



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

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

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

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.alberts.edu.in/wp-content/uploads/2021/12/AQAR-2016-17.pdf">https://www.alberts.edu.in/wp-content/uploads/2021/12/AQAR-2016-17.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

Yes

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

<https://www.alberts.edu.in/wp-content/uploads/2021/12/Academic-Calendar-2017-18-1.pdf>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	81.00	2003	21-Mar-2003	30-Dec-2009
2	A	3.23	2009	31-Dec-2009	30-Dec-2014
3	A	3.24	2016	29-Mar-2016	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	Date & Duration	Number of participants/ beneficiaries
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IQAC		
Strategic Planning and Academic Retreat	28-May-2018 3	140
Syllabus Revision Initiation	09-Jun-2017 1	70
A Talk on Teaching and Learning Process titled Blended Learning	05-Oct-2017 1	68
3 day National Workshop on Digital Learning and Curriculum Transaction in collaboration with Central University of Kerala	15-Feb-2018 3	15
Albertian Knowledge Summit	04-Jan-2018 5	2000
Feedback from various Stake Holders	10-Oct-2017 90	1703
Internal Audit	03-Oct-2017 14	70
Institutional Progress Review Meeting	25-Oct-2017 1	140
Hands-on training for IT-in-charges of various offices and Departments	21-Feb-2018 1	27
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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	Start Up Research Grant (Young Scientist) (EC Chemical Sciences)	SERB	2016 1095	2222000
Institution	Autonomy	UGC	2016 2190	2000000
Institution	Fund for Improvement of Science & Technology (FIST)	Department of Science & Technology (DST), Govt. of India	2013 1825	9351138
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
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.	
Workshops and Seminars on Quality related themes for Faculty, Administrative Staff and Students. Facilitation and Creation of learner-centric environment and promotion of knowledge and technology and training for ICT based teaching and learning	
Albertian International Knowledge Summit An International Conference on Multidisciplinary Research was conducted from 4/01/2018 to 17/01/2018 to assemble likeminded intellectuals and professionals to trade ideas, thoughts, and views related to a specific topic in every discipline.	
An internal Academic and Administrative Audit was conducted 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 co-curricular programmes and activities and the infrastructure and support services were suggested.	
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.	
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<b>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</b>	

Plan of Action	Achievements/Outcomes
Conducting Academic Audit for all Departments	Academic Audit was conducted for all Departments to evaluate Quality Processes and improve Standards
Academic Reforms	Strengthening of curriculum, revision of syllabi and improving teaching, learning and evaluation processes
Strengthening the Quality of Academics	Various seminars and workshops were conducted on a regular basis to update the teachers on topics related to the curriculum
Monitoring and evaluating the quality of the teaching learning activities	Feedback for each subject was collected and analyzed and necessary actions were taken
Conducting National level seminar/conferences	Albertian International Knowledge Summit conducted in January
Encouraging teachers and students to create and publish more research papers as well as present papers of high quality in International as well as National seminars and conferences.	The Office of the Dean Research oversaw the research activities
Increasing and continue using ICT as a tool for teaching	A three- day workshop on the use of ICT in classrooms was conducted in collaboration with the Central University, Kasargod
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Executive Committee	13-Mar-2018

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
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Date of Visit	13-Feb-2018
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2018
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Date of Submission	08-Mar-2018
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The College has an inhouse developed and maintained educational resource planning and information system EDUALBERT. EDUALBERT is installed and run from a dedicated server located within the College Campus with RAID and SAN technology. It consists of various modules ranging from admission of the students to the progression and result analysis of each student. The online library management system runs on KOHA (installed in a dedicated server of the institution) an open source platform commonly used by all the educational institutions worldwide. EDUALBERT and KOHA can be accessed both locally (through LAN and WIFI) and remotely by the staff and students alike. EDUALB has the following modules which cover the fullfledged functioning of the Institution providing sustainable resources to the management, faculty and the stake holders (students and parents). i) Admission The Online Admission System which was the first of its kind in the Government Aided Colleges of Kerala under MG University, consists of the online application, payment gateway, generation of hall ticket for entrance examination, calculation of index marks and generation of rank lists based on the various quotas in the admission procedure, verification of documents and concession, allocation of class number and register number. ii) SIS, AIS and FIS Complete Online Student, Alumni and Faculty Information System with student and faculty profiles as well as integrated web portals for Faculty is available. Student Progression with Higher Studies and Placement information are also online. iii) Timetable and Teaching Plan Creation of timetable for various courses and allocation of the staff. Well cut out teaching plans with econtent linked to the teaching plan are made available to the students. v) Attendance Attendance with the specific topics 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 The 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, autogeneration 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
BA	Economics	ECO 01 - ECO	01/06/2017
BA	English	ENG 01 - ENG	01/06/2017
BBA	Business Administration	BUS 01 - BBA	01/06/2017
BCom	Computer Application	COM 02 - COM	01/06/2017
BCom	Taxation	COM 01 - COM	01/06/2017
BSc	Aquaculture	AQU 01 - AQU	01/06/2017
BSc	Botany	BOT 01 - BOT	01/06/2017

BSc	Chemistry	CHE 01 - CHE	01/06/2017
BSc	Computer Science	BCS 01 - CSC	01/06/2017
BSc	Zoology	ZOO 01 - ZOO	01/06/2017
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
BCom	Commerce	24/07/2015	DIMENSIONS AND METHODOLOGY OF BUSINESS STUDIES - COM1CRT0117	05/06/2015
BCom	Commerce	24/07/2015	FINANCIAL ACCOUNTING - I COM1CRT0217	05/06/2015
BCom	Commerce	24/07/2015	BUSINESS REGULATORY FRAMEWORK COM2CRT0217	05/06/2015
BCom	Commerce	24/07/2015	PRINCIPLES OF BUSINESS DECISIONS COM2CMT0117	05/06/2015
BCom	Commerce	24/07/2015	FINANCIAL ACCOUNTING - II COM2CRT0117	05/06/2015
BCom	Commerce	24/07/2015	CORPORATE REGULATIONS AND ADMINISTRATION COM1CRT0317	05/06/2015
BCom	Commerce	24/07/2015	CORPORATE ACCOUNTS - I COM3CRT0117	05/06/2015
BCom	Commerce	24/07/2015	QUANTITATIVE TECHNIQUES FOR BUSINESS - I COM3CRT0217	05/06/2015
BCom	Commerce	24/07/2015	GOODS AND SERVICES TAX COM3CRT0517	05/06/2015
BCom	Commerce	24/07/2015	CORPORATE ACCOUNTS -II COM4CRT0117	05/06/2015
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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
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Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

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

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
AIM MPOWER	20/08/2017	37
ALBERTIAN ENGLISH LANGUAGE PROGRAMME	24/07/2017	738
HUMAN RIGHTS FOUNDATION COURSE	11/01/2018	40
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Business Administration	84
BSc	Computer Science	58
BVoc	Logistics Management	94
BVoc	Renewable Energy	128
BSc	Mathematics	47
BSc	Zoology	58
BSc	Fisheries and Aquaculture	232
BSc	Botany	35
BSc	Chemistry	47
MSc	Space Science	12
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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
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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, and services/facilities at the College, Library facilities, and examination procedures are collected. Feedback from teachers is educed on the efficiency of BoS, redesigning of curriculum and syllabus revision, the focus of employability skill in existing syllabi, adequacy of ICT facilities and its effectiveness, and advantages in having representation from industry in improving and updating the syllabi. All the teachers participate in the feedback exercise, and their suggestions help strengthen the services offered by the College. Departments send the online feedback forms to their alumni, and feedback is collected from them every year. The questions focus on having Alumni Associations in the College, participation of Alumni in curriculum redesign, and relevance of the course to job requirements. During formal PTA meetings conducted by the Departments, feedback is collected from the Parents. Employers' feedback is collected online. Employers' feedback is a gauge that testifies the success of the courses offered by the College and is a testimony to the methods, meeting the current employment needs of the society. The thrust area of the feedback is on measuring the competency of students of the Institution employed at various organizations and the relevance of the curriculum in meeting the market needs. Data gathered in the process is documented and shared with the respective committees/Departments of the Institution. The different areas where improvements are required are discussed in individual committees/Departments, and the proposals/suggestions given are discussed in the Executive Council of the College so that necessary action can be taken. The constructive suggestions are utilized for the effectiveness of the teaching-learning process, curriculum development, and for improving the academic standards of the College. Strengths of the College are also taken into consideration for further upgradation. The feedback, as well as the Action Taken Report, is uploaded on the website.

## **CRITERION II – TEACHING- LEARNING AND EVALUATION**

### **2.1 – Student Enrolment and Profile**

#### **2.1.1 – Demand Ratio during the year**

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics	60	2585	70
BA	English	24	3359	30
BCom	Taxation	50	3851	63
BCom	Computer	40	2195	30

	Application			
BSc	Mathematics	32	2096	41
BSc	Physics	48	2738	60
BSc	Chemistry	48	2842	60
BSc	Botany	36	2082	46
BSc	Zoology	36	2268	46
BBA	Business Administration	40	1510	38
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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	774	237	46	22	73

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
141	141	14	20	8	17

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

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

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

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

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1011	141	1:7

## 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
141	141	Nil	28	51

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Dr. Ginson Joseph ( Department of Fisheries and Aquaculture)	Assistant Professor	Outstanding Thesis Award- ICAR Nehru Outstanding thesis award
2017	Dr. Anna Ancy ( Department of Botany)	Assistant Professor	SERB Early career research Award
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ECO01	4	14/03/2018	19/07/2018
BA	ENG01	4	14/03/2018	19/07/2018
BBA	BUS01	4	14/03/2018	19/07/2018
BCom	COM02	4	27/03/2018	19/07/2018
BCom	COM01	4	16/03/2018	19/07/2018
BSc	AQU01	4	16/03/2018	19/07/2018
BSc	BOT01	4	12/04/2018	19/07/2018

BSc	CHE01	4	13/04/2018	19/07/2018
BSc	BCS01	4	10/04/2018	19/07/2018
BSc	CHE02	4	17/04/2018	19/07/2018
<a href="#">View File</a>				

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	Nill	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	64	50	78.12
BUS01	BBA	Business Administration	35	28	80
ENG01	BA	English	28	13	46.42
COM01	BCom	Taxation	60	57	95
COM02	BCom	Computer Application	40	35	87.5
AQU01	BSc	Aquaculture	27	24	75
AQU02	BSc	Industrial Fisheries	34	25	88.88
BOT01	BSc	Botany	34	22	73.52
CHE01	BSc	Chemistry	53	39	64.7
CHE02	BSc	Industrial Chemistry	26	17	92.45

[View File](#)

## 2.7 – Student Satisfaction Survey

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

<http://117.239.75.245/alberts/administration/college/feedback/report/?oevaluate=%&eyr=18>

## 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
Nil	NA	NA	Nil	NA

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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
Minor Projects	730	UGC	194000	154000
Minor Projects	730	UGC	179000	139000
Minor Projects	730	UGC	355000	285000
Minor Projects	730	UGC	210000	175000
Interdisciplinary Projects	1095	UGC	355000	285000
Students Research Projects (Other than compulsory by the University)	365	KSCSTE	149000	0
Major Projects	1979	UGC	134280	439200
Major Projects	1095	DST-SERB	2222000	500000

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#### 3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

8

### 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
Techtalk on Data Mining	Computer Science	04/12/2017
Techtalk on Big Data Analytics	Computer Science	06/12/2017
Workshop on Android	Computer Science	13/12/2017

Talk on AI	Computer Science	12/01/2018
Talk on HPC	Computer Science	12/01/2018
Seminar on GST	Commerce	09/01/2018
Challenges in Tax Regime	Commerce	09/01/2018
Talk on Sustainable Tourism	Commerce	25/01/2018
National Workshop on Data Analysis with IBM SPSS Statistics	Commerce	05/04/2018
Seminar Awareness Campaign	Fisheries and Aquaculture	26/06/2018
Lecture series in contribution of mathematics in other areas of knowledge. Topic: Advances in Mathematics	Mathematics	21/06/2017
Lecture series in contribution of mathematics in other areas of knowledge. Topic: Contribution of Madhava to ancient Mathematics	Mathematics	24/06/2017
Lecture series in contribution of mathematics in other areas of knowledge. Topic: Story of Infinity	Mathematics	24/06/2017
Lecture series in contribution of mathematics in other areas of knowledge. Topic: Golden Ratio	Mathematics	24/06/2017
Talk on Career Guidance	Mathematics	07/04/2017
Seminar- Education Overseas - Opportunities and Scholarships	Mathematics	08/10/2017
Rev. Dr. A.O. Konnullu Birth Centenary Lecture Series	Mathematics	18/08/2017
Albertian Knowledge Summit	Mathematics	06/01/2018
Talk on Mathematical Models for the transport of Nanoparticles in complex media	Mathematics	01/02/2018
Lecture on Research Methodology	English	19/07/2017

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
National	Dr.Bijoy V M	CUSAT, Govt.of Kerala	05/05/2017	Research PhD
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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
NA	NA	NA	NA	NA	Nil
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## 3.4 – Research Publications and Awards

### 3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Botany	1
Zoology	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Botany	3	0
National	Zoology	2	0.38
International	Zoology	2	0.28
National	Physics	2	1.14
International	Research Department of Fisheries and Aquaculture	2	1.56
National	Mathematics	1	0
National	Mathematics	1	0
International	Chemistry	2	Nil
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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
Commerce and Research Centre	6
Mathematics	1
Chemistry	1
No file uploaded.	

### 3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
NA	Nil	0	Nil

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
Ensuring the homogeneity of spray pyrolysed SnS thin films employing XPS depth profiling	Sajeesh T H	AIP Conference proceedings	2017	0	St. Alberts College Autonomous, Ernakulam	1
Comparative analysis of the Antifungal Activity of Different solvent extracts of Uvaria narum (dunal) Wall against Fusarium moniliforme and Corynespora cassicola	Alka E Varghese, VT Antony and K.Madhusudhanan	International Journal of Pure and Applied Bioscience	2017	0	St. Alberts College Autonomous, Ernakulam	Nil
A New antifungal benzoic acid ester from Uvaria narum	Alka E varghese, Balaji, G Jyothislakshmi, VT Antony, K. Madhusudhanan and Sabulal Baby	Natural Products Research	2017	0	St. Alberts College Autonomous, Ernakulam	Nil
Biochemical analysis of few marine macroalgae from the Kollam	Anisha S Sophiammal Nettar P	International Journal on Algae	2017	0	St. Alberts College Autonomous, Ernakulam	Nil

coast of India.						
Opto-electronic properties of Cu <sub>2</sub> ZnSnS <sub>4</sub> thin films grown by ultrasonic spray pyrolysis	Sajeesh T H	Journal of Electronic Materials	2017	10	St. Alberts College Autonomous, Ernakulam	14
Optimization of high pressure processing parameters of Indian white prawn ( <i>Fenneropenaeus indicus</i> ).	Ginson, J., Joshy, C.G., Bindu, J., Kamalakant h C.K.,	Journal of High Pressure Research	2017	1	St. Alberts College Autonomous, Ernakulam	3
Novel Fluorescent Quantum Dot Probe for the Rapid Diagnostic High Contrast Imaging of Tumor in Mice.	M. Vibin, R. Vinayakan, B. F. Fernandez, Annie John and Annie Abraham.	Journal of Fluorescence	2017	0	St. Alberts College Autonomous, Ernakulam	Nil
The Doze Optimization Through Fuzzy Mathematics	Shery Fernandez	International Journal of Pure and Applied Mathematics	2017	0	Department of Mathematics, St. Albert's College, Kochi-682018	Nil
Antibacterial Effect of Silver Nitrate on Salmonella Typhimurium and Doze Optimization Through Fuzzy Mathematics	Shery Fernandez	Proceedings of the 4th International Conference on Mathematical Sciences and Computer Engineering	2017	0	Department of Mathematics, St. Albert's College, Kochi-682018	Nil

## 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
Biochemical analysis of few marine macroalgae from the Kollam coast of India.	Anisha S Sophiammal Nettar P	International Journal on Algae	2017	Nil	Nil	St. Alberts College Autonomous, Ernakulam
A New antifungal benzoic acid ester from Uvaria narum	Alka E varghese, Balaji, G J yothilakshmi, VT Antony, K. Madhusudhanan and Sabulal Baby	Natural Products Research	2017	Nil	Nil	St. Alberts College Autonomous, Ernakulam
Comparative analysis of the Antifungal Activity of Different solvent extracts of Uvaria narum (dunal) Wall against Fusarium moniliforme and Corynespora cassicola	Alka E Varghese, VT Antony and K. Madhusudhanan	International Journal of Pure and Applied Bioscience	2017	Nil	Nil	St. Alberts College Autonomous, Ernakulam
Opto-electronic properties of Cu <sub>2</sub> ZnSnS <sub>4</sub> thin films grown by ultrasonic spray	Sajeesh T H	Journal of Electronic Materials	2017	99	14	St. Alberts College Autonomous, Ernakulam

pyrolysis						
Optimization of high pressure processing parameters of Indian white prawn ( <i>Fenneropenaeus indicus</i> )	Ginson, J., Joshy, C.G., Bindu, J., Kamalakant h C.K	Journal of High Pressure Research	2017	3	1	St. Alberts College Autonomous, Ernakulam
Novel Fluorescent Quantum Dot Probe for the Rapid Diagnostic High Contrast Imaging of Tumor in Mice.	M. Vibin, R. Vinayakan, B. F. Fernandez, Annie John and Annie Abraham.	Journal of Fluorescence	2017	1	11	St. Alberts College Autonomous, 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	46	12	28	42
Resource persons	8	1	Nil	Nil
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### 3.5 – Consultancy

#### 3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultant(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Physics	Junior Scientist	Navadarsan	10000
Chemistry	Water Analysis Facility	Individuals	800
No file uploaded.			

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

Name of the Consultant(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
NA	NA	NA	0	0
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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
Outreach Programme - Old Age Home Visit	St. Teresas Mercy Home	1	28
House Visit Programme	Department of Economics St. Alberts College Autonomous	2	Nil
Orphanage Visit	Department of Zoology St. Alberts College Autonomous	5	36
Ruchikoot	DESI CUPPA	8	110
Training in Feed Formulation Techniques	Research Department of Fisheries and Aquaculture, St. Albert's College Autonomous and Vocational Higher Secondary Education School, Kadamakudy	1	36
Ornamental Fish Farmers Meet	Research Department of Fisheries and Aquaculture, St. Albert's College Autonomous and Amity Center for Science and Technology, Trivandrum	10	32
River Protection Workshop Rally	Rally for Rivers, Isha Foundation	10	82
Vembanad Fish Fish Count	Asoka Trust for Research in Ecology and Environment (ATREE), Alappuzha	3	10
Visit to Old Age Home Karunalayam	Mathematics Department, St. Alberts College Autonomous	10	150
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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
NA	NA	NA	Nil
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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 activities	Number of students participated in such activities
Junior Scientist	Department of Physics St. Alberts College Autonomous	Experimental Training on Physics	2	10
Non-Academic Extension	Department of Zoology St. Alberts College Autonomous	Orphanage Visit	5	36
SoS Village, Aluva	Department of Computer Science St. Alberts College Autonomous	Social Outreach	1	28
Valsalyam, shishubhavan, Cochin	Department of Computer Science St. Alberts College Autonomous	Social Outreach	2	29
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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
Fish farming activity	Students and Teachers	Cochin International Airport Ltd.	1
Faculty training program sponsored by CIAL- One day intensive training on Recirculatory Aquaculture system at Kravis Aqua, Hyderabad was sponsored by CIAL.	Teachers	Cochin International Airport Ltd.	1
Faculty Organizational visit sponsored by CIAL	Teachers	Cochin International Airport Ltd.	1
Visit to RAJIV GANDHI CENTER FOR AQUACULTURE and GROWEL FEEDS, Vijayawada	Teachers	Cochin International Airport Ltd.	4
Visit to Venkat Aqua Pvt. Ltd., 3. RGCA, Manikonda,	Teachers	Cochin International Airport Ltd.	4

Vijayawada,			
Prefeasibility Monitoring for the Fish Farming Project Consultancy at CIAL GCC, Nedumbasserry.	Teachers	Cochin International Airport Ltd.	1
Dr. John Mosig invitee of CIAL, Kochi, delivered a talk on "Recirculatory Aquaculture Systems" at St.Albert's College (Autonomous) in July 2018.	Students and Teachers	Cochin International Airport Ltd.	1
CIAL Sponsored Faculty Training on "Recirculatory Aquaculture Systems" at Kravis Aqua, Hyderabad, Andhra Pradesh, in July 2018.	Teachers	Cochin International Airport Ltd.	1
CIAL Sponsored Faculty Visit to RGCA, Manikonda, Vijayawada, Andhra Pradesh in August 2018.	Teachers	Cochin International Airport Ltd.	4
CIAL Sponsored Faculty Visit to GROWEL Feeds, Krishna District, Andhra Pradesh in August 2018.	Teachers	Cochin International Airport Ltd.	4
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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
Internship	PG Project	NATIONAL ATMOSPHERIC RESEARCH LABORATORY, P.B .No 123, SVU Campus P .O, TIRUPATI-	20/11/2017	19/02/2018	Roshny Joshy

		517502,Ph- 9 1-8585-27202 4			
Internship	PG Project	NATIONAL ATMOSPHERIC RESEARCH LABORATORY, P.B .No 123, SVU Campus P .O,TIRUPATI- 517502,Ph- 9 1-8585-27202 4	20/11/2017	22/02/2018	Parvathy M.S
Internship	PG Project	INDIAN INSTITUTE OF ASTROPHYSICS , 2nd Block, 100 Feet Road, Koramangala, Bengaluru, Karnataka 560034 Ph No. 080 2254 1324	20/11/2017	31/01/2018	Muhammed Muhshif Karadan
Internship	PG Project	INDIAN INSTITUTE OF ASTROPHYSICS , 2nd Block, 100 Feet Road, Koramangala, Bengaluru, Karnataka 560034 Ph No. 080 2254 1324	20/11/2017	31/01/2018	Manu. B. Jayan
Internship	PG Project	NATIONAL ATMOSPHERIC RESEARCH LABORATORY, P.B .No 123, SVU Campus P .O,TIRUPATI- 517502,Ph- 9 1-8585-27202 4	20/11/2017	22/02/2018	Minju Joseph
Internship	PG Project	NATIONAL ATMOSPHERIC RESEARCH LABORATORY, P.B .No 123, SVU Campus P .O,TIRUPATI- 517502,Ph- 9 1-8585-27202	20/11/2017	22/02/2018	Lubna Shahanas K.B

		4			
Internship	PG Project	BANGALORE UNIVERSITY, JANABHARATHI CAMPUS, BANGALORE-560056, Phone-080-22961484	20/11/2017	31/01/2018	Jisna John
Internship	PG Project	ISRO SATELLITE CENTRE, HAL AIRPORT ROAD, VIMANAPURA POST, BANGALORE- 560017 560017 Ph No. 918022172294	20/11/2017	31/01/2018	Ipshita Bhasi
Internship	PG Project	NATIONAL ATMOSPHERIC RESEARCH LABORATORY, P.B .No 123, SVU Campus P .O, TIRUPATI-517502, Ph- 91-8585-272024	20/11/2017	22/02/2018	Dishi P. Thomas
Internship	PG Project	ISRO SATELLITE CENTRE, HAL AIRPORT ROAD, VIMANAPURA POST, BANGALORE- 560017 Ph No. 918022172294	20/11/2017	31/01/2018	Dency V Panicker/ Sem 4/MSc Space Science

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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
National Institute of Fisheries Post Harvest Technology and Training ( NIFPHATT), Cochin	27/09/2017	Training for students and faculty members of RDFA, St. Alberts College Autonomous	10

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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
30	26.37

##### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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#### 4.2 – Library as a Learning Resource

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

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

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Library Automation	1	28000	Nil	Nil	1	28000
Text Books	34297	3316096	32	25737	34329	3341833
Reference Books	37069	5777858	767	153400	37836	5931258
Journals	34	35240	13	15475	47	50715
e-Journals	6022	5900	Nil	Nil	6022	5900
Digital Database	3	349700	Nil	Nil	3	349700
CD & Video	252	25200	7	700	259	25900
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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
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NA	NA	NA	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	220	4	25	2	3	3	15	0	0
Added	10	0	10	0	0	0	0	0	0
Total	230	4	35	2	3	3	15	0	0

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

35 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
NA	<a href="#">NA</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
125	124.58	200	184.64

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

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

equipment. A separate consumable register is maintained where the purchases and issues of all consumable items are recorded for consumables. These registers are verified and signed with remarks by the concerned Heads of the Departments every month. Annual stock verification is done at the time of the annual internal audit. A purchase committee and finance committee approves each purchase according to the funds available. There is a policy of yearly maintenance for equipment and devices. The in house maintenance team does those repairs and maintenance, which can be done internally. A library committee reviews the monthly activities and requirements of the Library. According to the need and funds available, the College updates the Library with the latest textbooks, reference books, journals, e-books, e-journals, etc. Book Magic is used as the Institution's Integrated Library Management System. The Library has a logbook to record the teachers, students and researchers usage of the Library. The sports committee reviews the monthly activities and requirements of the sports complex. There is a gymnasium, football ground, hockey practice court, cricket pitch, basketball court, volleyball court, indoor badminton court, judo practice area, yoga practice area, table tennis boards, chess, carom boards, etc. These are being maintained and updated by experienced and well-qualified teaching and non-teaching staff. There are 4 computer labs with 220 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. 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\\_2017-18.pdf](https://www.alberts.edu.in/wp-content/uploads/2021/12/PROCEDURES-AND-POLICIES-FOR-MAINTAINING-AND-UTILIZING-PHYSICAL_2017-18.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	4	40000
Financial Support from Other Sources			
a) National	E Grants - SC	191	2207178
b) International	Nil	Nil	Nil

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Workshop on Communication Skills	02/08/2017	20	Department of English, St. Alberts College Autonomous, Ernakulam
Practical Sessions on Jelly Candle Making	07/12/2017	47	Department of Economics, St. Albert's College (Autonomous), Ernakulam
Moot Court	01/03/2018	48	Department of Economics, St. Albert's College (Autonomous), Ernakulam and Law College Ernakulam.
Talk on Cancer Awareness	05/02/2018	126	Department of Zoology, St Albert's College (Autonomous), Ernakulam
Awareness on Polycystic Ovarian Diseases	07/02/2018	126	Department of Zoology, St Albert's College (Autonomous), Ernakulam
Albertian Knowledge Summit - Advances in Chemical Technology	17/01/2018	60	Department of Biotechnology, Delhi Technological University , New Delhi
Prof. A J Benjamin Memorial lecture series- Polymers in Public Health Care	16/02/2018	78	Biomedical technology wing, Sree chithra Thirunal Institute for Medical sciences and Technology, Thiruvananthapuram
Workshop on River protection	16/08/2018	7	Department of Fisheries and Aquaculture, St Albert's College (Autonomous), Ernakulam
Albertian Knowledge Summit - Solar Energy: Present and Future,	04/01/2018	130	Department of Renewable Energy, St Albert's Collge (Autonomous),

Prospects of Solar and Wind Projects in Kerala Transaction Structure of Rooftop Solar Programmes			Ernakulam in association with the Department of Biotechnology, Delhi Technological University, New Delhi Biomedical technology wing, Sree Chitra Tirunal Institute for Medical science
Workshop on Advanced Microbial Identification using API	27/02/2018	72	Biomerieux Pvt. Ltd, B11, Seaport - Airport Rd, Thuthiyoor, Kakkanad, Kerala 682037

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	CAT/MAT/SET/NET/JAM/GATE	322	471	24	34

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

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Reddy's Lab	12	1	Indian Advanced Research Centre (IARSC)	1	1

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

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
2017	1	BA English	English	S H College, Thevara	MA English
2017	1	B A English	English	St. Teresa's College, Ernakulam	MA English
2017	1	B A English	English	Government Law College, Ernakulam	LLB
2017	1	B A English	English	SNMTC, Moothakunnam	B.Ed
2017	1	B A English	English	Rajagiri Centre for Business Studies	MBA
2017	1	B A English	English	IGNOU	MA English
2017	1	B A English	English	Sneha Sadhan College, Angamaly	B.Ed Special Education
2017	1	B A English	English	IGNOU	MA English
2017	4	BSc Aquaculture	Fisheries & Aquaculture	CUSAT	MSc. Industrial Fisheries
2017	1	BSc Aquaculture	Fisheries & Aquaculture	CUSAT	MSc. Marine Biology
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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	5
SET	2
CAT	17
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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
NA	NA	Nil
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Gold Medal Athletics-High Jump International Level and National Level	International	5	Nil	1601120024	Geo Jos IIYr BA Economics
2017	Gold Medal Athletics-High Jump International Level	International	4	Nil	1601140018	Manu Francis IIYr BA English
2017	Silver Medal for Power Lifting National Level, Gold Medal for Bench press, Silver Medal for Weight Lifting	National	7	Nil	1601100031	Kriti Kumari IIIYr BCom( self financed)
2017	Gold Medal for Kurash, medal for Judo, Gold Medal for Jujutsu National Level, Silver medal for Taekwondo	National	5	Nil	1702080006	Dijosh C J Iyr MSc Chemistry
2017	Gold Medals for Judo and Wrestling, Bronze medal for Jujutsu National Level	National	7	Nil	1602110004	Biyas A B IIYr MCom
2017	Second Prize for Duff Mutt	National	Nil	1	1601180028	Godson Gladwin BSc

	in MG University Youth Festival					Physics
2017	Second Prize for Duff Mutt in MG University Youth Festival	National	Nil	1	15002110 1506	Sreenath V.P Research Department of Fisheries and Aquaculture
2017	Third Prize Classical Music (Vocal) MG University Youth Festival	National	Nil	1	15002108 5058	Nanthu Bhaskar A V B Sc Chemistry
2017	Third Prize Light Music Indian (Vocal) MG University Youth Festival	National	Nil	1	15002108 5058	Nanthu Bhaskar A V B Sc Chemistry
2017	Gold medal for Judo	National	1	Nil	1601120067	Tobin VS II BA Economics
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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. 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 2017-2018, 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 23rd May 2017. Fifty six members were present for the meeting. Archbishop Emeritus His Grace the Most Rev Dr. Francis Kallarakkal inaugurated the Annual General Body Activity Plan for 2017 -2018. It was decided that the Executive Committee meeting of the Alumni association was would be scheduled every Second Friday of the month at 5.30 pm in the common staff room of St Alberts College (Autonomous). 11 EC meetings were held during this period. The UAE Chapter of the Alumni Association was formed on 23rd February 2018 at Rizal Abdulla Manzil, Sharjah. Mr. Rizal Abdulla was elected as the President, Mr. Martin K.J as the secretary Mr. Rajesh E as the treasurer of the UAE Alumni chapter. The Alumni Association of St. Alberts College organized the 6th Teresa - Mathew Kattikaran Memorial All Kerala Inter Collegiate Table Tennis Tournament and the 8th Josephine - Lawrence Memorial Table Tennis Tournament for the alumni of St. Alberts College. 24 teams from various colleges in Kerala participated in the 6th Teresa-Mathew Memorial All Kerala Inter Collegiate Table Tennis Tournament. Sri. Hibi Eden, Ernakulam Assembly MLA inaugurated the Table Tennis Tournament. The Alumni Association also sponsored Rs. 5000/- as prize money for the Lucky Draw Coupon in connection with the Albertian International Educational Expo and Knowledge Summit 2018. Tech Guru Talk organized and sponsored by the Alumni Association was inaugurated by the KUFOS Vice Chancellor Dr. A Ramachandran on 14th December 2017 at Archbishop Bernard Hall. Torres Web Solutions C.E.O Sri.

Sachidanatha Kammath lead the 1st Tech Guru talk on "Digital Marketing and Social Media" and Tom Antony, Senior Consultant, Capgemini India led the 2nd Tech Guru Talk on "Oracle" on 1st February 2018. Kindle for Alma Mater Project was initiated to make Kindle facility available to St. Albert's College because the association firmly believed that the present day students were highly tech-savvy and possessed unprecedented levels of skill in Information Technology.

The Alumni Association also sponsored Christmas Celebrations and Onam Celebrations of the college during the academic year 2017-18

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

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

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

key responsibilities there. The Arts and Sports Committees, NCC and NSS organize student and society centric programmes.

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

Yes

## 6.2 – Strategy Development and Deployment

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

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

organize guest lectures, endowment lectures, seminars, conferences, workshops and other academic activities always in collaboration with the industry. A representative from the industry is always a part of curriculum development of the College. The College has been working diligently towards aligning the academic and extracurricular activities towards an industry-oriented engagement to achieve high standards of intelligence and employability skills among the students. Linkages and MoUs signed between the College, its various departments, and external entities form the foundation for a sound industry-academia interface. Industry interaction is also promoted by encouraging internships during the holidays and vacations, industrial visits, interaction with experts and invited talks. The College is proactive in maintaining Industry-Academia interactions and the various avenues where collaborations exist are as follows: • Guest Lectures/Interactions by Industry Experts • Companies Visit for Student Placements • Companies Acceptance of students for Internship/Organization Study • Signing MoUs • Professional Body Memberships • Advisory Committee and Board of Studies of the Institution have Experts from the Industry

**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 Konnullu, an eminent

Mathematician and Sri. Ponjikkara Raffi, an Eminent Malayalam Writer. • A Dictionary Collection • An Encyclopedia Collection • One set of Thaliola • Digital Repository Collection Special sections are maintained for Reference, Periodicals, History, and Career Guidance etc. The Library is open from 8 a.m. to 6 p.m. on all working days. A library Committee that includes the representatives of Teachers and students help to direct the library services. At present, there are 27451 textbooks, 37415 Reference books and 16 journals and 265 CDs/Videos in the Library. The Library facilitates Web - OPAC remote access to users, and students can access the e-library from anywhere 24X7 with internet access.

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, was initiated in the academic year 2016-17. The AKS aims to assemble like-minded intellectuals and professionals to trade ideas, thoughts, and views related to a specific topic in every discipline. Specialized knowledge from the Industry experts is shared, creating an effective learning environment and improving teaching-learning aspects. AKS is the best platform for the dissemination of research output to society. AKS witnesses a multidisciplinary confluence of the scholars, and this aids cross-disciplinary engagement, which contributes to developing novel discourses in various disciplines, ensuring a healthy and productive

research environment. There are six research centres where knowledge sharing and knowledge creation go hand in hand. Knowledge is created through practice, collaboration, interaction, and education, as the different knowledge types are shared and converted. 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.

Examination and Evaluation

With the advent of autonomy, the College has gained flexibility in the conduct of examinations. The examination schedule prepared at the beginning of the year is strictly adhered to, ensuring the meticulous conduct of exams, publication of results and completion of related formalities. The Office of the Controller of Examinations works dedicatedly to ensure the smooth flow of duties. A section works towards arranging physical facilities of examination, invigilation duties, and disseminating awareness among students on academic integrity and ethical practices. Evaluation is continuous and objective, with Departments adopting various methods, including online tests, open-book exams, viva and quizzes. Test papers, quiz, seminar, group discussion, panel discussion, field visit and written assignment form part of the internal assessment. As attendance is marked using the ERP, those students with less than 75 attendance in papers concerned in a semester are blocked from examination registration. IT integration in examination includes question paper generation from the question bank, marks entry and the online publication of results through indigenously developed software. The answer sheets are bar-coded for blind evaluation so as to ensure the anonymity of the student. The answer scripts are double evaluated to ensure impartiality in corrections. Focus is laid on timely assessment and publishing of results. The Institution also supports students with benchmark disabilities (Divyangjan) as per the UGC guidelines.

Teaching and Learning

The College has been oriented towards Outcome Based Education and offers flexibility in the teaching-learning methods adopted. The annual academic calendar is designed and disseminated at the start of the year for the smooth functioning of all curricular and extracurricular events. All Programmes have the formal pedagogy of teaching and learning within the curriculum with stipulated marks and grades such as assignments, seminars, projects, field trips, industry visits, internships, lab work, and online courses. In addition, PG and UG students submit projects after research on socially/academically relevant areas for their dissertation. Detailed planning of course delivery is done at the beginning of the semester. There is academic progress monitoring at the Department level during the semester as well as a mid-term review of the subjects. Review of course completion report is done at the end of each semester. Compilation and analysis of students feedback on the teaching-learning process help to adopt corrective measures where required. Faculty Development Programmes on the latest teaching and learning technology are conducted every year. A student-centric approach is adopted where innovative teaching techniques and the development of online teaching materials are given priority. Quality improvement strategies in the area of teaching and learning are consequent to the periodic review of existing pedagogies, taking into account performance indicators, results, programme objectives and outcomes. A variety of strategies are deployed, prioritizing teacher quality and learning outcomes. They include training programmes and workshops based on different faculty groups needs and promote content-specific faculty development programmes

Curriculum Development

The College adopted the Syllabus framed by MG University, Kottayam for the Undergraduate and Postgraduate Programmes from 2016 admission. Inclusion of relevant certificate programmes and programmes like AELP (Albertian English Learning Programme), WWS (Walk with the Scholar), and SSP (Scholar Support Programme) offer

specialized education and training in fields that require specific skill sets. The curriculum was placed for approval by the Department in the Board of Studies (BOS) which was constituted as per prevailing norms of the Mahatma Gandhi University that included members from industry, representation from students and alumni. It was then placed for approval in the Academic Council. The curriculum was, thus, finally placed for ratification before the Governing Council after incorporating the suggestions from members of the Academic Council. The curriculum is in congruence with the regulations of the UGC and the Mahatma Gandhi University and seeks to fulfil the vision and mission of the College, upholding the values of gender sensitization, environment awareness, soft skill development, communicative and human resource management skills.

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

E-governance area	Details
Examination	<p>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.</p>
Planning and Development	<p>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</p>

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

	<p>for documenting, monitoring and controlling various financial, academic, and administrative transactions.</p>
<p>Finance and Accounts</p>	<p>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.</p>
<p>Student Admission and Support</p>	<p>St Albert's admits students based on merit and preferential options in admission for young aspirants from marginalized societies. The College offers academic, financial and personal support services, such as Scholarships, Special English Programmes, Supplementary Education, Special</p>

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. 7949862 and Rs. 60000 respectively in 2016-17. Reputed companies visit regularly, and some students are recruited while most students pursue higher studies. The college ERP takes care of the complete admission process for various programmes. The student applies through the college ERP, and the user can scrutinize the application and the schedules for allotments. The weightage for components can be set in the ERP, and the final rank list produced. The applicants can track the application status in the ERP. The system sends SMS and mail for each activity that happens 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
Nil	NA	NA	NA	Nil
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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	To Transform and to Lead, Academic retreat and strategic planning,	To Transform and to Lead, Academic retreat and strategic planning,	28/05/2018	30/05/2018	141	45

	St. Albert's College (Autonomous)	St. Albert's College (Autonomous)				
2018	3 day National Workshop on Digital Learning and Curriculum Transaction in collaboration with Central University of Kerala	Nil	15/02/2018	17/02/2018	15	Nil
2017	A talk on Teaching and Learning Process titled Blended Learning	Nil	05/10/2017	05/10/2017	68	Nil
2017	Nil	Training on Spark Software	13/07/2017	13/07/2017	Nil	19
2017	Nil	Training on Documentation	23/11/2017	23/11/2017	Nil	27
2018	Nil	Training in Digital Transaction (PFMS)	07/02/2018	07/02/2018	Nil	23
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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
Social Media- A Game Changer in Marketing Tactics"	1	07/03/2018	07/03/2018	1
SPSS workshop held at Cochin College ,Kochi	1	21/10/2017	22/10/2017	2
UGC sponsored Orientation	3	21/02/2018	20/03/2018	21

Programme held at UGC-HRDC University of Kannoor, Kerala				
FDP-IPR	1	10/02/2018	10/02/2018	1
'Refresher Course on Life Sciences' held at UGC-HRDC, University of Kerala, Thiruvananthapuram, India.	1	08/11/2017	28/11/2017	21
Two Day Training Programme on Effective Course Delivery Using MOODLE	1	22/09/2017	23/09/2017	2
UGC sponsored Refresher Course in Human Resource Development Centre, University of Kerala, Trivandrum	1	11/07/2017	31/07/2017	21
To Transform and to Lead, Academic retreat and strategic planning, St. Albert's College (Autonomous)	1	28/05/2018	30/05/2018	141
Workshop on Advanced Microbial Identification using API kits and API web, organized by the Dept of Zoology and Aquaculture, St. Albert's College (Autonomous) in association with Biomerieux Pvt. Ltd	1	27/02/2018	28/02/2018	2
Jaivam Organic Farming	1	30/08/2017	30/01/2018	180

Literacy Programme Of MG University Kottayam for the year 2017-18				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
128	128	43	43

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• 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 in the College for children of staff members.</li> </ul>	<ul style="list-style-type: none"> <li>• 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 Medical assistance assistance for house construction etc • Annual Family Get together • Maternity leave facility • Medical leave • Preference for admission to different programmes in the College for children of staff members.</li> </ul>	<ul style="list-style-type: none"> <li>• Scholarships • Department Associations • Student Clubs • Fund for Sports, Arts Programmes from Cooperative Society</li> </ul>

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 Scholarship and Scholarships from Department of Business Administration and Department of Economics	72036	NA
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6.4.3 – Total corpus fund generated

439438
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**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	Yes	Internal Quality Assurance Cell, St Alberts College Autonomous, Ernakulam
Administrative	Yes	Xavier Board	Yes	Internal Quality

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

1. Parents Teachers meet/Open House is conducted regularly once in a semester. They support the management with their valuable feedback on the curriculum and infrastructural facilities in the College. Some parents are also the alumni of the College henceforth they are actively involved in various activities of the College 2. The Induction Programme of the College Scholar Brevis 2017 was conducted with the involvement of the PTA. An Orientation talk for the parents of the newly inducted students was conducted. 3. Talk on Women Safety and Empowerment was conducted on January 19, 2018 with the involvement of the PTA. Discrimination against women - including gender-based violence, economic discrimination, reproductive health inequities, and harmful traditional practices - were discussed as it remains the most pervasive and persistent form of inequality.

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

1. Training on 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) •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. •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 inch Schmidt-Cassegrain Optical Telescope, Motorized Observatory Dome, CCD Cameras, Photometric Devices •Albertian International Knowledge Summit- An international conference on multidisciplinary research, a month-long programme, 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 kW solar power grid installed •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.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Best Outgoing Student 2017	01/03/2018	08/03/2018	27/03/2018	28
2017	Institutional Progress Review Meeting	07/09/2017	25/10/2017	25/10/2017	140
2017	Syllabus Revision initiation	01/06/2017	09/06/2017	09/06/2017	70
2017	A talk on Teaching and Learning Process titled Blended Learning	07/09/2017	05/10/2017	05/10/2017	68
2017	3 day National Workshop on Digital Learning and Curriculum Transaction in collaboration with Central University of Kerala	01/12/2017	15/02/2018	17/02/2018	15
2018	Albertian Knowledge Summit	01/12/2017	04/01/2018	07/01/2018	2000
2017	Feedback from Stakeholders	01/06/2017	09/10/2017	11/12/2017	1703
2017	Internal Audit	07/09/2017	03/10/2017	16/10/2017	70
2018	Hands-on training for IT-in-charges of various offices and Departments	01/12/2017	21/02/2018	21/02/2018	1

2018	Strategic Planning and Academic Retreat	01/03/2018	28/05/2018	30/05/2018	140
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Empowerment Programme- Training in Soap making and Flower Arrangement (Chemistry Department)	15/07/2017	15/07/2017	20	7
Talk on Women Safety and Empowerment	19/01/2018	19/01/2018	72	Nil
Women Entrepreneurs at AIM	21/02/2018	21/02/2018	34	16
Talk on Women Safety (Women Cell)	15/01/2018	15/01/2018	90	Nil
Talk on PCOD (Women Cell)	14/02/2018	14/02/2018	85	Nil

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
<p>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 to by all staff and students on campus. The students are trained to make eco-friendly pens and encouraged to use and steel water bottles. Single-use plastics are not allowed on the campus. The College also started digitizing documents to reduce the use of paper in administrative activities. The majority of staff and students resort to public transportation facilities 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. NSS, NCC, Nature Club, and all the Departments regularly conduct activities to spread the message of environmental consciousness and sustainability. The ENCON</p>

(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 spearheads activities to 'conserve and preserve' the environment. The College celebrates World Environment Day by distributing saplings to faculty and students. 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
Nil	No	Nil

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	31/07/2017	1	ADG Guard	Nationhood	2
2017	1	1	05/06/2017	1	Environment Day	Environmental protection	30
2017	1	1	20/06/2016	1	Scholar Brevis 2017	Orientation to new comers	11
2017	1	1	21/06/2017	1	Yoga Day Celebration	Raise awareness of practicing yoga	20
2017	1	1	21/07/2017	1	Enrollment Program	Induction Program	59
2017	1	1	24/07/2017	1	Essay competition	Writing skills	25
2017	1	1	07/08/2017	1	Short Film Festival	Creativity	30
2017	1	1	25/08/2017	1	Independence Day Parade	Nationhood	25
2017	1	1	16/08/2017	1	Mangalavanam Project	Environmental protection	12
2017	1	1	02/09/2017	1	Paliative	Social Relevant	30

[View File](#)

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
<p align="center">College Handbook 2017-18</p>	<p align="center">05/06/2017</p>	<p>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.</p> <p>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</p>

		<p>safety of other persons.</p> <p>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.</p>
<p>Code of Conduct Handbook of the Albertian Institute of Management (2017-18)</p>	<p>19/06/2017</p>	<p>Albertian Institute of Management (AIM) prescribes the code of conduct for students in the Code of Conduct Handbook. The Code is applicable to all students, which includes all students pursuing MBA. Along with the general code of conduct prescribed by the Statutory Regulatory Authorities, AIM has certain mandatory requirements. Students at AIM have an obligation to conduct themselves in a manner compatible with the College's norms. Admission to AIM 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 AIM's functions or endanger the</p>

health, welfare, or safety of other persons. Every student in AIM is expected to be involved only in activities that are likely to maintain the reputation of the Institution. Each student should behave respectfully with all.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Combined Annual Training Camp	23/12/2017	01/01/2018	32
National Integration Camp	01/09/2017	12/09/2017	2
Combined Annual Training Camp Vaikom	23/09/2017	29/09/2017	29
Thirupathi Trekking Camp	06/10/2017	13/10/2017	2
Rock Climbing Training Camp Gwalior	01/11/2017	12/11/2017	1
National Integration Camp Waranangal	13/11/2017	24/11/2017	2
Army Attachment Camp	22/11/2017	06/12/2017	3
Home Care Visit	18/11/2017	25/11/2017	25
Combined Annual Training Camp Velloor	23/12/2017	01/01/2018	33
International Educational EXPO 2018	04/01/2018	08/01/2018	33

[View File](#)

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

A Green Protocol with a specific set of measures is implemented across all the Departments and Offices on the campus. The College has adopted a number of green practices on the campus for ensuring environmental consciousness and sustainability. Clubs such as Nature Club and the ENCON Club enable the students to share their responsibilities in maintaining a healthy environment and to take steps to avoid environmental degradation in their individual capacity as well as in a group. The College has made significant initiatives to fulfil the slogan in the Green Protocol -Reduce, Reuse, Recycle. Most Departments facilitate online submission of project reports and assignments as an important step towards reducing paper usage on campus. Segregation of bio and non-bio degradable waste at source, prohibition of burning plastics, planting of plants on the campus etc. are other practices to enhance green campus. Awareness Programs, Poster Designing competitions, Observance of World

Environment Day, Ozone Day, Wetland Day, Workshop on eco-friendly pens, paper bags and cloth bags, use of solar panels to minimize the usage of electricity, Energy saving LED lights, etc. are the various initiatives of the College to enhance the environmental, economic, and social well-being of communities, minimize use of natural resources and reduce its impact on the environment. Clean Green Campus is the watchword of St Albert's College (Autonomous). The College maintains the campus green, clean and eco-friendly. The NSS Unit and NCC Units are actively involved in propagating green campus campaigns through meaningful activities. The College celebrates all days connected with nature and the environment and invites eminent environmentalists and activists to deliver lectures. The College practises Hazardous Wastes Management. The Department of Chemistry is currently managing chemical wastes by reducing the use of toxic chemicals in the practical classes. Analyses involving toxic metals are removed from the syllabus of practical classes. Organic chemicals used for practical classes are reduced in volume. Solvents used for the analysis are recycled.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

1. Digital Campus - It was on August 20, 2014, that Prime Minister Shri. Narendra Modi gave approval for Digital India, a flagship programme of the Government of India with a vision to transform India into a digitally empowered society and knowledge economy. St. Albert's College (Autonomous) has always considered digitalization as one of the prerogatives in institutional development, and initiated its digitalization process in the same year, starting off with admissions. The College Management has given priority to the vision of the National Mission on Education through ICT (NMEICT) to leverage the potential of ICT, in teaching and learning processes for the benefit of all learners. Keeping up with Kochi evolving as a smart city, St. Albert's College (Autonomous) also aims at becoming smart, beginning with educational initiatives and then spreading to other aspects too. Title of the Practice: Drishti - "Drive for the Digital" Objectives of the Practice: • To align ourselves with the national mission - Digital India. • To develop an in-house ERP solution. • To develop a tailor-made E-learning platform for St. Albert's College. • To enable blended learning. • To impart technology based education to students. • To enhance the digital infrastructure of the campus, to promote online learning. • To design and create a full-fledged examination module incorporating the processes from question bank creation to grade card generation. • To transform the college into a paperless campus. • To expand the e-governance practices 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: The College had developed and established the „EduAlberts portal? in the academic year 2016-17, thereby bringing digitalization processes in the teaching and learning procedures of the College to the next level. Adding to the facilities already available, in

the academic year 2017-18 the College developed the Online Fee Payment Portal for students and linked the same to the EduAlberts Student Portal. The online fee payment system allowed the students to pay their tuition fee, examination fee, etc. easily and in a paperless manner as well, adding to the Green Campus initiatives of the college. The year also witnessed the College installing Wireless Network Access Points across the campus, enabling the students and faculty members to use internet facilities with ease while they were on the campus. The College also upgraded the previously existing 200 Mbps network bandwidth to 280 Mbps in the academic year 2017-18. Evidence of Success: • Wi-Fi Access Points enabled easy access for the users to the EduAlberts Portal • Students made payments of tuition fees, examination fee etc. through the online fee payment system. • Upgraded the Network Bandwidth to 280Mbps. • Problems Encountered Resources Required: • The student feedback portal ran into some technical glitches, also the questionnaire needed to be updated. • Network Bandwidth needs to be upgraded

2. Sparsh: Solidifying Solidarity - Objectives -

- 1) Induction of Social Outreach Committee with the aim of organizing outreach programmes of departments.
- 2) Help bridge gaps found in accessibility to basic requirements in society.
- 3) Ensure committed continuation of previously initiated outreach activities.
- 4) Actively participate in the field with communities for the upliftment of society.
- 5) To generate a deeply ingrained urge to be informed about and be involved in community issues and causes among faculty/students.
- 6) To promote a spirit of solidarity with the oppressed, those in need and the under-privileged, among faculty/students.
- 7) To foster spontaneous and joyous 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 -

Environmental Sustainability - • Green Protocol Access Audit - A Wetland study, survey of Perandoor canal, Malayattoor and Banerjee road were done. • Swachh Bharat - The College continued the Swachh Bharath activities with special focus on the College Hostel. • Organic Gardens - NSS volunteers set up an organic vegetable garden at Govt. UP School Oorakkad. • Jaivam 2017 - NSS Volunteers participated in the Campaign at Udhayanapuram Grama Panchayath. • Green Shield Planting - Done by NSS at the Coastal belt of Edavvanakkad. • Haritha Keralam - Campaign with Mr. Hibi Eden at College Campus. C • Cleaning Drive - Volunteers cleaned the Kochi Backwaters with Padma Vibhusan K. J. Yesudas. • Swachatha Hi Seva 2018 - celebrated by NSS with Hon. MP Prof. Richard Hey and Rev. Fr. Antony Arakkal. Education - • Navadarshan Junior Scientist Programme - Two workshops in collaboration with Net Fish, MPEDA, interaction with the shrimp farming community at Pizhala, guidance for fish farming at Karukutty, Puthenvelikkara, Thuruthoor. • Coaching - PSC Coaching Classes and Civil Service Orientation Seminars were conducted for better placement of students.

Helping Society and Medical Awareness - • Helping Hand - Dresses were collected and distributed for the needy. Old age homes were visited and financial and hearing aids for the disabled were distributed. • Elder Abuse Awareness Day - Observed for promoting respect for elders and improving moral values of the community. • Okhi Relief Work - Students and faculty contributed towards Okhi Cyclone relief work. • Flood Relief Work - NSS Volunteers were involved in flood relief activities and cleaning of houses in flood affected sites at Kothad. • Pink Campaign - Conducted by the college for women empowerment. • Blood Donation - 10 NCC cadets donated blood as a part of Blood Donation

Campaign in July. • Cell Donation - NCC Army Wing Cadets donated cheek cells at the cell donation programme held at St. Albert's College (Autonomous), Ernakulam, in July. • Social Experience - 30 Army Wing Cadets participated in the certificate course at Government Hospital, Ernakulam. • Awareness Class - A class was conducted on First Aid and CPR by Dr. Prasanth, Palliative Care Department, Government Hospital, Ernakulam. Evidence of Success - 1. The year highlighted the committed involvement of the college with previously initiated outreach programmes, clubbed with new initiatives to contribute to the growth of society and the bridging of resource gaps in communities. 2. The college was able to draw a distinct plan to increase the involvement of students and staff in such activities. 3. Members contributed to relief work across communities as well. Problems Encountered Resources Required - 1. Need to conduct more programmes involving students in important spaces such as planning, decision making, policy formulations etc.

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-2017-18.pdf>

### 7.3 – Institutional Distinctiveness

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

Jnanam Sarvajartham (Knowledge for all) - The programmes initiated during the previous academic year were strengthened and improved during the academic year 2017-18. The Albertian English Learning Programme (AELP) successfully continued into its second year. The number of certificate programmes were increased to 17. Various academic support programmes such as Walk with the Scholar and other Student Support Programmes were organized as well. Training programmes were conducted for teachers on ICT/e-learning platforms with the aim of implementing them in the coming academic years. The Albertian Researchers' Meet was conducted by the Office of the Dean, Research to improve the interpersonal relationships among research scholars/project fellows which would facilitate the strengthening of collaborative and interdisciplinary or transdisciplinary research. The Albertian Knowledge Summit, the International Conference on Multidisciplinary Research with a total of 27 resource persons from various disciplines of Arts, Science, Commerce and Management and the Languages also followed in successfully. Apart from this, there were paper presentations by teachers and paper and poster presentations by research scholars and students. All the conference papers were published as proceedings in the Albertian Journal of Multidisciplinary Research with ISBN 978-93-5351-066-4. Strengthening the research activities of the college further, the department of Botany received a three year DST-SERB project of Rs. 27,97,162. The programmes of all the clubs such as the Literary Club/ Sahityavedi, Quiz Club, Debate-Oratory Club, Film Club, Music Club, Fine Arts Club, Nature Club, Photography Club, Encon Club, Theatre Club, Painting Sculpturing as well as various other sports and arts clubs actively continued with new and enthused participation from all. The NCC defence wings and the NSS also contributed extensively to the many events conducted in the College.

Provide the weblink of the institution

<https://www.alberts.edu.in/wp-content/uploads/2021/12/Institutional-Distinctiveness-2017-18.pdf>

### 8.Future Plans of Actions for Next Academic Year

• All eligible Departments are to be upgraded as recognized research centres and more faculty to become recognized guides so that more teachers will be able to

qualify themselves with doctoral degrees. • Efforts to be initiated to mobilize resources from alumnae for their solid visible contribution to the College. • To prepare the College for the 4th Cycle of Assessment and Accreditation • Strengthen academic remedial programme and personal mentoring programme. • Revise the restructured curriculum • Improve the quality of teaching and learning environment • Develop a framework for result analysis and remedial teaching • To conduct an external Academic and Administrative Auditing • To incorporate internship component as an integral part of courses especially add-on and value added courses • Establish more collaborations and linkages through MoUs • Organize activities and events that will promote skill-enhancement for teaching and nonteaching staff. • Develop a new suitable format for departments to submit monthly data required for compilation of Annual Quality Assurance Report • Organize activities and events that will promote skill-enhancement for teaching and non-teaching staff