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on	Expenditure incurred on	Assigned budget on	Expenditure incurred on
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academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilities
1.59	2.9	100	108

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

The institution 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.

<http://www.alphonsacollege.in>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	DETAILS ATTACHED	4433	0
Financial Support from Other Sources			
a) National	DETAILS ATTACHED	4433	0
b) International	DETAILS ATTACHED	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
soft skill development programme	12/06/2017	368	3
Career counselling	18/09/2017	187	2
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Career counselling	18	125	41	8
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	TCS, Bangalore, Cognizant Technology solutions, Bangalore, Infosys,	150	42

Bangalore,
Delhi
Police,
Water
Authority,
Kerala
Police150

No file uploaded.

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	301	UG and PG	All arts and science departments	Variou institutions all over kerala and outside kerala.	PG courses

No file uploaded.

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
SET	2
SLET	1
Any Other	11

No file uploaded.

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

Activity	Level	Number of Participants
Youth festival	institutional	1500
Summer sports coaching	college level	350
Bishop Vayalil memorial quiz	Intercollegiate	20
Annual Sports	Institutional	1500

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	DETAILS ATTACHED	National	94	29	00	DETAILS ATTACHED

[View File](#)

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

The College Union is organized with the following objectives 1.To train the students of the college in parliament democracy so that they may be responsible future citizens of India, aware of their duties, responsibilities and rights. 2.To promote opportunities for the development of character, leadership, efficiency and spirit and service among students. 3.To organize cultural programs, quizzes, debates, seminars, work squads, touring parties etc. so that the students may acquire knowledge on current topics and develop deep thinking about them. 4.To encourage extracurricular activities like Youth Festival, Sports Meet etc. that are conducive to the above objectives. The election to the College Union is conducted on the parliamentary model as per Para 6.2.4 of the J.M. Lyngdoh Commission Report and order passed by the Supreme Court of India in SLP No. 24295/2004 and the High Court of Kerala. The college union will have a students' general council and an executive. All students are members of the students' general council. In order to conduct election to the executive council an electoral council consisting of two elected representatives from each class will be formed. The electoral council will elect the executive committee consisting of the following office bearers: the Chairperson ,Vice Chairperson, General Secretary, University Union Councillors, Magazine Editor and the Arts Club Secretary. One member representing the students of each degree and P.G. classes elected by and from the student representatives of the respective years in the electoral council will also represent the executive council. Various departmental associations based on the students' optional subjects are also functioning under the college union. The Student council is a representative structure through which students can be involved in the affairs of the college, working in partnership with the staff for the benefit of the institution and students. The council promotes the interests of the college and ensures active involvement of students in various affairs. The college union is responsible for conducting various events like arts day, college day, fresher's day, talent day and so on. Another key duty is editing and publishing the annual college magazine. The chairperson of the college union is an integral part of IQAC committee, thus solidifying student's involvement. The Anti Ragging Cell has representatives of freshers and seniors to ensure cooperation and to abolish ragging in the college altogether. It is through the students' active involvement that the academic calendar is formulated. NSS, NCC, Women Cell, various clubs and associations have student representatives as secretary and jointsecretary to coordinate the activities. The college chairperson also has the pride of place on the ethics committee as the joint convener and works to ensure ethics is inculcated in the use of IT resources and conduct of cultural activities. Apart from this there is active involvement of students in various frontiers of the institution to ensure hands on approach and participation in the pursuit of academic excellence.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

500

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

80500

5.4.4 – Meetings/activities organized by Alumni Association :

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. The annual Alumni meet was conducted on 26th January 2018. 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 sportsmanship of the girl students. In addition, an Alumni Lecture series was also organized for the students, 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. Alumni executive organized an innovative Exhibition cum sale in connection with Alumni Meet 2018, 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.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Institution has a mechanism for delegating authority and providing operational autonomy to all functionaries, 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 1: Alumni meeting of the college Every year on January 26th the college conducts alumnae meeting. The college publishes the meeting details through local news paper. The meeting will be organized by the management along with the principal, staff and students with various activities. All the departments have one alumni teacher and it is her responsibility to invite all the alumni of the department with the help of head of the department and students. All the activities of the programme and incharges will be the co responsibility of management, principal, staff, students and alumnae. 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 conduct the alumnae meeting 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. 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 the various programs to be conducted by the institution staff members meet, discuss and share their opinion and plans for the events and form 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. 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 are active members in all committees. Case study2:M. G. University Athletic Meet In the athletic meet the university representatives also will participate.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	Industry Interaction / Collaboration - Linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc : 30 - Functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc.
Library, ICT and Physical Infrastructure / Instrumentation	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 college website. -All departments are provided with computer, internet and printer. - Language Lab of English and canteen were renovated.
Research and Development	Conducted seminars in the college -Teachers attended seminars conducted by other colleges - Presented papers in seminars and published papers in journals. -Four teachers got guide ship.
Examination and Evaluation	The institution conducted two internal examinations and a model

	<p>examination which include questions from previous University Examinations.</p> <p>-After every examination, the answer scripts were valued and the corrections were personally explained to each student.</p> <p>-All the departments maintained Progress Reports of the students.</p> <p>-After the internal exam and valuation, PTA meetings were conducted.</p>
Teaching and Learning	<p>-Remedial classes conducted by the teachers offer help to slow learners -</p> <p>The academic and career prospects of the advanced learners are improved with the help of special coaching and inter-cultural interactive sessions.</p> <p>- The high performers also offer assistance in the form of peer teaching.</p> <p>- Language lab is renovated (It is functioning under the supervision of Department of English and helps a lot in improving the communication skill of the students by using a special Software).</p> <p>- ICT enabled teaching is practiced by the faculty of all Departments.</p> <p>- IQAC gathered 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.</p> <p>-Teachers attended refresher courses and orientation programmes to improve the quality of teaching</p>
Curriculum Development	<p>Submission of an academic calendar by each department at the inception of academic year.</p> <p>- Teachers were participated in syllabus restructuring.</p> <p>- 19 teachers were participated in Bos and Academic Council</p>

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

E-governance area	Details
Planning and Development	Name of the Vendor with contact details- Saji Mathew, CEO, Infoweavers, Mob.9656206339, E Mail:infoweavers@gmail.com Year of implementation-2013
Administration	Name of the Vendor with contact details- Saji Mathew, CEO, Infoweavers, Mob.9656206339, E Mail:infoweavers@gmail.com Year of implementation-2013
Finance and Accounts	Name of the Vendor with contact details- Saji Mathew, CEO, Infoweavers, Mob.9656206339, E Mail:infoweavers@gmail.com Year of

	implementation-2013
Student Admission and Support	Name of the Vendor with contact details- Saji Mathew, CEO, Infoweavers, Mob.9656206339, E Mail:infoweavers@gmail.com Year of implementation-2013
Examination	Name of the Vendor with contact details- Saji Mathew, CEO, Infoweavers, Mob.9656206339, E Mail:infoweavers@gmail.com Year of implementation-2013

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Attached	Attached	Attached	0
View File				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Attached	Attached	03/12/2018	03/12/2018	0	0
View File						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Attached	0	04/12/2018	05/12/2018	01
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Encourages research	• Maternity Leave • 20	Freeships, free hostel,

and innovative skills of the faculty. Duty leaves are given to attend various 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 • Regular increments and periodic revision of salary of faculty (self-financing stream) by the Management. • Insurance scheme for staff. • Deposits and loan facilities (housing loans up to 30 Lakhs) through Staff Co-Operative Society. • Faculty enhancement Programs • Manager spends one whole day in a year with the faculty to hear them. • Value based programmes conducted annually. • Staff tour • 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 checking of pressure, sugar and therapeutic exercises. • Diet counseling and BMI checking by CND Department • Lab facilities, collar mike, smart class rooms and

days casual leave 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 • Insurance scheme for staff. • Deposits and loan facilities (housing loans up to 30 Lakhs) through Staff Co-Operative Society. • Manager spends one whole day in a year with the faculty to hear them. • Value based programmes conducted annually. • Staff tour • 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. • Free Wi-Fi facility and internet connectivity is provided in all departments, computer centre, Office, Library and examination office. • Health and fitness centre • Staff amenity Centre • First aid facility • Santhwana Counseling Centre- Service of a Counseling psychologist • Advance payment for various activities • Creche • Co-operative Store with necessary goods • Canteen with subsidized food • Grievance Redressal Cell and Internal Complaints Committee • Parking Facility • Subsidized Uniform for security guards • Support and assistance for pursuing higher studies • Support to learn two wheelers and four wheelers • Financial support is provided to

noon meal, free education for outstanding students, sports students and economically backward students ? Student's union ? Counselling facilities ? Health awareness programme ? Health center ? Various scholarships ? Free uniform ? Providing infrastructure facilities ? Student welfare cell ? Special programmes for backward students ? Remedial programmes ? Medical camp, Blood Donation camp ? Endowment from stake holders ? Self employment programmes ? Fees in instalments ? Free Wi-Fi for study purposes ? Book bank for students ALPHONSA COLLEGE, PALA - AQAR 2014-15 Page 29 ? Scholarship for students with the help of alumnae ? Lunch meal ? Free tuition

laptops are provided to the teachers • All departments are equipped with sufficient number of computers, laptops, printers and scanners and toilet facility • 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 • 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, Puliyanloor(PO) -Rs.100,000 and Smt.Aniyamma Thomas, Kizhakkal, Kizhapparayar-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

non-teaching staff for construction of houses and medical expenses- Smt.Ambily Binu, Konnackal, Puliyanloor(PO) -Rs.100,000 and Smt.Aniyamma Thomas, Kizhakkal, Kizhapparayar-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. • Changed dress code from saree to churidar for convenience. • Yoga classes • Medical facility available within 1km. of campus • Staff association • Staff what's app group • MoU with St. Thomas College, Pala for using the facilities of Integrated sports complex like swimming and indoor games. • MoU with Pala Municipality - synthetic track for morning/ evening walk • Tea club- Recreation facilities - Carrom, Chess

children of non-teaching staff who are economically challenged.

- Free annual medical checkup to the entire staff by a retired medical practitioner.
- Changed dress code from saree to churidar for convenience.
- Yoga classes
- Medical facility available within 1km. of campus
- Staff association
- Teacher's what's app group
- MoU with St. Thomas College,

P

6.4 – Financial Management and Resource Mobilization

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

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. Page 81/114 29-03-2019 03:18:46 Self Study Report of ALPHONSA COLLEGE 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 August 2018 and there were no major audit

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Attached	0	Attached
View File		

6.4.3 – Total corpus fund generated

20.45

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	College Governing Body	Yes	IQAC
Administrative	Yes	Account General	Yes	College Administrative Council

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

PTA held twice in the year • Various programme for mothers • Special mother PTA • Participating various felicitation programs of students • Financial aid to economically poor students

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

1.Financial aid to participate development programmes 2.Conducting seminars in the college 3.sending teachers for orientation,refresher courses etc.

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

Commence of 13 new certificate course Upgradation of library Renovation of canteen

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Attached	12/12/2018	13/12/2018	13/12/2018	0
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Intercollegiate Workshop on Gender Sensitisation -CGS Action Breaks Silence	10/07/2017	11/07/2017	30	0
An Exhibition cum Sale "COMMERCADO" - Dept of Commerce	20/07/2017	20/07/2017	360	0
National seminar on "Role of women in the protection and sustenance of environment" in association with Koodankulam Nuclear power project- Dept of Economics	24/08/2017	25/08/2017	300	0
Invited talk on "Talk on Cyber crimes against women"-Women's Cell	07/11/2017	07/11/2017	188	0
Paryaptha 2017: Earn while you learn- One day sale cum exhibition of handmade items - CGS	06/12/2017	06/12/2017	253	0
Established Women Entrepreneurship Motivation (WEM) Club - Dept of Commerce	11/12/2017	11/12/2017	63	0
Nirbhaya-women self defence	11/01/2018	11/01/2018	1700	0

training programme in collaboration with Janamaithri Police - Women's Cell				
Self Employemnt programme, One day workshop on Fabric Painting - Women's Cell	23/02/2018	23/02/2018	38	0
Legal Awareness Programme on Transgender Justice- Dept of Chemistry	06/02/2018	06/02/2018	130	0
Film and documentary screening on women's issues - Women's Cell	06/02/2018	08/02/2018	150	0
One day camp on 'Rural Development through Women Empowerment' in collaboration with Kudumbasree unit of Mutholy Gramapanchayat - CGS	19/02/2018	19/02/2018	81	0
Intercollegiate Debate NSS & Women's Cell Competition on "IruvathonnanootaandSthreekaludetho?" -	20/02/2018	20/02/2018	30	0
Skill Upgradation Training Programme. Certificate course -Dept of Economics & VICIB	01/03/2018	31/03/2018	60	0
MalayalathilathaleSthreevakthakal: Charithravum Varthamanavum,D	23/03/2018	23/03/2018	30	0

ebate competition - Dept of Malayalam			
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Conducted Green Audit

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	16
Provision for lift	Yes	16
Ramp/Rails	Yes	16
Rest Rooms	Yes	17
Scribes for examination	Yes	19

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	18	27	04/11/2017	1	Meenachil dragonfly survey- Department of Zoology	Lack of efforts for the conservation of insects	6

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct	13/06/2017	Code of conduct exists for students and teachers. Code of conduct for the students is printed and given to students in the Students handbook. During the orientation programme conducted in the beginning of the academic, Fresher's are given an induction into the virtues and values expected of an Alphonsonian. Code of conduct for teachers are

given to every teacher by the college manager at the time of orientation given to the newly appointed teachers.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Special Lecture: "Environment and the Future of Mankind"-CGS	05/07/2017	12/07/2017	105
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Birds club 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. • Various initiatives like BhoomithraSena, Nature Club, ENCON Club, Butterfly garden, Botanical Garden, Medicinal Plants Garden Green Lady Competition, Nature Photography, SaveMeenachilRiver 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". • Biodegradable waste is disposed in an ecofriendly manner (Biogas plant, Vermi Compost, Fertilizer Compost) • Distribution of saplings-The distribution of saplings to the student representatives and teachers with a message to bring about a greener, safer and brighter world made the students realize that commitment in action needs to be in action. • Department email ids have made communication online. Online submission of assignments is another green initiative. Office staff is trained to use Computers and nearly all office work is done using computers. • 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. • Eco friendly orientation is consciously cultivated among students by organizing various awareness programmes and competitions. • Environmentally significant days are observed on the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

I. ECOLOGICAL SENSITIZATION 2. Goal - In almost 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 the 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 programmes, 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 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

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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 Alumni bear testimony to the catholic education the college provides. Alphonsians have marked their presence in almost 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

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

<https://www.alphonsacollege.in/>

7.3 – Institutional Distinctiveness

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

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

Quality Education Alphonsa College with its motto "Lighted For Life" aims to create self reliant and liberated young women, with traditional cultural values and moral integrity, who will be agents of social transformation in their families and society. Established in the year 1964, with the vision to fashion the perfect woman through noble planning, the college provides higher education exclusively for women enabling them to address the social disparities they face. The day to day affairs of the institution is designed in such a way to equip its students with deep knowledge and globally accepted skills. Pre-meditated curriculum lays its focus on inculcating values of self respect, tolerance, discipline, hard work and patriotism. The institution promotes that sort of learning which will contribute to the all round development of the individual by enabling its students to become self reliant. The college puts its prime focus on the intellectual, physical, social and spiritual wellbeing of the students, to mould them as intellectually responsible, socially committed, morally upright and spiritually animated. The academic results of the college have proved that it is one of the centres of excellence in Kerala. The results show consistency over the years. The number of A grades and ranks is well above the University average every year. The college follows well designed plan for teaching. Peer teaching and cross-teaching programmes are adopted to promote rigorous learning. Video lectures, Movies and dramas based on syllabus are given to get a visual impact to the learner. Departments are equipped with LCD projectors. There is regular Power Point Presentation of seminars by students. Syllabus based debates, quiz, and group discussions are conducted regularly. As part of building up vocabulary 'A Word a Day' scheme is in practice for the final year literature students to learn the meaning, pronunciation and usage of a new word each day. Interactive Sessions, Group study, Group discussions etc are conducted to encourage learning. Adequate support is provided for the average and below average students to scale academic heights. Special classes are conducted for slow learners. Meritorious students, minorities and economically backward students are encouraged with cash awards and scholarships. Regular and periodic counselling, remedial classes, tutorial, mentoring, career guidance etc are provided. National seminars, invited talks, programmes such as 'Walk With a Scholar' (WWS) and 'Scholar Support Programmes' (SSP) are provided for the students to excel in their academics. Add on and Certificate courses are conducted for the students to enable them to acquire additional knowledge and skills in different spheres of study. College library is partially automated and well equipped with a collection of 25779 text books, 15097 reference books and more than 50 journals. INFLIBNET facility with large number of e-journals and e-books is open for students and teachers Alphonsa has always been a high flyer in the field of sports.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

• To Start new certificate courses • To renovate college canteen • To organize seminars and workshops for boosting the academic outlook of faculty and students in various aspects of arts and science. • To conduct seminars for faculty members • To employ career guidance and placement measures for final year students. • To organize External and Internal Academic Audits. • To arrange Educational Trips, Excursions, Industry Visits etc. for 'Experiential Learning.' • To execute various women empowerment and social awareness programs. • To conduct Green Audit • Social Extension activities • To conduct Skill Development programmes for students • To Observe various days to promote institutional values and social responsibility among students • To conduct Orientation and Value education Programmes • To conduct Bridge course for First year UG students • To conduct various extracurricular activities • To felicitate the achievers • To Conduct programmes to promote self reliance in students