

ASSUMPTION COLLEGE AUTONOMOUS CHANGANACHERRY

ANNUAL QUALITY ASSURANCE REPORT 2017-18

Submitted to
National Assessment and Accreditation Council
Bangalore

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Assumption College

1.2 Address Line 1

Changanacherry

Address Line 2

-

City/Town

Kottayam

State

Kerala

Pin Code

686101

Institution e-mail address

ac@assumptioncollege.in

Contact Nos.

0481-2420109, 2401038

Name of the Head of the Institution:

Sr. Cherukusumam CMC

Tel. No. with STD Code:

0481-2401036

Mobile:

9495568475

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:
For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	Three Star	-	2000	-
2	2nd Cycle	A grade	-	2007	-
3	3rd Cycle	A Grade	3.10	2014	2019

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

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2014-15 submitted to NAAC on 05-08-2015
- ii. AQAR 2015-16 submitted to NAAC on 22-03-2017
- iii. AQAR 2016-17 submitted to NAAC on 31-01-2018

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law EI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Mahatma Gandhi University

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

Autonomy by State/Central Govt. / University	<input type="checkbox"/>		<input checked="" type="checkbox"/>
University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE	<input type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST	<input checked="" type="checkbox"/>
UGC-Innovative PG programmes	<input checked="" type="checkbox"/>	Any other (Specify)	<input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="15"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="3"/>
2.5 No. of Alumni	<input type="text" value="4"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="19"/>
2.10 No. of IQAC meetings held	6
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="12"/> Faculty <input type="text" value="8"/>

Non-Teaching Staff Alumni Others /students

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Advanced Presentation Skills
Quality Enhancement under Autonomy with Special Focus
on Research
Online Learning and Resources
E- Filing and ICT Enabled Office Management Procedures

2.14 Significant Activities and contributions made by IQAC

▪ **Capacity Building**

For Teachers:

1. Workshop on 'Online Learning and Resources' was organized by IQAC and the faculty members Dr Poulami Aich Mukherjee and Ms Ramya S led the sessions.
2. One day training programme for the Faculty on Advanced presentation Skills in association with ICT Academy , Kerala on 17th February, 2018-08-29
3. A Session on Quality Enhancement Under Autonomy with Special Focus on Research was organized by the IQAC for the faculty members. The resource person was Dr V N Rajasekharan Pillai (Former UGC VC and the current VC of Mewar University)
4. One day orientation cum training programme for the young faculty members of Assumption and SB Colleges in collaboration with the Department of Higher Education of the Archeparchy of Changanassery on March 17, 2018.
5. An Orientation on 'The Restructured Accreditation Framework on NAAC' on September 10, 2017.

For Non-Teaching Staff:

6. One day Training Programme on ' e-filing and Computer aided Office Management Procedures' for the Non -teaching staff on February 17, 2018.

▪ **Gender Sensitisation**

1. National seminar on 'Gender, Empowerment and Inclusive Growth' was organized on February 19, 2018.

▪ **Quality Sustenance and Enhancement**

1. Participated in NIRF ranking.
2. Academic and Administrative Audit was conducted in April 2018.
3. JET website was launched and the awards for best student project and research award for the faculty were instituted.
4. Feedback on Autonomy was collected from all the stakeholders and analysed to take corrective action.
5. Conducted the Student Satisfaction Survey.
6. Facilitated the process for the College becoming a partner Institute of the Study In India Programme of the MHRD.
7. As part of the International Academic Exchange programme, two faculty members and 11 students from Sophia University, Japan visited the College from August 28-September 2, 2017.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
The action plan of the IQAC for the year was focussed mainly on enhancing the capacity and quality of Teaching staff, Non-teaching Staff and Students	
Orientation on the New Accreditation Format of NAAC	Dr. Rani Maria Thomas gave an orientation to the members of the faculty on the Restructured Accreditation Framework of the NAAC on September 10, 2017.
Capacity building workshops for Teachers and Non-Teaching Staff	<ol style="list-style-type: none"> 1. Workshop on 'Online Learning and Resources' was organized by IQAC and the faculty members Dr. PoulamiAich Mukherjee and Ms. Ramya S led the sessions 2. One day training programme for the Faculty on Advanced presentation Skills in association with ICT Academy , Kerala on

	17th February, 2018-08-29 3. One day orientation cum training programme for the young faculty members of Assumption and SB Colleges in collaboration with the Department of Higher Education of the Archeparchy of Changanacherry on March 17, 2018.
International Exchange Programme	Two faculty members and 11 students from Sophia University, Japan visited the College as part of the Academic Exchange Programme during August 28 to September 2, 2017.
National Seminar on Gender related issues	National Seminar on “Gender, Empowerment and Inclusive Growth’ was organised on February 19, 2018.
Student Satisfaction Survey	Student Satisfaction Survey was conducted in the month of March 2018. The data was analysed and presented the report in the Staff General Body meeting and the suggestions and corrective actions proposed were noted.
Academic Audit	Academic Audit, by the external audit team, of the various departments was undertaken on April 28, 2018.
Assumption Extension and Social Outreach Programme	Assumption Extension and Social Outreach programmes was made a compulsory component of the graduate and post graduate programmes of the College and was successfully implemented during September- October 2018.

* Attach the Academic Calendar of the year as Annexure. **ANNEXURE 1**

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

It was suggested that the Student Satisfaction Survey should be made mandatory in each semester and the grievance redress system should be made popular among the student community. It was also suggested that the AESOP should focus on adopting nearby villages and working towards its integral development.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG	8		5	
UG	19		7	
PG Diploma				
Advanced Diploma				
Diploma	1			1
Certificate	4	15		19
Others				
Total	33	15	13	20

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

In the revised curriculum, electives are given to students in all the undergraduate programmes. Open course gives an opportunity to study an interdisciplinary subject of the student's choice. The number of papers, hours and credit are the same as the University norms.

(ii) Pattern of programmes:

All the academic programmes of the college follow semester system.

Pattern	Number of programmes
Semester	

Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers
 Students

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

*Please provide an analysis of the feedback in the Annexure: **ANNEXURE II**

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

Syllabi of all the programmes except the General English Course were revised in 2016-17 and the new syllabi have been followed for all the academic programmes from the year 2017-18. The General English Course has been revised in 2017-18.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	65	44	21	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

26

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	5	-	-	-	-	-	-	5	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

61		Nil
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	20	63	41
Presented papers	11	24	4
Resource Persons	2	6	5

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

Peer Learning, Group discussion, Problem based learning, Flip classes, online learning, on the job training, Exhibitions, Educational videos and experiential learning through study tours are some of the innovative processes adopted in the College for improving the effectiveness of teaching and learning.

2.7 Total No. of actual teaching days

185

during this academic year

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

Double valuation, Challenge Valuation

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

124

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

2.10 Average percentage of attendance of students

86.25

2.11 Course/Programme wise distribution of pass percentage: **2017-18**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I (A ⁺ & A)%	II(B ⁺ & B)%	III (C ⁺ & C) %	Pass %
BSc Mathematics	67	51	85	12.50	0	95.50
BSc Physics	40	27.50	67.50	15.00	0	82.50
BSc Chemistry	41	36.58	73.16	7.31	4.87	85.40
BSc Botany	42	11.90	47.62	30.95	2.38	81.00
BSc Zoology	40	7.50	27.50	20.00	30.00	77.50
BSc Home Science	36	0	11.50	19.23	42.30	73.00
BSc Micro Biology	10	10.00	50.00	40.00	10.00	100
BSc Computer Science	25	0	16.00	32.00	28.00	76.00
BA English	45	4.40	28.80	33.30	17.80	80.00
BA Economics	60	3.33	21.66	18.33	16.66	73.00
BA History	59	0	5.08	8.47	6.77	23.73
BA Museology	14	7.14	14.28	28.57	14.28	92.85
BA Malayalam	30	0	23.33	10.00	30.00	73.00
B Com (Computer Applications)	61	6.56	36.07	26.22	21.31	83.60
B Com (Taxation)	46	6.52	47.82	36.96	8.69	93.47
BBA	43	2.32	25.57	60.46	13.95	98.00
BCA	33	0	15.15	45.45	15.15	76.00
BA Communicative English-	28	0	32.14	28.57	21.42	82.14
BFT	30	6.66	49.99	6.66	0	56.67
MSc Physics	14	0	7.14	78.57	0	85.7
MSc Computer	9	0	22.22	66.66	0	88.88

Science						
MSW	16	0	0	87.50	0	87.50
MA Literature	20	0	0.05	80.00	0	85.00
MSc Home Science	18	0	6.60	79.90	0	87.00
MSc Textiles and Fashion	5	0	20.00	40.00	0	60.00
MCom	16	0	0	93.75	0	93.75
MA History	13	0	7.69	23.07	23.07	53.85

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

- The Academic Monitoring Cell for Excellence (AMoCE) to evaluate the teaching-learning process.
- Academic Audit is conducted by the IQAC to ensure that the teaching learning processes comply with the standards.
- Self-evaluation by individual departments was collected and analysed.
- Teachers are encouraged to use ICT for teaching and evaluation.
- Bridge Course in a structured format
- Depository of lectures by the faculty was developed.
- Training in ICT enabled teaching learning to the faculty members.
- Student satisfaction survey was conducted, analysed and actions taken.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	8
UGC – Faculty Improvement Programme	8
HRD programmes	2
Orientation programmes	4
Faculty exchange programme	-
Staff training conducted by the university	-

Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	110
Others	5

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	28	5	1	-
Technical Staff	31	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The research Promotion Council, a wing of the IQAC organises different programmes to promote a research climate in the institution.

- Workshops related to research in various fields for faculty and students.
- Publication of the research journal 'JET'
- Research awards were instituted for the Faculty with the maximum research output and the best PG Research project.
- Funds for research to Self Financing departments by the Management.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	1
Outlay in Rs. Lakhs	-	9,35,000	-	12,05,800

Details in **ANNEXURE III A**

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	submitted
Number		3	-	2
Outlay in Rs. Lakhs		11,00,000		5,55,000

Minor projects sanctioned or ongoing **ANNEXURE III B**

3.4 Details on research publications

	International	National	Others
Peer Review Journals	36	4	-
Non-Peer Review Journals	-	-	-
e-Journals	-	3	-
Conference proceedings	5	13	6

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)	2017-18	DST and KSCSTE	2,80,000	2,80,000
Any other(Specify)				
Total			2,80,000	2,80,000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number		8	3		9
	Sponsoring agencies		UGC, Ministry of Parliamentary affairs KSCSTE	Management, Xavier Board		Management

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	1
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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

Total	International	National	State	University	Dist	College
4	-	2	-	-	-	2

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="18"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="2"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="5"/>
National level	<input type="text" value="6"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="3"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="4"/>
NCC	<input type="text" value="6"/>	NSS	<input type="text" value="9"/>
		Any other	<input type="text" value="0"/>

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

1. Visit to poor homes and Orphanages.
2. Support a child (children who are affected by AIDS)
3. Meal a day programme to provide noon meal to Rakshabhavan Orphanage every Friday.
4. Awareness programme on life style diseases and nutrition.
5. Organic Farming and sale of organic products
6. Folklore club activities
7. Entrepreneurship club activities

8. Cancer and AIDS awareness camps
9. 7 day rural camp by the MSW students
10. No Plast Campaign
11. Waste Management campaign and activities
12. 15 Villages were served by the students as part of AESOP, Assumption Extension and Social Outreach Programme)
13. Mission day
14. Medicinal plants exhibition
15. Blood donation camps
16. MAPS- Mathematics advancement Programme for schools.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13.06 Acres		Management	13.06 acres
Class rooms	64			
Laboratories	42			
Seminar Halls	3			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		5.79	UGC	
Others		-		

4.2 Computerization of administration and library

The library is fully automated and the administration is partially computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	67158	12100708	232	106265	67390	12206973
e-Books & e-journals	Through INFLIBNET the College access 5000 online journals and					

	periodicals. Rs 5900 is paid every year for accessing journals through INFLIBNET.					
Journals	146	67394	15	25700	161	93,094
Digital Database						
CD & Video	460	20,000	84	-	544	20,000
Others (specify) Periodicals	105	20,767	4	3000	109	23,767

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	265	8	268	2	2	16	51	116
Added	20	15				2	2	1
Total	285	8						

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

<ul style="list-style-type: none"> ▪ Training in ICT enabled teaching – learning was given to teachers and Non-teaching staff. ▪ All the departments have Wi-Fi facility. ▪ Band width has been upgraded.
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4.6 Amount spent on maintenance in lakhs :

i) ICT	8.92
ii) Campus Infrastructure and facilities	18.18
iii) Equipments	4.40
iv) Others	15.21
Total :	46.71

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC gives orientation to students on the various facilities and support systems available to them on the campus during the induction programme. The Information centre and the HRD cell are in charge of disseminating information and providing training. Teachers in charge of each club are asked to convene meetings and their reports are collected. Feedback from students are collected and actions are taken on it. Display boards, notice boards and the website are updated every day to provide current information. Counselling centre of the College is in charge of helping students get over stress related issues.

5.2 Efforts made by the institution for tracking the progression

Records are maintained at the department level regarding the progression of students. Alumnae Association also has a depository of information. HR Cell has detailed information of the student placements. IQAC tracks the information periodically.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2182	222		0

(b) No. of students outside the state

60

(c) No. of international students

0

Men

No	%
Nil	

Women

No	%
2404	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC+O EC+ KPCR	Physically Challenged	Total
1634	187	22	600	10	2451	1591	135	10	657	11	2404

Demand ratio: 1:4

Dropout % < 1

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

HRD provides training in Interview techniques, communication skills and mathematical aptitude. Besides, Civil Service Coaching and training for PG admissions in Central Universities are also provided to aspiring candidates. In collaboration with the Employment Exchange, Career Aptitude Workshops and training sessions were arranged.

No. of students beneficiaries

726

5.5 No. of students qualified in these examinations

NET 19 SET/SLET 8 GATE 3 CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Human Resources Development Cell of the College is in charge of career guidance and placements. They organise career orientation programmes -Training in interview skills and Group discussion, sessions in personality development and communication skills- They also facilitate student participation in Campus Recruitments. Besides, information regarding the placements will be communicated periodically through the placement mail.

No. of students benefitted

700

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	150	75	84

5.8 Details of gender sensitization programmes

The MSW department coordinates the gender sensitisation programmes of the College in association with the HR Cell. Programmes include workshops, seminars, flash mob, street play and mime. Training in self-defence, awareness on women specific diseases etc. are provided every year. Women Cell, Equal opportunity Cell and the Peace club also organise specific programmes towards empowering women.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and

other events

State/ University level

300

National level

53

International level

2

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	248	5,50,000
Financial support from government	711	-
Financial support from other sources(PTA)	150	4,00,000
Number of students who received International/ National recognitions		-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

/Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

1. wifi facility on the campus

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

To maintain the highest academic standards upholding the noblest Christian ideals and moral values to create enlightened, empowered and socially committed women.

MISSION

- To equip students with skills which make them globally competent
- To create a research culture and instil devotion to academics
- To encourage higher education among the economically weak and socially backward sections of the community irrespective of caste and creed.
- To create an awareness of the dignity of womanhood and help students develop an integrated personality
- To enable the students to contribute to the evolution and practice of sustainable development through eco- friendly activities
- To create socially productive citizens

6.2 Does the Institution has a Management Information System

The College has a Management Information System. ERP is used for admission, examination and fee related aspects. Principal gets information regarding the functioning of the various departments through the heads of the departments and the Principal with the help of Cardinal Antony Padiyara Technological Centre (CAPTEC) processes them and the reports are made available to the management for necessary action. The College follows a 'Bottom Up Approach'

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

6.3.1 Curriculum Development

Syllabi of all the programmes were restructured with the objective of improving the competitiveness, creativity and skills of the students. Besides, Job oriented skill based certificate courses were introduced by all the departments to enhance the employability of the students.

6.3.2 Teaching and Learning

- Continuous evaluation of student progress.
- ICT enabled teaching and learning.
- Peer led learning
- Tutorials for slow learners
- Mentoring and Counselling to ease stress

6.3.3 Examination and Evaluation

- Challenge valuation facility
- Fast and time bound grievance redressal regarding examination and evaluation
- Timely conduct of examination and publication of results
- Automated, objective mechanism for examination and evaluation

6.3.4 Research and Development

The Research Promotion Council organises programmes and workshops for teachers and publishes JET annually. Teachers with a good number of publications in peer reviewed journals are felicitated and the information regarding research opportunities are communicated on time to the teachers and students. The College has a very conducive environment for the promotion of research as teachers are given special leave to attend conferences and seminars and funds are provided to teachers who feel the paucity of the same. Research awards were instituted for the faculty and PG students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Periodic maintenance of the infrastructure is carried out and all the departments have wifi facility. To have uninterrupted internet facility, bandwidth has been upgraded.

6.3.6 Human Resource Management

The HR department is responsible for coordinating the seminars and organising placement drives in consultation with the Career Orientation Cell.

6.3.7 Faculty and Staff recruitment

On the basis of merit as per the UGC guidelines and the State Government Rules.

6.3.8 Industry Interaction / Collaboration

Tie ups and collaborations have been established with industry and academic institutions for faculty and student exchange, research and on the job training. The College is a partner institute of the Study in India Programme of the MHRD.

6.3.9 Admission of Students

Admission to the UG and PG programmes were strictly according to the mandatory and statutory reservation policies of the Kerala State Government. After becoming autonomous, the demand ratio of the various programmes has increased (i.e. 1:4).

6.4 Welfare schemes for

Teaching	Staff Cooperative Society, common room.
Non teaching	Cooperative society, Financial assistance from the Management as the need arises, Common room.
Students	Free noon meal, free trip in College bus, Financial assistance for study tour, Free books and texts, Fee waiver and free hostel accommodation.

6.5 Total corpus fund generated

Rs. 11,50,000

6.6 Whether annual financial audit has been done Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Audit Team	Yes	IQAC
Administrative	Yes	Audit Team	Yes	Management

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Examination system has been reformed during the year. Single valuation with external evaluation by Chief has been introduced for the UG programmes and double valuation for the PG Programmes. Students can also avail the facility of challenge valuation. In this case the marks obtained in the challenge valuation will be final.

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

Though autonomy has been granted, the College does not have the freedom to exercise its rights as an autonomous institution due to the non-cooperative stance taken by the University.

6.11 Activities and support from the Alumni Association

The Association of Assumption Alumnae (AASA) aims at fostering fellowship among the alumni and maintaining their continued contact with the College. It has chapters in New York, Chicago, Kuwait, and Qatar. Every year meetings of the alumnae association are held at college and departmental levels. At the end of the academic year all the outgoing students are enrolled as the members of the alumnae association. **Thirty four scholarships** for students, including the **Gold Medal for Best Outgoing Student**, have been instituted by our alumnae. The Chicago Chapter has instituted an annual **Best Alumna Award**, and there are other scholarships instituted by the alumnae of various departments and the chapters of the Association in different countries. The various departments conduct lectures by distinguished alumni for the benefit of students. At times well placed alumna are invited over to orient and motivate students towards higher study options, research and careers. Alumnae are in the Board of Studies of all the departments.

6.12 Activities and support from the Parent – Teacher Association

The PTA is very active in the College. Their main activities are the following.

- ✓ Feedback on the activities of the College
- ✓ Mobilise funds for the developmental activities of the College.
- ✓ Provide Learning aids and financial support to students from economically backward families.
- ✓ The Mother Teresa award instituted by PTA is awarded to best social worker in the college.
- ✓ Represent College in various meetings and bodies.

6.13 Development programmes for support staff

- ✓ Training in computer aided office administration
- ✓ Encourage them to attend workshops conducted by other agencies
- ✓ The Staff Cooperative Society offers term deposit schemes, runs chits and extends loan facility
- ✓ Financial assistance for various purposes

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

- ✓ Vermi compost
- ✓ Biogas plant
- ✓ Ecoburn for waste management
- ✓ Rain water harvesting
- ✓ Solar panel for electricity
- ✓ Segregation of waste on campus
- ✓ No plast campaign and other awareness programmes
- ✓ Organic vegetable garden by the students

Criterion – VII

7. Innovations and Best Practices

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

- Compulsory Extension and Social Outreach Programme
- ERP for transparent and effective administration

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

- International Student exchange programme with Sophia University was successfully completed
- Orientation to restructured format of NAAC accreditation was given to the staff and preparations for the fourth cycle of accreditation is progressing.
- Depository of expert lectures was formed
- AESOP was successfully implemented
- Academic audit of all the departments with external panel of members was completed
- National seminar on Gender, Empowerment and Inclusive Growth was conducted.
- Student Satisfaction Survey was conducted and report was given to the Principal.

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

- Empower FEM power
- Assumption Extension and Social Outreach Programme

*Provide the details in annexure (**ANNEXURE I V- i and ANNEXURE IV- ii**)

7.4 Contribution to environmental awareness / protection

- Exhibition cum sale of organic products
- Educational tour to bio diversity sites.
- Waste management using micro organisms
- Quiz and essay competitions on environment related themes
- Enrichment module on waste paper recycling
- Organic vegetable garden by students
- Commitment to a Green Protocol on the campus.

7.5 Whether environmental audit was conducted? Yes No

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

After the College became autonomous, the teachers got the freedom to develop a competent syllabus and the students get the benefit of a number of value added programmes. Timely completion of the semesters and the publication of results have made the programmes more rigorous and interesting. The Skill Based Job Oriented Courses and the Community Outreach Programmes have changed the perceptions of the students regarding the outcomes expected from them. The College, as usual, has made its mark in Sports and Games at the National and International levels during this academic year.

8. Plans of institution for next year

- Formation of the student IQAC
- Develop a Green Protocol for the Institution
- Exit Exam for the outgoing students to assess their learning outcomes
- Organisation of International Conferences and Academic Exchange Programmes
- Community Outreach programmes
- Formation of the IPR Cell

Ravimani

S. J. K.

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANNEXURE I**ASSUMPTION COLLEGE , CHANGANACHERRY****AUTONOMOUS****Academic Calendar 2017-18**

Date	Details
Jun 1	Class commences II, DC & IIPG
Jun 20	Class commences I DC
Jun 28	Class commences I PG
Jul 10	1 st Internal Exam for III Sem UG & PG
Jul 31	1 st Internal Exam 1DC & 1 st PG Publication of 1 st Internal marks of IIIsem UG & PG
Aug 16	Publication of 1 st Internal marks of Isem UG & PG
Aug 21	2 nd Internal exam for III Sem UG &PG
Sep 11	Publication of 2 nd Internal marks of III Sem UG & PG
Sep 15	End Semester exam for III Sem UG &PG
Sep 20	2 nd Internal Exam for Isem UG & PG
Oct 3	IV Sem class begins for 2 nd year UG& PG Publication of 2 nd Internal marks of I Sem UG & PG
Oct 13	End Semester exam for I Sem UG
Oct 30	End Semester exam for I Sem PG
Nov 6	1 st Internal Exam for IV sem UG & PG
Nov 1	II sem UG class begins
Nov 27	Publication of 1 st Internal marks of IV sem UG & PG
Dec 11	1 st Internal Exam for II sem UG

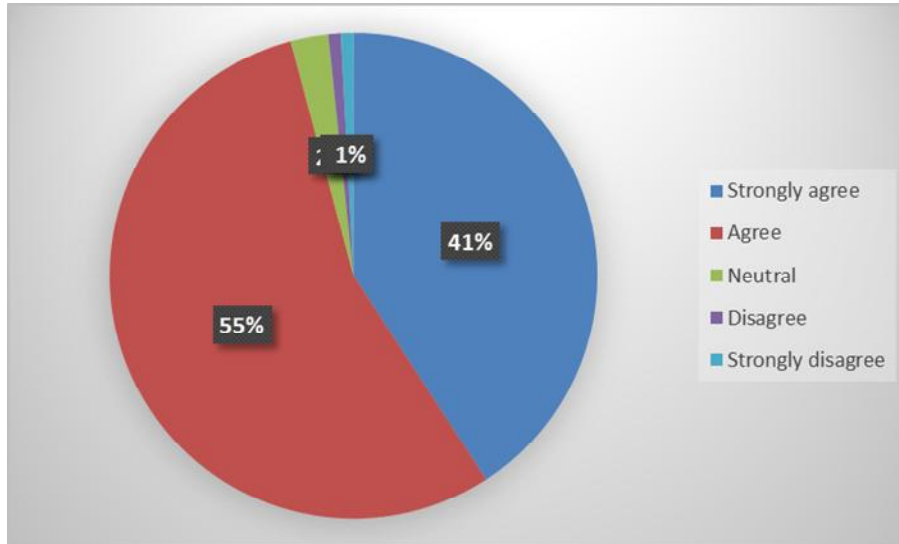
Jan 3	2 nd Internal Exam for IV sem UG & PG, 1 st Internal Exam for II sem PG
Jan 19	Publication of 2 nd Internal marks for IV sem UG & PG Publication of 1 st Internal marks of IIsem UG & PG
Feb 8	End Semester exam for IV sem UG & PG
Feb 13	2 nd Internal Exam for II sem UG & PG
Mar 6	Publication of 2 nd Internal marks of II& IV sem UG & PG

ANNEXURE –II

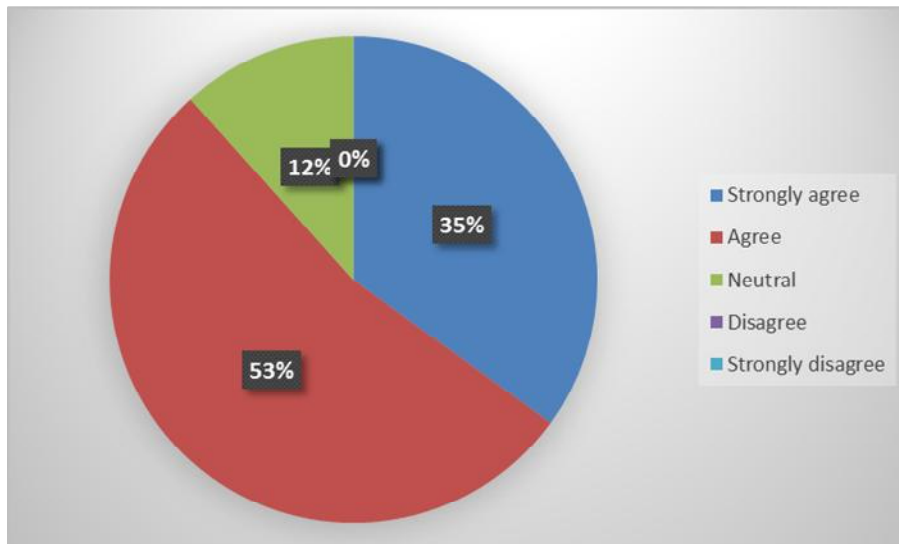
FEEDBACK ANALYSIS

TEACHERS' FEEDBACK ANALYSIS

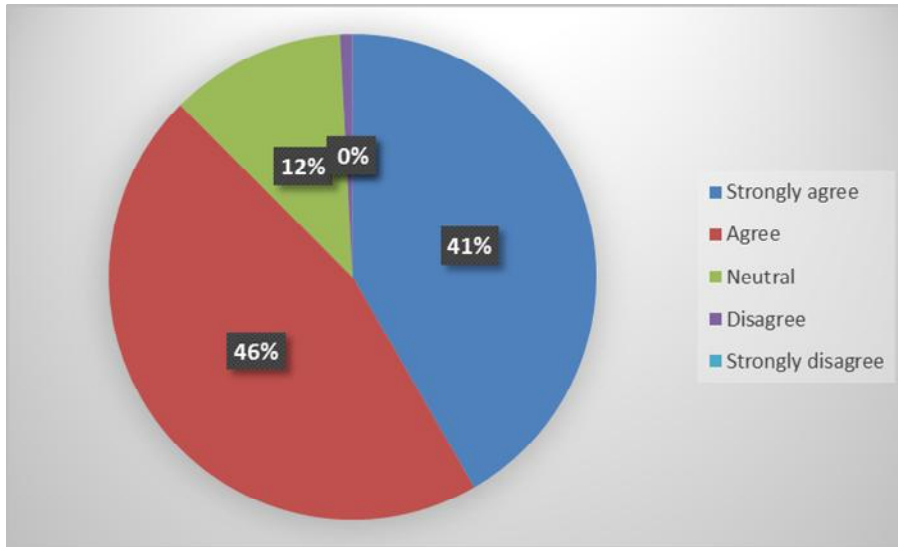
1. The teachers get enough freedom to contribute ideas on curriculum design and development.



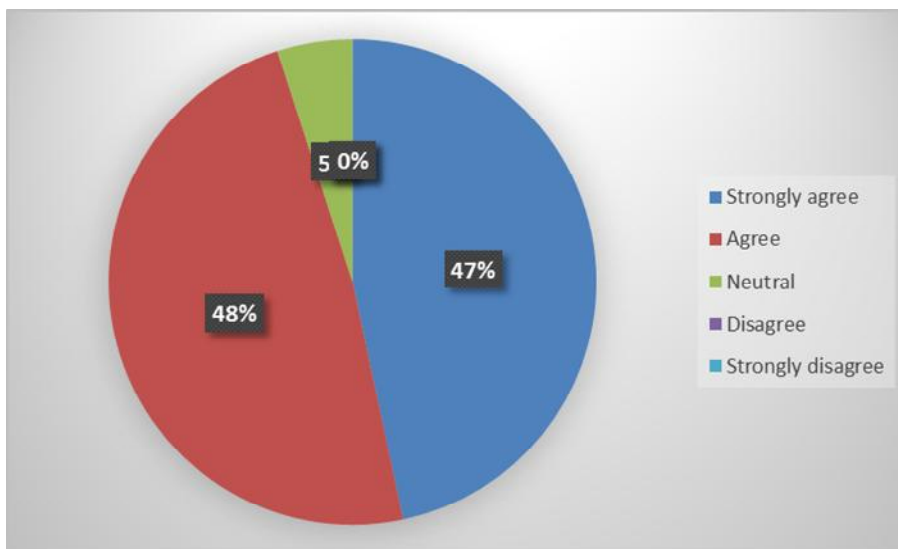
2. The Board of Studies is always watchful of the recent developments in the subjects and try to incorporate that in the curriculum



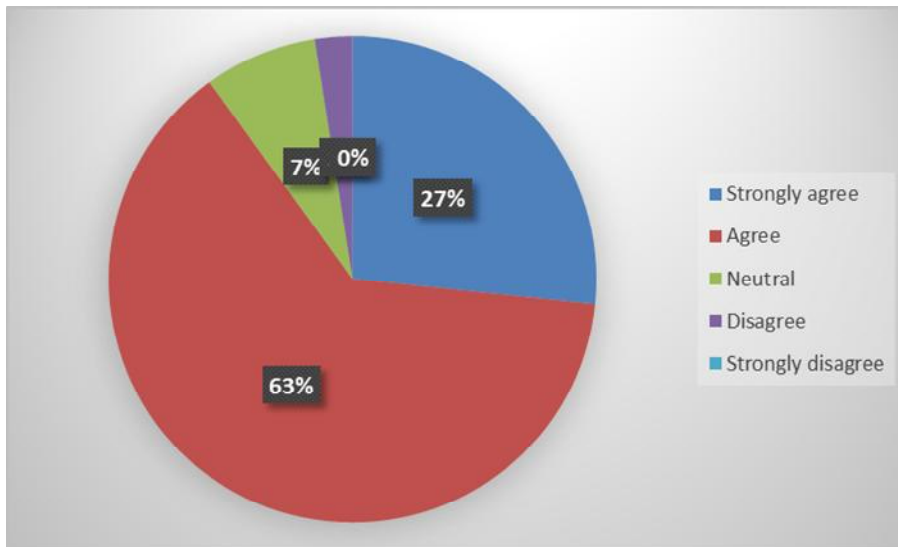
3. The prescribed syllabus is informative and suitable for further career/ higher studies.



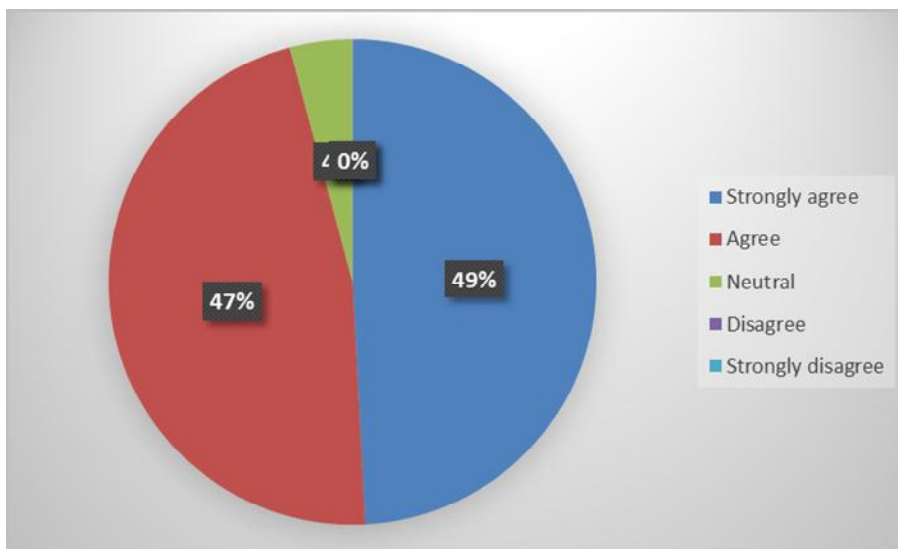
4. Campus environment provides peaceful teaching-learning ecosystem.



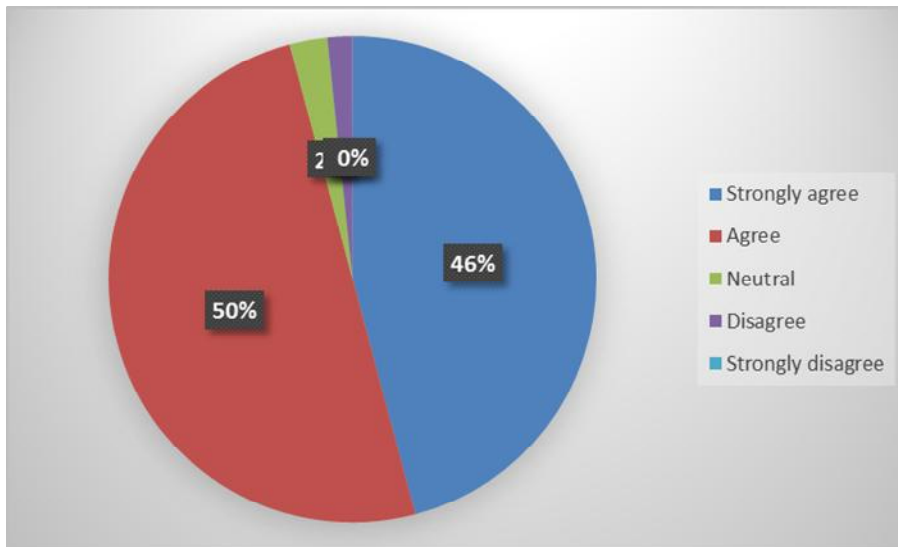
5. Library and laboratory facilities are adequate.



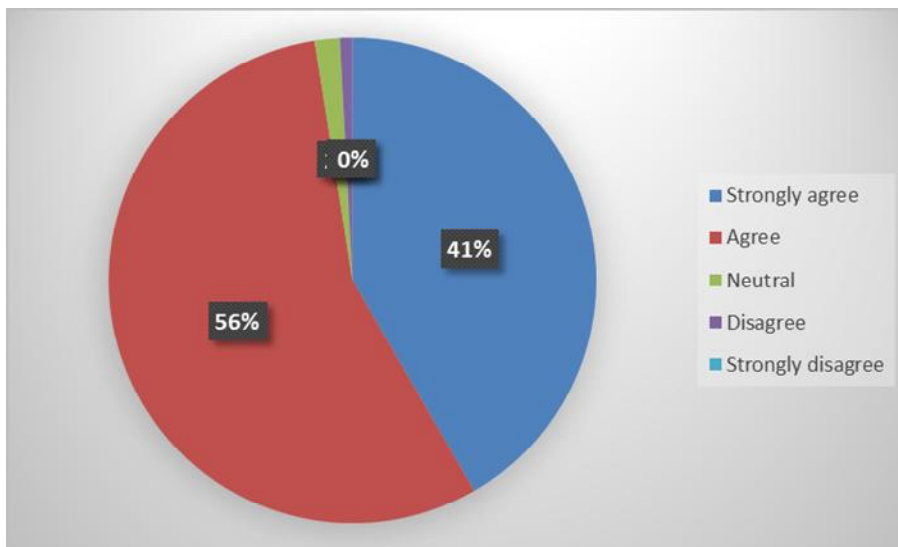
6. Internal and external evaluation systems are transparent and efficient.



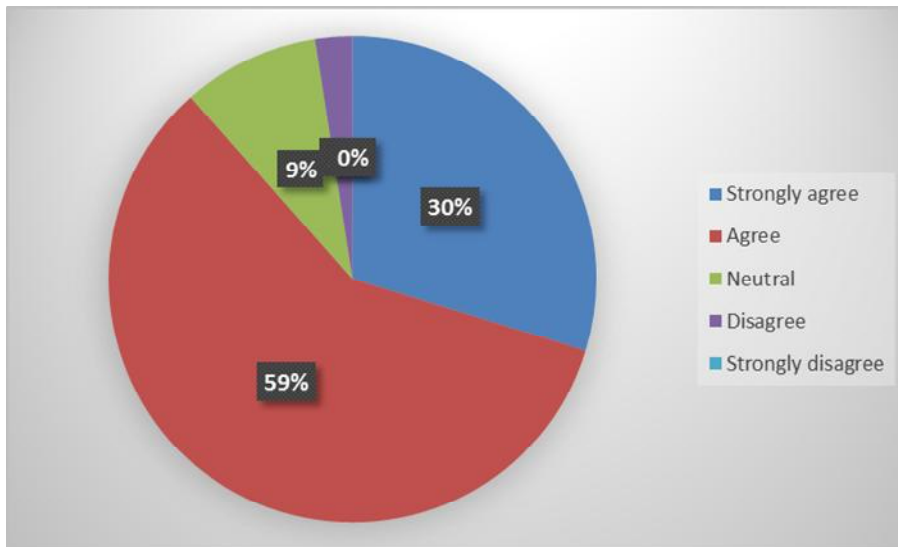
7. Teachers are encouraged to do research and publish articles.



8. Mentoring is practiced effectively in the College.

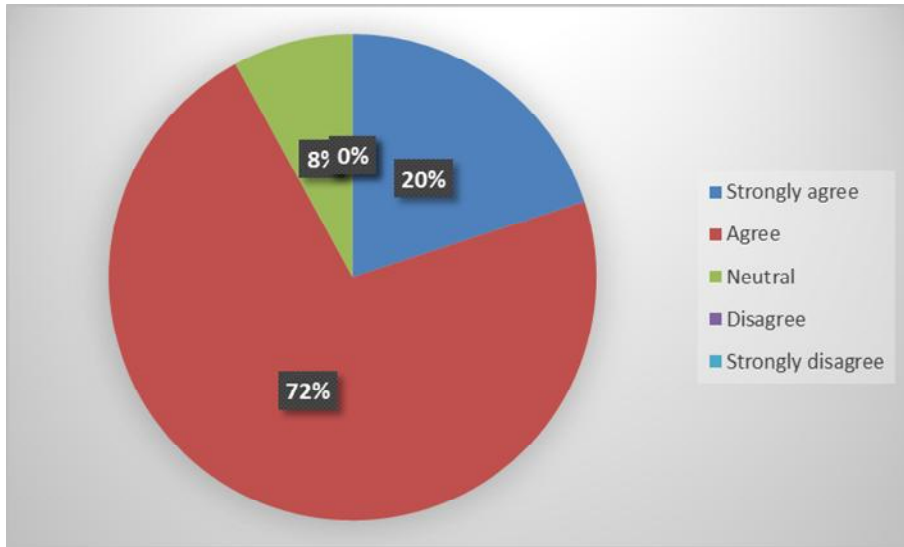


9. Quality initiatives of the College are timely and adequate

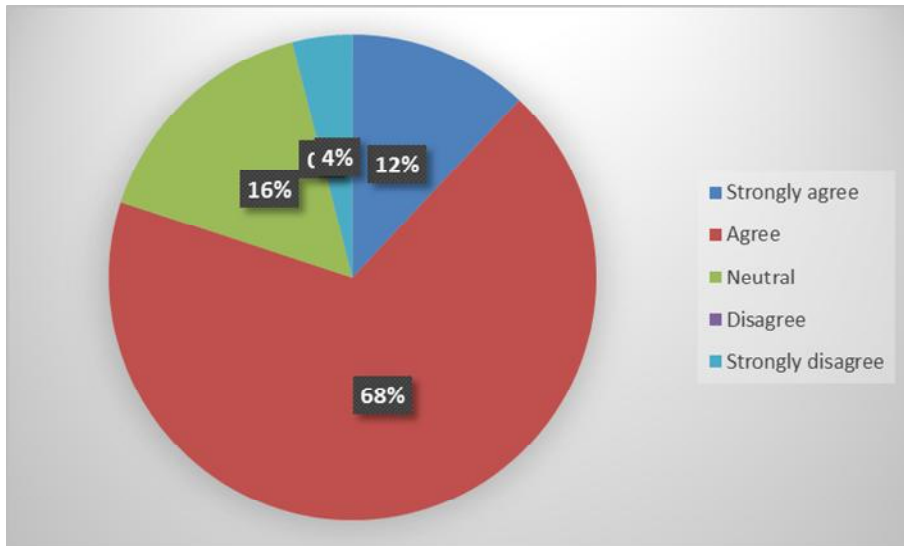


NON TEACHING STAFF- FEEDBACK ANALYSIS

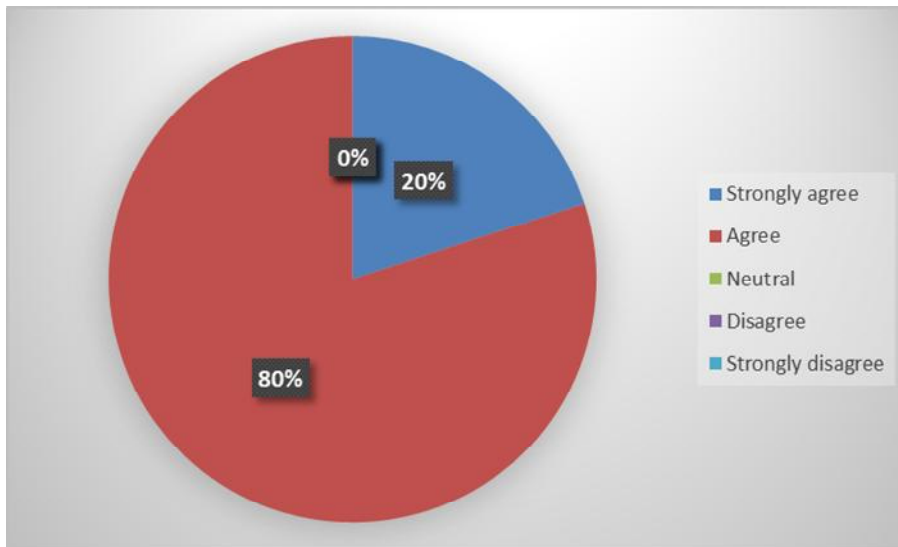
1. Non-teaching staff are encouraged to participate in the decision making pertaining to their job.



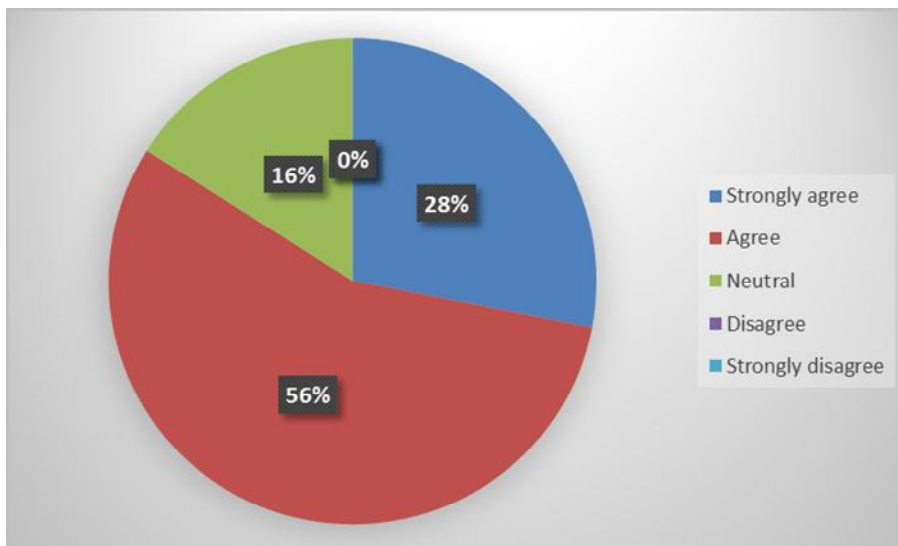
2. Training is provided for capacity building.



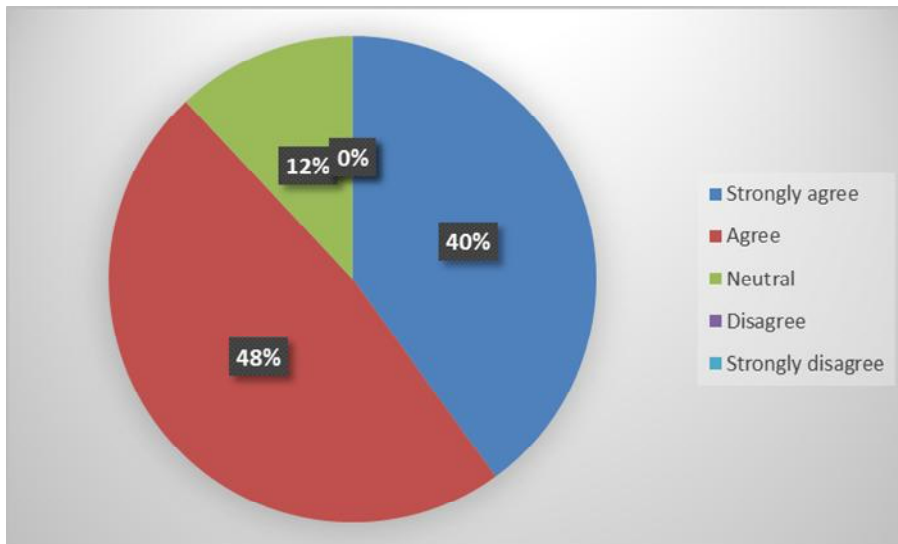
3. The College environment provides a peaceful administrative ecosystem.



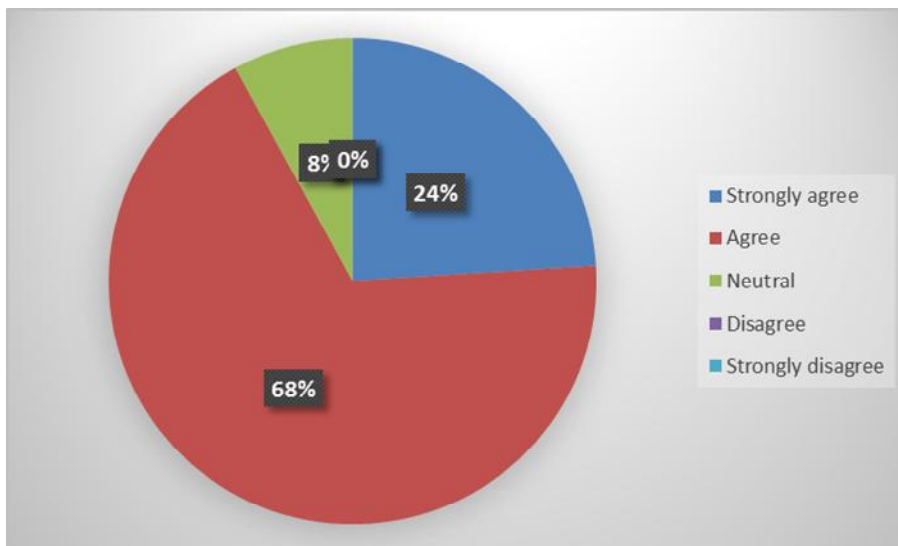
4. Facilities provided to us are adequate.



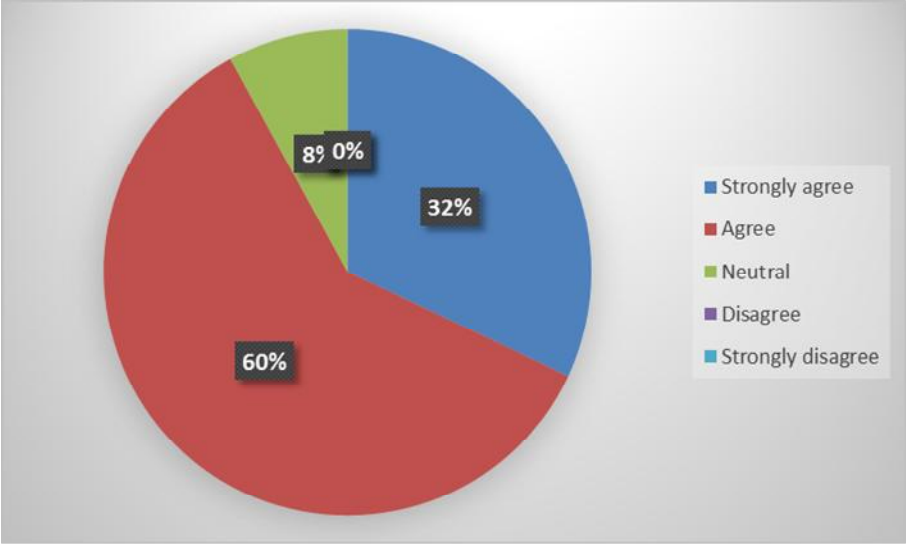
5. There is clear division of labour for effective management of workload.



6. Grievances are addressed efficiently.



7. The College follows an automated office management.



STUDENT- FEEDBACK ANALYSIS

Academic Monitoring Cell for Excellence (AMoCE) collects the feedback of students regarding the teaching learning process in the College. The feedback is essentially an evaluation of the effectiveness of a teacher as the Course Instructor. The feedback is collected online and the reports will be presented to the Principal who in turn will confidentially communicate it to the teacher.

Besides, the Student Satisfaction Survey has been conducted and the results were analysed and the necessary actions were taken upon their suggestions. Students are satisfied with the level of preparation of teachers for classes, their instruction and overall effectiveness. Some suggested that the teachers could use more ICT resources in the teaching and learning process. They also suggested that the College should take active interest in student exchange, field visits and internships.

The students highly appreciated that Assumption Extension and Social Outreach Programme (AESOP). They suggested that the more hours should be allotted for the outreach activities.

PARENT- FEEDBACK ANALYSIS

Summary of the feedback of parents on the curriculum and functioning of the College under autonomy is as follows:

1. Conducting the examinations and the furnishing of the results are in time so that the students can join for higher studies in the stipulated time.
2. Courses are finished in time bound manner.
3. Revision of the syllabi is in line with the requirements of the time.
4. Sufficient infrastructure is available on the campus.
5. Teachers are diligent, hardworking and highly cooperative.

Overall, parents are highly satisfied with the academic facilities of the College. They are happy with the fact that students get an opportunity to have a holistic development of their personality.

ANNEXURE- III A Major Projects

Sl No	Year	Title of the Project	Name of the Investigator	Amount	Funding Agency	Status
1.	2013-15	Synthesis, Characterisation and Magneto-dielectric properties of silicate based garnets	Dr Sherin Thomas, Dr Regimol C Cherian Ms Joli Joseph, Physics	12,05,800/-	UGC	Submitted
2.	2016-19		Dr. Marina Aloysius	9,35,000/-	ISRO	Ongoing

ANNEXURE- III B Minor Projects

	Year	Title of the Project	Name of the Investigator	Amount	Funding Agency	Status
1.	2015-16	Sports Injuries	Dr Jimmy Joseph	1,60,000	UGC	Submitted
2.	2014-15	Fuzzy Rule Based Image Processing Techniques for the Detection of Lung Cancer	Ms. Mary Jaya V.J, Computer Science	4,80,000/-	UGC	Ongoing
3.	2014-15	Triangulenium Cation – Silica Microparticle Conugates as an Efficient Tool for the Photosensitised Disinfection of Water Contaminated by Bacterial Pathogens	Ms. Seena Sebastian, Chemistry	3,95,000/-	UGC	Submitted
4.	2014-15	Efficacy of Microencapsulation on synbiotic Yogurt Production	Ms. Smitha Mathews, Zoology	3,20,000/-	UGC	Ongoing
5.	2014-15	Cultural Value Addition of Hand Woven Silk Linen Sarees through the Adaptation of Traditional African Adinkra Textile Design Motifs	Ms. Liz Thankom Mathew, Fashion Technology	3,00,000/-	UGC	Ongoing

Other Projects

I. DST PROJECTS

Sl. No.	Period	Title of the Project	Grant Received
1	2012-17	FIST-2012	70,00,000/-

ANNEXURE- IV -i
Empower FEM Power

The Context	<p>The vision of the College is to create enlightened, empowered and socially committed women. Lack of confidence, low rate of participation of women in the labour market and decision making bodies, lack of employable skills, ignorance regarding legal and constitutional rights, low level of literacy are some of the issues that women face in the Indian society. This is more evident in the rural and semi urban areas. To help women to come out of the clutches of these limiting factors and enlighten them to empower their fellow beings are intended through this integrated women empowerment strategy of the College. Especially in the state of Kerala, educated unemployment is a serious issue. Though there are several dimensions to this issue, the major reason is the lack of employable skills among the educated youth. Being a College for women, the Institution practices a multidimensional targeted strategy/ programme, Empower FEM power, to make the Gentle Sex more productive citizens.</p>
Goal	<p>The goals of the programme are the following:</p> <ol style="list-style-type: none"> 1. To improve the communication skills of the students so that they are able to respond to situations and express their ideas. 2. To improve the employment competencies so that the student are better prepared for job market. 3. To provide them the life coping skills to make them good home makers. 4. To instil entrepreneurial skills in the students to help them take up entrepreneurship as a career option. 5. To achieve holistic development of the students.
The Practice	<p>An environment for ICT enabled teaching, learning and evaluation is created in the Institution though the installation of ERP, delivery of lectures using smart boards and online resources, one hour compulsory online learning</p>

	<p>session for a month to initiate the practice of online learning, depository of expert lectures in various subject etc. Besides, A-view also is used by the faculty and students. Faculty and Students are encouraged to enrol for the online certificate and diploma courses.</p> <p>To instill entrepreneurial talents among students, the Entrepreneurship Development Cell gives training to students and motivate them to start business units in the Assumption Business Incubation Centre. Communication skills and language proficiency training is given through the language lab, peer led communication training, HRD and other outside agencies.</p> <p>Students are given exposure to social realities through exposure visits, outreach activities and social projects. Legal literacy classes, self-defence training, yoga, aerobics, awareness on atrocities against women, common women specific cancer incidence are provided to improve their self confidence. Besides, life guidance courses and value education classes help them acquire home making skills.</p> <p>Coaching for Civil Service, interviews and other competitive examinations have enhanced the confidence of the students to appear for competitive examinations and interview. Assumption Skill Acquisition and Development Programme is expected to improve the employment competencies of the students.</p>
Evidence of success	<p>A shift in pedagogy to a student centric one with 45 % of teaching-learning through ICT enabled process is practiced now. Teachers have registered for online courses and the students have started appreciating independent learning and online assignment submissions. The placements of the students have shown an increase over the last five years except for a drop in 2016 -2017 due to a general economic down turn in the economy.</p>
Problems Encountered	<p>Coaching for competitive examinations can be provided to students only on Saturdays and holidays. So, many students find it difficult to adjust to the time schedule. For the smooth working of A-View and accessing online resources, high bandwidth internet connections and other technical accessories of high quality was required. Since it was a first time experience in a formal</p>

	way, creating the depository of expert lectures was a big challenge.
Contact details	The Principal Assumption College Autonomous, Changanacherry Kottayam District, Kerala PIN: 686101 Phone: 0481-2401036 Email: ac@assumptioncollege.in

ANNEXURE- IV -ii
ASSUMPTION EXTENSION AND SOCIAL OUTREACH PROGRAMME (AESOP)

The Context	<p>Assumption College has been in the forefront of women’s education since its inception on 1950. It has always redefined its strategies to make students socially committed and learning beyond the confines of classrooms. After becoming an autonomous institution in 2016, the College made extension and social outreach programme a compulsory component for the successful completion of the undergraduate and post graduate programmes. Assumption Extension and Social Outreach Programme (AESOP) is a compulsory 18 hours social involvement programme for instilling social commitment in the minds of students and to equip them to understand and respond to the socio- economic realities of our nation.</p>
Goal	<ul style="list-style-type: none"> ➤ To provide exposure to students on socio economic realities of the society. ➤ To achieve knowledge transfer to society for finding pragmatic solutions to the societal problems. ➤ To instil human, social and national values in students. ➤ To help students to develop team spirit and team playing skills. ➤ To create socially committed citizens.
The Practice	<p>The Programme starts in the second year of the undergraduate and post graduate programmes. Each Department selects a particular area for their service. The activities in each locality include educational modules, recreative activities, interactive and participatory programmes, exhibitions and demonstrations. The thrust areas are Health and Fitness, Waste Management, Energy Conservation, Organic Farming and Financial Literacy.</p> <p>Fifteen area are selected for the social involvement programme. Students are given training before sending them to the field. Each department will have their own specific programmes of community building at each service area.</p>

	Students are given a handbook to write down their experiences and learning.
Evidence of success	Meeting for the evaluation of AESOP was organised in the College. Faculty and Student representatives presented their feedback. The students opined that they got a chance to understand the social reality in close quarters and their perception to life and society has changed. Students and teachers had a fulfilling experience after the programme. 750 students and 35 faculty members participated in the programme.
Problems Encountered	Orienting the students and motivating them to undertake the outreach programme was the major problem as it was a novel experience to them. Finding a common hall in the selected area for the conduct of the common community programmes was difficult. Another problem experienced in the field was to cater to the needs of the diverse groups in the community.
Contact details	The Principal Assumption College Autonomous, Changanacherry Kottayam District, Kerala PIN: 686101 Phone: 0481-2401036 Email: ac@assumptioncollege.in