



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	ALL SAINTS' COLLEGE
Name of the head of the Institution	Dr. Caroline Beena Mendez
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	principal@allsaintscollege.ac.in
Address	All Saints' College Chackai
City/Town	Thiruvananthapuram
State/UT	Kerala
Pincode	695007

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Sr. Pascoela Alderich D'souza
Phone no/Alternate Phone no.	04712501153
Mobile no.	9446147660
Registered Email	allsaintscollegeiqac@gmail.com
Alternate Email	pascoala884@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.allsaintscollege.ac.in/allSaints/NAAC.php
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.allsaintscollege.ac.in/allSaints/Academic_calendar.php

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.91	2008	03-Aug-2008	27-Mar-2013
3	A	3.01	2016	16-Sep-2016	15-Sep-2021

6. Date of Establishment of IQAC	27-Mar-2004
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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
No Data Entered/Not Applicable!!!		

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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

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 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)

1. Launch of Saints' Centre for Outreach, Research and Extension (SCORE) to propagate outreach, research and social consciousness among the stakeholders. 2. Reconstitution of IQAC as per the February 2018 guidelines. IQAC decentralized. 3. Capacity Building Initiatives for administrative and teaching faculty to ensure optimum use of human resources. 4. Capacity building for the students in the form of introduction of Add on and value added courses to help students augment existing academic structures organised seminar for the holistic development for faculty and students. 5. Beyond curriculum programme in the form of facilitating online platforms such as NPTEL and SWAYAM by becoming a local Chapter. This ensures that students have uninterrupted and systematic access to these resources.

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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

Achievements/Outcomes

No Data Entered/Not Applicable!!!

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

IQAC Core Committee

19-Jun-2019

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

2019

Date of Submission

26-Feb-2019

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)

? Office: Excel, Spark and PRISM (for salary administration) ? Library: LIBMAS ? AccountsMS office ? Departments: Online submission of students registration, CE and exam fee collection through Kerala University Exam Portal ? Communication management System for students through SMS ? Online Admission, Online Scholarships and EGrantz ? Official Whatsapp Group ? 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 academic calendar provided by University of Kerala. The college conducts 11 UG programmes, 3 PG programmes and two research centres for PhD programmes. In addition to that, college also conducts Add on Courses and Online certification courses approved by recognised institutions. For effective implementation of the curriculum, the following process is developed and deployed. Curriculum is delivered through a planned and documented process which is monitored 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/ Workshops/ Seminars organized by the University and by other agencies, so as to update their knowledge and to improve the teaching practices. IQAC monitors the academic activities on regular basis to ensure the execution of timetable and other relevant academic affairs. It also monitors 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 ensures improvement of overall academic growth of the college. Teachers are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars and industrial visits besides the regular/traditional chalk and talk methods. The college provides ample books and other teaching and reference materials like journals, magazines, teaching models and software to enable its teachers to ensure effective delivery of curriculum. Library committee conducts meeting and takes appropriate decision regarding the requirement and procurement of books, journals, e-journals and periodic subscription of INFLIBNET. 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, peer learning, group discussion, brain storming, use of NPTEL lectures, case studies, projects, quiz etc., is also used in the delivery of the academic courses. Views of experts from industry, academia and alumni on curriculum are taken regularly. Feedback from industry and alumni is given due importance in defining graduate attributes and design of course outcomes. For a group of around 20 students a teacher is allocated as Mentor. Mentor conducts a weekly meeting and does the counselling of poor performing students, and provides remedial teaching to weak 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 keep the students on track to academic excellence. Ensuring staff has opportunities for keeping their skills and industry/business expertise up to date and establishing MOUs with various industries and institution with research institutions and other prestigious organizations. The students of a particular discipline are encouraged to gain strong fundamental knowledge, practical skills and are motivated to develop an inclination for lifelong learning. Also, the institution provides adequate opportunities to identify societal issues through various extension activities.

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
Film making From Script to screen		10/01/2019	10	yes	Creativity
Web development and Design		22/10/2018	180	yes	yes

Ornamental Fish culture	26/06/2019	180	yes	yes
Certificate course in Tally	13/05/2019	10	yes	yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		
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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
The college pays particular attention to the changing demands of education in the contemporary times. Keeping this in mind, the institution revamped its feedback structure and reformulated its paradigms of assessment. The institution took a multi pronged approach to assess the foundational aspects of

its raison d'être, and to examine the impact of its programmes. The feedback addresses all stakeholders: namely students, teachers, administrative staff, parents, alumni. The questions are sensitive to the unique situation of each of these stakeholders and thus avoid an ad hoc approach. The feedback collected from these sources is supplemented by the departments at the class PTAs conducted at the end of each semester. These departmental initiatives provide the impetus for the hands on reforms initiated by them and thus help improve performance of the teachers in the final feedback that is collected by the institution. Apart from this, the college organizes a PTA general body meeting where parents are given a public platform to air their concerns. This helps the institution as a whole to look for course correction. The alumni general body meetings and the forum maintained by the retired and current teachers (ASCATA) also serve as avenues for providing instant and constructive feedback in very genial circumstances. There is a suggestion box kept outside the office for more immediate requirements. The class representatives and general representatives on the student body are given the task of reporting infrastructural issues in real time for immediate action. This means that there is a continuous process of feedback all year round. In terms of the final feedback, the forms are sent out to a random selection of stakeholders. The feedback forms allow the stakeholder to remain anonymous, thus ensuring free and fair reports. The forms collected by one team are analysed by another team and the statistical data is provided to the Principal for further action. The results are classified on the basis of individual or institutional categories and suitably dealt with. The feedback on individual teachers is communicated in confidence and is made part of the said teacher's performance evaluation file. This enables the Principal to contextualise performance and seek explanation based on feedback. This approach is a confidence building measure as it helps teachers openly discuss issues and seek redressal. The institutional feedback looks into the ways in which the college has performed in the estimation of the stakeholders and this enables the college to look into means of improvement. The feedback helps the college formulate strategies to retain popular practices, to shed superfluous engagements and to incorporate sharper, more focused course of action and policies. The feedback obtained impacts the action plan of the college for the coming year, thus rendering the feedback mechanism fruitful and outcome based.

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
No Data Entered/Not Applicable !!!				
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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
2018	637	61	55	4	16

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
75	68	10	26	15	4

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

Teachers who are given the charge of a class have additional responsibilities. The class teacher ensures the intellectual, emotional and physical well being of the wards in her class. It comes under the purview of the class teacher to monitor the attendance of the students on a weekly basis and appraise the students regarding the same at the end of every month. The parents are asked to submit the leave form if their ward is absent and also inform the class teacher over the phone about the reason for absence. 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 a series of tests 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. The entire class does not go through this process. 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 cocurricular 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
2065	75	1 : 27

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	47	21	0	30

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
No Data Entered/Not Applicable !!!			
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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-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college schedules the exams as per the academic calendar of the University of Kerala. ? An Internal Exam Committee is formed to discuss and decide dates for the internal examinations for UG and PG courses and the date for submission of assignments. ? Bridge Courses are given to students and an entry level exam is conducted. ? The institution ensures that the schedules of the internal exams are intimated well in advance to both parents and students through prominent displays of the same outside the departments and SMSs sent through the Management Information System. ? Printed question paper is provided to each student for internal examination ? Model practical examinations and Mock viva are conducted ? Continuous Internal Evaluation of student progress is carried out through Written Examinations, quizzes, Open Book examinations, Multiple choice questions as class tests. ? Double valuation are conducted for PG Internal Papers ? The performance of the students is analysed and remedial courses of action are recommended. ? 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. ? Seminars are being conducted with the aid of ICT tools, thus ensuring that students are adequately competent by the time the course is over. ? Library oriented assignments are also allotted so as to help students use these forms of knowledge

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

The academic calendar reflects the schedule as suggested by the University of Kerala. Academic assessment is carried out in two levels - (I) Internal Evaluation (II) External Evaluation (I) Internal Evaluation The internal evaluation consists of three components -(i) Attendance (ii) Assignments and seminars (iii) Test papers. The results of the internal examinations are published and the attendance statement is submitted to the Principal. The CA is prepared by the teachers and submitted to the Heads of Departments for enabling online submission. The CA marks are displayed and signatures are obtained from students. Online registration, fee submission, exam registration are carried out at teacher level, HOD level and Principal level and submitted to the University (II) External Evaluation The exams as announced by the university are conducted by the college by strictly adhering to the principles of transparency and diligence. The invigilators have been directed to note down the exact serial numbers of the additional sheets and to sign on the hall tickets of the students in the space given against the particular exam. The students are also asked to sign in the adjacent space. This is to ensure there is no mistake in the facing sheet of the answer books. The college has enforced fair practice rules and a zero tolerance policy against malpractice. The Principal and Exam superintendent attended a meeting held by the University of Kerala in this regard. They then held an orientation programme for all the faculty members to effectively implement these reforms.

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)

http://www.allsaintscollege.ac.in/uploadimages/file/AQAR%202018=2019/2_6_1%20Pr

[ogram%20outcomes.%20program%20specific%20outcomes%20and%20course%20outcomes%202018-2019.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	65	62	95.3
133	BA	Communicative English	45	41	91
530	MA	English	20	18	90
159	BCom	Finance	61	49	80.32
159	BCom	TTM	53	33	62.26
590	MCom	Commerce	20	16	80.01
235	BSc	Chemistry	46	25	54.35
230	BSc	Physics	26	21	80.76
220	BSc	Mathematics	46	34	74
250	BSc	Zoology	44	33	75
245	BSc	Botany	49	35	71.4
140	BA	History	65	38	59
150	BA	Economics	76	39	51.22
615	MSc	Environmental Science	15	13	86.66
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2.7 – Student Satisfaction Survey

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

<http://www.allsaintscollege.ac.in/uploadimages/file/AQAR%202018=2019/Feed%20back.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
Major Projects	1095	Space Applications Centre (SAC), Indian Space Research Organization (ISRO), Ahmedabad	2022000	800000
Major Projects	1095	Kerala State Council for	1414985	406857

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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 Intellectual Property Rights	IQAC and Department of Environmental Sciences	07/06/2019
Thrice Told Tales: Reconfiguring the Canon International	English	12/12/2018
Two days Workshop on 'Insitu synthesis of bionano particles	Botany	04/01/2018
One day workshop on Beat Plastic Pollution	Zoology with WWFIndia Kerala State	13/03/2019
Bhavukathwa parinamam Malayala Cherukadhyil	Malayalam	08/02/2019
Advances in Raman Spectroscopy	Physics with Kerala Academy of Sciences	28/02/2019
TAXATION AND GST	Commerce	05/10/2018
Fashion Designing	Commerce	05/10/2018
Impact of digitalisation in the present economy	Commerce	24/10/2018
Best Manager	Commerce	26/10/2018
The relevance of globally accepted Professional Accounting and Management courses	Commerce	16/01/2019
Two day National Seminar on "Behavioural Finance - The Emerging Financial Market Scenario	Commerce	25/01/2019
Careers in Commerce	Commerce	13/02/2019
Tally Certification and GST Implementation	Commerce	13/02/2019
One day training program on Gateway to Financial Freedom	Commerce	13/03/2019
One day training on Fundamentals of Securities market	Commerce	14/03/2019

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
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Promoting Nature Inspired Education	Dr. Cinthya Christopher	Climate Change Dearnavati Universitypartment Govt. of Gujarat and K	30/06/2019	Inspiring Green Mentor Award
URSI/InRaSSYoung Radio Scientist Award	Dr. Tinu Antony	National Atmospheric Research Laboratory (NARL), Tirupati	15/03/2019	2019 URSI AsiaPacific Radio Science Conference
Dr. APJAbdul Kalam Award for Young Scientist 2018	Dr. Shirmila Jose G	MARINA LABS Research and Development	13/10/2018	Young Scientist 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
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1000	4000	2500

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

Name of the Department	Number of PhD's Awarded
Department of 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	Chemistry	1	1.25
International	Physics	2	1.92
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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
Physics	11
Malayalam	6
History	1
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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	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
No Data Entered/Not Applicable !!!						
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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
No Data Entered/Not Applicable !!!						
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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	34	32	8	2
Presented papers	27	41	1	1
Resource persons	2	6	3	18
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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
No Data Entered/Not Applicable !!!			
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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	Best NSS Unit	University of Kerala	100
NSS	Dr. Vijayakumari as Best NSS Programme Officer	University of Kerala	100
NSS	Priya Sunny Best NSS Volunteer	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
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No Data Entered/Not Applicable !!!

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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
No Data Entered/Not Applicable !!!			
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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 with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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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
Networkz systems	22/10/2018	To conduct Employable and Skill Development programme "Web Development"	26
Kalvi Institute Private Ltd.	22/03/2019	Kalvi Institute Private Ltd.	42
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4688948	4688948

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar Halls	Newly Added
Classrooms with LCD facilities	Existing

Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Existing
Seminar halls with ICT facilities	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

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	52600	302271	131	33275	52731	335546
Reference Books	600	121500	73	84922	673	206422
e-Books	520	0	0	0	520	0
Journals	27	81000	2	6000	29	87000
Digital Database	1	30000	0	0	1	30000
CD & Video	320	5050	2	220	322	5270
Weeding (hard & soft)	32540	0	0	0	32540	0
Others(spe cify)	879	2220	157	0	1036	2220
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
No Data Entered/Not Applicable !!!			
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 Bandwid th	Others
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								(MGBPS)	
Existing	125	62	104	6	13	8	15	130	21
Added	0	0	0	0	0	0	0	0	0
Total	125	62	104	6	13	8	15	130	21

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

No Data Entered/Not Applicable !!!

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
No Data Entered/Not Applicable !!!	

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
530191	148757	2810000	1200000

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 institution has well defined policies that govern all protocols with regard to procurement, use and maintenance of its tangible assets. The various governing bodies of the college periodically review these processes and take necessary steps to ensure that the requisite mechanisms are in place. The college has clearly defined its policies addressed to various stakeholders in the form of policy manuals for the institution, students and teachers. This helps to bring about a uniformity in the way the college is run and to provide essential guidelines for the students and teachers to conduct themselves. The policies of the college are to address the specific branches related to administration such as infrastructure, finance, PTA, Library etc as well as to the streamlining of academic activities.

http://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
No Data Entered/Not Applicable !!!			
View File			

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 implementation	Number of students enrolled	Agencies involved
Yoga and Meditation	22/06/2018	120	Classes conducted by instructors of

			Sivanda Ashramam, Neyyar Dam
Orientation Soft Skill Development Programme	18/07/2018	450	The newly admitted first year students are given an Orientation with the aim to develop their Soft Skill and make use of the opportunities that come their way during the course of study in the institution. (File attached)
Remedial Coaching	01/08/2018	736	Each Department conducts remedial coaching for the weakest students. (File attached)
Mentoring	02/07/2018	1561	Departments
Personal Counselling	02/11/2018	108	College
Bridge course	25/07/2018	500	Departments
WALK WITH A SCHOLAR	18/09/2018	60	Department of Collegiate Education
Scholar Support Programme (SSP)	12/09/2018	100	Department of Collegiate Education
Sparsham Counselling centre	18/07/2018	30	College
View File			

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
No Data Entered/Not Applicable !!!					
View File					

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
1	1	1

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
Wipro and Allianz	400	16			
No file uploaded.					

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
No Data Entered/Not Applicable !!!					
View File					

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	7
CAT	5
Any Other	3
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

By any form or name, the College union serves as the heart of the campus community and create a welcoming environment by: • Operating as a student centered organization that engages in shared decision making and holistic development through employment and involvement. • Advocating for inclusivity and equity, fostering respect, and affirming the identities of all individuals. • Educating students in leadership and social responsibility and offering firsthand experiences in global citizenship. • Providing gathering spaces to encourage formal and informal community interactions that build meaningful relationships. • Traditionally considered the living room, the

college union enhances the student experience and cultivates an enduring connection to the institution. • Two student councillors are members of Anti Ragging cell. They attend the meetings of anti ragging cell and they give a brief outline of the student related issues if any. • Two Student representatives are members of the IQAC and Council and put forward their suggestions for improving academic and cocurricular performance of the student body. • All the clubs functioning in the institution have student secretaries for coordinating all their activities. • Various programmes are organized and conducted by the College Union to inculcate and develop qualities of teamwork and sportsman spirit. Some of the significant programmes organized moulding for Kerala University Youth Festivals, conducting 'Kriya' the All Saints' College Cultural Fest and sports day celebrations. ADMINISTRATIVE BODIES The Publications Committee is in charge of bringing out the publications in the College - the newsletter, the college magazine and the college interdisciplinary research journal, Seek CLUBS AND CELLS have student secretaries : ELECTORAL LITERACY CLUB, BHOMITHRA SENA CLUBT, BIODIVERSITY CLUB, RED RIBBON FORUM CLUB 25, LEGAL AID CELL, ARTS CLUB ASSOCIATIONS have student secretaries : DEPARTMENTAL ASSOCIATIONS NATIONAL SERVICE SCHEME (NSS), ALL INDIA CATHOLIC UNIVERSITY FEDERATION (AICUF) JESUS YOUTH and COMMITTEE FOR EXTENSION ACTIVITIES The College is committed to moulding a generation who would utilize their skills for the betterment of society. With this aim in view, extension services are made available to nearby schools, villages and communities. It is mandatory for a student to participate in any one of the following extension activities prescribed by the University of Kerala for not less than 40 hours in the third and fourth semesters. 1 Health Education 2. Debate Club 3. Human Rights Forum 4. Community Health Activity 5. Kerala State Literacy Mission 6. Media Club 7. Community Based Activities of CACEE 8. NSS 9. NCC 10. Sports Club 11. Science Club 12. Nature Club / Eco Club 13. Planning Forum 14. Literary Clubomen's Study Unit 15. AntiRagging Cell State Library Council Affiliated to Rural Public Libraries

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

321

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

150500

5.4.4 – Meetings/activities organized by Alumni Association :

ALUMINI ACTIVITIES 201819 • Executive meeting was held on 16thoct 2018. Decisions were taken to felicitate two athletes who made outstanding contribution to college. • Maintenance of college scooter shed to be sponsered by ASCAA • Vocational training in cloth bag making to be initiated by ASCAA • Mid day meal to deserving students is also funded • On 29th November 2018, All Saints' College Alumni Association felicitated two athletes who made the college proud with their outstanding achievement. Aswathy M S, I year MA student and Jwala Jose L of I Year BSc Physics were honoured by the Principal with a cash prize and sports equipments worth Rs. 18000 respectively. • The Second installment of ASCAA Scholarship was handed over to Edithya D of DC II Maths and Abila A of DC II History by the Principal. • ASCAA funded an International Conference on "Thrice Told Tales: Reconfiguring the Canon held on December 2018 conducted by the Department of English • On 27 March 2019, ASCAA

convened a general body meeting at 3pm in the college recreation hall. • ASCAA decided to initiate career guidance and social awareness talks. • 'My book for you' scheme is implemented. • Alumini decided to donate 3 fans for vocational training units. • Alumini and ED club to collaborate in providing vocational training for students. • Five cloth cutting scissors to be donated by ASCAA for tailoring units.

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)

? In the interests of inclusive management practices, the institution reconstituted the Internal Quality Assurance Cell. The reconstitution took the form of establishing a Central Planning committee. This committee has members of the college council, elected members of the staff and members of the student union. A number of satellite committees were established to ensure wider reach over the various aspects of administration and academics. The six sub committees help monitor aspects of the college such as curricular and cocurricular activities, research (SCORE), innovative instruction etc.

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	<ul style="list-style-type: none"> • 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 as prescribed by the University of Kerala. • Four of our faculty members are members of the Board of Studies and teachers of various departments actively participate in the workshops on curriculum development organized by the University of Kerala. • The departments design add on and value added courses to supplement traditional curriculum. • The college organizes workshops and seminars on topics of contemporary relevance in various disciplines so as to help the students receive valuable inputs in terms of curriculum.
Teaching and Learning	<ul style="list-style-type: none"> • Internal Academic Audit is conducted by the Head of the Department and the Core Committee. • Orientation and Bridge Course are conducted for the freshers at the institutional level each year • Mentoring, tutoring, remedial classes are provided to students on a spectrum basis • Interactive sessions with eminent personalities and motivational sessions

are arranged. • Internal and external mentors and motivational and skill enhancement are provided for advanced learners under the Walk With Scholar Programme. • Student Support Programme is in place to provide curricular assistance for students who require additional guidance. • A Teacher's Handbook is maintained by each teacher and checked by the HoD and Principal periodically to keep track of the process of teaching learning during each semester • ICT enabled learning is prioritised with smart classrooms • Peer teaching is encouraged • Assignments and seminars for internal assessment are designed to encourage research and library use. Field Trips and industry visits are arranged for the students to stimulate their academic and imaginative faculties.

Examination and Evaluation

• The Academic Protocol Committee of the college sets an academic calendar in keeping with the University's academic schedule. • The college has departmental and college level monitoring committees to ensure that the internal examinations and related university protocols are followed regularly. • 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 • Teachers of various department set question papers and answer schemes for the examinations of different universities and autonomous colleges in the state. • High speed internet and printer for printing PG Online Question Papers.

Research and Development

• To regulate and enhance the research output of the college, a satellite committee SCORE was established. • The Department of English is a recognised Research Centre under the University of Kerala with six research guides and 16 Research Scholars currently enrolled. • The Department of Environmental Sciences was recognized as a research department under the University of Kerala. The centre has three research

guides. • Eight of the faculty members are registered research guides under various research departments under the University of Kerala. • Four faculty members of the college were awarded doctorates. One research scholar was also awarded Ph.D • Faculty members presented 70 papers at various national and international seminars. They also published papers in high impact factor journals. • Three teachers were granted awards for their research work. • The PG students of the department of Environmental Sciences published research papers. • The PG Students of the Department of English presented papers at National and International seminars a total of twelve papers were presented. • 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 college explores funding agencies for sponsoring major/minor projects • Faculty members are encouraged to organise seminars/workshops at the Institutional/State/National and International levels

Library, ICT and Physical Infrastructure / Instrumentation

? Provision for WiFi facility for the use of elearning 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 eresources ? The library is a member of NList ? ICTenabled teaching is practised through a network of smart classrooms

Human Resource Management

? Faculty members are motivated to undergo Refresher and Orientation courses. ? Appointment of the counsellor for addressing the concerns of the students. ? Maintenance of Grievance Redressal Cell and Anti Ragging Cell. ? Faculty members are given leave to complete PhD under the Faculty Development Programme. ? State Level Training Programme given to Non Teaching Staff under the aegis of IQAC. ? Welfare Schemes for Staff and Students

Industry Interaction / Collaboration

• Students carried out internships in different governmental and

nongovernmental organisations and in various research institutes of national repute. • The College offers research facilities to guides from other HEIs Mahatma Gandhi College, Trivandrum, HHMSPBNSS College for Women, Neeramankara, NSS College, Pandalam, St. Xavier's College, Thumba etc. • Industrial visits were carried out to VSSC, NIIST (CSIR) etc. and Titanium by the students from the science stream. Students of arts stream visited places of national and historical interest. • A faculty member of our institution is collaborating on a research projects with Space Applications Centre, Ahmedabad and University of Calgary, Canada. • Our faculty members serve as resource persons for various institutions and contribute to research and analysis of contemporary trends. • The add-on courses of the college are conducted in collaboration with reputed training and skill enhancement agencies. • ED Cell of the college has been registered with the District Industries Centre, Dept. of Industries and Commerce, Govt. of Kerala.

Admission of Students

• The college adheres to the protocols of the online Single Window System as devised by the University of Kerala. • Strict observance of Government rules is followed for admission and reservation criteria.

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

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> • The college has intranet facilities so as to enable easy sharing of documents that require pan institutional collaboration. • The college has implemented SMS facilities for notifying important information to the guardians. • The college has an official WhatsApp group for the staff for effective dissemination of information. • The academic schedule, course details and other relevant information of the college is uploaded to the college website at the beginning of the academic year
Administration	<ul style="list-style-type: none"> • Regular exercise of PFMS portal to upload expenditure related to Government fund. • The administration of the egrantz, SC/ST and fisheries stipend are managed through online portals • All formal communication of

	the college is only conducted through the official email id
Finance and Accounts	<ul style="list-style-type: none"> • Digital signature of Principal was introduced for payment and allowances of the staff. • Reception of Salary Fund from the government is through the Spark Portal. • Fully computerised office
Student Admission and Support	<ul style="list-style-type: none"> • Online Single Window Admission System. • Scholarships such as Post Matric Scholarship, Indira Gandhi Scholarship for single girl child, Central Sector Scholarship and Mohammed Koya Scholarship are verified and processed by the college to disburse educational assistance to SC/ST/OBC as well as economically weaker sections of the society. • Enrollment of the students for the various courses is done through the University Portal • Facilities are provided for accessing online courses such as SWAYAM , NPTEL and Web based add on courses.
Examination	<ul style="list-style-type: none"> • Online exam registration and fee payment for UG and PG students through the University portal • Downloading and printing of Online Question Papers for PG examinations uploaded by the University. • Uploading of the list of absentees on the same day of the University exam to the exam portal of the University. • Uploading of attendance and continuous assessment marks to the University site at the end of each semester • Centralized printing services of question papers for internal exams

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
2018	Sr. Nancy Waral	Research Productivity Measures and Institutional Ranking	Mar Ivanios College Library and The Research Promotion and Ethics Committee in Association with KSHEC	500
2018	Dr. Ayona	Research	Mar Ivanios	500

	Jayadev	Productivity Measures and Institutional Ranking	College Library and The Research Promotion and Ethics Committee in Association with KSHEC	
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)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Club: Retirement Gift (Nandipoorvam), Gifts given for marriage, Gifts given for achievements (Snehasammanam).	Staff Club: Retirement Gift(Nandipoorvam), 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.PragyaBook 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)

All bills and payment vouchers are checked and signed by the Accountant and finally goes to Principal for payment order. Internal Audit is done at the time

of submission of Utilization Certificate against UGC / Govt. Grant. Internal financial Audits are done after discussion with the Central Planning Committee and Management. The internal audit is conducted by the Chartered Accountant appointed by the Management. External audit is done by a nominated personnel from the Accountant General's Office and DD Office. The final report is submitted to Directorate of Collegiate Education, Govt. of Kerala. Statutory Audit is done regularly and Cash book is maintained.

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
Management	2810000	1. To purchase a bus 2.improve physical facilities
View File		

6.4.3 – Total corpus fund generated

906178

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		Yes	IQAC
Administrative	Yes	Deputy Directorate of Collegiate Education	Yes	Management

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

1. High speed computers with printers for printing PG question papers of the Kerala University Exams were provided 2. Four LCD Projectors were purchased 3. The expenses borne towards salary and maintenance of the railway gate in front of the college 4. Rupees one lakh was contributed for training students for the Kerala University Youth Festival. 5. Advance salary is given to Guest Lecturers. 6. Cash awards and prizes are given to outstanding performances in academic and co curricular activities.

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

1. State level training programme for nonteaching staff was conducted. 2. College level training programme for Effective utilization of IT in Administration 3. Workshop Capacity Building for Office Staff

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

1. Language lab updated with free software and internet connection for all computers. 2. Feedback Mechanism from students, academic peers, administration and other stakeholders formalized 3. Automation of Library and digital and virtual library upgraded. 4. Saints' Centre for Outreach, Research and Extension (SCORE) has been launched.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
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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
2019	State Level Training Programme for NonTeaching Staff	05/11/2019	05/11/2019	05/11/2019	3
2019	Capacity Building for Office Staff.	20/04/2019	20/04/2019	20/04/2019	9
No file uploaded.					

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
National seminar on "Women writing in Malayalam A history"	07/02/2019	08/02/2019	100	0
Training Programme on "Self Defense"	29/01/2019	29/01/2019	1500	0
Legal Awareness Workshop	14/02/2019	14/02/2019	1700	0
Women Empowerment programme	11/03/2019	11/03/2019	200	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
1. Percentage of power requirement of the College met by the renewable energy sources: Solar Power (40). 2. The college authorities started replacing normal lights and tubes with LED lights and tubes 3. Every department follows a policy of switching on power only when required and switching off when not in use. 4. Biogas plants for effectively managing organic wastes are established in places such as canteen and in hostel. We have one biogas plant each in hostel and in canteen 5. Gobar gas plant 1 in hostel 6. Majority of the students, nonteaching staff and faculty members depends public transport and vehicle pooling to reach college indicating lesser carbon footprint of the student community. 7. All

Students who enroll the first degree programme should study a compulsory paper on "Environmental Studies" in second semester. 8. College also undertakes various environmental initiatives under Bhoomitra Sena Club in association with WWF.

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	9

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
2018	0	1	18/08/2018	6	Flood Relief Camp	1. Accommodation 2. Dress 3. Food 4. Medical care	200

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 Students Handbook	18/07/2018	Every new batch is given a College Diary with includes a Calendar and a Code of Conduct Handbook which clearly details the expected modes of student behavior and conduct.
All Saints Code of Conduct for teachers	01/06/2018	The Code of Conduct codifies the behavior expected from teachers. It also incorporates service rules and regulations.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Talk on the topic 'Say no to Drugs'	08/08/2018	08/08/2018	600
Talk on "Drug abuse"	30/01/2019	30/01/2019	1200
Holistic retreat programme	21/02/2019	23/02/2019	500

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

- Arranged lectures and seminars on environmental issues like – “Beat Plastic Pollution”, “Water Circulation Around Continental and Oceanic Islands” etc., conducted awareness programmes and exhibitions on Sustainable Developmental Goals .
- Observed Environment related days to sensitize the students towards environmental concerns.
- Biodiversity Conservation initiatives in association with WWF and other governmental/nongovernmental organizations were conducted.
- As part of “Campus Greening Programme” new Palm trees were introduced in the quadrangle, planted new saplings in the Medicinal Garden, more Avenue trees were introduced into the campus, more Rare, Endangered and Threatened (RET) Plants were planted in the Mahatmaji Jaivodyanam.
- Part of the fuel needs of the institution is met by the Bio gas plant.
- Replaced the disposable cups in the canteen by steel cups in order to make Plastic free Campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Two best practices of our Institution PRACTICE I Saints’ Centre for Outreach, Research and Extension (SCORE) 1. Title of the practice Saints’ Centre for Outreach, Research and Extension (SCORE) 2. The context that required the initiation of the practice (100 – 120 words) In order to ensure clarity and set definitive paradigms for the ways in which the activities of the college translate into meaningful academic and socially effective endeavours, the institution has established the “Saints’ Centre for Outreach, Research and Extension (SCORE)”. SCORE provides scope for personal innovation by ensuring competence, stimulating critical as well as creative thinking, thereby provoking excellence. SCORE strives to promote multidisciplinary learning and research as well as envisions making core competencies socially and environmental conscious. The institution advocates social inclusion and SCORE strengthens the appreciation of cultural pluralism and diversity by all its stakeholders and urges them to strive for social justice, harmony and solidarity. 3. Objectives of the practice (50 – 60 words) The main objectives of the SCORE include: To encourage faculty to take up research projects of interdisciplinary nature that are socially relevant and initiate collaborations with institutions of national and international repute. To guide and motivate the research scholars and PG students for publishing papers in SCOPUS indexed journals and participate in national and international seminars. To reach out the deprived groups and vulnerable sections of society and create opportunities for education, awareness and skill enhancement. To orient the students with the skills required in community development and sensitize them towards various issues of the marginalized groups. To facilitate networking and linkages of the community with NGOs, institutions, and government agencies for the effective service delivery. 4. The Practice (250 – 300 words) SCORE is headed by the Principal and is under the direct purview of the IQAC and further delegated to the Outreach Committee, Research Committee and Extension Committee. The Departments and agencies like SCORE prepare an action plan for the year and the same is forwarded to the Central Planning Committee that makes its recommendations to the Core Committee. The Research Committee is entrusted with the task of developing quality research in a broad range of areas with diverse approaches where appropriate, this may be reflected in the creation of subcommittees with sufficient autonomy to pursue their more specialized research interests. The Research Committee also organizes and maintains personal contacts among researchers with common interests and also provides a framework of interaction between individuals and organizations concerned with teaching and research in physical sciences, earth sciences, life sciences and social sciences. The committee brings together scholars who wish to pursue comparative research on a transdisciplinary basis and they constitute basic networks of scientific research, intellectual debate and professional exchange.

The committee ensures dissemination of research information and subsequent publication of scholarly research. The Committee and subcommittees meet on a quarterly basis to review the activities. The Outreach Committee focuses on the crossdiscipline integration/ programmatic and societal interface/ outreach areas of interest of the Institute, and often spans more than one technical discipline. The committee fosters relationships and partnerships with individuals within our target audience (emphasis on our student community and residents of our adopted village), organizations and others to evaluate internship and job placement opportunities organizing awareness programmes to address issues of diverse natures and extend aid in cash or kind (within the limitations of the institution) when need arises. The Extension Committee connects community needs and institutional resources. Extension is an outreach arm of the institution. Extension provides its research and education outreach in the neighbouring rural communities. The committee identifies the needs of the community and matches or empowers the institutional human resources to meet those needs. The Committee also organises fund raisers and identifies potential sponsors to approach for obtaining the necessary local financial support when the need arises.

5. Obstacles faced if any and strategies adopted to overcome them Time constraint was the only hurdle we faced while implementing plans for research or outreach and extension activities. The core team heading the SCORE has decided to form smaller and more number of task forces to carry out the various activities within the limited time available.

6. Impact of the practice (100 - 120 words) There has been considerable increase in the number of quality research projects taken up and successfully completed by students and faculty. SCORE has facilitated the creation and integration of innovative concepts and practices as well as effective interdisciplinary networking within the institution. From the research point of view there has been a significant contribution to existing literature in the form of presentations and publications in accepted journals with good impact factor. From the outreach and extension perspective SCORE has enabled students to approach service in depth by researching, volunteering and working together various issues: environmental concerns and needs of the poor and marginalized residing in/around the institution.

7. Resources required Dedicated and qualified faculty ensures quality research and addresses various social concerns. Motivated students are oriented and guided by the faculties in charge for the implementation of formulated plans and completion of activities within a reasonable time frame. Financial support for enhancing research and library facilities are one of the prime concerns.

8. Contact Persons for further details Principal All Saints' College Thiruvananthapuram - 7 Phone (0) 8281334337 Email: principal@allsaintscollege.ac.in

PRACTICE II Reaching Out: Community Outreach in the new Millennium

1. Title of the practice "Reaching Out: Community Outreach in the new Millennium"

2. The context that required the initiation of the practice (100 - 120 words) Our college inculcates social value and responsibilities to the faculty members and students by imparting extension activities in the neighborhood for holistic development of the society. Every year, the institution identifies a particular region based on indices such as health, education, income, occupation and standard of living. Then the institution renders need based services using the human, material and social resources at its disposal. All Second Year Students are engaged in the extension activity which comes under the curriculum. Apart from them, National Service Scheme and National Cadet Corp also serve the society through Oneday and Special Camps. In addition, outreach programs and invited lectures are also given to the community.

3. Objectives of the practice (50 - 60 words) To train minds, bodies and hearts for the work of life, and to carry into all we do the highest ideals of character and service. To expose our students to the issues and problems that many communities face, especially in our adopted villages in order to embolden their hearts and work with zeal and compassion to alleviate the sufferings of the needy. To organize fundraisers are identify potential

sponsors on a year to year basis depending on immediate needs. 4. The Practice (250 - 300 words) The College is committed to moulding a generation who would utilize their skills for the betterment of society. With this aim in view, extension services are made available to nearby schools, villages and communities. It is mandatory for a student to participate in any one of the following extension activities prescribed by the University of Kerala for not less than 40 hours in the third and fourth semesters. The students and faculty voluntarily offer their time and other resources to address immediate issues. This was evident during the 2018 floods when our institution served as a Flood Relief Camp with the help of 50 staff and 150 students. The affected community of around 225 people was rehabilitated in our college for 6 days. The victims were given food, dress, medicine and various needy relief materials in the camp. The institution also served as one of the collection centres of the government. The management donated Rs. 200000/- to the State Government towards the flood relief. 65 of the teaching faculty and 3 of the administrative staff donated their one month salary to the Chief Minister's Relief and Distress Fund. The management, staff and students also donated money and relief materials for the flood victims to the various collection centres. This year the college identified the Karikkakom Village to organize activities such as clean up drives, green initiatives in the form of sapling distribution, waste management etc. As the area is deficient in potable water, the college organized a drinking water analysis campaign. The students also have taken classes on topics of general interest to the students of nearby schools. A house worth Rs. 5 lakhs was built under the "Snehaveedu" scheme for one student of our college. NSS provides an excellent opportunity to the students who desire to serve the community and to develop interpersonal relationships and skills. Engaging in social activity to bridge the gap between the fortunate and the less fortunate through empowerment is the main focus of NSS activity. The activities of the NSS extend to organizing regular blood donation drives, free medical and eye camps for the members of the institution and local community, conducting tree planting campaigns as well as regularly participating in cleaning drives under the initiatives of the institution and the state government. Considering the inherent aptitudes and inclinations of NSS volunteers they are given the opportunity to work in close collaboration with some voluntary land statutory welfare agencies such as Community Centres, Residential Institutions for children/women, the Aged and Institutions for physically handicapped and disabled. This helps the NSS volunteers in understanding the problems of a vulnerable section of the society. 5. Obstacles faced if any and strategies adopted to overcome them Finances are the main concern for which various fund raising events are considered and sponsors (alumni, parents, present and retired staff and other organizations) are identified and approached according to the needs that arise. Time constraint due to semester system is a major problem. 6. Impact of the practice (100 - 120 words) Through extension and outreach programs, we sensitize the students to develop social values, widespread their responsibilities and knowledge in societal issues and problems by making them to involve with the community people. Through this, we establish a good relationship with the society. The college has tie up with governmental and nongovernmental organizations to serve the community. Students with profound interest attain the social values and responsibility. Above all, the students get hold of social justice, value, responsibility and sustainability. 6. Resources required Adequate finances are required to ensure the successful completion of all the activities undertaken by the institution. Moreover parental support and participation is to be ensured. 7. Contact Persons for further details Principal All Saints' College Thiruvananthapuram - 7 Phone (0)8281334337 Email principal@allsaintscollege.ac.in

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

institution website, provide the link

<http://www.allsaintscollege.ac.in/uploadimages/file/AQAR%202018=2019/best%20practice%20-2018-19.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

The college is committed to ensuring a sustainable model of self and societal development for its students. For this, it looks to its staff, students and other stakeholders. During the year, the institution devised a multi pronged approach to achieve its goal of spreading awareness on environmental issues and to renew its commitment towards building a sustainable future. The institution on the home front worked to ensure zero plastic presence and has made steel utensils mandatory for all seminars and conferences being conducted on its premises. The canteen also uses steel glasses. The institution, which is one of the greenest in the state has further expanded its green cover and has introduced varieties of plants to enhance the aesthetic appeal of the college as well as to provide a place for these plants to flourish. The college has worked to inculcate awareness among the students about the dangers of climate change and the same has been included in the curriculum of various courses. The following programmes were conducted this year to ensure that the message of environment conservation is effectively conveyed. • Arranged lectures and seminars on environmental issues like - "Beat Plastic Pollution", "Water Circulation Around Continental and Oceanic Islands" etc., conducted awareness programmes on Sustainable Developmental Goals • Observed Environment related days to sensitize the students towards environmental concerns • Biodiversity Conservation initiatives in association with WWF and other governmental/nongovernmental organizations were conducted. • As part of "Campus Greening Programme" new Palm trees were introduced in the quadrangle, planted new saplings in the Medicinal Garden, more Avenue trees were introduced into the campus, more Rare, Endangered and Threatened (RET) Plants were planted in the Mahatmaji Jaivodyanam. • Part of the fuel needs of the institution is met by the Bio gas plant. • Replaced the disposable cups in the canteen by steel cups in order to make Plastic free Campus The college held awareness programmes in its immediate vicinity the Karikakkom village, it also distributed saplings in the village to help increase tree cover and to make the villagers participants in its vision of a greener, cleaner earth. The same village was given a talk on conservation of energy and on how to reduce consumption of energy in day to day life. In addition to this, the institution reached out to students from schools and invited them to attend exhibitions in the college on bio diversity and plant conservation. Thus, the institution is also investing in the next generation to help protect the environment.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

1. Intend to start PG Courses in relevant disciplines 2. To start new add on courses and certificate courses stressing more on skill development 3. For making our students to be good entrepreneurs, new initiatives for startup has to be implemented. 4. To motivate our faculty to be research guides and encourage them to publish in high impact journals. 5. The outcome based education has to be implemented and encourage our faculty to involve in econtent development. 6. Egoovernance initiatives are to be launched through the website.