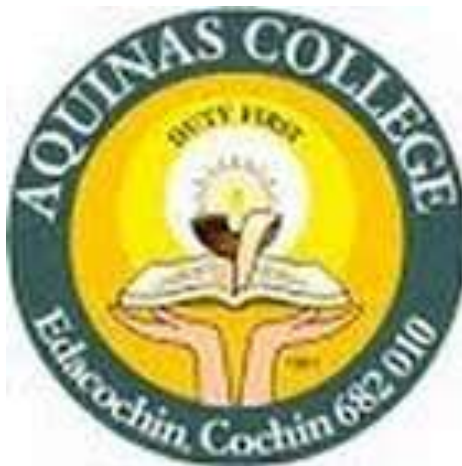


Annual Quality Assurance Report (AQAR)

2017-18



AQUINAS COLLEGE, EDACOCHIN

COCHIN, KERALA 682 010

(Affiliated to Mahatma Gandhi University, Kottayam)

Reaccredited by NAAC with B grade

Website: www.aquinascollege.co.in

E-mail: aquinascollegemail@gmail.com

Phone: 0484 - 2327748, 2328748, 2328648

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

AQUINAS COLLEGE

1.2 Address Line 1

EDAKOCHI

Address Line 2

COCHIN

City/Town

ERNAKULAM

State

KERALA

Pin Code

682 010

Institution e-mail address

aquinascollegemail@gmail.com

Contact Nos.

0484 2328733, 0484 2328748

Name of the Head of the Institution:

Mrs. Dayisi M.F.

Tel. No. with STD Code:

0484 - 2222449

Mobile:

9746020244

Name of the IQAC Co-ordinator:

Mr. Raju George Michael

Mobile:

9895266616

IQAC e-mail address:

aquinasiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN12848

1.4 NAAC Executive Committee No. & Date:

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

1.5 Website address:

www.aquinascollege.co.in

Web-link of the AQAR:

www.aquinascollege.co.in/files/AQAR2017-18.pdf

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

09/07/2010

1.8 AQAR for the year

2017-18

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

- i. AQAR_2013-2014 submitted to NAAC on 08/08/2014
- ii. AQAR_2014-2015 submitted to NAAC on 14/06/2018
- iii. AQAR_2015-2016 submitted to NAAC on 30/06/2018
- iv. AQAR_2016-17 submitted to NAAC on 30/06/2018
- v. AQAR_2017-18 submitted to NAAC on 31/12/2018

1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12b ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

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

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

MAHATMA GANDHI UNIVERSITY,
KOTTAYAM
KERALA

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NA

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
Community representatives

1

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

1

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

:

6

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff, Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Quality Enhancement Policy of Higher Education Institutions

2.14 Significant Activities and contributions made by IQAC

1. Supported in bringing out the third volume of Aquinas Multidisciplinary Journal
2. Nine teaching faculty pursuing PhD in which one faculty submitted the thesis.
3. Supported Mathematics Dept. to conduct institutional competitions as a part of the Ramanujan Day Celebrations 22 Dec 2017
4. Supported English Dept. to conduct various events regarding Nature Protection which was the theme opted by the English Department for this year.
5. Open Lab Programme jointly organized by the Dept. of Physics, Electronics and Biotechnology
6. Despite the non-availability of Government funds IQAC organized Walk with the Scholar (WWS) and Student Support Programme (SSP) and the classes were conducted by the teachers voluntarily
7. Supported Dept. of Physics to conduct an international seminar 'Graviton 2017'
8. Organized a Computer Literacy programme to local housewives as a part of SUMMER IN AQUINAS
9. IQAC monitored SMS communication system to inform parents regarding academic and institutional information, and inter-departmental communication.
10. Initiatives were taken to provide financial assistance for underprivileged students from the poor fund.

2.15 Plan of Action by IQAC/Outcome

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

Sl. No.	Plan of Action	Achievements
1	To promote research environment in the institution.	One faculty submitted the thesis, 8 teachers are engaged in Ph.D., 2 applied for FDP, the third issue of the Aquinas Multidisciplinary Journal was brought out with more number of publications.
2	To promote the use of facilities availed by minor projects to facilitate student projects	Post graduate students completed their final year dissertations using the facilities available from minor projects
3	To encourage students and staff to participate in more community related services.	Started a House Construction Project for the deserving student of our college. More number of community oriented programs were conducted under the leadership of various student clubs.
4	Proper conduct of examination	Installed more number of CCTV cameras in all the examination halls. Our college has been selected as a centre for conducting the Kerala PSC Examinations.
5	To increase output in sports and arts	Our student of BSc Physics NELOFAR T A won the KALATHILAKAM title in the MG University Arts Festival 2017-18. Our college cycling team won the University Championship for the sixth year consecutively. More number of students won awards and recognitions in University/National level sports and arts competitions

* Attach the Academic Calendar of the year as Annexure.

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

- The management stressed on maintaining the atmosphere of research in the institution.
- Strong suggestions were put forward to start an initiative which would benefit the members of the surrounding society.
- The decisions put forward by the IQAC were accepted by the management and ensured to materialise them at the earliest.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NIL	NIL	NIL	NIL
PG	4	NIL	2	NIL
UG	7	NIL	2	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	3	NIL	NIL	3
Diploma	3	NIL	NIL	3
Certificate	3	NIL	NIL	3
Others	NIL	NIL	NIL	NIL
Total	20	NIL	4	9

Interdisciplinary	16	NIL	2	NIL
Innovative	NIL	NIL	NIL	NIL

PG* Existing: Physics, Commerce, Commerce (SF), Biotechnology (SF)

UG* Existing: Physics, Mathematics, English, Economics, Commerce, Commerce (SF), Electronics (SF)

Interdisciplinary*: 7 Open Courses for UG Fifth Semester, 9 Add On Courses and 2 Open Courses for SF

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

(ii) Pattern of programmes:

<u>Pattern</u>	<u>Number of programmes</u>
Semester	Yes 7 UG and 4 PG
Trimester	NIL
Annual	Yes 9 Add-on Courses

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

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

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

NIL

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	22	4	NIL	16

2.2 No. of permanent faculty with Ph.D.

6*

* Including one FDP substitute teacher

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	1	NA	NA	NA	NA	NA	NA	3	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

0

1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	4	41	12
Presented papers	3	6	0
Resource Persons	0	1	7

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

- Departments maintain chronicle of daily activities.
- Teaching plan prepared at the department level including the list of unit tests, assignments, students' projects, industrial visits, field visits and other activities to be conducted.
- Lesson plan is prepared containing the details regarding instructional objectives to be achieved, details of content.
- Students were encouraged and given guidance on using e-learning resources
- Conducting exhibitions in respective subjects
- Remedial approach, peer teaching, regular test papers, self-evaluative test papers, assignments, seminars and projects.
- ICT aided teaching
- Well routed and scheduled programme covering the entire syllabus
- Model UGC-CSIR module wise test paper conducted every week

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

191

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

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

2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

7

2.10 Average percentage of attendance of students:

87.54%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A. Economics	43	0	17	8	0	58
B. Sc. Physics	37	6	12	5	0	78
B. Sc. Maths	29	4	15	1	0	69
B. A. English	25	0	13	1	0	56
B. Com. Marketing	35	5	20	4	0	83
B.Sc. Electronics	19	0	11	3	0	74
B.Com Tax (S.F)	50	11	18	8	0	74
M.Sc. Physics	12	6	4	1	0	92
M.Sc. Biotechnology	6	0	2	0	0	33
M. Com (Aided)	12	6	5	0	0	92
M. Com Finance(S.F)	18	1	11	0	0	67

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

The IQAC meticulously collects various feedbacks from the students, parents and alumni to ensure constant quality improvement in teaching and effectiveness in governance and leadership. IQAC has a subcommittee named DQAC (Department Quality Assurance Cell) comprising of representatives of each Department which help the smooth functioning of all the activities of IQAC. The IQAC discusses the curriculum with DQAC members to find out how better teaching experience can be

provided. Problems are attended to and remedied at the earliest. At the beginning of each semester meeting/discussions about plans and evaluation of previous plan are done.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	2
HRD programmes	1
Orientation programmes	4
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	1
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	6	0	1
Technical Staff	2	1	0	1

Criterion – III

3. Research, Consultancy and Extension

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

- Departments were encouraged to organise National Seminars
- Encouraged Departments to submit research proposals to various funding agencies.
- Motivated the faculty and students to undertake projects
- Motivated faculty to attend workshops and seminars
- Encouraged faculty to present papers in various seminars/ workshop
- Supported the publication of Aquinas Journal of Multidisciplinary Research bearing ISSN number

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	8	
Non-Peer Review Journals			
e-Journals	1		
Conference/ Seminar proceedings		1	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	5		NIL	NIL
Sponsoring agencies	NA	NA	NA	NA	NA

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

5

3.13 No. of collaborations

International

NIL

National

NIL

Any other

NIL

3.14 No. of linkages created during this year

0

3.15 Total budget for research for current year in lakhs:

From funding agency

7.0

From Management of University/College

NIL

Total

7.0

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
1	0	1	0	0	0	0

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

NIL

NIL

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

0

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

JRF

NIL

SRF

NIL

Project Fellows

NIL

Any other

NIL

3.21 No. of students Participated in NSS events:

University level

365

State level

1

National level

0

International level

0

3.22 No. of students participated in NCC events:

University level	160	State level	3
National level	14	International level	0

3.23 No. of Awards won in NSS:

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

3.24 No. Of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	0	College forum	26	
NCC	4	NSS	23	Any other <input type="text"/>

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

- Regular **Visits to Hospice** (cancer patients), old age home, orphanages, houses of the differently abled and rendering of services to the inmates by the various departments.
- **Food packet distribution to the hungry** of the nearby hospitals and streets on every Tuesday
- Financial assistance to less fortunate from the **College Poor Fund**
- Department of Physics organized a **Sky Watch for the public** on the occasion of the Super Moon-Eclipse which happens once in 152 years.
- **Construction of a House** for a financially backward student of the college was initiated and the funds for the same were collected.
- **Interschool quiz competition** for higher secondary students.
- Voluntary support to the children of **Boy's Home**, Perumpadappu (English and Mathematics Coaching classes)
- **'Basic English Course'** for enhancing communication skills of primary and upper primary students from neighbouring schools is held during the summer vacation.
- **Aquinas Sports Academy** caters to the requirements of the nearby schools by providing in house and student coaches from the institution for training in various sports.

- **‘Summer in Aquinas’** annual sports coaching program provides training to interested school students within the campus during the summer vacation.
- Department of English conducted **Nature Fest** for upper primary students to create an awareness on the urgent need to protect nature.
- NSS Unit conducted awareness programmes on **Organic Farming** as a part of 7 days special camp at Kottayam.
- NSS volunteers visited **Okhi** affected areas of Chellanam and carried out relief works.
- NSS Unit of Aquinas College opened **Snehapedika**, a venture involving the sale of handicrafts and food items for raising funds for the House Construction Project of the College.
- NSS Unit of Aquinas College conducted **Hair Donation Campaign** for cancer patients in association in Paripalana Palliative care and Hair Bank – Thrissur
- NCC unit and Anti Narcotic Cell conducted an awareness rally, **“Say No to Drugs”**, on the consequences of drug abuse and illicit trafficking.
- NCC unit of Aquinas college **supplied saplings** to the houses around the college premises on World Environment day.
- **Open Lab Programme** jointly organized by the Dept. of Physics, Electronics and Biotechnology for popularizing interest in Science among the students of nearby schools.
- **LED stars were manufactured and marketed at a reduced rate** inside and outside the institution by the students of the department of Electronics
- Department of commerce (Self-financing) conducted an exhibition **Zhanlaan-2017** which was benefited by 200 higher secondary students from various schools in the locality.
- Red ribbon club of Aquinas -College held a **Blood Donation Camp** in association with IMA.
- Nature and tourism club conducted a survey on **Responsible Tourism**.
- A new project of constructing a **Home for a Homeless** student of the college was initiated.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

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

4.2 Computerization of administration and library

<ul style="list-style-type: none"> ➤ Open source integrated library system – KOHA -was installed ➤ Bar coding system in the library was updated according to Dewey Decimal Classification ➤ More computers were introduced in the office which has made administration more effective and time saving
--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16,517	11,19,242	7	1,869	16,524	11,21,111
Reference Books	3,673	4,29,615	20	5,527	3,693	4,35,142
e-Books	-	-	-	-	-	-
Journals	11	13,820	13	23,380	13	23,380
	Subscribed in Jan 2017		Subscribed in Jan 2018			
e-Journals	-	-	-	-	-	-
Digital Database(N-List)	-	-	1	5,900	1	5,900
CD & Video	-	-	-	-	-	-
Others (specify) General books including competitive examination books	110	42,777	4 newspapers & 15 general periodicals	19,987	129	62,764

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Computers with Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	113	3	113	6	3	2	5	0
Added	0	0	0	0	0	0	5	0
Total	113	3	113	6	3	2	10	0

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

Career oriented Add-on Course in Tally accounting for students

Career oriented Add-on Course in Computer Application for students

Students were introduced and enabled to use mobile apps to enhance their mathematical skills

Training on Office Automation to Teachers and Non-teaching staff

4.6 Amount spent on maintenance in lakhs:

i) ICT

0.21

ii) Campus Infrastructure and facilities

2.72

iii) Equipments

1.3

iv) Others

0.22

Total:

4.51

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC organizes Orientation Programme for the new comers at the beginning of the academic programme
- Students are informed of various scholarships, employment opportunities and higher education programmes
- Class wise mentoring and counselling are provided through tutors under the direction of the IQAC
- Apart from academics students were are support and encouragement to venture into co-curricular and extracurricular activities
- Students extension activities at the department and the college level are supported and facilitated by the IQAC

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
769	110	0	0

(b) No. of students outside the state

4

(c) No. of international students

0

Men

No	%
331	38.1

Women

No	%
538	61.9

LAST YEAR						THIS YEAR					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
60	88	8	675	2	867	90	72	6	721	2	887

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

Dropout Ratio % : **2.3 %**

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

- Departments offer classes on different competitive exams pertaining to the discipline
- In addition forums like Entry in Service and Placement Cell motivates students by arranging talks, training programmes
- Special section is arranged in the library for this category of books.
- Career Placement Cell held PSC coaching classes for the interested students.
- Students were sent to attend a seminar on how to prepare for civil service examination, JAM coaching, Bank Coaching, PSC Coaching etc

No. of students beneficiaries

880

5.5 No. of students qualified in these examinations

NET	2	SET/SLET	1	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	1	UPSC	Nil	Others	3

5.6 Details of student counselling and career guidance

- Mentoring by class tutors
- Counselling by Mentors and External Counsellors for needed ones
- Regular talk on relevant topics by the teachers
- Career orientation programmes, Motivational Classes, Interviews and Group Discussions conducted by Career Guidance and Placement Cell.
- Training in communicative English by Peer Group of English Students
- Information and guidelines regarding NET, GATE and other competitive EXAMS provided by respective faculty
- PSC Coaching and Consultancy is provided by the Dept. of Mathematics to all students of the College
- Documentaries and Film shows conducted to ignite and inspire the young minds

No. of students benefitted

All Students - 879

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	38	26	-

5.8 Details of gender sensitization programmes

- Woman Empowerment and Personal Hygiene Classes by Woman Cell
- Various Competitions and talent shows conducted by Women Cell uniquely reserved for girls students
- Women Grievance Reddressal Cell and Anti-sexual Harassment Cell

5.9 Students Activities

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

State/ University level	189	National level	55	International level	NIL
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No. of students participated in cultural events

State/ University level	15	National level	1	International level	NIL
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5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level	94	National level	1	International level	NIL
Cultural: State/ University level	11	National level	1	International level	NIL

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	24	74,390/-
Financial support from government (Central & State Govt)	Scholarships: 91	Rs. 6,28,750/-
	Fees Concession: 525	Rs. 12,65,810/-
Financial support from other sources	7	15,000/-
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="7"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
Exhibition:	State/ University level	<input type="text" value="7"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Improvement of Toilet Facilities, Repair and Maintenance of Water cooler

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

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

MISSION

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

6.2 Does the Institution have a Management Information System?

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

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

6.3.1 Curriculum Development

- Curriculum development is done by the University itself
- The College follows the curriculum prescribed by MG University
- Five members of the faculty have been selected and are actively involved in the Board of Studies of M.G. University and other autonomous colleges in their respective subjects
- The College prepares an Academic Calendar every year as per the University norms.

6.3.2 Teaching and Learning

- Peer Teaching
- Bridge Course
- Regular test papers
- Seminars, assignments and projects.
- Mentoring
- PowerPoint presentations
- Film shows
- Independent LCD projectors are used for effective ICT practices
- Black board and chalk as well as the White Board and Marker are used in the class rooms
- The teachers suggest supplementary learning materials and further references
- Each department is equipped with a department library with sufficient books, e-books and other online resources
- Previous university question papers are made available in every department as well as in library
- Social media and mobile apps are used effectively by teachers to communicate, create curiosity and interest in their respective subjects

6.3.3 Examination and Evaluation

- Systematic Schedule for Internal exams, surprise tests, occasional viva voce exams
- Designed a question paper pattern for internal exams
- Model Examinations
- Entry level examination.
- Seminars/ mini projects
- Retest for slow learners
- Open book
- Class wise PTA meeting every semester
- Objective type exams based on the NET model were conducted after the completion of each module

6.3.4 Research and Development

- A research committee consisting of Doctorate holders are effectively functioning in the college encouraging faculty members to pursue Ph.D. and other research projects.
- The IQAC encourages the faculty to not just participate and present papers in National/International level Seminars but to publish papers as well.
- Two faculty members are pursuing research under FDP.
- Eight members of the faculty are doing research part time.
- Faculty members and PG students have presented papers in Regional/State/International level seminars/ Conferences
- Students are encouraged to take up research oriented projects based on the current trends as a part of their curriculum.
- Departments are motivated to conduct State, National and International level Seminars/ Conferences.
- College publishes a multi- disciplinary journal with ISSN 2395-7751 which provides a platform to faculty and scholars outside to bring out their research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

LIBRARY

- Well Furnished Computerized Central Library in the ground floor with good number of books for all the programmes offered in the College.
- Specialized services such as Previous Question Papers, INFLIBNET(N-List) and downloading, information notification provided by the Library
- Educational CD ROM repository is provided in the library
- Reprographic facility provided near the Library
- New arrivals display rack, journals display rack
- Department Libraries strengthened with more books
- Book bank for financially weak students in each department consisting of books contributed by outgoing Students
- The Library has been initiated into the open access system.

ICT

- The College has three computer labs with Sixty five computers in total
- Every department is provided with a computer with internet connection and a printer
- A common ICT room is available for clubs and Departments
- Smart class rooms in each department with projectors and tablet computers
- College has a few portable projectors, laptops and screens
- A Network Centre is set to cater the educational and employment needs of the students
- Student Scholarships and E- Grants are processed through a specially automated facility
- At the time of admission an automated Helpdesk provides services for online registration to students

INFRASTRUCTURE

- Seminar cum Conference Hall equipped with ICT facilities in the ground floor
- Lecture hall with Audio Visual Facilities in the first floor
- An Auditorium with a seating capacity of 2000 persons in the second floor was renovated
- Cooler cum Water Purifier in each floor
- Basket ball Court, Football and Hockey ground, Cricket Practise Pitch and Tennis Court
- Separate ramps are provided for Persons with disabilities.
- A new parking facility for two wheelers was constructed in the college premises

6.3.6 Human Resource Management

- Every teacher in the College is assigned the charge of some club, association or forum based on their leaning and aptitude in a field of activity which helps to maximize the output of the students
- Despite the non-availability of Government funds the WWS and SSP programmes were continued in the college by the teachers voluntarily
- From each class a student representative is selected to assist the respective class tutors for the effective utilization of the human resource potential
- NSS, NCC and other clubs conduct various programmes to extend their services to the society
- IQAC encourages faculty members to attend Refresher /Orientation courses and to organize/ participate in National/state level seminar /programmes.
- Fine Arts Club provides opportunities to hone the artistic skills of the students and promotes them to participate in the Youth Festivals at University and National Levels
- Aquinas Sports Academy provide training to the students in the nearby schools by collaborating with the alumni of the college
- Physical Education Department ensures student's participation in various inter- collegiate, inter- university and even National level competitions
- Recreational activities are organised for teaching and non-teaching staff for their stress relief
- Students from various departments offer academic assistance to the children at Boy's Home
- Basic English Course is conducted by the students of the department of English for School Students in the locality during summer

6.3.7 Faculty and Staff recruitment

- The retirement vacancy of teaching faculty in the departments of Commerce and Mathematics were filled during the academic year as per the UGC, University and State Government norms
- Guest Faculties / ad hoc teachers are appointed every year as per the Govt. norms
- FDP vacancies were filled duly as per UGC norms

6.3.8 Industry Interaction / Collaboration

- Departments of Physics and Electronics visit ISRO and VSSC Trivandrum every year as a part of industrial visit
- Department of Commerce conducts industrial visits every year for the students of the final year
- Department of Physics creates opportunities for their students to associate with scientists as well as research lab
- Final year Students of Model II courses collaborate with several organizations and job training as a regular feature.
- Self Financing PG Department of Bio Technology collaborates with 2 educational institutes for project work.
- The students of the Dept. of English were taken to a *Puppet Show* by the Nationally renowned puppeteers where they could interact with the experts from the industry.

6.3.9 Admission of Students

- General/ SC-ST Quota through Centralised Allotment Process by University
- Management and community Quota through Merit cum community means

6.4 Welfare schemes

Teaching	<ul style="list-style-type: none">• Cochin Diocesan Staff Welfare Society for availing Personal Loans, Educational Scholarship and Recurring Deposit Fund• Various benefits and leave facilities provided as per the Service rules.
Non teaching	<ul style="list-style-type: none">• Cochin Diocesan Staff Welfare Society for availing Personal Loans, Educational Scholarship and Recurring Deposit Fund• Aquinas Non Teaching Staff welfare fund for meeting the financial needs• Various benefits and leave facilities provided as per the Service rules.
Students	<ul style="list-style-type: none">• Various Scholarships by Government, Management, PTA and Endowments by retired staff are available• Department Faculties offer Financial, Mental and Moral Support• Yoga Classes were arranged for students by the NSS unit under the guidance of the instructors Mr. Anand & Ms. Anu from Art of Living• Arranged orientation class by Joseph Annamkutty Joseph, well known motivational speaker, who helped to realise and channelize their potential in the right direction

6.5 Total corpus fund generated

Rs. 1,06,46,208.50 /-

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

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

6.8 Does the University declare results within 30 days?

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒

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

Grades and Grade Points are given on a 7- Point Scale based on the percentage of total marks
A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a course
Candidates having a Grade C or above will be eligible for higher studies
Each college need to upload the internal marks in the web portal of the University and submit the same in the form of hard copy within the stipulated period.
University publishes the result and mark list of the students in the website and students can use it till the arrival of the original mark list and certificates from the University

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

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

6.11 Activities and support from the Alumni Association

- Mathematics department organised an Alumni meet of the 2012-15 batch at Kallencherry Resort, Kumbalangi.
- Every year, the Alumni Meeting is held at the Department and College level in which the alumni share their experiences and sort out plans to assist the College
- Alumni having flair in teaching prefer to work here as guest lecturers after their Post Graduation.
- Former faculty continue their loyalty to the Institution by their visits and eminent lectures.
- The retired staff members are specially invited on auspicious occasions of the College. Their contact details are available in the College calendar.
- Alumni interaction program was organised by Physics department on 28th August 2016.
- A few Alumni members are actively involved in giving PSC coaching to the students.

6.12 Activities and support from the Parent – Teacher Association

- General Body meeting was conducted and executive members were elected.
- Every Department conducted PTA meetings and Parent Teacher Student Interaction Programme in each semester.
- Provided financial assistance to install CCTV camera in the college campus.
- Funded the training and participation of students in MG University Youth Festival 2017.
- Supported the Physical Education Department financially.
- Provides Endowments and Scholarships for students.
- PTA honoured the Retiring Staff.

6.13. Development programmes to support staff:

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

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

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

Criterion – VII

7. Innovations and Best Practices

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

- 3 Departments is successfully conducting Career Oriented Add-on courses
- 3 Departments applied for UGC sponsored National seminar
- Proper utilisation of academic calendar helps to complete the syllabus in proper time.
- Monthly Department meeting were conducted.
- Faculty Diary system introduced for academic planning and recording class log, internal mark entries, mentoring of students, interaction with parents and all the academic, administrative and other activities of the faculty

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

- Increased the number of Ph. D registration and two faculty members applied for FIP under UGC.
- More students are participating in University Arts Festival
- Intercollegiate technical workshop is conducted by Electronics Department
- Conducted an intercollegiate Literary and Arts Competition
- Students are motivated to do farming and is maintained by Nature Club students
- Increased assistance to departments from PTA
- Department library is efficiently handled in all departments

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

- Extension activities-(a) Basic English Course, Open Lab Programme, Basic Mathematics Coaching for School Students in the locality, Voluntary English Coaching taken by the Students in the Boy's home (b) To give awareness and training of the physical health of younger generations, physical education department offers training session periodically inside the campus and in the nearby school and also during summer vacation.
- Every Tuesday students voluntarily contribute food packets which is later collected and distributed through the famous social worker Judeson among the poor, which helps to create a sense of compassion among students towards the deprived and the needy.

7.4 Contribution to environmental awareness / protection

- Model Village Visit by nature club
- Tree plantation in the college was conducted by the NSS volunteers and NCC Cadets.
- Students of the department of Economics made paper bags from old newspapers which helped to create awareness and promote the use of Eco- Friendly products.
- Solar power automated light is available at the college entrance.
- As a part of environmental awareness we have selected the open course papers on environmental economics, environmental physics and environmental chemistry for the students of other streams
- Increased student participation is ensured in NSS, NCC, Red Ribbon Club, Nature Club and various cells to promote socio-environment centric involvement.
- NSS volunteers participated in the Periyar Protection Campaign organised S.H. College , Thevara in association with M.G.University, Kottayam.
- A class on waste management was held by the NSS unit in association with Health Department, Government of Kerala.
- NSS volunteers conducted Pen Drive Campaign to promote recycling and effective waste management, and donated it to Kochi Muziris Biennale for the preparation of installation.
- English Department organised a Nature Fest to create awareness on the necessity of protecting nature.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

STRENGTHS

- Opportunity to educate the less advantaged sections of society (almost 50% of student strength) has always been considered by the institution as its strength as well as challenge and mission.
- Efficient and dedicated teachers who understands the student community empathetically and appropriately guides them in the right direction.
- Despite of being first generation learners many students show immense interest in procuring knowledge and pursuing higher education
- Students who excel in sports and arts
- The commendable infrastructure, training and achievements in Sports attract students from all over the region.

- A healthy relationship with the parents of the students in the holistic development of the student community.
- Committed staff ready to assist the less advantaged sections of students to exploit both Govt. and non- govt. financial sources so that they can achieve a better path to higher education.

WEAKNESSES

- Library is not providing complete open access but is on the verge of becoming fully functional
- Dearth of adequate number of office staff affects the smooth functioning of administrative work which is compensated by the teaching faculty
- All classrooms are not smart classrooms.
- Limited facility for computer assisted Teaching-Learning, Classrooms are not provided with lap-tops with safe storage facility in the vicinity.

OPPORTUNITIES

- Great opportunity to extend higher education to marginalized sections
- 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.
- Scope of increased opportunity to apply for UGC /Non-UGC fund for the benefit of the disadvantaged section
- Transforming the commitment of teaching faculty into quality enhancement and empowerment of the less advantaged.
- 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.

CHALLENGES

- 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.

- 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.
- Lack of self-motivation in a section of students
- 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
- Lack of special vocational training for Women students.
- The non-sanctioning of aided UG and PG courses by the government prevents us from starting new courses.
- Clubs, associations and forums are unable to delve into full-fledged activities as the semester system leaves us pressed for time
- To reorient students from the excessive use of social media to using technology for educational advancement.

8.Plans of institution for next year

- To extend library utility to the public.
- To improve reading habit of students through technology.
- To build a new library block focussing on and catering to research activities.
- To make use of social media to the advantage of students by introducing assignments in such platforms
- To construct an indoor multipurpose stadium for both students and public
- To start more job oriented add-on courses
- To start new extension activities in order to serve the surrounding community

Name: _____

Name: _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
