Yearly Status Report - 2018-2019

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.	**8330833334**
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. NISHA THOMJI VARGHESE**
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/2021/12/AQAR-2017-18.pdf

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/2020/03/2018-FARE-CALENDER.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	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**	**31-Dec-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

Electoral Awareness Programmes	30-Oct-2018 3	281
National Workshop on Intellectual Property Rights	26-Mar-2019 1	100
Career Talks	31-Jul-2018 4	300
Feedback from all stake holders- Parents, Alumni, Employers, Teachers	16-Oct-2018 60	1487
Albertian Star Contest (Best outgoing student)	29-Jan-2019 10	116
Academic and Administrative Audit (External Agency)	07-Nov-2018 3	15
Mentor Talks	20-Jan-2019 1	59
Albertian International Knowledge Summit	08-Jan-2019 10	1081
Syllabus Restructuring integrating OBE, Disaster Management, Gender Awareness, Ethics, Environment and Sustainability, Internship, and Employability Skills	30-Jul-2018 90	110
Academic Retreat and Strategic Planning for Teaching and Non Teaching Staff (To Transform and To Lead)	27-May-2019 3	186
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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
Individual	Early Career Research Award (EC Life Sciences)	SERB	2018 1095	2797162
Individual	Start Up Research Grant (Young Scientist) (EC Chemical Sciences)	SERB	2016 1095	2222000
Institution	Fund for Improvement of	Department of Science &	2013 1825	9351138

	Science & Technology (FIST)	Technology (DST), Govt. of India		
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)

Conduct of the Academic Retreat and Strategic Planning Workshop (To Transform and To Lead) for Teaching and NonTeaching Staff. A space for collaborative implementation, diversity and distinctiveness was created include desired institutional outcomes were identified and steps were taken to move from broad strategies into detailed objectives and action plans.

An external Academic and Administrative Audit was conducted from 7/11/2018 to 9/11/2018. Xavier Board of Higher Education in India, Bangalore conducted the audit to encourage Departments and the Institution to evaluate their quality processes and standards based on predetermined benchmarks. Activities required to produce, assure, and regularly improve the quality of the whole system in place including curricular and cocurricular programmes and activities and the infrastructure and support services were suggested.

Albertian International Knowledge Summit An International Conference on Multidisciplinary Research was conducted from 8/1/2019 to 17/1/2019 to assemble likeminded intellectuals and professionals to trade ideas, thoughts, and views related to a specific topic in every discipline.

Syllabus Restructuring integrating OBE, Disaster Management, Gender Awareness, Ethics, Environment and Sustainability, Internship, and Employability Skills was undertaken with an aim to develop a highly reliable space of higher education where a flexible curriculum approach together with a student centred pedagogy is advocated.

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.

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
Student Support Initiative	Active participation in peer learning, remedial coaching, innovative teaching, NET/Competitive exams coaching and mentoring
Revision of Stakeholders' Feedback System	Online Feedback from stakeholders was successfully conducted, analyzed and corrective measures taken
Integration of e learning and egovernance	Inauguration of smart class rooms and integration of e learning and egovernance was done by Hon. Justice(Retd) Sri. P. Sadashivam on 8th February 2019 • A new egovernance policy was implemented in the College. GSuite a brand of cloud computing, productivity and collaboration tools, software and products, developed by Google was installed.
Syllabus Revision incorporating Gender Sensitivity, Environment and Sustainability, Employability Skill and Ethics	Syllabus reworked with emphasis onGender Sensitivity, Environment and Sustainability, Employability Skill and Ethics for UG programmes
Syllabus Revision incorporating Outcome Based Education (OBE)	Syllabus reworked with emphasis on OBE for UG programmes
Department Audit (Internal)	Audited
Administrative and Academic Audit (External Agency)	Audited and Evaluated
Annual Performance Based Appraisal	Compiled
Academic Retreat and Strategic Planning	Conducted
Academic Calendar	Prepared and Implemented
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Executive Committee	04-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**07-Nov-2018**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**31-Mar-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton 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
No Data Entered/Not Applicable !!!			
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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
BA	English	10/12/1999	ENG5COT0117 – ENGLISH FOR CAREERS	01/06/2018
BA	Economics	01/06/1947	ECO2CRT0117 – MICRO ECONOMIC ANALYSIS I	01/06/2018
BA	Economics	01/06/1947	ECO3CRT0117 – MICRO ECONOMIC ANALYSIS -II	01/06/2018
BA	Economics	01/06/1947	ECO3CRT0217 – ECONOMICS OF GROWTH AND DEVELOPMENT	01/06/2018
BA	Economics	01/06/1947	PLT3CMT0117 – POLITICS - AN INTRODUCTION TO POLITICAL SCIENCE	01/06/2018
BA	Economics	01/06/1947	ECO4CRT0117 – MACRO ECONOMICS- I	01/06/2018
BA	Economics	01/06/1947	PLT4CMT0117 – INDIAN CONSTITUTION: SOCIAL ISSUES IN INDIA	01/06/2018
BA	Economics	01/06/1947	ECO5CRT01 – QUANTITATIVE TECHNIQUES FOR ECONOMIC ANALYSIS	01/06/2018
BA	Economics	01/06/1947	ECO5CRT02 – PRINCIPLES OF MACRO ECONOMICS	01/06/2018
BA	Economics	01/06/1947	ECO5COT01 – FUNDAMENTALS OF ECONOMICS	01/06/2018
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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
Nill	NIL	Nill

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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
No Data Entered/Not Applicable !!!		

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
Albertian English Learning Program (AELP)	01/08/2018	720
Albertian Happiness Program (AHP)	03/12/2018	720
Diploma in Psychology (MOOC Program)	10/08/2018	26
Diploma in Service Marketing (MOOC Program)	13/08/2018	7
Diploma in Web Design (MOOC Program)	17/08/2018	8
Diploma In Modern Human Resource Management (MOOC Program)	20/08/2018	3
Diploma In Business Communication Skills (MOOC Program)	03/08/2018	3
Diploma in Customer Service (MOOC Program)	08/08/2018	3
Diploma in Strategic Management (MOOC Program)	27/08/2018	1
Fundamentals of Network Security (MOOC Program)	24/08/2018	1
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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
BSc	Aquaculture	243
BVoc	Renewable Energy	111
MBA	Business Administration	81
BSc	Physics	57
BA	Economics	81

BCom	Taxation (SF)	50
BVoc	Logistics Management	130
BCom	Computer Application (SF)	51
BSc	Mathematics	57
BSc	Chemistry	78
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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
BSc	Industrial Fish and Fisheries	30	1126	37
BSc	Zoology	36	2778	37
BSc	Botany	34	2534	38
BSc	Physics	48	3290	53
BSc	Mathematics	32	2805	36
BSc	Industrial Chemistry	24	1796	28
BSc	Chemistry	48	3273	48
BCom	Finance and taxation	50	4655	64
BA	English	24	4593	26
BA	Economics	60	3323	61

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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
2018	2199	484	50	37	58

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	Numberof smart classrooms	E-resources and techniques used

| 151 | 151 | 17 | 26 | 10 | 23 |

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

St Alberts 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 insiders 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
2683	145	1:19

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
145	145	Nill	55	52

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
2018	Ms. Linda George	Assistant Professor	MOOC (UGC)

2019	Dr. Geo Jos Fernandez	Dean	Educational Leadership Award during the 26th Dewang Mehta National Education Awards
2018	Dr. Shahina N.K	Assistant Professor	The Kerala State Council for Science, Technology and Environment (KSCSTE), Women Scientist Division
2018	Dr. K Madhusudhanan	Assistant Professor	Best Encon Club (Runner Up), BPCL, Kochi Refinery
2019	Dr. K Madhusudhanan	Assistant Professor	Best NSS Programme Officer, MG University, Kottayam
2018	Dr. Nisha V.S	Assistant Professor	Best Paper Award in National Seminar on Sustainable Chemistry for Advanced Materials organised by Department of Chemistry, University College, Thiruvananthapuram
2018	Dr. Jitha G Nair	Assistant Professor	Best paper award at ICBI 2018 conducted by University of Kelaniya, Sri Lanka and TocH Institute of Science and Technology, Kochi
2018	Dr. Anna Ancy Antony	Assistant Professor	DST SERB
2018	Dr. Vibin M	Assistant Professor	JNCASR, Govt. of India
2018	Dr. Anisha S	Assistant Professor	The Kerala State Council for Science, Technology and Environment (KSCSTE)
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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-	Date of declaration of results of semester-

			end examination	end/ year- end examination
BA	ECO01	6	04/04/2019	17/04/2019
BA	ENG01	6	02/04/2019	17/04/2019
BBA	BUS01	6	04/04/2019	17/04/2019
BCom	COM02	6	11/04/2019	17/04/2019
BCom	COM01	6	01/04/2019	01/05/2019
BSc	AQU01	6	08/04/2019	06/05/2019
BSc	BOT01	6	11/04/2019	09/05/2019
BSc	CHE01	6	09/04/2019	03/05/2019
BSc	BCS01	6	02/04/2019	01/05/2019
BSc	CHE02	6	09/04/2019	03/05/2019
		[View File](#)		

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
Nill	2627	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 examination	Number of students passed in final year examination	Pass Percentage
ECO01	BA	ECONOMICS	58	45	78
ENG01	BA	ENGLISH	24	23	96
BUS01	BBA	BUSINESS ADMINISTRATION	32	30	94
COM05	BCom	TAXATION (SELF FINANCING)	50	50	100
COM01	BCom	TAXATION (AIDED)	61	58	95
COM02	BCom	COMPUTER APPLICATION	51	44	86
BOT01	BSc	BOTANY	39	27	69
CHE01	BSc	CHEMISTRY	56	50	89
BCS01	BSc	AQUACULTURE	30	26	87

MAT01	BSc	INDUSTRIAL FISH & FISHERIES	37	35	95
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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/?colfeedback=19&ftype=colyear

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
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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
National	Dr. Vibin M.	JNCASR Visiting Faculty Fellowship	01/04/2019	JNCASR, Govt. of India
National	Dr. Anna Ancy Antony	Early Career Research Award	25/05/2018	SERB
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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
Any Other (Specify)	1095	UGC, (under the scheme of Human Rights Education, XII th plan)	2.35	0.27
Industry sponsored Projects	1095	CIAL, Kochi	6.15	0
Minor Projects	730	UGC	4.9	0
Minor Projects	730	KCSTE	1	0.77
Major Projects	1095	DST-SERB	27.97	0
Major Projects	1095	UGC	23	0

Major Projects	730	UGC	1.99	0
Major Projects	1095	DST-SERB	22.22	3
Students Research Projects (Other than compulsory by the University)	60	IASc Bengaluru, Insa New Delhi and Nasi Prayagraj	1	1
Students Research Projects (Other than compulsory by the University)	365	Government of Kerala	0.1	0.1
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

6

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
Lecture on Labour Laws by Mr. T. I Babu, Former General Manager (HRIR), Cochin Shipyard	Albertian Institute of Management	27/07/2018
Lecture on Online Safety Mechanisms by Mr. Vikram Sheoran, Web Manager, Media and Communications, Centre for social Research	Albertian Institute of Management	08/08/2018
Lecture on Cyber Bullying and Harassment by Ms. Pratishtha Arora, Trainer, Gender Training Division, Centre for Social Research	Albertian Institute of Management	08/08/2018
Lecture on How to use EBSCO effectively by Mr. Nanda Lal T. S., Training Specialist, EBSCO Information Services India Pvt. Ltd.	Albertian Institute of Management	09/08/2018
Lecture on Negotible Instruments Act by Adv. Sangeeth C U, Advocate, Self-Practice	Albertian Institute of Management	11/09/2018

National Workshop on Intellectual Property Rights (IPR)	Albertian Institute of Management and IQAC of St. Albert's College (Autonomous)	26/03/2019
Lecture on Transition from Campus to Corporate by Ms. Nisha Anna Mathew, Academi Manager (Kerala Region), Time Kids	Albertian Institute of Management	30/06/2018
Lecture on International Strategic Management by Mr. David Orton, Principal Lecturer, University of Derby	Albertian Institute of Management	26/06/2018
Social Outreach Programme on Beach Waste Disposal and Awareness campaign	Department of Fisheries and Aquaculture	26/06/2018
Lecture on Practical Aspects of Financial Markets by Mr. Gurunathan C., Manager, BSE	Albertian Institute of Management	27/07/2018
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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
Top 50 Best Incubation Centres in Kerala	St. Alberts IEDC	Kerala Start Up Mission	03/11/2018	INSTITUTION
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
No file uploaded.					

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	5
Albertian Institute of Management	1
Department of Chemistry	1
Department of Languages- Hindi	1
Department of English (Aided)	1
Department of Zoology	1

Department of Fisheries and Aquaculture	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	Chemistry	12	2.52
National	Albertian Institute of Management	1	4.01
National	Fisheries and Aquaculture	2	0
National	Botany	1	0
International	Chemistry	16	2.38
International	Computer Science	1	5.75
International	Albertian Institute of Management	1	0.16
International	Economics	2	5.84
International	Botany	1	0
International	Fisheries and Aquaculture	6	0.5

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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
Malayalam	1
English	3
Mathematics	4
Hindi	4
BBA	4
Chemistry	20
Albertian Institute of Management	6
Botany	7
Commerce	7
Physics	1

No file uploaded.

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
NIL	Nill	0	Nill

No file uploaded.

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
Sulfobetaine?functionalized electrospun poly(ethylene?co?vinyl alcohol) membranes for blood filtration	Mayuri P. V.	Journal of Applied Polymer Science	2018	1	St. Alberts College (Autonomous), Ernakulam, Kerala	1
First report of bioactive sterols from the muricid gastropod Chicoreus ramosus	Soumya Salas	Steroids	2018	7	ICAR- Central marine fisheries Research Institute, Cochin	2
An unreported polyether macrocyclic lactone with antioxidative and anti-lipoxygenase activities from the Babylonidae gastropod mollusc Babylonia spirata	Soumya Salas	Medicinal Chemistry Research	2018	4	Department of Fisheries and Aquaculture, St. Albert's College, Ernakulam	3
Biochemical profile and nutritional quality of Indian squid, Uroteuthis duvauceli	Ginson Joseph	International Journal of Fisheries and Aquatic Studies	2018	3	Department of Fisheries and Aquaculture, St. Albert's College (Autonomous), Ernakulam	3
Opto-Electronic Properties of	T. H. Sajeesh	Journal of Electronic Materials	2018	5	St. Alberts College (Autonomous	5

Cu2ZnSnS4 Thin Films Grown by Ultrasonic Spray Pyrolysis					), Ernakulam, Kerala	
Aluminium doping-a cost effective and super-fast method for low temperature crystallization of TiO2 nanotubes	Aijo John K	Crystal Engineering Communication	2019	3	Union Christian College, Aluva, Kerala	3
A simple method to fabricate metal doped TiO2 nanotubes	Aijo John K	Chemical Physics	2019	1	Union Christian College, Aluva, Kerala	1
Enhanced light absorption and charge recombination control in quantum dot sensitized solar cells using tin doped cadmium sulfide quantum dots	Sunesh C. D.	Journal of colloid and interface science	2019	6	Department of Polymer Science and Chemical Engineering, Pusan National University, Pusan, South Korea	6
A cabbage leaf like nanostructure of a NiS@ZnS composite on Ni foam with excellent electrochemical performance	Sunesh C. D.	Dalton Transactions	2019	8	St. Alberts College (Autonomous), Ernakulam, Kerala	8

for superc apacitors						
Parameters affecting the improv ement of properties and stabil ities of i mmobilized ?-amylase on chitosa n-metal oxide composites	Bindu V.U.	Internat ional Journal of Biochemist ry and Biophysics	2018	2	Cochin University of Science and Techno logy, Cochin	2

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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
Crystal structure of a new 2 ,6-bis(imi no)- pyridine d erivative: (1E,1?E)-1 ,1?-(pyrid ine-2,6-di yl)bis[N-(4-chloroph enyl)ethan -1-imine]	Rajesh K unjanpilla i	Acta Cry stallograp hica Section E	2019	33	Nill	St. Albert's College, Ernakulam
Hierarch ical clustering of wild edible mushrooms used by tribes based on ecological characteri stics.	N.K.Shah ina, K. Ma dhusudhana n and T.A.F Babu	Indian Journal of Ecology	2018	149	Nill	St. Albert's College, Ernakulam
A cabbage leaf like nanostruct ure of a NiS@ZnS composite	Sunesh C. D.	Dalton T ransaction s	2019	168	Nill	St. Albert's College, Ernakulam

Title	Author	Journal	Year			Institution
on Ni foam with excellent electrochemical performance for supercapacitors						
Status And Prospects Of Aquaponics In Kerala, India	Ajith Thomas John	International Journal of Pure and Applied Mathematics	2018	Nill	Nill	St. Albert's College, Ernakulam
Spatial variation of phosphorus fractionation in the coral reef sediments of Lakshadweep Archipelago, Indian Ocean	Anu Gopinath	Chemistry and Ecology	2019	31	Nill	St. Albert's College, Ernakulam
An In Vitro System for Studying the Effect of Salt Stress in Groundnut (Arachis hypogaea L.)	Mohan D Shashidharan A	Current Biotechnology	2018	Nill	Nill	St. Albert's College, Ernakulam
Sulfobetaine?functionalized electrospun poly(ethylene?co?vinyl alcohol) membranes for blood filtration	Mayuri P. V.	Journal of Applied Polymer Science	2018	149	Nill	St. Albert's College, Ernakulam
A novel green synthesis of gold nanoparticles using	Anu Gopinath	Particulate Science and Technology	2018	30	Nill	St. Albert's College, Ernakulam

seaweed Lobophora variegata and its potential application in the reduction of nitrophenols						
Silver Nanoparticles Stabilized in Polymeric Resin: Synthesis, Characterization and Catalytic Activity Study for Reduction of p-Nitro phenol	Jaya T. Varkey	Asian Journal of Chemistry	2018	31	Nill	St. Albert's College, Ernakulam
PS-DVB Supported Schiff Base Cobalt (Ii)-as an Efficient Heterogeneous Catalyst System for Knoevenagel Reaction	Jaya T. Varkey	Asian Journal of Science and Technology	2018	Nill	Nill	St. Albert's College, Ernakulam

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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	59	85	4	2
Presented papers	19	14	1	4
Resource persons	Nill	6	13	Nill

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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s)	Name of consultancy	Consulting/Sponsoring	Revenue generated

department	project	Agency	(amount in rupees)
St. Albert's College (Autonomous)	Vidyamithre Project	KV Thomas Educational and Charitable Trust	300000
Department of Fisheries and Aquaculture MBA other Departments of St. Alberts College Autonomous	CIAL-GCC Fish Farming Project	CIAL, Kochi	615000
Department of Mathematics	Paravoor Block	Government of Kerala	10600
Department of Computer Science	SMS Portal	Department of Mathematics	1000
Department of Chemistry	Water Quality Analysis	Individuals from local community	4000
Department of Commerce Research Centre	Academic Project Consultancy	Swamy Saswathikananda, College Poothotta	2000
Department of Physics	Young Scientist	Navadarsan	10000
Department of English	NET Coaching	Department of English	7000
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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
Ms. Indu George, Albertian Institute of Management	Induction Programme of new recruits of Customs/Narcotics Division	NACIN	9000	25
Mr. Nidhin Johny , Albertian Institute of Management	Induction Programme of new recruits of Customs/Narcotics Division	NACIN	3000	25
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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
Capability Exploration and enhancement	Nanma Foundation	1	11
Utensil	St. Alberts	1	8

distribution	College (Autonomous)		
Relief Camp at St. Alberts	St. Alberts College (Autonomous)	20	112
Thalir- A Cultural Event for Mentally Challenged	Rajagiri College of Social Sciences and Alangad Buds School	1	15
Environment Day Celebrations	KMRL and St. Alberts College (Autonomous)	1	50
May day Celebrations	India Sea Foods, Kannamaly	1	8
Awareness Project	Paravoor Block St. Albert's College (Autonomous)	2	54
Cheer Up Society	Department of Logistics	4	200
Hands-on-Training	NIFPHATT	2	20
Beach Cleaning	NET-FISH-MPEDA, Govt. Of India	2	100
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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
Election Awareness Campaign and Enrolling New Voters	Certification of Appreciation	Deputy Collector, Election Commission of India, Ernakulam	2800
Legal Awareness Campaign and Legal Aid	Certificate of Appreciation	District Legal Services Authority, Ernakulam	2800
Promotion of Public Transport in the State of Kerala	Certificate of Appreciation	Kochi Metro Rail and Centre for Public Policy Research	2800
Election Awareness Campaign and Enrolling New Voters through Electoral Literacy Club	Certification of Appreciation	Election Commission of India	2800
Energy Conservation and Environment Protection	Best Encon Club Award, Second Runner Up	BPCL	120
Flood Related	Award of	Paravoor Block	72

Data Collection	Recognition	Panchayat		
Hair Donation Campaign	Best 30 Projects	Rotaract International		40
Rapid biodiversity assessment postflood in Kadamakkudy	Technical expert	Biodiversity board of Kerala		5
Rehabilitation work and Trauma Care (Floods)	Award of Recognition	Kerala Latin Catholic Association, Kottapuram Diocese		1000
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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 activites	Number of students participated in such activites
Clean City Campaign	Cochin Corporation	Swacch Bharath Mission	8	170
Aser	Pratham Foundation	Aser Survey	1	29
Elderly Abuse Awareness	Help Age India	Elderly Abuse Awareness Campaign	1	29
Anti Drug Day Awareness	Department Of Social Work- St.Alberts College(Autonomous)	Awarness Day On Anti Drug Day	3	34
Saftey Pin	Sakhi Foundation	Women Safety Awareness	1	29
Biodiversity assessment	Biodiversity board of Kerala	Rapid biodiversity assessment postflood in Kadamakkudy	1	5
Responsible Fishing	ICAR-CIFT, Cochin	Workshop on Responsible Fishing	1	10
Albertian Clean campus	St.Alberts College(Autonomous)	College premises cleaning	4	70
Swachh Bharat	Govt. of India	Class room Cleaning	5	119
Swachh Bharat	Department Of Logistics- St.Alberts College(Autonomous)	Class room Cleaning, College premises cleaning, Township cleaning,	4	170

	Residential area cleaning			

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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
PG Research Project	5	Self-Sponsored	90
Student Exchange	12	Self-Sponsored	1

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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
Training	PG On Job Training	The National Institute of Fisheries Post Harvest Technology and Training (NIFPHATT)	02/07/2018	31/07/2018	Begius Lyngdoh Mawlong
Training	PG On Job Training	The National Institute of Fisheries Post Harvest Technology and Training (NIFPHATT)	02/07/2018	31/07/2018	Jinoy Joy
Training	PG On Job Training	The National Institute of Fisheries Post Harvest Technology and Training (NIFPHATT)	02/07/2018	31/07/2018	Lakshmi. M. S.
Training	PG On Job Training	The National Institute of Fisheries Post Harvest Technology and Training (NIFPHATT)	02/07/2018	31/07/2018	Nandeesa Das K.

Training	PG On Job Training	The National Institute of Fisheries Post Harvest Technology and Training (NIFPHATT)	02/07/2018	31/07/2018	Sarath Anil
Training	PG On Job Training	The National Institute of Fisheries Post Harvest Technology and Training (NIFPHATT)	02/07/2018	31/07/2018	Shabana Bobby
Training	PG On Job Training	The National Institute of Fisheries Post Harvest Technology and Training (NIFPHATT)	02/07/2018	31/07/2018	Sreejith. V. K.
Training	PG On Job Training	The National Institute of Fisheries Post Harvest Technology and Training (NIFPHATT)	02/07/2018	31/07/2018	Antony Ambrose
Training	PG On Job Training	The National Institute of Fisheries Post Harvest Technology and Training (NIFPHATT)	02/07/2018	31/07/2018	Sajishnu. U. L.
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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
Kotak Securities, Ernakulam	14/08/2018	Internship	1
Providence University, Taichung City, Taiwan	29/01/2019	Academic Cooperation in Research and Education	1
St. Xaviers	03/05/2019	Academic	110

College, Gujarat		Cooperation in Research and Education	
Catholic University of Applied Sciences (KatHO), Muenster, Germany	15/02/2019	Academic Cooperation in Research and Education	64
University of Makeni, Northern Province, Sierra Leone	29/01/2019	Academic Cooperation in Research and Education	2
Binary University, Malaysia	26/10/2018	Academic Cooperation in Research and Education	10
Cochin International Airport Limited	18/07/2018	Consultancy MOUs between SACA and CIAL-GCC for fish farming project	90
Cochin International Airport Limited	19/07/2018	Preparation of DPR, Marketing Management, Financial Management	150
Model Finishing School, Kochi	05/07/2018	Technical Partner	15
Fusion Group of Companies, Kochi	19/07/2018	Internships, Workshops, Industrial Talks, Mentoring	174
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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	72.57

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing

Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
BOOK MAGIC	Fully	4.0	1997

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	27370	2248256	81	38815	27451	2287071
Reference Books	36478	5402482	937	983091	37415	6385573
Journals	10	10890	6	20800	16	31690
Digital Database	1	5900	Nill	Nill	1	5900
CD & Video	259	Nill	6	Nill	265	Nill
Library Automation	1	28000	Nill	Nill	1	28000
Weeding (hard & soft)	7161	85932	Nill	Nill	7161	85932
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
DR. J JAMESON	PHYSIOLOGY OF WATER ABSORPTION - 2	ALBERTIAN E-LEARNING REPOSITORY (AELR)	26/07/2018
DR. SABU M.C	NUMBER SYSTEMS	ALBERTIAN E-LEARNING REPOSITORY (AELR)	10/06/2018
DR. J JAMESON	WATER RELATIONS OF PLANTS	ALBERTIAN E-LEARNING REPOSITORY (AELR)	21/07/2018
MS. PREETHI FRANCIS	MIGRATION IN FISHES	ALBERTIAN E-LEARNING REPOSITORY (AELR)	02/08/2018

DR. KRISHNANKUTTY P.	PRONOUNS AND ITS TYPES (HINDI)	ALBERTIAN E-LEARNING REPOSITORY (AELR)	29/07/2018
DR. SABU M.C	NUMBER SYSTEMS	ALBERTIAN E-LEARNING REPOSITORY (AELR)	11/06/2018
DR. J JAMESON	PHYSIOLOGY OF WATER ABSORPTION - 1	ALBERTIAN E-LEARNING REPOSITORY (AELR)	26/07/2018
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	230	4	4	3	1	28	38	35	0
Added	6	0	0	1	0	2	1	90	0
Total	236	4	4	4	1	30	39	125	0

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

125 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	Nill

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 incurredon maintenance of physical facilites
225	231.62	150	147.31

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 5 computer labs with 265 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 75 classrooms to cater to 17 undergraduate programmes and 12 postgraduate programmes. Out of these 75 classrooms, there are 16 classrooms with LCD facilities, 10 classrooms with smart boards and 50 classrooms with WIFI/LAN facilities. In addition, there are seven seminar halls to conduct extension lectures, seminars and workshops, of which three are air-conditioned. 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_2018-19.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	3	30000
Financial Support from Other Sources			
a) National	E Grants - SC	244	3307830
b)International	Nill	Nill	Nill
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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 implemetation	Number of students enrolled	Agencies involved
Relevance of Blood Donation- An Awareness Programme	13/06/2018	80	Dr. Abraham Varghese, CMO, Blood Bank, Cochin. Mob: 9846598700
Yoga Training and Fitness Programme	15/06/2018	267	St. Alberts College Autonomous, Ernakulam
Session on Environment Responsibility	26/06/2018	9	NETFISH -MPEDA in Association with Research Department of Fisheries and Aquaculture, St. Alberts College Autonomous
Bridge Course	26/06/2018	643	Respective Departments of St. Alberts College Autonomous
Talk on Technology Trends	26/06/2018	79	Department of Mathematics,St. Alberts College Autonomous Baiju Joseph T – Yahoo Small Business, California
Internal Talk on Recirculatory Aquaculture	04/07/2018	98	Dr. John Mosig, Aquaculture Services, Australia Pvt. Ltd.
Skill Development Programmes	05/07/2018	50	Department of Commerce Research Centre, St. Alberts College Autonomous
Career Talk	23/07/2018	49	Department of Commerce Research Centre, St. Alberts College Autonomous

German Language Coaching Classes	23/07/2018	15	Department of Mathematics,St. Alberts College Autonomou

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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 passedin the comp. exam	Number of studentsp placed
2018	NET coaching	48	137	8	4
2018	JAM coaching	23	13	2	7
2018	KMAT coaching	13	32	8	31

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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
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
TCS	25	9	NAIPUNYA SCHOOL OF MANAGEMENT	5	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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	3	BSC CHEMISTRY (MODEL I)	CHEMISTRY	SNM COLLEGE, MALIANKARA	MSC CHEMISTRY
2018	2	B.COM TAXATION	COMMERCE	CUSAT	MBA
2018	1	BACHELOR OF COMMERCE	COMMERCE (SF)	WCC, CHENNAI	MASTER OF COMMERCE

2018	1	BA ENGLISH	ENGLISH	COCHIN COLLEGE, KOOVAPPADAM	MA ENGLISH
2018	1	MA ENGLISH	ENGLISH SF	COLLEGE OF EDUCATION, LAKSHADEEP	B.ED
2018	4	B.SC. ZOOLOGY	ZOOLOGY	U.C. COLLEGE, ALUVA	M.SC.BIOINFORMATICS
2018	1	M SC MATHEMATICS	MATHEMATICS	ARIEL UNIVERSITY, ISRAEL	PH D
2018	10	B.SC AQUACULTURE	FISHERIES & AQUACULTURE	SCHOOL OF TECHNOLOGY AND APPLIED SCIENCES, PATHANAMTHITTA	M.SC AQUATIC BIOLOGY AND FISHERIES
2018	1	B.SC PHYSICS	PHYSICS	CUSAT	GEOPHYSICS
2018	1	B. A. ECONOMICS	ECONOMICS	GOVT. LAW COLLEGE, ERNAKULAM	L.L.B
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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	18
GATE	6
TOFEL	3
CAT	16
SET	1
Any Other	3
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Intra-Departmental Sports Meet	Institutional Level	3055
Annual Athletic Meet	Institutional Level	1200
International FIDE Rated Chess Tournament	International Level	187
Ernakulam District Judo Championship	District Level	210
All Kerala Inter Collegiate Football Tournament	State Level	320
Royal Albertian Fest	State Level	2280

Albertian Youth Festival	Institutional Level	1500
Albertian Cultural Dayz	Institutional Level	210
Albertian Ethnic Day	Institutional Level	350
Ethnicity (Celebrating Culture and Ethnicity of Kochi)	State Level	450

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Athletics High Jump	National	1	Nill	1601140018	Manu Francis III yearB.A. English
2018	Best Physique	National	1	Nill	1701020012	Ashvin Johny II year BSc Aquaculture
2018	Power lifting Asian	International	4	Nill	1801120023	Celestina Antoniette Rebello Iyr BA Economics
2018	Ji Jitsu	National	2	Nill	1702080006	Dijosh C.J. II year MSc Chemistry
2018	Athletics Long Jump	National	1	Nill	1701180005	Akhil T V II B.Sc. Physics
2019	First prize with A Grade in Duffmutt	National	Nill	1	1601180028	Godson Gladwin
2019	First prize in Aksharashlokam - Sanskrit	National	Nill	2	1801090037	Jyothsna Nair
2019	Second Prize with A Grade in Western vocal solo	National	Nill	1	1701090032	Haidia Lizebeth Jason

2019	First prize with A Grade in Poetry recitation English	National	Nill	1	1701140010	Christo Jackson
2019	A Grade in English Short Story Writing	National	Nill	1	1802200009	Helen Antony

View File

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

St. Albert's College (Autonomous), Ernakulam, has a participatory governance system where the students and the teachers work together for the holistic development of the students. 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 promotes participative management culture by including students in various events organized in the institution. Every Department has student Coordinators shouldering the following responsibilities like the Department Secretary, Treasurer, DQAC Coordinator, IEDC Coordinator, Examination Coordinator, Placement Coordinator, Social Outreach Coordinator, E-governance Coordinator, Arts/Programme Coordinator, Sports Coordinator and Media Coordinator 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 2018-2019, 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 20th May 2018. Forty-four members were present for the same. After the Annual Report and the financial balance sheet were approved, the Returning Officer proceeded with election process. The Executive members of the association were elected. It was decided the Executive Committee Meeting would be scheduled every second Friday of the month at 6 pm. The Committee also decided to organize a special Membership Campaign and Mega show for fund raising towards the outreach programmes of the College The Alumni association members participated in the external Academic and Administrative Audit visit by the XAVIER BOARD OF HIGHER EDUCATION IN INDIA, (XBHEI) at the college from 7th - 9th November 2018 and promised active participation for the forthcoming NAAC accreditation work. The Association also conducted the Teresa Mathew memorial All Kerala Inter collegiate Table Tennis tournament on 23rd and 24th of February 2019. The Association, supported the conduct of the Albertian Knowledge Summit and also sponsored Christmas Celebrations and Onam celebrations of the College.

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)

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. 1. Decentralization of Governance: The Executive Committee and Extended Executive Committee of the College is decentralized to a great extent by a delegation of responsibilities to Vice- Principals, Deans, 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. Every Department has eleven faculty as well as student coordinators shouldering the following responsibilities. The various positions are as follows: Department Secretary, Department Treasurer, DQAC Coordinator, IEDC Coordinator, Examination Coordinator, Placement Coordinator, Social Outreach Coordinator, E-governance Coordinator, Arts/Programme Coordinator, Sports Coordinator and Media Coordinator. The Head of the Department efficiently leads the entire team. At the Student level in each class, 2 class representatives (Department Secretaries), the tutor, and two more teachers handling the class form the Class Executive. Two students each, a boy and girl shoulder the responsibility of the other ten positions mentioned above. These 22 students along with their class tutor and above mentioned two teachers form the Class Extended Executive. The entire class along with the tutor and teachers form the General Body of the Class. The Head of the Department, along with the teaching and administrative faculty of the Department, form the Department Executive. The Head of the Department, along with the teaching and administrative faculty of the Department, along with the class executives of all the classes, form the Extended Executive of the Department. All the students of the entire Department along with the faculty form the General Body of the Department. Thus participative management at St Alberts brings in stakeholders empowerment, responsibility sharing and delegation of authority. Empowering the stakeholders increases their ownership or stake in their work which increases efficiency and brings in openness to new ideas which result in innovation. 2. Countering Kerala Floods: St Alberts College responded to the August floods on a war footing enabling it to tide over the disaster. The College was involved in the flood relief work at various levels right from the beginning. The strategy was to concentrate on regions in and around Ernakulam district and extend beyond wherever necessary, with the intention of rebuilding the lives of people and communities. Human resources /manpower including Teaching and Non-teaching staff, students, parents and alumni were effectively coordinated and deployed in different points to engage in rescue and relief operations. Around 3000 people were housed in the relief camp opened in the campus and the focus was on provision of emergency supplies of food, water, medicines and clothes. Gender-specific interventions were implemented, including personal safety and hygiene items. The management played a unifying role even while it decentralized the resources and duties down to the stakeholders levels and participative governance was clearly reflected in the incredible manner in which staff, students and other stakeholders united and served as volunteers to organize rescue and relief work. Since the disaster situations were highly fluid, there was a close coordination and cooperation between those involved in the response, including the affected community itself. To ensure better facilitation of the relief camps, the volunteers were divided into committees and entrusted with the responsibilities, right from the registration of the flood-affected campers to the medical care provided in the relief camp. As part of the recovery initiative, the College conducted programmes related to cleaning inundated houses, livelihood support, and counselling for traumatized youngsters to stabilize the physical and emotional condition of survivors. Students of the College also involved in conducting

surveys in different Panchayats and villages. The College thus responded to the disaster as rapidly and effectively as possible, by mobilizing its resources (people, money and other assets) and using its network in a coordinated manner so that the initial effects were countered and the needs of the affected communities were met.

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
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 Alberts 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 orientation to explain the need for assessment and its impact on their growth at Alberts.
Industry Interaction / Collaboration	Industry Interaction and 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 pro-active 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
Human Resource Management	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.
Library, ICT and Physical Infrastructure / Instrumentation	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 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 has three online databases, namely NLIST, J-Gate and National Digital Library (NDL). Subscription to N-List of INFLIBNET provides access to more than 1200 journals and 90,000 e-books. Maintenance and up-gradation of infrastructure are done from time to time. A high-speed internet facility for the smooth transfer of data is in place. 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.
Research and Development	The College has a research monitoring 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, conducted every year. 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. The MG University and KUFOS have recognized the research facility of the Institution. Research-oriented extension activities for the benefit of society have been initiated, especially in flood-affected areas. The College published a good number of research articles. The Research Consultancy Wing and Research Ethics Committee headed by the Principal performs advisory and supervising functions, forming an integral part of the scholars Research Admission, Research Progress Review, and Submission procedures. The Institutional Research Policy is available on the website.
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. End semester examination registration, fee payment and hall ticket generation are made using the College ERP. Students can apply for the examination only through one channel, the College ERP. 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, e-hall tickets, 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. The College has an online class management software, where the teaching plan is uploaded before the course delivery. 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. Course outcomes are measured using various methods like assignment, viva, internal/external exam, dissertation, etc. 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 promoting content-specific faculty development programmes
Curriculum Development	The College adopted the revised Regulations and Syllabus framed by MG university for the Undergraduate Programs from 2017 admission. In the Academic Retreat and Strategic Planning Workshop, 2018 it was decided to bring specific changes in the syllabus from 2019 admission onwards. The template for the curriculum was presented by the Office of the Dean, Academics. Based on these inputs, the type of Programmes and the number of allied/optional courses were stipulated and the respective Departments prepared contents. The Course Outcomes were outlined in alignment with the Programme Specific Outcomes, which ensured the fulfilment of the Programme Outcome. Inclusion of relevant certificate programmes and programmes like AELP (Albertian English Learning Programme) and AHP (Albertian Happiness 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 status of autonomy helps the College restructure the curriculum with due consideration of suggestions from stakeholders to make it relevant to contemporary times. 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.

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

E-governace area	Details
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.
Student Admission and Support	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. Students received the

government scholarships and various management scholarships to the tune of Rs. 11062092/- and Rs. 101150/- respectively in 2018-19. Many 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 in the admission system to update the details to the applicants.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Jitha G. Nair	Writing Publishing Case-Studies and Research Papers organised by XIME	XIME	2000
2018	Mr. Nidhin Johny	Writing Publishing Case-Studies and Research Papers organised by XIME	XIME	2500
2018	Ms. Indu George	Strategies for Surmounting Professional Stress, ISTD	ISTD	2950
2018	Dr. Jitha G. Nair	ICBI 2018 conducted by University of Kelaniya, Sri Lanka and TocH Institute of Science and Technology, Kochi	University of Kelaniya, Sri Lanka and TocH Institute of Science and Technology	2500
2018	Mr. Nidhin Johny	Staff nominated to	KMA	3540

2018	Mr. Nidhin Johny	Staff nominated to represent the institution at KMA	KMA	3540
2018	Mr. Nidhin Johny	Staff nominated to represent the institution at NIPM	NIPM	4000
2018	Mr. Gopesh C.R.	Staff nominated to represent the institution at NIPM	NIPM	4000
2018	Ms. Indu George	Writing Publishing Case-Studies and Research Papers organised by XIME	XIME	2500
2018	Ms. Linda George	Capacity Building Workshop for Swayam Course Coordinators organized by NITTTR Chennai and Sponsored by MHRD	MHRD	7500

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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)
2018	Academic Retreat-To Transform and to Lead 2018 - 2019	Academic Retreat-To Transform and to Lead 2018 - 2019	28/05/2018	30/05/2018	200	45
2018	Design and Development of Curriculum	Not Applicable	01/12/2018	01/12/2018	200	45

Year			From Date	To Date		
	to Enhance the Quality of Outcome Based Education					
2019	Albertian Knowledge Summit	Albertian Knowledge Summit	01/01/2019	21/01/2019	200	45
2018	Entrepre neurial Skill Deve lopment and Design Thinking	Not Applicable	31/10/2018	31/10/2018	1	Nill
2018	Online Safety Mechanisms	Online Safety Mechanisms	08/08/2018	08/08/2018	1	1
2018	Cyber Bullying and Harassment	Cyber Bullying and Harassment	08/08/2018	08/08/2018	1	1
2018	Labor Laws	Labor Laws	27/07/2018	27/07/2018	1	1
2018	Technology Trends - 2018 and Beyond	Technology Trends - 2018 and Beyond	27/06/2018	27/06/2018	2	1
2019	Emotional Intelligen ce ,Ulster Business School, UK	Emotional Intelligen ce ,Ulster Business School, UK	26/02/2019	26/02/2019	1	1
2019	"Know your mind"	"Know your mind"	05/02/2019	05/02/2019	2	1
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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
Faculty Development Programme	1	15/03/2019	15/03/2019	1
Faculty Development Programme	1	29/06/2018	29/06/2018	1

Faculty Development Programme	1	06/05/2019	10/05/2019	5
Faculty Development Programme	2	28/11/2018	18/12/2018	21
Short Term Course in Research Methodology	1	22/11/2018	29/11/2018	8
Capacity Building Workshop for Swayam Course Coordinators organized by NITTTR Chennai and Sponsored by MHRD	1	27/05/2019	30/05/2019	4
Refresher course in Life Sciences- UGC HRDC, Kerala University, Thiruvanathapuram	1	06/09/2018	26/09/2018	21
Orientation for College teachers- Conducted by UGC-HRDA, Calicut University	1	19/06/2018	16/07/2018	28
Research methodology for College and University teachers conducted by College Development Council, Mahatma Gandhi University, Kottayam	1	03/12/2018	17/12/2018	15
Innovative Approaches For Teaching and Evaluation	1	02/08/2018	02/08/2018	1
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

| 145 | 145 | 41 | 41 |

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• 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 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 of the College for children of staff	• 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 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.	• Scholarships • Department Associations • Student Clubs • Fund for Sports, Arts Programmes from Cooperative Society

6.4 – Financial Management and Resource Mobilization

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

The College provides educational services leading to Bachelors Degree in Arts, Science, Commerce and Masters Degree in Arts, Management, Commerce and Science and Research Degree in Science and Commerce. The organization verifies the implementation, maintenance and effectiveness of the management system by conducting internal audits. Internal Audits are planned once in six months. The College has a solid internal audit system. The management clarifies queries raised by the auditors during the audit. The Management requests clarifications from the respective teams/departments regarding the comments in the internal audit report. Internal discussions are made based on the clarifications received. Appropriate corrective measures, wherever required, are taken, and necessary follow up is done to ensure adherence to the same. This audit gives early warnings whether the management policies and guidelines given are

adequately implemented. 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 Scholarships	27000	Scholarships

No file uploaded.

6.4.3 – Total corpus fund generated

719172

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Xavier Board of Higher Education in India, No 31, Bangalore G P O, Primrose Road, Bengaluru, Karnataka 560025	No	Nill
Administrative	Yes	Xavier Board of Higher Education in India, No 31, Bangalore G P O, Primrose Road, Bengaluru, Karnataka 560025	No	Nill

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. Parents support the Management with their valuable feedback on the curriculum and infrastructural facilities in the College. Some parents are also alumni of the College subsequently, they actively involve in various activities of the

College. 2. On 22nd June 2018, a food festival titled Ruchikoot was organised by the Department of Commerce (SF). The students arranged this activity along with their parents, and the profit was used towards the Cancer patients medication. 3. A session on drug abuse as well as an awareness drive about plastic pollution was conducted for the students as a PTA initiative. 4. Parents were involved with the College in the flood relief activities during August 2018. 5. On 15th March 2019, a session was conducted by Dr Edward Edezhath for the parents of students who had an attendance shortage

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

1. Training for using Spark Software 2. Training on Documentation 3. Training in Digital Transaction (PFMS)

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

• Autonomous status: College achieved Autonomous status, and was selected for the RUSA Project • 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) and Albertian Happiness Programme (AHP) • Unnath Bharat Abhiyan (UBA) scheme: The College partners with the MHRD in the Unnath Bharat Abhiyan (UBA) and has adopted 5 villages under the scheme. • Civil Service Grooming Programme (CSGP): initiated to impart in students an interest towards civil service. • MoUs: Entered into linkages with various Institutes, organizations, and Universities to foster industry academia interfaces and initiated international collaborations. • IIC: established MHRDs Institutions Innovation Council (IIC) to systematically foster the culture of Innovation. • 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. The Royal Albertian Fest was brought in to develop student engagement within and outside the campus. • Albertian Space Observatory equipped with an array of state-of-the-art equipment including an 11 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, conducted every year. • Academic Retreat and Strategic Planning Workshops (To Transform and To Lead) at the beginning of every academic year for Teaching and Nonteaching Staff • Albertian Star Award (Best Outgoing Albertian Student) constituted • Green Energy project - 40 kV solar power grid installed • The College adopted participatory governance to build commitment and develop initiatives within work teams. • Albertian Cultural Dayz - weekly cultural days where students of each Department are given opportunities to express their creativity and talents • Ethnic Assimilation-fostering the celebration of ethnic diversities to help students reconnect with the country's traditional and cultural roots. • Albertian Centre for Language Studies • Albertian Centre for Social Research and Civic Studies • Albertian Academy for Sports and Health Studies • Albertian Centre for Culture and Heritage • Albertian Centre for Spiritual Studies • Albertian Incubation Centre • Albertian Centre for Human Resource Development and Research

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			**Yes**		

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Syllabus Restructuring integrating OBE, Disaster Management, Gender Awareness, Ethics, Environment, Sustainability, Internship and Employability Skills	17/07/2018	30/06/2018	29/09/2018	110
2018	Academic and Administrative Audit (External Agency)	17/07/2018	07/11/2018	09/11/2018	15
2018	Swachh Bharat Abhiyan	17/07/2018	02/10/2018	02/10/2018	2673
2018	National Seminar on Design and Development of Curriculum to Enhance the Quality of Outcome Based Education	26/11/2018	01/12/2018	01/12/2018	145
2019	Academic Retreat- To Transform and to Lead 2018 - 2019	06/02/2019	27/05/2019	29/05/2019	186
2019	Albertian International Knowledge Summit- An International Conference on Multidisciplinary Research	26/11/2018	08/01/2019	17/01/2019	1081

2019	Ethnic Day Celebrations	08/10/2018	08/02/2019	08/02/2019	2640
2019	E-Learning and E-Governance	06/02/2019	08/02/2019	08/02/2019	748
2018	Feedback from All Stakeholders	17/07/2018	16/10/2018	30/11/2018	1487
2019	National Workshop on Intellectual Property Rights (IPR)	06/02/2019	26/03/2019	26/03/2019	100
			View File		

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Breast Cancer Awareness in collaboration with Rajagiri Hospital Aluva	04/10/2018	04/10/2018	48	17
Safety Pin: Women's Safety Audit by The Department of Social Work and SAKHI Women's Resource Centre Trivandrum	22/10/2018	23/10/2018	44	15
Street Play on Human Trafficking by Department of Social Work	24/09/2018	24/09/2018	26	14
Lecture on Cyber Bullying and Harassment by Ms. Pratishtha Arora, Trainer, Gender Training Division, Centre for Social Research	08/08/2018	08/08/2018	31	25
Distribution of She Kits to	25/09/2019	25/09/2019	61	17

various Departments in association with DEV UTIAH				
Seminar on Indian Culture and Women Safety in India (Hindi)	15/10/2018	15/10/2018	20	15
Self-employment Programme (Distribution of tailoring machine to women group in Chendamangalam) by Department of Mathematics	19/10/2018	19/10/2018	52	25
Women Empowerment Programme - Training in Soap Making nd Flower Arrangement	10/11/2018	10/11/2018	23	12
'Transgender Sensitization Programme' jointly organized by District Social Justice Department and NSS Unit	26/12/2018	26/12/2018	70	40
Panel Discussion on "Women with No Excuses"	17/01/2019	17/01/2019	48	32
Lecture on the topic 'Women in Work Place' by Smt. Mary George	06/02/2019	06/02/2019	101	2
Celebrating Womanhood	13/05/2019	13/05/2019	25	12
Confidence for Self-Defence: Insight Defence Training and Life Skill Workshop	12/12/2018	12/12/2018	30	25
Kudumbasree	20/07/2018	20/07/2018	30	25

Women Empowerment and Financial Literacy Programme							

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

St Albert's College Autonomous is committed to activities that promote the use of alternate energy sources and reduce carbon footprint. The energy expenditure and waste management strategies of the College are regularly monitored by various committees. To meet the electrical energy needs, solar panels have been set up involving the Department of Renewable Energy (Total Installed capacity: 40 KW, 160 panels of 250 Watts). A substantial portion of the energy needs is met by renewable energy sources. The College has charted out a green protocol to be adhered by all staff and students in the campus. The students are trained to make ecofriendly pens and encouraged to use and steel water bottles. Single use plastics are not allowed in the campus. The College also started digitizing documents to reduce use of paper in administrative activities. Majority of staff and students resort to public transportation facility for commuting to and from College. Faculty members using private vehicles practice carpooling. In addition to this, a day is set apart each month to be observed as Public Transport Day when all are dissuaded from using private vehicles. The College participates in Swatch Bharath activities as well. The existing filament bulbs are replaced by LED bulbs when they are worn out and the college is targeting 100 incorporation of energy efficient LED lighting in its buildings. NSS, NCC, Nature Club, and all the Departments regularly conduct activities to spread the message of environmental consciousness and sustainability. The ENCON (Energy-Conservation) Club supported by BPCL-Kochi, and various Departments of College organized awareness programmes focusing on the environment and sustainable use of its resources. The messages of energy conservation and sustainability are made loud and clear to the student community by activities related to Energy Conservation Day, Ozone Day, Green Day and Wetland day. Nature Club also spear heads activities to 'conserve and preserve' the environment. The College celebrates World Environment Day by distributing saplings to faculty and students, along with various other initiatives such as "SORRY", "Swatch Bharat Abhiyan", "Ammaykkoru-Pachakkari-Thottam" etc. to promote sustainable practices. The ideals of healthy and sustainable eating habits are propagated through talks/sessions related to Health and Nutrition.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	Nill
Any other similar facility	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva	Number of initiatives taken to engage with and contribute to	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

	ntages	local community					
2018	1	1	27/06/2018	12	Library book shifting task	Library Organization	200
2018	1	1	16/08/2018	2	Flood Relief Material packing at Kakkanad	Flood relief	200
2018	1	1	21/08/2018	1	Mobilizing utensils for flood affected people	Flood relief	200
2018	1	1	28/08/2018	1	Cleaning flood affected houses in Kothad	Cleaning drives	200
2018	1	1	25/09/2018	1	NSS Day Celebration and blood donation camp	Medical camp	25
2018	1	1	30/10/2018	1	SVEEP Electoral Process	Electoral awareness	200
2018	1	1	26/12/2018	1	Suchitwa Sandesha Vathra	Hygeine awareness	100
2018	1	1	27/12/2018	1	Campaign against plastic waste	Environmental protection	100
2018	1	1	28/12/2018	1	Collection and segregation of plastic waste	Waste management	100
2018	1	1	29/12/2018	1	Health Cleanliness survey	Medical survey	100
				View File			

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
College Hand book 2018-19	01/06/2018	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	11/06/2018		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
Code of Ethics for Research and Publication	19/06/2018		St. Alberts College maintain ethics in Research and Publications. The College has a Research Ethics Committee functioning

under the Office of the Dean, Research, to monitor research activities from submission of research proposals to publications. Ethical awareness with regard to authorship, competing interests, plagiarism, simultaneous submission, research fraud, use of animals etc., are ensured in research and Publications. The College is keen in keeping quality in research and insists the researchers to publish in indexed journals. Aiming to provide due importance to ethical principles in research, the college has published a manual named Code of Ethics in Research and Publications to raise awareness in society of the decisive role that the College plays in promoting ethical values and integrity by their exemplary conduct, in their educational and research functions, and through the discussion of ethical subjects they stimulate.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Albertian Flood Relief Camp	16/08/2018	27/08/2018	150
Inauguration of Botany Association	03/07/2018	03/07/2018	28
Rebuild Kerala Seminar	15/09/2018	15/09/2018	60
Street play on Human trafficking	24/09/2018	24/09/2018	16
Albertian Happiness Programme	03/12/2018	30/03/2019	800
'Bin it India' maintaining cleanliness in surroundings	01/06/2018	30/04/2019	200

Human rights certificate programme -Sukrutham	26/12/2018	01/01/2019	90
Human rights certificate programme	01/06/2018	29/12/2018	150
World Reading day by Malayalam department	20/06/2018	20/06/2018	100
Home of Faith at Chittethukara	11/08/2018	11/08/2018	130

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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 in the campus. The College has adopted a number of green practices in 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 NSS Unit of the College implemented the Bin It India initiative in 50 schools in Ernakulam District. Eco-friendly materials are used for decorations and honouring guests. Steel glasses have replaced disposable glasses in the canteen and Cloth banners are used for all occasions. . The College also started digitizing documents to reduce use of paper in administrative activities. The College has made significant initiatives to fulfill 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. Uploading learning materials on E-Learning Platform is also another step toward making the campus eco-friendly 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 till grade card generation. • To transform the college into a paperless campus. • To expand the e-governance practices in 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: During the academic year 2018-19, St. Albert's College (Autonomous) improved upon the already established Digitalization Process. Faculty Feedback Portal and an updated version of the previously exiting Student Feedback Portal were added to the EduAlberts Portal during the academic year. The Student Feedback Portal was updated including feedback questions on the Curriculum, College infrastructure and other facilities of the college. Student Transfer Certificate Generation was automated and added to the EduAlberts Portal which eased the generation and distribution of Transfer Certificates. The College also started assigning email IDs with institutional domain (e.g. student@alberts.edu.in) to students and faculty members during the academic year 2018-19. In 2018-19, the network bandwidth of the college was increased from 280Mbps to 1000Mbps, which helped to improve the efficiency of all the digital facilities of the College. Evidence of Success: • Faculty members recorded their feedback through the online faculty feedback system. • The updated student feedback was recorded successfully, which included questions on the infrastructure and other facilities of the college. • Gigabit network bandwidth enabled more users to log in simultaneously through the college Wi-Fi. • Problems Encountered Resources Required: • Student transcript generation needed to be automated. • E-Filing portal had to be set up for the easier storage and retrieval of documents. 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 response 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 The College organized various social-extension activities during 2018-19 to promote institute-community engagements and sensitize students towards community needs: 1. Environmental Sustainability: a. Plastic Free Campus inspiring students and faculty to replace single-use plastic bags/bottles/containers with more sustainable options. b. Document Digitization to reduce use of paper in administrative activities. c. Workshops and Seminars on making paper pens and paper bags using waste paper, empowering students with a practical and economic skill. d. The Encon (Energy Conservation) Club supported by BPCL-Kochi, and various Departments of College organized awareness programmes focussing on the environment and sustainable use of its resources. e. World Environment Day Celebration by distributing saplings to faculty and students, along with various other initiatives such as "SORRY", "Swatch Bharat Abhiyan", "Ammaykkoru-Pachakkari-Thottam" etc. to promote sustainable practices. 2. Helping Society: a. Pothichoru, whereThe students and faculty would carry an extra pack of lunch once a week and share it with the needy. b. Lebenah-Aheb, where the students and faculty offered financial and physical help to build/renovate homes for/of the needy. c. "Kesha-Daanam", a Hair donation programme, in collaboration with ESSS and Caritas India for the benefit of Cancer Patients. d. Residential 7-day Rural Camps, where several activities addressing social issues were carried out. e. Cheer-Up where students donated a small amount everyday to a kittybank which was donated to the needy every month. 3. Social Change and Community Engagement: a. Blood Donation Camps in the campus and programmes involved in the upliftment of the mental health of school students with counselling centres for adults who witnessed ravaging floods. b. Orphanages/old-age Home Visits on a regular basis and interaction with the inmates and celebration of important events with them. c. Awareness Programmes on Substance Abuse and Health. d. Adoption of Six Villages under Unnat Bharat Abhiyan programme of MHRD. e. Counselling Support was provided for those affected by floods and activities organised to improve the morale of kids affected by floods. 4. Disaster Management a. Shelter was provided by the college provided to more than 3000 people displaced by flood and distributed essentials to more than 50 relief camps across Ernakulam. b.Utensil Kits were collected and distributed to more than 100 families affected by the floods. c. Academic Kits were collected and distributed to more than 200 students affected by the floods. d. 360° Surveys were conducted to assess the impact of floods (Suveys on Bio-diversity, livelihood, small scale industries etc.) e. Rebuild Kerala, an International Conference was organised and a white paper was submitted to the Kerala Government. f. Student Volunteering was done for various initiatives of District Administration, Government/Private Organisations during floods. Gender Equality a. Breast Cancer Awareness Camp with various initiatives on Gender Equality was conducted in associated with Rajagiri Hospital. b. Safety Pin, Women's Safety audit was conducted in association with the SAKHI Women's resource Centre, Trivandrum. 6. Nation Building a. Electoral Literacy Club (ELC) of the College organized a Campaign for National Election 2019 - Vote India Vote Campaign, Election

Awareness Seminar, Training for Enrolling New Voters, Special Campaign to enroll new voters, Student Election Ambassadors, Mock Polling Sessions is association with the District Administration, National Voters Day Celebration and Albertian Youth Parliament. The Election Commission of India awarded the best Electoral Literacy Club for imparting election awareness campaigns and enrolling new voters in the year 2018. b. The Civil Service Grooming Program is conducted in the College c. Students/ Faculty Volunteering for various initiatives of District Administration/Government/Private Organisations d. Students/ Faculty Participation in various initiatives of Government such as Yoga day/Fit India etc. Evidence of Success - 1. Departments were able to extend a helping hand to communities and also to non-teaching members of staff of the college. 2. Ensured the conduct of training programmes for the student community.

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-2018-19.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 Sarvajanartham (Knowledge for All) - St. Albert's College (Autonomous) grows as a reflection of its vision and mission. Believing what makes one worthy of knowledge is the thirst for it. The college makes education, a fundamental right, accessible to all. Knowledge empowers, but it truly empowers only when it is available to everyone. Through this, the college aims at addressing the local needs of the relatively industrialized coastal city of Cochin and of the society at large. Apart from a plethora of Programmes, the College offers specialized UG programmes in Aquaculture, Industrial Fisheries, Industrial Chemistry, Logistic Management and Renewable Energy. The college has adopted certain unique practices – Specializing in innovative teaching practices, a unique automated examination system and a self-created Question Bank helping in the auto-generation of question papers, the first of its kind in Kerala. The College has initiated an international conference on multidisciplinary research named Albertian International Knowledge Summit to promote research and innovation, a month-long programme conducted every year. Delegates and scholars from various parts of the globe visit the College and share their research outputs, knowledge and ideas in multiple disciplines. Various invited talks were delivered by eminent scientists from around the globe on recent developments in physical, chemical, life and social sciences, arts, commerce, management, languages, sports and other multidisciplinary areas. To have an up to date understanding of recent literature, many Departments conduct a Journal Club for PG students where students present their views and ideas on a relatively new article from a reputed journal. Furthermore, Walk With the Scientist – interactive sessions of students with eminent scientists, Meet the Alchemist – a platform for students to interact with notable Alumni, are some of the highly successful academic extension programmes of the College that cater to students who exhibit outstanding aptitude and talent in different learning areas. In addition, the College offers skill and competency development programmes like the Albertian English Learning Programme, Civil Service Grooming Programme, Albertian Happiness Programme, etc. for our undergraduate students and Pioneer Build-up, Junior Scientist Programmes, etc. for high school students. Albertian Integral Development Programme, a community engagement extension programme of the College aimed to empower the young people of the community. Activities such as career guidance seminars and counselling, individual mentoring etc were carried

out under the title "Vidyamarg". The College conducted a national seminar -"Rebuild Kerala", in the aftermath of the 2018 Kerala Floods, where sustainable redevelopment of various flood-affected sectors' was discussed. A panel of experts participated, shared their views and documented a proposal. To conserve art, culture and ensure inclusivity, the College fosters the celebration of ethnic diversity through Ethic Day, Albertian Cultural Days etc. to help students reconnect with the country's cultural roots. The College provides due attention to sports, focusing on both athletics and games for intercollegiate, district and university, state, national and international levels participation. St. Albert's College (Autonomous) adopts a comprehensive approach to teaching where educators seek to address students' emotional, social, ethical, and academic needs in an integrated

Provide the weblink of the institution
https://www.alberts.edu.in/wp-content/uploads/2021/12/Institutional-Distinctiveness-2018-19-1.pdf

8.Future Plans of Actions for Next Academic Year

• Convocation Ceremony for the first autonomous batch of Undergraduate and Post Graduate students • Conduct more orientation and training programs for Teaching staff, nonteaching staff, students and other stakeholders • Strengthen and expand community activities • Conduct evaluation and revision of the existing add-on courses/Value added courses and introduction of new courses • Enhance international Partnerships and collaboration and student exchange programmes • To have a recording studio to develop e-content • To propose a strategic plan of action to double the number of registered alumnae to start more chapters. • Review the new Self Study Report (SSR) format and facilitate the preparation of the same • Complete Green Audit