



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		St. Albert's College (Autonomous)
• Name of the Head of the institution	Dr. M. A. Solomon	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone No. of the Principal	04842394225	
• Alternate phone No.	8330833334	
• Mobile No. (Principal)	9400456130	
• Registered e-mail ID (Principal)	principal@alberts.edu.in	
• Address	PB No 3043 Banerjee Road	
• City/Town	Ernakulam	
• State/UT	Kerala	
• Pin Code	682018	
2.Institutional status		
• Autonomous Status (Provide the date of conferment of Autonomy)	09/03/2016	
• Type of Institution	Co-education	
• Location	Urban	

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Initiation of Albertian Seed Grant 2. E-Content Development by Teachers for students 3. Academic & Administrative Audit 4. Faculty Development Programme on the topic Outcome-Based Syllabus Framing Methodology 5. Deeksharambh - Student Induction Programme</p>		
12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:		

Plan of Action	Achievements/Outcomes
Albertian Seed Grant for Research	Seed Grant was sanctioned for 10 faculty members on June 21, 2021
Albertian News Channel	Initiated the Channel on July 7, 2021
Deeksharambh	Conducted
Guru Dakshatha - Faculty Induction Programme	Conducted from June 22 to 26, 2021
Faculty Development Programme on Assessment and Evaluation	Conducted from June 26 to 29, 2021
Faculty Development Programme on the topic Outcome Based Syllabus Framing Methodology	Conducted from 30th September to 1st October 2021
Albertian Knowledge Summit	Held from January 2 to 25, 2022
NIRF Participation	Submitted
AISHE Participation	Submitted
Signing of MoUs with other institutions and organizations	Signed 11 MoUs
Albertian Star Competition	Conducted from
Academic Retreat & Strategic Planning	Conducted from May 26 to 28, 2021
Collection of Feedback from Stakeholders	Collected
E-Content creation by teachers	Video lessons are being recorded and shared with students
Academic and Administrative Audit	Conducted from January 3 to 21, 2022

13. Was the AQAR placed before the statutory body?	Yes
---	------------

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Executive Committee	09/06/2023

14. Was the institutional data submitted to AISHE ?	Yes
<ul style="list-style-type: none"> • Year 	

Year	Date of Submission
2021-2022	15/02/2023

15. Multidisciplinary / interdisciplinary

St. Albert's College (Autonomous) affiliated to M. G. University, Kottayam, is an institution which is multidisciplinary, offering programmes in Arts, Science, Commerce, Humanities, Social Sciences, Management and Vocational Education. The institution offers programmes as per the curriculum framed by the parent University under the Choice Based Credit System. The pedagogy followed has an increased emphasis on communication, discussion, debate, research, and opportunities for cross-disciplinary and interdisciplinary thinking. Programmes and courses are designed in such a way that students get maximum flexibility to choose elective courses offered by other Departments. In addition, various departments offer certificate programmes that combine theories with application and science and humanities with fine arts. Value-added courses like Albertian English Language Programme (AELP) and Albertian Happiness Programme (AHP) are offered at the institutional level to develop all capacities of human beings, that is, intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. Also, credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based education are included in the curriculum. Furthermore the participation of students in NSS, NCC, interdepartmental arts and sports competitions ensures that the curriculum brings out the unique capabilities of each student. Opportunities are availed for student internships with local industry for practical experience of learning and employability enhancement. The College also undertakes extension and social outreach activities which call for community engagement and service. Consultancy and research projects in association with industry and businesses are initiated by the institution to cater to social needs. Technical innovations in teaching and learning are encouraged to bring flexibility to the

curriculum. The College also has plans to offer new generation courses and multidisciplinary bachelor's programmes along with an option to exit and enter the programme at any time.

16.Academic bank of credits (ABC):

The College is prepared for the creation of an ABC which will ensure seamless collaboration, internationalization of education, joint degrees between national and foreign institutions, and credit transfer. The institution has signed MOUs with several foreign institutions under the student/teacher exchange programme. The College has a digital repository (edualberts - e-Learning portal) of courses which could be accessed from anywhere anytime. This provides increased flexibility and mobility to the student community. Furthermore, students can enrol themselves for online courses through national schemes like SWAYAM, NPTEL, MOOCs etc, and the credits earned are considered as part of extra credits. The College will implement ABC as per the guidelines of the UGC and Mahatma Gandhi University, Kottayam.

17.Skill development:

The institution has been giving increased attention to vocational education considering the vital role this skill sector plays in the development of the Indian economy. The vision of the College is rooted in providing high-quality holistic education to develop human resources as global citizens. Curriculum design takes utmost care in offering courses catering to life and transferable skills. Conforming to this policy, the institution has been running vocational courses and programmes (12 B. Voc. and 2 M. Voc. programmes) since 2014 and admissions are in full swing. All these programmes got incepted in a phased approach depending on the local/regional need-demand analysis and evaluating the market expectations and aspirations of the youth. These programmes are much sought after and every year, more and more students are registering for the same. The vocational education courses are aligned with the National Skills Qualifications Framework (NSQF) to ensure desired competency levels. The curriculum for all these programmes fulfils the necessary competencies required for specific job roles. Vocational education is carried out in ODL/blended/on-campus modes to enhance efficiency and flexibility. On-the-job training (OJT) and internships are also included in the curriculum to enhance the employability skills of the graduates. The Institution focuses not only on technical knowledge but also on soft skills. The College has numerous clubs and student associations dedicated to fine arts, literature, languages, sports and games. Active participation in the same earns extra credits to

students. Activities promoting physical fitness and emotional wellbeing are also part of the curriculum. Department-centred workshops and training programmes are also organised on a regular basis in areas related to entrepreneurship, language and communication, re-skilling and up-skilling and personality development. Furthermore, a multitude of activities and competitions are organised for students which call for problem-solving, communication, critical thinking, creativity, teamwork and collaboration. Albertian English Language Programme (AELP) and Albertian Happiness Program (AHP) also play a major role in soft skill development among students. These programmes organised by the internal faculty team of the College are mandatory requirements for a student for completing a degree programme. These unique customised programmes aim at the holistic development of students. The teaching-learning processes also strive to integrate humanities with STEM and have led to positive learning outcomes. Students have reported increased critical and higher-order thinking, content mastery, problem-solving, and improved visual-spatial reasoning, teamwork and communication skills.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The Management had set up this College with the aim of educating the poor and needy students of the region, most of who have studied in the vernacular medium. Although the College is run in the English medium it has always been the practice to teach in the vernacular if and when required by the students and hence the current bilingual strategy will continue. Students are also permitted to complete several tasks in the vernacular medium as well as write examinations in the vernacular medium if they so desire. This ensures that the cultural richness of the state is not diluted. Hindi and French are also part of the curriculum so that students can learn another language. The Department of Oriental Languages conducts workshops and seminars with a view to promoting Indian languages. In addition, various elective courses focussing on Ayurveda, Yoga and Fitness, Music and Literature, Folk Culture and Translation Studies are being offered with a view to exploring India's intellectual, scientific and artistic knowledge traditions. Furthermore, the College observes 'Ethnic Day' every year during which the culture and traditions of a particular community or region are showcased. Indian cuisine, folklore, textiles, handicrafts, paintings etc. are introduced to students through this event. There are also 'Albertian Cultural Days' wherein students and faculty get a stage for cultural performances. Though St. Albert's College (Autonomous) is a Christian institution, it stands on the ethos of 'Vasudhaiva

Kutumbakam'. It serves as a knowledge institution to the society at large and is firmly rooted in Indian values, culture and traditions.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The College has implemented OBE with the restructuring of the curriculum to align with planned course outcomes, programme-specific outcomes and programme outcomes. Appropriate instructional delivery strategies and assessment modalities are incorporated to measure the learner in terms of attainment of the planned goals. Bloom's taxonomy of educational objectives is being followed to plan and revise curricula, test the relevance of course goals and objectives, design instruction, assignments, and activities, and develop authentic assessments. The OBE-based feedback mechanism is also in place.

20.Distance education/online education:

Due to the Covid -19 pandemic, educational institutions in the country has increasingly been involved in using digital platforms for engaging classes, conducting conferences and meetings. Keeping aside the negative impact of lack of face-to-face learning, online education has broken the geographical barriers creating interaction of experts and students from distant geographies. Opening up of the economy including that of educational institutions has paved the way for adopting the hybrid mode of education called 'PHYGITAL' combining online and offline resources. This can be considered as the new normal, which is envisaged in the New Education Policy as well. Blended learning is implemented and possibilities of offering vocational courses through ODL mode are explored. The College has an e-learning portal and a YouTube channel to its credit and faculty members are encouraged to create a digital repository of their classes in the intranet digital repository 'edualberts e-Learning portal' (See: <https://elearning.alberts.edu.in/>). More than 300 video lectures in 30 disciplines have been recorded in the in-house recording studio ('Accordion') and are an asset to students, scholars and academicians. Furthermore, courses are offered by the faculty in NPTEL, SWAYAM and MOOC platforms. Online education any time, anywhere and at any age has become our focus.

Extended Profile

1.Programme

1.1

47

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 **3309**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 **968**

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 **2862**

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1 **1578**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2 **212**

Number of full-time teachers during the year:

Extended Profile	
1.Programme	
1.1 Number of programmes offered during the year:	47
File Description	Documents
Institutional Data in Prescribed Format	View File
2.Student	
2.1 Total number of students during the year:	3309
File Description	Documents
Institutional data in Prescribed format	View File
2.2 Number of outgoing / final year students during the year:	968
File Description	Documents
Institutional Data in Prescribed Format	View File
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	2862
File Description	Documents
Institutional Data in Prescribed Format	View File
3.Academic	
3.1 Number of courses in all programmes during the year:	1578
File Description	Documents
Institutional Data in Prescribed Format	View File
3.2	212

Number of full-time teachers during the year:		
File Description		Documents
Institutional Data in Prescribed Format	View File	
3.3	175	
Number of sanctioned posts for the year:		
4.Institution		
4.1	303	
Number of seats earmarked for reserved categories as per GOI/State Government during the year:		
4.2	94	
Total number of Classrooms and Seminar halls		
4.3	334	
Total number of computers on campus for academic purposes		
4.4	14511	
Total expenditure, excluding salary, during the year (INR in Lakhs):		
Part B		
CURRICULAR ASPECTS		
1.1 - Curriculum Design and Development		
1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.		
<p>St. Albert's College (Autonomous) aims to provide holistic education and develop innovative and socially conscious individuals. The curriculum aligns with local, national, and global needs and incorporates feedback from stakeholders, industry experts, and alumni. The 2019 syllabus revision followed Revised Bloom's Taxonomy, emphasizing faculty training and promoting lifelong learning, critical thinking, and effective communication.</p> <p>Core and elective courses contribute to disciplinary knowledge,</p>		

technical skills, and employability. The curriculum includes internships, field trips, research projects, and demonstrations. Foundation courses promote inclusiveness and diversity awareness.

Student training programs focus on social justice and ethical competency, preparing students to share their knowledge and experiences with marginalized communities. Language courses enhance global academic exchange, and specialized programs cater to local and regional needs.

The college fosters a research culture through project-based learning and encourages participation in seminars and conferences. St. Albert's College strives to meet the nation's manpower requirements with need-based, industry-relevant courses.

Overall, St. Albert's College (Autonomous) offers a comprehensive curriculum that prepares students to be well-rounded, innovative, and socially responsible individuals, equipped with the necessary skills to contribute to their communities and meet the demands of a dynamic world.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://www.alberts.edu.in/naac-category/11-curricula-developed-and-implemented/

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

0

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

971

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

0

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

32

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The college emphasizes value-based education, women empowerment,

gender sensitization, and environmental protection in its curriculum. The college incorporates professional ethics, human values, and sustainability into daily management, curricula, and co-curricular activities.

Gender

The college offers various courses on gender issues. These courses raise awareness and empower students to become proactive agents of change in society. They gain a better understanding of gender-related matters and are equipped to contribute meaningfully. The college also celebrates International Women's Day and organizes programs promoting gender sensitivity, mutual respect, women's rights, and female hygiene, including legal counseling for women.

Environmental Sustainability

The college offers Environmental Studies courses and encourages students to participate in Outreach Programs addressing local and societal needs. Courses like Environmental Economics and Environmental Management raise awareness on environmental challenges. The college also provides real-world experience through awareness programs conducted by various clubs and associations focused on environmental preservation.

Human Values and Professional Ethics

The college emphasizes the development of ethical citizens through the Albertian Happiness Programme and integrated ethics in UG General English courses. Important days like Human Rights Day and World AIDS Day are celebrated. Students actively participated in relief efforts during the Kerala Floods and Okhi Cyclone.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

13

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1343

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

768

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.alberts.edu.in/naac-category/1-4-2-feedback-reports/
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following	A. Feedback collected, analysed and action taken made available on the website
---	---

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.alberts.edu.in/naac-category/1-4-2-feedback-reports/
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1507

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

261

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Once the students are admitted into the institution, they are tested for their aptitude and knowledge. The newly admitted students had to take the Bridge Course, which is a preparatory course designed and conducted by all the Departments of the College. The Bridge Course gives students the confidence and

skills to successfully transition to college and a new curriculum. In addition, an Entry-level Test is conducted for all students on admission to a Programme. This assessment test is administered to understand the larger horizons of the students' learning levels. Based on the scores attained, students are grouped as slow and advanced level learners. The advanced learners are motivated to attend skill development programmes and trained to crack competitive examinations and eligibility tests such as NET, SET, CSIR and Civil Service. Advanced learners are encouraged to participate, present and publish research papers at various national and international conferences. The programme Walk with a Scholar (WWS) has been designed to arrange specialized mentoring programmes for such students. The College initiated full-time residential degree level Civil Service Grooming Program (CSGP) in 2017. Remedial programmes are conducted for slow learners in which they are given extra coaching through remedial classes, assignments, seminars, tests and peer group study, to enable them to keep pace with the classroom teaching and learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/naac-category/2-2-1-programmes-for-fast-and-slow-learners/

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
20/12/2021	3309	172

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

Experiential Learning includes various learning methods such as Field Trips and Study Tours, Albertian Expo Lab Activities (Virtual and Real), Internships, Skill Development Programmes,

Outreach/ Extension activities, Audio- Visual Learning in Classrooms, Hands-on Training etc.

Participative Learning enables the students to develop new ideas in an atmosphere created by the teacher. It enables them to gain various professional and civic values. . The College has adopted different methods such as group discussions, group projects etc.

Students are also trained to develop skills like identifying a problem/task, evaluating it and applying the right technique to solve it through: Workshops Quizzes Case Study Methods Coaching for Competitive Exams

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://www.alberts.edu.in/naac-category/2-3-1-student-centric-methods/

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

- The College has A well-equipped recording studio-Accordion is a space used by teachers to produce a roster of quality educational content which becomes a key source of learning for the student community not limited to the college.
- The college has its own Learning Management System, the Albertian e-Learning platform, which holds learning content such as presentations, accessible to learners round the clock.
- The teachers and students also use numerous national and international online journals through J-Gate, N-LIST, Inflibnet, MOOC, NPTEL, Virtual Lab, CMFRI Repository, CIFT Repository, Inflibnet, OWL, Shodhganga, Pathsala, vlab, Hyperphysics, Kickstart, E-Books, Physiology Software, Document Reader, EBSCO, JSTOR, e-Gynkosh etc
- Smart Interactive Panels installed in all classrooms, assist teachers and students by providing facilities to make presentations in all classes, along with easy access to online resources such as journals, articles, videos, films and documentaries

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://www.alberts.edu.in/naac-category/2-3-2-ict-enabled-teaching/
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

163

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Process of preparation of the Academic Calendar: Every year the academic calendar is prepared and planned well in advance before the start of the forthcoming academic year. This is done by a designated committee of the College with inputs from the Office of the Deans, Principal, Vice Principals, Controller of Examinations and the Internal Quality Assurance Cell. It encompasses information regarding the dates of inception of the academic year, sessional examinations, open house, end-semester examinations, institution holidays and vacations and other scheduled activities such as Departmental seminars, workshops, invited talks, inter-departmental, intra-departmental and inter-collegiate competitions, activities of the associations, alumni, placement cell and PTA meetings planned for the year. The course teaching plan for the semester is prepared by the course teacher(s) and this is reviewed by the Head of the Department. The course teaching plan delineates learning objectives, number of sessions, session-wise coverage, particulars of internal assessment components, etc. Through regular department meetings, the Head monitors the progress of the course as per the teaching plan. Utmost care is taken by all teachers to complete the teaching of the syllabus content successfully, as per the teaching plan which

includes both offline and online instructional hours. Learning materials are uploaded on various platforms to ensure an effective student learning experience.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

211

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

67

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

806

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

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

102

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

331

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

An indigenously developed ERP system named EduAlberts for the smooth conduct of examination-related activities was developed in 2016. This system integrates the overall activities of examinations. It starts with students' admission followed by attendance entry, internal marks evaluation, hall ticket generation, barcode generation, question bank preparation, generation of question papers, invigilators list preparation, valuation, publication of results, malpractices, tabulation,

preparation of semester grade card, consolidated grade card and transcript. Systematic updation of attendance in the portal helps students and teachers to be cognizant of the percentage of students' attendance. The portal also caters to addressing the grievance of students by providing provisions for condonation. The portal for Open Course selection was developed and incorporated into the ERP system in 2019. This ERP system includes a separate Question Bank for each course. The evaluation of Question Bank is to be done on two levels: Internal level evaluation and External level evaluation. Question papers for examinations are automatically generated from the Question Bank. In 2017, a system for monitoring the valuation progress was introduced. In 2020, automated transcript generation was introduced. In 2021, a repository for generated question papers was introduced. This provides programme-wise / course-wise arrangements of question papers.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.alberts.edu.in/naac-category/2-5-3-it-integration-in-examination-procedures/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

A teaching plan is maintained by the course instructor in which the course outcomes are recorded in detail. The COs are precise, measurable and spread across all cognitive levels of Bloom's taxonomy and they are communicated to the students through the introductory lectures delivered at the commencement of each semester.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://www.alberts.edu.in/programme-outcomes-programme-specific-outcomes-and-course-outcomes-2016/

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The College has direct and indirect methods of assessing the attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes. Strategies adopted to ensure attainment of POs, PSOs and COs are:

- Preparation and submission of Semester Plans and test question papers which ensure timely completion of portions and formative evaluation.
- Preparation of lesson plans along with participative instructional strategies.
- Careful selection of components of CIA such as written tests, MCQs, Quizzes, Presentations, Assignments, and Seminars.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.alberts.edu.in/naac-category/2-6-2-attainment-of-po-and-co/

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

800

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	https://www.alberts.edu.in/wp-content/uploads/2023/07/Annual-Report-of-CoE_2021-22.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

<https://www.alberts.edu.in/naac-category/1-4-2-feedback-reports/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The required facilities and infrastructure available in St. Albert's College (Autonomous) for undertaking research are: Five recognised Research Centres of Mahatma Gandhi University, Kottayam and two recognised Research Centres of KUFOS.

There are special Laboratories and Centralised Facilities available for research.

The College plays a pivotal role in undertaking funded research projects and encourages faculty members to carry out research projects funded by UGC, ICSSR, DST and the like. Presently, the College has also signed MoUs of research collaboration with nine International Universities, 22 National Universities/Colleges and 67 industries.

The fully automated libraries are equipped with Wi-Fi, and prominent databases like J-Gate, N-List, and NDL with access to more than 30 million reference materials. Moreover, the College has four reputed journals to its credit, namely Erudition (ISSN:0973-7839), Albertian Review of Literature (ISSN:2394-3009), Cognizance (ISSN:2349-2813), Albertian Journal of Pure, Applied

Mathematics (ISSN:2454-8251) and a Conference Proceedings titled "Albertian Journal of Multidisciplinary Research (ISBN:978-93-5351-066-4). The College Library has also subscribed to a Plagiarism Checker and the theses and dissertations of students are run through the software to check for plagiarism.

The Research and Promotion Policy of the Institution has gradually changed the research ambience of the Institution.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://www.alberts.edu.in/naac-category/3-1-1-research-policy-and-facility-upgradation/
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

392900

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	View File
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

4

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	View File

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

4

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

11

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.alberts.edu.in/naac-category/3-2-2-research-projects/
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

19

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

7

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://www.alberts.edu.in/wp-content/uploads/2022/09/3.2.4-Link-to-Funding-Agencies.pdf
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

St. Albert's College (Autonomous) constantly aims at cultivating innovation and entrepreneurship attitudes in the minds of students by supplying them with adequate resources for the development of an enterprise and fuelling them with the wisdom to face the corporate business world.

In order to achieve this, the College has created an ecosystem for innovation, creation and transfer of knowledge through dedicated centres of research, entrepreneurship, community orientation and incubation.

- The College has seven research centres where programmes leading to PhD are offered.
- To cultivate innovation and entrepreneurship attitudes in the minds of students, Albertian Incubation Centre (AIC) was set up to support innovation among students.
- The College has an exclusive Incubation Centre facilitated

by the IEDC which provides functioning space for the companies along with expert mentoring.

- The College has also registered in the Young Innovators Programme of the Kerala Government and has submitted projects for approval.
- The College organises various community development activities through Albertian Foundation where various activities are planned and organised.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/naac-category/3-3-1-creation-of-ecosystem-for-research-and-innovations/

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

20

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

8

File Description	Documents
URL to the research page on HEI website	https://research.alberts.edu.in/
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

27

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

26

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/naac-category/3-4-4-books-and-chapters-published/

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

130

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

10

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	View File

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	View File
List of facilities and staff available for undertaking consultancy	View File
Any additional information	View File

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Through various outreach programmes, St. Albert's College (Autonomous) carves a path for it's students to develop a commitment to social change and a sense of compassion and solidarity.

Every year, the Social Outreach and Academic Extension Committee in collaboration with the various Departments of the College, the NSS and the NCC organises multiple events, gender equity programmes, talks and activities that aim to sensitize and transform students as agents of change.

St. Albert's College was one of the relief camps for the 2018 floods. Students also conducted surveys to assess the impact of floods on biodiversity and livelihood. In recognition of these efforts, the Institution was honoured with the Social Service award in 2019 by the Prof. K V Thomas Vidhyadhanam Trust and by the Kerala Latin Catholic Association, Kottapuram Diocese.

The institution was also recognised as Filament Free Campus in 2021 by Urja Kerala Mission, Government of India.

The college over the years has developed socially accomplished, professionally seasoned and intellectually competent individuals for the development of the country.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/naac-category/3-6-1-extension-activities-carried-out/

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

8

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	View File

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

23

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

3309

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration**3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

350

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

43

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

The College is spread over five campuses, the Main Campus, Sports Campus, the Albertian Institute of Management (AIM) and TWO Aqua

Farms. The total area of the campus is 23.13 acres. There are 87 classrooms to cater to 30 Undergraduate Programmes, 15 Postgraduate Programmes, one Integrated Programme and 8 research centres, of which 14 Programmes are in the afternoon session. There are 51 classrooms with LCD facilities and all classrooms have WI-FI/LAN facilities. In addition, there are seven seminar halls to conduct extension lectures, seminars and workshops, of which three are air-conditioned. The Main Auditorium (Papali Hall), the open auditorium (Baccinelli Hall) and the open air stage are used for major and minor events of academic and cultural relevance. A Wellness centre is set up to promote the physical and mental health of the students and the staff. The Sports Campus is an integrated facility for sports activities which has provisions for training athletes and preparing them for national/international events. The BVoc Fitness Management and Personal Training Programme is conducted on that campus. The Aqua Farms of the College help in demonstrating pond management studies, the culture of fishes and shrimp, plankton studies as well as monitoring of water and soil quality parameters.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/4-1-1-infrastructure-and-physical-facilities-for-teaching-learning-viz-classrooms-laboratories-computing-equipment-etc/

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

The College houses one main auditorium (Papali Hall), one open auditorium (Baccenelli Hall), one open-air stage (@Albertian Institute of Management) and five halls (Mellano Hall (1668 sq. ft), Bernard Hall (1130 sq. ft), Board Room (850 sq. ft), Emmanuel Hall (1163 sq. ft), Daniel Hall (861 sq. ft) for conducting cultural events. The four halls, the auditorium and the open-air auditorium have a sound system and a mixer. Two halls have wall-mounted projectors, one hall has a movable LCD Display Screen and the other halls have movable LCD projectors. Papali Hall [10226 sq.ft], the main auditorium of the College is used to host cultural fests. In addition to that, the College organizes the Albertian Cultural Dayz every Friday in the open auditorium-Baccenelli Hall [5070 sq.ft]. The Sports Campus of St. Albert's

College(Autonomous) has playgrounds for Cricket, Football, Hockey, Basket Ball, Handball, Netball, Kabaddi, Kho-Kho, Roll Ball, and various track and field events. Indoor courts for Badminton, Table Tennis, Chess, Judo, Taekwondo, Wrestling, Aerobics as well as Carrom Boards are available on the College campus. Two basketball courts [6007 sq.ft], one football Turf [31485 sq.ft], a Yoga practice area [539 sq.ft], Four indoor badminton courts [4844 sq.ft] and a state-of-the-art multi gymnasium [539 sq.ft] are the other highlights of the College.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/4-1-2-the-institution-has-adequate-facilities-for-cultural-activities-yoga-games-and-sports/

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

57

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

179.74

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College Library is a crucial resource of information for the academic community. The Main Library is located on the main campus and comprises two floors covering an area of 791 m². It has a total seating capacity of 280. An extension of the main library functions in the Albertian Institute of Management Campus which has an area of 1088 sq. ft. The first automation of the Library began in 2001 with the Integrated Library Management System (ILMS) software Book Magic, which provided a user-friendly interface and could be used to locate books, periodicals, documents in the library, and their issue status. Currently automation with the new ILMS, KOHA is under process. The College subscribes to various national and international journals (hardcopies) as well as e-journals and e-books on various disciplines. A D-space Digital Repository (institutional documents, questionnaires, rare books, theses, dissertation etc.) is also available in the library. There are 50 computers with internet facilities which afford users access to the e-resources facilities. A reprographic facility is also available in the library. The work on Bar-coded (RFID) magnetic ID cards is in progress using RUSA funding and RFIDs will be furnished so that entry of users can be documented.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/4-2-1-library-is-automated-using-integrated-library-management-system/

**4.2.2 - Institution has access to the following:
e-journals e-ShodhSindhu Shodhganga
Membership e-books Databases Remote
access to e-resources**

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

12.73

File Description	Documents
Audited statements of accounts	View File
Any additional information	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)**4.2.4.1 - Number of teachers and students using the library per day during the year**

67

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

St. Albert's College has a comprehensive IT policy for the college to support and facilitate teaching, evaluation, research and administration through a secured e-supported environment. The college has implemented individual servers for the Application, Library Software, personal computers, laptops and Digital Library with uninterrupted power backup. All the buildings have wired and wireless computing networks that allow faculty and students to log onto the internet at any point in time. All the computers on the campus are connected with LAN provided with an internet facility. More than 50% of the classrooms have Interactive Flat Panels with Wired and Wi-Fi internet connectivity. 80% of the classrooms and 90% of outdoor areas are under 24x7 CCTV surveillance. On campus, all rooms have two network wired connections for uninterrupted internet connectivity and a fully Wi-Fi-enabled campus with a high-speed internet facility. The IT facilities include Computers, Laptops, Printers, Scanners, Projectors, and Intercom. The campus

has a digital recording studio (Accordion) with an Interactive Flat Panel for recording e-content, Albertian News etc. The internet connection to all the users is secured with individual usernames and passwords and MAC authentication. The campus is digitally well equipped for effective classroom delivery; lab-oriented focused information sharing and knowledge assimilation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/4-3-1-institution-has-an-it-policy-covering-wi-fi-cyber-security-etc/

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
3163	334

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

A. All four of the above

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/4-3-4-facilities-for-e-content-development/
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

1272

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The College has well-established systems and procedures for maintaining and utilizing physical, academic and support facilities. The Systems and Procedures Policy details the systems and procedures for the maintenance of the academic and non-academic infrastructure of the College. The College continuously strives to meet the growing needs of the institution in the twenty-first-century academic world and works in collaboration with the Planning and Evaluation Committee (PAEC), making available adequate physical infrastructure and constantly upgrading facilities in order to provide a good teaching-learning environment. The PAEC also ensures that the developmental activities consider the extra-curricular requirements of the students, in order to provide a holistic campus life.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/4-4-2-there-are-established-systems-and-procedures-for-maintaining-and-utilizing-physical-academic-and-support-facilities/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

639

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

651

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	https://www.alberts.edu.in/naac-category/5-1-3-capacity-development-skill-enhancement-activities-organised/
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

0

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

322

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

369

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	No File Uploaded
Any additional information	View File

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

7

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

6

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Student Council of St. Ablert's College (Autonomous) is constituted each year and the members of the Council are elected by the class representatives who are elected by the students of their respective classes. The College Students Union comprises the Chairman, Vice-Chairman, General Secretary, Arts Club Secretary, University Union Councilors (2 Representatives), Magazine Editor, UG Representatives (from first, second and third years respectively), PG Representatives (from first and second year respectively) and Lady Representatives (2 representatives).

From the academic year 2018-19, every Department has had student coordinators shouldering the following responsibilities: Department Secretary, Treasurer, DQAC Coordinator, IEDC Coordinator, Examination Coordinator, Placement Coordinator, Social Outreach Coordinator, E-governance Coordinator, Arts/Programme Coordinator, Sports Coordinator, Media Coordinator, and Green Coordinator. The Head of the Department leads the entire team. The Head of the Department, along with the teaching and administrative faculty of the Department, along with the class executives form the Extended Executive of the Department. All the students of the Department along with the faculty form the General Body of the Department.

The Office of the Dean, Student Affairs monitors the functioning

of the College Union for the smooth conduct of the meetings and events.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/student-union/

5.3.3 - Number of sports and cultural events / competitions organised by the institution

6

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni Association of St. Albert's College coordinates the alumni and includes them in the development and growth of the institution. An Elected Executive Committee coordinates various activities of the association.

The activities and contributions of the association are the following:

- Helps organize invited lectures, national/International seminars
- Offers sponsorships & logistic support for various programmes & extension activities
- Emphasizes the need and importance of educating and moulding students into socially responsible and self-reliant citizens
- Stresses the importance of alumnae gatherings and the role of alumnae in voluntary programmes like mentoring the students.
- Has contributed an amount of Rs.847537/- during the assessment period for developmental & relief activities

- Provides constructive feedback on various programmes offered by the college: their effectiveness & expectations of the industry and the trajectory of advanced research.
- Noted alumni are the members of the Boards of Studies in various departments and contribute significantly to the curriculum review and revision: to address cross-cutting issues like gender, human values, environment & sustainability, to increase skill development, entrepreneurship development & employability.
- Notable alumni serve as resource persons for seminars and value education classes and play a key role in grooming students for various competitions and placements.
- Feedback on facilities available on the campus and contribute to the improvement of infrastructural facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.alberts.edu.in/naac-category/5-4-1-alumni-contributions/

5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

St. Albert's College, through distinct administration, institutional preparation and development, formulates strategies to improve the quality of higher education for students. The governance ensures that the delivery of educational programmes reflects the Institution's vision and mission.

The Governing Body is the highest statutory advisory body of the College which adopts guidelines and takes decisions necessary to enable the Institution to achieve and develop its mission and primary objectives for learning, teaching and research.

The Academic Council ensures quality in academic activities such as design & framing of curriculum and gives direction regarding methods of instruction, evaluation, and revision in academic values.

The Executive Committee meets every first, third and fourth Mondays to take decisions relating to the functions of the College. The Extended Executive Committee comprises the EC members and the Heads of the Departments. The committee members report to their respective departments on the deliberations, actions, and activities of governance following each meeting.

Participative administration is evident through different committees functioning in the College.

The Finance Committee is primarily to provide financial oversight for the Institution and discuss the finalisation of the budget proposals submitted by various departments and forward the proposals to the Purchase Committee if necessary.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.alberts.edu.in/naac-category/6-1-1-governance-leadership-in-tune-with-vision-and-mission/

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

St. Albert's College has adopted a participatory style of governance to build commitment and develop initiatives within work teams. The College has put in place management strategies where faculty members holding administrative positions, key administrative officers and other faculty members are actively involved in decision-making processes.

The College is decentralized to a great extent and has delegated responsibilities to the various Deans - Academics, Research, Quality Assurance, Student Affairs, Resource Mobilization, International Affairs & Training and Development. They are granted spaces and positions of significance and are sought out for the

discharge of various duties and functions. The College has a Human Resources Policy and Procedures Manual that lists out the duties and responsibilities of the Deans.

The Deanery ensures participative management at St. Albert's bringing in the delegation of authority, sharing of responsibility and stakeholders' empowerment. It encourages openness to new ideas which result in innovation and an overall increase of ownership of work among stakeholders, finally leading to increased efficiency, better productivity & improved morale. This helps in creating a new community of efficient and educated youngsters, conscious of their rights and dignity, by providing them with multi faceted learning and offering them adequate leadership training, to become worthy citizens and competent leaders.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://www.alberts.edu.in/naac-category/6-1-2-effective-leadership/

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

St. Albert's College (Autonomous), Ernakulam has invested responsibly in the expansion of its physical resources, with a major focus on infrastructural development and renovation.

The following are some of the concrete measures adopted by the College to enhance its resources:

- Expansion in the College's buildings through increasing the square feet area and renovation
- Accordion, the recording studio of the College - a well-designed & well-equipped studio used for recording classes, Albertian News etc.
- Mellano Hall was renovated and inaugurated in the year 2019.
- A building was constructed with the sanctioned RUSA funds

following a Detailed Project Report submitted to the Government of Kerala. The number of classrooms increased. Existing classrooms were renovated. Smart Interactive Panels were installed in all classrooms

- The College has a world-class collection of books which are housed in the newly renovated library which also has the facility to seat a greater number of students.
- Café de Navarra, an open-air snack bar was set up with tea and snacks available to all, at all times.
- The College canteen was also refurbished, with an area reserved for guests.
- The College installed open gyms at the Arts & Science campus and the Sports campus at Kaloor.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.alberts.edu.in/naac-category/6-2-1-effective-deployment-of-strategic-erspective-plan/
Upload any additional information	View File

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The statutory and non-statutory bodies of the College function in accordance with the statutes, manuals and policies laid down by the government, the parent university and the governing body of the College.

The Governing Body takes decisions on new programmes, examinations, results, fee structure, scholarships and facilitation of curricular activities.

The Academic Council and Boards of Studies meet at least twice a year to prepare/approve the curriculum and syllabus for new programmes or review the existing programmes, and recommend methodologies for innovative teaching, learning and evaluation.

In addition to the above, there are various committees such as the Finance Committee, Discipline committee, Consultancy committee, PTA and Alumni Association, SC/ST Welfare Committee and various clubs, the college also has a special wing for extension and

outreach work.

The staff for the aided section is appointed in compliance with the guidelines of the government, and the service conditions laid down in the KER and KSR.

The College has well-articulated policies on Quality, Research, Infrastructure Development and Maintenance, HR and Staff Welfare, Student Support, Environment, Research and Publication, Equity, Gender and Anti-ragging etc.

The college has a structured mechanism for collecting feedback from all stakeholders.

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.alberts.edu.in/wp-content/uploads/2022/10/Organogram-115.pdf
Upload any additional information	View File
Paste link for additional Information	https://www.alberts.edu.in/naac-category/6-2-2-effective-functioning-of-institutional-bodies/

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The College has undertaken effective and suitable welfare measures for teaching as well as non-teaching staff. The management is very keen on the academic as well as the welfare development of both teaching and non-teaching staff.

These include:

- Seminars, conferences, training programmes and FDPs are organised at the national and international levels
- Faculty Enhancement programmes for skill up-gradation and training
- ICT training is provided for teaching and non-teaching staff
- Seed money is given for research to faculty
- Cooperative Society - Quick loan facilities are provided for members of the society with low-interest rates
- Loans - During 2016 - 2021, a total of 4,90,500 rupees were given as loans to the teaching and non-teaching staff members.
- Free Wifi facilities
- State-of-the-art computer labs
- ESI (Employees State Insurance) and EPF (Employees provident fund)
- Annual staff picnics
- Birthday Celebrations
- All festivals are celebrated
- Annual staff family get-together where each member of the Albertian family gets to spend some quality time with their colleagues and their families.
- Parking facilities for about 40 cars and for about 100 two-wheelers
- Subsidized residential facilities for staff members
- Subsidized food for staff members is provided by the College Canteen on a daily basis

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/naac-category/6-3-1-effective-welfare-measures-for-staff/

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

3

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

41

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The College conducts internal and external financial audits regularly. For smooth functioning, the Finance Committee meets regularly to evaluate and prepare the budget for the new academic year. The Finance Committee of the College comprises the Coordinator, Bursar and Principal. They conduct internal auditing

with the help of treasurers from various Departments. External audits for all the transactions done by the College are also done by Chartered Accountants deputed by the college management . Together with this, the auditing by the Deputy Director of Collegiate Education (DyDCE) and by the Accountants General (AG) of India is done regularly for all funds and collections under the aided stream. The Public Financial Management System (PFMS) is also used in updating the usage of funds for various projects such as RUSA.

The major financial provider of the College are:

1.UGC Grant for various schemes 2.DST-FIST support 3.DBT STAR College Scheme 4.Autonomy grant from UGC 5.Mandatory fee collections from students at the time of admission and during the study as stipulated by the University and Government of Kerala 6.Other Government Schemes like WWS, SSP.ASAP, Scholarships, etc. 7.Parent Teachers Association Collection 8.Management Fund from students admitted to Self-financing Programmes and 9.Research Grant to individual faculty members

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/naac-category/6-4-1-conduct-of-financial-audits/

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

NIL

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Different funding schemes announced by the Central/State

Government, UGC, DST, DBT etc. are identified through social media notifications, website notifications, newspaper advertisements etc. Once identified, the Principal, in consultation with the Executive Council, directs the Research Promotion and Ethics Committee to prepare the proposal according to the guidelines specific to the scheme.

The major sources of funds for the college are from agencies like UGC, NAAC, RUSA, ICSSR, DST-FIST, DBT-STAR, UGC fund for B.Voc, Major and Minor projects and Scholarships. State Government Funds for NSS, ASAP (Additional Skill Acquisition Programme), WWS (Walk with the Scholar Programme) and SSP (Student Support Programme) as well as Scholarships are received from time to time. Non-Government Funds and Endowment Awards Funds are raised by different departments/associations.

The Finance Committee contacts all sources including the UGC for funds for infrastructure development. The College also produces solar electricity which helps in paying the major recurring expenses of electricity bills. Funds from the college management are sought when there is any financial necessity and the management then mobilizes/sanctions amounts.

The utilization of these funds and the fees received from students used for infrastructure augmentation, maintenance work, and salary for faculty of unaided courses are audited annually.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.alberts.edu.in/naac-category/6-4-3-strategies-for-mobilization-of-funds/

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

During the post-accreditation period, the IQAC contributed significantly to the institutionalization of many quality initiatives, and quality strategies:

- Ensured academic quality by organizing professional development programmes for teaching and non-teaching staff.
- Took initiative to conduct webinars on the NAAC reaccreditation process addressing criterion-wise questions, documentation processes and benchmarking.
- The Albertian Educational Expo with the theme of Knowledge for All in Society as well as the Albertian Knowledge Summit - An international conference on multidisciplinary research, was conceived.
- Collected feedback from stakeholders each year so that they remain aligned with the goals of the Institution and continued to be part of the continuous learning process.
- Played an active role in curriculum restructuring and initiated several steps to include innovation and improvement in the syllabi and a paradigm shift in learning and teaching pedagogy incorporating OBE.
- Took initiative for a data management system through ERP covering various aspects of academics & administration was introduced along with the automation of admission and examination systems.
- Took initiative to prepare staff for ICT-based teaching technologies and for opening 'Accordion', a fully equipped recording studio with the aim of producing a roster of visual learning media to aid students in the online learning process

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/naac-category/6-5-1-igac-contributions/

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The IQAC of St Albert's College is a synchronizing and aiding structure amid numerous extensions of the college.

- To operate robust internal mechanisms for setting, maintaining and reviewing quality and standards, the IQAC collects feedback through the College online platform (EduAlberts) each year from major stakeholders, compiles and analyses them and places them before the Executive Committee for action.

- The IQAC also envisions a better amalgamation of teaching, technology, infrastructure and support services to simplify the efficient flow of the teaching and learning process.
- Each academic year begins with an Academic Retreat and Strategic Planning Workshop titled To Transform and to Lead, organized by IQAC focusing on the teaching-learning pedagogies in addition to professional ethics programmes.
- In addition to that, the teachers of the College are tutored from time to time on teaching practices and procedures, innovative teaching methods, and usage of ICT in the classroom and are encouraged to delve into new approaches in teaching and assessment.
- As an institutional practice, all teachers submit their teaching plan on the online EduAlberts faculty portal. Teachers are to think critically&creatively and present the lesson for the hour based on components such as pre-requisite knowledge, outcomes, methodologies, teaching aids used etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.alberts.edu.in/naac-category/6-5-1-iqac-contributions/

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://www.alberts.edu.in/naac-category/6-5-3-quality-assurance-initiatives/
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

A number of courses that focus explicitly on gender issues were offered by different departments. Some of them are Women's Writing, Text and Performance, Economics of Growth and Development, Cultural Studies, Literature and Gender, Women's Rights and Gender Issues, Social Legislation and Human Rights The Women Cell prepares the Annual Gender Sensitization Action Plan for gender equity promotion activities. The Institution celebrates various days of national importance like Women's Day, Women Equality Day, Zero Discrimination Day etc. The College observes International Women's Day every year with the intention of creating awareness of gender equality among all students as well as staff.

Sign boards are placed at various points on the campus to sensitize the students about gender issues. A female staff/faculty accompanies girl students during industrial visits and field trips. The college has an Internal Complaints Committee, Grievance Redressal Committee and Medical Committee. The college is under 24/7 surveillance with the help of 117 CCTV cameras at all vantage points of the college. The college has appointed a staff nurse and a physiotherapist. Separate washrooms for female students and staff have been constructed. Identity Cards are issued to all the students, teachers and the non-teaching staff.

Well-furnished common rooms with a first aid box are available for girl students and teachers Girls who feel sick or uneasy during class hours are taken to the campus nurse/ sick rooms for girls.

The washrooms of the girl students have an incinerator and napkin vending machine.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.alberts.edu.in/naac-category/7-1-1-promotion-of-gender-equality/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid Waste management: Three coloured waste bins are kept on all the floors of the College - red for plastic, green for paper and blue for food waste. Food waste on the campus is converted to biogas in the biogas plant. The dead and fallen leaves as well as other compostable waste are processed in the vermi compost pit, which provides the compost for plants grown on the campus. Waste paper in the examination cell are shredded and fed into the vermicompost pit.

Non-biodegradable Waste Management: Non-biodegradables are segregated and collected in large bags and handed over to scrap collectors of the Kochi Corporation. Under the initiative of the Women Cell, the College signed an MoU with Vesta Ignitors, Thodupuzha, who provided the incinerator for sanitary pads.

Chemical Waste: The use of chemicals during practical sessions is minimized by practising microanalysis. Used organic solvents, chlorinated solvents, aqueous solvents, organic solids and inorganic solvents are collected in separate large containers and handed over to chemical waste collectors. Solvents like hexane

used for research purposes are regenerated by using a rotary evaporator and reused.

E-waste: Electronic waste from various Departments is also collected and handed over to e-waste recycling centres. An MoU has been signed between the college and Random Task Recyclers, Thevakkal, Ernakulam for managing the e-waste in the College.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy undertaken by the institution

<p>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5.Beyond the campus environmental promotional activities 	<p>A. Any 4 or all of the above</p>
---	--

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

<p>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance,</p>	<p>A. Any 4 or all of the above</p>
---	--

reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

St Albert's College (Autonomous), since its establishment, has been a vibrantly diverse institution that prioritizes tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities.

- The Albertian Happiness Project - for the all round development of students, is provided as value-added sessions for the first-year students who join the college.
- The College welcomes students from all economic, religious and social backgrounds, as well as differently-abled students.
- Observation of the Energy Conservation Week and the conduct of Social Outreach Programmes instill ethical values and inspire students to become leaders.
- The Equal Opportunity Cell addresses issues concerning students from Scheduled Caste, Scheduled Tribe, Other Backward Class and Persons with Disabilities on the campus
- The College celebrates various cultural and regional festivals for students to embrace diverse cultural and moral values.
- The NCC/NSS units, the various Clubs & Department Associations conduct awareness programmes on equality, communal harmony, inclusiveness diversity, and fundamental rights.
- Commemorative days observed include Women's Day, Human Rights Day, Gandhi Jayanthi, Independence Day, Republic Day, Environment Day, Constitution Day, Teachers Day, Youth Day, Ethnic Day, etc.
- Seminars/webinars, workshops and conferences are organized

regularly by various departments for spreading awareness about diversity, scientific temper, and spiritual and mental health.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

The College sensitizes the students and the employees of the Institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which would empower them to conduct themselves as responsible citizens.

- The National Anthem is played at the beginning of each day.
- Constitution Day (Samvidhan Divas) is observed.
- The National Flag is hoisted and cadets participate in the NCC parade on Independence Day and Republic Day.
- The College Union Election follows the parliamentary mode.
- The College/The Women's Cell, Equal Opportunity Cell and Office of the Dean, Training and Development organize various activities to promote national values, human rights, gender rights, awareness of the violation of fundamental rights, and other constitutional values.
- The Ernakulam district administration gave adequate guidance and orientation to encourage students to join as volunteers in disaster management programmes. Later, the students were given orientation on creating awareness about preventive measures & vaccination drives and subsequently they supported the Health Departments to ensure that people were getting vaccinated.
- The conviction & perspective-building thematic sessions focussed on gender, prevention of harassment in the workplace, saying no to substance abuse, visits to orphanages, and destitute homes, participating in blood donation camps, and Swachh Bharat campaigns are organized for the students.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

A. All of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Some of the commemorative day celebrated by the Institution include:

- Constitution Day, Gandhi Jayanthi, Martyrs Day, Kargil Vijay Diwas, Republic Day&Independence Day
- International Women's Day, Human Rights Day, National Youth Day, Vigilance Week, Rashtriya Ekta Divas, International Yoga Day, Hiroshima Day, Blood Donation Day, and International Day Against Drug Abuse&Illicit Trafficking
- World Wetland Day, World Environment Day, Ozone Day, World

Science Day, World Ocean Day, International Tiger Day etc.

- Onam, Christmas and Kerala Piravi are celebrated every year on campus by organizing cultural events, spending time with inmates of orphanages/Old Age Homes and providing lunch to them.
- The vibrant NSS Wing of the college has two units and the NCC has three wings, and they coordinate most of the observance of international, national and regional importance related to socio-cultural and political aspects like the Swachhata Abhiyan Movement and extension activities. These Wings help the Institution in maintaining the discipline of the campus and in observing official decorum like providing a guard of honour to the distinguished invited guests during important College programmes
- During the pandemic, students of the college organized, coordinated and participated wholeheartedly to uplift the values associated with significant Days through online mode using various social platforms.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice 1: Albertian Digital Campus

Title of the Practice: Drishti - Drive for the Digital

Objectives of the Practice:

- To align ourselves with the national mission - 'Digital India'.
- To develop an in-house ERP Solution.
- To develop a tailor-made e-learning platform for the College.

- To enable blended learning.
- To impart technology-based education to students.
- To enhance the digital infrastructure of the campus, to promote online learning. Design and create a full-fledged examination module with processes from question bank creation to grade card generation. To transition into a paperless campus.
- To expand the e-governance practices on the campus.
- To digitalize the various processes of the College to enhance transparency and avoid duplication.
- To improve the digital literacy and skills of the students.

File Description	Documents
Best practices in the Institutional website	https://www.alberts.edu.in/igac/best-practices/
Any other relevant information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/105695/7.2.1_1665830061_7769.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

St. Albert's College (Autonomous), established in 1945 in the heart of the city of Kochi, has certain unique practices focusing on its distinctiveness as a knowledge hub in almost all areas of human endeavour, these are :

- Unique Programmes offered at St.Albert's College
- Learning Management System with 300 Online Courses
- Specialized Research Groups
- Albertian International Educational Expo
- Albertian Knowledge Summit
- Albertian Incubation Centre and Albertian Computer Centre
- Academic and Industrial Collaborations
- Journal Club
- Unique Student Support Programmes
- The Albertian Integral Development Programme (AIDP)
- Commitment towards Society

The teaching-learning process is an active engagement in education, training, knowledge production, and innovation initiatives that produce physically and mentally sound, emotionally balanced as well as psychologically and spiritually enlightened students who are empowered to build a reliable, structured, and efficient society.

File Description	Documents
Appropriate link in the institutional website	https://www.alberts.edu.in/institutional-distinctiveness/
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Initiation of Albertian Seed Grant
2. E-Content Development by Teachers for students
3. Academic & Administrative Audit
4. Faculty Development Programme on the topic Outcome-Based Syllabus Framing Methodology
5. Deeksharambh - Student Induction Programme