



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Alphonsa College Pala
• Name of the Head of the institution	Dr. Sr. Regeenamma Joseph
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04822212447
• Mobile no	8943236428
• Registered e-mail	alphonsacollegepala@gmail.com
• Alternate e-mail	regeenammajoseph@gmail.com
• Address	ALPHONSA COLLEGE, ARUNAPURAM P.O, PALA
• City/Town	PALA
• State/UT	KERALA
• Pin Code	686574
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Semi-Urban

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Mahatma Gandhi University Kottayam
• Name of the IQAC Coordinator	Dr. Dani Mathew M
• Phone No.	04822216447
• Alternate phone No.	9947486194
• Mobile	9947486194
• IQAC e-mail address	iqacacp@gmail.com
• Alternate Email address	ssr@alphonsacollege.in
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.alphonsacollege.in/uploads/2021/12/AQAR-2019-20.pdf">https://www.alphonsacollege.in/uploads/2021/12/AQAR-2019-20.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.alphonsacollege.in/uploads/2022/04/Academic-Calendar-20-21-New.pdf">https://www.alphonsacollege.in/uploads/2022/04/Academic-Calendar-20-21-New.pdf</a>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	A	3.24	2019	28/03/2019	27/03/2024
Cycle 3	B	3.00	2013	08/07/2013	07/07/2018
Cycle 2	B+	Nil	2007	10/02/2007	09/02/2012

**6.Date of Establishment of IQAC**

01/07/2004

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	Infrastructure development	RUSA	2020 365days	6500000

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9. No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
FDP on Moodle in collaboration with IIT Spoken Tutorial and training to teachers on online teaching and learning		
Academic and administration audit		
Participated in NIRF 2021		
Feedback collected from all stakeholders, analyzed and ensured further action		
Took initiative to commence new PG programmes and NSQF courses		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
To apply for UGC NSQF courses.	Started two UGC NSQF Courses- certificate course in Health Economics and Palliative care and Diploma in Women entrepreneurship
To Apply for new PG courses	Started MA ECONOMETRICS
To organise seminars and workshops for boosting the academic outlook of faculty and students in various aspects of arts and science.	Various webinars at national and international level on National education policy, research methodology and entrepreneurs etc were conducted
To encourage and train Faculty to adopt ICT enabled innovative teaching and evaluation methods and for e- content development.	Hands on Training was given to Faculty on Online teaching learning techniques
To augment facilities for the development of e contents.	Registered G Suite for education
To conduct Faculty Development programmes.	FDP on Moodle was conducted in collaboration with IIT BOMBAY-SPOKEN TUTORIAL Programme
To execute various gender sensitization and social awareness programs.	gender sensitization competitions and seminars on women safety issues were organized.
Conduct environmental audit as a regular practice and implementation of green protocol.	Environmental audit and water audit was conducted
To conduct online Civil Service Orientation programmes	Conducted an online civil service orientation programme in collaboration with Civil Service Institute Pala
To Observe various days to promote institutional values and social responsibility among students	National and international days were observed in online platforms
To offer new IT based certificate courses.	New Certificate courses were offered to students in

	collaboration with IIT BOMBAY-SPOKEN TUTORIAL Programme
To conduct Bridge course and orientation programmes for First year UG and PG students	Bridge course and orientation programmes for First year UG and PG students was conducted
To participate in NIRF 2021	Participated
To strengthen welfare measures for faculty	An MoU was signed with Mar Sleeva Medicity Pala for Faculty welfare
To reconstitute Equal Opportunity Cell	Equal Opportunity Centre was reconstituted
To sign new MOUs and Linkages	Signed new MoUs for academic collaborations and internships
Performance appraisal of faculty	Performance Appraisal reports of all faculty were collected and evaluated
More number of capability enhancement schemes and programmes to be introduced by departments.	capacity enhancement programmes started
To conduct Social extension activities in the nearby villages by Unnat Bharat Abhiyan.	UBA conducted various extension activities
To Collect feedbacks from various stakeholders.	Feed backs were collected, analysed and actions were taken

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
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- Name of the statutory body

Name	Date of meeting(s)
College Council	18/03/2022

<b>14. Whether institutional data submitted to AISHE</b>
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Year	Date of Submission
2021	31/03/2022

### 15. Multidisciplinary / interdisciplinary

The NEP 2020 introduces a holistic & multidisciplinary curriculum that aims to provide superior education that contribute to nation building through advancement of human resource. This concept is well executed by our institution. Faculty members were encouraged to have brainstorming sessions to discuss about the key ideology of NEP such as multi-disciplinary & holistic Under Graduate education with flexible curriculum, creative combinations of subjects, integration of vocational education, multiple entry and exit points with appropriate certification and the integration of humanities and science with STEM and its combination courses. As our institution is an affiliated college, the course structure and the content for academic teaching-learning is designed by the affiliating university as per the UGC guidelines.

Our parent university is also working on the successful implementation of vocational, interdisciplinary and multidisciplinary education which will certainly facilitate our students to be more competent and employable. As ours is a women's college, our management had this vision earlier and has three vocational degree courses already running in our college, namely B. Sc Physics with Computer Applications -a Vocational Degree course, two B. Voc courses in Sports nutrition and Physiotherapy and Fashion Technology. In the coming days while we will get more clarity on how the new concept of multidisciplinary and interdisciplinary education policy gets shaped up, the academic structure of the college can be altered accordingly.

### 16. Academic bank of credits (ABC):

As a college affiliated to Mahatma Gandhi University Kottayam, the institution follows the curriculum stipulated by the University. The current Choice based credit Semester system (CBCS) does not have the flexibility to permit the learners to avail the benefit of multiple entries and exits during the chosen programme and hence the College is not registered under Academic Bank of Credits. Institution is planning to get registered soon under Academic Bank of Credits and is strategizing on the requirement and registration under NAD DigiLocker. However, the students have a provision to continue studies and carry on to next semester in spite of a backlog. Also, student can migrate from one college to another college during the course of study with the permission of the

affiliating university. Currently, they can earn extra credits through activities such as NSS, NCC, sports and fine arts.

Institution has put its joint efforts for seamless collaboration, internationalization of education and joint degrees to enable collaboration with credit transfer. A committee has been formed for the policy formation of the same. The institution offers many career oriented/industry driven add on courses whose curriculum and assessment frame work is designed by the faculties. Faculties are also encouraged to design their own curricular and pedagogical approaches within the approved framework through learning management system. Students are encouraged to enrol and successfully complete courses through online platforms such as Swayam, Coursera etc.

### **17.Skill development:**

The institution promotes the learning and training of students to upskill themselves. Presently the college offers two NSQF aligned B Voc programmes, B.Voc Fashion technology and B Voc Sports Nutrition and Physiotherapy. The institution offers many career oriented/industry driven certificate courses including Certificate Course in Screen Printing, Certificate Course in Fabric Painting, Certificate Course in Physiotherapeutic Yoga, Certificate Course in Weight Management, Certificate Course in Physical Fitness, Gender Studies, Latex Training Programme and 2 NSQF courses-Diploma in Women entrepreneurship development and small industries, certificate course in Health economics and palliative care. In collaboration with Spoken tutorial, IIT Bombay, the college offered certificate courses like ChemCollective Virtual Labs Training, C and Cpp Training, LaTeX Training, GeoGebra Training, Python etc for students and Moodle course for faculty. Alphonsa Institute of computer studies offers PGDCA and NEILIT accredited O level Computer course. Additional Skill Acquisition Programme (ASAP, supported by the government of Kerala, offers skill training to the selected students of the college. In addition, the institution provides skill development programmes, entrepreneurship development programmes and career guidance. Internship, On-job training, hands-on experience and industry visits are mandatory for the students of some disciplines that provide practical training to develop professional skills required for employment.

### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The college being situated in Kerala where the vernacular language is Malayalam, employs both Malayalam and English for teaching - learning and communication. For any region, the vernacular language

is most suitable for communicating ideas and the institution imposes no Language restriction in classroom teaching . The students and teachers are fluent in both languages but Malayalam being the mother tongue, most of the classes are conducted in the same. Moreover, many of the students are from rural areas having studied upto class X in Malayalam medium and therefore prefer it for better understanding. Even in the online mode of teaching, faculty took extra care to ensure that the contents delivered were understood by the students . Students are allowed to write both internal and university examinations in Malayalam or English according to their preference.

College offers various Science, Social science, Humanities and Business studies courses for UG and PG students. In Science and Business studies classes, the concepts are delivered both in Malayalam and English, but the students mostly write answers in English as the terms used in science and Business studies are mostly familiar English words. Also there is a lack of technical books in Malayalam , but there are a good number of conceptual books and videos in the same which helps them to conceive and understand concepts. In Social sciences, the classes are conducted in both Malayalam and English and there are a good number of reference books in both so that the students can read, understand and write in both the languages. Many students prefer Malayalam in writing examinations in these courses. The course in humanities being English literature, the students have to use English itself for writing. In addition the students have to learn Malayalam or Hindi as the second language during the under graduate course.

The institution imbibes the cultural diversity of India through celebrating cultural and traditional festivals and days. Students participate in cultural events organised by the students union which creates awareness of the diversity of our culture . The days of national importance are celebrated in order to reawaken their innate pride in the rich cultural heritage of our country. The department of History and EBSB club organises programs that explores Indian arts, culture and tradition. Wherever possible the contribution of Indian thinkers and their works are delivered to students, as part of the curriculum itself. The students are encouraged to relate to nature as the Indian system of learning was rooted in closeness to nature. The classes are conducted in open spaces wherever possible and the field trips and nature camps helps the students to acquire knowledge by exploring nature.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**



Alphonsa College, Pala affiliated to Mahatma Gandhi University, Kottayam gives emphasis to the quality outcomes of achievement after attaining knowledge. We offer Under Graduate, Post Graduate and Research Programs and courses under the Faculty of Arts, Commerce and Science following the curriculum designed by our university. The Programme Outcomes, Programme Specific Outcomes and Course Outcomes are designed as per the curriculum developed by the university and evaluated by the institution and is communicated to the students. The outcome is set to develop basic life skills, vocational skills, intellectual skills and interpersonal skills. The outcome is transferred to the students through careful Analysis of the syllabus and through effective exercise of team project labs and self-creating activities.

The activities of each department is focussed on the overall skill development and the students are encouraged to involve actively in all the academic and non-academic activities inside the college. The college provides various platforms to develop the communication and interpersonal skills with the help of Debate & Oratory club, movie club, quality circle and quiz club along with NCC and NSS. The vocational skills are attained by job training, internships and entrepreneurship programs which are organised by the Departments of Economics, Commerce and B. Voc. Departments. The Centre for Gandhian Studies provides an opportunity for all the students in the college to showcase their basic vocational skills and aid them to sell their products thereby ensuring that they earn while they learn. All the science Departments provide first hand laboratory experience and all the departments provide 6 months training for project preparation and presentation strictly bounded to course structure but on the most relevant and updated area. The emotional intelligence of each student is deeply observed and give strong support to develop self-awareness and empathy by giving mentoring and counselling sessions. The level of attainment of Course Outcomes were measured via formal as well as informal mechanisms such as internal and external evaluation in association with feedback forms. We strategize the Outcome Based Education to create achievable goals while the students are free to choose the goals to be short term or long term.

Alphonsa College Pala aims at the holistic Development of our students' mind, body and spirit as our best practice. The evolution of a perfect woman is the result of a systematic outcome design and the strategic execution of the programmes through various clubs and cells inside the college. We have a very well-functioning physical education department which concentrates on bringing up national and international sports women. We are very proud to note that Smt. Shiny Wilson, Padmini Thomas, Preeja Sreedharan, Sini Jose,

Aleykutty Joseph, Jasmine George, Sumy Cyriac, Soney Cyriac, Rosmi Bose, Bindu S.R. the International athletes, Volleyball players and swimmers who brought laurels to our country started their remarkable journeys from our institution. The college always support artistic and cultural development of the students and allocates so many artists to Indian film industry. The Indian Government service is decorated by several capable women officers who are brought up by the college. Strongly convinced of the fact that education is nothing but an art to bring out the best in a child's mind, body and spirit, Alphonsa college offers facilities for intellectual, physical and social development of its students. Being a premier institution in the higher education sector of the state, the college ensures best results in all its academic and non-academic programmes.

#### **20.Distance education/online education:**

The college has been conducting regular classroom teaching employing ICT enabled tools. The year 2020-21 forced the academic community to shift to online mode of teaching-learning due to the COVID-19 pandemic. To enable the teachers to adapt to online mode, a workshop was conducted in May 2020 'Introduction to e-connect, e-learning and e-content tools'. Following the workshop, the teachers could shift effectively to the online mode. The internet facility of the college was upgraded. G- suite platform for education was setup for the institution and training on LMS was given. FDP on moodle, in collaboration with IIT Spoken tutorial further helped the faculty to get equipped with all the advanced technologies.

In the academic year 2020-2021, classes were conducted through online mode and full use of the available ICT tools have been made. Teachers created interesting, well-designed and engaging classroom activities. Assignments were submitted through Google Classrooms/ moodle which made the entire evaluation and recording process hassle free. The practicals and lab sessions were conducted on virtual platforms which to an extent compensated for the students' absence in classrooms. Along with live sessions, recorded lectures were given and students are encouraged to attend NPTEL courses and the technical support required for the same was given by each department. Virtual industrial visits and virtual internships were also conducted during the year.

### **Extended Profile**

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>549</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1851</b>
<b>File Description</b>	<b>Documents</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>134</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>616</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>80</b>
<b>File Description</b>	<b>Documents</b>
Data Template	No File Uploaded
3.2	<b>80</b>

Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	88
4.2 Total expenditure excluding salary during the year (INR in lakhs)	276.33
4.3 Total number of computers on campus for academic purposes	193
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The curriculum and academic calendar followed by the college is strictly in accordance with the academic calendar prescribed by the affiliated university. A well-structured teaching strategy is followed to facilitate optimum learning and it is judiciously recorded in the teacher's diary. During the pandemic time, teaching and evaluation is mainly done by means of online platforms. Based on an entry level test, students are categorised into advanced, medium and slow learners. Remedial classes, peer teaching, cross teaching, group assignments etc were conducted for 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 college has a well-equipped library with access to books, international journals, INFLIBNET and other e-resources. The curriculum transactions are made effective with the help of audio-visual aids and smart classroom. Each department conducts an ample number of national and international webinars relevant to their area of study. The College has an objective and transparent mechanism for internal assessment which are uploaded in the University website after verified by the students. Efforts are made by all departments to complement the curriculum through seminars, assignments, projects</p>	

and other co-curricular activities. At the end of every semester, department-wise open forum is conducted in order to gather students' feedback on curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.alphonsacollege.in/uploads/2022/04/Academic-Calendar-20-21-New.pdf">https://www.alphonsacollege.in/uploads/2022/04/Academic-Calendar-20-21-New.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar is prepared by the IQAC, adhering to the University Academic Calendar, as per the staff council decisions on the tentative schedule of Continuous Internal Evaluation and plan of actions collected from departments, right before the commencement of the academic year. The unified calendar is published in the College Handbook and Calendar summarizing the academic schedule for the upcoming year, tentative schedule of internal and external examinations, exam rules and regulations and co-curricular and extra-curricular activities. The faculty members prepare lesson plans before the commencement of the semester, indicating the topics to be covered lecture-wise, including the evaluation process for each subject. It is duly reviewed and approved by the heads of the department. The teacher-in-charge of the timetable in each department prepares the timetable as per the guidelines of respective statutory bodies prior to the commencement of each semester. The performance of the students is assessed on a continuous basis by conducting the internal exams as per the Mahatma Gandhi University norms every semester. The tentative schedule of the CIE is included in the College handbook and is distributed among the students. Thus meticulous planning and careful implementation are ensured.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.alphonsacollege.in/uploads/2022/04/Academic-Calendar-20-21-New.pdf">https://www.alphonsacollege.in/uploads/2022/04/Academic-Calendar-20-21-New.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**20**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

8

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

615

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Almost all the UG and PG programmes have papers/modules that deal with Gender, Environment, Values and Ethics. All the UG programmes have English as a common course and these papers address contemporary issues like secularism, human rights, ecology, gender, diaspora, refugeeism and environmental protection. Also, the UG students have to opt for Hindi or Malayalam as a second language.

These courses focus on issues like gender, environment and ethics. The Hindi paper integrates the values specific to Indian culture with special emphasis on the protection of the environment, interpersonal relationships, the relationship between man and God and values like truth non-violence, tolerance etc. Similarly, the Malayalam papers offer environment-related articles that include gender, globalisation, weather changes, global warming etc. In the new syllabus revision, a paper on Environment and Human Rights is made compulsory for all UG programmes. There are exclusive courses offered across various semesters sensitizing students in areas like Gender Studies, Feminist Criticism, Queer Literature, Econometrics, Nationalism and Civic Sense, Human Rights and Business Etiquette. The Institution offers Moral and Value Education to all the students through classes, training programmes and announcements. In addition, the NCC and NSS units of the college ensure awareness on social and legal matters.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

28

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>



1.3.3 - Number of students undertaking project work/field work/ internships	
725	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
1.4 - Feedback System	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
File Description	Documents
URL for stakeholder feedback report	<a href="https://www.alphonsacollege.in/uploads/2022/04/1.4.1-Feedback-process-of-the-institution.pdf">https://www.alphonsacollege.in/uploads/2022/04/1.4.1-Feedback-process-of-the-institution.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.alphonsacollege.in/uploads/2022/04/1.4.2-Feedback-from-Students.pdf">https://www.alphonsacollege.in/uploads/2022/04/1.4.2-Feedback-from-Students.pdf</a>
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	

**2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year**

654

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

196

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**Assessment of Learning Levels**

The assessment of learning levels of admitted students is primarily done through:

1. Academic history of the student (available in college admission desk)
2. Post admission test (SKAT-conducted by the class teacher)
3. Regular Class tests
4. First internal test
5. Feedback of mentors
6. Online quiz

7. Performance in online assignments
8. Involvement in practical and lab experiments
9. Problem solving ability in classes

#### Strategies for Advanced Learners

1. Guidance to register in online courses in MOOC, NPTEL platforms.
2. Directions to use e-resources in INFLIBNET, N-List and other e-platforms.
3. Participation in national seminars/workshops/project presentations
4. Cash awards, medals, merit certificates and other recognitions for their achievements.
5. Opportunity to represent the college in National and state level intercollegiate competitions.
6. Special training for competitive examinations through clubs.
7. Peer teaching.
8. Career orientation

#### Strategies for Slow Learners

##### The remedial measures taken:

1. Remedial classes based on the specific needs of students.
2. Peer teaching
3. Special lessons by teachers under the scheme Bridge Courses
4. Preparation and distribution of self-learning materials
5. Motivation to engage in clubs

6. Group assignments and projects.
7. Personal counselling and motivation
8. Focused interactions with parents
9. Financial aid to disadvantaged students.
10. Collection and distribution of used books to the needy students.
11. Stock of books and study materials in the department library for slow learners.

File Description	Documents
Paste link for additional information	<a href="https://www.alphonsacollege.in/library/">https://www.alphonsacollege.in/library/</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1851	80

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

The institution focuses on student centric teaching learning and modern teaching aids. Besides traditional methods, ICT enabled techniques are also used in classrooms to make teaching learning process progressive.

Each teacher in the college act as the facilitator and mentor, and encourages development and skill formation through participatory learning. Teaching-learning methods espoused by the teachers comprise of:-

## ? Lecture Method

## ? Interactive Method

Group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, mini project preparation, seminar presentations, etc.

## ? Experiment-based Learning

The theory taught in the class is explained to the student, with laboratory working hours in addition to theory classes.

## ? ICT Enabled Learning

PowerPoint presentations, videos, online lectures, simulations etc.

## ? Problem Solving Methods

Students are given problems from the area of their study and are asked to solve them in groups, using the resources like department library, college, library, laboratory, internet etc.

## ? Peer Group Study

Competitions, Peer teaching, Cross Teaching, seminars, Group discussion, exhibitions, Role play, Field survey/ trips, Debates, Quizzes, industrial visits ,preparation of posters and wall magazines etc. Free access to the internet and INFLIBNET is also provided.

## ? Experiential Learning

Visual aids, periodical industrial visits, exhibitions, case studies and quiz on theory topics. Various Add on courses provided for experiential learning.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.alphonsacollege.in/photo-gallery/">https://www.alphonsacollege.in/photo-gallery/</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT Enabled Teaching Methods Alphonsa College Pala employs latest teaching methods to make the classes interactive and teachers have attended special workshops on effective employment of ICT tools. All the departments are equipped with computers, laptops, projectors and printers. Economically backward students are given free access to the department computers and also receives the support of the Computer Center at the college which functions entirely for the benefit of the students. In the academic year 2020-2021, classes were conducted through online mode and full use of the available ICT tools have been made. Teachers created interesting, well-designed and engaging classroom activities. Assignments were submitted through GoogleClassrooms which made the entire evaluation and recording process hassle free. In order to familiarise the students with the changing scenario, orientation programmes were conducted by each department and LCD projectors, language labs and smart rooms were used to. The practicals and lab sessions were conducted on virtual platforms which to an extent compensated for the students' absence in classrooms. Along with live sessions, recorded lectures were given by making use of Slideshare and students are encouraged to attend NPTEL courses and the technical support required for the same was given by each department.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

80

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

80

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

29

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

651

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

### Internal Assessment System

Alphonsa College Pala has carefully devised a continuous assessment program wherein the students are constantly evaluated to ensure their competence in their academics. Each semester two internals are conducted and feedback is given to each student after identifying their drawbacks and strong points. Re-tests are conducted for the benefit of weak students and students who require remedial teaching are identified based on their scores. Students are encouraged to submit two assignments for each paper which helps them improve their writing and presentation skills. Bonus marks are awarded for peer teaching and seminars whereby a knowledge sharing environment is developed. Towards the end of each semester, students are marked out of twenty based on their overall performance in the mentioned assessment system. All the activities for students are developed after keeping in mind the difficulty levels for slow and active learners.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

### Internal Examination related grievances

Grievances related to the internal examination are addressed by the Grievance Cell formed for this purpose. The Grievance cell is headed by the principal and the select members from each department are members of this cell. Students can report their concerns regarding the transparency of the marking system and the members of the cell



communicates the problems to the teachers concerned. A rectification is made within two days of receiving the complaints. In those rare cases wherein, a common ground can't be reached retests are conducted to give the students an opportunity to improve their score and the evaluation of the same is done by the Head of the department.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

### Response

We follow the Program Outcomes (POs) defined by the affiliating university (Mahatma Gandhi) and are to be fulfilled by all the programs in higher education. The Course Outcomes (COs) for each subject is available in university syllabus or defined by concerned faculty member in consultation with other faculty teaching the same subject and HoD. The POs, PSOs and COs are available on college website and are also communicated to students, teachers and other staff. The COs is also disseminated to students through faculty announcements to the students during the beginning of each semester and from time to time during the entire semester.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.alphonsacollege.in/uploads/2022/03/2.6.1-ACP-Course-Outcome.pdf">https://www.alphonsacollege.in/uploads/2022/03/2.6.1-ACP-Course-Outcome.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our Institution is affiliated to Mahatma Gandhi University,

Kottayam. We offer Under Graduate, Post Graduate and Research programs and courses under the Faculty of Arts, Commerce and Science following the curriculum designed by our University. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and are communicated to the students. After measuring attainment of POs , PSOs and COs, it is observed that the strength of the students as well as pass percentage are increasing progressively. Besides, students' progression to higher studies is on increase, consistently and rapidly in the last five years.

The level of attainment of POs, PSOs and COs were measured via formal as well as informal mechanism for the measurement of the outcomes. The feedback from all the stakeholders were taken and necessary steps were taken. Subsequently, the College took care of the attainment to measure the POs, PSOs and COs and implemented the mechanism as follows:-

- The institution followed the Academic Calendar of our affiliated university.
- All the subject teachers maintained an Academic Diary every academic year.
- All the subject teachers prepared Semester-Wise evaluation Reports.
- Internal examination committee analysed the evaluation reports of results.
- Institution considered Feedback from the Stakeholders for the attainment of PO, PSO and CO(Student satisfaction survey).
- Placement committee reviewed the Students' Progression to Higher Studies and their Placement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.alphonsacollege.in/uploads/2021/08/Student-Satisfaction-Survey-2020.pdf">https://www.alphonsacollege.in/uploads/2021/08/Student-Satisfaction-Survey-2020.pdf</a>

<b>2.6.3 - Pass percentage of Students during the year</b>	
<b>2.6.3.1 - Total number of final year students who passed the university examination during the year</b>	
534	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.alphonsacollege.in/annual-report/">https://www.alphonsacollege.in/annual-report/</a>
<b>2.7 - Student Satisfaction Survey</b>	
<b>2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)</b>	
<a href="https://www.alphonsacollege.in/uploads/2021/08/Student-Satisfaction-Survey-2020.pdf">https://www.alphonsacollege.in/uploads/2021/08/Student-Satisfaction-Survey-2020.pdf</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

8

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.2 - Innovation Ecosystem****3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

Alphonsa College Pala is committed to create and maintain a conducive environment for research-oriented culture on the campus. The college is very keen in recruiting faculty with PhD and encouraging faculty without PhD to do research. The institution motivates staff members to take up research projects and provide infrastructure in the form of library, access to e-journals and administrative support to researchers. The central library of the College, with INFLIBNET facility is the main information resource centre for the researchers. Faculty members of the institution participate and present papers in various seminars and workshops. The college has constituted a Research Advisory Committee which co-ordinates all the research activities in the institution. The

Committee follows the notifications of different funding agencies and brings their invitations for projects to the notice of the faculty members.

Project work is integrated into the curriculum of every academic programme and students emerging with quality works are publishing their findings in reputed journals. The college publish an International, Inter-disciplinary journal, Alfomine which provides a good platform for the faculty as well as students to publish their research works. To foster the innovative ideas among students, the institution has registered student groups for the YIP (Young Innovators Programme) under KDISC, Govt. Of Kerala. One group from the P.G.Department of Zoology was selected for the idea and certificates are awarded at the district level.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.alphonsacollege.in/publications/">https://www.alphonsacollege.in/publications/</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

19

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

5

File Description	Documents
URL to the research page on HEI website	<a href="https://www.alphonsacollege.in/uploads/2022/03/3.3.1.2-Research-guides.pdf">https://www.alphonsacollege.in/uploads/2022/03/3.3.1.2-Research-guides.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution has designed and implemented an ample number of extension activities this year with the aim of imparting social commitment and inculcating the value of empathy among students. A rural Women Empowerment programme was launched by the NCC unit. Cadets offered the rural women training in garment making and in the use of E payment wallets. E literacy classes were also organized for rural women as an effort to make them familiarize with the digital world. The NCC unit distributed PPE kits to Good Samaritan Task Force Pala and Janamaithri Police Erattupetta. The NSS volunteers conducted free tuition (SSLC students) for visually impaired students in collaboration with "Koottu". The NCC unit released an audio book to the visually challenged people. These efforts by the NCC and NSS unit were remarkable in bringing the differently abled people to the main stream. The NCC unit distributed survival kits to Mariyasadanam, Ananda Bhavan, Deepthi DCMR school hostel, Dhayabhavan and Snehabhavan which rendered a helping hand to the inmates to survive the financial crisis during the lockdown period. The volunteers collected money for the house renovation of a student of our college a kitchen, a room and toilet are built. Various departments of our college visited orphanages and old age homes and rendered them financial support. These activities could bring about a feeling of compassion among the students to the marginalized people in the society.

File Description	Documents
Paste link for additional information	<a href="https://www.alphonsacollege.in/uploads/2022/04/Report-of-Extension-Activities.pdf">https://www.alphonsacollege.in/uploads/2022/04/Report-of-Extension-Activities.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**39**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**1851**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**



**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

64

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year****3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

19

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Alphonsa College campus is situated in an area of 9.5 acres with a total built up area of 13,935.456 sq.mtr, has the added advantage of being easily accessed by Ettumanoor-Erattupetta-Poonjar Road (SH32). The physical infrastructure of the campus with 85 Class rooms, 13 Laboratories, 1 Auditorium, 3 Seminar halls, 2 Computer Centers ,Language Lab and Library provides the best environment for

imparting and imbibing knowledge. Out of the 84 classrooms, 15 classrooms are equipped with LCD and some of the LCD equipped classrooms are Wi-Fi/LAN assisted too. Most of the classrooms are equipped with surveillance cameras for the smooth conduct of examinations. We have a well-furnished partially automated library with separate reading facility for faculty and students. We have student's amenity centre, rest room for teachers and crèche. The College provides Alphonsa Book Stall and Store, Canteen, reprographic facilities through the Library and computer centre, separate rooms for Centre for Gandhian Studies, National Service Scheme, National Cadet Corps and College union. Five student's hostels are available for the students. Elevator, Ramp and Toilet facilities are available for the divyanjan students. Alphonsa Institute of Computer Studies, Internet Cafe are there for technology enabled studies. The college has installed 140 KVA Kirlosker generator with automatic Panel Board to maintain the power supply all the time.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.alphonsacollege.in/photo-gallery/">https://www.alphonsacollege.in/photo-gallery/</a>

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

Alphonsa College, Pala is well armed with all sports equipments for Kho-Kho, Hand-ball, High jump etc. Weight lifting equipments Starting blocks-Hammer, Discus, Short Put, Javelin, Hurdles, High Jump stand, Hurdles.

Our students are utilizing the facilities - Swimming pool, Integrated sports complex and Bishop Mar Sebastian Vayalil Centre Hall (College management has made an agreement with St Thomas College Pala for using swimming pool and integrated sports complex).

Students of our college utilize the Synthetic Municipal Stadium, Pala for various sports activities on contract basis. The Sports facilities, that are available in the College are used not only by our students but also by the needy public and neighbouring institutions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.alphonsacollege.in/photo-gallery/">https://www.alphonsacollege.in/photo-gallery/</a>

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

15

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.alphonsacollege.in/photo-gallery/">https://www.alphonsacollege.in/photo-gallery/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

64.26804

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The general library of Alphonsa College Pala is smoothly functioning with Campus NET ERP College Library Software Designed according to CCFand ISO 2709. The college has implemented Hybrid Solution of LMS with Campus NET MERP Library , A full featured modern Intrgrated Library Software (ILS) with CAMPUS NET MERP LLibrary e-Gate( Attendance), Library information KIOSK and Campus NET ERP digital Library. The Alphonsa College Library aims at providing access to its printed resources as well as electronic resources primarily for the use of the faculty and students of this college. The library has a wide repository of books, journals, periodicals, newspapers, CDs, rare books, e-resources, bound volumes of journals, previous years' question papers, newspaper clippings, government pamphlets etc. The college has a well furnished, partially automated library with separate reading facilities for both faculty and students. Open access system is followed in the library from the inception of the college. Specialized services provided by the library include overnight issue service, reference and referral services, display of new books and journals, photocopying facility, newspaper clipping service, user education (Know Your Library Programme), resource sharing, internet browsing, Campus-NET TM ERP book search, INFLIBNET-N-List programme etc. We follow the barcode issue and return system of books in the library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.alphonsacollege.in/library/">https://www.alphonsacollege.in/library/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)****1.22972**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year****14**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Alphonsa College is efficient in apprising the IT facilities time to time at the very prompt time. Our College office is partially automated with Centralised Database and Management Information System. The campus is connected with Local Area Network. A dedicated server system has been installed for the campus networking management. All the departments are networked through unlimited broad band internet connection. Wi-Fi facility in the campus makes accessing online materials easier. Open access system is followed in the library. Departments have the essential IT infrastructure like Computers, Printers, Scanners, Photocopiers, projectors, and speakers. Smart classroom with smart board, LCD projector, Internet connection, Laptop and speaker system is accessible in our college. Multimedia projectors are available in the college. Auditorium and seminar halls are well equipped with LCD projector and ICT tools. The IQAC of the College has computers with LAN and Wi-Fi connectivity to facilitate Documentation and Communication Management System. The

College launched an official You tube channel, through which the activities, orientation classes and talents of our students have been exposed. Alphonsa College hired a Google Workspace for Education Fundamentals and its active since June 2020. As the pandemic situation haven't been relaxed, the institution activated a zoom platform for conducting webinars and other academic and administrative level online activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.alphonsacollege.in/uploads/2020/07/maintanance-policy-3.pdf">https://www.alphonsacollege.in/uploads/2020/07/maintanance-policy-3.pdf</a>

#### 4.3.2 - Number of Computers

193

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

131.58856

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The infrastructural amenities are timely upgraded and properly maintained. There is a Planning Committee constituted solely for this purpose. Depending on the nature of the construction, the Planning Committee presents the proposal before the staff and PTA for their concurrence and the Managing Board takes the final decision. A Purchase committee is established to gear the infrastructure development. The service of an electrician and a plumber is made available in the campus. Internal and external audits are annually employed on academic processes and progress. Computers are properly serviced and reused. The maintenance of computer hardware and software is carried out by third party experts through Annual Maintenance Contracts. At the end of the Academic sessions the Heads of departments give a report on the working status of the equipment used in their departments. Annual stock verification of equipments and chemicals are done promptly. Librarian initiates maintenance of the library facilities with the help of library assistants. OPAC system for book search has been devised and regularly updated. Stock verification of library books, is done every year. We focus on the maintenance of sports equipment at least once a year. Professionals are hired for special sports training and field maintenance. Equipments are regularly serviced and new ones are purchased whenever required. Free lodging facilities are given for talented sports students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.alphonsacollege.in/uploads/2020/07/maintanance-policy-3.pdf">https://www.alphonsacollege.in/uploads/2020/07/maintanance-policy-3.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
813	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
85	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>



File Description	Documents
Link to Institutional website	<a href="https://www.alphonsacollege.in/capability-enhancement-programmes/">https://www.alphonsacollege.in/capability-enhancement-programmes/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

732

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

732

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

299

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

06

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

94

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The institution guarantees students the rightful participation in decision making and governance by implementing student's union, clubs and associations. Such associations conduct diverse extra-

curricular activities for students' betterment in every aspect of social life. The election to the college union is conducted on the parliamentary model.

#### Objectives of College Union

1. To train the students of the college in parliamentary democracy.
2. To promote opportunities for the development of character, leadership, efficiency and spirit of service among students.
3. To organize cultural programs, quizzes, debates, seminars, work squads, touring parties etc.
4. To encourage extracurricular activities like Youth Festival, Sports Meet etc.
5. To edit and publish the annual college magazine

The chairperson represents students in the IQAC and ethics committee. The Anti Ragging Cell has representatives of freshers and seniors to ensure cooperation and to abolish ragging in the college. It is through the students' active involvement that the academic calendar is formulated. NSS, NCC, Women Cell, various clubs and associations have student representatives to coordinate the activities. Students involve in various frontiers of the institution to ensure hands on approach and participation in the pursuit of academic excellence.

File Description	Documents
Paste link for additional information	<a href="https://www.alphonsacollege.in/college-union/">https://www.alphonsacollege.in/college-union/</a>
Upload any additional information	<a href="#">View File</a>

#### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

##### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

89

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

### Alphonsa Alumnae Association- Alstagia

The College has an active registered Alumni Association which strives to promote an enduring relationship between old students and their alma mater. It is functioning effectively which provides an opportunity for former students and retired teachers to continue their bond with the college. The register number of ALPHONSA ALUMNAE association is KTM/TC/86/2019 dated 06/03/2019. The association consists of eminent personalities who occupy key positions in the different facets of our society. This provides the college an immense network of professional contacts which ultimately provides the students of our institution an access to the wealth of their experience.

It facilitates and nurtures lasting friendships through annual meetings. It initiates steps to recognize the outstanding achievements, sponsor scholarships, supports the development of the college and organizes programmes of benefit to the students. Departmental Alumni meetings and annual get-togethers are an open forum for the alumni to flourish this relationship.

### Main Activities of the Alumni Association

- The annual Alumni meet is conducted on 26th January.
- The departmental alumnae meetings.
- Scholarships sponsored by the Alumni association

- Also, multiple cash prizes are sponsored by the Alumni.
- Alumni Lecture series is organized for the students every year.
- Contributions towards the development of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Alphonsa College Pala, established in 1964 upholds its existence through the vision 'The perfect women nobly planned'. It guarantees the Alphonsiens to perfect oneself in all spheres irrespective of their caste, creed and culture through the planned and channelled governance, thus raising themselves and the institution to nobler heights.

The mission of the college is 'To equip our students with deep knowledge and globally acceptable skills'. This aims to develop values of self-respect, tolerance, discipline, hard work and patriotism and to promote learning that will contribute to women empowerment and becoming self-reliant'. The institution in its every activity plan to deliver a greater knowledge through education and skill development of its members.

The college was established to provide quality education to women thus raising the quality of the society she lives in. This is guaranteed not just through the student community but through engaging women as far as possible in the governance, administration, teaching and non-teaching areas of the institution. The quality

initiatives of the institution stresses the importance of sensitized women for the emancipated society and the holistic development of the community. This is brought about through the inclusion of all teaching community in various decision making levels.

File Description	Documents
Paste link for additional information	<a href="https://www.alphonsacollege.in/vision-and-mission/">https://www.alphonsacollege.in/vision-and-mission/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college has been conducting regular classroom teaching employing ICT enabled tools. The year 2020-21 forced the academic community to shift to online mode of teaching-learning due to the COVID-19 pandemic. To enable the teachers to adept to online mode, a workshop was conducted in May 2020 'Introduction to e-connect, e-learning and e-content tools'. Following the workshop, the teachers could shift effectively to the online mode.

For implementing new norm, the college management gave wholehearted support to raise the infrastructure needed. A team was formulated by principal under the leadership of IQAC coordinator and the department of Computer Science. The internet facility of the college was upgraded. G- suite platform for education was setup for the institution and training on LMS was given by the department of Computer Science. The teachers themselves became students and streamlined their activities so that they themselves get equipped with all the advanced technologies. They came together virtually and extended supporting hands through cooperation and collaboration.

The participation of entire student community was ensured by providing support wherever necessary thus enabling them to cope with the changed scenario. All these were made possible through effective leadership transferred to participation of all the teaching fraternity.

File Description	Documents
Paste link for additional information	<a href="https://www.alphonsacollege.in/uploads/2022/03/6.1.2-Handbook.pdf">https://www.alphonsacollege.in/uploads/2022/03/6.1.2-Handbook.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The year 2020-21 forced the academic activity to be conducted almost entirely through online mode. This in disguise allowed time for large scale campus revampment under RUSA 2.0, the MHRD initiative for providing funds for the development of Higher Education Institutes. The College has been sanctioned INR 2 Cr through the DPR submitted to Kerala SPD in 2018. A Project Monitoring Unit was constituted to monitor and implement the work successfully.

As the college was constructed way back in 1960- 70's , there was considerable wear and tear in the buildings, especially the laboratories. The renovation work included revamping of Chemistry laboratories including plastering, plumbing and granite work, tiling of classrooms and labs, painting, college canteen renovation and maintenance. It also included a construction of an open auditorium cum Volley ball court. Out of the total amount allocated for construction and renovation, Rs 62,06,060 was utilised till May 2021. In addition to this an additional amount was initiated from college management for the supplementary work that included carpentry, plumbing, slab works and maintenance.

The strategic plan of the college council of the large-scale renovation of the institution was thus effectively implemented during this period.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.alphonsacollege.in/photo-gallery/">https://www.alphonsacollege.in/photo-gallery/</a>
Upload any additional information	<a href="#">View File</a>



6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Managing board of the College is constituted of Patron, Manager, Principal, Vice-Principals, Bursar and selected members of the community to formulate the broad policy matters. Manager is the president of the managing board and appoints all the employees of the institution as per University, UGC and Government service rules.

Principal being the Head of the Institution oversees the functioning of the college. Vice-Principals discharge the duties of the Principal in her absence. Bursar is in charge of all construction and development activities and represents the managing board. The College Administrative Council constituted of the above members makes decisions on the administrative, financial and developmental policies of the institution.

College Council consisting of Principal, Vice-Principals, IQAC coordinator, Head of Departments, Office Superintendent, Librarian and two elected members of the staff review the internal affairs of the college and also takes decisions on the academic matters. Internal Quality Assurance Cell acts as the pivot of quality sustenance. College Students Union presents student affairs to the College Council.

The councils meet regularly in a democratic and transparent manner and efficiently implement policies for the overall development of the institution. The college handbook and website deliver all the procedures in academic and administrative matters.

File Description	Documents
Paste link for additional information	<a href="https://www.alphonsacollege.in/policy-documents/">https://www.alphonsacollege.in/policy-documents/</a>
Link to Organogram of the institution webpage	<a href="https://www.alphonsacollege.in/organogram/">https://www.alphonsacollege.in/organogram/</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The Institution provides all statutory welfare measures and leave facilities to its employees as per Government of Kerala provisions. The Institution also assist in procuring Loan towards housing, medical, educational and others expenses.

The College provides encouragement for Pursuing doctoral degree and take up research projects, Leave for FDP's, Revision of salary of self- financing teachers, Awards and recognitions for excellence and facilitate promotion and salary revision.

Preference is given to the children of non-teaching staff for admission, Support to learn two and four wheelers driving, Assistance for pursuing higher studies and clear promotional tests, Financial support for construction and maintenance of houses and medical expenses, Support to economically backward children etc are extended to non-teaching staff.

The Institution also provides Deposits and loan facilities through the Staff Cooperative Society, MoU with Mar Sleevea Medicity, Pala on health check-ups, Value enhancement programs, Staff tour, staff association meetings to provide a platform of togetherness, Counselling and medical check-up by Physiotherapy department, Diet counselling by Clinical Nutrition department, Santhwana Counselling Centre, Prayer and meditation hall, Cooperative store, Toilet facility in all departments, Free Wi-Fi and internet connectivity in campus, Canteen with subsidized food, Recreational and hobby development facilities etc.

File Description	Documents
Paste link for additional information	<a href="https://www.alphonsacollege.in/facilities/">https://www.alphonsacollege.in/facilities/</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

32

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

05

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

40

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance of teachers is appraised based on criteria of participation in teaching- learning and evaluation, involvement in co-curricular and research and development activities.

Teachers are required to prepare and implement their teaching plans in a time bound manner. Teacher's work diary includes the personal information, service details and the detailed account of daily work. It is evaluated on a monthly basis by Head of the Department and Principal and also by the manager during promotion process. The annual academic audit analyses the performance of each teacher and department as a whole.

Student feedback on teaching - learning and evaluation is initiated by IQAC every year. This helps to evaluate the performance of each teacher by students. Principal analyses the report and give proper feedback and suggest corrective measures if any.

It is mandatory for each teacher to submit the self-appraisal form to IQAC at the end of every year forwarded through the Head of the Department and Principal. The self-introspection helps to address the strengths and weakness and enables for an improved performance. The promotion of teacher is done as per University's Performance

Based Appraisal System for UGC Career Advancement Scheme.

The performance of the non-teaching staff is assessed by Office Superintendent and Principal and analyses their competence, participation and performance for the development of the Institution. Manager analyses the performance of non-teaching staff and recommends for promotion.

File Description	Documents
Paste link for additional information	<a href="https://www.alphonsacollege.in/uploads/2022/01/6.3.5-Workdiary_appraisal.pdf">https://www.alphonsacollege.in/uploads/2022/01/6.3.5-Workdiary_appraisal.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

### Internal Audit

Accounts are prepared and managed using Enterprise Resource Planning software CAMPUS NET which is a cloud based ERP with in-house web server designed by Info weavers, Kottayam. The internal financial audit is carried out by the finance committee as per instructions from an external registered auditor. In the annual meeting of Managing Board at the end of every financial year, the actual expenditure incurred during the year under various heads is analysed and the budget estimates for the next year is consulted and approved. The auditing system in the college is done under two heads: Grants & Fees Sanctioned by the Government/UGC and the Management Accounts.

### External Audit

External financial audit is carried out by two agencies, M/s A. S. Sankar and Associates, Pala, as appointed by the Managing Board and the other by Government auditors from Deputy Directorate of Collegiate education, Government of Kerala. The external auditor verifies all the vouchers with reference to the cashbook and prepares the balance sheet. An audit team from Department of Collegiate Education 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 consolidated audit report is given by the external agency. No major audit objections was found during the year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

3.4019

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College Finance committee prepares the Annual Budget in consultation with all Departments, Office and other stake holders. The estimate is reviewed and approved by Managing Board. The various financial utilisations are reviewed by Administrative and Staff Councils and major expenses are to be approved by the Managing Board. Bursar of the College initiates the resources and Purchase Committee allocates utilisation.

##### Mobilisation of Funds

College generates funds through various sources including fees from students, contributions from Philanthropists, teachers, alumni, funds from PTA, endowments and scholarships, sports council, sponsorship, advertisements, bank interests, canteen, stationary

store and book stall, photocopying etc. The college is in receipt of RUSA 2.0 fund for construction, renovation and purchase based on the DPR submitted to SPD. The College submits proposals for grants from UGC, DST, KSHCE, KSCSTE, KSWDC and other State and National agencies for conducting research, organising seminars, workshops etc. Fees charges for self-financing courses are utilized for remuneration and infrastructure development.

#### Optimal utilisation of resources

The resources are effectively utilized by channelling the resources for which it is envisaged. Councils take measures so that the internal funds are sanctioned on priority basis and utilised effectively. Internal and external audits conducted yearly ensures accountability for the utilisation of resources.

File Description	Documents
Paste link for additional information	<a href="https://www.alphonsacollege.in/uploads/2022/03/Policy-on-Resource-Mobilisation.pdf">https://www.alphonsacollege.in/uploads/2022/03/Policy-on-Resource-Mobilisation.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.5 - Internal Quality Assurance System

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

IQAC has been instrumental in implementing quality assurance of the institution through institutionalized practices of conducting internal and external academic and administrative audit and student satisfaction survey for the year.

The internal audit was conducted during 22-25 March 2021 and administrative audit on June 17, 2021. The external audit was conducted by Dr. Jinitha Varghese, IQAC Coordinator, B.K. College, Amalagiri, Kottayam on June 29, 2021. These help in self-evaluation and analyse the strength and weakness of each department. The participation in NIRF help to assess the strength of the college and analyse the position of the college in relation to others of the same category.

In the online student satisfaction survey carried out for the passing out batches, more than 60% of the final year students responded to the questionnaire. The quality of various teaching, learning and evaluation methods (syllabus, teaching skills, ICT

usage, activity oriented methods) are understood from the responses. Majority of the students are satisfied with the learning methods. Teacher competency is highly appreciated. They are satisfied with the robust and unbiased method of internal evaluation done during each semester of their course at Alphonsa College. Apart from the curricular activities, students are getting enough chance to participate in the extracurricular activities of the college, thereby getting opportunities to polish their soft skills, life skills and employability skills.

File Description	Documents
Paste link for additional information	<a href="https://www.alphonsacollege.in/academic-administrative-audit/">https://www.alphonsacollege.in/academic-administrative-audit/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

### 1. Introduction of new programmes

Under the leadership of IQAC, college has applied for starting new generation courses in college, and was given sanction for MA Econometrics in the aided stream. The new course emphasis theoretical and practical Economics along with Statistical analysis of economic data. This course provides career options in banking, security analysis, Statistics, Tax related streams etc.

The college also applied and was sanctioned to start Certificate and Diploma courses under the NSQF scheme of UGC. It includes Certificate course in (1) Health Economics and Palliative care and (2) Language enhancement for professionals: Technology for Linguistic perfection and (3) Diploma course in Women Entrepreneurship development and Small industries.

### 2. Association with Spoken Tutorial Program, IIT Bombay

IQAC has also taken initiative to associate with Knowledge Partner Spoken Tutorial Program, IIT Bombay to support and motivate college to train students in Basic Computer Skills, Software and IT. As part



of this, the college has conducted courses on C and C++, GeoGebra, Python etc. for students and Moodle LMS for teachers. These courses provided a path to go beyond the comfort level and experiment thus improving the quality of the stake-holders.

File Description	Documents
Paste link for additional information	<a href="https://www.alphonsacollege.in/m-a-econometrics/">https://www.alphonsacollege.in/m-a-econometrics/</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.alphonsacollege.in/uploads/2022/03/Principals-Report-2020-21.pdf">https://www.alphonsacollege.in/uploads/2022/03/Principals-Report-2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The plan of action for gender equity and sensitization followed by the institution is a three tire design:

**Tire 1: Curriculum level: The institution offers various courses to**

instill in the students an understanding of the varied perspectives of gender equity.

**Tire 2: Campus level:** Webinars and talks on gender equity were organized for the students and the faculty. Women cell, anti-harassment committee, anti-ragging cell, grievance redressal cell and Swanthwana counseling center offer the students a platform to express the challenges that they face in everyday life, to tackle their physical, psychological and emotional repercussions. Physical facilities like Rest rooms, crèche, are also provided. Various skill enhancement programmes are organized by the institution to help improve entrepreneurial skills, communication skills and IT Skills.

**Tire 3: Community level:** The institution offers opportunities to take part in blood donation camps, hair donation campaigns, flood relief activities and various charity initiatives. They also served as COVID 19 volunteers and organized a seven days rural women empowerment programme. International women's Day and Menstrual Hygiene Day are observed every year. Video presentations and online awareness campaigns were organized to spread awareness on Swatchatha, green living, drug abuse, and other social evils.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.alphonsacollege.in/uploads/2022/01/7.1.1.-ANNUAL-GENDER-SENSITIVITY-ACTION-PLAN-2020.pdf">https://www.alphonsacollege.in/uploads/2022/01/7.1.1.-ANNUAL-GENDER-SENSITIVITY-ACTION-PLAN-2020.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.alphonsacollege.in/gender-equity-promotion/">https://www.alphonsacollege.in/gender-equity-promotion/</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

#### SOLID WASTE

- Reducing the waste generated, is a regular practise on the campus.
- Adviced to bring lunch in lunch boxes.
- College has adopted a Green Protocol.
- Less paper is advisable- Online submission of assignments has substituted the use of papers.
- Cloth bags were designed and sold by NSS & NCC.
- Incinerators installed in the washrooms provide a hygienic and scientific disposal of non -biodegradable toilet waste.
- A vermi-compost pit and fertilizer compost pit are maintained for converting organic matter to manure.
- Organic waste from Biogas plant is used for farming and as fertilizer for gardening purposes.
- Proper maintenance of infrastructure and timely repair of furniture is done to minimize solid waste.

#### CHEMICAL WASTE

- Micro scale experiments are designed to minimize the use of hazardous chemicals and toxic metal ions.
- All chemical Waste generated in the lab are collected in separate receptacle.

#### E-WASTE

- Use of LCD monitors.
- Use of refill inkjet cartridges and laser toners and purchase

of less toxic and recyclable materials and components.

- Proper use of the electronic devices and timely repair help reducing e-waste.
- The College has collaborated with Brilliant Solution, Kottayam for the maintenance of electronic equipments and disposal of e-wastes.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Rashtriya Ektha Diwas is celebrated every year by undertaking Ektha oath to rededicate ourselves to protect the unity and integrity of India. A cultural fiesta was organized demonstrating the cultural diversities and specificities of varied Indian states. An Ek Bharath Shreshth Bharath Club functions within the campus. Varied programmes have been organized under the auspices of the club focusing primarily on Himachal Pradesh and its cultural peculiarities.

In PG and UG courses, special reservation is given to students from Lakshadweep. National festivals are celebrated every year. The fashion fiesta organized by the Department of fashion Technology offers a chance to witness how diverse cultures co mingle with each other and form newer trends and styles.

In PG and UG courses seats are reserved for students who belong to SC,ST,OBC and other backward communities. Cultural and sports quota admissions are also promoted. Financial assistance through Scholarships and fee concessions are given to students from poor economic backgrounds. Charity initiatives , book bank, noon meal programme all aim at improving the living and academic standard of students from poor financial status. The UBA cell adopted 5 villages and the institution is keen in addressing the matters which affect people's quality of life.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The faculty of the college attended "Election Awareness Programme by the election commission. They also assisted in the conduct of Kerala Local body election and the Kerala Legislative assembly election. An Electoral Literacy club functions in the campus to foster civic responsibilities in students. College Union election is conducted in parliamentary mode.

Various webinars, Lecture series and talks have been organized by the subject associations, Women cell, NSS and NCC focusing on issues like human rights, gender sensitisation, justice, equality and civil rights. Orientation and awareness programmes on topics such as Domestic Violence Act 2005, Child Right Laws relating to children, Women related Laws, FCC and Importance of Counselling.

50th anniversary of Operation Vijay 1971 was celebrated on December 16. Documentary on the exploits of the 1971 war were broadcasted for the cadets.

Constitution Day, Rashtriya Ektha Diwas , Kargil Vijay Diwas , National Panchayati rajs day, Social Justice Day, Independence Day, Hiroshima day, Women Equality Day, Gandhi Jayanthi, International girl Child day were observed. The cadets of the NCC sub unit took part in Athmanirbhar Bharat initiative by the Govt of India. They took a pledge and committed themselves to consciously support and promote products made in India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.alphonsacollege.in/uploads/2022/01/7.1.9.pdf">https://www.alphonsacollege.in/uploads/2022/01/7.1.9.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

Inculcating in the students love, respect and regard for the diverse culture of India and to cater among them a sense of National Integration Alphonsa College celebrates national and international days, events and festivals such as World Environmental Day, World population Day, Mandela day, Reading Day, International yoga day, International day against Drug abuse and Illicit Trafficking, Moon landing day, Operation Vijay, World Nature Conservation Day, Hiroshima day, Athmanirbhar Bharat, Independence Day, Farmer's Day, World Photography Day, Women Equality Day, Fit India movement, Teacher's day, Gandhi Jayanthi, World Mental Health day, International girl Child day, Global hand washing day, International Rural women empowerment Day, National Integration day, National Bird watching day, Constitution day, National Pollution Control Day, National Mathematics Day, National youth Day, World Wet Land Day, World cancer Day, World water Day, Bicentenary of the death of John Keats, National Science Day, International Women's Day, Earth day, World Book day, National Panchayati raj, International labour day, World Press Freedom Day, World Nurses' day, World Hypertension Day, Anti terrorism day, World menstrual hygiene day.



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Alphonsa College has dedicated itself to mould and empower generations of women and provide holistic education that would enable them to actively participate in community life.

### 1. Sensitized women for emancipated society

Various social service and outreach programmes have been organized by the departmental associations and clubs to connect the students to the society around them and encourage them to provide services beyond conventional limits to rural community. Unnat Bharat Abhiyan , Centre for Gandhian Studies, National Service Scheme, National Cadet Corps, and Youth Red Cross work towards and initiate activities to promote a sense of social commitment among the students. By volunteering and making themselves available to the needs of others, the Alphonsians live up to the vision of the college.

### 1. Holistic Development

Strongly convinced of the fact that education is nothing but an art to bring out the best in a child's mind, body and spirit, Alphonsa college promulgates facilities for intellectual, physical and social development of its students. Being a premier institution in the higher education sector of the state, the college ensures best results in all its academic programmes. Besides regular academic programmes, the college ensures a well-designed pattern for physical training also.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.alphonsacollege.in/uploads/2022/01/BEST-PRACTICES.pdf">https://www.alphonsacollege.in/uploads/2022/01/BEST-PRACTICES.pdf</a>
Any other relevant information	<a href="https://www.alphonsacollege.in/documentary-evidences/">https://www.alphonsacollege.in/documentary-evidences/</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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. 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 centers of excellence in Kerala. The results show consistency over the years. The number of A+ grades and ranks are well above the University average every year. Alphonsa has always been a high flyer in the field of sports. Regular sport training is given to students of the college and also to students from other educational institutions. The institution provides its students facilities such as gymnasium, swimming pool, basketball and volleyball courts and training in swimming, karate and in various sports events, with an intention to maintain the physical fitness of the young generation. Programmes such as NSS, NCC, CGS, ASAP provide the students opportunities to get trained as organized, committed skilled and disciplined human resource of the country.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

- To start more UGC NSQF courses.
- To conduct FDP on Research publication and ethics, and research methodology for faculty
- To conduct science popularization programmes and language enhancement programmes among school children
- To conduct certificate programmes, gender equity promotion programmes and seminars and workshops on research, academic publication etc. for students
- To construct a new pond for rain water harvesting
- To inaugurate newly constructed volleyball court and renovated laboratories
- To conduct environmental, water and energy audit and environment sensitisation programmes .
- To start competition items for divyangjan students as a part of college youth festival
- To start scholarships for divyangjan students
- To conduct awareness programmes for SC/ST/OBC students about welfare schemes of the government
- To conduct Bridge course and Induction programme for IDC and I PG students.
- To celebrate various national /international days online
- To participate in NIRF 2022.
- To commemorate 75th death anniversary of St Alphonsa
- To conduct Academic and administrative audit
- To collect and analyze Feedback on curriculum
- To conduct Online students Satisfaction Survey
- Performance Appraisal of the faculty
- To prepare Academic Calendar 21-22
- To collect Data for AISHE survey 21-22.
- To strengthen mentoring in a structured way
- To apply for STAR College Scheme of DBT and Curie scheme of DST
- To conduct FDP for administrative staff.