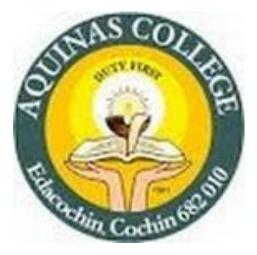# Annual Quality Assurance Report (AQAR)

2015-16

AQUINAS COLLEGE, EDACOCHIN

COCHIN, KERALA 682 010

(Affiliated to Mahatma Gandhi University, Kottayam)

Reaccredited by NAAC with B grade

Website: www.aquinascollege.co.in

E-mail: aquinascollegemail@gmail.com

Phone: 0484 - 2327748, 2328748, 2328648

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Nagarbhavi, Bangalore -560072, Karnataka, India . Phone. +91-80-23005111

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

1. Details of the Institution

1.1 Name of the Institution

> AQUINAS COLLEGE

1.2 Address Line 1

> EDAKOCHI

Address Line 2

> COCHIN

City/Town

> ERNAKULAM

State

> KERALA

Pin Code

> 682 010

Institution e-mail address

> aquinascollegemail@gmail.com

Contact Nos.

> 0484 2328733, 0484 2328748

Name of the Head of the Institution:

> Mrs. SYLVIA K. JOHN

Tel. No. with STD Code:

> 0484 - 2240100

Mobile:

> 94967 44638

Name of the IQAC Co-ordinator:

Mr. RAJU GEORGE MICHAEL

Mobile:

9895266616

IQAC e-mail address:

aquinasiqac@gmail.com

1.3 **NAAC Track ID**

KLCOGN12848

1.4 **NAAC Executive Committee No. & Date:**

EC/64/RAR/28 dated 08/07/13

1.5 Website address:

www.aquinascollege.co.in

Web-link of the AQAR:

www.aquinascollege.co.in/files/AQAR2015-16.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	76.00	2006	17.10.2006 - 16.10.2011
2	2nd Cycle	B	2.21	2013	08.07.2013 - 07.07.2018

1.7 Date of Establishment of IQAC: DD/MM/YYYY

09/07/2010

1.8 AQAR for the year

2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

  i.   AQAR_2013-2014 submitted to NAAC on 08/08/2014

  ii. AQAR_2014-2015 submitted to NAAC on 14/06/2018

  iii. AQAR_2015-2016 submitted to NAAC on 30/06/2018
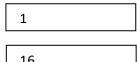
1.10 Institutional Status

University	State		Central		Deemed		Private	

Affiliated College   Yes [✓]   No [ ]

Constituent College   Yes [ ]   No [✓]

Autonomous college of UGC   Yes [ ]   No [✓]

Regulatory Agency approved Institution   Yes [✓]   No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [✓]   Men [ ]   Women [ ]

Urban [✓]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [✓]   UGC 2(f) [✓]   UGC 12b [✓]

Grant-in-aid + Self Financing [✓]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [✓]   Science [✓]   Commerce [✓]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)

Offers open courses (UG - V Semester) in Chemistry and Physical Education

1.12 Name of the Affiliating University *(for the Colleges)*

MAHATMA GANDHI UNIVERSITY, KOTTAYAM KERALA

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | NO |

University with Potential for Excellence	NO	UGC-CPE	NO
DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (*Specify*)	NA
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1 No. of Teachers   8

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   2

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2.6 No. of any other stakeholder and

    Community representatives   2

2.7 No. of Employers/ Industrialists   0

2.8 No. of other External Experts   1

2.9 Total No. of members   16

2.10 No. of IQAC meetings held   :   4

2.11 No. of meetings with various stakeholders: [Nil] Faculty [4]

Non-Teaching Staff, Students [2] Alumni [Nil] Others [NIL]

2.12 Has IQAC received any funding from UGC during the year? Yes [✓] No [ ]

If yes, mention the amount   [Rs. 3,00,000/- during the 12th plan 2012-2017]

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. [7] International [Nil] National [3] State [1] Institution Level [3]

(ii) Themes

1. National Seminar by the Dept. of English on "**Culture and Literature: A Paradigmatic Shift of Ideas** "
2. National Seminar by the Dept. of Physics on "**Advanced Materials and Applications**"
3. National Seminar by Dept. of Commerce on "**Innovative Financial Services**"

2.14 Significant Activities and contributions made by IQAC

1. A multi-disciplinary journal named Aquinas Journal of Multidisciplinary Research was published with ISSN No 2395-7751

2. The Proceedings of the UGC Sponsored National Seminar on "Current Trends in Material Science" was awarded ISBN 978-93-5212--B

3. Three faculty members of our college were selected for FLAIR(Fostering Linkages in Academic Innovation and Research), a new initiative of Higher Education Dept. of Kerala and IQAC supported all of them to attend the academic programmes under FLAIR

4. Eight faculty members are actively involved in Research work.

5. Two faculty members availed FDP from October 2015 onwards and two applied for FDP

6. Supported the conduct of three UGC sponsored National Seminars by the Dept. of English on 3rd and 4th September 2015, by Dept. of Physics on 10th and 11th September 2015 and by the Dept. of Commerce on 11th and 12th February 2016.

7. Walk with the Scholar (WWS) and Student Support Programme (SSP) of Higher Education Department of Kerala introduced the prevus year was extended this year for a new batch of first year students and IQAC monitored the conduct of the classes and programmes initiated by them.

8. Organized Computer Literacy programme to local housewives

9. Issued digitised ID cards to entire students of the college utilizing PTA fund

10. Initiatives were taken to provide financial assistance for the under privileged students from the

poor fund.

11. For improving discipline more number of CCTVs are installed in prime locations of the campus

12. Financial support to conduct departmental Seminar / invited talks

13. Conducted student orientation programmes

14. Open lab programme jointly organized by the Dept. of physics, electronics and Biotechnology.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *.

Sl. No.	Plan of Action	Achievements
1	To promote Research Climate in the Institution	• 8 teachers are actively engaged in Ph.D. • 2 teachers availed FDP during this year • 3 faculty are currently carrying out their Minor Projects funded by UGC
2	To publish a Research Journal	• A multi-disciplinary journal named **Aquinas Journal of Multidisciplinary Research** was published
3	To ensure College Discipline	• More number of CCTVs installed in the prime areas of the campus
4	To increase Students Participation in Sports and Cultural Events	• More number of students bagged awards in Sports and Cultural Events in the State, University and National Level
5	To mould a Socially Responsible Generation of Students	• Student- Community relationship was reinforced by conducting more extension activities and Social Responsible Programmes

2.16 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ✓   Syndicate ☐   Any other body ☐

Provide the details of the action taken

- Appreciated the initiative of IQAC for publishing the Research Journal
- Suggestions were given by the management to concentrate more on the Research field and to apply for more FDP and Funded Projects
- The plan of actions put forward by the IQAC was accepted by the Management and ensured to materialise them at the earliest.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NIL	NIL	NIL	NIL
PG	5	NIL	3	NIL
UG	7	NIL	2	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	3	3	NIL	3
Certificate	3	NIL	NIL	3
Others	NIL	NIL	NIL	NIL
Total	18	3	5	6

Interdisciplinary	13	NIL	2	NIL
Innovative	NIL	NIL	NIL	NIL

*PG Existing: Physics, Commerce, Commerce (SF), Biotechnology (SF), English (SF)
*Interdisciplinary: 7 Open Courses for UG Fifth semester, 6 Add-On Courses and 2 open courses for SF

1.2   (i) Flexibility of the Curriculum: While as an affiliated college, we have no authority to set/alter the syllabus prescribed by the university, standing within this limitation we have chosen subjects from a set of complementary, elective and open courses which offer maximum flexibility to our curriculum. In addition to this we provide UGC sponsored Career Oriented Add-On Courses with customised syllabi which serves specific objectives

(ii) Pattern of programmes:

Pattern	Number of programmes	
Semester	Yes	7 UG and 5 PG
Trimester	NIL	
Annual	Yes	6 Add-on Courses

1.3 Feedback from stakeholders*   Alumni ✓   Parents ✓   Employers ☐   Students ✓
    (On all aspects)

         Mode of feedback   :   Online ☐   Manual ✓   Co-operating schools (for PEI) ☐

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NIL

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes, UGC sponsored Career Oriented Add-on courses (Diploma)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors*	Associate Professors	Professors	Others*
44	20	6	NIL	18

* Assistant Professors: 20 including FDP Substitute Teachers: 2 (From October 2015 onwards),
* Others: Junior Lecturer: 1+ Self Financing Faculty: 17

2.2 No. of permanent faculty with Ph.D.

3

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year
* Two faculty members recruited
in September 2015

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2*	3	NIL	NIL	NIL	NIL	NIL	NIL	NIL	3

2.4 No. of Guest and Visiting faculty and Temporary faculty
   *Govt. Guest: Full time 5 + Maternity Leave 3

8*   1   8

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars	4	5	2
Presented papers	NIL	10	8
Resource Persons	NIL	NIL	NIL

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Departments maintain chronicle of daily activities.
- Teaching plan prepared at the department level.
- Course work is distributed. Lesson plan contains the details regarding instructional objectives to be achieved, details of content to be covered, some kinds of audio/ visual aids to be used inside the class room.
- Teaching plan also contains a "to-do" list of unit tests, assignments, students' projects, industrial visits, field visits and other activities.
- Faculty maintain work diaries that are updated regularly.
- Planning and preparation for laboratory work.
- Remedial approach, peer teaching, regular test papers, self-evaluative test papers, assignments, seminars and projects.
- ICT aided teaching
- Well routed and scheduled programme covering the entire syllabus

2.7 Total No. of actual teaching days
   during this academic year

194

2.8 Examination/ Evaluation Reforms initiated by
      the Institution (for example: Open Book Examination, Bar Coding,
      Double Valuation, Photocopy, Online Multiple Choice Questions)

- Test Papers after completion of every module
- Two Internal Examinations in each semester
- Model Examination at the end of the Semester
- Online Multiple Choice Examination conducted by various Departments
- Photocopy of Question Paper cum Answer Sheet Booklets
- Two sets of question papers for the same exam
- Open Book Examinations

2.9 No. of faculty members involved in curriculum
      restructuring/ revision/ syllabus development

      | 2 |

      as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students:

      | 89.04 % |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A. Economics	51	0	22	4	0	51
B. Sc. Physics	36	9	4	8	0	61
B. Sc. Maths	33	9	13	0	0	79
B. A. English	31	1	10	7	0	65
B. Com. Marketing	43	8	18	1	7	82
B.Sc. Electronics	24	1	12	2	0	63
B.Com. Tax (S.F.)	37	1	11	8	3	57
M.Sc. Physics	10	0	6	0	0	55
M.Sc. Biotechnology(S.F)	4	0	2	0	0	50
M.Com. (S.F)	11	0	8	0	0	73

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

     IQAC discusses the curriculum with department representatives to find out how better teaching experience can be provided. Problems are attended to and remedied at the earliest. At the beginning of each semester meeting/discussions about future plans and evaluation of previous plan are done.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
UGC – Faculty Improvement Programme	2
HRD programmes	NIL
Orientation programmes	3
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	NIL
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	18	1	1	0
Technical Staff	0	0	0	1

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Departments were encouraged to organise National Seminars

- Encouraged Departments to submit research proposals to various funding agencies.

- Motivated faculty to attended workshops and seminars

- Encouraged faculty to present papers in various seminars/ workshop

- Supported the publication of Aquinas Journal of Multidisciplinary Research bearing ISSN number

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NA	3	NIL	NIL
Outlay in Rs. Lakhs	NA	3.035	NIL	NIL

3.4   Details on research publications

	International	National	Others
Peer Review Journals	5	7	
Non-Peer Review Journals			
e-Journals			
Conference/ Seminar proceedings		1	

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NA	NA	NIL	NIL
Minor Projects	**18 Months**	**UGC**	**448000**	**303500**
Interdisciplinary Projects	NA	NA	NIL	NIL
Industry sponsored	NA	NA	NIL	NIL
Projects sponsored by the University/ College	NA	NA	NIL	NIL
Students research projects *(other than compulsory by the University)*	NA	NA	NIL	NIL
Any other(Specify)	NA	NA	NIL	NIL
Total			**448000**	**303500**

3.7 No. of books published   i) With ISBN No. | 1 | Chapters in Edited Books | NA |

ii) Without ISBN No. | 1 |

3.8 No. of University Departments receiving funds from

UGC-SAP | N A | CAS | NA | DST-FIST | NA |

DPE | NA | DBT Scheme/funds | NA |

3.9 For colleges   Autonomy | Nil | CPE | Nil | DBT Star Scheme | Nil |

INSPIRE | Nil | CE | Nil | Any Other (specify) | **UGC** |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies	NA	NA	NA	NA	NA

3.12 No. of faculty served as experts, chairpersons or resource persons | 2 |

3.13 No. of collaborations   International | NIL | National | NIL | Any other | 4 |

3.14 No. of linkages created during this year   `0`

3.15 Total budget for research for current year in lakhs:

   From funding agency*   `4.2`   From Management of University/College   `NIL`

   Total   `4.2`

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
      Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
      who are Ph. D. Guides   `NIL`
      and students registered under them   `NIL`

3.19 No. of Ph.D. awarded by faculty from the Institution   `0`

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

   JRF `NIL`   SRF `NIL`   Project Fellows `NIL`   Any other `NIL`

3.21 No. of students Participated in NSS events:

   University level `132`   State level `0`

   National level `0`   International level `0`

3.22 No. of students participated in NCC events:

   University level `98`   State level `0`
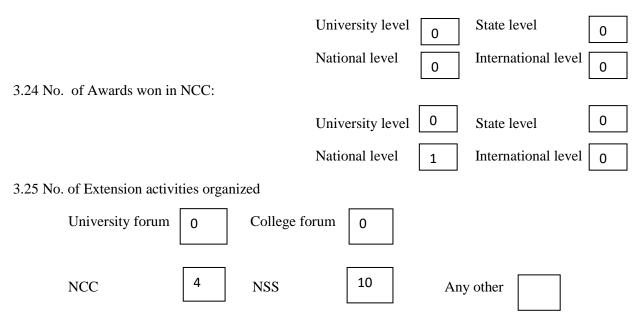
   National level `9`   International level `0`

3.23 No. of Awards won in NSS:

University level	0	State level	0
National level	0	International level	0

3.24 No. of Awards won in NCC:

University level	0	State level	0
National level	1	International level	0

3.25 No. of Extension activities organized

University forum	0	College forum	0
NCC	4	NSS	10
Any other			

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

➢ Students of Various Departments pays regular visits to Hospice (cancer patients), Old Age Homes, Orphanages and Houses for Differently Abled rendering services to the inmates

➢ Food packets were collected from the students of the college on every Tuesday which is distributed to the nearby hospitals

➢ Voluntary Support (English & Mathematics Coaching Classes) to the children of Boy's Home, Perumpadappu.

➢ Basic English Course for enhancing Communication Skills for the School Students

➢ As a part of NSS regular activity extended financial aid to a student of CMS College for Medical Purpose as per the direction of the Vice Chancellor of MG University

➢ Various Departments organized interschool quiz competition for higher secondary students

➢ A faculty of the institution serves as Computer and Networking Consultant in a local financial institution.

➢ One of the faculty works as a subject expert in DTP and visiting faculty at Kerala Press Academy, Kakkanad.

➢ A new blood donation campaign "Jeeva Dayani Project" was started on 13-11-2015 by NSS unit of college.

➢ Red Ribbon club in association with NSS unit conducted AIDS awareness campaign.

➢ NSS unit in association with Red ribbon club conducted two blood donation campaigns (1-12-2015& 11-12-2015).

➢ Five students participated in the Red Energy Camp at Al- Ameen College, Edathala

- Conducted Breast Cancer Awareness Class by Dr. V.P. Gangadharan, the cancer specialist and six students of our college attended a further training on Breast Cancer Screening Leadership Programme.

- During the NSS special 7 days camp, the volunteers visited Hospice, Snehabhavan, Settlement and FathimaHospital, Perumbadappu .

- Anti-ragging & Anti-Narcotic Cell of our College participated in a Human Chain organised by the Palluruthy Janamaithry Police with the aim of "Lahari Vimuktha Clean Campus Safe Campus"

- Open lab programme jointly organized by the Dept. of physics, electronics and Biotechnology.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6 Acre	Nil		
Class rooms	27	1	Management	28
Laboratories	7	Nil	Management	
Seminar Halls	1	Nil	Management	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

> ➢ Salary account computerised.
> ➢ Library books bar coding completed
> ➢ Barcoded ID Code issued for entire students

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16409	1097205	14	4160	16423	1101365
Reference Books	3476	383133	81	14940	3557	398073
e-Books						
Journals			13	20700		
e-Journals						
Digital Database						
CD & Video						
Others - General Books including competitive Examination books			262	60007		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Computers with Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	113	3	113	6	3	2	5	0
Added	0	0	0	0	0	0	0	0
Total	113	3	113	6	3	2	5	0

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Add-on Course in Tally accounting training to students

Add-on Course in Computer Application

Workshop on Office Automation to Teachers

4.6 Amount spent on maintenance in lakhs:

i) ICT

0.77

ii) Campus Infrastructure and facilities

0.79

iii) Equipments

0.4

iv) Others

32

Total:

33.96

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC organizes Orientation Programme for the new comers at the beginning of the academic programme
- Students are informed of various scholarships, employment opportunities and higher education programmes
- Student support initiatives like mentoring and counselling are arranged and monitored under the guidance of IQAC
- Students doing individual projects leading to extension activities are supported and facilities provided

5.2 Efforts made by the institution for tracking the progression

A test for the newcomers immediately after the inception of the programme reveals the status of students in the respective discipline. Based on the score obtained in the test, students are directed to attend bridge course offered by the Department concerned. Periodic tests conducted reveal the progression of the students. The result of the test is used as a parameter to categorize students for remedial classes for those who are weak and, enrichment classes for the fast learners. Besides, the performance in the internal exams conducted more than once in a semester also point to the progression of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
788	110	0	0

(b) No. of students outside the state

2

(c) No. of international students

0

Men

No	%
324	36.1

Women

No	%
574	63.9

LAST YEAR						THIS YEAR					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
98	48	2	706	1	855	58	86	05	749	2	898

Demand ratio : Not available, as the admission is done by the University in a centralised manner

Dropout Ratio % : **9.9**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

1. Departments offer classes on different competitive exams pertaining to the discipline
2. In addition forum like Entry in Service and placement Cell motivates students by arranging talks, training programmes
3. Special section is arranged in the library for this category of books.
4. PSC Coaching Classes conducted by UGC Sponsored Entry in Service Cell
5. Information and guidelines regarding NET, GATE and other competitive exams provided by respective faculty

No. of students beneficiaries | All Final Year Students **307**

5.5 No. of students qualified in these examinations

| NET | 5 | SET/SLET | 1 | GATE | Nil | CAT | Nil |
| IAS/IPS etc | Nil | State PSC | 2 | UPSC | Nil | Others | 1 |

5.6 Details of student counselling and career guidance

- Mentoring by class tutors
- Counselling by Mentors and External Counsellors for needed ones
- Regular talk on relevant topics by the teachers
- Career Guidance Cell conducted Career Orientation Programme for final year students by Mr. Sudevan with the financial support of DSS, MG University.
- A Campus Placement Drive was conducted for the final year UG and PG students of the college Sutherland Global Service in which 125 students registered and 14 students got placed.
- Ten students from our college participated in the Campus Placement Drive at BPC Piravom and two of them got selected for placement at Infosys BPO ltd
- Fifteen students got opportunity of interacting with the Metro man Mr. E. Sreedharan at St. Teresa's College on 24th January 2016.
- Career orientation programmes, Motivational Classes, Interviews and Group Discussions conducted by Career Guidance and Placement Cell.
- Training in communicative English by Peer Group of English Students
- Information and guidelines regarding NET, GATE and other competitive exams provided by respective faculty
- PSC Coaching Classes conducted by UGC Sponsored Entry in Service Cell
- Documentaries and Film shows conducted to ignite and inspire the young minds

- Physical Health check-up and Medical Counselling conducted every year by Physical Educational Department

No. of students benefitted

| All Students of the College: **860** |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	125	14	76

5.8 Details of gender sensitization programmes

- Woman Empowerment and Self Defence Classes by Woman Cell
- Various Competitions and talent shows conducted by Women Cell uniquely reserved for girls students
- Women Grievance Reddressal Cell and Anti-Sexual Harassment Cell

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level **82**   National level **24**   International level **0**

No. of students participated in cultural events

State/ University level **55**   National level **1**   International level **0**

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level **13**   National level **0**   International level **0**

Cultural: State/ University level **7**   National level **1**   International level **0**
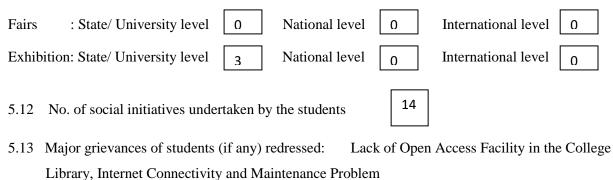
5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	4	Rs. 7500/-
Financial support from government (State & Central)	Scholarships: 64	Rs. 2,76,369/-
	Fees Concession: 498	Rs. 9,80,948/-
Financial support from other sources*		

	Number of students	Amount
Number of students who received International/ National recognitions	Nil	Nil

* Other Sources include UGC and Local Bodies

* As per the data available in the office, most of the scholarships amounts are credited directly to the students' bank accounts

5.11   Student organised / initiatives

Fairs   : State/ University level   [0]   National level   [0]   International level   [0]

Exhibition: State/ University level   [3]   National level   [0]   International level   [0]

5.12   No. of social initiatives undertaken by the students   [14]

5.13   Major grievances of students (if any) redressed: Lack of Open Access Facility in the College Library, Internet Connectivity and Maintenance Problem

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

Develop the college into a centre of excellence, to provide opportunities for study and research to the highest level to the society with special attention to its marginalized sections.

MISSION

To provide opportunities for higher education to economically and socially backward communities, especially to the Latin Catholic minority community and also to strive for educational excellence and the development of the whole person. To make its mission fruitful, Aquinas College is willing to incorporate all innovations and research in the field of higher education, especially the advantages of information technology. It is also committed to uphold the secular values, envisaged in the Constitution of India.

6.2 Does the Institution have a management Information System?

> College Office, Departments and Library are all computerized but do not have a Centralized MIS

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Curriculum development is done by the University itself

- The College follows the curriculum prescribed by MG University

- Five members of the faculty have been selected and are actively involved in the Board of Studies of M.G. University in their respective subjects

- The College prepares an Academic Calendar every year as per the University norms.

6.3.2 Teaching and Learning

- Peer Teaching
- Bridge Course
- Introduced new courses
- Regular test papers
- Seminars, assignments and projects.
- Mentoring
- PPT presentations
- Film shows
- Independent LCD projectors were given to all Depts. for the effective ICT practices
- Black board and chalk are replaced by White Board and Marker
- The teachers suggest supplementary learning materials and further references
- Each department is equipped with a department library with sufficient books
- Previous university question papers are made available in every department

6.3.3 Examination and Evaluation

- Systematic Schedule for Internal exams, surprise tests, occasional viva voce exams
- Designed a question paper pattern for internal exams
- Model Examinations
- Entry level examination.
- Seminars/ mini projects
- Retest for slow learners
- Open book
- Class wise PTA meeting every semester.

6.3.4 Research and Development

- A research committee is established in the college

- Faculty members are encouraged to pursue Ph.D.

- Faculty members have applied for Minor/Major Research Projects

- Faculty members and PG students were motivated to presented papers in Regional/State/International level seminars

- Students' projects.

- Conduct State and National level Seminars.

- The IQAC encourages the faculty to participate in National/International level Seminars and publish papers.

- College publishes a multi discipline journal with ISSN 2395-7751.

6.3.5 Library, ICT and physical infrastructure / instrumentation

LIBRARY

- Well Furnished Computerized Central Library in the ground floor with good number of books for all the programmes offered in the College.

- Specialized services such as Previous Question Papers, photocopy facility, INFLIBNET and downloading, information notification provided by the Library

- Educational CD ROM repository is provided in the library
- Reprographic facility provided near the Library

- New arrivals display rack, journals display rack.

- Department Libraries strengthened with more books

- Book bank for financially weak students in each department library contributed by Outgoing Students

- Introduced Barcoding in Library.

- Automated Book Issue with Barcoded Student ID Card

- Preparing for open access system in the Library.

ICT

- The College has three computer labs with Sixtysix computers in total

- Every department is provided with a computer with internet connection and a printer

- A common ICT room is made available for clubs and Department

- Smart class room in each department with projectors and tablet computers

- College has a few portable projectors, laptops and screens

- A Network Centre is set to cater the educational and employment needs of the students

INFRASTRUCTURE

- Seminar cum Conference Hall equipped with ICT facilities in the ground floor

- Lecture hall with Audio Visual Facilities in the first floor

- An Auditorium with a seating capacity of 2000 persons in the second floor

- Cooler cum Water Purifier in each floor.

- Basket ball Court, Football and Hockey ground, Cricket Practise Pitch.

- Separate ramps are provided for Persons with disabilities.

6.3.6   Human Resource Management

- Every teacher in the College is assigned the charge of some clubs, associations or forums.

- From each class a student representative is selected to assist the respective class tutors for the effective utilization of the human resource potential

- NSS, NCC and other clubs conduct various programmes to extend their services to the society

- IQAC encourages faculty members to attend and organize National/state level seminar /programmes.

- Fine Arts Club promotes students to participate in the University Youth Festival

- Aquinas Sports Academy provide training to the students in the nearby schools

- Physical Education Department ensures student's participation in various inter- collegiate, inter- university and even National level competitions

6.3.7   Faculty and Staff recruitment

- The retirement vacancy of college librarian filled immediately with a UGC qualified hand

- Faculty and Staff recruitment is conducted as per the guidelines of State Government/ Mahatma Gandhi University and UGC.
- Guest Faculties / ad hoc teachers are appointed every year as per the same norms

6.3.8   Industry Interaction / Collaboration

- Departments of Physics and Electronics visit ISRO and VSSC Trivandrum every year as a part of industrial visit

- Final year Students of Model 2 courses signed MOU with several organizations and job training is a regular feature.

- Self Financing PG Department of Bio Technology Signed MOU with 2 educational institutes for project work.

6.3.9   Admission of Students

- General/ SC-ST Quota through Centralised Allotment Process by University

- Management and community Quota through Merit cum community means

6.4 Welfare schemes

Teaching	• Cochin Diocesan Staff Welfare Society for availing Personal Loans, Educational Scholarship and Recurring Deposit Fund • Various benefits and leave facilities provided as per the Service rules.
Non teaching	• Cochin Diocesan Staff Welfare Society for availing Personal Loans, Educational Scholarship and Recurring Deposit Fund • Aquinas Non Teaching Staff welfare fund for meeting the financial needs • Various benefits and leave facilities provided as per the Service rules.
Students	• Various Scholarships by Government, Management, PTA and Endowments by retired staff are available • Department Faculties offer Financial, Mental and Moral Support

6.5 Total corpus fund generated   **Rs. 1,01,31,646/-**

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	IQAC
Administrative	Yes	DD Office and AG	Yes	Management

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes ☐   No ✓

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Grades and Grade Points are given on a 7- Point Scale based on the percentage of total marks

A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a course

Candidates having a Grade C or above will be eligible for higher studies

Each college need to upload the internal marks in the web portal of the University and submit the same in the form of hard copy within the stipulated period.

University publishes the result and mark list of the students in the website and students can use it till the arrival of the original mark list and certificates from the University

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University promotes autonomy in the affiliated colleges provided they meet the required criteria by the University and UGC

6.11 Activities and support from the Alumni Association

- Aquinas Alumni Association has an executive committee with Principal as the Chairman, a teacher coordinator and the HODs as the ex-officio members.
- Every year, the Alumni Meeting is held at the Department and College level in which the alumni share their experiences and sort out plans to assist the College
- In " Meet the Achiever Programme" , a venture of our alumni, Ms. Manjukala (BSc Mathematics 2011-14 Batch) a rank holder in PSC Pharmacist Exam shared her experience with the students.
- Alumni having flair in teaching prefer to work here as guest lecturers after their Post Graduation.
- Former faculty continue their loyalty to the Institution by their visits and eminent lectures.
- The retired staff members are specially invited on auspicious occasions of the College. Their contact details are available in the College calendar.

6.12 Activities and support from the Parent – Teacher Association

- Three executive meetings were conducted
- Annual General Body meeting was conducted on 20th February 2016 and executive members are elected in the same
- An Orientation Programme by Adv. Charley Paul was organised on 20th February 2016 for parents
- Every Department Conducts PTA meeting and Parent Teacher Student Interaction Programme in each semester
- Provides financial assistance to Seminars and Workshops, Sports, Cultural and Other Programmes organized by Departments and

6.13. Development programmes for support staff:

- Orientation Programme at the beginning of every academic year
- Rotation of duties and in charges of clubs and forums
- Encourages and extends coaching for department tests
- Computer literacy is provided to make them cope with the requirement
- Non-teaching staff are provided training under SPARK scheme, district treasury office, DDE office, Income tax Department and other offices concerned.
- Encourages them to participate in various training programmes, workshops and orientation conducted by Government and others.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Clubs like NSS, NCC, Nature Club, Tourism Club and each Department take special care to make the campus eco-friendly.
- A Vegetable Garden is made and maintained by NSS Unit of Aquinas College
- IQAC ensures dust bin in all departments, class rooms, toilets and canteen to maintain cleanliness and for the proper disposal of the waste.
- The college has a common e-waste room
- Banned plastic carry bags in classroom.
- Important days like environmental day, earth day, energy conservation day are commemorated by planting trees and samplings in the campus
- Campaign for Plastic Free Campus organized every year by NSS, NCC and Nature Club

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- 3 Departments introduced Career Oriented Add-on courses

- 3 departments applied for UGC sponsored seminar

- Introduction of academic calendar helps to complete the syllabus in proper time.

- Monthly Department meeting were initiated.

- Three UGC sponsored minor projects are undergoing

- Faculty Diary system introduced for academic planning and recording class log, internal mark entries, mentoring of students, interaction with parents and all the academic, administrative and other activities of the faculty

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

- Increased the number of Ph. D registration and two faculty members applied for FIP under UGC.

- Intercollegiate technical workshop was introduced by Electronics Department

- Conducted an intercollegiate Literary and Arts Competition

- Medicinal garden maintained by Nature Club students

- Increased assistance to departments from PTA

- Department library is introduced in all departments

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Extension activities-Basic English classes taken by the Students in the Boy's home and summer classes, Summer in Aquinas.

- To give awareness and training of the physical health of younger generations, physical education department offers training session periodically inside the campus and in the nearby school and also during summer vacation.

- Mentoring and Counselling internally and with external experts when required.

7.4 Contribution to environmental awareness / protection

- Conducted Visit to the Model Tourism Village Kumbalanghi and facilitated interaction with Foreign Tourists which opened up discussions on the Environment Protection as a part of Nature and Tourism club
- Tree plantation in the college
- Paper bag made from old newspaper collected from students and is distributed to local shops.
- Solar powered automatic light made available at college entrance.
- A project for total solar power generation for the campus submitted as UGC 12th Plan proposal
- As a part of environmental awareness we have selected the open course papers on environmental economics, environmental physics and environmental chemistry for the students of other streams

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

STRENGTHS

- Opportunity to educate the less advantaged sections of society (almost 50% of student strength) has always been considered by the institution as its strength as well as challenge and mission.

- Students with potential for sports and arts

- The commendable infrastructure, training and achievements in Sports attract students from all over the region.

- A healthy relationship with the parents of the students in the holistic development of the student community.

- Committed staff ready to assist the less advantaged sections of students to exploit both Govt. and non- govt. financial sources so that they can achieve a better path to higher education.

WEAKNESSES

- Library is not providing open access

- Lack of administrative staff due to pending sanction by Govt. Therefore the teachers are forced to multi-task which affects the smooth functioning of the academic activities of the institution.

- Space constraints and financial constraints affect infrastructure development.

- Inadequacy of interactive board (smart class room) facility.

- Limited facility for computer assisted Teaching-Learning, Classrooms are not provided with lap-tops with safe storage facility in the vicinity.

OPPORTUNITIES

- Great opportunity to extend higher education to marginalized sections

- Scope of increased opportunity to apply for UGC /Non-UGC fund for the benefit of the disadvantaged section

- Transforming the commitment of teaching faculty into quality enhancement and empowerment of the less advantaged

THREATS

- Location on the outskirts of the city and limited road-rail access hinders the hassle-free admission of students from inner part of the city.

- Lack of Link of education with social involvement

- Poor reading habits and self-learning abilities of a section of students

- Lack of motivation among teachers to take up minor and major projects.

- Lack of training in Improving Communication Skills

- Lack of interview skills Development Programme and Job identification/choice training (Pan-opportunities)

- Lack of special vocational training for Women students.

- Heavy expenditure on electricity

- Lack of resting facility for Women students

- Lack of accessories for athletes/ players

- Need to improve existing equipment in multi-gym.

- Lack of library open access system

- Non user friendly storage facility

- Lack of student support for retrieving online sources

- Retaining faculty is difficult in the self-financing departments if they are not reimbursed adequately

- Quality of the teachers likely to deteriorate with increased administrative and clerical duties.

8. Plans of institution for next year

➢ To increase library utility, to make students better users and to improve reading habit of students.

➢ All departments to conduct at least one seminar with financial assistance from funding agency.

➢ To encourage faculty to be more involved in faculty-in-projects/ research.

➢ To encourage students to be more involved in co-curricular activities.

➢ To extend the College facilities to the community.

Name: _____   *Name: _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____