



# INTERNAL QUALITY ASSURANCE CELL

*Annual Report 2016- 2017*



## REPORT OF THE ACTIVITIES OF IQAC 2016-17

Along with other activities and initiatives to improve quality benchmarks, the IQAC took steps in the processes of promoting quality at various levels. Programmes for quality enhancement were organized for students, faculty and non-teaching staff.

- Introduction of Online Attendance.
- Career Guidance and Placement was strengthened
- **Scholar Brevis 2016** - The induction programme for first-year degree students was conducted on the 21<sup>st</sup> of June 2016.
- The Youth Forum of Kerala Chamber of Commerce and Industry, the Albertian Institute of Management, and the Internal Quality Assurance Cell (IQAC) jointly organized a workshop on **Effective Entrepreneurship** on 27th June 2016. The workshop was formally inaugurated by Mr Deepak Sathyapalan, CEO, Beaumonde, The Fern, Kochi. Four successful entrepreneurs who were the office bearers of KCCI shared their experiences, which was really a learning process for the students. They also explained to the students the risks and challenges they faced in achieving success in business.
- Preparatory work for the 4th Cycle of Assessment and Accreditation of NAAC was undertaken. A series of meeting for all the academic staff members were conducted to sensitize the staff about the accreditation framework. Department Quality Assurance Cells (DQAC) was created in each Department on 01<sup>st</sup> July 2016 and a DQAC Coordinator was appointed from among the faculty to facilitate quality initiatives in the Department and report to the IQAC office. The DQAC would monitor the various academic/educational activities in the Department and strive for quality and excellence in all actions.

- A Programme to improve the English Communication Skills of students was decided upon and the ***Albertian English Learning Programme (AELP)*** was implemented as a compulsory English learning programme for the first semester students of the College for the academic year 2016-17. The Albertian English Language Programme (AELP) was initiated on 08-Aug-2016 to build in students, proficiency in English, a highly sought-after skill in the international workplace as fluency in English increases hiring potential.
- Remedial programmes for slow learners including the ***Student Support Programme*** were conducted on a regular basis by various Departments. Special programmes were held for the toppers in every class. In addition, the ***Walk with Scholar Programme*** with a teacher mentor for a group was effectively implemented.
- Training for Non-Teaching Staff Members in ***Microsoft Office*** was conducted on 05-Sep - 2016.
- Updated the online feedback mechanism feedback from various stakeholders including employers, alumni, staff and students was collected and collated for further deliberations and action.
- Facilitated the submission of proposals for NIRF, India Today Certification, RUSA, AISHE and other UGC initiatives.
- ***Faculty Induction Programme*** for new teachers was conducted from September 17 to 21, 2016.
- A National Workshop on ***Curriculum Development and Syllabus Revision*** was conducted on 27 October 2016. Dr. J. Letha, Vice Chancellor, Cochin University of Science and Technology inaugurated the event and addressed the gathering.
- Training for Non-Teaching Staff Members on ***Tally Software*** was conducted on 01-Dec- 2016.

- The *Albertian International Knowledge Summit (AIKS 2017)* an International Conference on Multidisciplinary Research and Albertian International Educational Expo was conducted from 25/01/2017 to 28/01/2017 to assemble like-minded intellectuals and professionals to trade ideas, thoughts, and views related to a specific topic in every discipline. The *Albertian International Knowledge Summit 2017* provided ample room for budding researchers, teachers and anyone with a passion for learning to test and improve their quest for knowledge. Papers were presented by both the teaching faculty and students and poster presentations were made by students.
- The IQAC organised a seminar on *Autonomy - In Pursuit for Excellence* on 21 March, 2017. Rev. Dr Valson Thampu, former National Minorities Commission Member and Former Principal, St. Stephen's College, New Delhi was the key speaker for the same.
- On 7th and 8th April 2017, a *National Workshop on Research Methodology* was conducted as an initiative of the Department of Commerce in association with the Internal Quality Assurance Cell (IQAC). The participants garnered the idea that the methodology of research indicated and influenced the overall validity and reliability of the whole research to be conducted.
- **Training on Website Updation** for Teaching Staff Members and Non-Teaching Staff Members was conducted on 17-Apr-2017.
- As part of the quality initiative by IQAC, a 3 days Academic Retreat and Strategic Planning Workshop, **To Transform and To Lead** was organized from May 25 to May 27, 2017. The 3-day event had deliberations on all areas pertaining to the growth of St. Albert's College (Autonomous). There were various sessions by invited speakers and various group activities were conducted for staff development and empowerment.
- A calendar of Academic and Curricular Programmes was proposed and the Academic Calendar was followed to a great extent
- Proposed an effective online admission process and student data maintenance as well as the online Admission Process.



- The process of implementation of autonomy was facilitated in an effective manner through coordination, training and motivation for excellence in academic performances, the capability of self-governance and enhancement in the quality of education.
- The following teachers attended Professional Development Programmes in the Academic Year 2016-17

Sl. No	Name of Teachers who have attended	Title of the Professional Development Programme	Date & Duration ( From )	Date & Duration ( To )
1	Dr. K. Madhusudhanan	Orientation course for programme Officers of NSS	21/07-2016	27/07/2016
2	Dr. Sabu M C	Xavier Board Participation	05/08/2016	08/08/2016
3	Fr. Christy David Pathiala	Xavier Board Participation	05/08/2016	08/08/2016
4	Dr. M.L. Joseph	Xavier Board Participation	05/08/2016	08/08/2016
5	Fr. Antony Arackal	Xavier Board Participation	05/08/2016	08/08/2016
6	Mr Ashwin Mathew	Faculty Induction Programme	17/10/2016	21/10/2016
7	Ms Deepa K R	Faculty Induction Programme	17/10/2016	21/10/2016
8	Ms Irene Lal Menachery	Faculty Induction Programme	17/10/2016	21/10/2016
9	Ms Mary Lidia K	Faculty Induction Programme	17/10/2016	21/10/2016
10	Ms Mary Nefla	Faculty Induction Programme	17/10/2016	21/10/2016
11	Mr Jefrin Johnson	Faculty Induction Programme	17/10/2016	21/10/2016
12	Ms Neenu Jose	Faculty Induction Programme	17/10/2016	21/10/2016

13	Ms Arshdeep Kaur	Faculty Induction Programme	17/10/2016	21/10/2016
14	Ms Selma T S	Faculty Induction Programme	17/10/2016	21/10/2016
15	Dr. Prasanth K P	Faculty Induction Programme	17/10/2016	21/10/2016
16	Ms Aswathy Raveendran	Faculty Induction Programme	17/10/2016	21/10/2016
17	Dr Gisha Sivan	Faculty Induction Programme	17/10/2016	21/10/2016
18	Ms Anu Thottappilly	Faculty Induction Programme	17/10/2016	21/10/2016
19	Ms Subitha Sudheer M	Faculty Induction Programme	17/10/2016	21/10/2016
20	Ms Amrutha Santhosh	Faculty Induction Programme	17/10/2016	21/10/2016
21	Ms Nithya S Menon	Faculty Induction Programme	17/10/2016	21/10/2016
22	Ms Angelina D'Silva	Faculty Induction Programme	17/10/2016	21/10/2016
23	Ms Chithra K Pushpan	Faculty Induction Programme	17/10/2016	21/10/2016
24	Ms Shini C M	Faculty Induction Programme	17/10/2016	21/10/2016
25	Ms Geethu Joseph	Faculty Induction Programme	17/10/2016	21/10/2016
26	Dr. Krishnakumar K S	UGC HRDC Refresher course	29/11/2016	19/12/2016



  
**IQAC COORDINATOR**



**St. Albert's College (Autonomous)**

An Initiative of Educational and Charitable Trust of Archdiocese of Verapoly  
Accredited by National Assessment and Accreditation Council (NAAC) at 'A' Grade with  
a CGPA of 3.23, ISO 9001:2008 certified  
Affiliated to Mahatma Gandhi University, Kottayam, Kerala

Banerji Road, Ernakulam, Kochi – 682018 Kerala, India | Ph : Office : 0484-2394225

Fax : 0484-2391245 | E-mail : [bba@alberts.ac.in](mailto:bba@alberts.ac.in) | Website : [www.alberts.ac.in](http://www.alberts.ac.in)