YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	All Saints' College, Thiruvananthapuram
• Name of the Head of the institution	Dr. Reshmi R Prasad
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	4712501553
• Mobile no	8281334337
• Registered e-mail	allsaintscolegeasc@gmail.com
• Alternate e-mail	info@allsaintscollege.ac.in
• Address	Chackai
• City/Town	Thiruvananthapuram
• State/UT	Kerala
• Pin Code	695007
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**University of Kerala**
• Name of the IQAC Coordinator	**Dr. Anjana P S**
• Phone No.	**09495628015**
• Alternate phone No.	**04712726247**
• Mobile	**09495628015**
• IQAC e-mail address	**iqac@allsaintscollege.ac.in**
• Alternate Email address	**allsaintscollegeiqac@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.allsaintscollege.ac.in/uploadimages/file/AQAR%202019-20/AQAR%202019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.allsaintscollege.ac.in/allSaints/Academic_calendar.php

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**Three Star**	**Nil**	**2000**	**24/08/2000**	**27/03/2008**
Cycle 2	**B**	**2.81**	**2008**	**28/03/2008**	**27/03/2013**
Cycle 3	**A**	**3.01**	**2016**	**16/09/2016**	**15/09/2021**

6.Date of Establishment of IQAC	**27/03/2004**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty – Teaching and Administrative staff	Salary	Government of Kerala	2020-21, 21 months	9,40,50,885
Institution (e-grant)	Hostel fee	Government of Kerala	2020-21, 21 months	29,08,0500
Institution (e-grant)	SC/OEC/KPCR	Government of Kerala	2020-21, 21 months	8,52,201
Institution (e-grant)	Fisheries Stipend	Government of Kerala	2020-21, 21 months	19,83,461
Faculty and administrative staff	PF closure	Government of Kerala	2020-21, 21 months	79,75,325

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	9	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		

1. Preparations for IV cycle of reaccreditation by NAAC 2. 15 MoUs signed with various prestigious institutions for conducting various courses and research activities 3. The IQAC encouraged environmental protection and conservation through in practice and conference initiatives. 4. Capacity building for the students in the form of new Add on/ certificate courses to help them enhance their professional network, better communication, time management and negotiation skills 5. Capacity Building Initiatives for administrative and teaching faculty to ensure optimum use of human resources.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Preparation and uploading of Academic Calendar	Uploaded the academic calendar in the college website
Conducting Green Audit, Energy Audit and Environment Audit	Conducted Green Audit, Energy Audit and Environment Audit
Submission of pending AQARs	Submitted AQARS of 2016-17, 2019-20
Induction programme for new students	Conducted Induction Programme for new students from 18-25th November, 2020
Establishment of IEDC in All Saints' College	IEDC (Innovation and Entrepreneurship Development Centre)- As part of Youth Entrepreneurship, Kerala Start up Mission sanctioned the establishment of IEDC in All Saints' College, Trivandrum on 16/09/2020
MoUs with various agencies	Signed 15 MoUs with various agencies
Inauguration of "Community of Practice" and International Webinar on US Sustainable Development Goals	Inaugurated "Community of Practice" and conducted International Webinar on US Sustainable Development Goals
Inaugurated "Community of Practice" and conducted International Webinar on US Sustainable Development Goals	Provided freeships and internet scholarships to students with the help of Management
Submission of data for INDIA TODAY-MDRA BEST COLLEGES RANKING	Started collecting data for INDIA TODAY-MDRA BEST COLLEGES RANKING 2020. A group of teachers were given charge for doing the same-Dr. Ayona Jayadev, Dr. Divya Grace Dilip, Dr. Siji V L, Sr. Cicila Carvalho Faustina.
Submission of data to Outlook-Icare colleges Survey - 2020	IQAC decided to submit the data to Outlook- Icare colleges Survey – 2020 on Arts, Science

	and Commerce stream. The following teachers were given charge Arts- Dr. Udayakala and Dr. Lekharani, Science-Dr. Divya Grace Dilip, Commerce- Dr. Lissy Bennet
Faculty Development programme	Conducted an FDP on 17.03.2021 on "Outcome based Education" by Mary Mettilda Rose, Former Principal, All Saints' College and present IQAC Coordinator, Christ Nagar College, Maranalloor
Conduct annual awareness programmesfor code of conduct –teachers, students and office staff	Communicators Club . The speaker will be Mr. Nimal C.N , Associate Professor, Adi Shankara Business School , Kalady on 29/10/2021 4. Professional Ethics For Faculty & Non Teaching Staff ; Classroom Ethics and Office Ethics in a Post Pandemic Situation- New Challenges and Strategies - on 10/10/2021.
Pending administrative development programmes for faculty	The IQAC decided to conduct following programmes for faculty staff 1. One day workshop on "Digitally Enhanced Pedagogical Systems" on 11.12.2021 2. Capacity building programme on
Pending capacity building programmes for administrative staff	The IQAC decided to conduct following programmes for administrative staff 1. Administrative Training Programme on 'Income Tax Planning for Salaried Employees
Submission of IIQA for NAAC Accreditation	submitted IIQA on 30th December, 2021

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC Core Committee	**09/12/2021**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	**10/03/2021**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**375**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1965**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**305**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**639**

File Description	Documents
Data Template	View File

3.Academic

3.1	**67**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**67**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**45**
Total number of Classrooms and Seminar halls	
4.2	**251.87**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**203**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Curriculum Delivery Planning Process at College Level

Academic Schedule of the College is prepared by the IQAC every year on the basis of Academic Calendar published by the university. The College Staff Council assists the IQAC in the preparation of

timetable and workload. The department academic plans are prepared by the respective departments.

Curriculum Delivery Process at College

The faculty members prepare a Course Plan in tune with the attainment of course outcomes and deliver it through Learning Management System. E-resources prepared by the faculty and Question Banks containing model question papers and previous years' university question papers are available in the college library website.

Teachers provide remedial coaching classes for slow learners. The state government sponsored Scholar Support Programme (SSP) also engages the weak students. The advanced learners are motivated through the Walk With a Scholar (WWS) scheme of the state government and the Young Innovator's Programme (YIP).

Redressal Strategies in Effective Curriculum Delivery

The college collects feedback on curriculum from various stakeholders - Students, Teachers, Alumni andEmployers IQAC formulates action plans) based on the curriculum feedback collected from various stakeholders of the institution. Faculty Development Programmes are being organised on a regular basis.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://iqac.allsaintscollege.ac.in/proof/c1/1_1_1/time_table/2020_21.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institution sticks to the academic calendar published by the University of Kerala for the Courses offered in the college.

The Continuous Internal Evaluation is assessed at two levels,

1. Institution Level:

The activities in the Academic Schedule include:

- **Semester commencement date**
- **Working days**
- **Holidays**
- **Dates of Internal Examinations**
- **Assignment Submission Indicators**
- **Remedial Classes and Mentoring Sessions**
- **Field Visits/Study Tours**
- **PTA meetings**
- **Tentative dates of Theory and Practical exams conducted by the University.**

The College conducts internal examinations in accordance with the guidelines set by the University.

The CIE of the institution is followed by the End Semester examinations conducted by the University of Kerala. The Practical examinations and viva-voce are held under the supervision of the External Examiner appointed from the University.

The departments which offer Add on courses and Certificate courses conduct exams for the Students and Certificates are issued accordingly.

2. University Level: The College level Exam Nodal Centre facilitates assistance to the students in regard to their grievances concerning the University exams.

The departments constantly keep track of their students' progression in their future prospects. Thus the 360 degreecontinuous internal evaluation of Knowledge-based education is rendered to the students of the Institution.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.allsaintscollege.ac.in/allSaints/Academic_calendar.php

1.1.3 - Teachers of the Institution participate in A. All of the above
following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

17

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

27

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1496

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution integrates cross-cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics into the curriculum in the following ways.

Gender Sensitivity

The students have been given training in Fitness Management and several awareness campaigns have been organized on Self Defense Skills. The College conducts add on courses, certificate courses and workshops in the areas of Mushroom Cultivation, organic farming, soap & detergent making, cloth carry bag making, Paper Cover Making and Apiculture to empower the female students.

Environment and Sustainability

Awareness about Environment is necessary for the protection of the environment and survival of human life. The course "Environmental Sciences" is part of the curriculum for the students of the UG stream. College conducts Energy audit, Green audit and Environmental audit by accredited auditors on a yearly basis.

Human Values and Professional Ethics

The vision of the college is "Empowering Young Women through Education". Various career guidance programmes are organised to inculcate professional ethical practices in students. Special emphasis is given to encourage ethical and equity practices among students in the conduct of various inter-collegiate competitions and cultural practices. The college has a Code of Conduct and Ethics Committee for students and teachers.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

368

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

1907

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students

A. All of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://iqac.allsaintscollege.ac.in/qnm/C1_4_1
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://iqac.allsaintscollege.ac.in/qnm/C1_4_2

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

719

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

291

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Strategies for High Achievers

- **Walk with a Scholar Scheme (WWS) sponsored by the Government of Kerala.**

- **Students are part of resource development that is used for teaching and learning that becomes part of the common online resource pool that helps students across University of Kerala.**

- **Advanced learners are given opportunity to participate in National and International Seminars in the college and outside the college.**

- **There are annual prizes and cash awards for the high achievers that keep them motivated.**

- **The Quiz Club.**

- **The Debating and Literary Club has horned the skills of the aspiring students to participate in intercollegiate competitions.**

- **Advanced learners are involved in peer teaching.**

- **Advanced learners in the PG department are part of academic projects.**

Strategies for Slow Learners

- **Slow learners are enrolled in the Kerala Government sponsored Scholar Support Programme (SSP) every academic year.**

- **Remedial Classes based on the mentoring feedback.**

- **Self-learning materials are given to the slow learner.**

- **Financial aid including books and materials.**

- **Group work to encourage learning.**

- **Personal counselling for motivation.**

- **Personal interaction with parents to support the learning process.**

- **Peer teaching that helps slow students learn with ease.**

- **Addition time and support provided for practicals.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1965	**67**

File Description	Documents
Any additional information	[View File]()

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning:

- **Students are part of editing and printing of the college magazines.**

- **Students volunteered in the schools of the coastal community**

to teach students language skills and also funded and renovated a house for a poor family which is literally what can be called "value-education."

- Project Presentations and outreach programmes.

- Yearly budget discussions are conducted by the students.

- Industrial Visits/field trips/institution visits for hands-on learning

- Laboratory Sessions.

- Student leadership in college.

- Students are guided to do projects/interships at other institutions/research laboratories.

Participative Learning:

- Students collaborate with teachers for the production of study notes

- Language lab activities.

- Students are enrolled in add-on courses that is directly related to employability skills.

- Students set up a "Paithruka Museum and Exhibition" to learn history from close quarters

- Students are actively involved in the medical camps conducted to address health challenges which includes Breast Cancer Prevention and Awareness Programme.

- Kerala Start Up Mission, Government of Kerala, funds an Innovation and Entrepreneurship Development Centre (IEDC)

- Students are trained in Entrepreneurship under the Entrepreneurship Development Club sponsored by the Department of Industries and Commerce, Government of Kerala.

Problem Solving:

Visits and interaction with faculty at Research Institutions

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Department of Commerce teaches the students Tally and Peach Tree.

The college has a robust mechanism of digital repositories of study materials and aDigital Library (https://allsaintsdigital.libsoft.org/).

The library is fully automated using Integrated Library Management System (ILMS).

- **Availability of Wi-Fi and fully computerised facility which allows easy accessibility**

- **Fully automated with LIBSOFT software**

- **LIBSOFT GATE REGISTER which records Member Entry and Exit with Date & Time using Barcoded ID-Card**

- **The Gate Register also displays member details with photo and provides a detailed report of members visit in the Library**

- **Name of the ILMS Software - LIBSOFT Version 5.1**

- **Nature of Automation - Fully Automated Version**

Digital Databases and Network

- **Access to Library Catalogue (OPAC) through Web (Internet). This includes web OPAC Software with Web Space and Web Database Space.**

- **Library has created a Libsoft OPAC App - that can be downloaded on Mobile phones - that gives access to the library catalogue and the details of books available in the library.**

- **Subscription to N-List of INFLIBNET, J-gate, Delnet, membership in British Council, American centers in India provides access to 16413 journals, 1,99,500 e-books and online collection of Indian Rare Manuscripts which are 200 to 350 Years old.**

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

67

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

43

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

611.6

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As an affiliated College, All Saints' pursues the format of conducting the Continuous Internal Assessment as prescribed by the

University of Kerala. The Internal evaluation is to be done by continuous assessment.

Internal Exams: Teachers conduct internal exams that is mandated by the University. Prior to the internals, class tests and series exams are conducted by the teaches handling each paper.

Practicals: Science subjects has practicals exams that go through the same rigorous mocks and preparations.

Assignments: Both Graduate and Post Graduate programs have assignments that make up a part of the internal assessment.

Mini Projects: Students are given Mini Projects that are done as group work.

Presentations: For all Post Graduate exams, practicals have Presentations.

Attendance: Students fetch marks for being present in the class.

The College Council consisting of the Principal and the Heads of the Department meet prior to the conducting of the internal examinations.

Centralised Internals: The internal exams are conducted in a centralized manner , on the model of the final University test paper.

Uniform Model of the Internals.

The evaluation of all components of CIE (Continuous Internal Assessment) is published and acknowledged by the students.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The Exam Committee headed by the Superintendent of Exams addresses

the grievances about the exam and is in continuous liaison with the University of Kerala. The common grievances related to the external exam are questions that are out of syllabus, students not getting the expected marks, and absence in exams due to certain reasons. In the first case, the Superintendent of Exams help the students to give representation to the Controller of Examination for bringing the matter to the attention of the University, in the second case the class teachers assist the students to apply for re-valuation and scrutiny of answer books and advice them to apply for Improvement Exam if necessary.

Continuous Internal Evaluation (CIE) incorporates test papers, seminars and assignments as part of formative evaluation of students. Marks of examination and assignment are objectively analyzed and recorded in registers. PTA meetings are convened department wise and parents can assess their wards' performance.

After each internal written assessment, the papers are marked by the faculty and returned to the students promptly so that they can analyse if there is a congruence between the marks that they have received and their answers.

File Description	Documents
Any additional information	[View File]()
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme and course outcomes are stated clearly on the website of the institution. (https://www.allsaintscollege.ac.in/allSaints/cours e_and_program_outcome.php)

All the students on getting admission in the college are apprised of the programme and course outcomes, during the compulsory Orientation programme. The teachers communicate the same to the students before the starting of each course. Students are also educated and provided

with the detailed syllabus and course outcomes in each course along with the assessment strategy for each course. The relevance of strictly adhering to outcome based education is made clear to the staff during staff meetings and the teaching-learning process is done with the programme and course outcomes in perspective all the time.

It is clarity achieved in the communication of the Programme and Course Outcomes translates as tangible results in the exams and evaluations.

All the Programme Outcomes and Course Outcomes are aligned with the institutional goals and with the Degree and Post Graduate expectation of the University of Kerala. The POs are specific enough to outline the broad expectations are attained within a given program and the COs specify what expectations an instructor has for the course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

At the Post Graduate and Graduate levels the following things are done to ensure that the POs and COs

For Post-Graduate Courses

1. Seminar presentation

2. Internal Exams

3. Assignments

4. Final University Exam

Graduate Courses

1. Internal Exam

2. Final University Exam

3. Assignment

Apart from the formal evaluation prescribed by the university, there are other methods adopted to ensure each programme and course outcome is evaluated. Which include:

1. Short quizzes in objective model

2. Home assignments

3. Minor projects

4. Peer teaching

5. Field/Project work for environment studies

6. Oral exams

7. Periodical assessment based on tests

The marks of internal exams are uploaded online to the University. The Institute provides opportunities to students to exhibit their understanding through the medium of expression i.e. oral or written.

The college has also taken care that the faculty is enabled to attain the targeted POs and COs.

The college has also taken care that the faculty is enabled to attain the targeted POs and COs. For this, the following mechanism has been implemented:

- The faculty follow the Academic Calender of the the University of Kerala which is the affiliated University.

- All the faculty maintain a Teacher's Diary that is an Academic Dairy that records their activities every year

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

411

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.allsaintscollege.ac.in/uploadimages/file/2021-2022/Feedback-%202020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.5 lakhs

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

10

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

All Saints College has strived to create a balanced campus environment for our students that will focus on a judicious flow of

ideas to culminate in the creation and transfer of knowledge. College is registered as a Premier Institute with the Young Innovators Program organized by K-DISC. All Saints' College, Trivandrum is a recognized member of National Entrepreneurship Development Mission by Mahatma Gandhi National Council of Rural Education, Department of Higher Education, Government of India. College has successfully framed the SES REC Action Plan and is now a Recognized Social Entrepreneurship, Swachhta & Rural Engagement Cell Institution. All Saints' College, Trivandrum is a Recognized Social Entrepreneurship, Swachhta & Rural Engagement Cell Institution. The Institution has successfully framed the SES REC Action Plan and constituted ten working groups for improving facilities in the Campus and the Community/Adopted Villages in the areas of Sanitation & Hygiene, Waste Management, Water Management, Energy Conservation etc, along with the observation of environment, entrepreneurship and community engagement related days to inculcate in faculty, students and community, the practices of Mentoring, Social Responsibility, Swachhta and Care for Environment and Resources. Thus college has provided a platform for promoting research and innovations.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

6

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3.2

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

25

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

25

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

All Saints' College gives priority to the social and cultural development of the students and facultyThe institution with the active participation of the students had provided material support to by means of distributing clothes, food, Christmas gifts etc. In order to reach out to the wider community in an extensive manner, the college has identified Karikkakom as the adopted village for providing materials and similar aid. As part of Swachchatha Abhiyan and Unnat Bharath Abhyan, several socio-economic surveys and awareness programmes were conducted during the last five years. Palliative care and voice donation is a flagship programmes conducted by NSS for patients under palliative care and their children. We have a rapid response team of students who initiate immediate action during disasters such as Okhi, and the two floods during 2018 and 2019. We had volunteers who supported Covid care related activities. The institution was instrumental in providing assistive devices for disabled like walker and wheel chair for patients suffering from spino-muscular atrophy (SMA). We were also a part of the 'Oridam' project for SMA patients which provided financial support. Thus, the institution focuses on the holistic development of students which will mould them into responsible and socially committed citizens.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

10

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

82

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1807

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

14

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

15

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Campus

- **4 academic blocks, 1 Auditorium, 2 playgrounds, 3 botanical gardens, a greenhouse, a History museum, a Botanical Museum, Herbarium, a Zoological Museum gymnasium, a hostel and a canteen.**
- **Open-air study spaces all around the campus**
- **IQAC room with 2 computers and 2 printers**
- **Examination Nodal room with 1 computer and 1 printer**
- **Infirmary with 6 beds and other medical facilities**
- **Browsing centres with 61 computers**
- **20 CCTV cameras**
- **Language lab with 37 computers enabled with Orell Talk 2.0 Pro**

Version software.

- Computer lab for the Department of Mathematics with 24 computers supported by IT Mission, Government of Kerala
- 200 computing systems with 100 Mbps speed fibre optic Wifi connection dedicated for student usage.

Classroom facilities

- 8 gallery classrooms and 33 classrooms with a Wi-Fi facility
- 4 seminar halls with ICT facilities with power backup.

Laboratory Facilities

- Eight well-equipped laboratories.

Library

- The library has a total seating capacity of 165. It has a collection of 53624 books and 101 rare books, in addition, there are electronic and physical journals, newspapers as well as archival material.

Other facilities

- A fleet of three buses
- Fire management system

- Restroom facility for the differently-abled,mobility assistance to access the buildings.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106004/4.1.1_1643959017_7507.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution gives a great deal of importance to sports and cultural activities.

Cultural Activities - opportunities and presentation

- Multiple venues for indoor performances
- The Auditorium- constructed in the year 2000, measuring 17841.80 sq ft with a stage area of 2000 sq ft, stage lights, sound system, theatre seating with a capacity of 1500

Sporting events - Facilitation for training and performance

- Grounds and courts for playing cricket, baseball, Rugby, Volleyball, Badminton, Handball and Softball.
- Training equipment for Boxing, Fencing, WUSHU, Carroms and Chess
- The gymnasium has weight, strength and endurance training equipment that aids the regimen of the athletes of the college.
- The grounds and a seminar hall are also used for practicing Yoga.

Other facitilies

- The college provides labelled uniforms, sporting equipment, protective gear and other essential kit to the students.
- Sports Day is observed every year in the college and students are awarded trophies for sporting excellence.
- The College has also instituted All Saints' Cup for the winners of intercollegiate Football and Rugby competitions.

This comprehensive programme of training and strength and stamina building has resulted in the students becoming part of the University, Zonal, State and National teams in Football and Rugby.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106004/4.1.2_1645467144_7507.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

45

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

101.15

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is fully automated using Integrated Library Management System (ILMS).

- **Availability of Wi-Fi and fully computerised facility which allows easy accessibility**
- **Fully automated with LIBSOFT software**
- **LIBSOFT GATE REGISTER which records Member Entry and Exit with Date & Time using Barcoded ID-Card**

Digital Databases and Network

- Access to Library Catalogue (OPAC) through Web (Internet).
- The library has created a Libsoft OPAC App - that can be downloaded on Mobile phones - that gives access to the library catalogue and the details of books available in the library.
- Subscription to N-List of INFLIBNET, J-gate, Delnet, membership in British Council, American centres in India. E-Thesis and access to 1283 University question papers of Undergraduate and Postgraduate courses are available.

Library Facilities

- The Library occupies an area measuring 8395.16 sq. ft, with a total seating capacity of 165.
- A collection of 53624 books, 64 rare books, 244 CD-ROM, 1063 back volume journals and periodicals and subscription to 26 journals, 19 periodicals and 5 newspapers
- The library has a browsing centre, Reprographics service, CCTV surveillance for security and a Property Counter for students

- The Library provides an Internship facility for the MLISc and Certificate course

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://allsaintsdigital.libsoft.org/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

3.64

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

681

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution periodically reviews its requirements and upgrades its facilities in a timely and emergent manner.

All Saints' College IT Policy is formulated

to ensure responsible, accountable use of IT infrastructure.

to act sensitively and responsibly towards the emerging trends in education and Information Technology.

The areas covered are:

IT facility

Provides guidelines for the purchase, usage and maintenance of IT equipment.

Computing facility and Wi-Fi

Sets standards for usage of internet facilities with vigilance on possible misuse.

Software

The college uses licensed Microsoft Windows 10 software on its systems and open-source software Linux in select labs. The software policy of the college complies with that of the developers.

E-governance

The use of IT is mainly to streamline the various aspects of governance within the college for purposes of an administrative agency.

The IT committee of the college assesses the requests of the stakeholders on the strengths of their merits, immediacy of need and budgetary concerns.

The finance committee assesses and recommends new purchases and maintenance of existing systems. The purchase committee initiates procedures to purchase the items recommended.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[http://iqac.allsaintscollege.ac.in/qnm/C4_3_1](#)

4.3.2 - Number of Computers

203

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution   A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

150.72

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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. A systematic procedural system has been adopted by the Purchase Committee for the procurement of tangible assets for the institution. The establishment of an internal quality assurance system has aided in creating a sustainable framework for maintaining quality. The Management and the PTA work to improve the standards of the infrastructure of the college and help finance recurring and non-recurring expenses during the day to day working of the institution.

The Library

The requirements of various departments via Heads of Departments are taken and the final list is duly approved and signed by the Principal.

College Laboratories

The materials required for the labs are purchased from reputed vendors and there is the regular stock-taking of the breakable and chemicals, which are routinely replaced.

Sports Facilities

The Physical Education Department of the institute looks after the sports facilities and activities. The department keeps a record of the utilization of sports facilities, activities held and student achievements.

The IT Facilities

Major issues of maintenance and upgrades are handled by vendors and their authorized maintenance crew.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.allsaintscollege.ac.in/uploadimages/file/2021-2022/Maintenance%20Policy.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

911

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

610

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://iqac.allsaintscollege.ac.in/qnm/C5_1_3
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1719

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1719

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

135

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

23

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The College Unioncomprises a Chairperson, Vice Chairperson, General Secretary, Arts Club Secretary, Magazine Editor,Sports Secretary and Representatives from the UG Departments. Besides, there are two University UnionCouncillors who represent the Collegein the Kerala University Union. The discussions between the College Union, Principal, Management Representativeand Staff Advisor ensure productive participation and generation of innovative ideas so as to ensure thewelfare of the Institution. CollegeUnion members organize and actively participate in various celebrations like Onam, Christmas, Teacher'sDay, Sports Day, Kerala Piraviand so on. The CollegeUnion members represent the larger student community in various committees and bodies of the institutionlike the IQAC, Anti Ragging Cell and Grievance Redressal Cell. The NSS is another prominent college cell where the students get ample opportunities to address societal concerns and mould themselves to become better citizens who are aware of the world around them. Thus the college ensures maximum participation in various administrative, co-curricular and extracurricular activities so as to evolve them into dedicated and socially conscious young women, who will usher in a better tomorrow.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106004/5.3.2_1645001242_7507.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

60

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has an Alumni Association ASCAA (All Saints' College Alumni Association) that fosters and maintains a network among old students of the college and works for the betterment of the Alma Mater. The ASCAA offers financial help to the financially challenged students. It also helps in upgrading the facilities on campus and operates through the website which offers an overview of its activities. All former students can join the Association and the registration has been made online which will facilitate easier transactions and maximum participation.

Alumnae serve as resource persons for seminars and value education classes and play a key role in grooming students for various

competitions and placement. They give feedback on the academic curriculum and the infrastructural facilities available on the campus. Classes on value education, moral instruction and remedial sessions for the students are often engaged by alumni volunteers. The Association felicitates eminent alumni for their outstanding achievements.

There is an annual get-together of the alumnae organized every year. Departmental alumnae gatherings are also conducted. The members are consistently present for all major events in the college, rendering their whole hearted support and co-operation.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106004/5.4.1_1645509074_7507.pdf
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)   B. 4 Lakhs - 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

All Saints' College, one of the institutions run by the Congregation of the Carmelite Religious, was established in line with the vision of the Foundress to reach out to young women to effect intellectual growth, social transformation. empowerment and build up the individual, society and the nation. The Education Policy of the Congregation reflects this commitment to a value based system of education that promotes knowledge, social responsibility and service.

The College Board of Management, the highest executive body of the institution is responsible for the administration of the institution and the implementation of the perspective plan of the college. It

consists of the Superior General/ Manager, Councillor for Education, Director, Principal, Vice-Principal, Dean-Academics and Dean-Student Affairs. The RUSA committee, the Planning and Management team, Administration Wing, Academic Wing, Extension Wing, Research and Consultancy Wing, Exam Wing, Staff Committee and PTA fall under the purview of the Principal. The IQAC monitors the functioning of the college and implements quality initiatives whenever necessary. The Finance Committee sees to budget allocations.

Some of the key areas outlined in the Strategic Plan are Capacity Building programmes for the faculty, faculty exchange programmes with universities in India and abroad and internships for PG students.

File Description	Documents
Paste link for additional information	https://www.allsaintscollege.ac.in/allSaints/IQAC_Strategic_Plan.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution has committed itself to:

- Develop the next generation of Leaders
- Observe clarity, conviction, compassion and consistency in governance
- Make every stakeholder more accountable through delegation of responsibilities
- Achieve more transparency in the execution of policies and procedures
- Achieve a consensus oriented, equitable and inclusive approach of management
- Enhance accountability and transparency among all levels of leadership

Different committees/cells have been constituted for smooth administration and for sustenance of academic atmosphere in the campus. The IQAC and Academic Committee play a key role in the implementation of the academic plans and programmes of the college. The following are some of the committees:

1. Central Planning Committee

2. Discipline Committee

3. Anti-Ragging Grievance Redressal Cell

4. Examination Committee

5. Library Committee

6. Ethics Committee

7. Career Guidance Cell

8. Parent-Teacher Association (PTA)

9. Research Committee

10. Website Committee

11. IT Committee

12. Info Bank

13. Feedback Committee

14. Entrepreneurship Committee

15. Consultancy Services

16. Cultural Programme Committee

17. Counselling Cell

18. Campus Beautification Committee

19. Special Grievance Cell for the Welfare of SC/ST students

20. Grievance Redressal Cell for Staff and Students.

File Description	Documents
Paste link for additional information	https://www.allsaintscollege.ac.in/allSaints/committee.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategic Plan envisages the growing potential of the institution to effect intellectual growth, social transformation and empowerment. In alignment with the Kerala Knowledge Economy Mission and the National Education Policy, the institution aims to build up the intellectual capital of its students, staff and the community at large through knowledge sharing initiatives and by doing so, contribute to the creation of a knowledge society and economy. Some of the highlights of initiatives taken towards the building of intellectual capital are given below.

The Department of Mathematics and Statistics organized an interactive session on 30 January 2019 with Dr. Piers Bursill-Hall of the Department of Pure Mathematics and Mathematical Statistics, University of Cambridge, UK.

Another initiative by the Postgraduate Department of Environmental Sciences leveraging the support of the Kerala State Higher Education Council's 'ERUDITE Scholar-in-Residence' was an invited lecture on "Water Circulation around Continental and Oceanic Islands" by world renowned estuarine/coastal oceanographer and eco-hydrologist, Dr. Eric Wolanski, James Cook University, Australia.

The Young Communicators Club and Gender Equality Club of the college hosted a talk on "Inclusive Communication: The Nouns and Pronouns of Everyday Speech" by Vihaan Peethambar, Expert Committee Member, National Council for Transgender Persons on 27 August 2021.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]
Paste link for additional information	Nil
Upload any additional information	[View File]

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organogram is a diagram of College that describes the decentralised structure of administration. The administration of the college is a cooperative effort of Principal, teaching, non-teaching staff and students with the support of the stakeholders. The College Board of Management consists of the Superior General/ Manager, Councillor for Education, Director, Principal, Vice-Principal, Dean-Academics and Dean-Student Affairs. They formulate policies pertaining to the functioning of the college. The Board of Management is the principal executive body of the Institution and has all powers necessary to administer the institution.

The Administrative Council of the college consists of the Director, Principal, Vice-Principal, Dean-Academics and Dean-Student Affairs, Management Committee, Finance Committee and the IQAC. The Administrative Council is responsible for the operation of the institution. The IQAC assesses the quality parameters of education in the institution leading to course and programme outcomes.

The Council has a well-defined and decentralised organizational set-up to implement the academic, administrative and financial policies of the college. As the Head of the institution, the Principal supervises the RUSA committee, its Board of Governance and the Planning and Management team, the Administration Wing, Academic Wing, Extension Wing, Research and Consultancy Wing, Exam Wing, Staff Committee and PTA.

File Description	Documents
Paste link for additional information	https://www.allsaintscollege.ac.in/allSaints/Policy_manual.php
Link to Organogram of the institution webpage	https://www.allsaintscollege.ac.in/allSaints/chart.php
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Management is committed to supporting its stakeholders and prioritises the well-being and professional advancement of the teaching and non-teaching staff which it envisions as part of its family.

Festivals, important events in the lives of the staff and their families, staff get-togethers as well as the annual staff tour are organised and celebrated by the Staff Club.

Duty leave is granted to the staff to attend officially sanctioned training/development programmes.

The staff are encouraged to avail FIP/UGC Research Fellowships and to take up membership in professional bodies/leadership roles within

the institution and outside it.

Administrative Training Programmes/Professional Development Programmes for Non-Teaching & Teaching Staff with a view to enhance their performance.

Staff who have successfully been awarded with a Ph. D in their chosen discipline are rewarded with the payment of a cash incentive.

The achievements of the staff who have received recognition in some capacity or received an award are celebrated with felicitations and a gift.

The Sr. Mary Laetitia Cash Award for the son/daughter of Non-Teaching staff who scores the highest marks in the SSLC examinations is one of the College Day Prizes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

47

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

10

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

46

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution maintains a mandatory Performance Appraisal System for assessing the performance of teaching and non-teaching staff.. The Director and the Principal conduct a performance audit of the departments.

The Management Audit visit facilitates an open interaction with the

Heads of the Departments and the faculty and the Non-Teaching staff, where the weaknesses, opportunities and challenges of each Department/Office are specifically addressed. Feedback is provided and the best practices identified are shared in order to institutionalize them. The Director and the Principal evaluate and suggest corrective measures confidentially.

Performance Appraisal is also taken for the teachers whose higher grade promotion is due. The Career Advancement and promotion to higher grade or higher posts for a teacher is done by a Screening cum Evaluation Committee constituted by the appointing authority with two external nominees. The IQAC does the internal evaluation of the PBAS Proforma of all the teaching staff of this institution. The appraisal forms are submitted to the Department of Collegiate Education for their assent. The non-teaching employees are also assessed for their performance on the basis of the confidential report submitted to the higher authority by the Principal.

File Description	Documents
Paste link for additional information	https://www.allsaintscollege.ac.in/allSaints/general_feedback.php
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit

The internal auditing is done by the Directorate of Collegiate Education and the external audit is performed by the Comptroller and Auditor General of India. College Development Council fund is audited by the Directorate of Collegiate Education.

Regular Audits are conducted by the Directorate of Collegiate Education and under Sec. 13 of the Comptroller and Auditor General (DPC) Act 1971. Audit under Sec. 14 of DPC was conducted regularly for the period from 2016-17 to 2020-21.

External Audit

The funds received from the UGC and RUSA (Rashtriya Uchchatar

Shiksha Abhiyan) are meticulously audited by a Chartered Accountant. PTA funds are also subjected to dual audit by a senior teacher of the college who is well versed in accounting principles and practices and by a Chartered Accountant.

All Saints' Students Development Fund, All Saints' College Account, All Saints' College MGT (1) Account, All Saints' College MGT (2) Account, All Saints' Canteen Account, All Saints' College Bus Account, All Saints' College UGC Account, All Saints' Computer Center ITC, All Saints' Store Account, All Saints' College PD Account, All Saints' College PTA Account are the accounts under All Saints' Educational Charitable Society. External audit is done for these accounts.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

21.75

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution has a well-planned and robust mechanism for effectively streamlining and utilizing its resources. The Resource Mobilisation Policy of the institution aids in budget allocation, research and infrastructure upgradation.

All funds are mobilized through the network of

1. Fee Collection - The main source of income generation is from the Fee Collection. Canteen collection is also an added source of income.
2. Government Funds- The college receives UGC fund for infrastructure augmentation, research initiatives, procuring laboratory equipment and for the purchase of subject-oriented books. RUSA fund is utilized for infrastructure upgradation, modernisation and digitalization of the academic environment.
3. Non-Government Funds- The college stakeholders take the initiative to mobilise various resources for the effective functioning of the college. This includes Alumni contribution for infrastructure improvement, conduction of seminars and workshops, PTA funds for the payments of Guest lecturers and support staff and also for covering recurring and non-recurring expenses of the institution.

Utilization - The funds are routed through the above mentioned accounts that come under All Saints' Educational Charitable Society; the surplus generated is reinvested to provide new facilities and amenities that can facilitate progress and overall development of the institution.

File Description	Documents
Paste link for additional information	https://www.allsaintscollege.ac.in/allSaints/Policy_manual.php
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has played a major role in the enhancement of educational services provided by the institution. The cell carries out activities that encompass all aspects of the institute's functioning. The two major initiatives of IQAC include-

Mentoring

The institution, under the initiative of IQAC gives paramount importance to the holistic education of students to bring about a transformation in their personality, knowledge level and character.

Apart from the Kerala State Government sponsored programmes like WWS and SSP, the college maintains a grass root level mentoring in each class through its allotted mentors and subject teachers. The IQAC ensures that the strategies for mentoring are deployed efficiently and effectively and is in tandem with its outlined mentoring policy.

Collaborations

All Saints' College, under the aegis of IQAC has undertaken several agreements with various educational institutions and organisations for the purpose of mutual benefit of the college students, faculty, management and the partnering institutions. The college signed around 45 collaborative initiatives with various outstanding organisations, industries and academic institutions over a period of five years to garner the tremendous opportunities of partnership. Collaborative initiates like 'Athmasuthra', 'G-Farm- Integrated Health and Happiness', 'Pens and Scrolls', 'Vlog HD' were implemented.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC as the nodal agency for quality assurance not only sets benchmarks but also periodically reviews learning outcomes and constantly monitors the process, structure and methodology of operations.

1. THE TEACHING-LEARNING PROCESS

The IQAC initiates unique programs such as student faculty program, alumni faculty/interaction and parent faculty programme. Organizing conferences and invited lectures are prioritised to facilitate the teaching learning progress.

The IQAC guides the preparation of college-level academic calendar and work allotment. The institution has a feedback system to evaluate the teachers by the students. The regular evaluation of the teachers by the students, feedback on teaching methodologies and

course delivery gives a clear idea about the problems faced by the students.

2. ADOPTING ICT IN TEACHING LEARNING PRACTICES TO BRING IN BLENDED LEARNING

The IQAC at College lays impetus on the adoption of ICT in teaching practices. In this pandemic era, teaching-learning has been supported by various virtual platforms like Google Meet, Zoom and Webex. Digital library facilities like INFLIBNET-NLIST and Kerala University e-resources provide a repository of articles and e-books for teaching and research purposes.

Apart from the above strategies, a blended learning approach was followed to create a new hybrid teaching methodology.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.allsaintscollege.ac.in/allSaints/annual.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college has placed significant emphasis on gender sensitisation among the students so as to empower them and ensure self-esteem and confidence. Health and Wellness initiatives, self-employment through entrepreneurship training, talks on encountering hostility in interviews are some of the programmes initiated by the college. the institution has a mandatory Gender sensititsation programme that seeks to help students understand various issues that are encountered in society and the ways to deal with the same. These programmes were conducted both online and offline and were specifically designed to help students cope with the challenges they face in the outside world. the institution conducted awareness classes on Cancer Awareness, Covid Coping Mechanisms and having a healthy lifestyle.

File Description	Documents
Annual gender sensitization action plan	http://iqac.allsaintscollege.ac.in/proof/c7/7_1_1/Gender_sensitisation_action_plan_2016_2021.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://iqac.allsaintscollege.ac.in/proof/c7/7_1_1/Gender_Equity_Sensitization/2020_21.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Comprehending the need for clean energy sources, the college has installed bio gas and Gobar gas plants to act as alternate sources of energy. For the sustainable and effective management of waste water generated from the college canteen and hostel, a recycling tank is constructed in which natural and eco-friendly methods of water purification such as Charcoal and Lime are used. The treated grey water is re-used for gardening and farming purposes inside the campus. Facilities have been arranged for handling safe and environment friendly disposal of sanitary napkins, which comes under the bio-medical waste category. A total of three Incinerators has been installed in the Campus for this purpose. The College has an E-Waste Policy in place for the safe handling and disposal of E-waste generated within the Campus. An Annual Contract signed withthe suppliers of the Computers and Peripherals company ensures that the Reverse Supply Chain system is seamlessly functioning for its safe disposal. In the organic farming initiative,bio-manures involving kitchen waste from both Hostel as well as Canteen is used successfully for increasing the yields.The College as such has zero waste generation w.r.t hazardous and radioactive category.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

A. Any 4 or all of the above

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution provides an inclusive environment for everyone

upholding values of tolerance and harmony towards cultural, regional, linguistic, communal , socioeconomic and gender diversities. Intercollegiate Sports, cultural activities, Clubs and Celebrations organized within the college for the students and faculty alike are aimed to foster the spirit of harmony and celebrate the vivid diversity all around. The college has also seen an intercollegiate bond established with Government College, Dhaliara, Himachal Pradesh as part of the Ek Bharath Sresht Bharath Initiative. This venture has borne fruit as a vibrant interaction between two vastly different cultures has resulted from the enthusiastic participation of students and faculty from both colleges. TIntercollegiate Sports competitions are organised within the campus and students are encouraged to participate in competitions conducted by other educational institutions to promote a spirit of camaraderie and sportsmanship. Competitions such as Handball, Cricket, Volleyball, Kho-Kho and Athletics are organised yearly for students to foster a healthy and friendly ambience. The various events are co-ordinated by the Faculty from the Department of Physical Education and Student Coordinators.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

All Saints' College, apart from imparting professional legal education, inculcates the feeling of oneness among the student community through various practices and programs which aid in a better understanding of the Indian Constitution and the laws to safeguard women.

ELECTORAL RIGHTS AWARENESS PROGRAMS

Faculty in charge of the Electoral Literacy Clubhasadopted the practice of organizing activities such asTraining and Awareness regarding Electoral Protocol, EVM, VVPAT,Procedures adopted for the Registration of new voters and the importance of the Voter's Identity Card.

CONSTITUITIONAL RIGHTS AWARENESS PROGRAMS

The college has organized various academic and co-curricular activities to foster an interest in and understanding of the Fundamental Duties and Rights of the Indian citizen throughSeminars, Conferences, Expert talks and so on which have enriched their knowledge in these areas. Students have also taken part in hands-on activities such as poster making competition, Collage , Street plays, etc.

LEGAL AWARENESS & WOMEN'S RIGHTS

Proactive discussions on contemporary legal issues, legal measures to be adopted as well as the criminal offenses against women and questions regarding harassment are encouraged among the students in the classrooms to usher in an all-encompassing awareness and change from the grassroots level onwards.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://iqac.allsaintscollege.ac.in/proof/c7/7_1_9/Activities_Inculcate/2020_21.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Days of National and International significance are commemorated and celebrated to instill a sense of awareness and pride.The institution practices an all-encompassing plural approach in the multi-cultural social milieu and encourages the students and faculty to showcase the same. Faculty, Non-teaching staff and students commemorate the importance of national integrity by honouring the leaders of the Freedom struggle on the Independence Day. On the Republic Day the adoption of the Indian Constitution is remembered.On these days, various formal events including flag-hoisting and march-past are organized and these events are followed by Talks and Awareness Programs in which students and staff members are instilled with a sense of commitment towards the Nation.Every year the College celebrates Teacher's Day with great fervour.Another day of significance commemorated in the Institution is Gandhi Jayanti. Days of Significance such as National Integration Day, Hindi Diwas, Vigilance Awareness Week, Martyrs Day, are also commemorated.Cultural and regional festivals such as Onam, Holi, Deepavali, Christmas are also celebrated.Days of International Significance such as International Women's Day, World Kidney Day, Ozone Day, International Tiger Day, International Water Day, International Yoga Day are also commemorated with Talks by experts as well as competitions and exhibitions.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The best practices of All Saints' College,Thiruvananthapuram reflect its long standing commitment towards making the planet a better place to live through increasing the opportunities for a participatory approach to welfare.

The first best practice UN-SDG as a Way of Life distills theessence of the United Nations Sustainable Development Goals into three paradigms- Hunger, Habitat and Humanity.

By helping the immediate and vulnerable communities such as the fisher folk of the coastal belt where the college is located, the college ensures that there is adequate support for them in terms of food and other essentials. In the economically difficult times following the pandemic, the institution extended help by way of cash and kind. On and off-campus green initiatives, house building for the needy, self defense classes for women are some of tge highlights of this practice.

The second best practice- Social Outreach through Education is aimed at ensuring that the education the students are imparted is optimized for helping them succeed in the world. Initiatives such as Earn WhileYou Learn, Entrepreneurship Development Language Skills Development have all helped students augment their skills and become confident and articulate. These initiatives have ensured that students become employable or are self-employed.

File Description	Documents
Best practices in the Institutional website	https://www.allsaintscollege.ac.in/allSaints/best_practices.php
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

All Saints' College, Thiruvananthapuram has a hands-on approach to service to society.

The institution did significant service during the devastating floods of 2018 and turned itself into a relief camp for the people who were affected by the flood. It donated material and human assistance to the government in its campaign to help the flood victims. The college has been at the forefront of relief work in the subsequent natural disasters that have shaken the statem through its initiative, Communities of Practice, the college has been working closely with industry experts to explore sustainable livelihoods and life-practices. This has led to the college becoming the first Arts and Science college in the state to be recognized by IEEE. Furthermore, the college was granted funds to develop POSTMA - a pulse oxymeter device - which was distributed to the LSGs of the the vicinity. This garnered significant goodwill towards the institution and also encouraged the students to become involved in more such activities aimed at socially relevant research.

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Part B

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CURRICULAR ASPECTS

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1.1 - Curricular Planning and Implementation

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1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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Curriculum Delivery Planning Process at College Level

Academic Schedule of the College is prepared by the IQAC every year on the basis of Academic Calendar published by the university. The College Staff Council assists the IQAC in the preparation of timetable and workload. The department academic plans are prepared by the respective departments.

Curriculum Delivery Process at College

The faculty members prepare a Course Plan in tune with the attainment of course outcomes and deliver it through Learning Management System. E-resources prepared by the faculty and Question Banks containing model question papers and previous years' university question papers are available in the college library website.

Teachers provide remedial coaching classes for slow learners. The state government sponsored Scholar Support Programme (SSP) also engages the weak students. The advanced learners are motivated through the Walk With a Scholar (WWS) scheme of the state government and the Young Innovator's Programme (YIP).

Redressal Strategies in Effective Curriculum Delivery

The college collects feedback on curriculum from various stakeholders - Students, Teachers, Alumni andEmployers IQAC formulates action plans) based on the curriculum feedback collected from various stakeholders of the institution. Faculty Development Programmes are being organised on a regular basis.

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File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://iqac.allsaintscollege.ac.in/proof/c1/1_1_1/time_table/2020_21.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institution sticks to the academic calendar published by the University of Kerala for the Courses offered in the college.

The Continuous Internal Evaluation is assessed at two levels,

1. Institution Level:

The activities in the Academic Schedule include:

- Semester commencement date
- Working days
- Holidays
- Dates of Internal Examinations
- Assignment Submission Indicators
- Remedial Classes and Mentoring Sessions
- Field Visits/Study Tours
- PTA meetings
- Tentative dates of Theory and Practical exams conducted by the University.

The College conducts internal examinations in accordance with the guidelines set by the University.

The CIE of the institution is followed by the End Semester examinations conducted by the University of Kerala. The Practical examinations and viva-voce are held under the supervision of the External Examiner appointed from the University.

The departments which offer Add on courses and Certificate courses conduct exams for the Students and Certificates are issued accordingly.

2. University Level: The College level Exam Nodal Centre facilitates assistance to the students in regard to their grievances concerning the University exams.

The departments constantly keep track of their students' progression in their future prospects. Thus the 360 degreecontinuous internal evaluation of Knowledge-based education is rendered to the students of the Institution.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.allsaintscollege.ac.in/allSaints/Academic_calendar.php

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

17

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

27

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1496

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution integrates cross-cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics into the curriculum in the following ways.

Gender Sensitivity

The students have been given training in Fitness Management and several awareness campaigns have been organized on Self Defense Skills. The College conducts add on courses, certificate courses and workshops in the areas of Mushroom Cultivation, organic farming, soap & detergent making, cloth carry bag making, Paper Cover Making and Apiculture to empower the female students.

Environment and Sustainability

Awareness about Environment is necessary for the protection of

the environment and survival of human life. The course "Environmental Sciences" is part of the curriculum for the students of the UG stream. College conducts Energy audit, Green audit and Environmental audit by accredited auditors on a yearly basis.

Human Values and Professional Ethics

The vision of the college is "Empowering Young Women through Education". Various career guidance programmes are organised to inculcate professional ethical practices in students. Special emphasis is given to encourage ethical and equity practices among students in the conduct of various inter-collegiate competitions and cultural practices. The college has a Code of Conduct and Ethics Committee for students and teachers.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

368

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1907

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://iqac.allsaintscollege.ac.in/qnm/C1_4_1
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://iqac.allsaintscollege.ac.in/qnm/C1_4_2

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

719

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

291

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Strategies for High Achievers

- **Walk with a Scholar Scheme (WWS) sponsored by the Government of Kerala.**

- **Students are part of resource development that is used for teaching and learning that becomes part of the common online resource pool that helps students across University of Kerala.**

- **Advanced learners are given opportunity to participate in National and International Seminars in the college and outside the college.**

- **There are annual prizes and cash awards for the high achievers that keep them motivated.**

- **The Quiz Club.**

- **The Debating and Literary Club has horned the skills of the aspiring students to participate in intercollegiate competitions.**

- **Advanced learners are involved in peer teaching.**

- **Advanced learners in the PG department are part of academic projects.**

Strategies for Slow Learners

- **Slow learners are enrolled in the Kerala Government sponsored Scholar Support Programme (SSP) every academic year.**

- **Remedial Classes based on the mentoring feedback.**

- **Self-learning materials are given to the slow learner.**

- **Financial aid including books and materials.**

- **Group work to encourage learning.**

- **Personal counselling for motivation.**

- **Personal interaction with parents to support the learning process.**

- **Peer teaching that helps slow students learn with ease.**

- **Addition time and support provided for practicals.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1965	**67**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning:

- Students are part of editing and printing of the college magazines.

- Students volunteered in the schools of the coastal community to teach students language skills and also funded and renovated a house for a poor family which is literally what can be called "value-education."

- Project Presentations and outreach programmes.

- Yearly budget discussions are conducted by the students.

- Industrial Visits/field trips/institution visits for hands-on learning

- Laboratory Sessions.

- Student leadership in college.

- Students are guided to do projects/interships at other institutions/research laboratories.

Participative Learning:

- Students collaborate with teachers for the production of study notes

- Language lab activities.

- **Students are enrolled in add-on courses that is directly related to employability skills.**

- **Students set up a "Paithruka Museum and Exhibition" to learn history from close quarters**

- **Students are actively involved in the medical camps conducted to address health challenges which includes Breast Cancer Prevention and Awareness Programme.**

- **Kerala Start Up Mission, Government of Kerala, funds an Innovation and Entrepreneurship Development Centre (IEDC)**

- **Students are trained in Entrepreneurship under the Entrepreneurship Development Club sponsored by the Department of Industries and Commerce, Government of Kerala.**

Problem Solving:

Visits and interaction with faculty at Research Institutions

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Department of Commerce teaches the students Tally and Peach Tree.

The college has a robust mechanism of digital repositories of study materials and aDigital Library (https://allsaintsdigital.libsoft.org/).

The library is fully automated using Integrated Library Management System (ILMS).

- **Availability of Wi-Fi and fully computerised facility which allows easy accessibility**

- **Fully automated with LIBSOFT software**

- **LIBSOFT GATE REGISTER which records Member Entry and Exit with Date & Time using Barcoded ID-Card**

- **The Gate Register also displays member details with photo and provides a detailed report of members visit in the Library**

- **Name of the ILMS Software - LIBSOFT Version 5.1**

- **Nature of Automation - Fully Automated Version**

Digital Databases and Network

- **Access to Library Catalogue (OPAC) through Web (Internet). This includes web OPAC Software with Web Space and Web Database Space.**

- **Library has created a Libsoft OPAC App - that can be downloaded on Mobile phones - that gives access to the library catalogue and the details of books available in the library.**

- **Subscription to N-List of INFLIBNET, J-gate, Delnet, membership in British Council, American centers in India provides access to 16413 journals, 1,99,500 e-books and online collection of Indian Rare Manuscripts which are 200 to 350 Years old.**

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

67

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

43

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

611.6

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As an affiliated College, All Saints' pursues the format of conducting the Continuous Internal Assessment as prescribed by the University of Kerala. The Internal evaluation is to be done by continuous assessment.

Internal Exams: Teachers conduct internal exams that is mandated by the University. Prior to the internals, class tests and series exams are conducted by the teaches handling each paper.

Practicals: Science subjects has practicals exams that go through the same rigorous mocks and preparations.

Assignments: Both Graduate and Post Graduate programs have assignments that make up a part of the internal assessment.

Mini Projects: Students are given Mini Projects that are done as group work.

Presentations: For all Post Graduate exams, practicals have Presentations.

Attendance: Students fetch marks for being present in the class.

The College Council consisting of the Principal and the Heads of the Department meet prior to the conducting of the internal examinations.

Centralised Internals: The internal exams are conducted in a centralized manner , on the model of the final University test paper.

Uniform Model of the Internals.

The evaluation of all components of CIE (Continuous Internal Assessment) is published and acknowledged by the students.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The Exam Committee headed by the Superintendent of Exams addresses the grievances about the exam and is in continuous liaison with the University of Kerala. The common grievances related to the external exam are questions that are out of syllabus, students not getting the expected marks, and absence in exams due to certain reasons. In the first case, the Superintendent of Exams help the students to give representation to the Controller of Examination for bringing the matter to the attention of the University, in the second case the class teachers assist the students to apply for re-valuation and scrutiny of answer books and advice them to apply for Improvement Exam if necessary.

Continuous Internal Evaluation (CIE) incorporates test papers, seminars and assignments as part of formative evaluation of students. Marks of examination and assignment are objectively analyzed and recorded in registers. PTA meetings are convened department wise and parents can assess their wards' performance.

After each internal written assessment, the papers are marked by the faculty and returned to the students promptly so that they can analyse if there is a congruence between the marks that they have received and their answers.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme and course outcomes are stated clearly on the website of the institution. (https://www.allsaintscollege.ac.in/allSaints /course_and_program_outcome.php)

All the students on getting admission in the college are apprised of the programme and course outcomes, during the compulsory Orientation programme. The teachers communicate the same to the students before the starting of each course. Students are also educated and provided with the detailed syllabus and course outcomes in each course along with the assessment strategy for each course. The relevance of strictly adhering to outcome based education is made clear to the staff during staff meetings and the teaching-learning process is done with the programme and course outcomes in perspective all the time.

It is clarity achieved in the communication of the Programme and Course Outcomes translates as tangible results in the exams and evaluations.

All the Programme Outcomes and Course Outcomes are aligned with the institutional goals and with the Degree and Post Graduate expectation of the University of Kerala. The POs are specific enough to outline the broad expectations are attained within a given program and the COs specify what expectations an instructor has for the course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

At the Post Graduate and Graduate levels the following things are done to ensure that the POs and COs

For Post-Graduate Courses

1. Seminar presentation

2. Internal Exams

3. Assignments

4. Final University Exam

Graduate Courses

1. Internal Exam

2. Final University Exam

3. Assignment

Apart from the formal evaluation prescribed by the university, there are other methods adopted to ensure each programme and course outcome is evaluated. Which include:

1. Short quizzes in objective model

2. Home assignments

3. Minor projects

4. Peer teaching

5. Field/Project work for environment studies

6. Oral exams

7. Periodical assessment based on tests

The marks of internal exams are uploaded online to the University. The Institute provides opportunities to students to

exhibit their understanding through the medium of expression i.e. oral or written.

The college has also taken care that the faculty is enabled to attain the targeted POs and COs.

The college has also taken care that the faculty is enabled to attain the targeted POs and COs. For this, the following mechanism has been implemented:

- The faculty follow the Academic Calender of the the University of Kerala which is the affiliated University.

- All the faculty maintain a Teacher's Diary that is an Academic Dairy that records their activities every year

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

411

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.allsaintscollege.ac.in/uploadimages/file/2021-2022/Feedback-%202020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.5 lakhs

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

10

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

All Saints College has strived to create a balanced campus environment for our students that will focus on a judicious flow of ideas to culminate in the creation and transfer of knowledge. College is registered as a Premier Institute with the Young Innovators Program organized by K-DISC. All Saints' College, Trivandrum is a recognized member of National Entrepreneurship Development Mission by Mahatma Gandhi National Council of Rural Education, Department of Higher Education, Government of India. College has successfully framed the SES REC Action Plan and is now a Recognized Social Entrepreneurship, Swachhta & Rural Engagement Cell Institution. All Saints' College, Trivandrum is a Recognized Social Entrepreneurship, Swachhta & Rural Engagement Cell Institution. The Institution has successfully framed the SES REC Action Plan and constituted ten working groups for improving facilities in the Campus and the Community/Adopted Villages in the areas of Sanitation & Hygiene, Waste Management, Water Management, Energy Conservation etc, along with the observation of environment, entrepreneurship and community engagement related days to inculcate in faculty, students and community, the practices of Mentoring, Social Responsibility, Swachhta and Care for Environment and Resources. Thus college has provided a platform for promoting research and innovations.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

6

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3.2

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

25

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

25

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

All Saints' College gives priority to the social and cultural development of the students and facultyThe institution with the active participation of the students had provided material support to by means of distributing clothes, food, Christmas gifts etc. In order to reach out to the wider community in an extensive manner, the college has identified Karikkakom as the adopted village for providing materials and similar aid. As part of Swachchatha Abhiyan and Unnat Bharath Abhyan, several socio-economic surveys and awareness programmes were conducted during the last five years. Palliative care and voice donation is a flagship programmes conducted by NSS for patients under palliative care and their children. We have a rapid response team of students who initiate immediate action during disasters such as Okhi, and the two floods during 2018 and 2019. We had volunteers who supported Covid care related activities. The institution was instrumental in providing assistive devices for disabled like walker and wheel chair for patients suffering from spino-muscular atrophy (SMA). We were also a part of the 'Oridam' project for SMA patients which provided financial support. Thus,

the institution focuses on the holistic development of students which will mould them into responsible and socially committed citizens.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

10

File Description	Documents
Any additional information	[View File](#)
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

82

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File](#)

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1807

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

14

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

15

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Campus

- **4 academic blocks, 1 Auditorium, 2 playgrounds, 3 botanical gardens, a greenhouse, a History museum, a Botanical Museum, Herbarium, a Zoological Museum gymnasium, a hostel and a canteen.**
- **Open-air study spaces all around the campus**
- **IQAC room with 2 computers and 2 printers**
- **Examination Nodal room with 1 computer and 1 printer**
- **Infirmary with 6 beds and other medical facilities**
- **Browsing centres with 61 computers**
- **20 CCTV cameras**
- **Language lab with 37 computers enabled with Orell Talk 2.0 Pro Version software.**
- **Computer lab for the Department of Mathematics with 24 computers supported by IT Mission, Government of Kerala**
- **200 computing systems with 100 Mbps speed fibre optic Wifi connection dedicated for student usage.**

Classroom facilities

- **8 gallery classrooms and 33 classrooms with a Wi-Fi facility**
- **4 seminar halls with ICT facilities with power backup.**

Laboratory Facilities

- **Eight well-equipped laboratories.**

Library

- **The library has a total seating capacity of 165. It has a collection of 53624 books and 101 rare books, in addition, there are electronic and physical journals, newspapers as well as archival material.**

Other facilities

- **A fleet of three buses**
- **Fire management system**

- **Restroom facility for the differently-abled,mobility assistance to access the buildings.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106004/4.1.1_1643959017_7507.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution gives a great deal of importance to sports and cultural activities.

Cultural Activities - opportunities and presentation

- **Multiple venues for indoor performances**
- **The Auditorium- constructed in the year 2000, measuring 17841.80 sq ft with a stage area of 2000 sq ft, stage lights, sound system, theatre seating with a capacity of 1500**

Sporting events - Facilitation for training and performance

- **Grounds and courts for playing cricket, baseball, Rugby, Volleyball, Badminton, Handball and Softball.**
- **Training equipment for Boxing, Fencing, WUSHU, Carroms and Chess**
- **The gymnasium has weight, strength and endurance training equipment that aids the regimen of the athletes of the**

college.

- The grounds and a seminar hall are also used for practicing Yoga.

Other facitilies

- The college provides labelled uniforms, sporting equipment, protective gear and other essential kit to the students.
- Sports Day is observed every year in the college and students are awarded trophies for sporting excellence.
- The College has also instituted All Saints' Cup for the winners of intercollegiate Football and Rugby competitions.

This comprehensive programme of training and strength and stamina building has resulted in the students becoming part of the University, Zonal, State and National teams in Football and Rugby.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106004/4.1.2_1645467144_7507.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

45

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

101.15

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is fully automated using Integrated Library Management System (ILMS).

- **Availability of Wi-Fi and fully computerised facility which allows easy accessibility**
- **Fully automated with LIBSOFT software**
- **LIBSOFT GATE REGISTER which records Member Entry and Exit with Date & Time using Barcoded ID-Card**

Digital Databases and Network

- **Access to Library Catalogue (OPAC) through Web (Internet).**
- **The library has created a Libsoft OPAC App - that can be downloaded on Mobile phones - that gives access to the**

library catalogue and the details of books available in the library.

- Subscription to N-List of INFLIBNET, J-gate, Delnet, membership in British Council, American centres in India. E-Thesis and access to 1283 University question papers of Undergraduate and Postgraduate courses are available.

Library Facilities

- The Library occupies an area measuring 8395.16 sq. ft, with a total seating capacity of 165.
- A collection of 53624 books, 64 rare books, 244 CD-ROM, 1063 back volume journals and periodicals and subscription to 26 journals, 19 periodicals and 5 newspapers
- The library has a browsing centre, Reprographics service, CCTV surveillance for security and a Property Counter for students

- The Library provides an Internship facility for the MLISc and Certificate course

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://allsaintsdigital.libsoft.org/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3.64

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

681

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution periodically reviews its requirements and upgrades its facilities in a timely and emergent manner.

All Saints' College IT Policy is formulated

to ensure responsible, accountable use of IT infrastructure.

to act sensitively and responsibly towards the emerging trends in education and Information Technology.

The areas covered are:

IT facility

Provides guidelines for the purchase, usage and maintenance of IT equipment.

Computing facility and Wi-Fi

Sets standards for usage of internet facilities with vigilance on possible misuse.

Software

The college uses licensed Microsoft Windows 10 software on its systems and open-source software Linux in select labs. The software policy of the college complies with that of the developers.

E-governance

The use of IT is mainly to streamline the various aspects of governance within the college for purposes of an administrative agency.

The IT committee of the college assesses the requests of the stakeholders on the strengths of their merits, immediacy of need and budgetary concerns.

The finance committee assesses and recommends new purchases and maintenance of existing systems. The purchase committee initiates procedures to purchase the items recommended.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://iqac.allsaintscollege.ac.in/qnm/C4_3_1

4.3.2 - Number of Computers

203

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

150.72

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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. A systematic procedural system has been adopted by the Purchase Committee for the procurement of tangible assets for the institution. The establishment of an internal quality assurance system has aided in creating a sustainable framework for maintaining quality. The Management and the PTA work to improve the standards of the infrastructure of the college and help finance recurring and non-recurring expenses during the day to day working of the institution.

The Library

The requirements of various departments via Heads of Departments are taken and the final list is duly approved and signed by the Principal.

College Laboratories

The materials required for the labs are purchased from reputed vendors and there is the regular stock-taking of the breakable and chemicals, which are routinely replaced.

Sports Facilities

The Physical Education Department of the institute looks after the sports facilities and activities. The department keeps a record of the utilization of sports facilities, activities held and student achievements.

The IT Facilities

Major issues of maintenance and upgrades are handled by vendors and their authorized maintenance crew.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.allsaintscollege.ac.in/uploadimages/file/2021-2022/Maintenance%20Policy.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

911

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

610

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	http://iqac.allsaintscollege.ac.in/qnm/C5_1_3
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1719

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1719

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	<u>View File</u>
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	<u>View File</u>

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

135

File Description	Documents
Upload supporting data for student/alumni	<u>View File</u>
Any additional information	**No File Uploaded**
Details of student progression to higher education	<u>View File</u>

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

3

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<u>View File</u>

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

23

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The College Unioncomprises a Chairperson, Vice Chairperson, General Secretary, Arts Club Secretary, Magazine Editor,Sports Secretary and Representatives from the UG Departments. Besides, there are two University UnionCouncillors who represent the Collegein the Kerala University Union. The discussions between the College Union, Principal, Management Representativeand Staff Advisor ensure productive participation and generation of innovative ideas so as to ensure thewelfare of the Institution. CollegeUnion members organize and actively participate in various celebrations like Onam, Christmas, Teacher'sDay, Sports Day, Kerala Piraviand so on. The CollegeUnion members represent the larger student community in various committees and bodies of the institutionlike the IQAC, Anti Ragging Cell and Grievance Redressal Cell. The NSS is another prominent college cell where the students get ample opportunities to address societal concerns and mould themselves to become better citizens who are aware of the world around them. Thus the college ensures maximum participation in various administrative, co-curricular and extracurricular activities so as to evolve them into dedicated and socially conscious young women, who will usher in a better tomorrow.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106004/5.3.2_1645001242_7507.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

60

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has an Alumni Association ASCAA (All Saints' College Alumni Association) that fosters and maintains a network among old students of the college and works for the betterment of the Alma Mater. The ASCAA offers financial help to the financially challenged students. It also helps in upgrading the facilities on campus and operates through the website which offers an overview of its activities. All former students can join the Association and the registration has been made online which will facilitate easier transactions and maximum participation.

Alumnae serve as resource persons for seminars and value education classes and play a key role in grooming students for

various competitions and placement. They give feedback on the academic curriculum and the infrastructural facilities available on the campus. Classes on value education, moral instruction and remedial sessions for the students are often engaged by alumni volunteers. The Association felicitates eminent alumni for their outstanding achievements.

There is an annual get-together of the alumnae organized every year. Departmental alumnae gatherings are also conducted. The members are consistently present for all major events in the college, rendering their whole hearted support and co-operation.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106004/5.4.1_1645509074_7507.pdf
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	B. 4 Lakhs - 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

All Saints' College, one of the institutions run by the Congregation of the Carmelite Religious, was established in line with the vision of the Foundress to reach out to young women to effect intellectual growth, social transformation. empowerment and build up the individual, society and the nation. The Education Policy of the Congregation reflects this commitment to a value based system of education that promotes knowledge, social responsibility and service.

The College Board of Management, the highest executive body of the institution is responsible for the administration of the institution and the implementation of the perspective plan of the

college. It consists of the Superior General/ Manager, Councillor for Education, Director, Principal, Vice-Principal, Dean-Academics and Dean-Student Affairs. The RUSA committee, the Planning and Management team, Administration Wing, Academic Wing, Extension Wing, Research and Consultancy Wing, Exam Wing, Staff Committee and PTA fall under the purview of the Principal. The IQAC monitors the functioning of the college and implements quality initiatives whenever necessary. The Finance Committee sees to budget allocations.

Some of the key areas outlined in the Strategic Plan are Capacity Building programmes for the faculty, faculty exchange programmes with universities in India and abroad and internships for PG students.

File Description	Documents
Paste link for additional information	https://www.allsaintscollege.ac.in/allSaints/IQAC_Strategic_Plan.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution has committed itself to:

- Develop the next generation of Leaders
- Observe clarity, conviction, compassion and consistency in governance
- Make every stakeholder more accountable through delegation of responsibilities
- Achieve more transparency in the execution of policies and procedures
- Achieve a consensus oriented, equitable and inclusive approach of management
- Enhance accountability and transparency among all levels of leadership

Different committees/cells have been constituted for smooth administration and for sustenance of academic atmosphere in the campus. The IQAC and Academic Committee play a key role in the implementation of the academic plans and programmes of the college. The following are some of the committees:

1. Central Planning Committee

2. Discipline Committee

3. Anti-Ragging Grievance Redressal Cell

4. Examination Committee

5. Library Committee

6. Ethics Committee

7. Career Guidance Cell

8. Parent-Teacher Association (PTA)

9. Research Committee

10. Website Committee

11. IT Committee

12. Info Bank

13. Feedback Committee

14. Entrepreneurship Committee

15. Consultancy Services

16. Cultural Programme Committee

17. Counselling Cell

18. Campus Beautification Committee

19. Special Grievance Cell for the Welfare of SC/ST students

20. Grievance Redressal Cell for Staff and Students.

File Description	Documents
Paste link for additional information	https://www.allsaintscollege.ac.in/allSaints/committee.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategic Plan envisages the growing potential of the institution to effect intellectual growth, social transformation and empowerment. In alignment with the Kerala Knowledge Economy Mission and the National Education Policy, the institution aims to build up the intellectual capital of its students, staff and the community at large through knowledge sharing initiatives and by doing so, contribute to the creation of a knowledge society and economy. Some of the highlights of initiatives taken towards the building of intellectual capital are given below.

The Department of Mathematics and Statistics organized an interactive session on 30 January 2019 with Dr. Piers Bursill-Hall of the Department of Pure Mathematics and Mathematical Statistics, University of Cambridge, UK.

Another initiative by the Postgraduate Department of Environmental Sciences leveraging the support of the Kerala State Higher Education Council's 'ERUDITE Scholar-in-Residence' was an invited lecture on "Water Circulation around Continental and Oceanic Islands" by world renowned estuarine/coastal oceanographer and eco-hydrologist, Dr. Eric Wolanski, James Cook University, Australia.

The Young Communicators Club and Gender Equality Club of the college hosted a talk on "Inclusive Communication: The Nouns and Pronouns of Everyday Speech" by Vihaan Peethambar, Expert Committee Member, National Council for Transgender Persons on 27 August 2021.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organogram is a diagram of College that describes the decentralised structure of administration. The administration of the college is a cooperative effort of Principal, teaching, non-teaching staff and students with the support of the stakeholders. The College Board of Management consists of the Superior General/ Manager, Councillor for Education, Director, Principal, Vice-Principal, Dean-Academics and Dean-Student Affairs. They formulate policies pertaining to the functioning of the college. The Board of Management is the principal executive body of the Institution and has all powers necessary to administer the institution.

The Administrative Council of the college consists of the Director, Principal, Vice-Principal, Dean-Academics and Dean-Student Affairs, Management Committee, Finance Committee and the IQAC. The Administrative Council is responsible for the operation of the institution. The IQAC assesses the quality parameters of education in the institution leading to course and programme outcomes.

The Council has a well-defined and decentralised organizational set-up to implement the academic, administrative and financial policies of the college. As the Head of the institution, the Principal supervises the RUSA committee, its Board of Governance and the Planning and Management team, the Administration Wing, Academic Wing, Extension Wing, Research and Consultancy Wing, Exam Wing, Staff Committee and PTA.

File Description	Documents
Paste link for additional information	https://www.allsaintscollege.ac.in/allSaints/Policy_manual.php
Link to Organogram of the institution webpage	https://www.allsaintscollege.ac.in/allSaints/chart.php
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Management is committed to supporting its stakeholders and prioritises the well-being and professional advancement of the teaching and non-teaching staff which it envisions as part of its family.

Festivals, important events in the lives of the staff and their families, staff get-togethers as well as the annual staff tour are organised and celebrated by the Staff Club.

Duty leave is granted to the staff to attend officially sanctioned training/development programmes.

The staff are encouraged to avail FIP/UGC Research Fellowships and to take up membership in professional bodies/leadership roles

within the institution and outside it.

Administrative Training Programmes/Professional Development Programmes for Non-Teaching & Teaching Staff with a view to enhance their performance.

Staff who have successfully been awarded with a Ph. D in their chosen discipline are rewarded with the payment of a cash incentive.

The achievements of the staff who have received recognition in some capacity or received an award are celebrated with felicitations and a gift.

The Sr. Mary Laetitia Cash Award for the son/daughter of Non-Teaching staff who scores the highest marks in the SSLC examinations is one of the College Day Prizes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

47

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

10

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

46

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution maintains a mandatory Performance Appraisal System for assessing the performance of teaching and non-teaching

staff.. The Director and the Principal conduct a performance audit of the departments.

The Management Audit visit facilitates an open interaction with the Heads of the Departments and the faculty and the Non-Teaching staff, where the weaknesses, opportunities and challenges of each Department/Office are specifically addressed. Feedback is provided and the best practices identified are shared in order to institutionalize them. The Director and the Principal evaluate and suggest corrective measures confidentially.

Performance Appraisal is also taken for the teachers whose higher grade promotion is due. The Career Advancement and promotion to higher grade or higher posts for a teacher is done by a Screening cum Evaluation Committee constituted by the appointing authority with two external nominees. The IQAC does the internal evaluation of the PBAS Proforma of all the teaching staff of this institution. The appraisal forms are submitted to the Department of Collegiate Education for their assent. The non-teaching employees are also assessed for their performance on the basis of the confidential report submitted to the higher authority by the Principal.

File Description	Documents
Paste link for additional information	https://www.allsaintscollege.ac.in/allSaints/general_feedback.php
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit

The internal auditing is done by the Directorate of Collegiate Education and the external audit is performed by the Comptroller and Auditor General of India. College Development Council fund is audited by the Directorate of Collegiate Education.

Regular Audits are conducted by the Directorate of Collegiate Education and under Sec. 13 of the Comptroller and Auditor General (DPC) Act 1971. Audit under Sec. 14 of DPC was conducted

regularly for the period from 2016-17 to 2020-21.

External Audit

The funds received from the UGC and RUSA (Rashtriya Uchchatar Shiksha Abhiyan) are meticulously audited by a Chartered Accountant. PTA funds are also subjected to dual audit by a senior teacher of the college who is well versed in accounting principles and practices and by a Chartered Accountant.

All Saints' Students Development Fund, All Saints' College Account, All Saints' College MGT (1) Account, All Saints' College MGT (2) Account, All Saints' Canteen Account, All Saints' College Bus Account, All Saints' College UGC Account, All Saints' Computer Center ITC, All Saints' Store Account, All Saints' College PD Account, All Saints' College PTA Account are the accounts under All Saints' Educational Charitable Society. External audit is done for these accounts.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

21.75

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution has a well-planned and robust mechanism for

effectively streamlining and utilizing its resources. The
Resource Mobilisation Policy of the institution aids in budget
allocation, research and infrastructure upgradation.

All funds are mobilized through the network of

1. Fee Collection - The main source of income generation is
    from the Fee Collection. Canteen collection is also an
    added source of income.
2. Government Funds- The college receives UGC fund for
    infrastructure augmentation, research initiatives,
    procuring laboratory equipment and for the purchase of
    subject-oriented books. RUSA fund is utilized for
    infrastructure upgradation, modernisation and
    digitalization of the academic environment.
3. Non-Government Funds- The college stakeholders take the
    initiative to mobilise various resources for the effective
    functioning of the college. This includes Alumni
    contribution for infrastructure improvement, conduction of
    seminars and workshops, PTA funds for the payments of Guest
    lecturers and support staff and also for covering recurring
    and non-recurring expenses of the institution.

Utilization - The funds are routed through the above mentioned
accounts that come under All Saints' Educational Charitable
Society; the surplus generated is reinvested to provide new
facilities and amenities that can facilitate progress and overall
development of the institution.

File Description	Documents
Paste link for additional information	https://www.allsaintscollege.ac.in/allSaints/Policy_manual.php
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has played a major role in the enhancement of
educational services provided by the institution. The cell
carries out activities that encompass all aspects of the

institute's functioning. The two major initiatives of IQAC include-

Mentoring

The institution, under the initiative of IQAC gives paramount importance to the holistic education of students to bring about a transformation in their personality, knowledge level and character. Apart from the Kerala State Government sponsored programmes like WWS and SSP, the college maintains a grass root level mentoring in each class through its allotted mentors and subject teachers. The IQAC ensures that the strategies for mentoring are deployed efficiently and effectively and is in tandem with its outlined mentoring policy.

Collaborations

All Saints' College, under the aegis of IQAC has undertaken several agreements with various educational institutions and organisations for the purpose of mutual benefit of the college students, faculty, management and the partnering institutions. The college signed around 45 collaborative initiatives with various outstanding organisations, industries and academic institutions over a period of five years to garner the tremendous opportunities of partnership. Collaborative initiates like 'Athmasuthra', 'G-Farm- Integrated Health and Happiness', 'Pens and Scrolls', 'Vlog HD' were implemented.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC as the nodal agency for quality assurance not only sets benchmarks but also periodically reviews learning outcomes and constantly monitors the process, structure and methodology of operations.

1. THE TEACHING-LEARNING PROCESS

The IQAC initiates unique programs such as student faculty program, alumni faculty/interaction and parent faculty programme. Organizing conferences and invited lectures are prioritised to facilitate the teaching learning progress.

The IQAC guides the preparation of college-level academic calendar and work allotment. The institution has a feedback system to evaluate the teachers by the students. The regular evaluation of the teachers by the students, feedback on teaching methodologies and course delivery gives a clear idea about the problems faced by the students.

2. ADOPTING ICT IN TEACHING LEARNING PRACTICES TO BRING IN BLENDED LEARNING

The IQAC at College lays impetus on the adoption of ICT in teaching practices. In this pandemic era, teaching-learning has been supported by various virtual platforms like Google Meet, Zoom and Webex. Digital library facilities like INFLIBNET-NLIST and Kerala University e-resources provide a repository of articles and e-books for teaching and research purposes.

Apart from the above strategies, a blended learning approach was followed to create a new hybrid teaching methodology.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

| 6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) | A. All of the above |

File Description	Documents
Paste web link of Annual reports of Institution	https://www.allsaintscollege.ac.in/allSaints/annual.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college has placed significant emphasis on gender sensitisation among the students so as to empower them and ensure self-esteem and confidence. Health and Wellness initiatives, self-employment through entrepreneurship training, talks on encountering hostility in interviews are some of the programmes initiated by the college. the institution has a mandatory Gender sensititsation programme that seeks to help students understand various issues that are encountered in society and the ways to deal with the same. These programmes were conducted both online and offline and were specifically designed to help students cope with the challenges they face in the outside world. the institution conducted awareness classes on Cancer Awareness, Covid Coping Mechanisms and having a healthy lifestyle.

File Description	Documents
Annual gender sensitization action plan	http://iqac.allsaintscollege.ac.in/proof/c7/7_1_1/Gender_sensitisation_action_plan_2016_2021.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://iqac.allsaintscollege.ac.in/proof/c7/7_1_1/Gender_Equity_Sensitization/2020_21.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Comprehending the need for clean energy sources, the college has installed bio gas and Gobar gas plants to act as alternate sources of energy. For the sustainable and effective management of waste water generated from the college canteen and hostel, a recycling tank is constructed in which natural and eco-friendly methods of water purification such as Charcoal and Lime are used. The treated grey water is re-used for gardening and farming purposes inside the campus. Facilities have been arranged for handling safe and environment friendly disposal of sanitary napkins, which comes under the bio-medical waste category. A total of three Incinerators has been installed in the Campus for this purpose. The College has an E-Waste Policy in place for the safe handling and disposal of E-waste generated within the Campus. An Annual Contract signed withthe suppliers of the Computers and Peripherals company ensures that the Reverse Supply Chain system is seamlessly functioning for its safe disposal. In the organic farming initiative,bio-manures involving kitchen waste from both Hostel as well as Canteen is used successfully for increasing the yields.The College as such has zero waste generation w.r.t hazardous and radioactive category.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

A. Any 4 or all of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	[View File](#)
Any other relevant information	[View File](#)

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution provides an inclusive environment for everyone upholding values of tolerance and harmony towards cultural, regional, linguistic, communal , socioeconomic and gender diversities. Intercollegiate Sports, cultural activities, Clubs and Celebrations organized within the college for the students and faculty alike are aimed to foster the spirit of harmony and celebrate the vivid diversity all around. The college has also seen an intercollegiate bond established with Government College, Dhaliara, Himachal Pradesh as part of the Ek Bharath Sresht Bharath Initiative. This venture has borne fruit as a vibrant interaction between two vastly different cultures has resulted from the enthusiastic participation of students and faculty from both colleges. TIntercollegiate Sports competitions are organised within the campus and students are encouraged to participate in competitions conducted by other educational institutions to promote a spirit of camaraderie and sportsmanship. Competitions such as Handball, Cricket, Volleyball, Kho-Kho and Athletics are organised yearly for students to foster a healthy and friendly ambience. The various events are co-ordinated by the Faculty from the Department of Physical Education and Student Coordinators.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

All Saints' College, apart from imparting professional legal education, inculcates the feeling of oneness among the student community through various practices and programs which aid in a better understanding of the Indian Constitution and the laws to safeguard women.

ELECTORAL RIGHTS AWARENESS PROGRAMS

Faculty in charge of the Electoral Literacy Clubhasadopted the practice of organizing activities such asTraining and Awareness regarding Electoral Protocol, EVM, VVPAT,Procedures adopted for the Registration of new voters and the importance of the Voter's Identity Card.

CONSTITUITIONAL RIGHTS AWARENESS PROGRAMS

The college has organized various academic and co-curricular activities to foster an interest in and understanding of the Fundamental Duties and Rights of the Indian citizen throughSeminars, Conferences, Expert talks and so on which have enriched their knowledge in these areas. Students have also taken part in hands-on activities such as poster making competition, Collage , Street plays, etc.

LEGAL AWARENESS & WOMEN'S RIGHTS

Proactive discussions on contemporary legal issues, legal measures to be adopted as well as the criminal offenses against women and questions regarding harassment are encouraged among the students in the classrooms to usher in an all-encompassing awareness and change from the grassroots level onwards.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://iqac.allsaintscollege.ac.in/proof/c7/7_1_9/Activities_Inculcate/2020_21.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Days of National and International significance are commemorated and celebrated to instill a sense of awareness and pride.The institution practices an all-encompassing plural approach in the multi-cultural social milieu and encourages the students and faculty to showcase the same. Faculty, Non-teaching staff and students commemorate the importance of national integrity by honouring the leaders of the Freedom struggle on the Independence Day. On the Republic Day the adoption of the Indian Constitution is remembered.On these days, various formal events including flag-hoisting and march-past are organized and these events are followed by Talks and Awareness Programs in which students and staff members are instilled with a sense of commitment towards the Nation.Every year the College celebrates Teacher's Day with great fervour.Another day of significance commemorated in the Institution is Gandhi Jayanti. Days of Significance such as National Integration Day, Hindi Diwas, Vigilance Awareness Week, Martyrs Day, are also commemorated.Cultural and regional festivals such as Onam, Holi, Deepavali, Christmas are also celebrated.Days of International Significance such as International Women's Day, World Kidney Day, Ozone Day, International Tiger Day, International Water Day, International Yoga Day are also commemorated with Talks by experts as well as competitions and exhibitions.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The best practices of All Saints' College,Thiruvananthapuram reflect its long standing commitment towards making the planet a better place to live through increasing the opportunities for a participatory approach to welfare.

The first best practice UN-SDG as a Way of Life distills theessence of the United Nations Sustainable Development Goals into three paradigms- Hunger, Habitat and Humanity.

By helping the immediate and vulnerable communities such as the fisher folk of the coastal belt where the college is located, the college ensures that there is adequate support for them in terms of food and other essentials. In the economically difficult times following the pandemic, the institution extended help by way of cash and kind. On and off-campus green initiatives, house building for the needy, self defense classes for women are some of tge highlights of this practice.

The second best practice- Social Outreach through Education is aimed at ensuring that the education the students are imparted is optimized for helping them succeed in the world. Initiatives such as Earn WhileYou Learn, Entrepreneurship Development Language Skills Development have all helped students augment their skills and become confident and articulate. These initiatives have ensured that students become employable or are self-employed.

File Description	Documents
Best practices in the Institutional website	https://www.allsaintscollege.ac.in/allSaints/best_practices.php
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

All Saints' College, Thiruvananthapuram has a hands-on approach to service to society.

The institution did significant service during the devastating floods of 2018 and turned itself into a relief camp for the people who were affected by the flood. It donated material and human assistance to the government in its campaign to help the flood victims. The college has been at the forefront of relief work in the subsequent natural disasters that have shaken the statem through its initiative, Communities of Practice, the college has been working closely with industry experts to explore sustainable livelihoods and life-practices. This has led to the college becoming the first Arts and Science college in the state to be recognized by IEEE. Furthermore, the college was granted funds to develop POSTMA - a pulse oxymeter device - which was distributed to the LSGs of the the vicinity. This garnered significant goodwill towards the institution and also encouraged the students to become involved in more such activities aimed at socially relevant research.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

?Promote collaborative research with other scientific institutions / universities

? Encourage faculty to attend international seminars and there by create linkages.

? Faculty attending skill based course should present it before their colleagues.

? Further the Faculty Exchange Programme with some selected colleges in Universities in Kerala.

? Make the college reliant on solar energy for at least seventy-five percent of its needs.

? Arrange training programmes for e-content development in Swayam-NPTEL.

? Training for maintenance and repair of LED bulbs.

? Start more Add-On /Certificate Courses to complement existing curriculum in the form of skill enhancement.

? Upgradation of the Department of Commerce as research centre

? Start more PG and self-financing courses

? Purchasesmart boards