



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		ASSUMPTION COLLEGE
Name of the head of the Institution		Sr Thresiamma Devasia
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04812401038
Mobile no.		9495568475
Registered Email		ac@assumptioncollege.in
Alternate Email		iqac@assumptioncollege.edu.in
Address		Assumption College Autonomous, Changanacherry, Kottayam, Kerala-686101
City/Town		Kottayam
State/UT		Kerala
Pincode		686101

<b>2. Institutional Status</b>	
Autonomous Status (Provide date of Conformant of Autonomous Status)	29-Feb-2016
Type of Institution	Women
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr Rani Maria Thomas
Phone no/Alternate Phone no.	04812420109
Mobile no.	9895871037
Registered Email	ac@assumptioncollege.in
Alternate Email	iqac@assumptioncollege.edu.in

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://assumptioncollege.edu.in/uploads/aqar-report/4/report.pdf">https://assumptioncollege.edu.in/uploads/aqar-report/4/report.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://assumptioncollege.edu.in/academics/calender/2018">https://assumptioncollege.edu.in/academics/calender/2018</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	A	87	2007	10-Feb-2007	10-Feb-2012
3	A	3.10	2014	05-May-2014	31-Dec-2021

<b>6. Date of Establishment of IQAC</b>	05-Sep-2001
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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		
Induction programme for UG First years- by Skill Force Learning Solutions	25-Jun-2018 5	705
Motivation and mentoring class for teachers and non-teaching staff	28-Jun-2018 3	168
<a href="#">View File</a>		

**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Autonomy	UGC	2016 2190	6000000
Faculty -Dr. Marina Aloysius	RESPOND	ISRO	2016 1095	1844424
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	5
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>	
Exit Exam for final year Students	
Formation of Student Quality Assurance Cell	
Policy Documents for the College	
Green Audit of the Campus and formulation of Green Protocol	

MoU for Student Exchange Programme with Sophia and 20 departmental MoU for academic exchange

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

Plan of Action	Achivements/Outcomes
Workshop on Intellectual Property Rights	One day Workshop on Intellectual Property Rights was organised in collaboration with the inter-University Centre for IPR , Cochin University in 12 October 2018
Academic and Administrative Audit	Academic and Administrative Audit was conducted and the evaluation of the same was communicated to the staff on 18 June 2018.

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Board	02-Jul-2021

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

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

27-Mar-2019

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

Assumption uses information systems at all levels of operation, viz: teaching, learning, evaluation and governance. The following are the soft wares for various academic and nonacademic purpose. Latex and Qn Smart 5.1, an application software are used in the Examinations office for the purpose of

question bank and ERP is used for admission, attendance, internal /external mark entry, issue of results, and mark cards. ILMS Campus net software is used in our library with, fully automated web OPAC KIOSK, Student library attendance eGate etc with Barcode Solutions for student ID card and books. Separate facility is provided in the library for accessing e journals and e content. Through inflibnet the college accesses more than 5000 e journals and periodicals. Soft wares used for teaching learning include OS3, Windows10, /XP, /Linux, Turbo C, C, TASM, Oracle, Photoshop, Reach PDS and Fashion studio, and Marker. For imparting knowledge in the AV mode, econtent development facility and special video editing facilities are available in the campus. The software used for editing purpose are adobe Premier Pro, Adobe after effects, Adobe audition, Mix craft, Audio studio, Movavi suit etc. Egrantz is used to access grants and scholarships from the Government for students • Software like, Tally and PFMS, Government of Kerala is used for financial accounting •, Service and Payroll Administrative Repository for Kerala (SPARK) is utilised to prepare the salary statement of the staff. GAINPF is used for Provident Fund System Loan and Closure.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BA	ACUEN	English Language and Literature	04/06/2018

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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
MSc	Textiles and Fashion	01/06/2012	ACPTF - MSc	01/06/2017

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## 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Common Course for Undergraduate Programmes	04/06/2018
<a href="#">View File</a>		

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Not Applicable	Nil

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate course in Fundamental Computer Skills	02/07/2018	37
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	English Language and Literature	43
<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>A feedback collection was carried out among four stakeholders- students, teachers, parents and non-teaching staff. Separate set of questionnaires were prepared and a five-point rating scale was used to analyze each feedback aspect/question. Analysis was carried out based on the feedback and steps were taken to address important aspects. Survey among students primarily aimed to evaluate the effectiveness of teaching-learning ecosystem in the college. Majority of the students (more than 60) expressed their satisfaction regarding the teaching efficiency, the evaluation process and the mentoring system of the college. About 50 of the students were satisfied with the use of new teaching methodologies and ICT tools by teachers. Students were also in much agreement to the quality efforts taken up by the college related to promotion of</p>

internships and student exchange activities, engagement of students and providing opportunities for growth. The feedback from teachers analyzed the freedom of teachers in designing and developing syllabus, involvement of Board of Studies, quality of the prescribed syllabus, working of the campus and its facilities, evaluation and various initiatives of the College. Based on the analysis of the report, more than 90 of the teachers agree that there is ample freedom for them to contribute ideas for curriculum development. They are also very much satisfied with the working of Board of Studies in the curriculum development process and the quality of the newly introduced syllabus. Vast majority of the teachers(>90) are also very well satisfied with the campus environment, library and lab facilities and the mentoring and evaluation system of the College. Survey conducted among the parents of the students analyzed their level of satisfaction with the curricular and co-curricular activities offered by the College. More than 90 of the parents were satisfied with the informative syllabus and its use for further higher studies. Majority of the parents (More than 80) also expressed their satisfaction on the quality of the teaching. About 80 of the parents expressed their content with the value imparting systems of the college, value added programmes and the social involvement programme(AESOP). Survey was conducted among the Non-Teaching Staff of the College as well, to gather their response on the general working mechanism of the office and associated system. The Non-teaching staff are generally satisfied with the facilities provided by the College. Even though majority of the non-teaching staff are satisfied with the training provided for capacity building, the response received generally suggests introducing a robust training program. Even though the student satisfaction level was good regarding the teaching learning process, it was decided to augment the existing system through introducing new methodologies, especially e-initiatives. Usage of ICT tools among teachers and e-content development was promoted. To enhance the benefits of the curricular structure introduction of outcome based education was proposed. Augmenting the existing frame-work of value education and other value added programs were seriously considered and new certificate courses were introduced in the following year. Investments were also made to enhance the infrastructural facilities of the campus.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English Language and Literature	40	511	37
<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
2018	2130	243	67	7	54

### 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
128	128	354	19	6	105540

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

**MENTORING @ ASSUMPTION** Introduction: Mentoring plays a pivotal role in the holistic development of an individual alongside institutional development and growth. In this competitive era, students are in the grip of increasing stress and pressures which they find difficult to cope with. To provide the students with the right academic and emotional orientation, it is essential to have a professional handholding by a mentor throughout their studies. A mentor can effectively function as a guide, motivator, and provide help in challenging situations. It is a process of transmitting emotional, psychological, and informative support pertinent to personal and professional development, appropriate career orientation, and subject-oriented hurdles. In educational institutions, mentoring aims at understanding the knowledge, skill, and ability of the mentee, thereby helping them to strengthen /enrich their merits and deal with their weaknesses. Teachers as mentors can help the students in managing time, critical situations, and managing emotions. Understanding the importance of mentoring, it has been practiced in the College from its very inception in 1950. Later on, since 2000, mentoring has been made a formal institutionalised practice and a standardised format has been evolved since 2015. The Objective: The overall objective of mentoring is to enable a student to understand her strengths and weaknesses and to instill confidence to face the challenges of life. Thus 'preparing for life' is the basic purpose of mentoring. The specific objectives include nurturing leadership qualities, fostering teamwork and coordination, motivating and inculcating a desire to strive, seek and achieve, boosting self-esteem, and uplift moral, ethical responsibility, creativity, and critical thinking. The Modus Operandi: Beginning of every academic year, the Principal announces the approved list after scrutiny of the Mentor and Mentee list forwarded to her through the Heads of the Departments. Once the list is finalised, each Mentor communicates to the students allotted to her. Every teacher is a mentor and the College provides training to them occasionally to mould them as effective mentors. Each mentor will have 25-30 mentees. The system functions as part of the regular academic programme as a supportive system. The Mentor tries to provide confidential, unbiased support in academic, interpersonal, professional, and personal matters to mentees by meeting them personally and discussing with them. In some cases, if the mentor feels that the involvement of parents is required, they will be called to the College for a confidential meeting with them. Individuals who require professional help are directed to a professional Counsellor keeping the details strictly confidential. Details of the meeting with the mentee/ parent are recorded in the mentoring register. The Register will be periodically verified by the Principal to ensure its smooth functioning. Principal convenes the Mentors' meet once a year to discuss the concerns, challenges and difficulties in the mentoring process. Method of assessing the outcome and effectiveness: The academic, personal and emotional growth of the mentee is monitored through her progress in the examination results, participation and involvement in extracurricular activities. Effectiveness of the mentoring process is assessed through the student satisfaction survey.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2373	128	1:19

**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
128	98	30	30	33

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	Designation	Name of the award,
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	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
2018	Rev Dr Thomas Joseph Parathara	Vice Principal	RACE -2019 Bangkok, Thailand award for Best Teacher in Social Science
2018	Rev Dr Thomas Joseph Parathara	Vice Principal	International Best Faculty Award 2018, Instituted by Swami Vivekanda Association of Science and Humanities.
2018	Rev Dr Thomas Joseph Parathara	Vice Principal	Research Excellence Award-2018, sponsored by Institute of Scholars, Bangaluru.
2018	Rev Dr Thomas Joseph Parathara	Vice Principal	IRDP- Best Teacher National Award for Teaching, Research Publications, 2018
2018	Rev Dr Thomas Joseph Parathara	Vice Principal	Adarsh Vidya Saraswathi Rashtriya Puraskar, Instituted by Global Management Council, Ahmedabad, 2018
2018	Rev Dr Thomas Joseph Parathara	Vice Principal	IARDO Award for Lifetime Achievement by International Association of Research Developed Organization, New Delhi, 2018
2018	Ms Ann Mary Mathew	Assistant Professor	FLAIR - Government of Kerala
2018	Ms Anns George	Assistant Professor	FLAIR - Government of Kerala
<a href="#">View File</a>			

## 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-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
BA	ACUEN	5	05/11/2018	19/12/2018
<a href="#">View File</a>				

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
554	4649	11.7

## 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://assumptioncollege.edu.in/academics/programme-outcomes-pso-co>

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
ACUMT	BSc	Mathematics	65	64	98
<a href="#">View File</a>					

## 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://assumptioncollege.edu.in/igac/sss-and-feedback>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No
No file uploaded.

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
National	Ms. Ann Mary Mathew	FLAIR	11/02/2019	Government of Kerala
National	Ms. Anns George	FLAIR	11/02/2019	Government of Kerala
National	Dr. Binumol Abraham	Award for Associateship - IIAS Shimla	01/06/2019	UGC-IUC
<a href="#">View File</a>				

### 3.2 – Resource Mobilization for Research

### 3.2.1 – 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
Any Other (Specify)	365	KSCSTE	0.15	0.15
Students Research Projects (Other than compulsory by the University)	365	KSCSTE	1	0.6

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### 3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0.085

### 3.3 – Innovation Ecosystem

#### 3.3.1 – 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
'Bioinformatics'-invited talk	Botany	11/07/2018

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#### 3.3.2 – 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
00	00	00	Null	00

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#### 3.3.3 – 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
Assumption Business Incubation Centre	Students Start-up	Students and Parents	Guppy Culture and sale (done by I III Sem zoology students)	Temporary	17/09/2018
Assumption Business Incubation Centre	Students Start-up	Students and Parents	Fermented extracts of gooseberry grape- sale (VI Sem students of FMB)	Temporary	29/09/2018
Assumption Business Incubation Centre	Students Start-up	Students and Parents	Vegetable cultivation and Sale( V VI Sem	Temporary	19/09/2018

students of  
Bsc Zoology  
Model I)

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### 3.4 – Research Publications and Awards

#### 3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
History	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	1	3.2

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

Department	Number of Publication
Home Science	1
History	2
Physics	1
Zoology	6

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#### 3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
00	Null	00	Null

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#### 3.4.5 – 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
Assessment of antioxidant, antibacterial and anti-proliferative (lung cancer cell line A549) activities of green synthesized silver nan	Neethu Cyril	Toxicology Research	2019	5	Assumption College Changanacherry	27

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### 3.4.6 – 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
Synthesis and photoluminescence characteristics of near white light emitting	Anns George	Journal of Physics and Chemistry of Solids	2019	4	11	Mahatma Gandhi University
<a href="#">View File</a>						

### 3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	39	67	27	8
Presented papers	22	14	Nil	Nil
Resource persons	3	3	Nil	2
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## 3.5 – Consultancy

### 3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Department of Fashion Technology	Elegant Cutz	NA	8850
Department of Social Work	ICC- External Member Coconut Lagoon Lake Resort	Coconut Lagoon Lake Resort, Kumarakom Kottayam	2000
Department of Social Work	Red Ribbon Club	Kerala State AIDS Control Society	4000
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### 3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
00	00	00	0	0
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### 3.6 – Extension Activities

3.6.1 – 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
Distribution Of Seeds In The Campus	NSS and BMC	2	89

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3.6.2 – 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
Award for research	"AdarshVidya Saraswati Rashtriya Puraskar"-Rev. Dr. Thomas Parathara	Global Management Council, Ahmedabad	250

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3.6.3 – 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
Distribution Of Seeds In The Campus	NSS and BMC	World Environmental Day - Distribution Of Seeds In The Campus	2	89

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### 3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Research Collaboration	Dr. Binumol Abraham	IIAS Shimla	90
Student exchange	Ms. N A N L Jayathilake	Indian Council for Cultural Exchange, Maulana Azad Scholarship Scheme	730

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3.7.2 – 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	Duration From	Duration To	Participant
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		with contact details			
Student exchange	Student exchange	Indian Council for Cultural Exchange, Maulana Azad Scholarship Scheme	01/06/2018	31/03/2020	Ms. N A N L Jayathilake
Research Collaboration	Research Collaboration	IIAS Shimla	01/06/2018	30/06/2018	Dr Binumol Abraham
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
IBFS	Nil	Certificate course-NISM securities operations and risk management - equity derivatives	21
Akshaya Centre, Kottayam	Nil	For conducting Malayalam Computation Certificate Course	60
<a href="#">View File</a>			

## 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
16	109.41

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
<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
Campus NET ERP Library Management	Fully	5.0.1	2013

**System**

**4.2.2 – Library Services**

Library Service Type	Existing		Newly Added		Total	
<b>Journals</b>	<b>75</b>	<b>50138</b>	<b>18</b>	<b>55673</b>	<b>93</b>	<b>105811</b>
<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
<b>00</b>	<b>00</b>	<b>00</b>	<b>Null</b>
<a href="#">View File</a>			

**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
<b>Existing</b>	<b>285</b>	<b>224</b>	<b>285</b>	<b>76</b>	<b>76</b>	<b>18</b>	<b>53</b>	<b>16</b>	<b>0</b>
<b>Added</b>	<b>26</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>311</b>	<b>230</b>	<b>285</b>	<b>76</b>	<b>76</b>	<b>28</b>	<b>53</b>	<b>16</b>	<b>0</b>

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

<b>16 MBPS/ GBPS</b>
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**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
<b>Media Centre</b>	<a href="https://assumptioncollege.edu.in/college-resource/media-room">https://assumptioncollege.edu.in/college-resource/media-room</a>
<b>Audio Visual Centre</b>	<a href="https://assumptioncollege.edu.in/college-resource/media-room">https://assumptioncollege.edu.in/college-resource/media-room</a>
<b>Lecture Capturing System</b>	<a href="https://assumptioncollege.edu.in/college-resource/media-room">https://assumptioncollege.edu.in/college-resource/media-room</a>
<b>Mixing equipment, software for editing</b>	<a href="https://assumptioncollege.edu.in/college-resource/media-room">https://assumptioncollege.edu.in/college-resource/media-room</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	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical



	facilities		facilities
8	25.93	9	22.81

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)

Measures to ensure optimum utilisation of the facilities: Before the commencement of each academic year class rooms are allotted to different departments as per the time table without overlapping of classes. Due to the paucity of the hall facility, the departments are advised to book the halls in advance of the programme. The indoor court is used both for sports practices and for conducting seminars, meetings fashion shows, exhibitions and general assembly. General computer lab is mainly utilised as browsing centre and also as a lab for arts, Humanities and Commerce UG students Common Instrumentation centre is utilised by all the science stream faculty members for research purposes. In the library, the number of days as well as the number of books that can be borrowed are restricted for students as well as faculty, so that all the students who are in need have access. The department library supplements the general library and the students are given books after entry in a log book. The WIFI facility of each department is accessible to their students for academic purposes. Maintenance A permanent Mechanic is responsible for the maintenance of electrical and plumbing works of the college. For major repairs, the college seeks the help of expert technician. The ICT smart classrooms and computer facilities is maintained by technically skilled experts. For cleaning the campus and building, management appoints personnel on daily wages. The maintenance and upkeep of sports and games facilities is ensured by the faculty of Physical Education department with the help of support staff appointed by the Management. Fire extinguishers and lighting arrestors are provided in the campus as the part of safety measures. Maintenance of computers, generators, water purifiers, lab equipment's and physical facilities are very essential for the smooth functioning of the activities of the College. The Finance Committee, Building Committee and the purchase committee of the College takes care of the maintenance of physical as well as academic facilities. AMC facility is taken for highly sophisticated instruments. Funds are allocated in the annual budget towards repairs and maintenance of physical and academic facilities. Besides, the Building Committee of the college takes care of the maintenance of the college building and other physical infrastructure. For the maintenance and making new furniture, college has a workshop with permanent carpenter appointed by the management. The Bursar of the College is in charge of overseeing all the above. As regards to maintenance of power line, optical cables and electrical articles, the college takes the help of an electrician.

<https://assumptioncollege.edu.in/igac/policy-document>

## 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	Financial Support	881	2894836
Financial Support from Other Sources			
a) National	E-Grants	648	4957950
b) International	Nil	Nil	0

[View File](#)

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
'Physics in Action' Workshop on Physics through Experiments	05/11/2018	120	Department of Physics

[View File](#)

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
2018	Career Orientation Programme	22	650	56	38

[View File](#)

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
3	2	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
8	220	38	25	192	36

[View File](#)

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
2018	1	B Sc Mathematics	Mathematics	Central University Hyderabad	M Sc

[View File](#)

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

Items	Number of students selected/ qualifying
NET	14
SET	6
CAT	4
GMAT	5
Any Other	13
<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
All Kerala Intercollegiate Volleyball Tournament for Women	State	60
<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
2018	Secured Gold in Asian Games (4x4 Relay), Jakarta August 2018	International	1	Nil	171409	Vismaya V K
<a href="#">View File</a>						

#### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council representation of students on academic administrative bodies/committees of the institution The College provides an open platform for its students to build up their skills and talents through the College Union/Council. For this purpose, student representatives are elected to various positions to form a channel between the management and students. The executive members of College Union are elected as per the rules and regulations of the MG University. Every class elects its representative and the representatives can give nominations to thirteen posts. The Electoral College consists of class representatives. They create an atmosphere that promote students' involvement in the council, different clubs and other activities and develop a healthy environment in the campus by coordinating the various activities. The Student Union voices the concerns of students, unify the student body through social activities and community service activities, and promote civic responsibility, leadership, scholarship and human relations within the student body. They act as liaison to college administration when it becomes necessary for student issues to be addressed at this level, provide aid to the students, the community (Friday Collection), host college functions and events. The Student Quality Assurance Cell includes the student community- in the quality assurance

process of the College. The student IQAC also has a representative from the council, they also help HR in communicating and ensuring student participation during placement drives. The various initiatives of the college union include, a college level youth festival conducted by the college union and the Arts Club. The College Arts Day is organized by College Union involving various contests such as Ms Assumption, Malayali Manka, Nasrani Manka and Monjathi. The students from various departments showcase their mettle to win the various titles. In the much-awaited Fresher's Day, the whole campus cheers its new faces who exhibit their talents. The Merit Day is conducted to honour the commendable achievements of the students. The farewell for retiring teachers and final year students are also hosted by Union. The College Union in collaboration with Department of Physical Education organize the Sports Day where students of the college prove their sporting culture and talent. In the Annual day celebrations, students from various departments present a visual treat. Student representatives who are nominated to the editorial board of the college magazine help to collect articles, poems, drawings from talented students. Faculties of the editorial board will guide them in the entire process of printing and releasing the magazine. Student editors also involve in preparing the conference proceedings (National Conference/International), souvenir of student conventions conducted in the Departments. They are also members of the Entrepreneur Development Club, promoting self-reliance and entrepreneurial skills. The College has developed an efficient student support mechanism, besides the regular Teaching-Learning Programmes., the Departmental Associations, Clubs and Cells cater to the academic, spiritual, personality-related, career-oriented, art, and aesthetic needs of students. All activities of the clubs are coordinated by student leaders with the guidance of the respective faculty advisors of these clubs.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

0

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

1176283

5.4.4 – Meetings/activities organized by Alumni Association :

- 19th Annual Alumnae meet was held on Association General Body Meeting - Presented Distinguished Alumnae Award to Smt Lysamma Devasia - Presented Daisy J Thottukadavil Scholarship instituted by SBACAANA to four students and Merit Scholarship instituted by Alumni association Kuwait Chapter to two PG Students - Honored 7 PhD awardees from the alumnae for this year. - Alumnae lecture on Life style diseases. - Alumni lecture on 'How to tackle advanced courses by Kum Sruthi Joseph (Central University, Hyderabad) - Executive Meetings of Alumnae Association was held on 17-12-2018,17-01-2019, 21-01-2019. - Alumni lecture on Number Theory- by Dr Saranya G Nair - Alumni lecture 'Career Opportunities Abroad'

#### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 – Institutional Vision and Leadership

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

The college adopts a decentralized system for participatory management to ensure academic and administrative efficiency at all levels. The administrative mechanism ensures transparency, flexibility, and innovation keeping with the changing needs and contexts. The smooth functioning of the college at both the academic and administrative levels is ensured by statutory bodies as well as non-statutory bodies. Decentralization and participative management are practiced in the institution effectively through the coordination between the Management and the Statutory bodies -The Governing Body, Academic Council, Staff Council, IQAC, Finance Committee, Board of Studies, Admission Committee, Examination Committee headed by Controller of Examinations, along with the various other committees. The Vice Principals and the administrative staff assists the Principal in administrative matters for the smooth functioning of the college. The Staff Council, which is the apex body consisting of the Heads of the Departments is a decision-making unit related to the day-to-day activities of the college. The two practices which were adopted during the year 2018- 19 for efficient channelizing of leadership and participative management was 1. Tenure for Heads of Department 2. SQAC. Tenure for Heads of Department- To promote participative management and give administrative responsibility to all the faculty the management of the college decided to assign the duty of headship for faculty for a term of three years . Each head of the department has autonomy to decide matters related to the allotment of work, timetable distribution of duties, the co-ordination of programmes , departmental association , extension and out reach activities. SQAC- The Student Quality Assurance Cell is an initiative of the IQAC to include the major stakeholder- the student community- in the quality assurance process of the College. The students selected as members of the SQAC of the College are expected to function as role models to other students. Composition and Tenure of the SQAC- Principal, Vice Principal, Faculty Advisor, Faculty Coordinator, Students selected through CORALS, Chairperson of the College, Two Student Representatives from the UNAI- Assumption, Student Coordinator of the Green Guardians, Sports Representative . The responsibilities of the SQAC include: 1. Act as a wing of the IQAC to create a rapport with the students. 2. Collect feedback from students regarding the functioning of the College. 3. Suggest creative ideas to make the Campus more student friendly. 4. Collect data regarding the activities of students, their achievements and placements. 5. Attend conferences and seminars related to quality enhancement in Higher Education Institutions. 6. Participate in the Green initiatives of the College.

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

Yes

## 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
Industry Interaction / Collaboration	The college solicits collaborations with research institutes, media houses, schools, and laboratories to conduct training programmes/seminars/workshops, carry out student projects/internships/OJT and publications. The college research centre in History has research guides from other institutions and is an approved centre for conducting course work. Under the initiative of the IQAC, twenty MoUs were signed for academic

exchange and on-the-job training by the various departments during this year . As part of the International Academic Exchange Programme, four professors from the Sophia University visited the College and delivered lectures

Human Resource Management

The HR department along with the placement and career cells made available various opportunities to the students in the college to test their aptitudes, make the right choice of a career with exposure through a fest and to participate in campus recruitment drives conducted all over Kerala. This year 110 students got selected in various reputed Multinational Companies and well known organizations such as TCS, Infosys, Goan Institute of Communicative English, WIPRO, Tommy Hilfiger Calvin Klein The HR department chalked out a comprehensive programme to help students to nurture the right attitude to brave today's competitive world. It periodically organizes occasions for public speaking, mock interviews, workshops, seminars and group discussions on relevant topics and arranges motivational talks, soft skill training and stress management sessions.

Library, ICT and Physical Infrastructure / Instrumentation

The automated college library has an area of 906 sq. mts spread over three floors with a seating capacity of 250. The library is well stocked and new titles are added every year Library services include 60615Text Books,7008 Reference Books, 100000 plus e-Books e-journals digital database CD Videos, as well as periodicals. Through inflibnet college access more than 5000 journals. The electronic information section in the college library provides INFLIBNET and free internet connectivity to facilitate e-learning with a broad band internet facility of 16 Mbps speed.. The entire campus is LAN-connected. ICT-enabled teaching-learning is made possible by the purchase and up-gradation of hardware and software every year. Campus is Wifi enabled. Spread over 15 acres the college has 10 blocks that houses 18 departments , 7 hostel blocks, Archaeological museum,flood lighted indoor basket ball court, volleyball, handball, netball, tennis courts, athletic ground, yoga centre, Auditorium, Indoor court for

	<p>the effective conduct of the curricular, co-curricular, extracurricular activities, and residential facilities.</p>
<p>Research and Development</p>	<p>The College has a Research Promotion Council which is a wing of the IQAC that is vested with the responsibility of planning and developing the research promotion activities of the College.</p> <p>The research promotion council organises programmes and workshops for teachers and publishes the journal JET every year. Around 55 research publications were there in the year 2018-19. A number of collaborative activities for research, faculty exchange and academic exchange were initiated during the year.</p>
<p>Examination and Evaluation</p>	<p>The major examination reforms include the introduction of a question bank for all programmes, camp valuation for timely publication of results, fast and time-bound redressal of grievance regarding examination and evaluation.</p> <p>The college follows an efficient internal and external evaluation process. Examination calendar is prepared at the beginning of the academic year by the Office of the Controller of Examinations. This helps the teachers and students to get an overview of the timings of exams in the current year. Examination Committee for external and internal evaluations, oversee the conduct of examination and ensure effective implementation. Those who are unable to appear for the internal examinations due to genuine reasons/ failed candidates are given a another chance. The examination module of ERP facilitate the the smooth and efficient functioning of examination and evaluation process.</p>
<p>Teaching and Learning</p>	<p>Good atmosphere conducive to teaching and learning is ensured by the Management of the college. At the beginning of the academic session academic calendar is prepared by incorporating the action plan of all departments. The master plan is scrutinised and compiled by the IQAC, and brought out as handbook and distributed among the staff and students for strict compliance. The work diaries maintained by the faculty ensure that teaching plan is formulated and carried out. Teaching methods are</p>

adopted according to the needs of the students. Bridge courses, Remedial coaching, peer group learning and tutorial sessions are aimed to help slow/average learners, while advanced learners are motivated through multiple skills• Increasing opportunities in field work, visits, internship and practical experience enable students to learn from first hand experience. The enrichment modules, certificate and add-on courses offered helps to supplement the regular curriculum and aims at skill development/employability and empowerment.

Curriculum Development

Curriculum Development includes planning, designing, and restructuring of the curriculum of various Programmes offered by the College. The college offers a distinct learning experience to students of various Programmes through the restructured curriculum. The autonomous status conferred on the institution in 2016 has helped the institution to develop its curriculum. The curriculum was revised for all the programmes including UG and PG courses in the year 2017. During 2018-19 syllabi for the common course- English for all undergraduate programme was revised. The IQAC organises workshops and seminars for teachers to equip them with the necessary skills and knowledge to frame the curriculum The curriculum was developed keeping in line with the learning outcomes, local, national, and international needs. The Board of Studies is vested with the responsibility of developing the Programme Curricula-Based on Skill Acquisition, Requirements of the Industry, National Priorities, Stakeholder, and Alumnae feedback. Add-on and Certificate Courses are developed to supplement the syllabi and e-content development was also initiated along with the up-gradation of the ICT facilities.

Admission of Students

Autonomy status conferred to the College permits the College to conduct admission to the various Programmes by the College itself. Transparency in the admission process is ensured at all stages. The admission to all programmes is governed by the reservation policy of the Mahatma Gandhi University and Government of Kerala.. The Management



of the college constitutes an admission committee every year for the smooth conduct of admission process. To ensure transparency and efficiency, the admission process is done online. For this, the college uses MIS. The implementation of e-governance in matters related to admission has helped parents and students a hassle-free environment for getting admission to this institution from any part of the world. For skill based programmes like Fashion Technology and Social work, merit list for admission is prepared by giving weightage for score obtained in the aptitude test.

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

E-governance area	Details
<p>Planning and Development</p>	<p>Perspective plans for the development are drawn at the beginning of a year. The perspective institutional plan is made by the management after discussion at various levels in a participatory manner. The action plan is prepared by each department and published in the academic calendar. The college website is updated regularly with upcoming and conducted events. The day-to-day activities and announcements are also made through the electronic notice boards.</p>
<p>Administration</p>	<p>The smooth functioning of the college at both academic and administrative levels is ensured by the statutory bodies as well as the non-statutory bodies. Continued co-operation and understanding among the top management, Principal, faculty, administrative staff, and other stakeholders contribute to the planning and streamlining of the institutional policies. Meetings and discussions among various bodies ensure, maximum participation and coordination of all units in the decisions taken. The announcements, notices, etc are conveyed through Whatsapp for efficacy and speed. The various modules of ERP is used for effective administration of College main Office and Examination office. College administration uses pay roll software SPARK, Pension portal PRISM, Financial Management Software PFMS</p>
<p>Finance and Accounts</p>	<p>Finance section of the college uses Tally software for the accounting</p>

purposes. Online payment gateway in ERP is provided for the Collection of various fees from the Students. The college Bursar is in charge of maintaining the accounts and management funds. Financial accounting and funds transaction with the Government is online and uses application softwares such as PFMS, SPARK etc. The various accounts are audited manually by a qualified external agency. Government funds are audited annually by Higher Education departments and the Governments Accounts General Office.

Student Admission and Support

The whole admission process has been made online with the help of ERP. Examination related support to the students was also giving making use of the various modules in ERP. The college makes use of the online centralised system e-Grantz an integrated online software for the various educational assistance schemes of the Scheduled Caste Development Department. All financial assistance for students from the state government and the central sector is applied, verified, and received online from their respective websites.

Examination

The examination section is fully automated and uses the modules of the software, for attendance entry and student view, registration and payment of examination fees, issue of hall tickets, internal-external mark entry, result publication, revaluation, and mark card printing. During this year, question bank was also introduced and generation of Question paper was done with the help of Customised software.

### 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
2018	Dr. Rani Maria Thomas	National Level Workshop on Aspects of Curriculum Development–Learning Outcome, Programme and Course Outcomes	Xavier Board	5000

		organized by Xavier Board on July 11, 2018		
2018	Sr Thresiamma Devasia	National Level Workshop on Aspects of Curriculum Development–Learning Outcome, Programme and Course Outcomes organized by Xavier Board on July 11, 2018	Xavier Board	5000
2018	Dr. Rani Maria Thomas	National Level Workshop on Problem Based Learning Strategies: Towards Creating Leaders organized by Xavier Board on July 12, 2018	Xavier Board	2000
2018	Sr Thresiamma Devasia	National Level Workshop on Problem Based Learning Strategies: Towards Creating Leaders organized by Xavier Board on July 12, 2018	Xavier Board	2000

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges 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)
2018	Motivation and mentoring class for teachers	Motivation and mentoring class for non-teaching staff	28/06/2018	30/06/2018	125	43

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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
FDP (UGC) for PhD	1	06/06/2017	30/09/2019	1275

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	28	1	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
21	16	25

## 6.4 – Financial Management and Resource Mobilization

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

To ensure optimal use of financial resources and also to mobilise finance to tide over the paucity of funds, the College has formed a Finance Committee. The Finance Committee guides the College to manage and utilize funds effectively for the development of the institution. Annual budget is prepared at the beginning of each financial year and funds are allocated under various heads. The major sources of funding are from UGC and State Government. Internal and external audit is carried out annually. The UGC and management funds are audited by licensed auditing agency. In addition, Government funds are audited annually by the auditors of Collegiate Education Department of Kerala as well as from the Accountants General Office. The audited reports are presented before the managing board every year.

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
00	0	00

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6.4.3 – Total corpus fund generated

23000811

## 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	External Audit Team (Dr. Philip , S B College,	Yes	IQAC

		Changanacherry Dr. J G Ray, Professor, School of Biosciences, MG University, Kottayam)		
Administrative	Yes	External Audit Team (Dr. Philip , S B College, Changanacherry Dr. J G Ray, Professor, School of Biosciences, MG University, Kottayam)	Yes	IQAC

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

1. The PTA of the college facilitates the active involvement of parents and teachers in the activities of the college as well as the student welfare. 2. The PTA gives moral and financial support and encourages cooperation and understanding between parents, teachers, and students. 3. The contributions of PTA are- funds allocated for distributing notebooks to economically weak students. 4. The PTA sponsors accommodation for sports students in the hostels. 5. The PTA has also instituted an award for the best student for her contribution to social work.

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

1. The support staff are given training in the use of new administrative and accounting software introduced for fund transfer, salary payment etc,. In order to develop IT skills, they are given training in computer usage and application Softwares. 2. A three-day motivation and rejuvenation programme were organised at the beginning of the academic session. 3. Before the start of each semester the support staff is given orientation towards the various activities, and laboratory procedures to be followed for that semester.

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

- ERP implementation: ERP has been implemented for effective conduct of admissions, examinations, administration and finance
- Syllabus restructuring
- Infrastructure Augmentation, Lab renovations and upgradations
- ACSAD- Assumption college skill acquisition and development programme-to enhance the market readiness and make them globally competent.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

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
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2018	Academic and Administrative Audit	25/05/2018	26/05/2018	Nil	2300
<a href="#">View File</a>					

## 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
International Womens Day Celebration - Talk on Feminism in the Postmodern Era	03/08/2018	03/08/2018	190	Nil
Training on Local Self Governance and Participation at KILA	29/08/2018	31/08/2018	32	Nil
International Seminar on Gender, Environment and Sustainability	01/11/2018	02/11/2018	127	11
Invited talk on 'Gender Equity and opportunities for women in IT industries'	13/11/2018	13/11/2018	55	Nil
Invited talk on 'Financial Market and job opportunities for Women'	18/12/2018	18/12/2018	96	1
Research Methodology Workshop on Gender Studies	05/01/2019	05/01/2019	83	2
National Human Trafficking Awareness Day	11/01/2019	11/01/2019	46	Nil
National Girl Child Day Observance	24/01/2019	24/01/2019	44	Nil
Invited talk on Women, Entre	20/02/2019	20/02/2019	96	1

preneurship and Social Media'				
Motivational Talk on Women Empowerment	22/02/2019	22/02/2019	38	Nil

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
Assumption motivates every stakeholders of the institution towards environment friendliness through the promotion of green practices inside the campus and the hostels. The college maintains a Green Policy and Green Protocol for the systematic functioning of the activities related to energy conservation, rain water harvesting, waste management and recycling, sapling distribution, maintainance of the vegetable gardens, orchidarium, fernary, medicinal plants etc. Various intra-collegiate and inter-collegiate competitions, seminars, conferences, workshops and invited lectures are organised for creating awarness among the students, teachers, staff and the local community. Special initiatives are taken through the Nature Club, the Bhoomitrasena (Green Guardian) Club, the Energy Club, the NSS unit of the college for the implimentation of the action plans in this regards. The college has taken steps to increase the use of LED lights/LED monitors and solar energy inside the campus as well as in the hostels. Solar Photovoltaic power plants each of 3 kW (max.) in 6 hostels. 81 kWh energy produced/day. Biogas Modules of 3m3 volume, one each in each of 6 hostels plus one in Canteen. Kitchen wastes are fed and 21 m3 of gas is used for cooking.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	Nil
Physical facilities	Yes	Nil
Scribes for examination	Yes	18
Braille Software/facilities	Yes	18
Special skill development for differently abled students	Yes	18
Any other similar facility	Yes	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
2018	7	7	29/05/2018	3	Swachh Bharat Summer In	Survey, rallies, dance per	93

ternship	formance, waste col lection and segre gation and imparted awareness regarding the impor tance of sanitatio n and hygiene in personal life and families
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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Policy of Professional Ethics	22/01/2019	The College strictly follows the Policy of Professional Ethics for holistic development of the institution. Every stakeholders of the institution students, teachers, non-teaching staff, PTA and the Alumni Association are expected to adhere to the policy. The policy documents are published and displayed in the website. Action plans are made annually for the conduct of the programmes for every academic years.
Sexual Harassment (Prevention, Prohibition, And Redress)	22/01/2019	The College is committed to providing a safe and secure campus environment to the staff and students. Since sexual harassment results in violation of the fundamental rights of women to equality as per articles 14 and 15 and her right to live with dignity as mentioned under Article 21 of the Constitution, the Government of India enacted the Sexual Harassment of Women at



		<p>Workplace (Prevention, Prohibition and Redress) Act 2013. The policy of the College is in line with this Act. "Sexual Harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication), namely: -          Physical contact or advances - A demand or request for sexual favours - Making sexually coloured remarks - Showing pornography - Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature (Handbook by the Ministry and Women and Child development, Government of India)</p>
Code of Conduct Students	22/01/2019	<p>The College has developed a code of conduct for students. Every students are informed about their duties, responsibilities, rules and regulation of the institution through orientation/induction programmes. Code of Conduct for Students is published and displayed on the website. Action plans are made annually for the conduct of the programmes for every academic years.</p>
Code of Conduct Teachers	22/01/2019	<p>The College has developed a code of conduct for teachers. Every teachers are expected to work for the over all advancement of the institution. Code of Conduct for Teachers is published and displayed on the website. Annual awariness programme is organised for the newly joined teachers. Action plans are made annually for the conduct of the programmes for every</p>

		academic years.
Code of Conduct Non-Teaching staff	22/01/2019	The College has developed a code of conduct for non-teaching staff. Every staff are expected to work for the over all smooth functioning of the institution. Code of Conduct for non-teaching staff is published and displayed on the website. Annual awarness programme is organised for the newly joined staff. Action plans are made annually for the conduct of the programmes for every academic years.
Policy of Ethics-Examination	22/01/2019	The College maintains a no malpractice policy for examinations. Strict measures are taken to students as per the examination policy under the supervision of the Controller of Examination and the Principal. The Examination policy is published and displayed on the website.
Policy of Ethics-Research	22/01/2019	The College has developed a Research Policy under the supervision of the Research Assessment Committee/Research Promotion Council. This committee ensures ways and means to prevent plagiarism in the research works of the students, scholars and the teachers in the research centres of the College. Action plans are made annually for the conduct of the programmes for every academic years.
Anti-Ragging Policy	22/01/2019	The anti-ragging policy of the College is commensurate with the UGC regulations- "Curbing the menace of Ragging in Higher Educational Institutions (third

		<p>amendment), Regulations, 2016." The 3rd Amendment of UGC Regulations on "Curbing the menace of Ragging in Higher Educational Institutions, 2016", ragging includes 'any act of physical or mental abuse (including bullying and exclusion) targeted at another student (Fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background'.</p>
<p>Equal Opportunity and Inclusiveness</p>	<p>22/01/2019</p>	<p>The basic aim of the Equal Opportunity Cell is to ensure that students and faculty belonging to various diverse backgrounds of community, religion, region, gender, or ability are not deprived of their basic opportunities. They all must have access to all the basic rights to promote inclusivity and harmony. Through this cell, several activities are organized to promote inclusive policies and practices for all and to look into the grievances to ensure equality and equal opportunities to the disadvantaged group on campus through proper implementation of policies, skills, and programs of the society.</p>
<p>Policy For The Differently Abled (Divyajnan)</p>	<p>22/01/2019</p>	<p>Assumption College takes a special interest to create an all-inclusive environment and to ensure all possible aids to the Differently-abled students. To put</p>

together all the activities in this regard, the College has developed an innovative programme entitled 'Walk with the Specially Skilled' with a mission to nurture self-confidence in the Specially Skilled students. A teacher is allotted to five students and the Teacher Mentor is supposed to extend a continuous hand-holding to them. The Mentor establishes a rapport with the family members of such students and helps them with a lending hand in need. Assumption has always been an advocate of empathy and compassion for the needy. Through different programs and activities, the College is inculcating the following values among its teachers and students for an inclusive education along with the Divyajnan.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day	05/06/2018	05/06/2018	90
<a href="#">View File</a>			

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

1. Maximum use of LED lights/LED monitors in the campus and hostels 2. Increased the use of solar energy in the campus and hostels 3. Vegetable Garden at College 4. Rain water harvesting and Biogas plant in the campus and the hostels 5. Bhumitrasena (Green Guardian) Club 6. Plastic Free Campus 7. Ecoburn and Vermicomposting 8. Use of waste paper to bag making 9. Sanitary Napkin Incinerator 10. Green Audit 11. Energy Audit

### 7.2 – Best Practices

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

Title of the Practice: 1. 'ASSUMPTION COLLEGE SKILL ACQUISITION AND DEVELOPMENT (ACSAD) PROGRAMME' Objectives of the Practice Skill development is a vital tool to empower graduate and postgraduate students to safeguard their future and for their overall development as an individual. It is an important aspect that enhances employability in the present globalised world. Education and skills should now go hand in hand. Realizing the necessity of skill enhancement, Assumption College Autonomous has developed the ACSAD - a 30 Hours module-

Programme for students with the following objectives: • Offering certificate courses simultaneously with the regular degree courses • Helping students to discover their interests, aptitudes and potentialities • Provide guidance for choice of appropriate higher level courses and future career • Make students job market ready and globally competent • Provide training in various skills which are in high demand in society and have good job prospects • Preparing students for economic independence by boosting self-confidence

The Context Professional skills are part of life skills. One of the significant outcomes of higher education is to mould an individual suitable for the job and employment market. The undergraduate and postgraduate students are expected to demonstrate professional skills involving the use of intuitive, logical and critical thinking, communication and interpersonal skills, not limited to cognitive/creative skills. These skills, behaviour and quality of output enhance employability. Besides knowledge required for a particular job/occupation, and skills are also required for an individual to be gainfully employed for a successful and satisfied life. In this context the ACSAD Programme and the Enrichment Module is developed to make the students ready for employability. The Practice Skills development is the process of identifying the skill gaps among students and developing and honing these skills among them. ACSAD is an innovative venture of the Assumption College to impart necessary skills to the students to enhance their market readiness and to make them globally competent. In addition to the ACSAD programme, the college has introduced short Enrichment modules like Oral Communications Skills, Skill Development Programme in Handicrafts, Practice Test Series in Reasoning and Quantitative Aptitude, MS Office and PC Hardware, Mushroom Cultivation Technique, Beauty Care, Hand Embroidery, Entrepreneurship Development, Basics in Conservation and Documentation, Fundamentals of Accounting, Personality Development, Grooming of Leaders, Basics of Web Page Designing etc. These programmes encourages students to build confidence in communication skills, group collaboration, cooperation and develop professional skills with joint effort and participation. Evidence of Success ACSAD was launched to motivate the students of the College for acquiring skills in their areas of interests. Its successful implementation has not only created enthusiasm about joining a skill programme but has also developed awareness and motivation among students for their achievements and success. Students get course completion certificates which are an additional qualification along with their UG/PG degrees. Total 15 courses were introduced during the academic year 2018-2019. Initiatives are taken to establish MoUs with external agencies for the successful conduct of these courses. Following are the ACSAD Courses conducted by various departments of the college.

SNo	Name of the Course	Department
1	Certificate Course in Fundamental Computer Skills	English 2
2	Certificate Course in Research Methodology in English	English 3
3	Certificate Course in Malayalam Computing	Malayalam 4
4	Certificate Course in Web Designing	Computer Science 5
5	Diploma Course in Computational Techniques LaTeX	Mathematics 6
6	Certificate Course in Electronic Equipment Maintenance	Physics 7
7	Certificate Course in Modern Physicochemical Instrumental Methods of Analysis	Chemistry 8
8	Certificate Course in Mushroom Cultivation and Spawn Production	Botany 9
9	Diploma Course in Fundamentals of Soft Skills and Microbiology	Zoology 10
10	Diploma Course in Tailoring and Surface Ornamentation	Home Science 11
11	Certificate Course in Securities Operations and Risk Management	Economics 12
12	Certificate Course in Resist Techniques - Batik Tie-Dye	Fashion Technology 13
13	Certificate Course in Disaster Management	Social Work 14
14	Certificate Course in Soft Skill Development Programme - 'U-Turn'	Commerce 15
15	Certificate Course in Business Analytics	Business Administration

Problems Encountered Classes for the ACSAD programme were arranged after the regular classes. Hence attending these classes were challenging for students due to the locational disadvantages. Title of the Practice 2. 'GREEN AUDIT' Objectives of the

Practice Green Audit is conducted to make the entire college and the society understand through the students, as to how heavy is their carbon footprint, and help search for remediation and make their campuses and living surroundings as green as anybody can imagine. Green audit can also be a useful tool for a college to know how and where they are using the most of energy, water or other resources. The college can thus plan for the needed changes and ensure savings.

It can also be used to improvise their waste minimization strategy. As environmental sustainability is becoming an increasingly important issue for the nation, the role of higher educational institutions in relation to environmental sustainability is more apparent. Through the joint efforts of teachers and students, supported by governmental policies, the underlying causes of climate change and its impacts could be studied, the conditions required for sustenance of life on earth preserved, and through them the health of nature also can be promoted. Over a period, the green culture will become the norm in the society. Green Audit was conducted to achieve the following objectives: • Energy Audit • Renewable Energy Use • Water Audit • Natural Environment - Bio diversity Audit • Transportation and Environmental Quality on campus • Waste Audit • Health Audit • Accessibility and Gender Justice on campus • Outreach and Societal Commitment • Carbon Footprint on campus

The Context Green Auditing is a new practice to be followed by all stakeholders including students and the teaching staff. One can speak of an educational campus as "green", only if the performance audit encompasses the following aspects: Use of Water, Energy, Renewable etc. and the state of Health of all, Environmental Quality, Transportation Communication as well as assessment on Accessibility for differently-abled, Gender Justice and the Carbon Footprint it leaves through all activities over a year coming under these areas. Green actually denotes a world full of all living beings-human, animals, plants and insects as well as all the useful and harmful microorganisms - that keeps life on this planet in peace, equity and balance. Students as future citizens are the ones going to be affected most adversely, if we are unable to ensure sustainability of our life support systems. They are the people to respond immediately to any upsetting events or calamities. They have also the ability to influence their families and the general public more effectively than anybody else. This audit is conducted to ensure that a Green Policy is followed and implemented in the campus across all academic and non-academic departments and the body of students undergoing studies in the College, so as to make all stakeholders aware of the need for individual efforts in perpetuating green living habits among the people of our country. The Practice In 2018, the Green Audit of Assumption College Autonomous, Changanacherry, was carried out to educate every stakeholder of the institution, on the major contributors tending to destroy and on every step helpful to restoration, leading to further flourishing of its green status. In order to meet the objectives of the audit, the methodology did combine physical inspection of the campus on several work days and holidays, with analytical reviews of relevant documents and activities, as well as interviews with the Principal, selected Staff and students of the College. Evidence of Success Assumption Green Audit 2018-19 has found that the institution's per capita carbon footprint for the year is only 0.127 ton of CO<sub>2</sub> equivalent, a level only one-twentieth of the current national per capita average, with potential to develop into a carbon neutral campus by adopting a dedicated Green Policy and having a commitment to continue its green practices with approved remediation practices in position. The Green Audit process for the Assumption College during 2018-19 involved the creation of a student volunteer corps in the form of Green Guardians Club, and an audit team with students, teachers, members from Administration and Parent Teacher Association, as well as a team of experts who have practiced greening for years through the Nature's Green Guardians Foundation (NGGFN). The results showed that, through the Green Protocol followed and the deep commitment of the management for maintaining healthy environment in the college, the carbon

footprint in 2018 is only at a very low level of 10 of the 2010 national benchmark. Problems Encountered Identifying and quantifying all the green initiatives implemented and practiced in the college and the hostel was challenging. Due to location inside a small town, with only limited land area in hand, certain approaches for greening the campus is difficult to work with.

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

<https://assumptioncollege.edu.in/igac/best-practices>

### 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

ASSUMPTION EXTENSION AND SOCIAL OUTREACH PROGRAMME (AESOP) Since 1950, the time of its inception, Assumption College has a reputation of being one of the leading colleges for women in Kerala, imparting value based education. In tune with the vision and mission of the college, the management has developed appropriate infrastructure, effective policies, mechanisms and support systems for the holistic development of the students. All initiatives are designed to equip students with skills to make them globally competent and socially committed, with deep spiritual insights. 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 postgraduate 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 the society. Objectives The core objective of the programme is to sensitize and educate the students about the problems and practices of the local community and to inculcate in them the spirit of social responsibility. ? To have interaction between the local village community and the college. ? To provide exposure to students on socio economic realities of the society and to instil human values. ? To improve the life of village community through knowledge sharing. ? To help students to develop team spirit and capacity building. ? To create socially committed citizens. The Practice The AESOP programme starts in the second year of the undergraduate programmes. The college selected following five rural areas in and around Changanacherry for the AESOP programme during 2018-2019: Paral, Vettithuruthu, Puzhavatha, Kumaramkary and Kidangara. The thrust areas were Health and Fitness, Waste Management, Energy Conservation, E-waste management, Amma Vayana, Human Welfare and Public Health, Civic Responsibility and Community Service, Communication Skills, Nutrition and Meal Planning, Organic Farming, Photoshop and Cyber Crime, Bridge to Enter Advanced Mathematics (BEAM), Family Budget and Financial Literacy etc. The activities in each locality under AESOP include educational modules, recreational activities, interactive and participatory programmes, exhibitions and demonstrations. Students were trained before sending them to the field. Each department will have their own specific programmes of community building at each locality. Students are given a handbook to write down their experiences and learning. Evidence of success Evaluation of AESOP and the feedback obtained revealed that the students 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. 700 students and 50 faculty members participated in the programme. Problems Encountered Giving training to 700 students was the major problem. Finding a local common hall for the conduct of the community programmes was difficult. Another problem experienced in the field was to cater to the needs of the diverse group in the community.

Provide the weblink of the institution

<https://assumptioncollege.edu.in/>

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

Future Plan 2018-2019

1. Implementation of OBE: Initiate the transition to an Outcome Based Education by providing training to the faculty members and equip them to develop the skills to adapt to this system. To develop Programme Outcomes (PO) for UG and PG programmes.
2. Augmentation of Infrastructure: Since the UGC and State Government conferred autonomous status, the college management decided to improve its infrastructural facilities through new additions in the form of buildings for self-financing courses, Media Room, Common Computer labs, Installation of LMS and acquisition of land for new construction. A new block is been proposed to keep pace with the requirements of PG courses and for examination centre. Other expansions proposed are facelift of the Heritage Block of the college as well as the Central Library.
3. Starting of New PG Courses: Submit proposals for starting new PG courses in Humanities and Science discipline.
4. Academic Exchange Programme: To invite foreign students through the Study in India Programme, MHRD and Cultural Exchange programmes with foreign universities. Organize National and International Seminars to improve academic collaboration.
5. Tap more renewable energy and make improvements in to the existing old buildings and follow the Green Construction norms to achieve resources conservation.