



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		<b>ST. GREGORIOS COLLEGE</b>
Name of the head of the Institution		<b>Dr Suman Alexander</b>
Designation		<b>Principal</b>
Does the Institution function from own campus		<b>Yes</b>
Phone no/Alternate Phone no.		<b>04742650133</b>
Mobile no.		<b>9446523728</b>
Registered Email		<b>sgcollegeiqac@gmail.com</b>
Alternate Email		<b>drsumiannaalex@gmail.com</b>
Address		<b>St Gregorios College, Pulamon P.O. Kottarakkara</b>
City/Town		<b>Kollam</b>
State/UT		<b>Kerala</b>
Pincode		<b>691531</b>

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Rural</b>
Financial Status	<b>central</b>
Name of the IQAC co-ordinator/Director	<b>Dr Sumi Alex</b>
Phone no/Alternate Phone no.	<b>04742652337</b>
Mobile no.	<b>9495823291</b>
Registered Email	<b>drsumiannaalex@gmail.com</b>
Alternate Email	<b>seema.cms@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.gregorioscollege.org/uploads/2020/12/AOAR-18-19.pdf">https://www.gregorioscollege.org/uploads/2020/12/AOAR-18-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.gregorioscollege.org/uploads/2020/07/St-Gregorios-college-DIARY-CALENDAR.pdf">https://www.gregorioscollege.org/uploads/2020/07/St-Gregorios-college-DIARY-CALENDAR.pdf</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	81	2006	21-May-2006	20-May-2011
2	B	2.85	2015	01-May-2015	30-Apr-2020

<b>6. Date of Establishment of IQAC</b>	<b>01-Jul-2001</b>
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Workshop on NAAC revised accreditation format-SSR Preparation	07-Feb-2020 2	25
Lecture on effective invigilation	01-Jul-2019 1	48
Workshop on effective administration for non-teaching staffs	13-Jul-2019 5	22
Workshop on E-filing of income tax returns 1	30-Jul-2019 1	47
Gender oriented program	28-Oct-2019 1	29
Seminar on Cyber bullying and violence against college girl students	19-Nov-2019 1	108
Workshop on scientific document preparation using Latex	07-Dec-2019 1	28
Workshop on LED bulb and LED X'MAS star making	10-Dec-2019 1	38
Online Hand-on workshop on using Google classroom: effective teaching techniques	27-Apr-2020 5	79
Webinar on contemporary hindi poetry	28-May-2020 1	110
<a href="#">View File</a>		

**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
Dr Krishnakumar V	FIST	DST	2019 1825	50.5
<a href="#">View File</a>				

**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 :**

10

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	<a href="#">View File</a>																
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No																
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>																	
<ul style="list-style-type: none"> <li>• Renovation of playground to a multipurpose facility mainly as sevens football ground</li> <li>• Extending support for up gradation of PG department of Physics as research centre</li> <li>• Introduction of additional ICT enabled and smart class rooms</li> <li>• Organized national/international conferences on Women Empowerment and Entrepreneurship</li> <li>• Construction of exam hall having a capacity of 700 students</li> <li>• Installation of Solar panel by ANERT(Government Agency) support</li> </ul>																	
<a href="#">View File</a>																	
<b>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</b>																	
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes																
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IQAC Committee	31-Dec-2020																
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No																

<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	09-Mar-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>St. Gregorios College, Kottarakara preserves a web portal exclusively for the smooth functioning of the Management Information System. It has the following modules in the operational stage: Library Management System: Online Public Access Catalogue (OPAC) is available under this module. Remote access to library resources is available. Library accounts are maintained through the students UID. Barcode reader is used to enter book details and borrower details. The library provides computer based Online Public Access Catalogue (OPAC) and web OPAC (<a href="http://www.sgc.libsoft.org">www.sgc.libsoft.org</a>) for searching documents available in the library. The library is also equipped with internet connectivity which the users could make use of for their academic purpose. The library book collection includes about 35000 printed books, and subscribes to more than 6000 online journals lakhs of ebooks through NLIST (INFLIBNET) program. (To access the resources under the NLIST Program, users require login ID and Password). Academic Management System: Details regarding programmes offered, syllabus, programme outcomes, programme specific outcomes, course outcomes, teachers engaging courses, student strength, departments, faculty and academic calendar can be obtained here.</p>

## 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

Being a government aided college affiliated to the University of Kerala its academic delivery plan is decided according to the curriculum designed by the

University. The time table for the academic year is made at the department level after duly consulting with the professors in the department. The time table is strictly adhered with. The time-bound finishing of teaching work and related duties along with documentation of the work done is monitored by the respective HODs. The teachers maintain work diaries as official record of their academic responsibilities. Adequate use of technological aids for enhanced learning is ensured by the departments. Assessment methods like tests, seminars and quiz are regularly incorporated in order to aid the students in evaluating the level of subject comprehension. Remedial classes and personal tutoring sessions are arranged for the benefit of those backward in studies. The Scholar Support Programme (SSP) an initiative of the Department of Higher Education has been implemented in the college. The programme aims to overcome the academic weakness of students who belong to the bottom of the merit hierarchy. The teacher coordinator is carefully selected and assigned duty as tutor and mentor. Internal exams are conducted after the model of the end semester exams to familiarize and prepare the students with the examination pattern. PTA meetings are held regularly in which the academic performance of students are informed and discussed with parents and feedback is collected. Activities promoting effective and modern teaching-learning strategies are planned for the academic year, along with text-book learning. Students are taken on visits to research institutes, museums, botanical gardens etc in order to gain exposure on real life situations and applications. Lectures by visiting scholars are arranged to gain understanding of current trends and developments in the field. The college library serves as an authentic source for supplementing and expanding the knowledge derived from the curriculum. They are motivated to utilize the facilities available in the library, including e-learning opportunity. The students are allotted INFLIBNET passwords which give them free access to scholarly content across the world. The computer lab and library help to expose the students to the plethora of e-learning resources available in the web space and other media that facilitate optimum learning. Feedback is collected from the students to assess and address the flaws in curriculum delivery. In the context of the onset of the Covid-19 pandemic, every effort was made to ensure that the curriculum was delivered through alternate virtual platforms like Moodle, YouTube, Google classroom and Google Meet. This initiative was greatly appreciated by the students and parental community.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Communicative Hindi-HN CH-1	NIL	16/10/2019	26	employability	skill development
Mushroom Cultivation and Marketing-BO MC-1	NIL	05/10/2019	15	self employability	skill development
Ornamental Fish Keeping and Breeding-ZOO OF-1	NIL	09/08/2019	13	self employability	skill development
Diploma in	NIL	09/08/2019	60	employability	skill

GST-COMGST-1					ity	development
Data Analysis Using Statistical Techniques-STDAST-1	NIL	12/07/2019	10		employability	skill development
Yoga and Meditation-YM-1	NIL	12/08/2019	20		Nil	skill development
Rain Water Harvesting and Management-	NIL	10/10/2019	27		Nil	skill development
Skills in Basic Arithmetic, Reasoning Logic-MASBAP-1	NIL	24/10/2019	30		employability	skill development
Basics of Library and Information Science-LIBLIBS-1	NIL	05/10/2019	15		employability	skill development
Pathway to IELTS-ENGIET	NIL	24/10/2019	15		employability	skill development

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NIL	31/05/2020
BSc	NIL	31/05/2020
MSc	NIL	31/05/2020
MA	NIL	31/05/2020
<a href="#">View File</a>		

### 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	NIL	31/05/2020
BSc	NIL	31/05/2020
MA	NIL	31/05/2020
MSc	NIL	31/05/2020

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

	Certificate	Diploma Course
Number of Students	199	39

## 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
NIL	31/05/2020	Nil
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Physics	35
<a href="#">View File</a>		

**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
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
<p>The college has a system for feedback collection from the stakeholders as it is important for ensuring that the institution functions effectively. It is also advantageous for the institution to assess how far its activities are socially and economically relevant and acceptable. The college is committed to the principles of quality higher education. Therefore, feedback is collected regularly and systematically from the students, teachers and parents. This is done by means of structured questionnaire distributed among them or made available online in the college website. The college IQAC authorized by the Staff Council coordinates and oversees the whole process. The questionnaire designed for data collection is mainly aimed at eliciting responses regarding curriculum, syllabus, the CBCS system, problems in implementation, problems faced by students, parental and social expectations. Informal methods are used to collect feedback from the alumni and the employers. As alumni association is active, feedback is solicited through discussions and consultations during alumni meetings. Parent meetings convened by the departments provide valuable opportunity for free interaction and gathering opinion on aspects of curriculum enrichment and student experience. Student evaluations give teachers opportunities to evaluate and improve teaching effectiveness by making adjustments to their teaching and mentoring strategies. The feedback collected from the stakeholders is systematically coded and analyzed and report is generated. The feedback received is presented and discussed in the staff council attended by all heads of departments and elected representatives of teachers. The major problems and areas that need changes and improvement are identified. All college level matters are dealt by the principal through appropriate proceedings and communication. The HODs of respective departments are delegated to address department level problems. As important stakeholder the college management is properly informed of the developments. Though limited, the college has representation in Board of Studies, University Syndicate and other bodies. Proposals are often forwarded to University authorities for consideration.</p>



## 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
BSc	Mathematics	32	955	35
<a href="#">View File</a>				

### 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
2019	414	66	65	39	39

### 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	Number of smart classrooms	E-resources and techniques used
65	65	164	9	2	11
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

The college has a functional system for student mentoring. In compliance with national policy on education elucidated by UGC and considering its contemporary relevance, steps were initiated to introduce systematic student mentoring. We consider mentoring as an effective method of individualizing a student's education by facilitating the student to connect with a college staff who is knowledgeable, experienced and skilled in a particular field, which would be of immense benefit to many students. Mentoring relationships are focused on the growth and accomplishment of a student and it can include different forms of assistance. It is necessary for the mentor to regularly interact with the students, particularly in the context of increasing challenges in the socio-cultural sphere. A good mentor-mentee relationship enables to guide the cognitive, emotional and inter-personal development of the student in both academic and extracurricular spheres of activity. The mentoring model prepared by the designated team under college IQAC, was discussed in detail by the college staff council and was approved for implementation. The mentor mentee ratio was fixed at 1:20 and all concerned was informed through circular issued by the Principal. The list of students and corresponding professors was prepared and notified. All heads of departments are required to submit the teacher-student ratio of the respective departments at the beginning of the academic year itself and also oversee the documentation of mentoring activity. This initiative is currently in practice. All the permanent staff members are assigned responsibility for mentoring students in their respective batches. Given the task of actively mentoring students, the professor mentors work conscientiously for achieving greater interaction and focused conversation with students, aimed at specific outcomes. Apart from improving academic subject knowledge, we aim at realizing some of the contingent attributes to mentoring as follows.

- Assess the student at personal and intellectual levels
- Understand the familial and social backgrounds of each student
- Encourage analytical thinking and acquiring additional skills
- Develop socio cultural abilities and skills for adaptation
- Psychological and emotional support
- Help in goal setting
- Developing employability orientation
- Mould students to become ideal citizens

Number of students enrolled in the

Number of fulltime teachers

Mentor : Mentee Ratio

institution		
480	65	1:7

## 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
62	46	16	Nil	23

### 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
2020	Nil	Nil	Nil
No file uploaded.			

## 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
BSc	220	6	04/07/2020	27/08/2020
<a href="#">View File</a>				

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

As per CBCSS guidelines, the college monitors the progress of students through continuous summative and formative evaluation which consists of tests, assignments, seminars, projects and attendance. The college implements the internal evaluation process effectively and in the centralized mode as per a pre-published schedule. The department publishes the grades of the individual components of internal evaluation on completion of the evaluation process. The departments conduct class PTA meetings once in a semester. The class tutors discuss the performance of students with their respective wards and suggest measures for improvement. The college prepares an Academic calendar based on the University Calendar with the approval of the college staff council. It is distributed among the students at the beginning of every academic year itself. The College Level Monitoring Committee (CLMC) is responsible for the proper conduct of internal examinations as part of internal assessment. The CLMC is responsible for time scheduling tests, getting question papers and list of invigilators prepared and conducting the exams. The whole process is effectively monitored by the CLMC Coordinator. The department level coordinator oversees the smooth conduct of the internal examinations in each department. The teachers evaluate the answer sheets within a week after the examinations. Evaluated scripts are discussed with students and suggestions are given for academic improvement. Attendance and assignments are evaluated for each student and marks are awarded strictly as per university guidelines. Students who are not able to attend the exam are given an opportunity to reappear, given they provide valid reasons for absence.

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

words)

Academic calendar and handbook prepared according to the university calendar and approved by the staff council is maintained by the college. Details regarding the university examinations are given in the academic Calendar which is included in the handbook distributed among the students at the beginning of the academic year. In addition to this the academic calendar is displayed in the Notice boards in each department. Based on the Calendar, teachers decide dates of assignments submission, seminar, class test, viva and other academic activities. The College level monitoring Committee ensures the proper conduct of internal examinations in the college. An internal examination is conducted at the end of every semester. Examination related grievances of students are addressed by the department level monitoring committees which are then forwarded to college level monitoring committees. Papers of the internal examinations are corrected within one week after the exam. The students are given the opportunity to peruse their answer sheets and inform their grievances if any, to concerned tutor. The consolidated final results of the internal examination are published on the notice board. Timeline of sports, Arts and other extracurricular activities is maintained to the best of our ability within the year plan in compliance with the academic schedule and university academic calendar.

## 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)

<https://www.gregorioscollege.org/course-outcome-4/>

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
220	BSc	Mathematics	35	30	86

[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)

<https://www.gregorioscollege.org/uploads/2021/01/feedback-analysis.pdf>

## 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
Students Research Projects (Other than compulsory by the University)	180	KSCSTE	0.2	0.2
Major	1825	DST FIST	72.5	52.5

Projects

[View File](#)

### 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
NA	NA	31/05/2020

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
Best short documentary	Dr Jean Jose J	Second Rain International Film Festival	26/01/2020	Youth

[View File](#)

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
NA	NA	NA	NA	NA	31/05/2020

No file uploaded.

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Physics	1
Chemistry	1

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	3	0
International	Botany	2	0
International	Chemistry	11	2
International	Commerce	2	5.23
International	Physics	5	1

[View File](#)

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
Malayalam	2
Hindi	3

Syriac	2
Zoology	4
Chemistry	4
Physics	5
Botany	1
Commerce	2
Library	1
<a href="#">View File</a>	

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
Tunable Light emission using crystalline carbon dots	Francis Chacko	Journal of Optics	2019	2	St. Gregorios College, Kottarakara	2
<a href="#">View File</a>						

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
Tunable Light emission using crystalline carbon dots	Francis Chacko	Journal of Optics	2019	1	2	St. Gregorios College, Kottarakara
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	29	23	Nil	Nil
Presented papers	28	7	Nil	Nil
Resource persons	1	Nil	1	2
<a href="#">View File</a>				

**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
Palliative Care Activities	NSS	2	35
Cleaning after Flood at Pandanad	NSS/Asianet/Kerala University	1	5
Flood Relief Activity at Pathanamthitta	NSS/Pathanamthitta Collectorate, Govt of Kerala	1	50
Flood Relief Activity at Kollam	NSS	1	125
Onam Kit Distribution	NSS	2	180
Great Walkathon Program-Hands for a healthy tomorrow	NSS/Kottarakara Municipality/Blue ring, Kottarakara	2	180
Student Processio n-Awareness against drugs	NSS/Anti- intoxication club	2	125
Cleaning Drive(Elikkator ela)	NSS/NSS unit of St Stephens College, Pathanapuram	2	50
Cleaning Drive(Pa ndivayalthodu ela)	NSS/Kottarakara M unicipality/Kudumbas ree	2	100
<a href="#">View File</a>			

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
NSS program officer	Token of Appreciation	Kerala University	200
NSS Volunteer	Token of Appreciation	Kerala University	200
<a href="#">View File</a>			

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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Aids Awareness	NCC	Aids awareness program	1	99
Swachh Bharat	NCC	Cleaning of Meenpidi para	1	75

Swachh Bharat	NSS/NSS unit of St Stephens College, Pathanapuram	Cleaning Drive(Elikkator ela)	2	50
Swachh Bharat	NSS/Kottarakara Municipality/Kudumbasree	Cleaning Drive(Pandivayalthodu ela)	2	100
Swachh Bharat	NSS/Asianet/Kerala University	Cleaning after Flood at Pandanad	1	5
<a href="#">View File</a>				

### 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
0	0	0	0
No file uploaded.			

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	Post graduate internship program	Coirfed, Alappuzha	29/04/2019	14/05/2019	1
<a href="#">View File</a>					

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
0	31/05/2020	0	Null
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
2400000	2200000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Class rooms	Existing
Campus Area	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
<a href="#">View File</a>	

#### 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 partially)	Version	Year of automation
LIBSOFT	Fully	4.1	2018

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	33983	Nil	462	205471	34445	205471
<a href="#">View File</a>						

##### 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
NA	NA	NA	31/05/2020
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	141	31	141	68	60	18	24	100	0
Added	10	10	0	0	0	0	0	0	0
Total	151	41	141	68	60	18	24	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
NIL	<a href="#">NIL</a>

#### 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 incurred on maintenance of physical facilities
1000000	980000	300000	280000

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 Managing Agency of the college is represented by a Manager and an Administrator who are jointly responsible for development and maintenance of campus infrastructure. The college has multiple sources of finance including contributions and investment of funds by the managing agency, development assistance granted by the government, research funding by official bodies and the like. Creation of physical facilities and academic support facilities are based on demand and request made by college authorities to the management, according to established procedure. The managing officials have to obtain assent from the managing council before implementing proposals involving huge financial commitment. Most requirements are brought to the attention of the Principal by the Heads of Departments based on feedback and assessment of the needs for maintenance and up gradation of infrastructure. These matters are discussed in the statutory staff council meetings before forwarding the proposals to the Manager or Administrator. The college Administrator in charge is ably assisted by designated college officials and supporting staff. The services of skilled professors are also utilized for the maintenance of physical, academic and support facilities spread over different departments. The Manager jointly with the Administrator takes up the maintenance of physical infrastructure including college buildings, class-rooms and laboratories. Routine maintenance of all equipments and machinery in the campus are enabled and overseen by service providers, contractors and hired workers. Wherever necessary, plumbers, electricians, gardeners, security staff, cleaning staff etc are appointed on contract basis with management funds. A full-time mechanic is available for looking after servicing and maintenance of electrical and electronic equipment in the science labs. Service or repair requests from the different departments, office and library are forwarded to the Administrator countersigned by the Principal and are usually attended promptly. Closed circuit cameras are installed in several parts of the campus and linked to a server in the Principals office. A private agency is contracted for replacement and repair of its hardware components. The college website is maintained with the support of reputed service provider. The classrooms are allocated to different departments in a systematic way. Convenient rooms are allocated for student organs like NCC and NSS. The sports infrastructure such as the gym and basketball court are utilized on a regular basis by students and overseen by the Physical Education Teacher. The main Computer Lab has a contract staff who facilitates the scheduling of computer practical of different departments and document the same.

<https://www.gregorioscollege.org/maintenance-policy/>

#### 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	Endowment	36	20900
Financial Support from Other Sources			
a) National	Scholarships (National)	39	390000
b) International	NIL	Nil	0
<a href="#">View File</a>			

### 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 implementation	Number of students enrolled	Agencies involved
Walk with a Scholar Program- soft skills	26/08/2019	60	Higher Education Department
<a href="#">View File</a>			

### 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 passed in the comp. exam	Number of students placed
2020	JAM/NET Coaching	18	Nil	2	1
2019	Career Guidance programme	Nil	35	Nil	Nil
2019	Preparation for PSC Examination	Nil	59	Nil	Nil
2020	Becoming a Radio Jockey: Career Prospects and Essential Skills	Nil	85	Nil	Nil
<a href="#">View File</a>					

### 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
8	8	7

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Training on career aptitude test by Edex Academy	51	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	4	BSc Physics	Physics	St Gregorios College, Kottarakkara	MSc Physics
<a href="#">View File</a>					

### 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	16
SET	9
<a href="#">View File</a>	

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Wetland Day Celebration	Institution	76
<a href="#">View File</a>		

## 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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Golden Hornbill Award for Best Short Documentar	International	Nil	1	25017126037	Sreevijay

y in second Rain Inter national Nature Film Festival					
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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)

The College has a University approved 'College Union' which is an elected body with the following members: Chairman, Vice-chairman, General Secretary, Arts Club Secretary, Magazine Editor, Lady representatives, UG and PG representatives, and two University Union Councillors. The vice-chairpersonship is reserved for girl students. The Union has a staff advisor nominated by the Staff Council. Extra-curricular activities and programmes including the annual arts and sports festivals are organised with the help of College Union. Film fests, music and dance competitions, and photography contests are some of the activities organised by the Union. Important days and religious-cultural festivals like Onam, Christmas, etc are also celebrated by the Union by hosting events and competitions. The annual college magazine, which publishes the college reports, activities of College Union, departmental associations as well as the creative works of students and faculty, is also brought out by the Union with the support of the Staff editors. The IQAC, the statutory bodies like Anti-Ragging Cell, Anti-Sexual Harassment Cell, as well as the Cooperative Society of the college include student representatives. The traditional and most vibrant organs like NSS and NCC, apart from imparting training to students organize various extension activities aimed at promoting public welfare. The College has various clubs such as Women-Study Cell, Health Club, Bhoomitrasena Club, Book Club, Energy and Environment Conservation Club, Tourism Club, Nature Club, Music Club, Debate club, Anti Intoxication Club and Quiz Club, which help cultivate both academic and social aptitude in students. Students' involvement in the activities of these Clubs and college organs imparts knowledge and awareness on socio-cultural challenges facing society and prepares them to be responsible citizens. The Department Associations comprising all the students and the faculty facilitates participation in department-level activities and also aim at promoting interest in the respective disciplines. Each class has a student representative to help the faculty monitor and coordinate academic matters. Government sponsored programmes like SSP (Student Support Programme) and WWS (Walk with a Scholar) are mentoring programmes aimed at improving the academic performance of students. The Gregorian Campus Radio is envisioned as a creative platform for interested students to participate as Radio Jockeys. Interdepartmental cultural fests such as "Incendio" and "Polsa" are also ably organized by the students.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

#### 5.4.4 – Meetings/activities organized by Alumni Association :

The college has powerful Alumni association with several chapters extending to various parts of the globe. The major chapters are Thiruvananthapuram, Dubai, Sharjah and Bahrain. The alumni conduct regular meetings or annual conferences where the development of the college and its future prospects are also discussed. It has organised greening campaign in the campus by supply and plantation of tree saplings. The Dubai alumni had donated 10 bicycles for improving the physical fitness and mind relaxation of girl students in the college. The department alumni are actively involved in organizing fests, national and international seminars and motivating students for higher education. The Alumni honors retired teachers occasionally. The "Guruvandanam program" conducted during the year at Dubai, was a notable event.

### **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)

1. Construction of a Seven's Football Court Operational autonomy and procedural transparency form the central principles of the governance of the institution. The construction of a Seven's Football Court in the college elucidate the statement. The Physical Education Department has brought much fame to the college bagging prizes in various inter collegiate and inter university tournaments. The college has a football team that reached the finals of North Zone Football Competition 2019-20. However, it lacked a football court for regular practice. The students' request for a football court as part of physical education infrastructure was discussed in the College Staff Council meeting. It decided to take serious cognizance of the matter and entrusted the Physical Education Department to chalk out a proposal for the same. The proposal for the construction of a Seven's Football Court was presented before the management for approval. The management after consulting with the Governing Council gave nod to the proposal and agreed to meet the financial requirements for the construction. The College Council constituted a committee with the Professor of Physical Education to oversee the work. The committee monitored the construction and ensured that the project was completed on time. 2. Renovation of College Library Expanding college library facilities was a persistent demand that came from stakeholders including students, parents, alumnae as well as teachers. As the first step towards revamping the existing library, the college IQAC collected feedback responses about library facilities from the stakeholders. After consolidating the collected inputs, the IQAC placed it before the College Council for its consideration. The College Council entrusted the Library Committee to prepare a detailed proposal for expanding facilities. These included improvement in physical facilities, renovation of reference section and incorporation of latest technology. The detailed proposal of the project got ratified in the College Council and was forwarded to the management, who after approving the project in the Governing Council, granted the required funds. The Library Committee, represented by the teaching faculty of all departments worked under the chairmanship of the Principal. The committee assessed the requirements and fixed priorities. Accordingly, improvements in physical facilities including separate cabins for teachers and scholars, purchase of periodical's rack, revolving CD racks and reference section renovation were completed successfully. Library computerization was carried on further with the purchase of 10 computers for library and by ensuring OPAC facility and Web OPAC facility for students. Improvements were made in the periodical section and a circulation desk was introduced. The Library Renovation Project was successfully completed by the concerted effort of all.

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
Admission of Students	The admission of the students is conducted by the University of Kerala through central allotment process. The reservation policy stipulated by the Kerala Government is strictly followed in admissions.
Industry Interaction / Collaboration	An agreement was signed on 1st June 2019 in between the college and The Tax Study Centre, an authorised training partner of Kerala State Rutronix, an organization established by Government of kerala, to conduct training in Diploma in GST practice(DGSTP). Department of Commerce is in charge of conducting the program
Curriculum Development	Being an affiliated college, the institution have very limited role in curriculum development. However, professors who are members of Board of Studies and Curriculum Development Committee have the opportunity and privilege to actively participate in the curriculum revision committee meetings and workshops and make contributions so as to influence curriculum revision and development. The professors of various departments actively participate in collecting feedback on curriculum and offer suggestions on the effectiveness of curriculum as well as syllabus revision.
Teaching and Learning	As the pandemic broke out most of the faculty members resorted to online teaching methods and digital resources to deliver courses. Google Classroom, Google Meet and You Tube were widely used for teaching and learning. The teaching and research departments of the institution organised invited talks, seminars and conferences during pre-pandemic period and webinars were organised during the pandemic period. Many of our faculty participated in the online faculty development programmes, webinars and online conferences. Walk with a Scholar (WWS), a student mentoring programme initiated and financed by the state government,

Scholar Support Programme (SSP) for slow learners and Additional Skill Acquisition Programme (ASAP) etc. were carried out effectively during the academic year.

Examination and Evaluation

The college conducts the End Semester Exams (ESE) as per University norms under the supervision of the Chief Superintendant and Deputy Chief Superintendant of Examinations. The College Level Monitoring Committee coordinates the internal examinations. The duty chart of invigilation is prepared and circulated among the faculty much in advance to the exams. Squads are constituted to check unfair means in exams. Continuous and Comprehensive Evaluations were undertaken through class tests, assignments, seminars and projects.

Research and Development

The PG Department of Commerce got upgraded as a Research Centre with the University of Kerala. Three of our faculty got recognised as approved research guides under the University of Kerala, during this academic year. An International Seminar was organized in an excellent manner under the auspices of the P.G Department of Commerce in association with the Academic Research Conferences. National Seminars supported by National Commission for Women and Science and Research Board (SERB) were held during the year. The Department of Oriental Languages came forth with the publication of a quadri lingual research magazine namely Daksha.

Library, ICT and Physical Infrastructure / Instrumentation

The college library is fully automated and a separate reference section was created. E- Library providing students access to e-journals was initiated. The college website was upgraded in this academic year. All the departments are equipped with ICT enabled classrooms, laptops, desktops, printers and internet facility. To have uninterrupted internet facility, bandwidth has been upgraded. Construction of ramps was completed, taking into account the need for divyangjan students. The work related to preparing a Seven's Football Court as part of augmentation of sports infrastructure has also been completed. The installation of 10KW Solar Panel in association with ANERT and renovation

	of College Canteen are under way.
Human Resource Management	The IQAC along with the college management has organised training sessions for teaching and non teaching staff. The professors are encouraged to attend faculty development programmes, refresher courses and workshops organised by UGC and other approved organizations. Some of the professors are taking online courses to brush up their knowledge and acquiring new skills. Guidance and Counselling Cell as well as the Placement Cell of the College have coordinated seminars and placement drives in the college.

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

E-governance area	Details
Planning and Development	Nil

### 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
2020	Dr. Rinu Sam S.	International Conference on Energy and Environment	TKM College of Arts and Science	1000
2020	Dr. Sajeesh	One Week Capacity Building Workshop on MOOCs, MOODLE, OER and E-CONTENT DEVELOPMENT	Mar Athanasius College	1500
2019	Dr. Jean Jose J.	One Day National Level Workshop on 'NIRF India Ranking 2020'	Marian College, Kuttikkanam	2000
2020	Dr. Indulal C. R	Workshop on condensed matter and materials science	KSCSTE-Srinivasa Ramanujan Institute for Basic sciences C-MET	1500
2020	Dr Fergy John	International Conference on Photochemistry and Sustainable	Dept. of Chemistry, St. Michael's College	1000



		Energy (ICPSE 2019)		
2019	Dr. Jubin Mattappallil	National Workshop on Disability: Society, Body Culture	Department of Malayalam, University of Kerala	1000
<a href="#">View File</a>				

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)
2020	Workshop on scientific document preparation using Latex	NIL	07/12/2019	07/12/2019	11	Nil
2019	Workshop on effective invigilation	NIL	01/07/2019	01/07/2019	48	Nil
2019	NIL	Workshop on effective administration for non-teaching staffs	13/07/2019	17/07/2019	Nil	22
2019	Workshop on E-filing of income tax returns 1	NIL	30/07/2019	30/07/2019	47	Nil
2020	Online Hands on Workshop on using Google classroom: Effective Teaching Techniques	NIL	27/04/2019	01/05/2020	60	Nil
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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	11/07/2019	24/07/2019	14
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	21	Nil	11

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Duty leaves are given to all the staff members to attend various training programmes /Orientation/Refresher/Workshop/Seminar/Exam subjected to the existing Government rules. Lady teachers can avail six months maternity leave as per Government rules. Paternity leave is given to male teachers on request. Government offers various mandatory Insurance schemes to the staff. Gratuities, Pension and all other such government welfare schemes and measures are given to the staff. Celebration of important festivals for the teaching and non-teaching community. The Co-operative store makes available necessary goods at marginal rates.</p>	<p>The Multi Gymnasium set up in the college is open to the teaching and non-teaching staff of the college. Lab facility is provided to teachers to conduct research. Leave is granted to teachers to participate and present papers in seminars. Parking facility is provided in the campus for the teaching and non-teaching staff. Internet facility is provided to all departments. Support and encouragement is given to the faculty for pursuing higher studies. Financial assistance is provided to the teaching and non-teaching faculty for attending conferences and workshops. Minor Research projects are encouraged and supported. College has a staff association which mobilizes fund by collecting an annual subscription fee from all the regular teachers. Staff tours are arranged and conducted occasionally. The Management extends financial assistance to the dependents of staff</p>	<p>Provision for cycling exercise for women is available in the evenings after college hours. Subsidised reprographic facility is made available to staff and students. Health check-up for students are organised. There is also provision for purified drinking water.</p>

who expires while in service.

## 6.4 – Financial Management and Resource Mobilization

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

The financial audits of grants and funds, sanctioned by Government/UGC, and funds received from other sources, are conducted on yearly basis. The financial stability and transparency of the institution, depends on this internal and external auditing systems. The books of accounts and the supporting evidences are subjected to both internal and external audit. There is a sound internal audit system to monitor the financial management of the institution. External audit is carried out by government agencies like Accountant General's Office and Directorate of Collegiate Education.

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
Management	2200000	Infrastructure Augmentation
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

5000000

## 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	Yes	Null	Yes	IQAC
Administrative	Yes	Null	Yes	Management

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

Financial support for improving the infrastructure facilities of the college Salary to support staff and salary advance to lecturers on contract Prizes and Awards to meritorious students Provide financial support to students who participate in academic/non academic international events

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

Training in administrative matters Orientation programmes for non-teaching staff Computer training was given to supporting staff

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

Emphasis on research and development Stress on online teaching Renovation and up-gradation of physical and IT infrastructure

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Null
d)NBA or any other quality audit	Null

## 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
2019	One day workshop on scientific document preparation using LATEX	07/12/2019	07/12/2019	07/12/2019	28
2020	Online Hand-on workshop using Google classroom: effective teaching techniques	27/04/2020	27/04/2020	01/05/2020	79
2020	Webinar on contemporary hindi poetry	28/05/2020	28/05/2020	28/05/2020	10
2020	Webinar on nalacharitham kavithayum jeevithavum	30/05/2020	30/05/2020	30/05/2020	15
2019	A lecture on Effective Invigilation	01/07/2019	01/07/2019	01/07/2019	48
2019	One day workshop on effective administration for non-teaching staff	13/07/2019	13/07/2019	17/07/2019	22
2019	One day seminar on cyber bullying violence against college girls students	19/11/2019	19/11/2019	19/11/2019	108

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### 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

Legal Literacy and Womens Safety(Invited Lecture)	14/02/2020	14/02/2020	20	4
"Mediating Gendered Identities: Shifting Paradigms of Gender in the Indian Public Sphere" (National Seminar)	10/01/2020	11/01/2020	161	47
"Women Entrepreneurship Development and Gender Equality" (International Seminar)	16/12/2019	17/12/2019	84	29
"Cyber Bullying and College Girl Students" (Seminar)	19/11/2019	19/11/2019	85	Null
Cycling Exercise Programme for Women	01/11/2019	01/11/2019	50	Null
Motivational Talk for Women and Awareness of Higher Educational Opportunities in Germany by Melina Jansen, Catholic University of Applied Science, Aachen, Germany	28/10/2019	28/10/2019	30	Null
Launch of Tailoring course	15/10/2019	20/03/2020	31	Null
Onam Festive Sales	04/09/2019	04/09/2019	600	200
Snehitha@Campus Gender Sensitization Class	13/08/2019	13/08/2019	70	Null

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

5 percentage

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	6
Scribes for examination	Yes	6
Special skill development for differently abled students	No	Nil

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
2019	Nil	1	01/08/2019	177	CELTS – (Communicative English Language Teaching in Schools)	Inadequate communicative skills in English	27

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Guidelines to Principled and Ethical Conduct on Campus	02/08/2019	The college is committed to propagating human values and promoting professional ethics that add depth to institutionalized higher learning. We believe that this policy is essential to maintaining a professionally oriented, disciplined and welcoming campus atmosphere, where harassment and

discrimination of any kind are not tolerated. The college calendar outlining the vision, mission and objectives of the college is distributed to the student body and all members of staff at the start of each academic year. The Discipline Committee monitors the proper implementation of these guidelines and checks violations, if any.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day Celebration	07/06/2019	07/06/2019	72
World Tiger Day Celebration	29/07/2019	29/07/2019	75
World Mangrove Day Celebration	26/06/2019	26/06/2019	76
NOESIS Interdisciplinary Lecture on "Do We Need a Paradigm Shift in the Concept of Development?"	14/11/2019	14/11/2019	35
NOESIS Interdisciplinary Lecture on "Current Trends in Stem Cell Research"	12/12/2019	12/12/2019	86
World Wetland Day Celebration	03/02/2020	03/02/2020	76
Observance of International Day for Biological Diversity	22/05/2020	22/05/2020	68
Save the Frogs Day	25/04/2020	25/04/2020	70

[View File](#)

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

1. The institution has issued directives to students, faculty and non-teaching staff to abstain from single-use plastic, and to utilize steel bottles and lunchboxes in place of plastic ones. The district administration of Kollam officially promotes the drive to reduce use of plastics in educational institutions. 2. Planting of saplings are seasonally conducted on campus, as part of green initiative. 3. Colour coded bins are installed across the campus

for collecting biodegradable and non- biodegradable wastes, thereby promoting proper waste segregation at source. 4. Care is taken to deal with e- wastes in a socially responsible manner. Electronic wastes are shifted to a room designed for this purpose. This is later sold to a local scrap-dealer as per an agreement made by the institution.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Title:** Screening of Pre-Lab and Pre-Lesson Videos **Objectives:** • To help students develop a thorough understanding of the process of laboratory experimentation and provide an immersive learning experience for humanities students through a time bound, cost effective teaching approach **Context:** Several impediments prevent satisfactory student performance in the lab, particularly in the science disciplines. Owing to the time constraints and hectic exam schedules of the semester system, many batches may not receive adequate instructional time. Some students may need to view the experimental procedure or specimens a number of times before understanding it. In humanities and commerce, pre-lesson videos may provide background information on the prescribed topic or practical knowledge with real life applications in their area of study. **Practice:** The institution directs teachers of various departments to screen Pre-Lab or Pre-Lesson videos for the students before commencing instructions on important laboratory sessions or any significant lesson in the curriculum. In general, a fifteen minute Pre-Lab video may include: explication of the objectives of the lab activity, introduction of the apparatuses or specimen involved, description and demonstration of the experimental procedures and techniques, possible safety precautions to be followed, etc. After the screening of the video, the instructor clarifies doubts and queries of students. Students can then go to the lab to perform the procedure. Additionally, each class maintains a Pre-Lab/Pre-Lesson register to track the number of students who have watched the videos. For Humanities and Commerce disciplines, videos may be on complex topic areas that require orientation and a good grasp on the fundamentals before they can be taught. This method is employed for both Under Graduate and Post Graduate classes. **Evidence of Success:** The general feedback from student surveys indicates that the practice is appreciated by them. The impressive success rates of students in practical examinations also bears testament to the effectiveness of the practice. **Problems:** Students in science programmes may be unable to view and tabulate accurate readings with minimum percentage errors in the case of certain experiments, simply by watching the videos. The teacher may not be able to assess the existing knowledge base of students before showing videos. **Best Practice II:** **Title:** Patheyam: Food Distribution Drive for the Underprivileged **Objectives** • Inculcate empathy for the destitute and the underprivileged, thus encouraging students to live out the spirit of service enshrined in the motto • Strengthen the bond and rapport between the college and the larger community in which it is located. **Context:** The purpose of the initiative was to inculcate fellow feeling, the need to share one's resources with others, and to become socially committed towards building a less divisive and more egalitarian society. **Practice:** Originally begun as an NSS initiative in 2012-13, the student's union took up Patheyam as a regular practice from 2014-15 onwards. Around 10 to 15 volunteers of the union are entrusted with the task of collecting food packets from all class. Around five packets are collected from each class, and a minimum of 150 lunches are received every week. The volunteers deliver the packets to Kottarakara Taluk Hospital and to Ashraya, Chengamanadu, a renowned NGO which houses a wide range of underprivileged individuals. **Evidence of success:** The food distribution drive has been successful in inculcating a philanthropic sense of duty and responsibility towards fellow beings. Ashraya has entered into an agreement with the college



in relation to this practice, and a certificate of agreement has been issued in this regard. It has been extremely helpful to the organizations involved. Problems: The biggest problem with the practice is the difficulty to maintain regularity of distribution. Vacation, holidays, exams, and other contingencies affect the frequency of lunch distribution.

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

<https://www.gregorioscollege.org/uploads/2021/01/best-practices19-20.pdf>

### 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

**Fostering Student Leadership Skills:** The institution aims at cultivating leadership skills amongst students. This encompasses qualities such as organizational abilities, team work, and decision making capacity. The institution extends the faculty assistance and resources which are necessary to facilitate a number of student-driven initiatives that foster the aforementioned leadership skills. Some such notable programmes during this academic year include: Communicative English Language Training in Schools (CELTS): This is a student-led community extension activity, through which student volunteers from the English Department take classes for the eighth grade students at the neighbouring St. Gregorios High School. The classes aim to improve the communicative abilities of the younger students in English. With feedback from faculty, the student volunteers prepare lessons that are activity oriented and which focus on the listening, speaking, reading and writing aspects of language learning. During the present academic year, four sessions involving 26 student volunteers from the department have been carried out. **Gregorian Campus Radio:** The radio hosts weekly broadcasts that are anchored by two student Radio Jockeys. The goal of the radio is to be a student-centric platform that updates the student body of major local, national and international news events, other issues of social relevance, employment and educational opportunities. **Birds Club International:** SARGAM, a six-member student team of the Birds Club International unit, has innovatively highlighted the threat posed by unsustainable development to the natural environs and biodiversity of Kottarakara by creating the innovative short documentary film "Punarjani." This student initiative was crowned with success when "Punarjani" was awarded the Golden Hornbill Prize for Best Short Documentary (Youth) at the Second Rain International Film Festival held at Kumarakom in 2020. **Annual Commerce and Management Fest:** The annual intra collegiate Commerce and Management Fest is another commendable student-led initiative. The event, which comprises several game shows, contests and quiz, is fully co-ordinated by a student committee.

Provide the weblink of the institution

<https://www.gregorioscollege.org/uploads/2021/01/Institutional-Distinctiveness19-20.pdf>

### 8.Future Plans of Actions for Next Academic Year

- Creation and launching of a new e-learning platform
- Construction of a new three storied research block
- Construction of an instrumentation lab for science departments.
- Course development by applying for introduction of new generation UG/PG courses
- Development of research centers in PG departments
- Organizing seminars/conferences related to contemporary areas (post covid economic scenario, climate and environment issues e.t.c)

