



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		ST. ALBERT'S COLLEGE, ERNAKULAM
Name of the head of the Institution		DR. M.L JOSEPH
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+914842394225
Mobile no.		9846057543
Registered Email		mail@alberts.edu.in
Alternate Email		iqac@alberts.edu.in
Address		PB No 3043 Banerjee Road
City/Town		Ernakulam
State/UT		Kerala
Pincode		682018
2. Institutional Status		

Autonomous Status (Provide date of Conformant of Autonomous Status)	09-Mar-2016
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Ajith Thomas John
Phone no/Alternate Phone no.	+918330833335
Mobile no.	9846057543
Registered Email	mail@alberts.edu.in
Alternate Email	iqac@alberts.edu.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.alberts.edu.in/wp-content/uploads/2021/09/NAAC-AQAR-2015-2016-1.pdf
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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

<https://www.alberts.edu.in/wp-content/uploads/2021/12/Academic-Calendar-2016-17.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	81.00	2003	21-Mar-2003	30-Dec-2009
2	A	3.23	2009	31-Dec-2009	30-Dec-2014
3	A	3.24	2016	29-Mar-2016	28-Mar-2021

6. Date of Establishment of IQAC

01-Jun-2005

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Albertian International Knowledge Summit	25-Jan-2017 4	2000
Formation of Department Quality Assurance Cell	01-Jul-2016 1	16
Career Guidance and Placement Strengthened	06-Jun-2016 1	17
Introduction of Online Attendance	01-Jun-2016 1	22
Albertian International Educational Expo	25-Jan-2017 4	2000
Feedback from Stakeholders	12-Sep-2016 60	1300
Introduction of Albertian English Language Programme	08-Aug-2016 30	718
Academic Retreat and Strategic Planning Workshop	25-May-2017 3	100
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Fund for Improvement of Science Technology (FIST)	Department of Science & Technology (DST), Govt. of India	2013 1825	9351138
Institution	Autonomy	UGC	2016 2190	2000000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Updated the online feedback mechanism, and facilitated the submission of proposals for NIRF, India Today Certification, RUSA, AISHE and other UGC initiatives. Feedback from various stakeholders including Employers, Alumni, Staff and Students was collected and collated for further deliberations and action.

Albertian English Language Programme (AELP) was introduced to build in students, proficiency in English, a highly sought-after skill in the international workplace as fluency in English increases hiring potential.

Preparatory work for the 4th Cycle of Assessment and Accreditation of NAAC was undertaken. A series of meeting for all the academic staff members were conducted to sensitize the staff of the accreditation framework. Department Quality Assurance Cells (DQAC) were created in each Department and a DQAC Coordinator was appointed from among the faculty to facilitate quality initiatives in the Department and report to the IQAC office. The DQAC would monitor the various academic/educational activities in the Department and strive for quality and excellence in all actions

Facilitated the process of implementation of autonomy in an effective manner through coordination, training and motivation for excellence in academic performances, the capability of self-governance and enhancement in the quality of education.

Albertian International Knowledge Summit An International Conference on Multidisciplinary Research was conducted from 25/01/2017 to 28/01/2017 to assemble likeminded intellectuals and professionals to trade ideas, thoughts, and views related to a specific topic in every discipline.

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

Plan of Action	Achivements/Outcomes
A Programme to improve the English Communication skills of the students was decided upon	The Albertian English Learning Programme (AELP) was implemented for the first semester students of the College.
Calendar of Academic and Curricular Programmes was proposed	The Academic Calendar is followed to a great extent
Proposed the strengthening of remedial	Remedial programmes (Student Support

programmes for slow learners and fast learners	Programme) were conducted on a regular basis by various Departments. Special programmes were held for the toppers in every class. In addition Walk with Scholar Programme with a teacher mentor for a group was effectively implemented				
Proposed for an effective online admission process and student data	Online Admission Process Implemented				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Executive Committee</td> <td style="text-align: center;">08-Mar-2018</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Executive Committee	08-Mar-2018
Name of Statutory Body	Meeting Date				
Executive Committee	08-Mar-2018				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2017				
Date of Submission	13-Apr-2017				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The College has an inhouse developed and maintained educational resource planning and information system EDUALBERT. EDUALBERT is installed and run from a dedicated server located within the College Campus with RAID and SAN technology. It consists of various modules ranging from admission of the students to the progression and result analysis of each student. The online library management system runs on KOHA (installed in a dedicated server of the institution) an open source platform commonly used by all the educational institutions worldwide. EDUALBERT and KOHA can be accessed both locally (through LAN and WIFI) and remotely by the staff and students alike. EDUALB has the following modules which cover the fullfledged functioning of the Institution providing sustainable resources to the management, faculty				

and the stake holders (students and parents). i) Admission The Online Admission System which was the first of its kind in the Government Aided Colleges of Kerala under MG University, consists of the online application, payment gateway, generation of hall ticket for entrance examination, calculation of index marks and generation of rank lists based on the various quotas in the admission procedure, verification of documents and concession, allocation of class number and register number. ii) SIS, AIS and FIS Complete Online Student, Alumni and Faculty Information System with student and faculty profiles as well as integrated web portals for Faculty is available. Student Progression with Higher Studies and Placement information are also online. iii) Timetable and Teaching Plan Creation of timetable for various courses and allocation of the staff. Well cut out teaching plans with econtent linked to the teaching plan are made available to the students. v) Attendance Attendance with specific topic covered as per the teaching plan and linked econtent. Generation of attendance reports per period/weekly/monthly/ semester wise. vi) E Notification Notices are sent to students/faculty through SMS vii) EContent Sharing, managing, and viewing of econtent (PDF/PPT/video/audio) by students based on the portions covered as per the syllabus. viii) Fee Collection Online Payment gateway for tuition as well as exam fees for the ease and convenience of the students ix) Examination a. Internal Option for online examinations and automated generation of internal marks course wise as well as consolidated b. External Online Question bank repository that is evaluated both internally and externally. Auto designation of students to classrooms for examinations, auto allocation of invigilators and evaluators, auto generation of question papers, external evaluation portal x) Result Analysis Automated result generation for tabulation and grade cards and result analysis with pass percentage. xi) Feedback - College, Curriculum, Faculty Online feedback system for college,

curriculum and faculty with automated result generation xii) Online Grievance redressal Online grievance redressal system with an average response time of 6 days xiii) Issuing of Transfer Certificate Issuance of transfer certificate for students xiv) Staff Management - Work Load and Leave Management Viewing management and substation for faculty on the basis of leave and work load report. xv) Store Management Creation of stock inventory with stock distribution, daily updates, transaction, report generation

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
Nil	NIL	NIL	Nil
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
BCom	COM01	24/07/2015	COM1CRT01	01/06/2016
BCom	COM01	24/07/2015	COM1CMT01	01/06/2016
BCom	COM01	24/07/2015	COM1CRT03	01/06/2016
BCom	COM01	24/07/2015	COM2CRT01	01/06/2016
BCom	COM01	24/07/2015	COM2CRT03	01/06/2016
BCom	COM01	24/07/2015	COM2CMT01	01/06/2016
BCom	COM01	24/07/2015	COM3CRT02	01/06/2016
BCom	COM01	24/07/2015	COM3CRT05	01/06/2016
BCom	COM01	24/07/2015	COM4CRT01	01/06/2016
BCom	COM01	24/07/2015	COM4CRT02	01/06/2016
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

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

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Human Rights Foundation Course	15/01/2017	29
Foundation course in Reasoning and General Awareness	25/07/2016	25
Albertian English Language Programme (AELP)	01/08/2016	718
Walk with the Scholar (WWS)	26/09/2016	30
Scholar Support Programme (SSP)	18/07/2016	150
AIM MPOWER	22/06/2016	52
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Business Administration	146
BSc	Computer Science	58
BVoc	Logistics Management	42
BVoc	Renewable Energy	79
BSc	Mathematics	55
BSc	Zoology	61
BSc	Fisheries and Aquaculture	249
BSc	Botany	36
BSc	Chemistry	48
MSc	Space Science	11
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

Feedback Obtained

The Institution makes sure that the curriculum and facilities offered are in keeping with the demands of the time. A systematic procedure is followed to maintain the standard that is the hallmark of the College. To monitor the quality of delivery and the standards of the Institution, structured feedback is collected from all the stakeholders -Students, Parents, Teachers, Employers and Alumni - at regular intervals. The Institute is constantly in dialogue with all its stakeholders and seeks advice and input from industry leaders to provide value in the many areas of engagement. Keeping in mind the latest developments in the subjects, industry requirements and societal needs, the IQAC has devised structured questionnaires where formal feedback on various parameters are obtained from multiple stakeholders. The students submit the online feedback forms from their respective student account, which is accessed by entering their admission number, course of study and year of study. The feedback of the students is ranked on a five-point scale rating. It helps the Institution to evaluate the implementation of the curriculum and the effectiveness of the curriculum. Online feedback on the students' educational experience, quality of teaching faculty, course availability, aims and objectives of the syllabi, prospects for higher education/employability, services/facilities at the College, Library facilities, and examination procedures are collected. Feedback from teachers is educed on the efficiency of BoS, redesigning of curriculum and syllabus revision, the focus of employability skill in existing syllabi, adequacy of ICT facilities and its effectiveness, and advantages in having representation from industry in improving and updating the syllabi. All the teachers participate in the feedback exercise, and their suggestions help strengthen the services offered by the College. Departments send the online feedback forms to their alumni, and feedback is collected from them every year. The questions focus on having Alumni Associations in the College, participation of Alumni in curriculum redesign, and relevance of the course to job requirements. During formal PTA meetings conducted by the Departments, feedback is collected from the Parents. Employers' feedback is collected online. Employers' feedback is a gauge that testifies the success of the courses offered by the College and is a testimony to the methods, meeting the current employment needs of the society. The thrust area of the feedback is on measuring the competency of students of the Institution employed at various organizations and the relevance of the curriculum in meeting the market needs. Data gathered in the process is documented and shared with the respective committees/Departments of the Institution. The different areas where improvements are required are discussed in individual committees/Departments, and the proposals/suggestions given are discussed in the Executive Council of the College so that necessary action can be taken. The constructive suggestions are utilized for the effectiveness of the teaching-learning process, curriculum development, and for improving the academic standards of the College. Strengths of the College are also taken into consideration for further upgradation. The feedback, as well as the Action Taken Report, is uploaded on the website.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics	60	2614	70
BA	English	24	3304	30

BCom	Taxation	50	3810	63
BCom	Computer Application	40	3472	50
BSc	Mathematics	32	1881	41
BSc	Physics	48	2543	59
BSc	Chemistry	48	2560	59
BSc	Botany	36	1881	42
BSc	Zoology	36	2073	43
BBA	Business Administration	40	2553	34
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	773	226	40	21	71

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
132	132	11	15	5	15

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

St Albert's College (Autonomous) has an integrated mentoring system where the faculty members link between the students and the Institution. It addresses the needs of the students to have a friend, a counsellor and a confidante on the campus. The practice aims to foster a better rapport between the students and the teachers at a personal level. Twenty students are assigned to a faculty member who acts as their mentor for the entire Programme duration. The mentor collects personal information from the mentee without touching sensitive issues or forcing any information and then provides the needed counsel to the mentee. The mentor regularly interacts with the students and monitors their academic performance and attendance. Students are given guidance for career, personal, besides educational issues. In some instances, facilities are made available to students to deal with psychosocial problems. Critical problems are brought to the notice of the Head of the Department. The mentor keeps track of the mentees, their improvements and counsels them accordingly. Students who face difficulties in grasping certain topics are encouraged to attend remedial classes. The mentors make sure that their mentees are supported in all possible ways to enrich their academic performance. The mentors identify the strengths and weaknesses of the student mentees and their hobbies and fields of their interest and motivate them to improve themselves in all areas. They also spot academic and psychological needs and guide them accordingly. The mentor teacher and the Head of the Department maintain a documented record of the mentoring process for reference purposes. The Mentoring system enhances the students' confidence and challenges them to set advanced goals, accept challenges and ultimately guides them to bring out their best. Individual recognition and encouragement are given to the students by the mentors. Mentors

provide routine advice on balancing academic and co-curricular responsibilities, act as role models, and facilitate leadership by developing interpersonal skills and helping students thrive in competitive environments. Students get access to a support system during the crucial stages of their academic, professional and intellectual development. They also get an insider's perspective on navigating their career in the right channel, exposure to diverse academic and professional attitudes, and experiences in various fields. The mentors lay the foundation for the students to reach greater heights in their professional lives, thereby contributing to lasting personal and professional relationships. The Committee for Mentoring and Counselling of the Institution discusses mentoring related issues at least once a semester during its meetings and upgrades the system if necessary. In addition, seminars and workshops are conducted regularly for mentors to learn how to motivate, develop tasks and exercises, communicate, and understand their mentees better within any limitations mentees may face. Mentoring has proved to be highly successful as the students are well apprised of the Institution and its functioning systems, roles, responsibilities, privileges, facilities and opportunities. In addition, addressing the problematic issues of the personal domain of the students' life has improved their academic pursuits, and there is better understanding and dynamics between the students and faculty.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
999	132	1:8

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
132	132	Nil	52	46

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Dr. Shery Fernandez (Department of Mathematics)	Assistant Professor	Best Paper Presentation Award, ICMSCE, 2017
2017	Dr. Vibin. M (Department of Fisheries and Aquaculture)	Assistant Professor	Raman Indo - US Post Doctoral Fellowship, awarding agency -UGC South Dakota Stae University, USA
2016	Dr. Rajesh Kunjanpillai (Department of Chemistry)	Assistant Professor	DST SERB Young Scientist Award
2016	Dr. Vibin. M (Department of Fisheries and Aquaculture)	Assistant Professor	FLAIR International Internship, Govt. of Kerala United Kingdom, London
2016	Dr Chithra K Pushpan (Department of Fisheries and Aquaculture)	Assistant Professor	Best Presentation Award, International Conference on

			Health and Environment
2016	Dr. Sajeesh T H (Department of Physics)	Assistant Professor	FLAIR International Internship, Govt. of Kerala
2016	Dr. Louie Frobels P G (Department of Physics)	Assistant Professor	FLAIR State Internship, Govt. of Kerala
2016	Dr. Anisha S (Department of Botany)	Assistant Professor	Best Paper Award, Kerala Science Congress
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	CHE02	2	31/03/2017	22/08/2017
BSc	BCS01	2	29/03/2017	22/08/2017
BSc	CHE01	2	31/03/2017	22/08/2017
BSc	BOT01	2	31/03/2017	22/08/2017
BSc	AQU01	2	31/03/2017	22/08/2017
BCom	COM01	2	31/03/2017	22/08/2017
BCom	COM02	2	31/03/2017	22/08/2017
BA	BUS01	2	31/03/2017	22/08/2017
BBA	ENG01	2	29/03/2017	22/08/2017
BA	ECO01	2	29/03/2017	22/08/2017
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nil	Nil	0

2.6 – Student Performance and Learning Outcomes

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

<https://www.alberts.edu.in/po-pso-co/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage
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			examination		
ECO01	BA	Economics	56	40	71.42
BUS01	BBA	Business Administration	28	19	67.85
ENG01	BA	English	28	18	64.28
COM01	BCom	Taxation	62	62	100
COM02	BCom	Computer Application	49	44	89.79
AQU01	BSc	Aquaculture	26	20	76.92
AQU02	BSc	Industrial Fish and Fisheries	29	12	41.37
BOT01	BSc	Botany	36	13	36.11
CHE01	BSc	Chemistry	48	45	93.75
CHE02	BSc	Industrial Chemistry	23	16	69.56
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2.7 – Student Satisfaction Survey

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

<http://117.239.75.245/alberts/administration/college/feedback/report/?oevaluate=%&eyr=17>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

No file uploaded.

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
International	Dr. Vibin. M	Raman Indo-US Post-Doctoral Fellowship	28/04/2017	UGC and South Dakota State University, USA
National	Dr. Rajesh Kunjanpillai	DST-SERB Young Scientist Fellowship	27/09/2016	DST-SERB, Government of India
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3.2 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
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Minor Projects	730	UGC	490000	360000
Major Projects	1095	DST SERB Government of India	2222000	1073000
Minor Projects	730	UGC	194000	154000
Minor Projects	730	UGC	179000	139000
Minor Projects	730	UGC	355000	285000
Minor Projects	730	UGC	210000	175000
Minor Projects	1095	UGC	245000	105000
Minor Projects	1095	UGC	355000	285000
Interdisciplinary Projects	365	Coconut Development Board	231900	77300
Students Research Projects (Other than compulsory by the University)	365	KSCSTE	149000	149000
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

11

3.3 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Interview Skill Awareness	Department of Commerce and Research Centre	07/07/2016
Seminar on GST its application in Tally	Department of Commerce and Research Centre	03/10/2017
National workshop on "Research Methodology"	Department of Commerce and Research Centre	08/04/2017
Workshop on Linear Algebra	Department of Mathematics	26/02/2016
Lecture Series on Contribution of Mathematics in other areas of Knowledge	Department of Mathematics	23/06/2016
Lecture Series on Contribution of	Department of Mathematics	28/07/2016

Mathematics in other areas of Knowledge		
Lecture Series on Contribution of Mathematics in other areas of Knowledge	Department of Mathematics	08/04/2016
Lecture Series on Contribution of Mathematics in other areas of Knowledge	Department of Mathematics	10/03/2016
Lecture Series on Contribution of Mathematics in other areas of Knowledge	Department of Mathematics	29/10/2016
Lecture Series on Contribution of Mathematics in other areas of Knowledge	Department of Mathematics	10/11/2016
Lecture Series on Contribution of Mathematics in other areas of Knowledge	Department of Mathematics	05/01/2017
Lecture Series on Contribution of Mathematics in other areas of Knowledge	Department of Mathematics	13/02/2017
Lecture Series on Contribution of Mathematics in other areas of Knowledge	Department of Mathematics	18/05/2017
Lecture Series on Contribution of Mathematics in other areas of Knowledge	Department of Mathematics	19/05/2017
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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
International (Indo-US) Fellowship	Dr. Vibin M.	UGC	15/06/2016	Research
International Internship (FLAIR)	Dr. Vibin M.	British Council and Govt. of Kerala	03/08/2016	Research and Teaching
National Award	Dr.Ginson Joseph	ICAR Jawaharlal Nehru Best Thesis Award	16/07/2017	Research, ICAR, Govt. of India
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of
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Center			Start-up	up	Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Department of Commerce and Research Centre	1
Department of Zoology	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Botany	2	0
National	Research Department of Fisheries and Aquaculture	2	0
National	Mathematics	2	0
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany	2
English	2
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
NIL	Nil	0	Nil
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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Seidenfadeniella salimii (Orchidaceae): a new plant species from south Western Ghats,	Jose Mathew, TK Hrideek, VB Sreekumar and K. Madhusudhanan	Webbia: Journal of Plant Taxonomy and Geography	2016	Nil	St. Alberts College, Ernakulam	Nil

India						
Taxonomic re-evaluation a phylogenetic position of Hemibeltrana cinnamomi within Xylariales	KC Rajesh kumar, SD Marthe, K. Madhusudhan and RFC Ruiz	Mycotaxon	2016	Nil	St. Alberts College, Ernakulam	Nil
An Investigation on the Population Structure of Green Tiger Shrimp <i>Penaeus semisulcatus</i> (De Hann, 1844) of Kerala Coast	Rebello V.T., Joseph A. and Silvester S.T.	International Journal of Marine Science, 6(5):1-7	2016	Nil	St. Alberts College, Ernakulam	3
Exclusion of <i>Vibrio</i> spp. by an antagonistic marine actinomycete <i>Streptomyces rubrolavendulae</i> M56.	Augustine, D., Jacob, J. C., Philip, R.	Aquaculture Research	2016	Nil	CUSAT	23
Mesozooplankton Abundance and Community Structure in Vembana d-Kol Wetland Ecosystem, Kerala, India. 533-545	Retina I Cleetus, Asha C V, Suson P S., S Bijoy Nandan., 2016.	Indian Journal of Geo-Marine Science. Vol. 45(4), April 2016, pp	2016	5	CUSAT	5
Ecosystem analysis of the degrading Vembanad	Asha C V, Retina I Cleetus, Suson P S., S Bijoy	Regional studies in Marine Science., 8, 408 - 421.	2016	6	CUSAT	19

wetland ecosystem, the largest Ramsar site on the South West Coast of India – Measures for its sustainable management	Nandan.					
Quality Assessment of Formic Acid Silage	V. M. Bijoy, A. A. Zynudheen, George Ninan, Harikrishnan Mahadevan	Fishery Technology	2016	Nil	St. Alberts College, Ernakulam	Nil
Haematological Assessment on Toxicity of Fungicide Hexaconazole	A.V. Sisodia, V.M. Bijoy and M. Harikrishnan	Fishery Technology	2016	Nil	St. Alberts College, Ernakulam	Nil
Simulation of dependent Sparre Andersen model for a nonlife insurance portfolio	Sajithamony T M	Asia Pacific Journal of Research	2016	Nil	Bharathiar University, Public University in Coimbatore, Tamil Nadu, INDIA	1
On Level Subgroups of Intuitionistic Fuzzy Groups	Divya Mary Daise S, Deepthi Mary Tresa S	Journal of Computer and Mathematical Sciences	2016	Nil	Department of Mathematics, St. Albert's College, Kochi-682018, Kerala, INDIA.	Nil
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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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Green electroluminescence from charged phenothiazine derivative	Kanagaraj Shanmugasundaram, Madayanad Suresh Subeesh, Chozhidakat h Damodharan Sunesh, Ramesh Kumar Chitumalla, Joonkyung Jang, Youngson Choe	The Journal of Physical Chemistry	2016	289	36	Nil
Host-Dopant System To Generate Bright Electroluminescence from Small Organic Molecule Functionalized Light-Emitting Electrochemical Cells	Madayanad Suresh Subeesh, Kanagaraj Shanmugasundaram, Chozhidakat h Damodharan Sunesh, Ramesh Kumar Chitumalla, Joonkyung Jang, Youngson Choe	The Journal of Physical Chemistry	2016	289	47	Nil
Ullmann-Type and Related Redox Reactions of Nitrosyl Molybdenum Complexes Bearing a Large-Bite-Angle Diphosphine	Subrata Chakraborty, Rajesh Kunjanpillai, Olivier Blacque, Heinz Berke	European Journal of Inorganic Chemistry	2016	136	Nil	Nil
Antibacterial and Catalytic Efficacy of Biosynthesized Silver Nanoparticles Using	K. F. Princy, S. Manomi, A. Gopinath	Nano Biomed Engineering	2016	20	Nil	Nil

Marine Seaweed Padina Tetrasporangia						
Green Chemical Synthesis of Copper Nanoparticles ? A Comparative Study with Chemical Reduction and Electrolytic Methods	Varkey, Jaya T., Ajil, P.A., Antony, Anitta	Asian Journal of Chemistry	2016	34	Nil	Nil
Amino Acid based Schiff Bases and its Zn (II) Complexes	Antony A, Fasna F, Ajil PA and Varkey J T	Research Reviews: Journal of Chemistry	2016	Nil	Nil	Nil
Seidenfadeniella salimii (Orchidaceae): a new plant species from south Western Ghats, India	Jose Mathew, TK Hrideek, VB Sreekumar and K. Madhusudhanan	Webbia: Journal of Plant Taxonomy and Geography	2016	Nil	Nil	St. Alberts College, Ernakulam
Taxonomic re-evaluation a phylogenetic position of Hemibeltrancia cinnamomi within Xylariales	KC Rajesh kumar, SD Marthe, K. Madhusudhanan and RFC Ruiz	Mycotaxon	2016	Nil	Nil	St. Alberts College, Ernakulam
Quality Assessment of Formic Acid Silage	Dr. Bijoy V. M.	Fishery Technology	2016	1	2	St. Alberts College, Ernakulam
Haematological Assessment	A.V. Sisodia, V.M. Bijoy	Fishery Technology	2016	1	1	St. Alberts College, Ernakulam

Toxicity of Fungicide Hexaconazole					
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	30	30	3	44
Presented papers	7	2	Nil	Nil
Resource persons	3	Nil	Nil	Nil
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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultant(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
NIL	NIL	NIL	0
No file uploaded.			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultant(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
NIL	NIL	NIL	0	0
No file uploaded.				

3.6 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Visit to Old Age Home - Mercy Home Ernakulam	Department of Mathematics	8	125
Cleaning of Isolation Ward of General Hospital, Ernakulam and Preparing and Selling Pickles	KARMA Club, Research Department of Fisheries and Aquaculture, St.Albert's College Autonomous	1	12
Street Play and Poster and Painting Competition to create awareness among fishermen to	Research Department of Fisheries and Aquaculture, St.Albert's College	7	44

conserve juvenile fishes at Munambam and Cochin Fisheries Harbor	Autonomous in association with NetFish MEPEDA		
House Visit Programmes	Department of Economics	2	2
Albertian International Mini Marathon	Department of Commerce and Research Centre	5	15
Mercy Home Visit	Department of Commerce and Research Centre	2	16
Old Age Home Visit	St.Teresas Mercy Home	1	28
Jail visit	Department of English	2	22
Inauguration of Lebanah Aheb	Department of English	7	61
Lux De Amor (LED Bulb Making)	Department of English and Department of Physics	6	79
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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nill
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	St. Alberts College, Ernakulam	NSS	Nill	3
NCC	St. Alberts College, Ernakulam	NCC	Nill	3
Agrotsav	Department of English in association with Cochin Heritage Study Centre	Agrotsav	7	75
Commemorating Hiroshima day-Ahimsa toys by Subid K.S	Department of English St. Alberts College Ernakulam	Commemorating Hiroshima day-Ahimsa toys by Subid K.S -	5	87

Innovative Teaching	Department of English, St. Alberts College Ernakulam	Innovative Teaching	1	39
Jail Visit as part of National Youth Day	Department of English, St. Alberts College Ernakulam	Jail Visit	2	22
Lebanah Aheb	Department of English, St. Alberts College Ernakulam	Additional Skill Training - Making Detergents, Dishwash liquids	7	61
Vigilance Awareness Week	Vigilance and Anti Corruption Bureau, Kerala Police, EDRAAC and Department of English	Vigilance Awareness Week	7	101

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3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0

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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	0

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Coconut Development Board	15/11/2016	Coconut productivity survey and analysis	11
Berger Paints	21/12/2016	Skill training on interior designing	16

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
75	70.3

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Book Magic	Fully	4	1997

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Library Automation	1	28000	Nill	Nill	1	28000
Text Books	34147	3213026	150	103070	34297	3316096
Reference Books	36187	5266635	882	511223	37069	5777858
Journals	12	Nill	22	35240	34	35240
e-Journals	2	Nill	6020	5900	6022	5900
Digital Database	3	327801	Nill	343950	3	671751
CD & Video	252	25200	Nill	Nill	252	25200

No file uploaded.

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

(Learning Management System (LMS) etc)

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	204	4	25	2	3	3	12	0	0
Added	16	0	0	0	0	0	3	0	0
Total	220	4	25	2	3	3	15	0	0

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

25 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
120	115.55	90	84.36

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

The College has well-established systems and procedures for maintaining and utilizing physical, academic and support facilities. The Administrative Officer takes care of all the assets of the college. He is the overall in-charge of all facilities and coordinates the same through Heads of Departments, faculty, administrative staff, lab attendants, librarian and library assistants. There are security personnel on duty round the clock in the campus who ensure the safety and security of all estate and infrastructure and the roads, entry points etc. are under CCTV surveillance for safeguarding the assets. They monitor the entry and exit of vehicles and regulate the parking inside the college. The Mechanic of the College is in charge of maintaining all electrical and electronic equipment. Any furniture repairs needed are attended to immediately by the carpenter available on campus. The proper and optimal use of electric lights/fans/projectors etc. is ensured. St. Albert's College (Autonomous) has the most updated academic and research-oriented equipment helpful for researchers and students. Each science Department has separate labs. There is a DST-FIST sponsored centralized research facility for chemical, physical and life sciences and computer sciences. Apart from this, there are

departmental research laboratories equipped with many instruments. A dedicated teaching and non-teaching staff team keeps the laboratories clean, tidy and ordered. There is a stock register to maintain the purchases and discards of equipment. A separate consumable register is maintained where the purchases and issues of all consumable items are recorded for consumables. These registers are verified and signed with remarks by the concerned Heads of the Departments every month. Annual stock verification is done at the time of the annual internal audit. A purchase committee and finance committee approves each purchase according to the funds available. There is a policy of yearly maintenance for equipment and devices. The in house maintenance team does those repairs and maintenance, which can be done internally. A library committee reviews the monthly activities and requirements of the Library. According to the need and funds available, the College updates the Library with the latest textbooks, reference books, journals, e-books, e-journals, etc. Book Magic is used as the Institution's Integrated Library Management System. The Library has a logbook to record the teachers, students and researchers usage of the Library. The sports committee reviews the monthly activities and requirements of the sports complex. There is a gymnasium, football ground, hockey practice court, cricket pitch, basketball court, volleyball court, indoor badminton court, judo practice area, yoga practice area, table tennis boards, chess, carom boards, etc. These are being maintained and updated by experienced and well-qualified teaching and non-teaching staff. There are 4 computer labs with 204 computers to cater to the needs of the students and staff. The IT team manages the requirements and updates required for computer labs. There is internet access in three labs, and for other labs to have internet access, infrastructural updations have been initiated. There are Mac and Windows PCs which run on Linux Operating System. In addition, necessary software for each department has been installed. The staff of the Computer Centre are in-charge of maintaining the IT facilities. All computer labs are available to staff and students and they are fully occupied. Repair/ upgradation/ purchase of hardware/software are also taken care of by the system administration team. The internet/intranet/LAN facilities are also fully functional and are properly maintained and monitored by the staff of the server room. There are 72 classrooms to cater to 17 undergraduate programmes and 12 postgraduate programmes. Papali Hall is the main auditorium of the College where major formal and cultural events such as Orientation for Newcomers, Convocation, Union Inauguration and Arts Day take place. Baccinelli Hall is the open auditorium of the College for students' performances, where minor events and competitions are conducted. As part of Swachh Bharat Abhiyan, every classroom is kept neat by students

https://www.alberts.edu.in/wp-content/uploads/2021/12/PROCEDURES-AND-POLICIES-FOR-MAINTAINING-AND-UTILIZING-PHYSICAL_2016-17.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Late Most Rev. Dr. Daniel Acharuparambil memorial Merit cum means Scholarship	6	60000
Financial Support from Other Sources			
a) National	E Grants - SC	170	1766358

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Extension Lecture Series 1 on Informatics	20/07/2016	20	Department of English
Albertian Knowledge Summit - Conducting polymers for Future applications	25/01/2017	125	Department of Polymer Science, University of Nigeria.
Practical Session on Jelly candle making	09/12/2016	35	Department of Economics in association with St.Albert's College (Autonomous), Ernakulam
Practical session of Moot Court	15/03/2017	65	Department of Economics in association with St.Albert's College (Autonomous), Ernakulam
Practical Session on PSC Coaching	30/11/2016	50	Department of Economics in association with St.Albert's College (Autonomous), Ernakulam
Visit to Sophisticated Technique and Instrumentation Canter, Kalamassery	18/02/2017	20	Department of Zoology with STIC, Kalamassery
Talk on Cancer-Myths and Facts	29/11/2016	100	Dr. V.P Gangadharan, Sr. Consultant Oncologist, Lakeshore Hospital.
Vigilance Awareness Program "Say No to Corruption"	08/02/2017	20	Department of English with Vigilance and Anti-Corruption Bureau, Central Range, Ernakulam
ASPIRE- Soft Skill Development programme	12/12/2016	43	Department of Zoology
Foundation Course	25/07/2016	24	Department of

in Reasoning and
General Awareness

Mathematics

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	NET	7	377	Nil	42
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
WIPRO	6	2	ABAD	3	3
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	5	BSc Aquaculture	Fisheries & Aquaculture	CUSAT	MSc. Industrial Fisheries
2016	1	B A English	English	National Institute of Fashion Technology	MBA in Fashion Management
2016	1	B A English	English	Maharaja's College, Ernakulam	MA English
2016	1	B A English	English	St. Xavier's College, Aluva	MA English
2016	1	B A English	English	Hyderabad Central University	MA English

2016	1	B A English	English	School of Internationa l Relations and Politics, MG University, Kottayam	MA in Inte rnational Relations and Politics
2016	1	B A English	English	BCM College, Kottayam	MA English
2016	1	B A English	English	Bharat Mata College	MA English
2016	1	B A English	English	Bharat Mata College	MA English
2016	1	B A English	English	St. Thomas College, Pala	MA English
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	7
CAT	16
GATE	2
No file uploaded.	

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

Activity	Level	Number of Participants
NIL	NIL	Nil
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	Gold medal University Level for Judo and Silver Medal University Level for Taekwondo	National	2	Nil	15002100 6549	Nakshatra K. Anil IIBCom
2016	Gold Medal Inte runiversit	National	5	Nil	1601120024	Geo Jos IBA Economics

	y Level for Athletics-High Jump					
2016	Gold Medal National Level for Athletics-High Jump	National	4	Nil	1601140018	Manu Francis IBA English
2016	Gold Medal District Level for Power Lifting, Weight Lifting	National	4	Nil	1601100031	Kriti Kumari IBCom
2016	Gold Medal District Level for Judo, Gold Medal University level for Wrestling	National	4	Nil	1602110004	Biyas A B I Mcom
2016	A Grade from MGU for Classical Music (Vocal)	National	Nil	1	150021085058	Nanthu Bhaskar A V BSc Chemistry
2016	Gold Medal for Wrestling	National	1	Nil	150021101494	Joel Joseph Prasad IIBSc Aquaculture
2016	Silver Medal for Judo	National	1	Nil	1601060029	Lekha A F IBSc Chemistry
2016	Silver Medal for Taekwondo	National	1	Nil	1601100025	Jewel T Francis I BCom COMPUTER APPLICATIONS
2016	Silver Medal for Power Lifting	National	1	Nil	1601330047	Thomson K J IBCom

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

The College strives to promote a sense of responsibility for their growth and understand their obligations as members of a democratic society. The College fosters in students the desire to learn, think clearly and express themselves effectively, the habit of analytical and reflective thought, and an awareness of themselves, their heritage, other cultures, and their environment. The Students Union executive members are elected from the class representatives who are selected through the secret ballot. The Union consists of a Chairperson, Vice-Chairperson, General Secretary, two University Union Councillors, Arts Club Secretary and Student Editor. The College Union organizes various extracurricular activities on the campus like the Arts Fest, Sports Fest, Onam and Christmas Celebrations, Exhibitions and many other capacity enhancement activities. All students' related activities are carried out under the leadership of the College Union, advised and facilitated by the Office of the Dean, Student Affairs. All critical decisions are taken in the joint meetings of the union executive members, class representatives and association secretaries, which are convened regularly. The student representatives express their views and raise opinions in a democratic spirit. The main aim of the Student Council is to promote the overall development (academic, professional and individual) of students by engaging them in various activities relating to arts, sports, and culture to enhance their leadership skills. The Union members work in partnership with their teachers and the College management in the spirit of the Colleges mission statement to promote intellectual and personal development. There are several active clubs in the College, and the students actively participate in the clubs activities. The primary active clubs in the College are the Debate Club, Football Club, Tennis Club, Hockey Club, Cricket Club, Basketball Club, Volley Ball Club, Athletic Club, Indoor Games, Gymnasium, Martial Arts, Badminton Club, Table Tennis Club, Mind Sports, Film Club, etc. The institution includes students in various events organized in the institution. Student associations organize various co-curricular and extracurricular activities like Sports, Annual social gatherings, and other social outreach programs. In addition, the Department Associations organize course oriented talks and discussions. During the academic year 2016-2017, the Student Associations of different Departments observed important days like National Festivals, Birth/Death Anniversaries of important leaders, International Women's Day, Human Rights Day, National Unity Day, International Yoga Day, Sports Day, Non-violence Day, Teachers Day, Fresher's Day, Farewell Party, Joy of Giving Week, World Literacy Day, World AIDS Day, World Kidney Day etc. All the activities help to promote a collaborative culture amongst the students and highlight their social commitment.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Annual General Body of the Alumni Association of St. Alberts College (Autonomous) was held on 22nd May 2016. Forty members were present for the same. After the annual report and the financial balance sheet were approved, the executive members of the association were elected. It was decided that the

Executive Committee Meeting would be conducted every second Friday of the month at 5:30 pm. The committee also decided to organize a special Membership Campaign and also to start foreign chapters of the Alumni Association. The Association supported the Albertian International Education Expo 2017 and also sponsored Rs 11,000/- as the prize money of the coupon for lucky draw. The Alumni Association of St. Alberts College organized the 5th Teresa Mathew memorial All Kerala Intercollegiate Table Tennis Tournament and the 7th Josephine Lawrence Memorial Table Tennis Tournament for the alumni of St. Alberts College. There were also seminars organized on the topic Cybercrimes and Cyber Law in association with the Department of Computer Science and on Injuries Prevention, Cure Rehabilitation in association with the Department of Physical Education. The Alumni Association sponsored Christmas Celebrations and Onam Celebrations of the College during 2016-17.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1. St Alberts College has adopted participatory governance to build commitment and develop initiatives within work teams. This promotes a genuinely collaborative culture in the Institution that will positively impact every stakeholder and creates a community culture based on collaboration and valorization. The College has put in place management strategies where faculty members holding administrative positions, key administrative officers and other faculty members are actively involved in decision-making processes. Thereby they utilize the full potential of the intellectual and emotional human capital available in the College. The College is decentralized to a great extent by a delegation of responsibilities to Vice- Principals, Heads of Departments and Coordinators. They are granted spaces and positions of significance and are sought out for the discharge of various duties and functions. The Committees conducts periodical meetings to plan, execute, monitor and evaluate the intended activities for the current academic year. The benchmark is set for every activity to ensure quality administration through concerted efforts of all stakeholders. Democratic values are upheld, the worth and merit of all members, who make up the centre of excellence that St Alberts College strives to be, are recognized. The organogram of the College lists out the division of duties under the different categories and committees with a well-drafted protocol of command and supervision. Decentralization of authority and ensuring participative management is thus realized on and off the campus. All functions of the College are clearly drawn out and divided among the committees, with interests and potential of coordinators and members being taken into consideration during the allotment of duties. The College has an Operation Manual that lists out the duties and responsibilities of every Committee. The activities conducted are evaluated, and gaps are identified for future actions to be taken. The College has a Principal, a Vice Principal, a Bursar and Deans holding different Offices. They are members of statutory committees and oversee staff recruitments, allocation of funds from UGC and autonomy grants, disciplinary issues, and acts as advisory to the Chairman. The Bursar handles all financial responsibilities, fund allocations, etc. The Bursar also oversees the maintenance of the College campus and property and the housekeeping and other contract staff who are employed. 2. Some of the committees in which students play a major role through volunteerism are the cultural and sports committees, NCC and NSS. Faculty members functioning in the library committee, finance committee, IQAC, website, placement committee, etc. help in building a student-centric culture. Every three years, the composition of different committees is changed to ensure a fresh flow of ideas and strategy. The College Governing Council takes care of the implementation of facilities for the

Institution to support effective teaching-learning and research aspects. The Deans as well as the Heads of the various Departments act as a link between the Principal, students, and staff members. The Heads handle subject allocation, time table, internal evaluation, student attendance, and follow-up, etc. The Departments organize programmes/seminars and the faculty and students are given key responsibilities there. The Arts and Sports Committees, NCC and NSS organize student and society centric programmes.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
<p>Curriculum Development</p>	<p>The College adopted the Syllabus framed by MG University, Kottayam for the Undergraduate and Postgraduate Programmes from 2016 admission. Inclusion of relevant certificate programmes and programmes like AELP (Albertian English Learning Programme), WWS (Walk with the Scholar), and SSP (Scholar Support Programme) offer specialized education and training in fields that require specific skill sets. The curriculum was placed for approval by the Department in the Board of Studies (BOS) which was constituted as per prevailing norms of the Mahatma Gandhi University that included members from industry, representation from students and alumni. It was then placed for approval in the Academic Council. The curriculum was, thus, finally placed for ratification before the Governing Council after incorporating the suggestions from members of the Academic Council. The curriculum is in congruence with the regulations of the UGC and the Mahatma Gandhi University and seeks to fulfil the vision and mission of the College, upholding the values of gender sensitization, environment awareness, soft skill development, communicative and human resource management skills.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The College Library is a crucial resource of information for the academic community. The Main Library is located on the main campus and has two floors with 791 Sq. m. It is spacious and has a total seating capacity of 100—an extension of the main library functions in the Albertian Institute of Management Campus. Library automation started in 1997 and is fully automated</p>

now with the ILMS software Book Magic, which provides a user-friendly interface and can be used to locate books, periodicals, documents in the Library, and their issue status. The Library has a rich collection of rare books of International, National and Regional importance and manuscripts, special reports and many other knowledge sources. The exclusive rare book collection of 7 series, having around 175 volumes published before 1975, is available in the Library. They have been categorized as: • Rare Book Collection Open Source: <http://statelibrary.kerala.gov.in/rarebooks/> • Personal Collection of Rev. Fr Augustine Konnully, an eminent Mathematician and Sri. Ponjikkara Raffi, an Eminent Malayalam Writer. • A Dictionary Collection • An Encyclopedia Collection • One set of Thaliola • Digital Repository Collection Special sections are maintained for Reference, Periodicals, History, and Career Guidance etc. The Library is open from 8 a.m. to 6 p.m. on all working days. A library Committee that includes the representatives of Teachers and students help to direct the library services. At present, there are 27451 textbooks, 37415 Reference books and 16 journals and 265 CDs/Videos in the Library. The Library facilitates Web - OPAC remote access to users, and students can access the e-library from anywhere 24X7 with internet access.

Industry Interaction / Collaboration

The curriculum of both UG and PG has a component of internship. Hence students have to undergo a month of internship and get exposure from work settings. Through this, many linkages are created for industry and academia interaction. All Departments regularly organize guest lectures, endowment lectures, seminars, conferences, workshops and other academic activities always in collaboration with the industry. A representative from the industry is always a part of curriculum development of the College. The College has been working diligently towards aligning the academic and extracurricular activities towards an industry-oriented engagement to achieve high standards of intelligence and employability skills among the students. Linkages and MoUs signed

between the College, its various departments, and external entities form the foundation for a sound industry-academia interface. Industry interaction is also promoted by encouraging internships during the holidays and vacations, industrial visits, interaction with experts and invited talks. The College is proactive in maintaining Industry-Academia interactions and the various avenues where collaborations exist are as follows: • Guest Lectures/Interactions by Industry Experts • Companies Visit for Student Placements • Companies Acceptance of students for Internship/Organization Study • Signing MoUs • Professional Body Memberships • Advisory Committee and Board of Studies of the Institution have Experts from the Industry

Admission of Students

The initial steps of the admission process are done online, and admissions are based on merit, and the College follows the same reservation policy given by the parent university. Online application method is adopted by the Institution that is arranged efficiently through the College ERP run by the Admission Committee under the supervision of the Principal and the guidance of the Office Superintendent. The admission portal of the College Website contributes to timely and excellent dissemination of required information. The intimations regarding the same are sent to students and guardians through email and messaging. A database of details of applicants and applications are maintained systematically. Transparency is maintained with the publication of the various lists. All government stipulations and reservation mandates are adhered to. St Albert's College follows an inclusive admission policy which is unique and dynamic. Applicants from diverse social, cultural, economic, ethnic and geographical backgrounds are welcome. Assessment of the learning levels of freshly admitted students is an integral part of the post-admission process of the College. Though admissions are based on merit, the College carries out a separate assessment to understand the larger spectrum of their learning levels. The students are given a pre-assessment

	<p>orientation to explain the need for assessment and its impact on their growth at Albert's.</p>
<p>Human Resource Management</p>	<p>The Institution views the management of human resources as a pivotal factor in quality improvement, particularly in a fast-paced global environment. All processes and objectives of the Institution are aligned with its mission, vision, values, and goals. Following the mandates of the HR Policy ratified by the Governing Body of the College, recruitment is carried out as per the guidelines of UGC, Mahatma Gandhi University and the Government of Kerala, and the Chairman appoints staff for aided and management vacancies. The Chairman of the Planning Committee is responsible for the enhancement and maintenance of infrastructural facilities of the College with the help of administrative staff and the maintenance team. An Academic Staff Performance Indicator has been duly implemented since the academic year 2014-15. The performance indicator incorporates lectures delivered, remedial learning programmes, and supports extended to slow learners to enhance their competency. It also throws light on the staff members' research efforts, publications, and organizing and attending conferences and academic programmes. It encompasses details regarding various awards, honours and recognition conferred upon them and their different administrative responsibilities. The PBAS is submitted to the management for appropriate actions. The Training and Development Office and the IQAC organize several orientation and enrichment programmes for the staff. The staff also attend orientation, refresher and short term courses to upgrade their subject knowledge and, in some cases, are sponsored by the Institution to enhance the quality of teaching. The faculty and staff contribute to and lead various committees according to their potential and interests. They are encouraged to participate in multiple academic forums and engagements by disseminating information regarding such opportunities and subsequent support.</p>
<p>Research and Development</p>	<p>The College has a research monitoring</p>

committee under the Office of the Dean, Research. The Office strives to create a better scientific world through research and publications and training teachers and students. The Research wing organizes International/National conferences on the chosen themes under their domain periodically. It organizes seminars/workshops/training programmes regularly to motivate students and teachers to become good researchers. There is a well-equipped instrument facility with HPLC, GC, IR, UV, high-resolution microscopes, thin layer coating, ultracentrifuge, water analysis etc. Funding for research is granted by DST, DBT, RUSA, KSCSTE etc. The Albertian Knowledge Summit is an international conference on multidisciplinary research, a month-long programme, was initiated in the academic year 2016-17. The AKS aims to assemble like-minded intellectuals and professionals to trade ideas, thoughts, and views related to a specific topic in every discipline. Specialized knowledge from the Industry experts is shared, creating an effective learning environment and improving teaching-learning aspects. AKS is the best platform for the dissemination of research output to society. AKS witnesses a multidisciplinary confluence of the scholars, and this aids cross-disciplinary engagement, which contributes to developing novel discourses in various disciplines, ensuring a healthy and productive research environment. There are six research centres where knowledge sharing and knowledge creation go hand in hand. Knowledge is created through practice, collaboration, interaction, and education, as the different knowledge types are shared and converted.

Examination and Evaluation

With the advent of autonomy, the College has gained flexibility in the conduct of examinations. The examination schedule prepared at the beginning of the year is strictly adhered to, ensuring the meticulous conduct of exams, publication of results and completion of related formalities. The Office of the Controller of Examinations works dedicatedly to ensure the smooth flow of duties. A section works towards

arranging physical facilities of examination, invigilation duties, and disseminating awareness among students on academic integrity and ethical practices. Evaluation is continuous and objective, with Departments adopting various methods, including online tests, open-book exams, viva and quizzes. Test papers, quiz, seminar, group discussion, panel discussion, field visit and written assignment form part of the internal assessment. As attendance is marked using the ERP, those students with less than 75 attendance in papers concerned in a semester are blocked from examination registration. IT integration in examination includes question paper generation from the question bank, marks entry and the online publication of results through indigenously developed software. The answer sheets are bar-coded for blind evaluation so as to ensure the anonymity of the student. The answer scripts are double evaluated to ensure impartiality in corrections. Focus is laid on timely assessment and publishing of results. The Institution also supports students with benchmark disabilities (Divyangjan) as per the UGC guidelines.

Teaching and Learning

The College has been oriented towards Outcome Based Education and offers flexibility in the teaching-learning methods adopted. The annual academic calendar is designed and disseminated at the start of the year for the smooth functioning of all curricular and extracurricular events. All Programmes have the formal pedagogy of teaching and learning within the curriculum with stipulated marks and grades such as assignments, seminars, projects, field trips, industry visits, internships, lab work, and online courses. In addition, PG and UG students submit projects after research on socially/academically relevant areas for their dissertation. Detailed planning of course delivery is done at the beginning of the semester. There is academic progress monitoring at the Department level during the semester as well as a mid-term review of the subjects. Review of course completion report is done at the end of each semester. Compilation and analysis of students feedback on the teaching-

learning process help to adopt corrective measures where required. Faculty Development Programmes on the latest teaching and learning technology are conducted every year. A student-centric approach is adopted where innovative teaching techniques and the development of online teaching materials are given priority. Quality improvement strategies in the area of teaching and learning are consequent to the periodic review of existing pedagogies, taking into account performance indicators, results, programme objectives and outcomes. A variety of strategies are deployed, prioritizing teacher quality and learning outcomes. They include training programmes and workshops based on different faculty groups needs and promote content-specific faculty development programmes

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

E-governance area	Details
<p>Student Admission and Support</p>	<p>St Albert's admits students based on merit and preferential options in admission for young aspirants from marginalized societies. The College offers academic, financial and personal support services, such as Scholarships, Special English Programmes, Supplementary Education, Special Coaching, Remedial Programmes, and Personality Development through Life Skills, Art and Literature, etc. One of its chief focuses is empowering students from marginalized society to face the challenges in life with dignity. 943 students received the government scholarships and 6 students received various management scholarships to the tune of Rs.6864321 and Rs.60000 respectively in 2016-17. Reputed companies visit regularly, and some students are recruited while most students pursue higher studies. The college ERP takes care of the complete admission process for various programmes. The student applies through the college ERP, and the user can scrutinize the application and the schedules for allotments. The weightage for components can be set in the ERP, and the final rank list produced. The applicants can track the application status in the ERP. The system sends SMS and mail for each activity that happens</p>

in the admission system to update the details to the applicants.

Examination

The College has self-developed an ERP system for Examination. Infrastructural facilities for the conduct of examinations, including computer systems, heavy-duty printers, scanners, cameras, exclusive software, and vigorous checking mechanisms, are provided to the Controller of Examinations Office. Prime effort is taken to establish integrity and confidentiality. There is complete automation of all examination procedures, from registration, issue of hall ticket, online entry of marks, generating mark lists and online transcripts. The College has a self-developed Question Bank, the first in Kerala where teachers enter questions for each course. For the end semester examination, the question paper is computer generated and the scheme is also automated. Internal marks entered into the ERP by teachers and End Semester Examination results are made available online through Student Portal.

Planning and Development

Strategic Planning is done before the start of every academic year. The College has self-developed an ERP system for planning and development, and this option in the ERP helps the staff and the authority to manage and plan their activities. The EDUALBERTS staff portal allows the staff enter and view online aspects related to courses they teach, internal marks of students, questions in the question bank, timetable, teaching plan, and even record their feedback. The timetable management helps the faculty pre-plan their classes and work out the assignment schedule for the students. The faculty can also view the students' daily or overall attendance reports and notify them about the same. For the conduct of each activity, Departments and units are expected to use the activity sheet in the EDUALBERTS site to book the activity in advance and submit a detailed report through the ERP portal on various aspects of the activity conducted including the resources utilized. The leave management option has also been created to help staff manage their leave. The

Action Plans, Action Taken Reports and Proposals for the conduct of various programmes, seminars and other academic and co-curricular ventures are collected, digitally maintained, reviewed, and regular follow up done by the IQAC.

Administration

The College has a data management system through ERP covering various aspects of academics and administration. Students' attendance, continuous internal assessment marks, registration for different programmes and purchase of multiple requirements of Departments and centres are effectively and efficiently managed through the ERP system. Timetable management helps in creating or editing timetables and swapping the classes. Student feedback about the course and the faculty is used as a review mechanism to enhance the teaching-learning process. The ERP produces reports, which can be used to manage the students' activities, programmes and different courses. The ERP also has an option to add events batch-specific and for the entire College. There is a provision for online payment. Various options in the college ERP helps in the management of all the programmes and courses for each semester and manage the users of the college ERP. This system enables a foolproof mechanism for documenting, monitoring and controlling various financial, academic, and administrative transactions.

Finance and Accounts

The Finance Committee prepares the budget for the academic year considering the Departments requirements, various units, research units, and Offices. Tally 9 software is used for the purpose of Finance and Accounts Management. The Finance Committee strategizes the multiple measures of raising funds and keenly inspects the monitoring and controlling of such usages as well. The Committee also looks into the submission of duly audited statements of sources and application of funds for the academic year. The budget is presented before the Executive Committee for its approval. The Committee approves the raising of funds and utilization of the same as per details specified in the

budget. Income and Expenditure are closely monitored by the Bursars Office, Finance Committee Chairman and the Principal. The College has adopted the proper procedure for the purchase with the help of ERP. Various checks and balances are created for well-defined and monitored purchases according to the various requirements of the College with the help of the Purchase Committee. The College monitors the utilization of expenditure of the Departments and various units. Fund requirements that are not budgeted but required on special permission are usually considered. One of the core activities of the ERP system is the management of finance. The competent authority manages the additional fee payments by the students by creating the fee structure, viewing online payments, instant payments and the fees due, managing refunds and generating the fee payment report. The ERP is also used to control various tally imported financial data to produce multiple MIS.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	Fr Antony Arackal	Xavier Board Meeting	Xavier Board	2700
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	Innovative Methodologies in Teaching and Learning	Nil	21/07/2016	21/07/2016	45	Nil
2016	Training Programme	Nil	31/08/2016	31/08/2016	54	Nil

	on Curriculum Framework					
2016	Talk on Recent Trends in Research Methodology	Nil	20/09/2016	20/09/2016	36	Nil
2017	Lecture on New Dimensions in Higher Education	Nil	01/02/2017	01/02/2017	24	Nil
2016	Training Programme on Accessing E-Resources	Nil	16/11/2016	16/11/2016	21	Nil
2017	Lecture on Environment Protection for the Economic Wellbeing of the Society	Nil	23/08/2016	23/08/2016	49	Nil
2017	Academic Retreat and Strategic Planning	Academic Retreat and Strategic Planning	24/05/2017	26/05/2017	123	36
2016	Nil	Training on MS Office	05/09/2016	30/11/2016	Nil	36
2016	Nil	Training on Tally software	01/12/2016	20/01/2017	Nil	19
2017	Nil	Training on Website Updating	17/04/2017	15/05/2017	Nil	12
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course - Quantum Mechanics offered by	1	01/05/2017	14/05/2017	14

Institute of Mathematical Science , Chennai				
UGC sponsored Orientation Programme	1	10/08/2016	06/09/2016	21
Capacity Building Workshop Sponsored by Department of Higher Education, Government of Kerala	1	07/01/2017	07/01/2017	1
Refresher Course - Academic Retreat and Strategic Planning "To transform and to lead "organized by St. Albert's College	123	25/05/2017	27/05/2017	3
Orientation course for Programme Officers of NSS	1	21/07/2016	27/07/2016	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
107	107	46	46

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> All benefits provided by the government given to aided staff (teaching and non-teaching)- Onam and Christmas bonus, DA arrears, health insurance, medical leave/maternity leave, PF, GIS, SLIS, GPAIS etc. Staff of the aided stream are encouraged to go for FDP, Orientation and Refresher programmes • On Duty leave/permission to 	<ul style="list-style-type: none"> All Government sanctioned benefits for aided staff • Workshop on Safety measures • Allowed to pursue higher studies through distance education mode • Training for improving computing, communication skills and office filing systems. • Staff encouraged to write exams for career promotion. Health Insurance • Loan Facility 	<ul style="list-style-type: none"> Scholarships • Department Associations • Student Clubs • Fund for Sports, Arts Programmes from Cooperative Society

attend Seminars/Workshops /Conferences at the National and International Level and as Resource Persons/Consultancy within the campus and to other organizations A scheme of provident fund (EPF) was introduced for the teachers who work in the self-financing • Health Insurance (ESI) for Self-financing stream teachers • Annual Family Get together • Loan Facility from the Cooperative Society Scholarship for children of members of Cooperative Society • Preference for admission to different programmes in the College for children of staff members.

from the Cooperative Society Scholarship for children of members of Cooperative Society • Annual Family Get together • Maternity leave facility • Medical leave • Preference for admission to different programmes in the College for children of staff members.

6.4 – Financial Management and Resource Mobilization

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

External financial auditing is done by an auditor who is duly approved by the Governing Body. The external auditor conducts the audit after the close of the financial year. The external auditors are KT Antony Sons, Chartered Accountants who complete the statutory audit process and assure the Institution of various compliances. The auditor examines the books and records, income and expenditure statement, balance sheet, and internal audit statement. No audit objections have been raised by the external auditors so far. Apart from the regular systems in place for auditing, the Office of the Director of Collegiate Education carries out the audit regularly. All queries raised by these government bodies are duly clarified no queries remain pending to date. The entire system of auditing comes under the follow up of the Finance Committee.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Jeevan Dhara Scholarship and Scholarship by Department of Business Administration	22356	NIL
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6.4.3 – Total corpus fund generated

257000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Internal Audit Committee, St Alberts College Autonomous, Ernakulam
Administrative	No	Nil	Yes	Internal Audit Committee, St Alberts College Autonomous, Ernakulam

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

1. Parents Teachers meet/Open House is conducted regularly once in a semester. They support the management with their valuable feedback on the curriculum and infrastructural facilities in the College. Some parents are also the alumni of the College henceforth they are actively involved in various activities of the College 2. The Induction Programme of the College Schola Brevis 2016 was conducted with the involvement of the PTA. An Orientation talk for the parents of the newly inducted students was conducted. 3. Agrotsav - A day with the Aggarwal Community was conducted as part of the ethnicity programme of the Cochin Heritage Centre of the College in collaboration with the PTA.

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

- Training on MS Office
- Training on Tally Software
- Training on Website Updating

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

- Autonomous status: College achieved Autonomous status.
- Constituted Boards of Studies: Constituted Boards of Studies of various disciplines, Academic Council and Governing Council, Statutory committees as proposed by UGC
- Data management system through ERP covering various aspects of academics and administration
- Automation of Admission and Examination system
- Digitization of Library: It is with the BOOK MAGIC software along with access to NLIST, INFLIBNET, and OPAC that ensures remote access to information at all terminals
- Albertian English Language Programme (AELP) introduced
- MoUs: Entered into linkages with various Institutes, organizations, and Universities to foster industry academia interfaces and initiated international collaborations.
- Professionalization of Consultancy services: The College has evolved a consultancy policy and a constant effort has been made to encourage staff to take up consultancy projects
- The concept of Albertian Educational Expo with the theme of Knowledge for All in Society was conceived.
- Albertian Space Observatory equipped with an array of state-of-the-art equipment including an 11- inch Schmidt-Cassegrain Optical Telescope, Motorized Observatory Dome, CCD Cameras, Photometric Devices
- Albertian International Knowledge Summit- An international conference on multidisciplinary research, a month-long programme, was conceived
- Green Energy project - 40 kV solar power grid installed
- Ethnic Assimilation- fostering the celebration of ethnic diversities to help students reconnect with the country's traditional and cultural roots.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal

Yes

b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Albertian International Educational Expo	01/09/2016	25/01/2017	28/01/2017	2000
2017	Albertian Knowledge Summit	01/09/2016	25/01/2017	28/01/2017	2000
2016	Formation of Department Quality Assurance Cell	01/06/2016	01/07/2016	01/07/2016	16
2016	Career Guidance and Placement Strengthened	01/06/2016	06/06/2016	06/06/2016	17
2016	Online attendance	01/06/2016	01/06/2016	01/06/2016	22
2016	Feedback from Stakeholders	01/06/2016	12/09/2016	12/11/2016	1300
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Remembering the Great Mother - Paying Tribute to Mahashwetha Devi	01/08/2016	01/08/2018	45	19
Postmodern Narratives and Gender Studies	10/10/2016	10/10/2016	55	12
Women empowerment programme-	20/10/2016	20/10/2016	25	10

		community					
2016	3	3	01/08/2016	15	Swachh Bharath Pakhwade	Cleaning drives	200
2016	1	1	15/08/2016	1	Gandhi statue cleaning	Cleaning drives	50
2016	2	2	15/08/2016	1	Save river Periyar Campaign	Environmental protection	200
2016	3	2	24/09/2016	120	Launching of Bin it India program	Importance of placing the wastes in the bin and avoid the throw away culture	200
2016	2	2	02/12/2016	1	AADRAS 16 stem cell donor registry drive	Medical camp	200
2016	2	2	08/12/2016	1	Haritha Keralam	Campus cleaning drive	200
2016	2	2	10/12/2016	1	Greening our mind and home program-distribution of saplings	Environmental protection	200
2016	1	1	26/12/2016	1	Novel program	Literacy program	100
2016	2	2	25/06/2016	1	Fire Practice	Defense techniques	20
2016	2	2	02/08/2016	1	Cleaned Fort Kochi beach	Cleaning drives	120

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
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St Albert's College prescribes the code of conduct for students in the College Handbook and Calendar. The Code is applicable to all students, which includes all students pursuing undergraduate, postgraduate, or doctoral studies. Along with the general code of conduct prescribed by the Statutory Regulatory Authorities, the College has certain mandatory requirements. Albertians have an obligation to conduct themselves in a manner compatible with the College's norms. Admission to St Albert's Autonomous College carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the Society. They should refrain from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons. Every student in the College is expected to be involved only in activities that are likely to maintain the reputation of the

		College. Each student should behave respectfully with all.
Human Resources Policy and Procedures Manual	09/06/2016	The legitimacy, credibility, support, and autonomy of St Albert's College Autonomous rests on the quality of its activities and services related to teaching and learning, research and outreach, as well as the integrity and transparency of its procedures. The Human Resources Policy and Procedures Manual normally addresses matters to related conduct of teachers/non-teaching staff such as teaching, learning, evaluation, relationship with the students, associated staff, management, parents duties and responsibilities with moral professional ethics, human values, external services, dedication and integrity of the teacher towards the College. The ethical standards of conduct articulated in the Human Resources Policy and Procedures Manual is applicable to all members of the academic community, including institutional leadership, faculty members, and administrative staff and is disseminated widely within the Institution to ensure understanding and ownership by all

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Swatch Bharath Pakhwada	01/07/2016	15/08/2016	100
Observing International Youth Day taking	12/08/2016	12/08/2018	100

Swatchatha Pledge			
Independence Day Celebrations	15/08/2018	15/08/2018	60
Save River Periyar Campaign	25/09/2018	25/09/2018	5
Teachers Day Celebrations	05/09/2016	05/09/2016	200
BIN it India	24/09/2016	24/09/2016	200
River Day Celebrations	03/10/2016	03/10/2016	25
Observing Rashtriya Ektha Divas	31/10/2016	31/10/2016	30
World Aids Day Celebration	01/12/2016	01/12/2016	200
Trekking Camp at Himachal Pradesh	11/07/2016	18/07/2016	2
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

A Green Protocol with a specific set of measures is implemented across all the Departments and Offices on the campus. The College has adopted a number of green practices on the campus for ensuring environmental consciousness and sustainability. Clubs such as Nature Club and the ENCON Club enable the students to share their responsibilities in maintaining a healthy environment and to take steps to avoid environmental degradation in their individual capacity as well as in a group. The College has made significant initiatives to fulfil the slogan in the Green Protocol -Reduce, Reuse, Recycle. Most Departments facilitate online submission of project reports and assignments as an important step towards reducing paper usage on campus. Segregation of bio and non-bio degradable waste at source, prohibition of burning plastics, planting of plants on the campus etc. are other practices to enhance green campus. Awareness Programs, Poster Designing competitions, Observance of World Environment Day, Ozone Day, Wetland Day, Workshop on eco-friendly pens, paper bags and cloth bags, use of solar panels to minimize the usage of electricity, Energy saving LED lights, etc. are the various initiatives of the College to enhance the environmental, economic, and social well-being of communities, minimize use of natural resources and reduce its impact on the environment. Clean Green Campus is the watchword of St Albert's College (Autonomous). The College maintains the campus green, clean and eco-friendly. The NSS Unit and NCC Units are actively involved in propagating green campus campaigns through meaningful activities. The College celebrates all days connected with nature and the environment and invites eminent environmentalists and activists to deliver lectures. The College practises Hazardous Wastes Management. The Department of Chemistry is currently managing chemical wastes by reducing the use of toxic chemicals in the practical classes. Analyses involving toxic metals are removed from the syllabus of practical classes. Organic chemicals used for practical classes are reduced in volume. Solvents used for the analysis are recycled.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Digital Campus - It was on August 20, 2014, that Prime Minister Shri.

Narendra Modi gave approval for Digital India, a flagship programme of the Government of India with a vision to transform India into a digitally empowered society and knowledge economy. St. Albert's College (Autonomous) has always considered digitalization as one of the prerogatives in institutional development, and initiated its digitalization process in the same year, starting off with admissions. The College Management has given priority to the vision of the National Mission on Education through ICT (NMEICT) to leverage the potential of ICT, in teaching and learning processes for the benefit of all learners. Keeping up with Kochi evolving as a smart city, St. Albert's College (Autonomous) also aims at becoming smart, beginning with educational initiatives and then spreading to other aspects too.

Title of the Practice:
Drishti - "Drive for the Digital"

Objectives of the Practice:

- To align ourselves with the national mission - Digital India.
- To develop an in-house ERP solution.
- To develop a tailor-made E-learning platform for St. Albert's College.
- To enable blended learning.
- To impart technology based education to students.
- To enhance the digital infrastructure of the campus, to promote online learning.
- To design and create a full-fledged examination module incorporating the processes from question bank creation to grade card generation.
- To transform the college into a paperless campus.
- To expand the e-governance practices on the campus.
- To digitalize the various processes of the College to enhance transparency and avoid duplication.
- To improve the digital literacy and digital skills of the students.

The Context: St. Albert's College has always considered nation-building as one of its missions and hence the Digital India Programme was given priority in its Institutional Development Plan. The management and IQAC of the College have taken special attention to bring in state-of-the-art facilities to equip the college to be digitally smart in every aspect including educational services, management information system, digital documentation for paperless office, examinations etc., to name a few.

The College has been in the forefront in equipping the teaching and student communities with updated skills in the realm of information technology giving utmost importance to the smooth conduct of blended learning as envisioned by the UGC. This has initiated a transformation in the teaching and learning processes of the Institution, as well as the competence of students in their respective streams of learning.

The Practice: The College had already developed and established the 'online admission portal' in the academic year 2014-15, becoming the first aided-college in Ernakulam to have conducted the admission process through online registration. In the academic year 2016-17, the College significantly improved upon the already existing system by establishing the "EduAlberts Portal" which encompasses the Faculty Portal, Student Portal, Examination Portal, and Student Feedback Portal. The College also installed its own local webserver to host EduAlberts Portal considering the security aspects and confidential nature of the same. The online faculty portal enabled the faculty members to document and update details regarding the faculty profile, the courses they taught, time-table, student attendance, internal marks, etc. The EduAlberts Student Portal was set up to be used by the students where they would be able to login using their roll number and date of birth, enabling them to keep track of their attendance, results, updating certificates and details of their participation in academic as well as extra-curricular activities, awards/honours received, details regarding certificate courses, scholarships received, fees, etc. EduAlberts Examination Portal was set up to aid the examination wing to manage the online question bank, student details, generation of hall tickets, examination timetable, entry of marks, assigning Invigilators, publishing the results, etc. The examination portal also included the question bank portal connected to the faculty portal so that faculty members could add questions to the existing question pool, each semester to strengthen the online question paper generation system. The College installed a local web server (HP DL-380 Gen-9 rack server) to host the EduAlberts Portal.

Evidence of Success:

- Student attendance, internal marks etc. were recorded

using the EduAlberts portal. Student profiles were generated using the EduAlberts portal, enabling tutors to access student details via the faculty portal. • Received positive feedback from students regarding the implementation of EduAlberts Student Portal. • Question papers for the UG and PG semester 1, semester 2 examinations were prepared using the Question Bank facility. The quality of questions was ensured using computer-generated question papers. • Entry of Marks was done through the examination portal. • Problems Encountered Resources Required: • Frequent bug fixes had to be done in the initial stage • Network Bandwidth needs to be upgraded

2. Sparsh: Solidifying Solidarity Objectives - 1) Induction of Social Outreach Committee with the aim of organizing outreach programmes of departments. 2) Help bridge gaps found in accessibility to basic requirements in society. 3) Ensure committed continuation of previously initiated outreach activities. 4) Actively participate in the field with communities for the upliftment of society. 5) To generate a deeply ingrained urge to be informed about and be involved in community issues and causes among faculty/students. 6) To promote a spirit of solidarity with the oppressed, those in need and the under-privileged, among faculty/students. 7) To foster spontaneous and joyous responses to volunteering and social action. 8) To ensure participation and awareness of stakeholders within and outside the Albertian community. 9) To provide creative ways to tackle issues affecting general social wellbeing such as environment protection, academic and social extension, gender sensitization, energy conservation. The Context - St. Alberts College (Autonomous), Ernakulam takes Social Outreach as more than a responsibility. The students and staff of the college have always been deeply involved in various outreach activities in society. Slowly, these activities were organized, branching off into separate department and college-level activities. Keeping in line with the motto of the college, the Albertian family takes outreach to the heart of its action plan. In truth and service. Practices - Environmental Sustainability - • LED Lamp Assembling and Energy Saving Awareness Programmes - Conducted for various Residents' Associations. • Cleaning - NSS Unit 32 cleaned the campus and from PNVM hospital to High Court Junction for Swatch Bharat Pakhwada, the Gandhi statue at Kacherippady for Independence Day. • Let River Periyar Flow Independently - Student campaign on saving river Periyar from Pollution at High Court. • Bin It India- Programme launched with GAC Shipping Company for creating awareness among school students of Ernakulam on discarding waste in bins. • Pen Drive - Innovative student inclusive campaign to collect discarded plastic pens from the campus which would be handed over to the 3rd Kochi Biennale's creative installation. • Haritha Kerala Programme - A campus cleaning drive titled "Greening your Mind and Home" with Sri. Hibi Eden. • Swachh Albert's Programme - A campus orientation and cleaning event. • Charithragatha 2016 - Seven day camp at Govt. UP School, Oorakkad. A health survey was conducted in all houses, achieving the target of filling 8000 grow bags. • Environment Day - NCC Naval Wing cadets distributed and planted saplings in the campus. • Donations - NSS Volunteers donated 225 books to the school library and set up a vegetable garden with 80 vegetable seedling grow bags for farmers. • Cleaning - An Anganvady in Kakathuruth Panchayath was cleaned and painted by NCC Cadets. Education - • Navadarsan Junior Scientist Programme - Organized by the Department of Fisheries and Aquaculture for students of classes VIII, IX and X, lead into research. Students used the College Labs with the guidance of Department Heads and teachers. • PSC Coaching - Organized by the Department of Economics for students of the college post regular working hours. Helping Society and Medical Assistance - • Lebanah Aheb - House building project by the Department of English for non-teaching staff. • Parivarthan - Implemented at KM Government Upper Primary School, Eroor with sessions on hygiene, computer literacy etc. • Onam - The Department of Mathematics celebrated Onam at Mercy Home, Kacheripady. All members of the home participated in the celebrations conducted by students. • Aster Mims Aardra '16

- All Kerala Stem Cell Donor Registry Drive by the NSS with the support of STEPS TKMCE and DAATRI. 113 members registered to donate stem cells. • World Youth Day - NCC Naval Wing cadets cleaned the Fort Kochi Beach. • Blood Donation Camp - Conducted at IMA Voluntary Donor Blood Bank, Ernakulam in association with 7(K) Naval Unit NCC, Ernakulam. • NCC Day - Army Wing visited Providence Home for Elders, Kacherippady. Entrepreneurship - • Jelly Candle Making - Organized by the Department of Economics. The candles made were sold in the college. • Android Workshop - Organized by the Department of Computer Science for developing application software, designed for essential skills and experiences in developing applications on mobile platforms. Nation Building - 1) Legal Literacy Programme - Organized by NSS along with the Kerala State Legal Literacy Authority, TLSC,

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

<https://www.alberts.edu.in/wp-content/uploads/2021/12/Best-Practices-2016-17.pdf>

7.3 – Institutional Distinctiveness

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

Jnanam Sarvajartham (Knowledge for All) - The Academic Year 2016-17 was significant for many reasons. It was the first year post-academic autonomy. The Albertian English Learning Programme (AELP) was introduced for the I UG students to improve their proficiency in Communication skills in English. The teachers and students of the Department of English and Post Graduate Department of English students handle the classes. Curriculum restructuring workshops were conducted periodically during this year. The college started 14 certificate programmes, 2 value added programmes and provided On-the-Job training for students of various departments. For the first time in Kerala, the College started an automated examination system for all departments where teachers would upload questions into the question bank as per the curriculum and the automated computer system would generate questions for the end semester examinations. This automated system of examination was later adopted by many autonomous colleges and by the Mahatma Gandhi University, Kottayam. During this academic year, the College initiated an International Conference on Multidisciplinary Research titled the Albertian International Knowledge Summit (AIKS) to promote research and innovation. The focal theme of AIKS was "Knowledge for Everyone in the Society." AIKS was conducted for four days with 12 invited lectures in various disciplines by well known national and international resource persons. Apart from this, paper presentations by faculties, and paper and poster presentations by research scholars and students from various disciplines were also conducted. It is worth mentioning that the AIKS has become an icon of St. Albert's College (Autonomous), with a month dedicated purely for international academic discussions. The college also began the Albertian Educational Expo, an International exhibition conducted parallel to the AIKS. High school, Higher Secondary, College/university students from the arts, science, languages as well as engineering presented their innovative ideas, mostly of working models. Various industries and stake holders from all over Kerala participated in the event. The research activities of the college was strengthened during this year. The department of chemistry received a three year DST-SERB project of Rs. 22,20,000/- and a UGC minor project of Rs. 3,60,000/-. Students and teachers of the college actively participated in AIKS and Expo and apart from these, are also members of various statutory clubs formulated during the academic year. Aiming at knowledge and skill development in diverse sectors, the college has a number of clubs such as the Literary Club/ Sahityavedi, Quiz Club, Debate-Oratory Club, Film Club, Music Club, Fine

Arts Club, Nature Club, Photography Club, Encon Club, Theatre Club, Painting Sculpturing. Apart from these, various sports and other arts clubs were also brought together. The clubs actively involve in various activities related to their general aims of improving art, culture, science, environment protection, sports and health etc. The NCC of all the defense wings and the NSS also conducted numerous programmes.

Provide the weblink of the institution

<https://www.alberts.edu.in/wp-content/uploads/2021/12/Institutional-Distinctiveness-2016-17-1.pdf>

8.Future Plans of Actions for Next Academic Year

- The College is aware of the need for further updating the teaching-learning process in line with the advancing IT technology.
- To improve the pass percentage and placements
- To enhance research culture on the campus
- To have more national and international tie ups for research and teaching
- To train students to prepare for life beyond the campus
- To implement faculty and student exchange programmes
- To have more industry collaborations and MoUs
- To improve and update sports infrastructure facilities
- Efforts to be taken to encourage faculty for publication in high indexed journals, apply for patents and copyrights and use their research outcomes for innovations and start-ups
- To encourage faculty to undertake more consultancy services and generate resources.
- Measures are to be taken to motivate and prepare students for national eligibility tests
- Collection and analysis of Feedback from stakeholders in the online mode
- ISO Certification of the Institution