

ADMINISTRATIVE AUDIT REPORT
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI

The Administrative Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 1st February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Fr. John Christopher Vadassery, Vice Principal
- Dr. Nisha Thomji Varghese, IQAC Coordinator
- Dr. Sabu M.C., Dean, Resource Mobilization
- Dr. Vincent Terrence Rebello , Dean, Academics
- Dr. Vijay John Gerson , Dean, Student Affairs
- Dr. Krishnakumar K.S., Dean, Research
- Dr. Louie Frobel, Deputy Coordinator, Quality Assurance

Curricular Aspects

- Thirteen Certificate Courses were passed by the Board of Studies for the academic year. Teachers were given training in the E-Learning Management Platform developed by the College, where content could be developed with the effort of the teachers. Thus, new certificate programmes and online courses could also be started with the aid of this (www.alberts.edu.in)
- New Courses B. Voc. Retail Management, B. Voc. Travel and Tourism and B. Voc. Fitness Management have been introduced.
- The College has decided to adopt the revised syllabus of 2019 MG University for all PG programmes. The syllabi have been revised by the College for MBA and MSc Space Science & Technology. From the current academic year onwards the College has also started following the UG syllabus revised by the respective Board of Studies of the College.
- The College successfully implements its credit for merit system and the concept of credit bank. The College does not consider its CFM system as a replacement for Academic performance. The general rules of CFM are being judiciously followed. The maximum marks per semester which is given as CFM per semester for UG is 15 and PG is 20. The students who fail in their internal examinations are not eligible to get CFM. The total marks after adding CFM does not exceed the maximum marks of the internal assessment. No component is claimed as CFM if that component is already considered for grace marks and all components are claimed only once in a semester.
- The College has a range of programme options and courses that are relevant to the local needs and in tune with the emerging national and global trends. It has 309 courses/papers of the various programmes offered by the College that are focussed on employability/ entrepreneurship/ skill development.

- To enhance the graduate experience and competency of the students the College started new academic activities under the auspices of various Albertian Centres like Albertian Centre for Computer Studies, Albertian Centre for Competitive Studies, Albertian Centre for Culture and Heritage, Albertian Centre for Language Studies, Albertian Centre for Social Research and Civic Studies, Albertian Centre for Spiritual Studies and Albertian Centre for Sports and Health Studies.
- The Departments of the College have conducted activities with direct bearing on Employability/ Entrepreneurship/ Skill development for their students.
- 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.
- The College has been actively promoting its students to undertake field projects/ internships / student projects. A total of over1300 internships and field projects are expected this academic year.
- Value-added programmes like Albertian English Language Programme, Albertian Happiness Programme, Foundation Course on Human Rights, Aptitude Training, MPower , SSP and WWS are being successfully conducted.
- The College has integrated cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, Human Values into the Curriculum.
- The curriculum of both UG and PG has a component of internship. Hence students have to undergo a month of internship and get exposure from work settings. Through this, many linkages are created for industry and academia interaction. All Departments regularly organize guest lectures, endowment lectures, seminars, conferences, workshops and other academic activities always in collaboration with the industry.
- A representative from the industry is always a part of the 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

Teaching Learning and Evaluation

- St Albert's College (Autonomous) adopts a comprehensive approach to teaching where educators seek to address students' emotional, social, ethical, and academic needs in integrated learning.
- The College has been oriented towards Outcome Based Education and offers flexibility in the teaching-learning methods adopted.
- The annual academic calendar has been designed and disseminated at the start of the year for the smooth functioning of all curricular and extracurricular events.

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- Admissions were based on merit and through an online system.
- Students from various socio-economic backgrounds have been admitted.
- 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. St Albert's is the first aided College in the State to go for a complete online procedure during COVID
- A total of 794 seats were available for UG programmes for which 42162 applications were received out of which 770 students were enrolled. For PG programmes 241 seats were available for which 3451 applications were received out of which 224 students were enrolled.
- The College has exclusively 63 teachers for UG programmes and 17 teachers for PG programmes. A total of 76 teachers are entrusted with both UG and PG programmes.
- Academic activities are planned in advance during a three-day Academic and Strategic Planning Retreat.
- Usage of ICT enabled teaching-learning techniques; Multimedia Technology and e-learning have helped in the cognitive growth of the students in learning new concepts in the curriculum.
- The College has an online class management software, where the teaching plan is uploaded before the course delivery. There is academic progress monitoring at the Department level during the semester as well as a mid-term review of the subjects. A review of the course completion report is done at the end of each semester.
- The well-structured evaluation process has been implemented to gauge the knowledge and skills acquired at various levels of the programme consisting of both internal assessment and final examination.
- The College has assessed the learning levels of the students and has organised special Programmes for advanced learners and slow learners.
- Student-centric methods have been used such as experiential learning, participative learning, innovative teaching methods, problem-solving methodologies etc.
- The College has instituted a well-defined mentoring system to mentor students. Individual recognition and encouragement are given to the students by the mentors. The total number of students enrolled in the College has 2647 students enrolled and has full-time teachers numbering 156 thus ensuring Mentor: Mentee Ratio at 1:17.
- The College has an efficient mechanism to address and redress the grievances of the teaching staff, non-teaching staff and students.
- The examination office is well organized and confidentiality is maintained.

- 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, quizzes, seminars, group discussions, panel discussions, field visits and written assignments form part of the internal assessment. End semester examination registration, fee payment and hall ticket generation are made using the College ERP. Students can apply for the Examination only through one channel, the College ERP. As attendance is marked using the ERP, those students with less than 75% attendance in papers concerned in a semester are blocked from examination registration. IT integration in Examination includes question paper generation from the question bank, marks entry, e-hall tickets, and the online publication of results through indigenously developed software. The answer sheets are bar-coded for blind evaluation so as to ensure the anonymity of the student. The answer scripts are double evaluated to ensure impartiality in corrections. Focus is laid on timely assessment and publishing of results. The College also supports students with benchmark disabilities (Divyangjan) as per the UGC guidelines.
- The system of automation of generation question papers and prevention of repetition of question papers is being successfully implemented.
- The teaching satisfaction survey has been carried out by the faculty and the College from time to time with the main respondents being students.

Research, Innovations and Extensions

- 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.
- A patent was filed on February 7, 2020, by a faculty member of the Computer Science Department on IOT Based Intelligent Water Quality Monitoring and Distribution Management System
- The Research Consultancy Wing and Research Ethics Committee headed by the Principal performs advisory and supervising functions, forming an integral part of the scholars' Research Admission, Research Progress Review, and Submission procedures. The Research Policy of St. Albert's College is available on its website.
- A webinar on Research and Publications Ethics in Science was successfully conducted by the Office of the Dean Research.
- Half-yearly progress presentations of each Research Scholars were conducted during the month of July 2019 and January 2020 by each of the scholars in their corresponding Research Centres and their progress was evaluated by the Research Committee.

- Most of the Departments conducted the AKS (Albertian Knowledge Summit in the month of January from 3/01/2020 to 30/1/2020 except the Commerce and Computer Science Department which conducted the same in the month of April and March respectively.
- Seven Faculty Members were awarded PhD out of which 3 were from the Department of Commerce and Research Centre.
- The College has 5 recognized research centres in the area of Commerce, Mathematics, Chemistry, Botany and Zoology.
- The College grants full autonomy to the principal research investigator and ensures the prompt release of funds as and when they are received.
- 245 faculty members attended international seminars and 297 teachers attended national level seminars. Twenty-five faculty members presented their papers at international conferences and 18 in national conferences. A total of 69 teachers served as resource persons out of which 21 were for National Seminars and 9 teachers for International level Seminars.
- Twenty-three books and Chapters were published in edited volumes/books and papers in National/International Conference proceedings. The College had 33 research publications in the journals notified on UGC website during the year.
- Many extension and outreach programmes have been conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC etc.
- 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. 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
- Over 100 linkages with institutions/industries for internships, on-the-job trainings, project works, sharing of research facilities etc. for the students have been established by the College.
- Over 100 Workshops/Seminars have been conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices
- The College has one faculty member awarded the Junior Research Fellowship and one faculty member awarded the Best Paper Award in the 'International Conference on Advances in Chemical and Materials Science (ICCM - 2019).
- The College has entered into industry collaborations with companies like Food Safety Solutions International, MES College (Ponnani, Malappuram), Unibiosys Biotech

Research Labs (Cochin, Indonesia WISE, Christ College(Rajkot), Lourdes Hospital, Glorod, Kerala Mathematical Association (KMA) etc.

Infrastructure and Learning Resources

- There are 4 computer labs with 239 computers to cater to the needs of the students and staff. The IT team manages the requirements and updates required for computer labs. All computer labs are available to staff and students.
- There are 85 classrooms to cater to 31 Undergraduate Programmes and 12 Postgraduate Programmes, of which 14 Programmes are afternoon batches. Out of these 85 classrooms, there are 34 classrooms with LCD facilities and all classrooms with WIFI/LAN facilities.
- In addition, there are seven seminar halls to conduct extension lectures, seminars and workshops, of which three are air-conditioned. Papali Hall is the main auditorium of the College where major formal and cultural events such as Orientation for Newcomers, Convocation, Union Inauguration and Arts Day take place. Baccinelli Hall is the open auditorium of the College for students' performances, where minor events and competitions are conducted. As part of Swachh Bharat Abhiyan campaign, every classroom is kept neat by students.
- Washroom facilities and separate dining rooms for teaching and non-teaching staff and students are available and kept clean.
- The institution owns and maintains an aquaculture facility a few kilometres from the campus.
- The College has made available potable drinking water in all the blocks.
- The College has a canteen with adequate infrastructure. The quality of the food served is good and the cost is reasonable. The canteen is hygienic and clean.
- The two-bedded health room is available on the campus. Health care facilities are available and within reach.
- Several types of equipment bought with funds from FIST, DIST, etc. are well maintained and used by students within the College and also students belonging to other research institutions.
- Income generated from various sources is reinvested for the development of the College.
- The College has a stationery store, a photocopying facility, free internet facility with Wi-Fi.
- Library (automation started in 1997 and) is fully automated now with the ILMS software Book Magic, which provides a user-friendly interface and is 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://statelib.rary.kerala.gov.in/rarebooks/>
 - Personal Collection of Rev. Fr Augustine Konnelly, an eminent Mathematician and Sri.

Ponjikkara Raffi, an Eminent Malayalam Writer. • A Dictionary Collection • An Encyclopedia Collection • One set of Thaliola • Digital Repository Collection Special sections are maintained for Reference, Periodicals, History, and Career Guidance etc.

- The Library has three online databases, namely NLIST, J-Gate and National Digital Library (NDL). Subscription to N-List of INFLIBNET provides access to more than 1200 journals and 90,000 e-books.
- Maintenance and up-gradation of infrastructure are done from time to time. A high-speed internet facility for the smooth transfer of data is in place. The Library is open from 8 a.m. to 6 p.m. on all working days.
- A library Committee that includes the representatives of Teachers and students help to direct the library services. At present, there are 27451 textbooks, 37415 Reference books and 16 journals and 265 CDs/Videos in the Library. The Library facilitates Web – OPAC remote access to users, and students can access the e-library from anywhere 24X7 with internet access.
- In 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.
- Sports and cultural activities are given utmost importance. The College trains the students in Basketball, Hockey, Cricket, Volleyball, Football,, Judo, Athletics, Badminton and Table Tennis. A few students have won National and International awards.
- Hostel facilities are available for boys with 18 individual rooms, 28 shared rooms, 3 common rooms and a mess.
- The campus is under CCTV surveillance.
- The physical infrastructure of the College is insured.

Student Support and Progression

- 1351 students received government scholarships and 15 students received various management scholarships to the tune of Rs. 11098092/- and Rs. 65150/- respectively in 2019-20.
- 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.
- Trained counselors are available to counsel the students.
- Parents Teachers meet/Open House is conducted regularly once in a semester. Parents support the Management with their valuable feedback on the curriculum and infrastructural facilities in the College. Some parents are also alumni of the College henceforth, they are actively involved in various activities of the College.

- Schola Brevis 2019 (Deeksharambh) was conducted on 20th June 2019. The entire programme intended to give a warm welcome to the new entrants to the Albertian Family. Orientation sessions were conducted for the parents.
- Capability enhancement and development schemes such as Soft skill development, Remedial coaching, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring are being provided to students.
- The Placement Cell of the College has actively engaged students in on-campus and off-campus recruitment. It provides training to students on resume preparation, interview skills, personality development etc. Several leading corporate companies recruit students on campus. Reputed organizations like WIPRO, Federal Bank visited the institution and students got placed accordingly along with several off-campus placements too.
- In Sports and Cultural Competitions, 6 and 3 prizes were won for sports and cultural competition at the National Level.
- The Arts and Sports Committees, NCC and NSS organizes student and society centric programmes.
- The Department of Renewable Energy assembled LED lamps for the flood-affected people of Wayanad on the 12th of April, 2019. The Department of Economics conducted street plays to spread awareness on Human Rights in various schools. The Department also organized events such as ‘Spend a day with the Orphan Children’, ‘Tea with parents’, house visits, cleaning public spaces and environment-related studies and environment-friendly practices, etc.
- The Botany Department observed World Environment Day at the Sports Campus. The theme for the event was ‘Beat Air Pollution. Tree saplings were distributed to the students in association with the Social Forestry Department of Ernakulam and the NSS unit of the College. Other projects announced the previous academic year have also been taken up for discussion and followed up, such as Green Campus Protocol, Harith Yuva Sena formation, College general beautification programmes, Ammokoru Pidi Pachakkary, Public transport adoption initiatives for the staff and students of the College and the Campus biodiversity register.
- The students and staff carry one extra pack of food to college once a week to share it with the needy.
- The College encourages students to donate a small amount every day to a kitty bank which is being donated to the needy every month.
- The College Student 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.
- 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.

- The College participated in the Vembanad Fish Count conducted on 29th and 30th May 2019 which is a survey that attempts to qualify fish diversity in Kerala Vembanad Lake every year. Volunteers and scientists counted as many as 117 fish species this year. The Research Department of Fisheries and Aquaculture conducted hands-on training on Hygienic Fish Handling and Fishery Products Development for fisherwomen. The Department also participated in the Coastal Clean-up day.
- The College celebrated Onam differently this academic year. Amid the havoc wreaked by the floods during the previous month, they used the festive season to brighten the lives of the unfortunate victims by spreading a bit of warmth and joy. A part of the money collected in connection with the Onam celebration was used to support the unfortunate flood victims. Another highlight of the program was that the Albertians celebrated Onam with a few patients undergoing palliative care at General Hospital, Ernakulam, and a group of differently-abled students from the BUDS Rehabilitation Centre, Mulavukad. The students, teachers and non-teaching staff joined together as a family to prepare for the College Onam celebrations from 5th September afternoon onwards. The preparations went on throughout the night for decoration as well as to prepare the Onam sadhya by the Albertians themselves. It was a coming together of around 2800 students, and over 200 staff in solidarity created a new record.
- On 20th December 2019, the staff and students of the Department of Physics visited the Chavara Special School, Kunnammavu, an educational institution for the mentally disabled students and celebrated Christmas with them. The Department also organized #Beat Air Pollution with Albertians – ‘Eco Warriors’, an environmental initiative organized in association with UNEP. More than 70 students took part in this event. The activities were conducted in association with the Indian Society for Cultural Cooperation and Friendship and included a social media mask challenge, a pledge against pollution, a video show in tribute to Periyar Jose, an environmental activist in Ernakulam, a selfie with a tree, planting tree saplings at home, a talk on ‘The Environment and rivers of Kerala after the flood’ by Adv. Harish Vasudevan (a leading environmentalist) etc.
- The Departments have subject-based Associations, providing opportunities for the students to enrich their knowledge.
- The Albertian International Expo for three days and Albertian International Knowledge Summit for a week are the flagship events organized by the College.
- The institution has the required infrastructure and promotes the active participation of students in cultural and leisure activities.
- The Institution’s Alumni Association conducts programmes and contributes to the development of the College both at the financial and non-financial level.
- The Alumni Association conducted the mega show and gathering at the Albertian Sports Campus named “Royale 2019” on May 11, 2019. The Association supported different activities of the College including the Donation of a fridge to the Aquaculture Department and a Television to the Principal’s office. The Alumni Association of St. Alberts College conducted an Intercollegiate football tournament in

association with the Physical Education Department of St. Alberts College. The Alumni Association also sponsored Christmas Celebrations and Onam celebrations of the College.

Governance, Leadership and Management

- The College follows an inclusive admission policy that is unique and dynamic. Applicants from diverse social, cultural, economic, ethnic and geographical backgrounds are welcome.
- Automation of several sections and processes including admission process, faculty, non-teaching staff and student attendance, as well as the entire examination process (CIA, ESE issue of Mark Statements)
- Online application method is adopted by the Institution that has been 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 the 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 has been maintained with the publication of the various lists. All government stipulations and reservation mandates are adhered to.
- St Albert's 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 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 has enabled a paperless foolproof mechanism for documenting, monitoring and controlling various financial, academic, and administrative transactions.

- The Women Development Cell organizes programmes related to women's health, skill development, and self-defence.
- The College has organized professional development / administrative training programmes for its teaching and non-teaching staff
- 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.
- Evaluation has been continuous and objective, with Departments adopting various methods, including online tests, open-book exams, viva and quizzes. Test papers, quizzes, seminars, group discussions, panel discussions, field visits and written assignments form part of the internal assessment.
- The first autonomous batch of UG (2016-19) and the second batch of PG (2017-19) passed out during April/May 2019 and the overall pass percentage of UG programme is 68.84 and PG programme is 85.99.
- The established Learning Management System – <https://elearning.alberts.edu.in/> has made easy the computerization and digitization of academic administration and the conduct of all related activities.
- 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.
- The EDUALBERTS staff portal allows the staff to 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 College has a research monitoring committee under the Office of the Dean, Research. The Office has been successful in creating a better scientific world through research and publications and training teachers and students. The Research wing has organized International/National conferences on the chosen themes under their domain periodically. It has organized 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.
- 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 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 prepares its financial plan every year. All the financial transactions are automated.
- The institution ensures transparency in the collection of fees by displaying fee structure on the College website.
- 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 Bursar's 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.
- The College has the facility to store all the data with adequate security features

Institutional Values and Best Practices

- The College has charted out a green protocol to be adhered to by all staff and students on campus. The NSS Unit and NCC Units are actively involved in propagating green campus campaigns through meaningful activities.
- The College has prescribed a code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.
- The College has been celebrating and organizing national and international commemorative days, events and festivals and has been taking efforts/initiatives to provide an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities
- BIN IT INDIA, the institution's flagship programme conducts several programmes to make students aware of the social realities around them.

- An energy audit is being conducted for all Departments.
- The ENCON (Energy-Conservation) Club supported by BPCL-Kochi, and various Departments of College organized awareness programmes focusing on the environment and sustainable use of its resources. The messages of energy conservation and sustainability are made loud and clear to the student community by activities related to Energy Conservation Day, Ozone Day, Green Day and Wetland day.
- Nature Club also spearheads activities to ‘conserve and preserve’ the environment. The College celebrated 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.
- The College conducted a cleaning campaign at the heritage centre in Fort Kochi on 27th September 2019 – World Tourism Day. 82 students participated in this event.
- The College ensures gender equity & sensitization in curricular and co-curricular activities, and have facilities for women on campus.
- The College has been regularly conducting awareness programmes and activities with the aim to sensitise students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens
- The College has adopted seven villages under the Unnat Bharat Abhiyan Programme of MHRD Ernakulam, Kadamakkudy (CT), Nayarambalam, Edavanakkad, Elamkunnappuzha (CT), Ezhikkara and Kottuvally (CT)
- The students and staff of the College have actively promoted the Albertian Swachhata Mission. The College organised Albertian Swachhata Mission in association with Kochi Corporation and Kochi Metro Rail Limited. “Swachhata Swayam” – Personal Hygiene Cleanliness Awareness classes by tutors, Poster making competition, exhibition and elocution competition on “Personal Hygiene”, “Swachhata Kudumbam” – Hygiene Clean Family #MyCleanHomeChallenge and publication of e-handbook on – “Personal Hygiene”, “Swachhata Changathikootam” – Hygiene Clean Hangout Places near the student houses with their friends, “Swachhata Classroom”– Hygiene Clean Classrooms Cleaning Classrooms, Departments, Labs and offices Preparation of Cleaning Time Table (Monthly) in each classroom and Formation of Class Room Cleaning Committee, “Swachhata Kalalayam” – Hygiene Clean College Inauguration of Segregated Waste Management System, “Swachhata Naadu” challenge where students and the staff members of the college cleaned the Banerjee Road from Highcourt Junction to Lissy Hospital Junction, St. Albert’s Lane, IS Press Road and Mahatma Gandhi Road till Mahatma Gandhi Road Metro Station. “Swachhata Rally” All the departments of the College organised Swachhata Rally from the designated area of each department to St. Albert’s Sports Campus, Kaloor Helping Society and Medical Assistance. Students of St. Albert’s College (Autonomous) visited Chellanam, badly hit by the fury of the sea, and actively assisted natives, the Police and other volunteers in filling geo-bags and setting up a sea wall to protect the communities from the inflow of seawater.
- The Department of Commerce and Research Centre organized various extension and social outreach programmes which included ‘Thoolika’ a training session for paper

pen making, 'Carry', an initiative for paper bag making and 'Sorry' an initiative to create environmental awareness.

- The College has also followed up on the projects announced in the previous academic year, such as Green Campus Protocol adoption, Haritha Yuva Sena formation, College general beautification programmes, Ammakkoru Pidi Pachakkary, Public Transport adoption initiative for students and staff and the Campus biodiversity register.

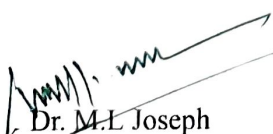
Post accreditation initiatives of the College were:

- Autonomous status: College achieved Autonomous status (March 2016), and was selected for the second phase of the RUSA Project (date).
- Constituted Boards of Studies of various disciplines, Academic Council and Governing Council, Statutory committees as proposed by UGC
- Outcome-based Education: Introduced Outcome Based Education and formulated Programme Outcomes, Programme Specific Outcomes and Course Outcomes
- Data management system through ERP covering various aspects of academics and administration
- Established Learning Management System – <https://elearning.alberts.edu.in/> that makes the computerization and digitization of academic administration and the conduct of all related activities.
- Completed 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. KOHA software is being partially used.
- Becomes a research Centre under KUFOS and UGC
- Civil Service Grooming Programme (CSGP): initiated to impart students interest towards civil service.
- New Programmes and Courses: 10 new BVoc programmes, 2 M.Voc Programmes, 3 UG programmes, 2 PG Programmes, 1 Integrated PG Programme and 2 PG Diploma Programmes
- Albertian English Language Programme (AELP) and Albertian Happiness Programme (AHP)
- Unnath Bharat Abhiyan (UBA) scheme: College partners with the MHRD in the Unnath Bharat Abhiyan (UBA) and has adopted 5 villages under the scheme.
- IIC: established MHRDs Institutions Innovation Council (IIC) to systematically foster the culture of Innovation
- The concept of Albertian Educational Expo with the theme of Knowledge for All in Society was conceived. The Royal Albertian Fest was brought in to develop student engagement within and outside the campus.
- Albertian Space Observatory equipped with an array of state-of-the-art equipment including an 11 Schmidt-Cassegrain Optical Telescope, Motorized Observatory Dome, CCD Cameras, Photometric Devices
- Albertian Knowledge Summit- An international conference on multidisciplinary research, a month-long programme, conducted every year.
- Albertian Foundation – Reaching out to the Community

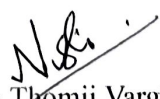
- Adopting Swacch Bharat Abhiyan project on campus
- Academic Retreat and Strategic Planning Workshops (To Transform and To Lead) at the beginning of every academic year for Teaching and Nonteaching Staff
- Albertian Star Award (Best Outgoing Albertian Student) constituted
- Green Energy project - 40 kV solar power grid installed
- Albertian Cultural Dayz - weekly cultural days where students of each Department are given opportunities to express their creativity and talents
- Ethnic Assimilation- fostering the celebration of ethnic diversities to help students reconnect with the country's traditional and cultural roots.
- Albertian Centre for Language Studies
- Albertian Centre for Social Research and Civic Studies

Recommendations:

- The College needs to upgrade Question Bank incorporating Bloom's Taxonomy and Course Outcomes
- Infrastructure Augmentation is required
- The College needs to introduce new academic Programmes considering demand and National Education Policy
- It needs to enhance international partnerships and collaboration and student exchange programmes
- Has to promote of innovation eco-system and more incubation initiatives
- Update the teaching-learning process in line with the advancing IT technology and make use of software to prepare ICT lessons.
- Introduce examination reforms such as online examination in order to expose students to this practice
- The College needs to Introduce a scheme for the faculty members titled Albertian Seed Grant for Research (ASGR) aiming at promoting research culture among the faculty members and promote research through seed money, workshops etc.
- Need to organize inter and intra-institutional workshops and seminars on quality related themes related to the 7-criteria outlined by NAAC.
- Have to introduce more Vocational Programmes so as to achieve recognition and respect to India's vibrant youth and make them more employable- ready as per industry standards, thereby manoeuvring the skills, labour and employment landscape of India
- Need to have year-long Platinum Jubilee celebrations including public events and community activities, as well as moments of reflection on the College's 75 years of service to society


Dr. M.L. Joseph
Principal




Dr. Nisha Thomji Varghese
Dean, Quality Assurance