



# St. Albert's College (Autonomous)Ernakulam kerala

Affiliated to Mahatma Gandhi University, Kottayam

## QUALITY MANUAL 2023

" Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC "





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## 1. Profile

A glorious history of 75 years. A vibrant and focused present. A goal-oriented approach to the future, guided by a powerful mission. St. Albert's College (Autonomous), Ernakulam provides state-of-the-art support systems in learning, teaching and research, and creates and maintains a holistic environment for the overall development of students. The college prioritizes the well-being and growth of the students by nurturing a healthy learning-based community. Arts, sports and academics stand alongside one another, highlighting the need for comprehensive progress of students.

The college offers 30 Undergraduate programmes, 16 Postgraduate programmes and 1 Integrated programme in Basic Science and Statistics. The Albertian English Learning Programme (AELP) ensures that students of all undergraduate streams ease themselves into proper communication in the English language right from their first years, and make it a part of their lives. Following a good syllabus, the course also makes sure that they get solid practice in public speaking, writing and conversation skills. In addition to AELP, the college also offers 23 certificate programmes conducted by the various departments. The Departments of Commerce, Mathematics, Botany, Zoology, Chemistry, Aquaculture and Management are also approved research centres, with a number of major and minor projects currently running under the able guidance of 19 research guides. Around 30 students are currently pursuing their research here.

St Albert's College belongs to the community and continually strives to provide an accessible, affordable, and high-quality education to all its students. The College is committed to providing an array of academic and student development services that support students' success in attaining their academic, cultural, and civic achievements. To enhance student success and close equity achievement gaps, the college identifies and regularly assesses student learning outcomes to improve institutional effectiveness. Innovative educational opportunities and student support services are provided with that lead to the successful completion of degrees, career/technical education and basic skills proficiency. The college fosters personal and professional success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning community. In meeting the needs of the diverse student population, the College embraces equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

St. Albert's College (Autonomous) is thus a world of opportunities, growth and overall holistic development of not just the students, but also of the teaching and non-teaching staff and everyone else who is ever a part of the Albertian family.

## 2. SACA's Quality Manual

**"Quality is not an act, it is a habit"**

**- Aristotle**

The quality manual of St. Albert's College acts as a touchstone for the qualitative institutional policies followed by the institution. A dynamic quality manual is at the core of the formulation of strategic institutional policies. Frequent revision of the quality manual enables the institution to maintain and improvise the academic and administrative functioning of the institution.

## 3. Governance

The institution practices a decentralized and participative management approach in all its activities, initiatives and decision-making by involving Deans and faculty members at all levels. The various committees are in place to review the progress in various functions and accordingly take necessary timely action for ensuring excellence in respective areas. The culture of participative management is promoted by the institute by including students in the management of various events organised by the institute.

## 4. IQAC – Mode of Operation

The IQAC of St. Albert's College (Autonomous) is an office dedicated to ensure the quality of the various policies and institutional practices followed in the campus. An internal comprehensive evaluation is one of the core strategies followed by the IQAC to continuously monitor, evaluate and recommend much needed amendments to improve the qualitative and structural policies of the institution. The Dean of Quality Assurance along with a team of dedicated teachers ensures that the institution adopts the recent trends in national and international qualitative institutional practices to elevate the institution to achieve global standards of excellence.



## 5. Vision and Mission Statement of IQAC

### **Vision**

To create a culture of excellence, transparency, and accountability in the Institution through quality evaluation, promotion and sustenance initiatives.

### **Mission**

To ensure that the academic programmes, services, and operations are consistent with the Institution's mission and goals, meet or exceed the standards set by external accrediting bodies, and provide an environment that supports student success and faculty development.

## 6. Quality Policy

St Albert's College (Autonomous) is committed to imparting quality education and aims at being a global institution through incessant enhancement of its pedagogic capacity by pursuing global canons of distinction in all endeavors namely teaching, research, and consultancy. Collaborating with industry, other institutions and organizations for reciprocal benefit, St Albert's College is committed to achieve academic excellence, accord high quality education, training, expertise in various skill development programs, thereby enhancing the inherent abilities, competencies and thinking processes of students.

The College is committed to comply with the requirements and continually improve the effectiveness of quality management system through ingenuity, team work and acclimatization to change and play a catalytic role to achieve national, regional and global harmony. The College focuses on developing a student centred institution which nurtures and promotes the talents of its students and prepares them to make a positive contribution to society, ensuring that the staff and students are cognizant of the significance of ethical behaviour and social responsibility across all economic, social and cultural realms.

## 7. IQAC – Standard Procedures and Methodology

- The preparation of a Quality Manual as a framework to aid in the formulation of various policies and to assimilate the best practices with respect to teaching learning activities, curriculum, research, student support and for various structural reforms.
- Improvisation of the existing practices followed by the institute and to augment its effectiveness.
- Setting up unique benchmarks that borrows from contemporary global standards.
- Instituting a comprehensive feedback mechanism from all stakeholders to identify the strengths and weaknesses of the existing practices.
- Formation of dedicated committees to recommend structural reforms for various policies based on the comprehensive feedback mechanism to optimize the effectiveness of the existing policies.
- Conducting internal Academic Audits has proved to be effective in ensuring overall quality and transparency.
- Preparing NAAC Reports enables the institution to introspect the institutional policies and to strive towards achieving global excellence.
- To augment the quality of Higher Education, the institution regularly prepares itself for the National Institutional Ranking Framework NIRF and All India Survey on Higher Education AISHE.

## 8. Functions and Objectives

- Ensure timely, efficient and progressive performance of academic, administrative and financial tasks
- Ensure the adequacy, maintenance and functioning of the support structure and services
- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrange for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Act as a nodal agency of the Institution for coordinating quality-related activities.
- Develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the College.



- Provide greater clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture
- Contribute towards enhancement and integration among the activities of the College and institutionalize many good practices

## 9. Areas of Quality Assurance

### 9.1 Curricular Aspects:

9.1.1. The governing and the academic councils of the institution ensure that each Department conducts an annual Board of Studies meeting to restructure the syllabus oriented towards global standards.

9.1.2. Creation of new age programmes that focuses on employability, entrepreneurship and skill development.

3. Promotion of vocational courses to augment skill and employability.

4. Organizing several social outreach programmes to contribute to the development of society and to increase the social skills of students.

5. Greater choice of elective courses as part of the Choice Based Credit System (CBCS) to improve student-centric learning in the institution.

6. Value-added courses specifically designed by the faculties to impart useful and necessary soft skills for the students.

7. Comprehensive and mutually beneficial tie-ups between the institution and various industries to improve the scope and availability of internships and field projects.

8. Annual feedback mechanism to further improve the various structural and institutional practices related to the curriculum.

9. Feedback received from all stakeholders would be thoroughly scrutinized by an expert committee to formulate new recommendations and eliminate the structural discrepancies of the existing policy.

10. Implementation of the revised policy by the institution that would be based on the recommendation of the expert committee.

### 9.2 Teaching Learning and Evaluation

1. ICT-enabled classrooms to ensure greater access to learning resources.

2. Promotion of OER training for teachers to optimize learning outcomes.
3. Incorporation of ICT-enabled resources in the classroom.
4. The institution functions according to a well-organized timetable formulated by a separate committee.
5. Teaching plan for each day and semester uploaded regularly to EduAlberts.
6. The institution provides training to the faculty to be more competitive in the field of pedagogy., As a result, the number of faculty who received awards and honours from government and non-government bodies increased exponentially over the years.
7. A well-functioning online and autonomous Examination Centre that ensures speedy valuation and release of results in a time-bound manner.
8. To ensure that students obtain an equitable learning experience, the institution conducts an entry-level test for all the newly inducted graduates.
9. Remedial classes, training sessions and webinars on increasing the quality of learning leading to a sustained increase in the pass percentage over the years.
10. Regular and frequent collection of feedback from the students to augment the teaching and evaluation process.
11. A dedicated studio for the creation of e-content and online certificate courses to encourage and support teachers in online teaching methodologies.
12. A well-organized, open and transparent conduct of internal examinations.
13. The valuation of internal examinations are conducted in a time-bound manner.
14. Students are encouraged to learn about research and publication ethics from the first year onwards.
15. Assignments submitted by students would be scrutinized by the plagiarism checking software installed in the library.

### **9.3 Research, Consultancy and Extension:**

1. The institution has a separate Office of the Dean, Research consisting of a team of the experienced faculties to formulate policies regarding research activities in the institution.

2. The faculty and students are encouraged to do more research.
3. Albertian Knowledge Summit conducted annually by the institution promotes the spirit of research and enquiry.
4. The institution constantly supports faculty engaged in UGC Major and Minor projects.
5. Research ethics, integrity and authenticity in research are taken seriously by the institution.
6. To promote the idea of authentic research articles, the institution has made it mandatory that all UG and PG projects be scrutinized by the plagiarism detector software installed in the library of the institution.
7. Several departments of the institution maintains and publishes their peer reviewed department journals regularly.
8. The creation of committees headed by the Heads of the Department to look into matters of publication of research articles.
9. Regular and frequent seminars on Intellectual Property Rights are organized by the institution.
10. An incubation centre to guide entrepreneurs to patent their innovations and to commence viable commercial production of the product.
11. The Institution has active NSS and NCC units along to promote social outreach activities in the campus.
12. Active participation of students and teachers government and non government extension activities.
13. Exponential growth of mutually beneficial MoU agreement signing with various industries.

#### **9.4 Infrastructure and Learning Resources:**

1. Centralized allocation of funds for various initiatives of the college.
2. Wifi enabled campus to ensure internet access for everyone in the college.
3. Automated library with integrated library management system.
4. The institutional policies are designed in a manner to ensure optimum utilization of learning and teaching resources.

5. The college has separate wings each for both self financing and aided programmes.

### **9.5 Student Support and Progression:**

1. The institution has formed separate committees to help students obtain state and central scholarships.

2. Entry level tests, Bridge courses, soft skill training, remedial coaching, mentoring and extension lectures are some of the few student support programmes offered by the institution.

3. A career cell to counsel students and orient them in cracking competitive exams.

4. The institution always makes sure that steps like participatory management system are taken to increase transparency in governance and academic policies.

5. Formation of separate cells prevent ragging and sexual harrasment of women in workplace.

6. Sustained annual increase of the propotion of students in on-campus and off-campus placements.

7. Regular updation of student progression and online feedback collection mechanism acts as a touchstone for augmenting levels of perfomance.

8. The annual Royal Albertian Fest and weekly Albertian cultural days are some of the few activities organized by the institution to promote cultural activities in the campus.

9. Regular promotion of sports activities has led to a sustained increase in the number of students receiving awards and medals for various activities.

10. The Alumni association of the college meets regularly for various social activities.

### **9.6 Governance, Leadership, and Management:**

1. The college promotes strategies that focus on the ease of governance and quick implementation of policies such as e-governance.

2. The college has a separate Office of the Dean, Training and development to focus on providing adequete training for both the teaching and non-teaching staff.

3. IQAC, along with the Offices concerned keeps a track of the number of teachers who enrolled for various annuanl refresher programmes and faculty development programmes.

4. To ensure transparency, the institution makes sure that academic and administrative audits are done properly and regularly.
5. An effective grievance addressal mechanism to deal with the problems that students face in their academic lives.

### **9.7 Institutional Values & Best Practices:**

1. The Institution takes care that an active grievance addressal mechanism works in tandem with the mentoring system.
2. Programmes are organized to promote social and cultural awareness among students.
3. The institution makes sure of a sustained growth in the proportion of electricity derived from renewable sources.
4. Institutional committee that focuses on formulation of new developmental initiatives in the villages adopted by the institution.
5. Institutional policies framed, blends in a sustainable and environment friendly approach.

## **10. Qualitative Institutional Practices recognized by the IQAC**

1. The extension and implementation of Participatory Management System from the institutional and department level to the classrooms to ensure a greater involvement of students in the governing affairs of the college.
2. Regular academic and administrative audit conducted by an external agency to ensure transparency and to improve the quality of the institution.
3. Offices for resource mobilisation, academic affairs, quality assurance, research, student affairs, training and development, international affairs and management with experienced senior faculties as the deans of each office along with a team of teaching staff trained in the aforementioned areas.
4. Providing greater emphasis on the academic retreat and strategic planning involving both teaching and non-teaching staff.
5. Electoral Awareness Programmes, Intellectual Property Rights Seminar and career talks for both students and teachers to promote awareness in these areas.
6. A coherent and comprehensive online and offline feedback mechanism from all stakeholders involved.

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7. Albertian International Knowledge Summit and Albertian Educational Expo are two major qualitative activities organized by the college to build and promote higher levels of transdisciplinary innovation and research.
8. Albertian Star Contest (Best outgoing student), Mentor Talks, Student Support Initiatives and the implementation of ICT in education as part of promoting students to enhance their learning.
9. Formation of Department level Board of Studies incorporating external experts from the academic community, industry and alumni to recommend and restructure the syllabus.
10. Restructuring of syllabus by integrating Outcome Based Education, disaster management, gender awareness, ethics, environment and sustainability, internship, and employability skills.
11. Introduction of E-governance for a holistic consolidation of the various of activities of the institution through a separate institutional online portal.
12. Creation of a unique e learning platform to provide certificate courses for the students as well as the public.
13. Annual Performance Based Appraisal for each staff member to promote quality in education and research.
14. Research in pedagogy and innovative teaching methodologies.
15. Annual faculty orientation programme to improve administrative and academic efficiency of the institution.
16. Office of Human Resource Development and Training to cater the implementation of qualitative teaching methodologies identified by the IQAC.
17. Students seminars - With an objective to increase the role of students in academic activities.
18. Formation of a talent pool by regularly and frequently organizing a multitude of arts, sports and cultural programmes for the students.
19. A unique and dedicated incubation centre and supportive infrastructure for budding entrepreneurs.
20. Specifically tailored academic learning activities to continually assess and monitor the progress made by students.







# St. Albert's College

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## ST. ALBERT'S COLLEGE

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### St. Albert's College

AUTONOMOUS

#### Undergraduate PROGRAMMES

• BA - Economics / English / English-Vocational  
• BBA - BBA in Finance / BBA in Marketing / BBA in International Business  
• BSc - BSc in Computer Science / BSc in Information Technology / BSc in Applied Electronics  
• BEd - BEd in Education / BEd in Physical Education / BEd in Vocational Education  
• BPharm - BPharm in Pharmacy  
• BArch - BArch in Architecture  
• BEng - BEng in Engineering  
• BDes - BDes in Design  
• BSc - BSc in Mathematics / BSc in Statistics / BSc in Operations Research  
• BSc - BSc in Biotechnology / BSc in Environmental Science / BSc in Food Technology  
• BSc - BSc in Health Sciences / BSc in Nursing / BSc in Physiotherapy  
• BSc - BSc in Social Sciences / BSc in Psychology / BSc in Sociology  
• BSc - BSc in Agriculture / BSc in Horticulture / BSc in Fisheries  
• BSc - BSc in Forestry / BSc in Wildlife Management / BSc in Environmental Management  
• BSc - BSc in Food Science / BSc in Food Technology / BSc in Food Safety  
• BSc - BSc in Food Preservation / BSc in Food Packaging / BSc in Food Quality  
• BSc - BSc in Food Microbiology / BSc in Food Chemistry / BSc in Food Analysis  
• BSc - BSc in Food Inspection / BSc in Food Control / BSc in Food Safety  
• BSc - BSc in Food Hygiene / BSc in Food Safety / BSc in Food Quality  
• BSc - BSc in Food Preservation / BSc in Food Packaging / BSc in Food Quality  
• BSc - BSc in Food Microbiology / BSc in Food Chemistry / BSc in Food Analysis  
• BSc - BSc in Food Inspection / BSc in Food Control / BSc in Food Safety  
• BSc - BSc in Food Hygiene / BSc in Food Safety / BSc in Food Quality

#### Postgraduate PROGRAMMES

• MA - Economics / English / English-Vocational  
• MSc - MSc in Computer Science / MSc in Information Technology / MSc in Applied Electronics  
• MEd - MEd in Education / MEd in Physical Education / MEd in Vocational Education  
• MPharm - MPharm in Pharmacy  
• MArch - MArch in Architecture  
• MEng - MEng in Engineering  
• MDes - MDes in Design  
• MSc - MSc in Mathematics / MSc in Statistics / MSc in Operations Research  
• MSc - MSc in Biotechnology / MSc in Environmental Science / MSc in Food Technology  
• MSc - MSc in Health Sciences / MSc in Nursing / MSc in Physiotherapy  
• MSc - MSc in Social Sciences / MSc in Psychology / MSc in Sociology  
• MSc - MSc in Agriculture / MSc in Horticulture / MSc in Fisheries  
• MSc - MSc in Forestry / MSc in Wildlife Management / MSc in Environmental Management  
• MSc - MSc in Food Science / MSc in Food Technology / MSc in Food Safety  
• MSc - MSc in Food Preservation / MSc in Food Packaging / MSc in Food Quality  
• MSc - MSc in Food Microbiology / MSc in Food Chemistry / MSc in Food Analysis  
• MSc - MSc in Food Inspection / MSc in Food Control / MSc in Food Safety  
• MSc - MSc in Food Hygiene / MSc in Food Safety / MSc in Food Quality

#### RESEARCH CENTRES

• Chemistry / Commerce / English / Management & Economics / Medicine / Physical Education / Social Sciences / Sports / Vocational Education / Vocational Training / Vocational Studies / Vocational Research / Vocational Development / Vocational Innovation / Vocational Entrepreneurship / Vocational Leadership / Vocational Creativity / Vocational Innovation / Vocational Entrepreneurship / Vocational Leadership / Vocational Creativity