Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**AQUINAS COLLEGE**
Name of the head of the Institution	**Bridgit Jeeji C.J.**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0484-2327748**
Mobile no.	**9388095878**
Registered Email	**aquinascollegemail@gmail.com**
Alternate Email	**aquinasiqac@gmail.com**
Address	**EDACOCHIN, COCHIN 682010**
City/Town	**Cochin**
State/UT	**Kerala**
Pincode	**682010**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**RAJU GEORGE MICHAEL**
Phone no/Alternate Phone no.	**04842801227**
Mobile no.	**9895266616**
Registered Email	**aquinasiqac@gmail.com**
Alternate Email	aquinascollegemail@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.aquinascollege.co.in/files/AQAR2017-18.pdf

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://www.aquinascollege.co.in/files/Calendar2018.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**76.00**	**2006**	**17-Oct-2006**	**16-Oct-2011**
2	**B**	**2.21**	**2013**	**08-Jul-2013**	**07-Jul-2018**
3	**B+**	**2.56**	**2018**	**28-Mar-2018**	**27-Mar-2024**

6. Date of Establishment of IQAC

09-Jul-2010

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Internal Academic Audit	07-Mar-2019 1	43
Participation in NIRF	06-May-2019 240	911
Regular meetings of IQAC	04-Jul-2018 7	43
Mock NAAC Visit	13-Mar-2019 1	43
Implementation of MIS	12-Dec-2018 84	141
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Walk with a Scholar	State Government	2018 240	194400
Institution	Student Support Programme	State Government	2018 240	85500
Commerce Department	Entrepreneurship Development Club	Department of Industries & Commerce, Government of Kerala	2018 240	10000
Institution	Red Ribbon Club	State Government	2018 240	4000
Institution	FDP substitute salary	UGC	2018 420	967288
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**7**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities	**No**

during the year?	

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Implementation of MIS

2. Using technological aids for teaching and learning

3. Internal Academic Audit

4. Sought aids from outside agencies to upgrade the library technologically

5. Arranged a Mock NAAC visit

[View File](#)

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

Plan of Action	Achivements/Outcomes
Preparation for NAAC visit	Successfully submitted SSR and the NAAC team visited the college and awarded B grade
MIS Implementation	Pilot phase of MIS was implemented
Using technological aids for teaching and learning	Made use of social media for submission of assignments-Facebook page was created to encourage independent research among students who posted self-researched information on an assigned topic.E-book readers were introduced in the library.
Internal and external Academic Audit	Successfully completed academic audit
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
MANAGEMENT	18-Sep-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes

Date of Visit	18-Mar-2019

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**06-Mar-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The MIS software of our institution enables direct and active communication between our students, teachers and parents. At present it is effectively used to record attendance, communicate the absence of students in class on a daily basis and to send messages to parents, teachers and students whenever necessary. The MIS system in our college is intended to improve the communication between teachers and the parents, thus facilitating a strong and positive relation which will help to carve a bright future for the students. Currently we have employed the EduCloud 360 software.This system will be gradually developed to include the following 1. Time Table 2. Academic calendar 3. Assignments/ Projects/Seminars/ Homework/ Instructions 4. Portions covered intimation and tracking 5. Result Management 6. Progress or Report Card generation 7. Academic performance Graph etc.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curricular aspects of Aquinas College, is directed as per the statutes and regulations of Mahatma Gandhi University, Kottayam, Kerala to which it is affiliated to. The college has designed an organised mechanism for the effective delivery of the curriculum and its documentation. The Choice Based Credit System (CBCS) has been executed effectually at the UG and PG levels. The delivery of curriculum is planned in such a way so as to achieve a holistic development of the student community with special focus on social commitment , academic advancement and employability. 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.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Communicative skills in English	Nil	01/06/2018	180	Employability	Communication skills
Computer Application	Nil	01/06/2018	180	Employability	Programming Skills
Tally Accounting	Nil	01/06/2018	180	Employability	Accounting skills for Industrial purpose
Web designing	Nil	01/06/2018	180	Employability	Software development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	-NIL-	Nill
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English	01/06/2018
BA	Economics	01/06/2018
BSc	Physics	01/06/2018
BSc	Mathematics	01/06/2018

BSc	Electronics	01/06/2018
BCom	Marketing	01/06/2018
BCom	Finance & Taxation	01/06/2018
MSc	Physics	01/06/2018
MCom	Finance	01/06/2018
MCom	Finance(SF)	01/06/2018
MSc	Biotechnology	01/06/2018

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

	Certificate	Diploma Course
Number of Students	282	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Introduction to Computer	01/06/2018	38

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Commerce(SF)	1
BA	ENGLISH	27
BSc	ELECTRONICS	3

[View File](#)

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nill
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The IQAC of Aquinas College meticulously collects various feedbacks from the students, parents and alumni to ensure constant quality improvement in teaching and effectiveness in governance and leadership. In the student feedback students were given a space to evaluate the effectiveness of the methodology , the knowledge base of the teacher, the infrastructure and the services of the college as well the facilities provided by the library. The feedbacks were analysed and improvements required in the teaching learning process were communicated to the teachers. The feedback on infrastructure as well as the library was considered for further development. Parents Teacher's meetings were held every semester which provided the parents a platform to give their direct

feedback on the curriculum delivery, their observation on their wards progress, the facilities provided by the college and their valuable suggestions. Apart from this a Parents Feedback form was distributed and collected in person. On the basis of the analysis the IQAC ensured that the teaching learning atmosphere was more enhanced and a more motivated and goal oriented atmosphere was provided for the students. Faculty Feedback regarding management, department, teaching learning process, administration and infrastructure were collected. After analysis the feedbacks were forwarded to respective departments with suggestions for further improvement. Alumni meetings were held by the various departments and their feedbacks were collected. Departments maintain a constant connect with the alumni via whatsapp groups and other social media platforms through which they inform them regarding the activities of the college and consider their recommendations.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics	50	1015	50
BA	English	30	690	30
BCom	Marketing	38	1045	38
BSc	Physics	40	600	40
BSc	Mathematics	30	520	30
MCom	Finance and Taxation	15	170	15
MSc	Physics	13	169	13
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	280	56	25	3	23

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
51	51	6	11	0	7
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Mentoring has been an integral part of maintaining a conducive student centered learning atmosphere as well student-teacher relationship in the college. With this in mind mentoring sessions were provided at the individual level as well as group level. The class tutor of every class is assigned the duty of mentoring the students (maximum of 30 students) he/she is in charge of. This system helps the mentors to identify the strong and weak points of the students, motivate them accordingly and to guide them in the right path. Group mentoring is conducted every semester where mentors focus on various topics ranging from motivation building, focussing on an aim and career, to value education and other general issues like gender, environment, human values etc. Individual mentoring of students helps to understand them more personally and provide required guidance and consolance. In case of the absence of students for prolonged period, lack of focus despite repeated mentoring sessions, behavioural changes etc. the mentor informs the HOD and an immediate meeting with the parent is arranged. If any student needs further counselling the HOD is informed and the mentee is provided with professional counselling by either of the two teachers who have certification in counselling. This system of counselling have been effective in monitoring as well as motivating academic progress, to help mentees tide over personal challenges in life and to mould them into responsible individuals.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
923	51	1:18

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
51	50	1	1	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	Nill	6	22/03/2019	30/04/2019
BCom	Nill	6	22/03/2019	30/04/2019
BSc	Nill	6	08/04/2019	29/04/2019
BSc	Nill	6	08/04/2019	29/04/2019
BA	Nill	6	22/03/2019	30/04/2019
BA	Nill	6	22/03/2019	30/04/2019
BSc	Nill	6	08/04/2019	29/04/2019
MSc	Nill	4	28/06/2019	04/10/2019
MSc	Nill	4	28/06/2019	04/10/2019
MCom	Nill	4	22/05/2019	24/09/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Aquinas college strictly follows the CIE system prescribed by the MG University, Kottayam. It has set a systematic and effective mechanism to conduct the internal evaluations. 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.

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

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. The Academic Calendar is prepared by the IQAC at the beginning of the academic year. After studying the academic calendar of the University, the Departments are asked to prepare their annual plan. The staff council based on the university academic calendar decides the schedule for the conduct of internal examination and publication of the results. Keeping these sources at hand the calendar is prepared. 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. The calendar also provides the dates of internal examinations as well as the tentative dates of the commencement of the university end semester examinations. This helps students to prepare in advance. 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, as well as the conduct of internal examination and publication of the results as decided by the staff council. 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.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the

institution are stated and displayed in website of the institution (to provide the weblink)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG (2016-19) B COM	BCom	FINANCE & TAXATION	49	39	80

View File

2.7 – Student Satisfaction Survey

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

http://aquinascollege.co.in/AQIQAC.html

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)	
Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	2	Nill
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce (S.F)	3
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	4	Nill	Nill
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
BLOOD DONATION	NSS	BLOOD DONATION	5	80
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Nill	COIR BOARD	01/06/2018	31/05/2019	STUDENTS
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5	5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nill	Nill	Nill	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	165254	1121111	0	0	165254	1121111

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	113	3	2	3	3	2	8	100	0
Added	16	0	0	0	0	0	0	0	0
Total	129	3	2	3	3	2	8	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
No Data Entered/Not Applicable !!!			

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory,

library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The purchase and maintenance of all infrastructural and support facilities are entrusted to the Planning Board and 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. . Laboratories are allocated to different batches based on a predetermined schedule. 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 who 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 electricians, plumbers and carpenters for the maintenance and repair works. Five last grade staff has 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. The management initiated the shifting of the library software from SOUL of INFLIBNET to KOHA. The books are classified and arranged in an easily accessible manner and those books in need of maintenance are bound from time to time. Classrooms are allocated based on the academic schedule and general time table. The upkeep of the classrooms is monitored by the respective departments. Auditorium, conference hall and seminar hall are available for the conduct of department level programmes. Computer labs and internet facility are made freely accessible to staff and students and is maintained by the management. The IQAC monitors and suggests updations of the college website which is carried out by the concerned department. Central power back-up facility is available for the optimum use of facilities and is maintained annually. Students utilize facilities such as gymnasium, playground and the various courts, which are monitored by the Department of Physical Education. The playground is utilised by the PE department for the conduct of intercollegiate tournaments. It is also given to another institutions for sports/games/tournaments and is maintained by the manager. Class rooms are often hired for the conduct of PSC examinations.

http://aquinascollege.co.in/AQIQAC.html

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	College Endowments	24	74390
Financial Support from Other Sources			
a) National	Scholarships , Fee Concessions	616	1894560

b)International	Nill	Nill	Nill

No file uploaded.

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	13	BCOM	COMMERCE	M.G.UNIVERSITY	PG COMMERCE

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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 co-curricular 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 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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No Data Entered/Not Applicable !!!

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :
No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

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 reconnect 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 2018. The Alumni Association works with a vision to develop integration among alumni and students to strengthen their commitment and coherence to the institution.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The management of the institution ensures decentralization and participation 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. This also promotes opportunities for leadership at all levels. 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, antiragging 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. Often a student coordinator is also chosen. 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.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
No Data Entered/Not Applicable !!!	

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

E-governace area	Details
No Data Entered/Not Applicable !!!	

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration

| REFRESHER COURSE | 1 | 01/10/2019 | 31/12/2019 | Nill |

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1	1	Nill

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college conducts an annual audit by an external Chartered Accountant. The Govt. of Kerala conducts audits into every financial matters through Deputy Directorate of Education, Ernakulam. College regularly audits UGC funds internally.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nill	Nill	Nill	Nill
Administrative	Nill	Nill	Nill	Nill

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

Financial aid for house construction of poor and needy Cash awards to students who secured rank in university examination. Annual meeting between parents and teachers are held at College level and Department level.

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

Annual tour, Training of office staff programme by those who have recently retired, Welfare Scheme

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

Collaborations with departments of other colleges by signing MoUs. To establish a research centre in the college Increase the number of smart class Apply for new post graduate courses

6.5.5 – Internal Quality Assurance System Details	
a) Submission of Data for AISHE portal	**Nill**
b)Participation in NIRF	**Nill**
c)ISO certification	**Nill**
d)NBA or any other quality audit	**Nill**

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

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 and practice carpooling. Pathways have been constructed in the campus for pedestrians. Aquinas College had designed the 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. 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. 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. Eco friendly waste bins have been installed in various parts of the campus. All the departments and the College office are in a process of automation resulting in a significant decrease in paper usage and paper waste. Initiatives like e-notices have been implemented in the recent years. 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.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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. TheDepartment 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.

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

http://aquinascollege.co.in/AQIQAC.html

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

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.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

Multidisciplinary seminar series including all depts. 2. Innovative student centric activities. 3. Make the college energy sufficient using solar power. 4. Collaborations with other institutions by signing MoU's. 5. To organise programs stressing on aspects like gender, sustainable environment, IPR and human values. 6. To increase the publications of the faculty in UGC approved journals 7. To enhance the infrastructure facilities. 8. To add more books to the main library. 9. To establish a research centre in the college.