



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

1. Name of the Institution	ALL SAINTS' COLLEGE
Name of the head of the Institution	Dr. Jessie Jose
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04712501153
Mobile no.	8281334337
Registered Email	allsaintscollegeasc@gmail.com
Alternate Email	info@allsaintscollege.ac.in
Address	Chackai, Thiruvananthapuram - 695007
City/Town	Thiruvananthapuram
State/UT	Kerala
Pincode	695007

#### 2. Institutional Status

Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Women</b>
Location	<b>Urban</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>Dr. Sr. Pascoela D'Souza</b>
Phone no/Alternate Phone no.	<b>04712501153</b>
Mobile no.	<b>9446147660</b>
Registered Email	<b>allsaintscollegeiqac@gmail.com</b>
Alternate Email	<b>iqac@allsaintscollege.ac.in</b>

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.allsaintscollege.ac.in/allSaints/IQAC_4.php">https://www.allsaintscollege.ac.in/allSaints/IQAC_4.php</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="https://www.allsaintscollege.ac.in/allsaints/Academic_calendar.php">https://www.allsaintscollege.ac.in/allsaints/Academic_calendar.php</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
<b>3</b>	<b>A</b>	<b>3.09</b>	<b>2016</b>	<b>16-Sep-2016</b>	<b>15-Sep-2021</b>
<b>2</b>	<b>B</b>	<b>2.81</b>	<b>2008</b>	<b>03-Aug-2008</b>	<b>27-Mar-2013</b>

<b>6. Date of Establishment of IQAC</b>	<b>27-Mar-2004</b>
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>MoU signed with Matprop Technical (Student</b>	<b>03-Jun-2017</b> <b>1</b>	<b>15</b>

Internships for Practical  
Work Relate Study or  
Career Interest)d to a  
Field of

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**8. Provide the list of funds 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
Teaching and Non-teaching	Salary	State Government	2017 365	60925804
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

4. Clean Energy Campaign

1. NAAC visit

2. Induction Program

3. Student Support Programme

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
NAAC Peer Team Visit (3rd Cycle of Assessment and Accreditation), 08/08/2016 to 10/10/2016	Re accredited with A grade(3.01)
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
IQAC Core Committee	04-Jul-2018

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2017

Date of Submission

20-Mar-2017

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

1. Office: Excel, Spark and PRISM (for salary administration) 2. Library: LIBSOFT 3. Accounts: MS office , Excel 4. Departments: Online submission of students registration, CE and exam fee collection through Kerala University Exam Portal 5. Public Addressing System

**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Being an aided college under University of Kerala, the college implements the curriculum prescribed by University of Kerala, and follows the academic calendar provided by University of Kerala. The college conducts 11 UG programmes, 3 PG programmes (under University of Kerala) along with 12 Value added and 12 Add on/ Certificate programmes. It also has an approved Research Centre for PhD programme in English. For effective execution of the curriculum,

the following practices are developed and deployed. Curriculum is delivered through a planned and documented process which is monitored both at the department level and the college level through specially constituted monitoring committees. At the beginning of the semester, members of faculty prepare Objective Driven Teaching Plan. All members of faculty maintain work diary and daily activity report throughout the semester. The College encourages its faculty members to participate in Orientation/ Refresher Courses/ Short Term Course/ Workshops/ Seminars organized by the University and by other agencies, so as to update their knowledge and thereby improve the teaching practices. IQAC monitors the academic activities on regular basis to ensure the effective execution of timetable and other relevant academic affairs. It also makes certain execution of academic calendar and teaching learning process and finds the gap, if any. At the outset, the Principal of the college conducts meetings with the various departments to develop strategies for effective implementation of the curriculum. The teaching and laboratory plans are approved by the respective monitoring committee before the start of semester and communicated to students by respective class teachers. The course files and academic audit of respective departments are evaluated by College Council and Internal Quality Assurance Committee (IQAC) of the college. Several Members of faculty are also members of various academic bodies like Board of Studies of the University, which guarantees improvement of overall academic growth of the college. The college provides ample books and other teaching and reference materials like journals, magazines, teaching models and software to enable its teachers to sustain effective delivery of curriculum. Library committee conducts meeting and takes apt decisions regarding the requirement and procurement of books, journals, e-journals and subscription of peer reviewed journals. Bridge courses are organized and conducted for the first year students and lateral entry students to help them understand basic concepts of Science, Mathematics and language. Employing learner centric techniques such as assignments, mini projects, peer learning, group discussion, brain storming, debates, case studies, projects, quiz etc., are also used in the delivery of the academic courses. Feedback from industry, academia and alumni are given due weightage in defining graduate attributes and design of course outcomes. Mentoring is taken very seriously with a weekly meeting to address the problems of students who need additional academic help. Remedial teaching is conducted to scaffold the weak students and bring them up to the level of the other students. The academic performance of students is continuously monitored by conducting internal examinations following University's examination pattern, by providing assignments and monitoring of attendance.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Renewable and Non Renewable Energy Sources	Nil	05/07/2016	22	Yes	Science skill
Mushroom Cultivation	Nil	17/10/2016	15	Yes	Practical and Learning
Vermiculture	Nil	07/01/2017	15	Yes	Practical and Learning
Interview skills and Resume	Nil	01/08/2016	16	Yes	Employability skills

Writing					
Everyday English	Nil	01/02/2017	15	Yes	Employability skills
Music and Womens Studies	Nil	16/07/2016	8	yes	Learning and practical skills
Quantitative Methods in Economics	Nil	03/09/2016	8	Yes	Employability
Capital Market Analysis	Nil	03/12/2016	8	Yes	Employability
Nutrition and Fitness	Nil	19/07/2016	18	Yes	Learning and practical skills
Plastic waste Management	Nil	27/08/2016	10	Yes	Learning and Practical skills
Traditional and Authentic eating habits	Nil	04/06/2016	11	Yes	Learning skills
New Vencture finance	Nil	16/07/2016	7	Yes	Employability

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	765	0

## 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
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Funtamentals of electrical and electronic components:day to day life	05/07/2016	32
Script writing: films and documentaries	05/01/2017	37
Mathematics for competitive examinations	05/11/2016	43
Bonsai development	01/11/2016	30
Human diseases and management	05/11/2016	30
Writing for media	03/10/2016	32
History of human rights movements in India	21/01/2017	32
Public speaking	04/02/2017	34
Awareness on life style diseases	01/11/2016	33
Management Concepts and Thought	18/07/2016	39
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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
MSc	Internship	14
MCom	Internship	13
BSc	Physics and Chemistry	169
BSc	Mathematics	138
BSc	Botany and Zoology	278
BA	English and Communicative English	137
BA	History and Economics	280
MA	English	38
MSc	Environmental Sciences	39
MCom	Commerce	30
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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

One of the vital tools employed by All Saints' College, in adapting to the changing requirements and demands of the society, is the feedback survey taken at the end of every semester from not just the students, but also from teachers, alumni and the parents. The Management also rates itself based on the feedback taken and so as to identify the areas that need to be improved be it in infrastructure or in the introduction of courses to better the quality of the faculty as well as support staff of the college. The feedback from the students is mainly based on the teacher's competence in delivering the classes - both the theory and practicals of the relevant semester. The general assessment points of the feedback are based on the teacher's ability to teach subject, syllabus coverage, organization of lectures, use of modern tools of pedagogy and the mode of teaching employed for preparing the students for the exam . It also assesses the teacher's approachability towards students and her ability to control the class. The rating is done on a Four-point scale - with four points signifying excellence and zero- poor performance. The feedback thus taken is a vital tool in assessing the teacher's appraisal and added into her file. The college policy is that if a teacher's scores only an average grade of less than 2.5, she would be informed about his/her performance of the particular course and given pointers on the areas that need special attention for better performance. Alumni Meet are organised in the Institute during the course of the academic year. Alumni Feedback is also collected during alumni program such as Foundation Day and other significant days. The Feedback from Alumni is also done to evaluate progress of Alumni in career after graduation. It seeks to ascertain the impact of the particular course has had in preparing them for the professional world beyond the college, ability to take decisions, ability to manage finances and presentation skills at the workplace, the skill sets and additional knowledge that would help them perform better in their respective fields and so on. This feedback is also taken on a Four- point scale on 1 to 4 with 1 at satisfactory and level 4 on excellent level. The feedback from the Parents helps the Institution immensely streamlining the academic as well as administrative requirements of the students. It also collects the opinion of the parents regarding the general ambience, the skill development, suitability of the courses for career growth of the ward, the skill development of ward, hostel accommodations and so on.. The Employers feedback highlights evaluation parameters in the form of Subject Knowledge, Attitude, Behaviour, Regularity, Punctuality, Maturity, Motivation, Creativity, Presentation Skills and ability to get along with others. The analysis of this feedback helps institute in reframing the course content and various skill development training. It also helps in determining overall employability of our students at various levels.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Zoology	44	0	53
BSc	Mathematics	40	0	48
BSc	Physics	20	0	28
BSc	Chemistry	44	0	50
MCom	Finance	15	0	20

BCom	TTM	40	0	57
BCom	Finance	50	0	66
MA	English	15	0	20
BA	Communicative English	30	0	48
BA	English	60	0	72
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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
2016	1802	106	46	4	18

## 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
68	68	102	10	4	10
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

Each department follows the Mentor-Mentee program in which a group of students are assigned to a teacher who mentors them. Students meet their mentor on a frequent basis to iron out any problem they are facing. This helps in counselling and mentoring their personal and academic issues. A proper record of the same is maintained by the teachers and the department. The Mentor-Mentee Program is quite useful in identifying the slow and fast learners. Every faculty in the department is assigned 10-15 students who mentor them. Frequent meetings are held to counsel any problems of the students – both personal and academic issues. This is a continuous process till the end of academic career of the student. The final semester students are also advised for competitive exams for higher studies along with proper career guidance. Reasonable numbers of students have secured admissions for their higher studies and they in turn guide their juniors for their prospective admissions. The department also counsels students of poor attendance/performance and corrective and preventive measures are suggested for further improvement. A tutor is allotted to each class. The class teacher ensures the intellectual, emotional and physical wellbeing of the wards in her class. The parents are also called for a one to one meeting with the class teacher to ensure that the right kind of help can be given to the student and at home the parents can provide the necessary backup required to complete the course successfully. The submission of the assignments for all the courses in the semester is also ensured by the same teacher. The students are given series test at the end of the semester, after which the teacher ensures that the students are given remedial classes, on the basis of the need of the student. The remedial class would be given only for those students who are found lagging behind in certain portions covered in class. Through this, even a more focused attention on the topic is given so that the student can grasp the concept without peer pressure. The conduct of the retest in genuine cases where the student was unable to write the series test paper is also followed up. Then the teacher prepares the Individual Assessment Sheet of the courses and the Consolidated Assessment Sheet of the marks and uploads it on to the University website. The class teacher also motivates the students to participate in the co-curricular and extracurricular activities of the college. The general conduct of students is also supervised by the teacher. To ensure this, the class teacher meets the students for mentoring sessions. Through

mentoring the teacher is able to identify the problems the students may have and suggest suitable measures to overcome the hurdles that the student faces in the academic sphere. If the student is found to have serious personal issues, she is directed to go for counselling to the counsellor at our college. Here also the parents are kept informed of the course of action that needs to be taken.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1908	68	1:28

## 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
68	68	0	17	27

### 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 Reshma J K	Assistant Professor	Excellent leadership certificate by British Council
2016	Dr Reshma J K	Assistant Professor	Selected for Flair Training Programme at Nottingham Trent University
2016	Dr Reshma J K	Assistant Professor	Recognition from ASAP for Rapporteur at the international skill conclave SEEK 15
2016	Dr Reshma J K	Assistant Professor	Recognition from Matprop
2017	Dr Cinthya Christopher	Assistant Professor	Best Research paper Award
2017	Vijayakumari	Assistant Professor	Certificate of appreciation
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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
Nill	NA	NA	Nill	Nill
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation of student progress is carried out through Internal Examinations, quizzes, multiple choice questions and class tests. The College follows a systematic approach on Continuous Internal Evaluation with students being evaluated at two levels: classroom teaching and Tutorial.

Multiple evaluation formats such as written tests, presentations, group discussions, debates on academic topics are employed by faculty members at periodic intervals to help test the learning of the students in a comprehensive manner. The examination committee has reinforced norms for the conduct of the internal examinations and made all faculties aware of these norms before the commencement of the exams. Faculty members hold regular discussions on performance with students to help them improve their gap areas. The overall internal evaluation framework is also studied and considered by various committees of the College to further improve the effectiveness of the internal evaluation system. It is our constant endeavour to promote among teachers a culture that encourages continuous evaluation in curricular and co-curricular areas. The results of adopting such a strategy are positive and the least two fold. On the one hand such interventions are likely to catalyse constant and consistent efforts on the part of students and at the same time enhance the productivity of their efforts by providing ample space for corrective action. Peer evaluation is also employed by teachers to empower and enable students to help each other particularly in areas where creative and original thinking will benefit them. Group assessment is conducted by teachers when students are assigned group presentations on curricular and co-curricular, academic topics.

Teachers assign innovative projects to students to build and check their creative skills. Presentations are taken on topics related to the syllabi or even on topics other than the main paper to develop the interest of students. Thus, a continuous internal assessment system works throughout the session to evaluate the students on the basis of their daily performance and growth. ? Printed question paper is provided to each student for internal examination ? Model practical examinations and Mock viva are conducted ? Double valuation are conducted for PG Internal Papers ? Forming of an internal squad committee is formed to prevent possible malpractices in examinations ? Retests are given to students who were unable to attend Internal Examinations. ? Class PTA meetings are conducted by the class mentors to discuss the progress of the students with their parents. ? Bridge Courses are given to students and an entry level exam is conducted. ? Paper and posters are presented at Seminars and conferences by students. • Case studies/ field visits/ project works etc. • Those students who did not perform well in the assignment were counseled individually and when required, weaker students were given more chances to improve their scores. • Students involved in co-curricular and sports activities who missed the first test could appear in the second/ third round • The college notice boards display all circulars from the university regarding evaluation, and also the last dates for submission of assignments and conduction of tests.

#### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Internal Examinations were carried out accordingly as per the University of Kerala academic calendar. At the beginning of academic year institution prepares an academic calendar to organise the curricular and extracurricular activities in the institution. In academic calendar institution adheres to available working days, short and long Holidays, National Public holidays, Admission process, Semester wise Teaching Plans, Tentative University Examination days of semester, Tentative practical examination days, allocation of Internal Assessment like seminars, projects, assignments, Class tests, Practical assignment, Submission of Internal Assessment work, ICT Lectures, Guest Lectures, Celebration of National Science day, Tests, Educational tour,

Departmental stock verification, various Literacy days, Awareness Programmes and rallies, organising workshop / seminar activity are planned month wise and makes implementation on it. As per academic calendar, institution follows all curricular, Co-curricular and Extra-curricular activities for better academic work. The calendars allow each department to plan the academic and co-curricular activities in a systematic and cohesive manner. It records the days allocated for tests, mentorship programs etc. The college internal academic audit ensures that these calendars are in place before the beginning of the semester. IQAC recommends all the Departments to prepare an Academic Calendars of events/activities/schedule before the commencement of session for smooth and effective functioning. IQAC have also recommended the faculty to prepare a semester wise teaching plan before the commencement of the semester. The schedule of external examination by the University is displayed on the notice board for students. In case of any change in the University schedule, some changes are required to be made in internal evaluation as well. These changes are communicated to the students in advance. All efforts are made by the institution to adhere to the academic calendar for Continuous evaluation. 1. Preparatory Exams/ internal assessment exams are conducted every year before university exams. 2. Every teacher conducts regular class tests with mcqs on the related subject 3. The results of the Internals Examinations were published and signed by the students 4. The attendance statement is submitted to the Principal. 5. The CA is prepared by the teacher and submitted to the Heads of Departments for enabling online submission of CA marks. 6. The hard copies of the attendance and consolidated internal is submitted to the university. 7. The CA marks are displayed and signature from students is obtained from students that there is no complaint regarding the CA. 8. Online registration, fee submission, exam registration are carried out at Teacher level, HoD level and Principal level and submitted to the University. Regular monitoring is done by the Council. The Principal conducts curricular and extracurricular review meetings on regular basis to check the implementation and progress of all the activities in the academic calendar. Based on these review meetings some changes in schedules of activities are made if required. Further, extra lectures are scheduled to complete the syllabus before university examination. The College prepares its own calendar for all academic, sports and cultural activities within the framework of the calendar given by University of Kerala.

## 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.allsaintscollege.ac.in/uploadimages/file/2021-2022/Departmental%20outcome%20%202016-17.pdf>

### 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
130	BA	English	70	65	92.85
530	MA	English	19	15	78.9
159	BCom	Finance	68	52	76.47
159	BCom	TTM	39	20	51.28
590	MCom	Finance	18	17	94.44
235	BSc	Chemistry	48	35	72.9

230	BSc	Physics	23	17	73.91
220	BSc	Mathematics	43	33	76.74
245	BSc	Botany	52	38	73
<a href="#">View Uploaded File</a>					

## 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)

[https://www.allsaintscollege.ac.in/uploadimages/file/2021-2022/Feedback%20Analysis16-17%20\(1\).pdf](https://www.allsaintscollege.ac.in/uploadimages/file/2021-2022/Feedback%20Analysis16-17%20(1).pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – 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	1095	ISRO, SPACE APPLICATION CENTER	20.22	8
Minor Projects	730	UGC	1.4	1.4
Major Projects	730	KSCSTE	13.35	7.3
Major Projects	1095	UGC	12.74	8
Major Projects	1095	UGC	7.73	4
Major Projects	730	DSIR	20	8
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### 3.2 – Innovation Ecosystem

3.2.1 – 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
Seminar on IPR	Commerce	02/02/2017
National Seminar on 'Insight into Plant Science Research'	Botany	20/07/2016
National Seminar on Intellectual Property Rights	Environmental Sciences	27/02/2017
Introduction to Research Writing	Physics	12/09/2016
A Seminar on Methodology of Research in physical Education and Sports	Physical Education	12/07/2016

National Seminar on Womens Rights from an IPR Perspective	History	02/11/2016
Industry Academia Collaborative Seminar on How to use Tally ERP in collaboration with G-Tech Solutions Private Ltd.	Commerce	20/12/2017
A Seminar on Industry-Academia linkage in Higher Education: An experiential learning practice	Environmental Sciences	22/03/2017

### 3.2.2 – 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
Critical Approaches	Dr. C Udayakala	Govind Rachana Puraskar	18/02/2017	Literary
Critical Approaches	Dr. C Udayakala	Panchami Literary award	29/12/2016	Literary
National Service scheme	Smt. Vijayakumari. K	University of Kerala	24/09/2016	Social Service activity
Best Degree Project Presentation Award	Dr.SmithaAsok V	National Seminar on Photonics, Medicine and Environment (NSPME – 2016)	23/06/2016	Project Presentation Award
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nil
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## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
6000	0	0

### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Physics	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	2	1.5

National	Botany	2	.5
International	Zoology	1	3.35
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chemistry	1
Physics	5
Zoology	6
Botany	3
Environmental Sciences	1
No file uploaded.	

3.3.5 – 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
Historicizing the concept of tribe with reference to Koragas	Vijayakumar K	International Education and Research Journal	2017	23	All Saints' College, Trivandrum	3
Estimation of genetic parameters of selected a grobotanic characters of Bacopa monnieri (L.) Wettst.'	Cinthyia Christopher	The Journal of Cytology and Genetics	2016	6	All Saints College	1
Elite genotypes of Bacopa monnieri from southern Western Ghats in India. Industrial crops and products.	Cinthyia Christopher	Industrial crops and products.	2016	32	All Saints, College	6
Effect of cerium	P S Anjana	J. Materials	2016	63	All Saints'	6

oxide on the optical and dielectric properties of strontium borate glasses,		Science. Mater. Electron			College, Trivandrum	
Climatology of horizontal winds in the lower and middle atmosphere over an equatorial station:Trivandrum	Veena Suresh Babu	Current Science	2016	104	All Saints' College, Trivandrum	6
Perspectives on alarming marginalization and degeneration of the Koragas	Vijayakumari K	Review of Social Sciences	2017	1	All Saints' College, Trivandrum	0

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### 3.3.6 – 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
Effect of cerium oxide on the optical and dielectric properties of strontium borate glasses	P S Anjana	J. Materials Science. Mater. Electron	2016	63	6	All Saints' College, Trivandrum
Climatology of horizontal winds in the lower and middle atmosphere over an	Veena Suresh Babu	Current Science	2016	104	6	All Saints' College, Trivandrum

equatorial station:Trivandrum						
Historicizing the concept of tribe with reference to Koragas	Vijayakumari K	International Education and Research Journal	2017	2	2	All Saints' College, Trivandrum
Perspectives on alarming marginalization and degeneration of the Koragas	Vijayakumari K	Review of Social Sciences	2017	1	0	All Saints' College, Trivandrum
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	10	40	3	3
Presented papers	2	15	0	0
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### 3.4 – Extension Activities

3.4.1 – 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
Social Commitment	NSS	2	45
Campus Cleaning	NSS	2	25
Blood Donation	SreeChithiraThirunal Institute of Medical Science and Technology, Trivandrum	2	80
Food Distribution	Initiated by NSS unit All Saints College	2	15
Book Distribution	Books distributed to neighbouring school libraries	2	60
National Integration Camp	NSS, University of Kerala	2	5
Regular watering of plants	NSS	2	30
International	NSS, University	2	45

Yoga Day Celebrations	of Kerala		
Olympic Day Celebrations	Physical Education	2	25
Civil Service Training Programmes	Civil Services Academy	2	30
<a href="#">View File</a>			

3.4.2 – 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
NSS	University appreciation award	University of Kerala	1
No file uploaded.			

3.4.3 – 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
Swatch Bharath	University of Kerala	Swatch Bharath	2	125
AIDS awareness	University of Kerala	AIDS awareness	2	100
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Collaborative research activity	Amity Institute of Marine science and technology	DSIR	730
Collaborative research activity	Planning Board, Government of Kerala (In collaboration with IIUCNRM)	State Planning Board, Government of Kerala	730
Collaborative research activity	Planning Board, Government of Kerala (In collaboration with IIUCNRM)	State Planning Board, Government of Kerala	730
No file uploaded.			

3.5.2 – 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	Duration From	Duration To	Participant

		with contact details			
Research	Research Center	University of Kerala, Thiruvananthapuram	01/01/2016	31/12/2017	Lekha Rani M L, All Saints College
Research	Research Center	Mar Ivanious College	01/01/2016	31/12/2017	Sr. Carvalho Faustina Cicila, All Saints College, Thiruvananthapuram
Research	Research Center	MG College, Thiruvananthapuram	01/01/2016	31/12/2017	Dr. Siji S L, All Saints College
Research	Research Facility	University of Kerala	01/01/2016	31/12/2017	Ms. Vidya Nair, All Saints' College
Research	Research Center	MG College, Thiruvananthapuram	01/01/2016	31/12/2017	Dr. Beena Kumar, All Saints College
Internship	Internship Report generated	MATPROP Technical Services Pvt Ltd.	01/04/2016	30/04/2016	Faculty and students, Department of Environmental Sciences, All Saints; College
Research	Research Center	Kannur University and TBGRI, Palode	01/01/2016	31/12/2017	Cinthya Christopher, All Saints College
Research	Research Center	Kerala University Library	01/01/2016	31/12/2017	Lissy Bennet, All Saints College
Research	Research Center	MG College, Thiruvananthapuram	01/01/2016	31/12/2017	Dr. P S Anjana, All Saints College
Research	Research Center	MG College, Thiruvananthapuram	01/01/2016	31/12/2017	Dr. Deepa M
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
MATPROP Technical Services Pvt Ltd.	06/03/2016	Two seminars and one month long internship with field based work and report presentation	15
No file uploaded.			

#### 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
23.5	23.25

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Video Centre	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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##### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LIBSOFT	Fully	4.1	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	51711	4468183	89	35749	51800	4503932

Reference Books	510	103275	46	18225	556	121500
Journals	27	81000	0	0	27	81000
Digital Database	1	30000	0	0	1	30000
CD & Video	320	5050	0	0	320	5050
Others(s pecify)	1641	3900	66	0	1707	3900
No file uploaded.						

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
Nil	Nil	Nil	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

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

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	123	62	104	6	13	8	15	50	19
Added	2	0	0	0	0	0	0	0	2
Total	125	62	104	6	13	8	15	50	21

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

50 MBPS/ GBPS
---------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	<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
12	11.74	23.5	23.25

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, provide link)

The college under the aegis of its Governing Body, College Council, IQAC and Purchase committee along with various sub committees assures the optimal allocation and utilization of financial resources. The monetary source is streamlined to cater to the needs of each department and the institution has adopted a uniform procedural system for the maintenance of physical, academic and support facilities for laboratory, library, sports, computers and classrooms. Various infrastructural developments of the institution, its regular maintenance and replenishment are aided through UGC grants. To ensure accountability and transparency in matters related to monetary policy, financial records are regularly scrutinized and verified by the Principal and the accountant. A systematic procedural system has been adopted by the Purchase committee for the procurement of tangible assets for the institution. Tenders/Quotations are called for from authorized agencies and prices are compared by the committee. Concomitant with providing state-of-the-art technologies in education, the college practices judicious spending of its resources. The regular audit of its budget also exercises restraint as far as expenditure is concerned. The regular meetings of committees constituted for financial regulations discuss the utilization of its resources so as to ensure overall quality improvement of the college. The college has a formalized system of quality assurance through internal check and external audits. The establishment of an internal quality assurance system has aided in creating a sustainable framework for maintaining quality. UGC grants, funds from external agencies such as DBT and Kerala State Council for Science, Technology and Environment (KSCSTE) and PTA accounts are audited by a practicing Chartered Accountant so as to ensure accountability and transparency in monetary transactions. The management plays a pivotal role in the robust up-keeping and enhancement of its campus infrastructure. Complying with its eco-friendly initiatives, it ensures that the infrastructural expansions are at par with the academic developments.

The PTA also spearheads infrastructural initiatives to provide conducive environments for academic activities. The PTA fund is used to improve standards of infrastructure of the college as well as to help finance recurring and non-recurring expenses pertaining to the day to day working of the institution. Various college level committees such as Purchase committee, RUSA committee and Library committee supervise the availability of adequate infrastructural facilities. The library focuses on the availability and utilization of instructional material in teaching and learning. The requirements of various departments via HODs are taken, the list chalked out and the final list is duly approved and signed by the Principal. Stock verification is carried out at the end of each year. The college laboratories are set up and updated in a manner sensitive to curricular and research protocols. The Physical Education Department of the institute looks after the sports facilities and activities. The concerned department keeps a record of utilization of sports facilities, activities held and student achievements. The IT facilities of the college are maintained by the system administrators and technicians. In case of major issues of maintenance, vendors are hired for the maintenance of IT facilities.

[https://www.allsaintscollege.ac.in/allSaints/Policy\\_manual.php](https://www.allsaintscollege.ac.in/allSaints/Policy_manual.php)

## **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	Management Merit Awards, PTA and OSA Merit Scholarships	91	45330
Financial Support			

from Other Sources			
a) National	Fisheries e-grantz, SC, ST, OBC and OEC Scholarships, Matric and Post Matric Scholarships	1613	11789168
b) International	Nil	0	0
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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
SOFT SKILL PROGRAMME - EFFECTIVE COMMUNICATION SKILLS	27/02/2017	584	DEPARTMENT OF ENGLISH
YOGA MEDITATION	21/06/2017	692	DEPARTMENT OF PHYSICAL EDUCATION
SPARSHAM	02/08/2016	27	COUNSELLING CENTRE OF THE COLLEGE
BRIDGE COURSES	22/07/2016	522	DEPARTMENTS OF THE COLLEGE
REMEDIAL COACHING	10/10/2016	244	DEPARTMENTS OF THE COLLEGE
MENTORING	20/06/2016	804	DEPARTMENTS OF THE COLLEGE
PERSONAL COUNSELLING	11/08/2016	64	DEPARTMENTS OF THE COLLEGE
Scholar Support Programme	20/09/2016	30	Kerala State Higher Education Council and DEPARTMENTS OF THE COLLEGE
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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
2016	AEGIS LTD	0	130	7	0
2016	CGP Career Avenues, Poojapura	320	320	0	0

2016	TCS	0	50	1	1
<a href="#">View File</a>					

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
0	0	0

## 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
TCS	50	1	Nil	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	7	B.Com	Commerce	Details in file	M.Com
2017	8	BA	Communicative English	Details in file	MA
2017	25	BA	English Literature	Details in file	MA
2017	8	BA	History	Details in file	MA
2017	8	BA	Economics	Details in file	MA
2017	10	B.Sc	Zoology	Details in file	M.Sc
2017	25	B.Sc	Botany	Details in file	M.Sc
2017	17	B.Sc	Chemistry	Details in file	M.Sc
2017	13	B.Sc	Physics	Details in file	M.Sc
2017	13	B.Sc	Mathematics	Details in file	M.Sc
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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	1

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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
FRESHERS DAY COMPETITION	COLLEGE	30
ONAM CELEBRATION	COLLEGE	672
UNION AND ARTS DAY PROGRAMME	COLLEGE	184
CHRISTMAS CELEBRATION	COLLEGE	223
KRIYA CULTURAL FEST	COLLEGE	474
ANNUAL SPORTS DAY	COLLEGE	179
SHUTTLE BADMINTON	COLLEGE	28
CHESS COMPETITION	COLLEGE	12
FILM FEST	COLLEGE	893
COLLEGE DAY	COLLEGE	816
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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
2016	All India/ interuniversity BaseBall women tournament	National	1	Nill	1097 AND 461	MARIA JUSTIN SRUTHI R
2017	Federation cup Rugby Sevens Championship for Senior Men and Women,	National	1	Nill	1097 & 395	MARIA JUSTIN & MERLIN V BOBAN
2017	South Zone Senior Rugby Sevens Championship for Men and Women	National	1	Nill	395 & 461	MERLIN V BOBAN & SRUTHI R

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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)

The College Union is constituted every year in accordance with the University rules and regulations. The Union consists of the Chairperson, Vice-Chairperson, General Secretary, Arts Club Secretary, Magazine Editor, Secretary for Sports, two University Union Councillors and General Representatives (UG) who are elected by the students. The Union has the responsibility of organizing co-curricular activities in the College. It also represents the College at University meetings, Youth Festivals and intercollegiate competitions. The Student Council is therefore a representative structure through which students can be actively involved in the affairs and functioning of the college, working in partnership with the faculty and management for the benefit of the institution and students. The council promotes the interests of the college and ensures active involvement of students in academics, sports and cultural activities. The college union is responsible for conducting various events like Fresher's day, Onam and Christmas celebrations, Kriya Cultural Fest, College Day and so on. Another important role played by the Union involves the editing and publishing of the annual college magazine. The Chairperson of the college union is an integral part of the IQAC and College Council and she puts forward suggestions of the student body for improving academic and co-curricular performance, thus solidifying student's involvement. The Anti Ragging Cell has representatives of freshers and seniors to ensure cooperation and to abolish ragging in the college altogether. They attend the meetings of anti ragging cell and they give a brief outline of the student related issues if any. It is through the students' active involvement that the academic calendar is formulated. NSS, NCC, Women Cell, various clubs and associations have student representatives as secretary and joint secretary to coordinate the activities. Apart from this there is active involvement of students in various frontiers of the institution to ensure hands on approach and participation in the pursuit of academic excellence.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

412

5.4.3 – Alumni contribution during the year (in Rupees) :

84950

5.4.4 – Meetings/activities organized by Alumni Association :

THE ALUMNI DECIDED TO GIVE SCHOLARSHIP TO MERITORIOUS AND NEEDY STUDENTS

### 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. Response to an Appeal for Voice Donation: The NSS Units of All Saints' College under the leadership of Programme Officers, Dr. Vijyakumari K and Ms. Simna S Stephen responded enthusiastically to an appeal made by a blind student Mr. Lijoy Lawrence Rosemary of Kerala Blind Society for voice donation. Recognizing the difficulties blind students face in accessing study and reading materials and the pressing need for Voice Donation, the volunteers worked on creating a voice bank. The students read selected books, recorded them using

their mobile phones and sent it to a common WhatsApp group comprised of the NSS Programme Officers, Mr. Lijjo, the editor of the audio files and volunteers. The volunteers made audio recordings of study materials, books, newspapers and journals in English and Malayalam. The recordings were made based on the requirements of blind students –school students, college students and those preparing for KPSC examinations. Memory cards were provided to students who did not have enough space in their phone to store the recordings. Volunteers made audio recordings as and when time permitted and saved them. The general guideline was to start the recording with the name of the book, author and page numbers. Partial recordings of books were numbered so that the sequence of the book could be followed in its entirety. Flow of content namely continuity was prioritised. If the reader made any error, the reader simply had to mention "sorry that was a mistake" and continue with the recording. There was no fixed rule concerning the duration of the recording. If the material chosen was a book, the rule was that it had to be read completely from beginning to end.

**2. Voluntary Blood Donation by Female Donors** Every year our nation requires about 5 crore units of blood but receives a meagre 2.5 crore units of blood. As hospital demand continues to outpace donations, the help of donors in ensuring the availability of lifesaving blood products for patients is vital. Responding to the need for blood donations, the NSS Units of All Saints' College conducted blood donation camps in collaboration with the Sree Chitra Tirunal Institute for Medical Sciences and Technology (SCTIMST). The medical team from the blood bank of SCTIMST screened the potential donors. After checking the medical history of the volunteers and conducting a mini-physical to check their weight and hemoglobin level, eligible donors were identified. A sterile needle was used for drawing the blood of each donor. The process of blood donation for each donor took about 8-10 minutes with the donors comfortably lying down. When approximately a pint of whole blood was collected, the collection was stopped and a bandage placed on the arm of the donor. The donors were then given refreshments. After resting for 10-15 minutes, the donors were allowed to leave and continue with their normal routine. Only 6 of blood donors in India are female donors. The colleges efforts in the field of blood donation has been recognised.

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

Partial

## 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
Curriculum Development	? As the college is affiliated to the University of Kerala, the curriculum is that of a Choice Based Credit Semester System at both the UG and PG levels. ? The curriculum is strengthened through brainstorming sessions and seminars. ? The staff share their suggestions for modifications of the curriculum with the Board of Studies. ? Short term certificate courses and workshops are conducted periodically to ensure our students gain the practical skills needed for industry and research.
Teaching and Learning	? Interactive sessions with eminent literary figures, scholars and academicians are arranged to widen the

	<p>exposure of students in various fields.</p> <p>? First year students are given Orientation Bridge Courses at the institutional level. ? To cater to the academic requirements of students, regular tutoring and remedial classes are provided to the students in need. ? Selected students are given guidance under the Walk with a Scholar Programme and Student Support Programme. ? Smart classrooms to facilitate ICT enabled teaching.</p>
Examination and Evaluation	<p>? Internal examinations are conducted at the end of each semester. ? Evaluation is complemented with project work, assignments, paper presentations and discussions. ? Class PTA meetings are held at the end of the semester to apprise parents of the academic progress of their child ? Staff regularly attend Centralised Valuation Camps of the University of Kerala from time to time ? Some set question papers, aid in the making of answer schemes for university examination papers.</p>
Research and Development	<p>? The Department of English is a recognised Research Centre under the University of Kerala with 1 Research Scholar currently enrolled ? The Department of English has a separate library for research scholars ? 4 faculty members are Research Guides ? The college encourages faculty to present papers in International/National/State Level Seminars, workshops and to act as resource persons ? Faculty members are motivated to publish research papers in peer reviewed journals with a high impact factor ? The IQAC explores funding agencies for sponsoring major/minor projects ? Faculty members are encouraged to organise seminars/workshops at the Institutional/State/National and International levels</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>? Provision for wi-fi facility for the use of e-learning resources ? Every department has access to the Internet ? Internet facility is available for students in the library ? Orientation classes are given to ensure effective utilisation of e-resources ? ICT-enabled teaching is practised through a network of smart classrooms</p>

Human Resource Management	? Evaluation of teaching faculty by the students has been instituted to aid in self- evaluation and development. ? Faculty members are encouraged to avail FIP for the completion of Ph.D. Staff are also entitled to take duty leave for paper presentations in National/ International conferences, attending seminars, workshops, Quality Improvement Programme etc. ? Regular counselling sessions for needy students by a professional counsellor. ? Maintenance of Grievance Redressal Cell and Anti- Ragging Cell.
Industry Interaction / Collaboration	? Experts are invited from various fields to deliver talks and industrial visits are arranged. ? The final year Chemistry students visited VSSC Space Museum and witnessed rocket launch on 17/8/2016. ? A field trip to Marine Aquarium and proposed Vizhinjam harbour were organised for M.Sc Environmental Science students on 7/9/2016. ? The dept. Of Env. Studies in association with Matprop Technical Services Private Ltd organised a one day training programme 'Save Water Campaign 2017' and also signed a MoU for undertaking collaborative research ventures in future.
Admission of Students	Strict adherence to the "Single Window System" of the University of Kerala.

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

E-governance area	Details
Planning and Development	? The vision and mission statements are uploaded in the institutional website. ? Further development strategies are also uploaded in the website.
Administration	? Fully automated, wireless office with 24x7 internet facility. ? The management liaises with the Principal and Non Teaching Staff through e mail.
Finance and Accounts	? Salary for the staff is received through the Spark Portal. ? UGC grants for Major/ Minor projects are facilitated through NEFT. ? Fully computerised office sections.
Student Admission and Support	The institution abides by the online 'Single Window Admission System' of the Kerala University. The following e-grants for the SC/ST/OBC students are verified and processed by the college:

	Indira Gandhi Scholarship, Central Sector Scholarship and Mohammed Koya Scholarship
Examination	? The Kerala University exam registration for both UG and PG is done online.

### 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
Nill	Nil	Nil	Nil	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College 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)
2016	NA	Administrative Training Programme on Office Management	04/07/2016	05/07/2016	Nill	22
2016	NA	Administrative Training Programme on Purchasing and Payments	24/11/2016	25/11/2016	Nill	22
2016	NA	Administrative Training Programme on Computer Skill Enhancement	18/06/2016	18/06/2016	Nill	22
2016	NA	Administrative Training Programme on Capacity Building	15/10/2016	15/10/2016	Nill	22

2016	NA	Administrative Development Programme on Financial Administration	20/12/2016	20/12/2016	Nil	22
2016	NA	Administrative Development Programme on Computing	24/10/2016	25/10/2016	Nil	22
<a href="#">View File</a>						

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
Refresher Course	1	27/03/2017	16/04/2017	21
Refresher Course	2	29/11/2016	19/12/2016	21
Refresher Course	1	28/11/2016	25/12/2016	21
Refresher Course	1	17/11/2016	02/12/2016	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	17	0	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Club: Retirement Gift (Nandipoorvam), 2. Gifts given for marriage, Gifts given for achievements (Snehasammanam)	1. Staff Club: Retirement Gift (Nandipoorvam), 2. Gifts given for marriage, Gifts given for achievements (Snehasammanam)	1. Incentives given on College Day for academic excellence and other achievements. 2. Youth Festival Fund (Kalothsava Nidhi) 3. Pragya-Book bank. 4. Free hostel accommodation (Santhwanam) 5. Free meals. (Snehapoorvam)

## 6.4 – Financial Management and Resource Mobilization

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

Internal audit is conducted twice a year by the Chartered Accountants appointed by the Management. The college has a strong internal audit system and the queries raised by the auditors during the time of the audit are cleared by the management. The management requests clarification from the respective departments regarding the comments in the internal audit report. Internal discussions are made based on the clarification received. Appropriate corrective measures are done whenever required. Necessary follow-up is done to ensure that all queries are rectified. The audit gives early warnings whether the management policies and guidelines are properly implemented. The internal audit functions to provide the college management with information to better control operations. It provides an independent review and appraisal activity of all college operations as a service to management, and therefore the College. The financial statements of the College are subject to external audit each fiscal year by a firm of certified public accountants. The audit is then submitted by the external auditors to the Board. The director, manager and staff of the College's internal auditors during regular business hours shall have access to and authority to examine and reproduce, any and all books, accounts, reports, vouchers, correspondence files, and all other records, bank accounts and money as necessary for any audit or investigation. Any officer or employee who possesses, controls or otherwise has access to these records shall permit access to and examination and reproduction thereof, upon the request of the Auditor. The external auditor conducts an audit after the close of the financial year. He examines the books and records income and expenditure statements, balance sheet and the internal audit statements.

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
Individuals	30300	College Day Prizes
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6.4.3 – Total corpus fund generated

0
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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	No	NA	Yes	Principal and IQAC
Administrative	Yes	Directorate of Collegiate Education and AGS Office	Yes	Management

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

1. The Medicinal Garden of Botany Department was maintained with the help of PTA. 2. A Smart Class was set up by the PTA. 3. Goal Post for Hand Ball was purchased. 4. PTA assisted in conducting Maths Quiz Competition and gave financial Assistance of Rs 10,000/.
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6.5.3 – Development programmes for support staff (at least three)

1. State level training programme for non-teaching staff was conducted. 2.
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College level training programme for Capacity Building for Office Staff was conducted by IQAC. 3. Computer Training for Office Staff was given.

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

1. Smart Classrooms were set up 2. Language Lab updated 3. High Speed internet connection to all departments. .

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
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
2016	MoU signed with Matprop Technical (Student Internships for Practical Work Related to a Field of Study or Career Interest)	01/07/2016	03/06/2016	03/06/2016	15
<a href="#">View File</a>					

**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
Talk on "Know your Strength"	08/08/2016	08/08/2016	1950	0
Awareness class on "Breast Cancer"	15/08/2016	15/08/2016	1900	0
Seminar on "Women Empowerment"	22/08/2016	22/08/2016	100	0
Lecture on "Importance of Family and Labour"	07/09/2016	07/09/2016	500	0

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

Percentage of Power requirements of the College met by renewable energy resources : 40

- 1) The college has undertaken extensive re-wiring of electrical conduits and maintenance of equipment to avoid wastage of energy.
- 2) Comprehending the need for clean energy sources, the college has installed bio gas and Gobar gas plants to act as alternate resources. We have 1 biogas unit in hostel and 1 in the canteen. 1 Gobar gas unit has been installed in the hostel.
- 3) Rain water harvesting project has been installed to address the growing concern of groundwater recharge.
- 4) Extensive solar panelling has been installed in the campus to meet our energy requirements.
- 5) Staff and students are encouraged to practise energy conservation by using energy efficient equipment, both in their personal and professional lives.
- 6) The various clubs of the college like the Environment Club, Bhoomithrasana Club, Kuruvi Nature Club and the Biodiversity Club in association with Governmental organisations and NGOs conduct awareness programmes and campaigns to advocate the viability of clean energy.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	10
Ramp/Rails	Yes	4
Rest Rooms	Yes	10
Scribes for examination	Yes	6

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
2016	Nil	1	28/10/2016	3	A Helping Hand for Tribal Students	Financial Aid and Material Assistance	50

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
All Saints' College Students' Handbook	29/07/2016	Every academic year, the college brings out the Students' Handbook that includes a detailed code of conduct that inculcates ethical values and encourages the assiduous cultivation of positive ideals in students.

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

Activity	Duration From	Duration To	Number of participants
AIDS Awareness Class	14/11/2016	14/11/2016	200
Cancer Awareness Programme	18/11/2016	18/11/2016	1950
Holistic Retreat	01/10/2016	03/10/2016	398
EQ and IQ in self-regulation	14/03/2016	14/03/2017	2000
Values for a better world	24/03/2017	24/03/2017	600
Professionalism and a Personal approach: Ethical concerns	02/02/2017	02/02/2017	42
Office ethics and protocols	21/02/2017	21/02/2017	22
Clean Energy Campaign	12/10/2016	09/03/2017	2000
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### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) The College observes various environment related days to sensitise the students towards the growing ecological concerns. Awareness talks and campaigns are conducted on a regular basis to sustain the focus on the need for a sustainable approach towards ecology. 2) The Environmental Club of the college organised programmes like "Haritotsava" (July 2016) to create awareness about the unique flora within the college campus. Rare and endemic tree saplings were bought from JNTBGRI and planted in Mahatmaja Jaivodhyanam by the members of the club. 3) The Environmental Club also organised a "Green Audit" (26-07-16) to familiarise the students with the rich and diverse flora within the campus. Expert botanists were called in to identify the plants in our campus. 4) Name boards were fixed in the Garden of Eden and the Medicinal Garden, two gardens within the campus maintained by the staff and students. 5) "Know our Plants" campaign organised by the Department of Botany. The staff and students documented flora of the campus and released booklets on "Campus Flora", "Tress of All Saints' Campus" and "Medicinal Plants of All Saints' Campus" (01-08-2016) 6) The Biodiversity Club of the college has been working on the prestigious "Santhisthal Project" to develop a biodiversity rich thick forest area within the campus. In connection with this, a peer team from Meghalaya State Biodiversity Board visited the campus on 23-11-16 as part of the Peer Learning process.

## 7.2 – Best Practices

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

1. Title Eco-drive Initiative 2. The Context The Eco-drive was launched with the unique aim of promoting a new campus culture that envisions the dream and ideal of a sustainable environment. The college and its various stakeholders wish to preserve the incomparable flora of the campus and to adopt measures that will endorse our vision for a viable and constructive approach. This initiative will also focus on the feasibility of adopting alternate energy sources for meeting the increasing demand for clean energy. Though we have

already embarked on the journey towards an eco-friendly campus, this initiative strives to take us further to traverse uncharted territory.

### 3. Objectives

The main objectives of the Eco-drive initiative are:

- 1) To instill a deep-seated awareness in the students, and thereby the future generation, about the momentous import of the unique and diverse flora within the campus.
- 2) To maintain and ameliorate the precarious ecological balance of the locality that has been considerably depleted by human interference.
- 3) To promote and disseminate the ideals of alternate energy sources by accentuating the models utilized within the campus.
- 4) To work together as an institution to envision and actualise the noble mission of creating a sustainable environment within the campus.

### 4. The Practice

The Eco-drive initiative has been launched for the entire campus and its workings are monitored and codified by the Principal and the IQAC. The implementation of the various objectives and proposals are carried out by the members of the Biodiversity Club, Bhoomithra Sena club and the Environmental Club. The Biodiversity Club is at the helm of the prestigious "Santhisthal" project, wherein a total of one acre of land within the campus has been allocated to be converted to a biodiversity forest without human hindrance. Hundreds of saplings have been planted and students are encouraged to visit and plant seeds and saplings in their allotted area. By encouraging the students to take an active interest, the initiative hopes to instil a sense of community. The students who learn the value of preserving our ecology will in turn propagate such ideals into the society, thus taking our message out into the larger world. In furtherance of our ideal, a peer team from Meghalaya State Biodiversity Board visited the campus on 23-11-16 as part of the Peer Learning process and they were greatly impressed by the scope and vision of the project. The Bhoomithra Sena Club seeks to amalgamate the values of ecological preservation with viable models of resource management. The students are given classes on solid waste management and alternate energy resources. The club promotes on-campus composting against the burning of bio wastes. The college has already installed a Bio Gas plant and a Vermicomposting Unit within the campus where the leftover slurry is treated with mild chemicals and then used as organic fertilizer for the various vegetable gardens maintained by the College. The Biogas and Vermicomposting units are maintained with the efficient assistance of Biodiversity Club and Bhoomithra Sena club members. The college also maintains a Gobar gas unit and has installed solar panning to meet the demands of energy consumption. The Environmental Club regularly conducts "Green Audit" of the various trees and plants within the campus to prepare an exhaustive database for the staff and students. Experts are invited to participate in this endeavour and the comprehensive data culled from this initiative is of paramount importance in the codification of ecological surveys done within the State.

### 5. Obstacles faced

Our eco-drive initiative is going strong due to the strong support extended by all our stakeholders and the only hurdle we have faced so far is the lack of adequately skilled labour in the implementation and maintenance of alternate energy sources. Our staff and club members have already started talks with governmental organisations to rectify and regulate the situation.

### 6. Impact

Our college has now evolved to be one of the most eco-friendly campuses in the State. A task force comprising dedicated teachers and diligent students have been formed to protect and preserve the ecological treasure trove existing within the campus. The eco-drive initiative has found a strong resonance in our immediate locality with several governmental and non-governmental organisations pitching their support for this visionary model. We are proud to say that our staff and students are taking this model to their homes and surroundings which in turn will launch a ground-breaking drive within the State.

### 7. Resources Required

We require a team of skilled personnel with the technical expertise to man the alternate energy resources. Financial assistance for the maintenance of equipment and expert advice on the procurement of proficient workforce remain our foremost concerns.

### 1. Title

Student Skill Enhancement Initiative

### 2. The Context

The Student

Support and Career Enhancement Initiative was instituted to offer our students a comprehensive outlook on the various skills that they need to hone for their prospective careers. We aim to mould our students into confident and self-reliant young women who will be able to tackle the multitudinous demands posed by the competitive sector. Rather than adhering to a strictly academic paradigm, we have opted for a schedule that places equal emphasis on the cultivation of vocational skills. Apart from training programmes that boost their career opportunities, we also provide our students with specialised programmes that amplify their communicative and presentation skills.

3. Objectives

- 1) To expose our students to the limitless possibilities offered by various professional options through Career Drives and Vocational Training Programmes.
- 2) To offer holistic training that will equip our students to confidently navigate the diverse vistas of contemporary corporate culture.
- 3) To launch innovative skill enhancement strategies that will furnish our students with the poise and elan required for facing competitive interviews.
- 4) To explore new avenues of research and training that will offer our students the requisite leverage in the context of the modern professional sector.

4. The Practice

The Student Skill Enhancement Initiative is a comprehensive programme monitored by the Principal and all department heads. The programmes implemented and strategies discussed have to be approved by the IQAC and in this way, the timely and efficient functioning of the initiative is guaranteed. During the first phase of the initiative, all departments conducted various skill enhancement programmes and trainings that were completely student-oriented. Students were called forth to organise, conduct and moderate these programmes so as to instil in them the confidence and verve required to successfully mediate the resources at their disposal. Several student campaigns like "Know our Plants", "Nature Outreach Programme", "Fern Friends", "Helping Hand", "Release of Manuscript Magazines" and "Thanal" were launched and the students successfully co-ordinated and facilitated these innovative programmes that incorporated their impressive skills and professionalism with their admirable humanitarian ideals. The next phase of the initiative was taken over by the various clubs in our college that conducted a series of programmes to develop and refine the vocational skills of our students. The Science Club and the Students Planning Forum regularly held group discussions and talks by students. Students were also encouraged to work on projects of their choice after which they had to make independent presentations. All these programmes were held with the definitive aim of boosting supplementary skills that the students would require to perform well in a professional domain. The college has also taken special care to invest in value added courses by means of opting for University prescribed Open Courses that have added scope in terms of practicality and implementability. The college is also imparting vocational training to the students under the "Women on Wings" centre. The third phase of the initiative is marshalled by our enterprising Career guidance cell that regularly conducts career-oriented talks and job fairs within the campus to facilitate campus recruitments. Not only do we train our students to exceed their own expectations, but we also arrange a great number of opportunities so that they can prove their mettle.

5. Obstacles faced

The Student Skill Enhancement Initiative is garnering a lot of positive response from students and parents. Nevertheless, we couldn't harness the full potential of this initiative as we were unable to start as many vocational and value-added courses as we like because such aspects are dependent on the University's approval. We hope to incorporate more courses and programmes in the coming years to meet the increasing demand for skill enhancement programmes.

6. Impact

The initiative has been instrumental in moulding our students to align their career prospects in terms of employability. The numerous training programmes have given them a platform to build and boost their linguistic and presentation abilities so as to hone their vocational competence. We have been able to host job fairs conducted by leading MNCs that have expressed their satisfaction at the acumen

and potential of our students. We, thus, hope to further our vision of creating economically empowered women. 7. Resources Required We hope to attract more MNCs to install their placement cells in our campus and for this we require financial assistance that will enable us to widen our network.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[https://www.allsaintscollege.ac.in/uploadimages/file/Best\\_Practices\\_2016-17.PDF](https://www.allsaintscollege.ac.in/uploadimages/file/Best_Practices_2016-17.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

All Saints' College was started with the noble mission of imparting quality education to women who will mould themselves as the flagbearers of contemporary Indian society. We have always believed that true education transcends the constricting paradigms of academics and includes the indispensable ideals of social commitment and ethical responsibility. Our students have been trained to perceive themselves as responsible citizens who will contribute to the world around them and with this vision in mind, we have inculcated in them the passion to give back to the nature and world around us. Our college is one of the most eco-friendly campuses in the State and we have worked hard to maintain it as a green campus without the toxic presence of plastics. Our campaign to eradicate plastic from the campus was met with wholehearted support from all our stakeholders and we are proud of the eco-friendly tag that we have earned over the years. Our numerous vegetable and medicinal gardens bear testimony to our commitment towards the organic way of life. Our gardens are pesticide-free as we rely on the organic fertilizers generated by our biogas and vermicomposting units. We also use biogas and Gobar gas units for meeting our energy requirements and in addition to this, we have also installed solar panning as an alternate energy resource. Our green initiatives have been duly appreciated by the State authorities and the general populace. We have extended our support to the neighbouring village of Karikkakom and our students and staff regularly conduct awareness campaigns and cleaning drives as part of our community work. Through our continued efforts, we have earned a lot of goodwill and we are thankful to the local community for supporting us in all our endeavours. Our college has constantly strived to aid the economic well-being of the local community by introducing a number of vocational courses for women. The "Women on Wings" centre provided training for our students in various self-entrepreneurial courses and thereby increase their chance of employability. The students were also motivated to make field visits to institutions providing shelter to socially underprivileged women, so as to impart these skills to the inmates. Thus, we plan to augment our vision of moulding economically empowered women by taking this initiative to the larger community, thereby modulating the socio-cultural fabric of our contemporary society.

Provide the weblink of the institution

<https://www.allsaintscollege.ac.in/>

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

The recently concluded NAAC visit has given the institution much to deliberate upon. The college will adopt a multipronged approach to address areas that need attention. One of the areas the college will be concentrating upon is the participation of the faculty in academia oriented initiatives such as paper presentations, publications and becoming part of academic and decision making bodies outside the administrative dictates of the college. Special attention will be given to meet their requirements for having an academically fulfilling career by facilitating career development and training opportunities. Outreach

activities will be strengthened and partners will be sought for collaborations so as to effect an interface. A greater move towards automation of library and office systems of operations. Greater integration of Management Information System into the day to day operations of the institutions will be implemented. Thrust on environmental initiatives within and outside the college and setting up an environment task force within the college can lend great focus to the movement. This will ensure that the college will be ready to make a quantum leap in academic and infrastructural initiatives.