



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

AQUINAS COLLEGE

AQUINAS COLLEGE EDACOCHIN COCHIN- 682010

682010

www.aquinascollege.co.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Aquinas College, situated in Edakochi, in the district of Ernakulam, Kerala, just 100 metres from the State Highway is hemmed in by Palluruthy to the west, Aroor to the south, Willington Island to the north and Kumbalam to the east. This semi urban college, on the southern banks of the Kochi Backwaters and a part of the suburbs of the ever evolving Ernakulam city, was established in 1981 by the Diocese of Cochin which has a history of 455 years. It has the benefit of being part of the Municipal Corporation of Kochi as well as of having the enviable ambience of a village. The campus is eco-friendly with open spaces, trees, mangroves and backwaters.

The Late Rt. Rev. Dr. Joseph Kureethara is the Founder Patron of the College and the College is now administered by Aquinas Educational and Charitable Trust, registered under the Indian Public Trust Act with the registration number 45/IV/02 dated 18 March 2002. The present Chairperson of the Trust is Rt. Rev. Dr. Joseph Kariyil, Bishop of Cochin and the Managing Trustee is Rev. Fr. Johnson Chirammel, the Manager of the College. Established in 1981 the College started functioning temporarily at Fortkochi and was shifted to Edakochi on 17th June 1982. The College was upgraded to UG level in 1991, to PG level in 2000 and the UGC granted recognition under 2(f) and 12 B on 29th Sept 2004.

The College is affiliated to Mahatma Gandhi University and at present offers degree courses in Physics, Mathematics, Economics, English, Commerce (Aided and Self-financing) Electronics (Self-financing), and PG courses in Physics, Commerce (Aided and Self-financing) and Biotechnology (Self-financing). One UG programme B. Com. and two PG programmes M. Com. (Aided and Self-financing) were started since the last accreditation. We have applied for more P.G. courses and are waiting for the University and Government to grant permission.

The total student strength of the institution is 911 comprising 797 UG students and 114 PG students. The college has 50 teaching faculty in total, of which 6 PhD holders, 11 M. Phil. degree and 8 are currently pursuing PhD.

Vision

Aquinas College shares the vision of the Educational Agency for developing the College into a Center of Excellence by providing opportunities for study and research up to the highest level to the society, especially to its marginalized sections.

Mission

Aquinas College has been established for

- Providing opportunities for higher education to economically and socially backward communities, especially to the Latin Catholic minority community.
- Incorporating innovative methods, research and information technology to attain excellence in the field

of higher education.

- Adapting ways for the development of the whole person with values and spiritual outlook.

The aims and objectives of the College are printed in the College Academic Calendar distributed to all students and staff of the College every year. The motto of the College “Duty First” is selected with the view of instilling in our students the sense of duty. It is very essential for the students to be aware of their duty (Dharma) in the right sense. This sense of duty will urge and inspire them to strive relentlessly to attain their goals.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The unique strength of Aquinas College in comparison to the other collegiate institutions around is the fact that it has been able to create a reputation by being the premier institute functioning specially for uplifting the disadvantaged sections of the society (about 90% students).
2. The efficient, committed staff and the enthusiastic students of the college maintain a very close- knit relationship which has helped to create a convivial atmosphere which makes it easy to discuss and solve issues both academic and personal.
3. ICT enabled teaching learning process as well as add-on courses
4. The increasing admission rate of students from the Union Territory of Lakshadweep has helped to popularize the college to regions outside the state.
5. Students who excel in arts and sports has always been a strength to the college.
6. The commendable infrastructure, training and achievements in Sports attract students from all over the region as well as near and far districts.
7. The fact that the college offers job oriented and industry oriented courses apart from the traditional courses is an additional strength.
8. The locale of the college amidst coastal villages and small scale as well as large scale industries provide scope for both society and industry interface.
9. Teachers who are academically oriented and pursuing research, helps to guide students to aim higher, academically and to create a research atmosphere
10. Conduct of seminars annually, both national and state level apart from invited talks
11. All departments conduct public outreach programs which creates a sense of social responsibility in students and maintains a symbiotic relation with the community around

Institutional Weakness

1. Curriculum content is fixed by the university therefore cannot be altered.
2. Library is not providing complete open access but is on the verge of becoming fully functional.
3. All classrooms are not smart classrooms.
4. Limited transportation facilities for students coming from the coastal areas.

Institutional Opportunity

1. Great opportunity to extend higher education to marginalized sections.

2. By facilitating higher education of the first generation students from backward classes we envision to uplift the stability of their family and society both socially and economically.
3. Scope of increased opportunity to apply for UGC /Non-UGC fund for the benefit of the disadvantaged section
4. Transforming the commitment of teaching faculty into quality enhancement and empowerment of the less advantaged.
5. The availability of a large playground, tennis court, basketball court, volley ball court and well equipped gym helps us to attract, train, mould and provide opportunities to talented students to excel in sports.

Institutional Challenge

1. 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.
2. The delay in the university admission process results in excellent students opting autonomous colleges than waiting to get into Aided colleges despite the lower fee structure.
3. The indolent attitude of the government to fill in the already sanctioned faculty position in the M.Com course forces the management to appoint guest faculty who have to be constantly replaced.
4. Lack of self-motivation in a section of students.
5. Being located in the suburbs of the city and having more students from the rural areas who are oriented towards higher education, draws only few number of companies to hold interviews in the college.
6. Lack of special vocational training for Women students.
7. Retaining faculty is difficult in the self-financing departments.
8. The non-sanctioning of aided UG and PG courses by the government prevents us from starting new courses.
9. Clubs, associations and forums are unable to delve into full-fledged activities as the semester system leaves us pressed for time.
10. To reorient students from the excessive use of social media to using technology for educational advancement.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College is affiliated to the Mahatma Gandhi University and at present offers Aided Degree programmes in Physics, Mathematics, Economics, Commerce (Marketing) and English, Self Financing Degree programmes in Electronics and Commerce (Taxation) and Post Graduate programmes in Physics (Aided), Biotechnology (Self Financing) and M.Com Finance (both Aided and Self Financing). We have plans for further expansion with more degree and P.G. programmes at the earliest. The University prescribed curriculum does not offer much freedom in curriculum changes to the faculty members. The unitized syllabus bound by the norms of internal mid-semester and external end-semester evaluation configures an alert and systematic activity of teaching, learning and updating of evaluation records. We are presently following the Choice Based Credit and Semester System (CBCSS) introduced in 2009 and the Choice Based Credit System (CBCS) introduced in 2017. The faculty members exploited the opportunity for involvement in curriculum revision and redesign in accordance with the blueprint decided by the University thus complying with one of the suggestions put forward by the NAAC Peer Team. Teachers of 7 departments actively participated in academic deliberations under the aegis of the University promptly forwarding the consolidated feedback, both experiential and data-

based.

Teaching-learning and Evaluation

Aquinas College adheres to the admission policies of the Government of Kerala and Mahatma Gandhi University with regard to the admission process. The institution followed the single window system of admission (CAP - Centralized Allotment Process) introduced by the University. The disadvantaged socio-economic profile of 90% of the student strength has been counterbalanced to an extent by the increased inflow of UGC assistance which has improved the teaching learning ambience of the College. The academic calendar and examination schedule are prepared at the beginning of each academic year. The academic, co-curricular and extra-curricular activities are planned paying attention to the goals of each department. The plans for the year are envisaged and developed in consultation with the Heads of Departments. Efforts are taken right from the beginning of the academic year to identify slow learners. Introduction of Remedial classes for the disadvantaged, the provision of Network Resource Centre, the Career Guidance and Placement Cell are all part of the institutional strategies. The Tutorial system and mentoring help in creating and sustaining a student centered learning atmosphere. The lecture method is complemented by other methods of experiential learning such as on-the-job training, internships, industrial visits and student projects. Smart classrooms and ICT enabled teaching enhance the learning process.

Research, Innovations and Extension

Teacher quality has continuously been under evaluation and development. Teachers have shown added interest in attending and organizing Seminars. All departments embarked on quality enhancement measures with added interest and organized/attended seminars. The College is earnestly looking forward to more seminars with national and international participation. Research has become a part of the teaching/learning culture of PG student community. The College ensures that learning is informed by current research and practice in the subject area or discipline. We have six permanent faculty with PhD and 8 teachers are currently pursuing their PhD part time. Eleven of our permanent faculty possess M.Phil Degree. Three of our permanent teachers have successfully completed UGC funded minor projects. The Research Assessment Committee of the College is playing a pivotal role in enhancing the quality and output of teaching-learning, research and development activities of the College. The P. G. departments of Physics and Bio-technology, the U. G. departments of English, Commerce and Electronics have established collaborations with various institutions/offices/Universities for research and hands-on learning experience of the students as part of their Project work. Teachers are involved in Consultancy especially in serving the neighbouring higher secondary schools. The College has a Multi- Disciplinary Journal entitled *Aquinas Journal of Multidisciplinary Research* with ISSN number 2395-7751 which has brought out three volumes till date.

NSS, NCC and all departments of the College strive through customized Extension activities to instill the spirit of imbibing appropriate values in the socioeconomic environment by serving the community. The Annual Camp of NSS and NCC cultivate the qualities like service to others, tolerance, dignity of labour, respect for all religions etc.

Infrastructure and Learning Resources

Aquinas College is persistently trying to uplift the poor and the marginalized students of the community

and the locality. The college is facilitated with various infrastructural provisions enabling the students to enrich their capabilities in academic, cultural and related activities. The college has been constructed in such a way so as to efficiently utilize the natural light and air which helps to minimize the use of electricity. The College has executed a number of tactical changes in the campus that projects its quality initiatives especially in the course of making the students globally proficient and in promoting the use of technology. The College possesses **123** computers with internet facilities and free Wi-Fi connections. The College is well equipped with the Network Centre, 6 Browsing centers, 4 Computer Labs, the Language Lab, the Physics Lab, the Bio-tech Lab and the Electronics Lab, Entry in Service Coaching Centre, Career Guidance and Placement Cell, Women's resting room, the Recreational Hall, purified drinking water facilities in every floor, hygienic wash rooms for boys, girls and staff in every floor. The College Auditorium, with pristine white tile and a beautiful ceiling roof is located on the second floor of the main building and has the capacity of accommodating more than 3000 seats at a time. A fully furnished Seminar Hall on the ground floor with a seating capacity of 300 is an additional asset to the College where various seminars and workshops are held. The college got both the outdoor and the indoor sports facilities like Hockey, Handball, Lawn Tennis, Shuttle Badminton, Basketball, and Volleyball court, a Cycling Track and Cricket Pitch for Training and an indoor Multi-Gymnasium to improve student's fitness and athletic performance. With UGC assistance (XII Plan) the College was able to increase the fund allocation for Library as suggested in the Peer Team Report. With more than 21000 books our College library becomes one of the most opted resource hubs in the college. Our College is equipped with NLIST facility in the library for students, teachers and staff. The College has been connected to National Knowledge Network (NMEICT).

Student Support and Progression

In tune with the vision and mission of the institution, the management and the faculty of our college prepare a detailed plan of execution for each academic year. The academic calendar and examination schedule are prepared giving ample scope for the academic, co-curricular and extra-curricular activities by paying special attention to the goals of each department. Entry level tests are conducted to categorize the newly admitted students and bridge courses are offered if needed. The identified slow learners are given motivation, extra coaching through remedial classes, peer teaching and Student Support Programme (SSP). Gifted students are guided by means of programs like orientation classes, coaching for common admission tests and Walk with the Scholar (WWS). The class wise and individual mentoring, expert counseling, an active Grievance Redressal Cell and academic resources like Book Bank and Network Resource Centre help in creating and sustaining a student centered learning atmosphere. The lecture method is complemented by other methods of experiential learning such as on-the-job training, internships, industrial visits and student projects. Smart classrooms and ICT enabled teaching enhance the learning process. Various clubs and forums help to identify and groom innate talents of the student community. The Career Guidance and Placement Cell and Entry in Service Scheme are strategically utilized by the institution to mould and equip them to meet the current expectations of the job market. Financial supports are offered to the needful pupils through various scholarships, fee concessions, college level student aid and financial assistance provided by respective departments. The contribution of stakeholders like PTA and Alumni as well as the endowments by the retired faculty inspire and spur the students to excel in curricular and extra- curricular activities.

Governance, Leadership and Management

The Management along with the Principal and the Governing Body plays a pivotal role in mobilizing human, financial and material resources available in the institution so as to cater to the institutional vision of developing

the College into a centre of excellence for the marginalized sections of society. The managing and deciding bodies like the Management Committee, IQAC, the Staff Council and the College Student Union assist the institution in fulfilling its goals. The Management provides financial assistance for the departments for conducting various Seminars and workshops. The IQAC meticulously collects various feedbacks from the students and parents to ensure constant quality improvement in teaching and effectiveness in governance and leadership. The college continually associates with the stakeholders to ensure the smooth functioning of the institution. Procedures like admission, fee collection, internal marks processing and many others are done through E-governance. College office is on the process of becoming paperless. The institution conducts academic and financial audits annually. The statutory bodies, committees, clubs and cells create opportunities for the faculty and students to bring forth their leadership qualities by organising various events.

Institutional Values and Best Practices

While remaining strongly rooted in the traditional values Aquinas College makes an effort to not just incorporate the innovative techniques in the teaching learning process to make it more interesting and worthwhile, but also makes the students more sensitive to their surroundings with respect to human values, protection of nature and gender issues.

Due importance is given to women empowerment under the initiative of the Women Cell by arranging talks, screening a short film on gender equity, self-defense classes, awareness classes on personal hygiene and breast cancer, vocational training on artistic skill development, mushroom culturing and exhibition of handicraft items made by students.

To create awareness on the urgent need to protect nature, activities like Nature Fest, Organic Farming, and distribution of saplings to neighborhood and nearby schools were held. Rain water harvesting and solar lamp are best examples of renewable energy which can be utilized in the most effective way. Majority of our students and staff depend on public transport for their conveyance. LED bulbs have also been installed to conserve energy. The campus is furnished with ramps and rails to make it friendly to the differently abled students.

The advantage of the locale of the college of being close to Kumbalangi, the Model Tourism Village, enables the students to conduct surveys and do projects relating to the tourism industry. The disadvantage of being surrounded by a population with lower literacy rate is tapped in as an opportunity in creating awareness like taking precautions for seasonal diseases and basic financial literacy.

Various initiatives like regular visits to Hospices, Food Packet distribution, Home for a Homeless, Snehapedika, College Poor Fund, coaching in English and Mathematics at the Boy's Home, Summer in Aquinas, Aquinas Sports Academy, testing of the water quality of the neighbourhood are all conducted to nurture human values and to extend our resources to the society.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	AQUINAS COLLEGE
Address	AQUINAS COLLEGE EDACOCHIN COCHIN-682010
City	Cochin
State	Kerala
Pin	682010
Website	www.aquinascollege.co.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Bridgit Jeeji C.J.	0484-2327748	9388095878	0484-3080329	aquinascollegemail@gmail.com
Associate Professor	JOSEPH JUSTIN REBELLO	0484-2328935	9947018111	0484-3080413	jj_rebello@yahoo.co.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes ACMinority.pdf
If Yes, Specify minority status	
Religious	CHRISTIAN LATIN CATHOLIC
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	01-10-1981			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Kerala	Mahatma Gandhi University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	29-09-2004	View Document		
12B of UGC	29-09-2004	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	AQUINAS COLLEGE EDACOCHIN COCHIN- 682010	Semi-urban	6	9835

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Physics	36	PLUS TWO	English	121	121
UG	BA,Economics	36	PLUS TWO	English	153	153
UG	BSc,Mathematics	36	PLUS TWO	English	90	90
UG	BA,English	36	PLUS TWO	English	92	92
UG	BCom,Commerce	36	PLUS TWO	English	114	114
UG	BCom,Commerce Sf	36	PLUS TWO	English	150	150
UG	BSc,Electronics Sf	36	PLUS TWO	English	180	119
PG	MSc,Physics	24	UNDER GRADUATE	English	26	26
PG	MCom,Commerce	24	UNDER GRADUATE	English	30	30
PG	MCom,Commerce Sf	24	UNDER GRADUATE	English	40	40
PG	MSc,Biotechnology Sf	24	UNDER GRADUATE	English	40	22

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				3				23			
Recruited	0	0	0	0	2	1	0	3	5	18	0	23
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				28			
Recruited	0	0	0	0	0	0	0	0	4	24	0	28
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				7
Recruited	6	1	0	7
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	0	4	0	4
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				3
Recruited	1	0	0	1
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	1	3	0	6
M.Phil.	0	0	0	2	1	0	3	7	0	13
PG	0	0	0	2	1	0	6	33	0	42

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	6	0	9

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	0	4	0	4

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	288	2	0	0	290
	Female	478	1	0	0	479
	Others	0	0	0	0	0
PG	Male	9	0	0	0	9
	Female	101	0	0	0	101
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	49	37	37	29
	Female	58	60	56	46
	Others	0	0	0	0
ST	Male	7	7	6	3
	Female	3	2	4	3
	Others	0	0	0	0
OBC	Male	197	197	238	256
	Female	450	462	451	398
	Others	0	0	0	0
General	Male	20	18	19	23
	Female	26	38	34	29
	Others	0	0	0	0
Others	Male	26	21	22	30
	Female	43	37	31	29
	Others	0	0	0	0
Total		879	879	898	846

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 290

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	21	18	15	13

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
879	879	898	846	763

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
231	231	241	239	235

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
290	322	296	245	226

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
51	50	52	50	46

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
51	50	52	50	46

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 41

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
85.745	42.911	20.44	22.943	18.41

Number of computers

Response: 123

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

- At the beginning of each year staff council outlines academic plan for the year.
- Faculty jots down the teaching plan for every semester and keeps track of the portions covered in the Teacher's diary.
- The lost teaching days are compensated by working on Saturdays and by holding extra hours during normal working days.
- Internal examinations are conducted systematically.
- Departments update the parents about the academic progress of their wards by holding open house at least once a semester.
- Additional support is given to slow learners through programmes like Remedial Coaching classes, Student Support Programme and Peer Teaching.
- Students who excel in Academics are individually mentored and made aware about opportunities available like research, career options etc according to their aptitude through programs like Walk With Scholar.
- Implementation of curriculum is monitored by the Principal.
- Modern teaching aids are effectively used involving ICT.
- Students are continuously evaluated by means of class tests , objective type tests, Open Book tests, OMR tests etc. apart from the internal exams.
- Tutors and the HODs address grievances effectively at the department level.
- Periodic mentoring helps to maintain a congenial academic atmosphere as well as ensure their personal well being.
- Workshops, competitions, invited talks and interactive sessions with scholars are organized.
- Annual field visits by students to factories, institutions etc. are carried out to bring them in contact with the actual work environment.
- Students are enrolled in N-List and thereby provided with facilities to make use of online resources
- Books are purchased in the library periodically to update and supplement the needs of the prescribed curriculum as well as to enhance general reading.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 9

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	3	3	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response:** 18.07**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	5	2	2	0

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 100**1.2.1.1 How many new courses are introduced within the last five years**

Response: 290

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 55

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 11

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response: 20.58**

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
282	0	285	203	115

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum**Response:**

- The curriculum and syllabi designed by the M.G. university covers the various aspects like Gender, Environment and Sustainability, Human Values and Professional Ethics.
- Despite the restrictions in bringing about a change in the decided curriculum we exploit our freedom in choosing open courses and choice based courses which include the issues mentioned above.
- Mentoring sessions often address the issues like gender, environment, human values etc.
- Every year newly admitted students are given a one day orientation programme which focuses on human values.
- Woman Cell and NSS holds invited lectures and programs on gender equity and women empowerment.
- NSS, NCC, Nature and Tourism clubs as well as individual departments conduct activities and

- programs centering on environmental issues and sustainability.
- Career Guidance cell holds career placement training where in principals of professional ethics are covered.

File Description	Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 19

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 19

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 27.87

1.3.3.1 Number of students undertaking field projects or internships

Response: 245

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E.None of the above

1.4.2 Feedback processes of the institution may be classified as follows:

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: C. Feedback collected and analysed

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.35

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	4	3	2

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 80.86

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
328	303	303	324	298

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
366	381	381	406	393

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 81.29

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
212	194	185	194	171

File Description**Document**

Institutional data in prescribed format

[View Document](#)**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The institution caters to the different learning levels of the students. Immediately after the admission process the various departments organise entry level tests and based on the results, they are categorised into advanced learners and slow learners. Bridge courses are offered if needed. Individual and class wise mentoring helps to identify the strong and weak points of the students, motivate them accordingly and to guide them in the right path. Remedial Coaching and SSP (Student Support Program) is conducted to support slow learners, to help them gain confidence and develop skills. It teaches them time-management, the value of team work, and to cope up with the anxiety of not understanding something for the first time. Walk with the Scholar (WWS) program has been specially introduced to support advanced learners, to motivate and guide them towards higher education up to research. They are also encouraged to attend and participate in seminars, intercollegiate quiz competitions and other events.

Peer Teaching is carried out by the advanced learners to help the others including slow learners, and this creates a mutually motivating environment in the classroom. ICT enabled teaching provides a platform which meets the demands of the various category of learners. Regular test papers, self-evaluation test papers, assignments and projects are given to the students to constantly monitor their progress. At least two internal test papers are held in each semester. Model exams are conducted in the first semester in the university model. Extra coaching classes are given to the poor performers by the subject teachers to ensure improved performance in the End Semester Examinations. The academic performance of each student is assessed and reviewed in the open window programme with the participation of teachers and parents in the presence of the student.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio	
Response: 17.24	
2.2.3 Percentage of differently abled students (Divyangjan) on rolls	
Response: 0.23	
2.2.3.1 Number of differently abled students on rolls	
Response: 2	
File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

<p>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</p> <p>Response:</p> <p>Aquinas College is constantly striving to create an amiable student centric teaching learning atmosphere where in the teacher plays the role of a facilitator rather than as the source of knowledge. Seminars and assignments are some of the basic ways in which the teachers try to guide them to become independent learners. A project which is the part of the curriculum is an initiative in the direction of participative learning as it gives the freedom for the students to work in a group. The resultant project report is the outcome of the collaborative effort of students through group discussion, experimental learning and application of problem solving methodologies. Other effective methods include:</p> <ul style="list-style-type: none"> • Regular exercises assigned to individual students to engage in self-study • Group discussions, role plays and combined study as a part of peer teaching and remedial coaching classes • Regular assignments and seminars for equipping them to become independent learners and seekers of knowledge • Shifting of the roles of teacher and the student during the lecture as a technique for grabbing the attention and involvement of the beneficiary group • Active participation of students in organizing National, Regional, and International seminars within the campus • Ensuring student participation in workshops, seminars and conferences to enhance knowledge assimilation

- Encouraging students in participating in competitions like quiz, power point presentations and other inter-collegiate events
- Paper Presentations by students at the PG level
- Computer laboratories and network resource centre functioning beyond the college regular working time for the students to complete their mini projects, assignments and lab work
- A well-furnished library with reference material along with resources from N- List
- Online assignments using creative platforms like social media
- Whatsapp groups for each class where the students share newly gained information regarding the topics discussed in the classroom with their peers expedited by the teachers

In addition to this, departments plan a unique programme to cater to a student centric learning experience. Some of these programmes include,

1. Industrial visit
2. Internships
3. Fests and Exhibition
4. Association activities of each department

File Description	Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 51

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 30.31

2.3.3.1 Number of mentors

Response: 29

2.3.4 Innovation and creativity in teaching-learning

Response:

With learning becoming more student centric and ICT enabled, teaching and learning process is made more creative and innovative. Some of the innovative teaching learning methods adopted include:

- Open book test and OMR like test- to equip them for using the available resources effectively
- Online assignments utilising platforms like social media (facebook) makes the whole process more creative and innovative
- Whatsapp used as a medium to keep a close connect with the students for clarifying and sharing of extra information regarding the topics discussed in the classroom
- Video lectures – shown in class and links shared in groups gives the students a chance to listen to it multiple times and reflect on the topic
- A space provided for students after class to discuss deeply about topics dealt in the classroom and in general
- Film, short films and documentaries based on plays, novels and other topics relating to the curriculum are shown to the students
- Whole class of students taken to the library and introduced to the variety of books, how to do reference etc.
- Internships and industry visits are arranged to give them hands on experience

Teaching plan prepared by the teachers and planning based on the academic calendar helps to make the whole teaching learning process more effective. Teachers meticulously records the teacher's diary on a daily basis to keep track of the portions covered and the activities conducted.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 8

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	4	3	3

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 6.29

2.4.3.1 Total experience of full-time teachers

Response: 320.7

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 2.01

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Aquinas college has a systematic and effective mechanism to conduct the internal evaluations in the college. The internal examination coordinator is in charge of the conduct of internal examinations, evaluation and publication of results, preparation of A and B forms specified by the university and the uploading of the internal marks in the MG university examination portal. The marks are published on the department notice board at least one week before the uploading of the same in the university website. The departments regularly inform the parents about student progression.

Two test papers, one assignment , one seminar and attendance constitute internal marks for each course in every semester, as per the guidelines of the MG university. An internal exam is conducted every semester for which the timetable and question paper are set and results are published under the supervision of the coordinator. Apart from this at least two test papers are conducted by the teacher in charge of each course.

To encourage the self-learning ability, the research aptitude of the students and to improve their presentation skills assignments and seminars/viva are included as a part of the internal evaluation.

Attendance is considered as a very important factor of the internal marks. Every department publishes the attendance of all the students at the end of every month. The parent of students with attendance shortage is informed by the principal. This helps the tutors as well as the students to keep track of the attendance and make improvements as required. It self-motivates the students to attend the classes regularly and on time.

Thus an overall evaluation of the student is continuously carried out in every semester through the internal evaluation process.

File Description	Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

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Thus an overall evaluation of the student is continuously carried out in every semester through the internal evaluation process.

File Description	Document
Link for Additional Information	View Document

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

Response:

All activities related to end semester external examinations are directly handled by the controller of examinations of MG university. Any grievance related to the conduct of the examinations is immediately reported to the Additional Chief Examiner who informs it to the university through the Principal. Issues relating to online examination registration, online fee payment, issuing of hall tickets, timely distribution of question paper, paper collection, evaluation and result publication are all resolved by the controller of examinations of MG university. In case of emergency the student may approach the college office which mediates with the university to speedily resolve the matter at hand.

The mechanism to deal with the grievance related to internal marks works on three stages. Once the internal evaluation is completed the marks are put up on the notice board for the students to refer and lodge complaints if required within a specified time. The complaints, at the first level, are addressed at the department by the Head of the Department and the tutor in charge. The student has the freedom to forward

the complaint to the Grievance Redressal Cell if it is not addressed at the Department level or is not satisfied with the same. If again it is not solved at this level, the student can file the complaint with the Grievance Redressal Cell of the University and the decision arrived at by the University is final.

File Description	Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Aquinas College maintains an academic calendar and an academic diary. The academic calendar handed over to the students is instructional in nature whereas the academic diary maintained by the teacher is activity based.

All rules and regulations regarding the internal evaluation and marking system are documented in the student academic calendar. Information regarding attendance and absence is clearly stated and provision for recording the leave is made available in the calendar.

Teacher's academic diary is prepared every year keeping in consideration the time line charted by the university on the conduct of the end semester examination. The staff council based on the university academic calendar decides the schedule for the conduct of internal examination and publication of the results which is recorded in the academic diary. This diary includes the year plan, semester wise plan, time table, class log, continuous assessment data, tutorial works, log of interaction with parents and all the relevant information regarding the students under tutorship. It is an effective tool utilized by the teachers to constantly evaluating the students and to record their progress.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college website provides the details of the programmes offered along with the respective courses. Before the admission process the student can access the website and gain complete information regarding the scope and outcomes of each course and the programme as a whole. The details regarding the career oriented Add-On courses are also displayed in the website. Most of the programmes offered by the college has unique combination of courses like Mathematics with Computer Science, Physics with Electronics,

Economics with Mathematics, Vocational Course in English, evolving course like Biotechnology and most sought after courses in Commerce. In addition each department regularly upload their department activities other than the curriculum activities such as model examinations of JAM, CAT, NET etc. which certainly give a vivid picture of the entire programme. The website also provides the previous results as well as the major achievements of the students which in turn help to get a nice review of the courses, programme and the college. Any change in syllabus or introduction of a new course in a particular programme is timely updated in the website, which helps both the teachers and the students.

File Description	Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The academic programmes which the Institution offers have a clearly stated learning outcome. The college has evolved a mechanism to assess the learning outcome of students. The end-semester mark of the student is the main tool for evaluating the outcome of each course and the whole programme. Once the results are announced the institution makes a cross analysis of the outcome and compare it with the expected outcome to take remedial measures if needed. The result of each department is collected by the Principal and communicated to the Manager annually. The reasons for not achieving the intended outcome are enquired and meetings at department level are organised to address the issue. In the department level meeting, the class average is compared with the university average. The input output analysis is done and the final result of each student is compared with his own input and the semester wise progress. In this way measures are taken to improve the program, program specific and course outcome.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 69.23

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 198

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 286

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.24

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 3.04

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	3.035

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.11

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 3

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 134

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institution has initiated a platform called *i-Design* for triggering innovative ideas among students and faculty. Under this label every department has the freedom to experiment and produce innovative ideas and practices whether creative or aiming towards transfer of knowledge. The activities of *i-Design* vary from holding brainstorming sessions by students on specific topics inside a classroom to hands on experience in farming and entrepreneurship. These include:

- **Idea Lab:** Open Discussions which leads to novel ideas like Oikanomia, Forward Bias etc.
- **Grow Bag :** Mushroom and Vegetable Farming
- **E- Save :** Projects like making and distributing products like LED Christmas stars and LED bulbs
- **MathWINDOW :** A consultancy which helps to solve mathematical and logical problems in competitive examinations
- **Taste Buds:** Departments conducts various food stalls to instill entrepreneurial skills in students.

With a singular view of transferring knowledge to the enthusiastic young learners of the nearby schools and colleges the departments of the institution organize various exhibitions and fests such as:

- **Fantasma 2014** - a three day intercollegiate event conducted by Department of English covering academic, literary and cultural aspects.
- **Shakespeare Fest of 2016-** English Department commemorated the 400th death anniversary of the world famous dramatist William Shakespeare.
- **Indradhanu 2k17** – a one day intercollegiate event organized by Department of B.Com Taxation to instill various managerial and entrepreneurial skills.
- **Laudato Si (Nature Fest) 2017** by the Department of English had as its part an exhibition, a theatrical performance and language games which helped to create awareness and love for nature through literature among students in schools.
- **MATH FEST** by the department of Mathematics celebrates National Mathematics day which includes exhibition, Math quiz Math film show, games and puzzles.
- **Open Lab Programme** jointly organized by the Dept. of Physics, Electronics and Biotechnology for popularizing interest in Science among the students of nearby schools.
- **Zhalan** - subject related exhibitions for Higher Secondary Students of nearby schools by the Self – Financing department of Commerce every year since 2014
- **Dr. Raveendranath Memorial Inter School Quiz-** by the Department of Physics every year
- **Adorno 2017-** an exhibition cum sale by the Entrepreneur Club.
- **Student Interaction** with Andrea Johnson, a representative of “Ghana Think Tank”, providing

solutions to problems in the American society arranged by IQAC

The departments of the college organize state, national and international Seminars, Workshops and invited talks which help to create an academic and intellectual ethos. The exposure that the students gets through these events helps them to gain a research level understanding of the topics dealt in the classroom. It ignites their intellectual curiosity and propels them to become independent researchers. The IQAC encourages the teachers to participate, present and publish papers in seminars/ workshops/conferences and journals with impact factor.

Teachers of the college get together at least twice a month and discuss about topics varying from academics to literature to current affairs. Apart from discussions on books these meetings are often very productive in sharing ideas which can be introduced in teaching- learning process, research and effective administration.

File Description	Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 8

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	1	2	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.16

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	1	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	12	13	4	4

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Just as the mission of the college aims to uplift the less advantaged sections of the society, the institution envisages to mould a younger generation who will be sensitized to the needs of the deprived and of those who suffer in the community around them. Accordingly, extension events are designed so as to develop in the students an inherent sense of duty to society and country at large, whereby they would voluntarily remain so even after they leave the gates of the institution.

NSS and NCC play a major role in conducting socially responsible tasks. Apart from this the various departments, clubs and IQAC are actively involved in promoting a culture of community services like:

- Regular visits to Hospice (cancer patients), Old Age Homes, Orphanages and Houses for Differently Abled rendering services to the inmates by students of various Departments
- Invited talks for creating public awareness on issues such as AIDS, Breast Cancer, recycling and effective waste management
- Food packets are collected from the students of the college on every Tuesday which is distributed to the nearby hospitals
- Cleaning drive in the Okhi cyclone affected areas of Chellanam as well as flood affected areas of Varappuzha after Kerala Flood.
- Blood Donation Camp jointly organized by the Red Ribbon Club and NSS annually in association with IMA and HDFC bank
- 'Home for a Homeless'- House Construction Project by the staff, students, PTA and alumni.
- Regular cleaning of the campus and surroundings by the NSS volunteers
- Class on Organic farming organized by NSS.
- Manufacturing and marketing of LED stars at a reduced rate inside and outside the institution by the Dept. of Electronics

- Testing of water quality of the wells of the nearby locality by the Dept. of Biotechnology
- Eye test camps in association with nearby eye hospitals, LOTUS and VASAN Eye care
- The College functioned as an Official Flood Relief Camp during the Kerala Flood in August 2018.
- Computer training for housewives held by the IQAC.
- Invited talks for parents to create awareness on various issues of the new generation and youth and on how to take remedial measures
- Aquinas Sports Academy provides in house and student coaches from the institution for training in various sports to the nearby schools
- ‘Summer in Aquinas’ annual sports coaching program and Basic English Course training to interested school students within the campus in sports and communication skills respectively during the summer vacation
- Financial aid to K. A. Babu, for his heart surgery by NSS
- Pen Drive Campaign by NSS to promote recycling and effective waste management, donated to Kochi Muziris Biennale for the preparation of installation
- Student interaction with Andrea Johnson, a representative of “Ghana Think Tank”, providing solutions to problems in the American society organized by IQAC
- Sky Watch for the public organized by the Department of Physics on the occasion of the Super Moon- Eclipse which happens once in 152 years
- Voluntary support to the children of Boy’s Home, Perumpadappu (English and Mathematics)
- Survey on Responsible Tourism by Nature and tourism club

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 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 last five years

Response: 58

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., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	14	10	10	9

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 51.01

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
464	487	381	440	400

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 13

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	2	2	2

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 1

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Aquinas College has adequate and excellent facilities for teaching learning. While Planning Board oversees the financial management, the IQAC supervises the academic administration. The funds from the Management, the Government of Kerala and the University Grants Commission are efficiently utilized for the development of the infrastructural facilities.

The institution has 38 class rooms and two seminar/conference halls. Class rooms are equipped with both black and white boards with adequate number of fans and lights. The departments have been provided with a projector and a tablet computer which has made the teaching learning process more ICT enabled. The availability of 4 laptops and 11 projectors has strengthened the smooth conduct of intercollegiate programmes, National/International Seminars and other co-curricular and extracurricular activities.

The college has 4 conventional laboratories namely 2 Physics laboratories (UG and PG), an Electronics Laboratory and a Biotechnology Laboratory. The Physics and Electronics laboratories are well equipped with ultra-modern devices like Digital Storage Oscilloscope, Ultra Sonicator, Magnetic Stirrer, Hot Plate, Hot Air Oven, Digital and Analog Trainer kits, Microprocessor, Microcontroller, PIC, ARM kits. The Biotechnology Lab is well furnished with latest equipment like PCR machine, UV Spectro Photometer, Blotting System, UV Transilluminator, etc. The lab also provides all facilities required for tissue culture. The college has also installed a language lab to improve the language skills of the students.

The college has 4 well equipped computer labs; belonging to the departments of Mathematics, Physics, Electronics and Commerce. During the course of last five years, the number of computers has been increased to 123. The internet connection is made available in the office, all the departments, network resource centre, 4 computer laboratories, college library, language lab, conference hall, ICT Room and the campus at large. A digital display board is fixed at the entrance for informing the students about the major events of the day. CCTV cameras have been installed in the corridors and examination halls to ensure discipline and avoid instances of ragging.

The college library has a collection of more than 20,000 books and various journals. The library management system is in place. An IBM Server has been installed with the KOHA Open Source Integrated Library System (ILS) software, for cataloguing and other library management activities. Some departments maintain a library of their own.

The institute has a communication centre with reprographic facilities to meet the requirements of the staff and students.

File Description	Document
Any additional information	View Document

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

Response:

The Physical Education Department of the college is completely dedicated to fostering well trained and capable sports personalities of the future. In order to do so the institution has ample amenities to cater to the needs of the students gifted in sports.

The facilities for sports provided by the college include:

- Well-furnished manual and multi gymnasium specially for weight training
- Cricket pitch for training
- Football/multipurpose Play ground
- Hockey field
- Two Morrum Tennis Court
- Standard size concrete Tennis Court
- Basketball court
- Volley ball court
- Hand ball/ Throw ball court
- Ball/shuttle badminton courts
- 333 meters cycling track/ athletic running track
- Jumping pits for both long jump and high jump
- Indoor Area for Table Tennis and Wrestling

With the aid of the training received through the facilities provided by the college our students have been able to secure innumerable prizes and awards in inter collegiate, university, inter university, state and national level sports events during this post accreditation period.

The college has provided a separate room for conducting Yoga. The NSS unit of the college is in charge of conducting yoga classes. There are separate rooms allotted for NSS, NCC as well as Ladies Retiring room.

In the recent years Aquinas College has been able to make a significant mark in terms of the output of students in cultural activities. The college has its own strategy to select students with artistic leaning. A representative from the cultural committee sits with the admission committee during the time of intake of students in the first year UG and PG courses. Soon after the admission the fine arts club of the college organizes a Talent fest mainly for the newly admitted students to identify their talents. The selected students are absorbed into the Fine Arts club and are given training. They are given opportunity to perform within the college during the events like Onam and Christmas Celebrations. Various academic and cultural events of the college are hosted in the college auditorium which can accommodate more than 2000 persons. With the aim of ensuring maximum participation of students in various items of youth festival, an intense screening is conducted by means of competitions during the arts fest of Aquinas College. The

selected students are given guidance and training for almost a month's time and are made to participate in the University Youth Festival. These strategies have helped the college to make its presence felt in the last few years of the University Youth Festival. In 2017, Nelofar T.A. of Aquinas College bagged the most coveted 'KALATHILAKAM' title of the MG university youth festival. Our students participating in other items were able to secure A grades. They are also encouraged to participate in the intercollegiate, interuniversity and national level events. In 2016, Sumeesh S represented MG university at the National level Art Installation event and bagged the First place. In total, the institution has created a strong platform for the students to exhibit their inherent talents and thereby to mould their personality.

File Description	Document
Any additional information	View Document

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

Response: 29.27

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 7.54

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
5.22	2.55	0.70	1.02	3.28

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

Aquinas College Library is automated using Integrated Library Management System (ILMS) with computers, broad band internet connection and printer facility. In the first few years of the post accreditation period the ILMS used was SOUL from INFLIBNET. In 2017, an IBM Server was installed with the KOHA Open Source Integrated Library System (ILS) software, for cataloguing and other library management activities.

The library has built up an adequate and rich collection of books on all branches of knowledge like science, social science, humanities, languages and technology. It has a collection of 16524 text books, 3693 reference Books and 13 journals. It also subscribes 4 newspapers and 15 general periodicals. The documents are classified according to Dewey Decimal classification with the latest 23rd edition and catalogued according to Anglo- American cataloguing rules 2nd edition.

Aquinas College Library is a member of N- list under NMEICT provided by the Government. As part of N-LIST we are member of 23 libraries, which has a collection of 6,000+ e journals and 31,35,000 + e books.

Library is open from 8.30 am to 4.00pm, on all working days. Photocopy facility is provided near to the library. Library has stacking section, reference section, reading section and career corner reference section. The question papers of previous university examinations are available to the students in the library. The reprographic facility is provided near the library.

File Description	Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

With the aim of transforming the college into a centre of excellence, the college library is diligently striving to become the main knowledge hub despite of the challenges posed by the information explosion through technological revolution. Apart from the required text books and references, we have a diverse variety of literary books and those catering to the varied interests and taste of the readers covering general topics, languages, history, philosophy, art etc.

The college has to its credit a limited collection of rare books which includes

- **Summa Theologica** (complete collection- 5 volumes)- major philosophical work of our Patron Saint Thomas Aquinas

- **Hortus Malabaricus** (complete collection- 12 volumes)- by Hendrik Van Rheede gives a detailed account of the flora in Kerala
- **Collier collection of Charles Dickens** (complete collection- 20 volumes) containing original illustrations by Phiz
- **Collected works of Mahatma Gandhi** (complete collection- 100 Volumes)- pivotal to Gandhian Studies
- **Pictorial History of Second World War** (complete collection- 5 volumes) containing rare original photographs taken during the time
- **Rigveda** in Malayalam – an ancient Indian collection of Vedic Sanskrit hymns along with associated commentaries in liturgy, ritual, and mystical exegesis
- **Catholic Encyclopedia** (2 volumes, 1911 edition)- one of the four sacred canonical texts of Hinduism and an international work of reference on the constitution, doctrine, discipline and history of the catholic church
- **History of Philosophy** (8 Volumes) a seminal work for catholic seminarians by Frederick Copleston a major critic of St. Thomas Aquinas
- **Encyclopedia of Visual Art** (10 Volumes, 1983 edition) by Lawrence Gowing

Apart from this we have a good collection of books on Catholic Philosophy as well as Malayalam books covering various genres. Being a registered member of N-LIST of NMEICT, the staff and students of the college have access to a large number and exquisite collection of books and journals across the world.

File Description	Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

- A. Any 4 of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.87

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.37	1.02	0.99	3.26	3.69

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 1.61

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 15

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

During the course of last five years, the number of computers has been increased to 123 and the departments have been provided with a projector and a tablet computer which has made the teaching learning process more ICT enabled. The availability of 4 laptops and 11 projectors has strengthened the

smooth conduct of intercollegiate programmes, National/International Seminars and other co-curricular and extracurricular activities. The college has also installed a language lab to improve the language skills of the students.

Being aware of the importance of the internet and the pace of communication, the management has equipped the college office and the departments with internet as well as a well maintained and structured network. The internet is distributed to all the three colleges under the management through fiber optic cable from a centralised hub near the Manager's office. This internet connection is made available in the office, all the departments, network resource centre, 4 computer laboratories, college library, language lab, conference hall, ICT Room and the campus at large.

While registered to NMEICT the BSNL scheme offered two separate internet connection to college library. Later to escape from the data traffic congestion the college office has taken a dedicated internet connection from BSNL. In 2017 Reliance Jio equipped the campus with Wi-Fi with 23 access points at 2 Mbps speed. Since BSNL connection with a 100 Mbps speed was available at more affordable rate, the college has switched to it.

In tune with the instructions of the Mahatma Gandhi Universtiy, regarding the examination reforms the management has recently subscribed a new optic fiber broadband internet connection with a high speed of over 100 Mbps. This modem is equipped with Wi-Fi. Therefore now the college is powered with 5 internet connections of which two connections are of 100 Mbps speed.

4.3.2 Student - Computer ratio

Response: 7.15

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 75.4

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
73.63	29.3	11.57	16.37	17.47

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

The purchase and maintenance of all the infrastructural and support facilities are entrusted on the Planning Board cum Purchase Committee of the college. Planning Board and IQAC together ensure optimum utilization and monitor infrastructure development in tune with the requirements. The equipment and facilities purchased are handed over to the respective departments/labs/office/library and are entered in the stock registers. In the case of laboratories and departments, a teacher in charge is assigned the duty of taking care of the same. Every laboratory, library and office keeps a stock register to update the information regarding the equipment/facilities offered and to record the movements. The students are made to enter their names, signature and time of entry and exit in the log book. A teacher is assigned the charge of each practical session. Faculty and students can utilize the facilities by seeking prior consent.

The conventional laboratories have lab assistants appointed by the Government/Management see to the maintenance and repair of the equipment and other facilities. Its sole responsibility is entrusted to the concerned Head of the Department. The college has appointed a trained technical staff exclusively for the maintenance and repair of the computers, accessories and networking. The management has permanently appointed an electrician, plumber and a carpenter for the maintenance and repair works. 5 last grade staff

have been appointed by the management to maintain a clean and hygienic environment in the campus. Library committee plays a vital role in taking decisions related to the library infrastructure and upkeep.

Classrooms are allocated based on the academic schedule and general time table. Auditoriums and conference halls are available to department level programmes on a priority basis. Computer labs and internet facilities are made freely accessible to staff and students. Central power back-up facility is available for the optimum use of facilities. Students utilize the facilities at the Gymnasium. Laboratories are allocated to different batches based on a predetermined schedule. Play ground is given to another institutions for sports/games and tournaments. Class rooms are given for rent for conducting examinations to PSC.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 67.55

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
601	586	554	580	553

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.94

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	8	8	8	8

File Description

Document

Any additional information

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 57.44

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
790	867	367	334	140

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 2.87**5.1.5.1 Number of students attending VET year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
78	48	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**Response: Yes**

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response: 26.56****5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
93	138	58	58	33

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)**Response:** 33.45**5.2.2.1 Number of outgoing students progressing to higher education****Response:** 97

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**Response:** 7.78**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	12	10	3	5

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.****Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Aquinas College ensures the representation of students in various academic and administrative bodies of the institution. It enhances the students in attaining leadership qualities and execution skills. The College has an active Students' Union which aims to assure maximum student participation in academic and cocurricular events inside and outside the campus and thereby mould their personality and improve their organizational skills. Every year the students of the college elect their representatives to the college union. It consists of the following office bearers: Chairman, Vice-Chairman, General Secretary, Arts Club Secretary, University Union Counsellors, Magazine Editor, Lady Representatives and Class representatives.

The student union plays an active role in communicating the needs of the student community to the administration through the staff advisor. It also mediates the decisions of the staff council to the student community which guarantees a very amicable environment in the college. The active student council of the college helps the various bodies/committees/clubs in the execution of the programmes initiated by them. Every year the Student Union conduct many student initiated programmes like College Day, Sports Day, Arts festival, Cultural events, Fest and Fairs which are monitored by the Staff Advisor and the Principal. The College Union Executive Committee guides the activities of the Union. The College Union organises other enrichment programmes as well. Students Union stands for the wellbeing of the fellow students. The Union draws attention of the management & college authorities to repair or replace damaged furniture, electrical items, etc. The students' union monitors the students to actively participate and compete in the University Union Arts Festival.

Apart from this, all the activities of NCC, NSS and various clubs like Fine Arts Club, Women Cell, Nature and Tourism Club, Grievance Redressal Cell, English Club, ED club, Quiz Club, Astronomy Club etc. are coordinated by the students under the super vision of the teacher in charge.

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 1.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	2	1

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Alumni Association has made its dynamic presence in the college. It provides a delightful platform for the alumni to meet and interact with their alma mater and it is also an opportunity for the alumnae to re-connect with batch mates and stay engaged with the activities of the Institution. In its effort to reinforce relations with the college, the alumni association is constantly sensitive to the needs of the college and actively supports various initiatives with financial aids as in the case of the house construction project and other sponsorships. In the recent years the association contributed sports cycle to the department of physical education which is an added asset to the strong cycling team of the college in ensuring the cycling championship. The alumni are always ready to offer their expertise to the younger generation of the college by means of training in sports, motivational talks and career guidance.

Activities like honoring toppers and alumni interaction programme with the students are promoted for the glory of the alma mater. Every department has a book bank which is solely the contribution of the alumni to support the financially backward students. Departmental Alumni are actively associated in promotional programmes for the welfare of the College like contributing shelves, fan, lights etc. The alumni contribution is one of the activity towards the development of the institution. The alumni stood as a pillar of strength when the college acted as a venue for the relief camp during the times of the recent flood in August 2017. The Alumni Association works with a vision to develop integration among alumni and

students to strengthen their commitment and coherence to the institution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 1 Lakh - 3 Lakhs

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 7

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

In tune with the vision and mission of the College, the Management along with the Principal and the Governing body tries to create *an atmosphere congenial to the holistic development of the economically and socially backward communities, especially to the Latin Catholic minority community*. In the process, the governance of the institution attempts to provide ample space for innovations and research in order to raise the institution into a centre of excellence. The managing and deciding bodies like the Management Committee, IQAC, Staff Council, PTA and the College Union always aspires to inculcate in the student community, an inclination to good and a sense of duty towards oneself and others irrespective of race, caste and gender.

Aquinas College has two sister concerns in its vicinity, Siena College of Professional Studies and Avila College of Education that comes under Aquinas Educational and Charitable Trust. Through this cluster of colleges the trust aims to convert the campus into an educational hub which serves the various demands of the modern competitive world. To effectively implement this goal the Manager of the institutions, who is given the sole authority, is made to reside inside the campus.

Envisioning the optimal output the Principal oversees the construction of the master plan by the various Departments and plans the activities of the college accordingly. The major decisions are made by the Principal through a decentralized, participative and democratic approach involving the Staff Council and IQAC. The Principal ensures an affable atmosphere for both the staff and the students of the college by effective human resource management. Incorporating staff council and IQAC, different committees, forums and clubs the principal ensures the execution and smooth functioning of the various activities of the college.

IQAC is an active administrative body of the institution which assures the quality of teaching, learning and evaluation process through effective planning and execution. Motivated by the suggestions put forward by the last NAAC peer team; research, social outreach, extension and co-curricular activities were taken up as the thrust areas of IQAC through the course of the last five years. The IQAC supports every activity and monitors its outcome through Department Quality Assurance Coordinator (DQAC) and feedback system.

Staff council plays a significant role in assisting the Principal in assuring the well-being of the college. It acts as a mediator between the staff and the authorities. Major and urgent decisions concerning students, staff and the smooth administration of the departmental and college level activities are taken after consultation with the staff council.

The head of the department along with the DQAC plans and oversees the execution of all the activities of the department which include curricular and extra-curricular activities of students, quality enhancement of teachers and the outreach and extension activities of the department.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The management of the institution ensures decentralization and participative management by means of a multilevel mechanism. The Principal is entrusted with authority to look into both administrative and academic functions of the college. The decisions relating to administrative and academic matters are taken by the Principal in consultation with the Manager, Staff Council and IQAC. In this manner an affable atmosphere for both the staff and the students of the college is maintained by effective human resource management. Incorporating staff council and IQAC, different committees, forums and clubs the Principal ensures the execution and smooth functioning of the various activities of the college.

All the activities of the college are planned and executed through the governing bodies like the Management Committee, IQAC, Staff Council, PTA and the College Union. Teachers are assigned the charge of various clubs, cells and committees such as admission committee, discipline committee, anti-ragging cell, committee for harassment against women, anti-narcotic cell, grievance redressal cell, mobile squad, planning board - purchase committee, building committee, Library committee, NSS, NCC, women cell, red ribbon club, book club, quiz club, nature and tourism club, astronomy club, ED club etc. Student participation is also ensured in the functioning of certain committees wherever it is needed.

IQAC is an active administrative body of the institution which assures the quality of teaching, learning and evaluation process through effective planning and execution. Participative management is assured by the IQAC through Department Quality Assurance Cell (DQAC) which include representative of each department.

Staff council plays a significant role in assisting the Principal and acts as a mediator between the staff and the authorities. Major and urgent decisions concerning students, staff and the smooth administration of the departmental and college level activities are taken after consultation with the staff council.

Functional autonomy is granted to all departments. The head of the department plans and oversees the execution of all the activities of the department. All major decisions are taken in accordance with the department meetings where the suggestions of all the faculty members are sought. All the activities of the department are organized through a programme implementation committee under the leadership of a teacher coordinator and a student secretary. Each class is under the tutorship of a teacher who serves the role of the mentor and the class representative acts as a mediator between the students and the teachers.

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The college employs a Strategy which works on three different levels:

1. Administrative Level
2. Faculty Level
3. Student Level

The Strategic planning and deployment at the administrative level is jointly carried out by the IQAC and the Staff Council. Staff council along with the IQAC regularly convenes meetings and chalks out academic future plans. The council makes sure that the proposed plans are implemented according to the vision and mission of the college under the supervision of IQAC. A miniature structure resembling the master plan is followed by each department headed by the department heads and monitored by DQAC. Other than academic plans, they also envisage innovative infrastructure plans like construction of an additional conference hall with modern amenities, furnishing the auditorium with more number of seats, beautification of campus by setting up a butterfly garden, maintaining an ecofriendly atmosphere in the whole campus etc.

The strategies aiming at faculty level development is planned by IQAC and executed through the research committee. The research committee comprising of experienced teachers is constituted and regular meetings are convened to promote research aptitude among motivated students and faculties are encouraged to pursue Ph.D., take up innovative research projects and ventures by applying for Minor/Major Research Projects. The college proudly publishes Aquinas journal of Multidisciplinary Research every academic year including the research works of faculties from Aquinas College and faculties from other college and also research scholars of eminent research institutes.

Student centered methods are planned and employed by the heads of the departments, class tutors and the DQAC to enhance their learning process. Modern teaching aids and innovative methods including open book exams are employed for effective teaching and learning. The slow learners are constantly motivated and brought into mainstream by employing peer teaching and remedial teaching methods. The teaching and learning evaluation is regularly conducted using seminars, presentations, and weekly test papers and mentoring sessions. Bridge courses are timely introduced for newly joined students. Each department is equipped with a department library with sufficient reference books including academic and career oriented books. A healthy relationship is maintained with the parents of the students with class wise PTA meeting convened every year.

File Description	Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and

functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Aquinas College founded in the name of St. Thomas of Aquinas by Late Rt. Rev. Dr. Joseph Kureethara is now under the patronship of Rt. Rev. Dr. Joseph Kariyil, Bishop of Cochin. The institution is administered by Aquinas Educational and Charitable Trust, and the manager Rev. Fr. Johnson Chirammeel. The managing and deciding bodies like the Management Committee, IQAC, Staff Council, PTA and the College Union under the leadership of the Principal oversees the efficient functioning of the college.

Principal chairs the staff council and implements the plans put forward by them in accordance with the rules and regulations stipulated. In the department level a council headed by the head of the department and the department quality assurance cell decentralize the duties assigned by the staff council. The Principal makes sure that all these segments work properly in coordination and the ideas are implemented systematically. The admission committee, IQAC, Planning Board, Purchase Committee, Building Committee, Library Advisory Committee, Anti-Ragging Committee, Anti Narcotic cell etc. take care of the various requirements of the staff and student communities.

There is a well-established Grievance Redressal Cell for the students and employees. Most of the grievances are settled in the early stage so that a cordial and healthy atmosphere prevails in the campus.

The statutes of the university and government rules are followed in the regular appointment of the teaching and the non-teaching staff. The qualification and pay scales are as per the UGC and state government rules. Appointments are done as per UGC regulations, MG University and state government norms. The government and management staff on temporary basis is appointed by the committee/ Principal after advertising the post in leading dailies.

The college is under the direct payment by the Government of Kerala and therefore the government also has control over the affairs of the college. Apart from the appointment, the service rules and the promotion of staff are as per the University, Government and UGC norms.

File Description	Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Various bodies, cells and committees are actively functioning to ensure an amiable atmosphere and smooth functioning of the college. These cells constantly supervise and take optimal decisions on time. The main bodies, cells and committees are as follows:

Grievance Redressal Cell

The Grievance Redressal Cell is committed to address the complaints of students as well as the staff of the college. It functions on various levels. The cell puts its maximum effort to resolve the problems at the grass root level. Those which cannot be resolved are placed before the principal and staff council and appropriate decisions are arrived at.

Members (Principal , Head of the Departments,Convener)

Committee for Harassment against Women

The college has constituted a committee for addressing the grievances of women in the campus including the students, teaching and non- teaching staff.This committee aimed to ensure a safe environment for women in the campus addresses every kind of harassment whether physical, mental or verbal. Any complaints informed are presented before the committee and timely action is taken.

Members (Principal , Head of the Departments,PTA vice-president, Convener, Ward Councilor, Convener)

Women's Cell

Women's Cell conducts invited talks by eminent personalities, workshops enhancing their creative vocational skill and self defense classes. Sessions on health and hygiene, breast cancer and women related health issues are also organized by the cell. The cell also provides a platform for exhibiting the creative skills of the students.

Members (Principal , Head of the Departments, Convener)

Anti-Narcotic Cell

The anti narcotic cell of Aquinas college constantly monitor the students and the college premises to avoid the use of any kind of drugs or other illicit products. The cell maintains healthy relationship with the excise department so that the newly introduced Govt. policies against the usage of narcotics can be timely implemented in the campus. The cell regularly organizes awareness classes and a graffiti proclaiming the idea of "Say no to Drugs" is painted in the prime wall of the campus.

Members (Principal (Chairman), Head of the Departments, PTA vice-president, Ward Councilor, Convener)

Anti- Ragging Cell

The anti-ragging cell of Aquinas College ensures the safety and well being of every student by constantly monitoring the student activities and premises through CCTV as well as faculty participation. Special attention is given to the new comers and orientations classes are organized. Strict measures are taken in accordance with the Govt. policies when any such ragging cases are reported.

Members : (Principal (Chairman), Head of the Departments,PTA vice-president,Ward Councilor, Convener)

Career guidance and Placement cell

Aquinas College has a very active career guidance and placement cell which constantly works towards making the students aware of the various career options as well as opportunities in higher education. It conducts career placement training programs and sends students to attend seminars, mock tests and job fairs. The cell in collaboration with other organizations conducts campus recruitments annually. A few sessions on honing skills required for competitive exams were also held in the college.

Members: (Principal (Chairman), Placement Officers)

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The College provides a number of schemes for staff welfare which can be availed as and when it is needed.

- Teaching and non-teaching staff can avail the personal loan provided by Cochin Diocesan Staff Welfare Society at very reasonable interest rates on peer guarantee. Apart from this the welfare society also offers Educational Scholarships for their wards and Recurring Fund.
- Aquinas Teaching and Non-Teaching Staff Welfare Fund helps to meet the financial needs of employees
- Various benefits and leave facilities are provided as per the Service rules like casual leaves, half pay leaves and commuted leaves
- Duty leaves are given to staff to attend various training programmes/ Orientation/ Refresher programmes subjected to the existing Government rules
- Lady teachers can avail Maternity leaves and Miscarriage leaves
- Paternity leave can be availed by male staff
- Various mandatory insurance schemes by Government
- Internal Complaints committee headed by the Staff Secretary for addressing the grievances of teaching and non-teaching staff
- Committee for Harassment against Women to address the grievances of women in the campus including teaching and non- teaching staff and to ensure a safe environment for women
- Staff tours are arranged annually for strengthening the bond between the staff and to create a cordial and amiable working environment in the institution
- Staff, get together during celebrations like Onam, Christmas etc.
- Special events for staff on the annual sports day of the college
- Male teaching staff participates in intercollegiate professor's cricket league for stress relief and physical fitness
- Teachers sit together, read and discuss about various topics over a cup of tea

File Description	Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 7.75

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	16	2	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 4.36

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	2	0	1

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The performance of teachers is evaluated by the IQAC under the supervision of the Principal and the Manager. IQAC implements this teacher evaluation by means of academic audit, DQAC, academic diary, self appraisal and student feedback.

- Academic Audit

The academic audit is conducted annually by the academic director of the college and the faculty members chosen by the IQAC. Last year IQAC initiated an academic audit by an external expert. The objective of this audit is to mainly review and evaluate the effectiveness of the teaching learning process and how it is reflected in the learning outcome. This also ensures that the supporting documents are filed properly. After the review the departments are intimated about the areas of improvement and the suggestions are given for quality improvement.

- DQAC

The departments are provided with a DQAC Diary in which the appointed representative of each department continuously updates the activities of the teachers in the department which highlights the structures and methodologies used in teaching learning process, the progression and the learning outcome of students, research activities like PhD, paper publications, participation in seminars, conferences and workshops, responsibilities and positions of the teacher within the college, other colleges, bodies and university level.

- Teacher's Self Proforma

The IQAC maintains proforma for each staff of the college which is constantly updated. In this teachers furnish all the information regarding the activities both academic and nonacademic during a year. This mechanism helps the teacher to plan to strengthen the areas area which is not accustomed to.

- Academic diary.

Academic diary maintained by the individual teacher is prepared every year. This diary includes the year plan, semester wise plan, time table, class log, continuous assessment data, tutorial works, log of interaction with parents, additional responsibilities and positions held by the teacher in the college and all the relevant information regarding the students under tutorship. It is an effective tool utilized by the teachers to constantly evaluating the students and to record their progress.

- Teacher's Evaluation by Students

As per the directions by the IQAC, students are provided the opportunity to evaluate their teachers. The parameters in rating are inclusive of Communication skills, Knowledge base, commitment of teachers, teachers ability to integrate the material. IQAC collect feedback from the students to evaluate the teaching process and the resources. The reviews and analysis of this data is communicated to the Principal and Manager in a confidential way. The Principal and Manager discuss this result with the teacher individually.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The Planning Board of Aquinas College has two subcommittees to deal with UGC and Government allotted funds respectively. The Planning Board cum Purchase Committee of the two funds have been given the charge of financial management of the funds received from UGC and the Government respectively. The Planning Board identifies and collects the demands of the departments, library, office and the college as a whole, plans and sends proposals to funding agencies; utilize the funds received as per the purchase rules and conduct the financial audit. The Principal is the convener of the Planning Board. A senior teacher is appointed as the coordinator of UGC Planning Board cum Purchase Committee and a staff in charge from the college office is appointed as the coordinator of Government Fund.

The Board contains representatives from the management (bursar), teaching and administrative staff. The Board meets regularly and takes major decisions before submitting proposals and after receiving the grants. Meetings with the heads of the departments are held whenever necessary. The purchase committee takes care of the effective utilization of the funds.

The annual financial audit is conducted every year in a very effective way. It is mainly done at two levels: internal and external. The internal financial audit is coordinated by the Department of Commerce, Aquinas College annually under the supervision of Head of the Department. The external audit is carried out in three stages. In the first stage, at the end each financial year, the college has authorized an external chartered accountant company to audit the financial accounts of the college. The second stage involves the audit of the accounts by the Deputy Directorate Office which they carry out at the completion of each academic year while the third stage includes audit by the Accounts Generals Office.

File Description	Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)**6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Response:**

College is securing funds through following channels.

- Funds from the Management
- Financial assistance from PTA
- Fees collected from Self-financing programmes , deposited in the College Fund
- Endowments and Scholarships
- Scholarships and Freeships
- UGC Funds
- Contribution from Teachers
- Funding from various Government departments
- Central/State Government for NSS and NCC
- Rent from KPSC/UPSC/University for conducting various competitive exams in the college
- Contribution from Alumni

To look into the effective and efficient use of financial resources various methods are employed:

- Planning and Purchase Committee- identifies and collects the demands of the college, plans and sends proposal to funding agencies, utilizes the funds received as per the purchase rules and

- conducts the financial audit
- UGC Grants received are deposited in a separate bank account and utilized as per the schemes under which it is sanctioned
- Students scholarships from Government and other agencies are supervised and coordinated by the Scholarship Nodal Officer and are distributed only through bank accounts
- PTA funds are utilized for various needs of the college including development of sports infrastructure, social outreach programmes like house construction, scholarships and awards for meritorious performance of students etc.
- Contribution from teachers are provided to support economically and socially backward students
- Funds from other resources utilized as per the decision/direction from Staff Council
- Library Committee looks into the effective utilization of the funds allotted as per the needs of the library
- Proper accounts and utilization are ensured through auditing at the end of each financial year.

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

Response:

IQAC of the college has been constantly endeavoring to ensure the quality sustenance and enhancement in various strata like quality standards in teaching, learning and evaluation process, teacher quality development, research, student progression and social outreach of the departments by establishing strategies and implementation processes. It also plays a vital role in anticipating the public concerns in updating the program offered in view of the current educational needs and challenges, in planning activities for the overall development of the students and in inculcating social responsibilities and citizenship rights among students. The activities of the IQAC are directed towards ensuring the overall growth of the institution.

One of the first strategies implemented during the post accreditation period was the maintenance of **Academic Diary** by the teachers which record the day to day activities of the teacher, teaching plan, class log, student evaluation etc.

Student Feedback has always been an integral way of ensuring the quality of teaching and identifying the demands of the learners. The IQAC conducts the teacher evaluation by means of a well devised 10-criteria feedback form annually. The results are communicated to the department heads, Principal and Manager maintaining confidentiality.

The IQAC maintains **proforma** for each staff of the college which is constantly updated. It helps to record and monitor the career development of the teacher. Through the analysis the IQAC could give timely guidance and motivation to teachers to do research, participate in seminars and faculty development programmes and publish papers.

Another important strategy devised during the tenure is the constitution of Department Quality Assurance

Cell and the distribution of **DQAC Diary** in which the appointed representative of each department continuously updates the activities of the students, teachers and department as a whole. This helps the IQAC to oversee the department activities and helps in the preparation of AQAR and SSR.

The academic director of the institution along with a team of faculty chosen by the IQAC conducts **academic audit** annually mainly to review and to evaluate the effectiveness of the teaching learning process and how it is reflected in the learning outcome. Academic audit also ensure that the supporting documents are filed properly. After the review the departments are intimated about the areas of improvement and the suggestions are given for quality improvement.

Apart from supporting the departments for conducting seminars and fests, the IQAC has conducted **seminars** relating to Institution Industry Interface and Quality Enhancement in Higher Education Institutions.

Two Best Practices of IQAC during this period are:

1. Food packet distribution is initiated by the IQAC
2. Motivated the teachers to register for research, currently 8 faculty members are pursuing PhD

File Description	Document
Link for Additional Information	View Document

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

Response:

The teaching learning process is continuously monitored and reviewed by the IQAC. The IQAC maintains proforma for each staff of the college which is constantly updated. The departments are provided with a DQAC Diary in which the appointed representative of each department continuously updates the activities of the students, teachers and department as a whole which highlights the structures and methodologies used in teaching learning process, the progression and the learning outcome of students, research and extension activities. IQAC conducts review meetings with the heads of various departments to assess the progress in academics.

The academic director of the institution along with a team of faculty chosen by the IQAC conducts academic audit annually mainly to review and to evaluate the effectiveness of the teaching learning process and how it is reflected in the learning outcome. Academic audit also ensure that the supporting documents are filed properly. After the review the departments are intimated about the areas of improvement and the suggestions are given for quality improvement.

The teachers evaluate the learning outcome of the students through the internal evaluation marks and result analysis. Each department conducts open window programme where the teachers and parents sit together and discuss the learning outcome in the presence of students. The parents are given a platform to review the teaching process in this programme and suggestions are sought by the teachers.

IQAC collect feedback from the students to evaluate the teaching process and the resources. The reviews and analysis of this data is communicated to the Principal and Manager in a confidential way. The Principal and Manager discuss this result with the teacher individually.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	1

File Description

Document

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

IQAC link

[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

During the five years of the post accreditation period, three new PG programmes M.A. English Self Financing, M.Com. Finance Aided and M.Com. Self Financing and a UG programme in B.Com. Taxation (self financing) were introduced in tune with the University regulations. Apart from this the college started offering 3 certificate programmes, 3 diploma programmes and 3 advanced diploma programmes as a part of career oriented Add-On courses and enrolled a significant number of students educating them in life skills. Teaching quality is strictly monitored and constant motivation is given to the faculties to pursue research and acquire additional skills enabling them to improve their teaching and interpersonal skills. Currently 6 out of 27 regular teachers are Ph.D. holders, 8 faculty members are pursuing Ph.D. and 11 teachers have M.Phil. degree. The teachers are encouraged to apply for UGC Minor projects and 3 Faculties have successfully completed and submitted UGC minor projects in the post accreditation period. The teaching and learning quality has improved with the assistance of ICT. The promotion of research among faculty and students of the college has been a prime objective of the college management. Research Committee of Aquinas college is actively involved in monitoring and finding solutions to the research needs of the college including infrastructure and monetary necessities for setting up a better research environment.

The college infrastructure underwent considerable change in the period. The college auditorium was renovated and made spacious and elegant, for the smooth conduct of academic and cultural programmes. The conference hall is equipped with screen and LCD projector and a high tech sound system. The College has four computer labs and 123 computers in total. The primary vision of the college is to provide quality education to students coming from backward community and hence definite measures are taken at academic and administrative level to support the students. Remedial coaching and mentoring sessions are carried out on a regular basis for slow learners. Programmes like Walk With a Scholar and Scholar Support Programme put forward by the Higher Education Department are effectively implemented in the college.

The governing body maintains a healthy and professional link between each subsidiary body and this helps in a transparent and effective functioning of the college. Aquinas College encourages students to reach out to community outside their usual realm of life and be aware of the different social evils prevailing in the community. The college promotes best practices like collection of food packets contributed by the students and distributing them to the downtrodden and needy ones.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 13

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	3	2	4

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Aquinas College considers it a pride to have a high percentage of women employees (70%) and students (66%) in the campus and therefore constantly tries to set a path which leads to empowerment of women and gender equity.

Women Cell of the college takes special care and attention in conducting various programmes for women empowerment, self-defense, gender sensitization, cancer awareness classes focusing on the development of the girl students, who constitute the majority student strength of the college. With an intention of developing the creativity and enhancing the confidence among the girl students, an exhibition of handicraft items, paintings, embroidery works, glass paintings and handmade flowers are displayed in the college campus. Famous women personalities from different spheres of life are invited to interact with the students, thereby to motivate them to conquer greater heights in their personal lives.

The college also provides various gender sensitive facilities including the installation of surveillance

cameras at various places which helps to ensure the safety of women inside the campus. There is ample number of hygienic restrooms specially reserved for girl students and women staff on each floor with sanitary napkin disposal facility. College also provides a girl's retiring room for the girl students who fall sick and are in need of medical help.

Anti-ragging rules are strictly implemented in the college. Anti-Harassment Cell and Grievance Redressal Cell are always ready to address and to find solutions to the problems faced by the students. Yoga training is also given by NSS and NCC to students which have been very interestingly taken up by our female community. Proper counseling facilities are also given by the class tutors and also by the faculties who have certification in counseling.

Special mention should be made on how the college support and motivates the girl students to participate in sports and games. They have been able to make their mark and presence known in various sports events with the aid of the training received from the college. Equal status is guaranteed for both girls and boys in all the spheres of academic and extra-curricular activities.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 1

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 250

7.1.3.2 Total annual power requirement (in KWH)

Response: 25000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 18.37

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 1960	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 10667	
File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid waste management

Nature and Tourism Club has placed waste bins at various corners in the campus, to collect plastic and other non-degradable waste. These wastes are given to rag pickers. A workshop was organized by the department of English to make useful things from non -degradable waste materials. Nature and Tourism Club took the initiative to collect used pen from various departments and pen stands were made out of it and distributed to departments. NSS Unit of the college took the initiative to collect old newspapers from various departments and the fund raised from selling it was contributed to the house construction process. All the departments and the College office are in a process of automation resulting in a significant decrease in paper usage and paper waste.

In association with the Health Department, NSS Unit of Aquinas College organized a class on waste management for the students. The class was led by Prof. Nisha, NSS Programme Officer and Associate professor, Home Science Department, St. Teresa's College, Ernakulum. The class was very effective in conveying the different methods for waste management in our households. The campaign for collecting useless plastic pens to promote plastic free world was started. A Pen-drive box was placed in every department for the collecting used pens by NSS volunteers. The pens were donated to Kochi Muziris Biennale for the preparation of installation promoting Plastic free world, recycling and effective waste management.

NSS unit conducted a paper bag making workshop in the physics lab for the NSS volunteers. The workshop was headed by Mrs. Mary Hermine, Physics Department and NSS Volunteer, Tania Christa Antoneetta. Paper bags were made on large scale for later distribution to nearby shops and houses.

Liquid waste management

The waste water is effectively channelized into areas where farming is carried out by the clubs like NSS and nature club.

E-waste management

E-waste is usually stored in a room which is maintained for the same. Those e-waste of products procured using the fund from the management is often replaced by exchanging it with new products.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The constant depletion of fresh water from the face of the earth is a pressing problem which the current and coming generation needs to desperately deal with. Envisioning this, Aquinas College had designed this water harvesting technique a decade back which helps in sustainable water management. It harvests rainwater which maintains fresh water reserves for irrigation within the campus as well as serves to recharge groundwater.

Solar Lamp

With the objective of harnessing the best available source of energy, Aquinas College has installed a solar lamp in the campus. This green initiative not only aids in energy conservation but also intends to create and spread the awareness about the benefits of switching to one of the best obtainable and accessible sources of energy.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Students and Staff using Bicycles, Public Transport, Pedestrian friendly roads

Majority of the staff and students (more than 75%) depend on public transport for daily commutation. Nearly 15% of the students are pedestrians. Teachers who come by means of private vehicles practice carpooling. Pathways have been constructed in the campus for pedestrians.

Quasi Plastic-Free Campus

Initiatives are being made to make the campus plastic free. The teachers advise the students to reduce the usage of plastic bags and other items in the campus. To create awareness about the need for conserving the nature through the reduced use of plastic, programmes were organized by the nature club and the departments. The Department of English organized a one day fest LAUDATO SI' - Care for Our Common Home (Nature Fest) on 3rd August 2017 which began with an invited talk by Chitira Kusuman, Co-ordinator of Kerala Charter of Green Vein and Poet. Seminars were organized on the topic of nature conservation.

With the aim of promoting alternative for plastic, different initiatives were taken to create awareness about the usage of ecofriendly products like cloth, paper, bamboo etc. In connection with this, paper bag making classes were conducted by NSS, Department of English and Economics. To reduce the usage of plastic an initiative has been taken by the institution to use cloth banners instead of plastic flex. The Kerala State Bamboo Mission along with NSS unit of M.G.University conducted awareness talks in the college and distributed bamboo seedlings for plantation. The bamboo seedlings were planted in the College courtyard.

On the way to become Paperless Office

All the departments and the College office are in a process of automation resulting in a significant decrease in paper usage and paper waste. However it is impossible for an affiliated college to become totally paperless as we need to maintain important documents as hard copy for further perusal. Initiatives like e-notices have been implemented in the recent years.

Green landscaping with trees and plants

The college campus is blessed with rich greenery, lake surrounded by mangroves and trees. The NSS and NCC Unit along with the Nature and Tourism club of the college celebrates world Environment Day annually by planting saplings in the college campus. The NSS volunteers distribute tree saplings in the neighbouring houses and make the residents aware of the preservation of natural resources and forests. The NSS volunteers perform the harvest of the tapioca crop and reaped a considerable quantity of tapioca. In association with National Bamboo Mission bamboo seedlings were planted in the College courtyard.

File Description	Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 29.22

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
8.5685	8.01	8.0	8.0	8.0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 3

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	1	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 41

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	5	4	5	13

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 53

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	10	12	9	11

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

A special minicamp was conducted in the college campus as a part of Gandhi Jayanthi celebrations. 50 students participated in the cleaning. The waste land at the back of canteen was cleared and the rain water harvesting tank was also cleaned. Commemorating the Birthday of Dr. A.P.J. Abdul Kalam a quiz competition was held on the topic "Young India" on October 15th 2015, Thursday at the Physics Department. As a part of the birthday of Sardar Vallabhai Patel, Rashtriya Ekta Diwas was celebrated in the college. Ekta Diwas Pledge was taken by students of each class. The NSS unit celebrated the Youth Day with various activities. An extempore speech competition was conducted in the college on the topic "Role of youth in skill, development and harmony in India".

The NSS volunteers commemorated the 75th anniversary of Quit India Movement with displaying slogans and drawings of Mahatma Gandhi and other freedom fighters. A class was organized on the historical importance. NSS organized a Class on the ideas of Dr. A.P.J. Abdul Kalam. The class was conducted by Mr. Ranganathan, CEO of Soft Skill Initiative.

Since 2016 the department of Mathematics has been celebrating National Mathematics Day, the birthday of Srinivasa Ramanujan by organizing Math Fest which includes Mathematics Quiz competition, Exhibitions, Puzzles and Games and Film Show relating to the lives of Mathematicians.

The Death Anniversary of Gandhiji was celebrated on 30-01-2018 under the leadership of the NSS Unit. The day was commemorated by displaying photographs and articles related to different periods of Gandhiji's life.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The College maintains complete transparency in its financial, academic, administrative and auxiliary functions. On financial basis we have building construction committee, U.G.C and non U.G.C fund

purchasing committee. In the beginning of every academic year proposals are invited from every departments and planning board evaluates and gives approval. Planning board comprises of representation from the management, teaching and non- teaching staff. In the case of building construction representative from the management, P.W.D engineer and a university representative are involved. For any release of fund H.O.D or U.G.C Planning board coordinator submit a request to the Principal. For any kind of purchase, quotations are invited and tenders are received. The least amount is accepted and purchase order is issued.

The College has a Public Relation Department headed by a teaching staff as Public Relations Officer. Any external agency or even students can request for information related to both academic and administrative issues through proper RTI.

In order to make the academic system transparent, syllabus is given to the students at the commencement of the academic year. Internal marks are published on timely basis and the grievances are addressed if raised.

Even though Principal is in charge of the college, all the major decisions are taken in the staff meetings inviting suggestions from the faculty. The Staff Council and P.T.A are equally involved in the decision making of academic and non- academic related issues or programmes for their support and guidance.

All the student initiative programmes as well as programmes organized by various clubs and cells are well planned and informed to the Principal with the detailed programme chart and notice is circulated among the teachers and students for the same. The representation of students is ensured in various committees/clubs/cells and all the activities are planned and executed with student involvement.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Practice1 : FOOD FOR HUNGRY AND HOME FOR A HOMELESS

Objectives:

- 1.To equalize the gap between the needy and the wealthy.
- 2.To enhance the social responsibility, commitment and joy of sharing among students
- 3.To become a model in social commitment among the fellow institutions.

The Context:

The context of introducing this practice is the realization of vision and mission of our founder Patron Late. Rev. Fr. Joseph Kureethara who believed in the upliftment of the marginalized society through education.

The Practice:

1. Each and every member of the Aquinian family participate in this cordial gesture. The members bring food and collect at a common point regularly every week (Tuesday). The food packets are distributed to the needy people living in the nearby community in a systematic manner without fail.
2. The funds for the project, Home for a Homeless, are generated through the contributions of Aquinian family of students, staff, PTA, Alumni, Well wishers, etc. A committee is constituted to recognise a well deserved student and the project is materialized.

Evidence of success:

The feedback received from students and the community strongly indicate the success of the practice.

Problems Encountered:

1. The quanta of requirements faced by the college is well beyond our domain. We find it extremely difficult to reach upto a large section of needy people.
2. The house project includes lot of practical difficulties including land availability, construction cost etc. which refrains us from providing more number of students with their dream home.

Resources Required:

Food packets contributed by the students and staff of the college are supplied to the needy through the well known social worker Mr. Judeson M.X. The financial aid for the house construction project is contributed by the students, staff, PTA, Alumni, Well wishers, etc.

Practice 2: SUMMER IN AQUINAS

Objectives

- To make the summer time of young students more fruitful
- To develop the English communication skills of students and housewives
- To equip the local housewives with computer skills
- To give professional coaching to the students of the nearby schools in Sports

The Context

With the view of uplifting the society , in tune with the vision and mission of the college, the institution aims to make its resources and facilities available for the benefit of the local community. To productively utilize the non-academic days of the college as well as that of the school students of the local community, various programs like Basic Course in English, Computer Classes and Training in Sports are organized under the head “Summer in Aquinas”.

The Practice

The Summer in Aquinas program is scheduled in April every year which lasts for a month. The

Department of English organises the Basic English Course which is carried out by Student-Teachers who prepare an assigned syllabus and teach it to the young learners under the supervision of a teacher in charge from the Department.

Computer Classes organized by the Department of Mathematics offers a basic course in Computer Fundamentals, Office Automation and Internet to the women of the locality. The classes are taken by the Assistant Professor in Computer Science of Aquinas College.

The Physical Education Department provides professional training and coaching to the young aspiring sportsmen from the nearby schools in Cycling, Handball, Foot-ball and Hockey.

Evidence of Success

The increasing number of registrations year by year and the impressive feedback reflects the success of the programme.

Problems Encountered

The information regarding the programme is intimated mainly through parishes and therefore sometimes fail to get the expected response.

Resources Required

The resources and facilities of the college like computer lab, sports infrastructure/equipment and classrooms are utilized for the purpose. Apart from this the teaching staff, students and alumni contribute sincerely for this venture.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

St. Thomas Aquinas ,the Patron Saint of the institution who believed that knowledge always helped man to actualize the potentialities of the human mind serves as the ardent spirit behind the functioning of the college. The students of the college hail mostly from the rural outskirts of the Greater Cochin. Established with the earnest desire to uplift the marginalised and the lower strata of the community, the college has taken much initiative in doing the utmost for the progress of the downtrodden section of the society. Catered enthusiastically by the institution the students establish

themselves to be the fruitful members both to the society and the community.

Through the timely distribution of various scholarships the institution guarantees the minimization of economic disparity among the students. A separate wing is functioning actively in the college for the apt and perfect distribution of the sanctioned scholarships.

During the admission process care is taken to ensure that management seats are provided to the financially and socially weaker sections of the society. Thus the institution is committed to foster academic excellence among the unsupported group of students.

Aquinas Sports Academy generates awareness among the marginalised sections of students regarding various sports events and thereby helps them to come up as successful sportsmen. Students engaged in sports have brought laurels to the college and have become eminent players in university, state and national levels.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

- A student of Aquinas College , Ms. Nelofar T.A. won the ‘Kalathilakam’ in the M.G. University Youth Festival, March 2018, in which students from more than 300 colleges participates.
- The “Say No To Drugs” graffiti done by our students arrests the attention of any new comer into the campus and has gained media attention. The artist Mr. Sumesh S. had represented the college in National Youth Festival and bagged the prize.
- The college served as a relief camp during the Kerala floods in August 2018.
- Ms. Preema Jayaprakash and Ms. Uthara Raj had secured the first and fifth ranks respectively in the M.G. University B. Com. Degree C.B.C.S.S. examination, March 2018.
- In recent years the department of Physical education has ensured the participation of our students up to the National levels .
- The college premises is open to hold events of the public.

Concluding Remarks :

Since its establishment in 1981, through these 37 years, the institution has acted as a torchbearer in empowering the poor and marginalized students of the community and the locality. The institution has been working for contributing to National development by involving in capacity building activities of the students. Its portals are open to less advantaged sections of the society who contribute around 90% of its aided stream of students. By adopting modern teaching methods, the students are empowered to become globally competent. The quest for excellence is drilled into their learning habit by encouraging the use of technology in preparation of study/learning materials and by inculcating the core values through a number of extension activities.

The College was reaccredited by NAAC with B Grade on 8th July 2013. The IQAC of the college conducted various introspective and brainstorming sessions to reflect on our strengths and weaknesses, as well as to address our opportunities and challenges. Having identified the weaknesses and keeping in mind the recommendations mentioned by peer group during the second cycle of accreditation, the IQAC has put in efforts to overcome the shortcomings and improve with added vigour. In consultation with the Principal and Manager it has adopted various quality improvement strategies.

This Self Study Report we are submitting, provides insight into our potential to fulfill the vision of our patron saint St. Thomas Aquinas and to transform our institution into a centre of excellence. It is a collaborative work of a team of dedicated teachers spearheaded by the IQAC and the NAAC Coordinator, and supported by the Principal and the Manager. It highlights the journey of the institution with its objective to transform the College according to the changing paradigm of the Higher Education during the post accreditation period.

It is with great pleasure and gratitude to the Almighty and our patron saint St. Thomas Aquinas that Aquinas College is submitting this Self Study Report to the National Assessment and Accreditation Council (NAAC) for the third cycle of accreditation.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.3	<p>Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>282</td> <td>274</td> <td>285</td> <td>203</td> <td>115</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>282</td> <td>0</td> <td>285</td> <td>203</td> <td>115</td> </tr> </tbody> </table> <p>Remark : HEI input edited to zero because required documents are not provided.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	282	274	285	203	115	2017-18	2016-17	2015-16	2014-15	2013-14	282	0	285	203	115
2017-18	2016-17	2015-16	2014-15	2013-14																	
282	274	285	203	115																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
282	0	285	203	115																	
2.3.3	<p>Ratio of students to mentor for academic and stress related issues</p> <p>2.3.3.1. Number of mentors</p> <p>Answer before DVV Verification : 29</p> <p>Answer after DVV Verification: 29</p>																				
3.3.4	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p> <p>3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>2</td> <td>2</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : HEI input edited according to provided documents.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	12	2	2	0	0	2017-18	2016-17	2015-16	2014-15	2013-14	7	1	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
12	2	2	0	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
7	1	0	0	0																	
3.5.2	<p>Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with</p>																				

ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

4.2.5 Availability of remote access to e-resources of the library

Answer before DVV Verification : Yes

Answer After DVV Verification: No

4.2.6 Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year

Answer before DVV Verification : 15

Answer after DVV Verification: 15

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
601	586	554	580	553

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
8	8	8	8	8

Remark : HEI input edited according to provided SSR.

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ 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:

NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
7	10	7	1	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	0	0	0

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
9	12	10	3	5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
9	12	10	3	5

Remark : HEI input edited according to provided documents.

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : No relevant documents found relevant to metric id.

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11	2	5	4	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	2	0	1

Remark : HEI input edited according to provided documents.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8.47246	1.8119	1.3284	1.27438	1.55915

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : HEI input edited to zero because required documents are not provided.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	1

6.5.4	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements 2. Academic Administrative Audit (AAA) and initiation of follow up action 3. Participation in NIRF 4. ISO Certification 5. NBA or any other quality audit <p>Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: D. Any 1 of the above Remark : HEI input edited according to provided documents.</p>
7.1.9	<p>Differently abled (Divyangjan) Friendliness Resources available in the institution:</p> <ol style="list-style-type: none"> 1. Physical facilities 2. Provision for lift 3. Ramp / Rails 4. Braille Software/facilities 5. Rest Rooms 6. Scribes for examination 7. Special skill development for differently abled students 8. Any other similar facility (Specify) <p>Answer before DVV Verification : C. At least 4 of the above Answer After DVV Verification: D. At least 2 of the above</p>

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations