

ST. CYRIL'S COLLEGE
ADOOR
ESTD. 1981



ST. CYRIL'S COLLEGE, ADOOR

AQAR 2019-20



The Annual Quality Assurance Report (AQAR) of the IQAC

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

UNIVERSITY GRANTS COMMISSION

By

ST CYRIL'S COLLEGE, ADOOR

Year of Report : 2019-2020

Part – A

Data of the Institution

1. Name of the Institution : St Cyril's College

- Name of the Head of the institution : Dr A K Thomas
- Designation : Principal
- Does the institution function from own campus : Yes
- Phone no./Alternate phone no. : 04734 210043
- Mobile no : 9446526486
- Registered e-mail : cyriladoor@gmail.com
- Alternate e-mail : iqaccyrils@gmail.com
- Address : Cyril's Mount, Vadekkadethukavu
- City/Town : Adoor, Pathanamthitta
- State/UT : Kerala
- Pin Code : 691526

2. Institutional status:

- Affiliated / Constituent : Affiliated
- Type of Institution: Co-education/Men/Women : Co-education
- Location: Rural/Semi-urban/Urban : Rural
- Financial Status : Grants-in aid/ UGC 2f and 12 (B)/ Self-financing UGC 2f and 12B
- Name of the Affiliating University : University of Kerala
- Name of the IQAC Co-ordinator : Dr Mini Samuel
- Phone no : 04734 210043
- Alternate phone no :
- Mobile : 9496080150
- IQAC e-mail address : iqaccyrils@gmail.com
- Alternate Email address : minisamuel@stcyrils.ac.in

3. Website address: <https://stcyrils.ac.in>

Web-link of the AQAR: (Previous Academic Year):

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year ?

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink: ----<https://stcyrils.ac.in/content/uploads/St.-Cyrils-HAND-BOOK-2019-2020.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.46	2012	From April 2012 to: 20 April 2017
2 nd	B	2.22	2018	From Feb 2019 to: 07 Feb 2024

6. Date of Establishment of IQAC : 25/04/2012

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1. Revised Accreditation Process- UGC NAAC for Affiliated Colleges (National Workshop)	06/09/2019, one day	42
2. Induction Programme	08/07/2019 , one day	174
3. Intellectual Property Rights(Seminar)	18/11/2019, one day	137
4. AISHE data uploaded	29/02/2020	22
5. Feedback Survey Conducted	18/03/2020	431
6. IQAC Core Committee	21/06/2019	10
7. IQAC Core Committee	11/12/2019	13

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL				

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 2

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No Yes

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

If yes, mention the amount: Year:

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

- Conducted a National Workshop for staff on NAAC Reaccreditation.
- Facilitated IPR Seminar for students and staff.
- Motivated departments to organise extension activities.
- AISHE data uploaded by the IQAC team.
- IQAC evaluated the feedback of the students.
- Carried out Internal Academic Administrative Audit of the college.

13. Plan of action chalked out by the IQAC in 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
1. Certificate Course – Departments were given suggestions to start at least one certificate course from this academic year.	History Department started a certificate course on Numismatics and Philately
2. Induction programme for first year students – It was decided to conduct an induction programme under the aegis of IQAC, for the first year UG/PG students after the completion of the admission process.	Induction Programme for first year students conducted on 08/07/2019
3. Conduct IPR Seminar : It was directed to the departments to conduct IPR and Research Methodology Seminar.	Seminar on Intellectual Property Rights conducted on 18/11/2019 by the department of English
4. Bridge Course, Remedial Coaching & Mentoring – After the completion of the admission process first year students has to be provided with bridge course, remedial coaching and mentoring..	Bridge Courses for the newly enrolled students was conducted from 24/06/2019 to 10/07/2019.
5. Celebration of Important days – A list of important national / international days to be prepared and programmes to be conducted to create awareness among the students .	Departments, NSS, NCC and Women’s Cell celebrated important national/international days.

6. Create Research Ambience – To create research ambience among faculty members and students ,strategies has to be planned.	Seminars on IPR, research methodology were conducted. Exhibitions were organised to inculcate research ambience.
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14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: IQAC Core Committee Date of meeting(s):

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

Yes/No : No

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: Date of Submission:

17. Does the Institution have Management Information System?

Yes

To enhance administrative and academic operations the college has implemented a Management Information system

This includes LIBSOFT, a well-known library management software with features such as cataloguing, circulation, and inventory management . Library operations are streamlined through this.

Students and staff have access to online tools for submitting assignment , accessing information and communicating at all hours. The college website manages information regarding admission, courses and all related enquiries. Examination schedules are also managed through this. Details of admissions and enrolment are also managed through this system.

All student Fee related management and information of students with fee concession is through E Grants portal

The college office is aided in its operations by BIMS (Bill Information Management System) which aids in financial transactions including the preparation and submission of bills, tracking the status of the bill and ensuring timely payments. Transparency is also ensured .

SPARK streamlines all payments of Teaching, non-teaching staff and guest teachers.

PRISM Manages pensions

GAIN PF ensures Provident fund subscriptions and disbursement of staff

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words
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The Syllabus prescribed by the University of Kerala is strictly followed by the college and the departments follow the academic calendar prescribed by the University. The affiliated University is the sole authority to revise the syllabus. College has no role in syllabus revision. The college functions within the overall frame work which is provided by the University and effective curriculum planning and delivery is ensured. Based on the workload, the syllabus of each semester is distributed among various teachers in the department. The Department Level Monitoring Cell(DLMC) led by Head of the department, ensures the smooth conduct of classes based on the syllabus.

The internal examinations are conducted as planned by the Academic Calendar of University of Kerala. There is transparency in the examination process and students can arise their grievance regarding Internal marks , which is addressed in DLMC and College Level Monitoring Cell(CLMC). The academic flexibility mainly comes in the form of open courses which the student has the option to at his/her interest from the five available options. It is the academic freedom and flexibility of students to choose a paper from other disciplines as per their interest. The teachers are available in all days of the week to correct the doubts and help the students to acquire more knowledge and skills. The faculties use ICT enabled technology (power point presentations, smart boards and audio-visual support) and online software for the excellent delivery of curriculum. Our faculty is committed to use effective teaching aids whenever necessary to make teaching more effective and comprehensive. The faculty also implement different curriculum activities like Seminars, Project works, Practical and Assignments etc. This will help to enhance the practical knowledge of students. Every department ensures that the syllabus is completed within the stipulated time so that the students can prepare efficiently for the University Examinations. Bridge courses are held for the first year students to familiarise the college teaching method and curriculum.. Tutorials are held with mentoring and participative learning encouraged. Internal assessment is done transparently with examined scripts shown to students. Inter-personal skills are enhanced through Value Education

The departments undertake revision and class test apart from the internal exam. This helps the students to improve their knowledge and assess them regularly. Our curriculum delivery and its documentation is done in efficient manner. Feedback is collected from students, parents, Alumni and teachers and necessary steps are taken to resolve the problems mentioned in the feedback collected.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
Numismatics & Philately	NIL	10.10.2016 (15 days theory & practical classes)		Stimulate to develop the habit of Coin & stamp collection.	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
BA Economics					
BA English					
BA History					
BSc. Chemistry					
BCom. Computer Application					
MA English					
MSc. Physics					
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	No. of Students	Certificate	Diploma Courses		
BA Economics					
BA English					
BA History	10 students	Numismatics & Philately			
BSc. Chemistry					
BCom					
MA English					
MSc. Physics					
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction	Number of students enrolled		
Professional Ethics & Human Values		1.6.2012	81		

1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title		No. of students enrolled for Field Projects / Internships		
BSc. Chemistry				
1) A Comparative Study of Different Kinds of Pepper		5		
2) Comparison of Properties and Curcumin Content in Different Types of Turmeric		5		
3) Comparison of Colour Value and Capsaicin Content in Different Varieties of Chilli by Spectrophotometric Method		6		
BA Economics				
Study Tour		18		
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	Yes	Yes
1.4.2 How the feedback obtained is being analysed and utilized for overall development of the institution?				
<p>Feedback from students, parents and alumni is collected by the IQAC and a detailed report on the feedback is conveyed to the CLMC. Once the CLMC studies the report and suggest the issues to be resolved, the DLMC devises strategies to improve teaching, learning and evaluations so as to meet the legitimate requirement of students. Apart from these improvements, teachers of the department of physics collect individual feedback from students to further know more about their suggestions and grievances.</p> <p>Students evaluated the performance of teachers based on parameters. The students have evaluated their teacher's skills by giving ratings on the following parameters. 1. Knowledge base of the teacher (as perceived by you) 2. Communication Skills (in terms of articulation and comprehensibility) 3.Sincerity / Commitment of the teacher. 4. Interest generated by the teacher.5.Ability to integrate course material with environment/other issues, to provide a broader perspective 6. Ability to integrate content with other courses 7. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class) 8. Ability to design quizzes /tests/assignments / examinations and projects to evaluate students understanding of the course.</p> <p>Systematic collection of feedback from various stakeholders has helped the department to transform in a manner in which the students find it easy to interact with their teachers. Also the effective feedback analysis method adopted by the department has aided it in 1) identifying slow learners, 2) knowing about personal problems they are facing which derails their study and 3) comprehending more deeply what they expect from a teacher.</p>				

Feedback has a significant effect on student learning and teaching process. Feedback is analysed at the end of every year and feedback serves as a tool to feed forward. Feedback from alumni and parents provides insights to improve the quality of academic delivery.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
BSc Chemistry	20	950	20
B.Com	28	2228	28
B.A Economics	30	1425	28
BA English	40	2592	40
MA English	16	823	16
BA History	50	1714	50
M.Sc. PHYSICS	13	655	13

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019-20	511	56	18	-	15

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
33	33	google meet ,google classroom, zoom, whiteboard, Youtube, ePathsala, vidyamitra, FB Live, Internet facility, Computer Projector, Laptops & Desktops, Microphones, Cell Phone, whatsapp, telegram, youtube, jamboard	NIL	2	Google meet , google classroom, ePathshala, Literariness.org e-books, E teaching using OBS studio Utilization of Inflibnet, E-books CDs, e-journals, whatsapp, telegram, youtube, jamboard

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

The College follows the mentoring system. Faculty members play a crucial role in mentoring the UG and PG students. The mentoring policy of the college aims at assuring the students the support of the mentors who are bestowed with the responsibility of mentoring and guiding them. The College organizes an Induction Programme soon after the closing of the admission process for the newly enrolled students. Its aim is to create awareness of the opportunities and challenges of the programmes offered by the institution.

One faculty member from each department is the Mentor-in-charge of the newly admitted batch. The mentors meet the students at regular intervals guiding them in their curricular and co-curricular activities. The mentoring system aims to: know each and every student in the college, their familial and financial background, identify and refer eligible students to get financial assistance through various scholarships and other facilities of the college, assess the SWOC of every student to develop their inborn qualities, assist students to make use of their potential effectively.

Professional and personal support along with constructive feedback on teaching and guidance on career designing are provided to the mentees. The mentors are responsible for academic progress and psychological wellbeing of their mentees. The attendance of the mentees is carefully monitored. Those in need are provided the primary psychological counselling and if required they are referred for professional counselling. Mentors take the role of orienting the academic direction of the mentees. The personal level interviews with the students are conducted periodically. All the mentors keep confidential data sheets in book format for the group of students allotted to them. Matters that require the attention of parents are brought to their notice periodically. The mentoring system is monitored by a committee consisting of the Principal, Heads of the Departments and a band of experienced faculty.

The Student Support Programme (SSP) initiated by the Govt. of Kerala caters to the academic as well as overall development of the slow learners. The slow learners are provided with study materials and the mentors take special interest in imparting guidance on those subjects which are normally tough for them. Classes are arranged after the usual class hours. Peer group teaching is another mentoring system which is beneficial especially for the slow learners enrolled in SSP. Walk With a Scholar programme aims to equip them to face the challenges and opportunities in the competitive world. Students who are interested in competitive examinations such as Civil Service examinations and NET have been given special attention to focus on their goals.

	Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
Chemistry	68	3	1:23
Commerce	90	4	1:23
Economics & Mathematics	92	4	1:23
English & Hindi	144	11	1:13
History, Political Science & Malayalam	148	5	1:30
Physics	25	5	1:7

2.4 Teacher Profile and Quality**2.4.1 Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
26	26	2	0	12

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>
2019	Dr.AnoopChandran	Assistant professor	Research Guideship
	Dr.Alen S	Assistant professor	Research Guideship

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A Economics	150	Semester VI	15/06/2020	27/08/2020
B.Com	159	Semester VI	10/06/2020	21/08/2020
B.Sc. Chemistry	235	Semester VI	01/07/2020	27/08/2020
BA English	130	Semester VI	15/06/2020	27/08/2020
MA English	530	Semester IV	10/07/2020	06/01/2021
BA History	140	Sem VI	15/06/2020	27/08/2020
M.Sc. Physics	137	Semester IV	27/08/2020	06/01/2021

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

The institution strictly follows the modalities mandated by the University of Kerala for the conduct of Continuous Internal Evaluation (CIE). All the reforms initiated with regard to the internal examination aim to improve the quality of various processes especially in the conduct, administration and evaluation. The reforms initiated during the academic year 2019-20 are: i. It was made mandatory by the College Council that a session on CIE should be included in the induction programme organized by the College. ii. Schedule of internal examinations are made available through official Whatsapp class groups and website iii. The IQAC and the internal examination committee finalise the internal examination dates in advance, and the same is communicated to the students after getting the approval of college council. iv. The internal exam question paper strictly follows the parameters required to measure the learning outcomes of students. v. Kahoot Quizzes and Quizizz are used for student evaluation along with the traditional methods. vi. Departments also conduct essay writing competitions, micro tests, surprise tests, book review competitions etc. to assess the learning outcomes. vii. Faculty evaluates the answer scripts and distributes them to the students within a week viii. Internal examination coordinator ensures that the accurate data is uploaded to the university examination portal.

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

The College adheres to the Academic Calendar published by the University of Kerala. This Academic Calendar is followed by the IQAC along with the inputs from the Internal Examination Committee and Departmental Action Plans prepared at the beginning of every academic year. The preparation of academic calendar ensures that the students get adequate instructional hours and teachers get maximum hours to deliver their courses effectively. At the beginning of each semester, the Principal convenes a meeting of the Heads of Departments and faculty to discuss matters pertaining to the smooth and effective implementation of academic calendar. The proposed schedule of internal examinations prepared by the Internal Examination Committee is ratified by the College Staff Council. The portions in the syllabus are completed on time according to the timeline in the Academic Calendar. Regular staff meetings in the departments analyze the progress of portions covered and pending and the course of each teacher. Each department would follow its own customized academic schedule that would align with the Academic Calendar of the College. The tentative dates of field trips, industrial visits, Literary fiesta, Documentation submission, assignments, observance of important days are included in the Academic Calendar. Periodical PTA meetings are also convened to update the progress of each semester to the parents. Co-curricular and Extra Curricular Activities are planned and included in the Academic Calendar in such a way that the CIE process is not disrupted.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://steyrils.ac.in/iqac/course-outcome/>

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
150	B.A Economics	29	10	34.5
159	B.Com	31	19	61.29
235	B.Sc Chemistry	22	13	59
130	BA English	36	31	86.10
530	MA English	16	15	94
140	BA History	43	13	30.23
137	M.Sc. Physics	13	9	69

2.7 Student Satisfaction Survey

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

<https://docs.google.com/document/d/1upvfOv5zFkYx7caiYCR1439-gOye8P5gY3OeXHew-Y/edit?tab=t.0>

CRITERION III –**3.1 Resource Mobilization for Research****3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations**

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (<i>other than compulsory by the College</i>)				
International Projects				
Any other(Specify)				
Total	0	0	0	0

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
National Science Day Celebrations	Department of Chemistry	10/2/2020
Workshop on Revised Syllabus for teachers of University of Kerala in collaboration with BOS, University of Kerala	English	03-08- 2019
Workshop on Intellectual Property Rights	English	18-11- 2019
Theory Spectrum	English	28-02-2020 to 29-02-2020
Research Methodology Seminar	Department of History	16/06/2019
Intercollegiate seminar on “Relativistic quantum mechanics”	Physics	23-11-2019

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	-	-		

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

Incubation Centre	Name	Sponsored by
Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards**3.3.1 Incentive to the teachers who receive recognition/awards**

State	National	International
0	0	0

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

Name of the Department	No. of Ph. Ds Awarded
Chemistry	0
Commerce	0
Economics	0
English	0

History	0		
Physics	0		
3.3.3 Research Publications in the Journals notified on UGC website during the year			
	Department	No. of Publication	Average Impact Factor, if any
International	Chemistry	3	2.34
	Commerce		
	Economics		
	English		
	History		
	PHYSICS	4	2.30
National	Chemistry		
	Commerce		
	Economics		
	English	2	6.2
	History		
	PHYSICS		
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year			
	Department	No. of publication	
	Chemistry	2 per teacher	
	Commerce		
	Economics		
	English		
	History	0.5 per teacher	
	Physics	0.5 per teacher	
List of book chapters and conference proceedings			
1. An introduction to materials for potential EMI shielding applications: Status and future, Runcy Wilson , Gejo George, Kuruvilla Joseph, 2019, <i>Materials for Potential EMI Shielding Applications</i> , Elsevier.			
2. Elastomer-based materials for EMI shielding applications, Appukkuttan Saritha, Bony Thomas, Gejo George, Runcy Wilson , Kuruvilla Joseph, 2019, <i>Materials for Potential EMI Shielding Applications</i> , Elsevier.			
3. Sorption and Diffusion Properties of Wood/Plastic Composites, George Gejo, Runcy Wilson , Anoop Chandran , Sajna M Shamsudeen, Prakashan Valparambil, Nellipparambil Vishwambharan Unnikrishnan, 2019, <i>Diffusion Foundations</i> , Trans Tech Publications Ltd.			
4. Thermo Mechanical Properties of Carbon Nanotube Composites, Runcy Wilson , George Gejo, PG Prajith, Mathew Simon Sanu, Anoop Chandran , Nellipparambil Vishwambharan Unnikrishnan, 2019, <i>Diffusion Foundations</i> , Trans Tech Publications Ltd.			
5. Pervaporation performance of polymer/clay nanocomposites, Polymer Nanocomposite Membranes for Pervaporation Gejo George, Runcy Wilson , 2019 Eds. <i>Polymer nanocomposite membranes for pervaporation</i> , Elsevier			
6. Threat of hydro-electric projects on society with special reference to major projects in Kerala, Promod O C , 2019, South Indian history congress: Thirty ninth annual session proceedings.			

List of books edited/written

1. Materials for Potential EMI Shielding Applications: Processing, Properties and Current Trends

Editors: Joseph Kuruvila, **Wilson Runcy**, George Gejo

Paperback ISBN: 9780128175903

eBook ISBN: 9780128175910

Imprint: Elsevier

Published Date: 6th November 2019

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
Studies on thermo mechanical and surface properties of polysulfone/poly (ether imide ester) blends	Runcy Wilson	Materials Today: Proceedings	2019	Science Citation Index Expanded (SCIE),	Department of Chemistry St. Cyril's College, Adoor	1
<u>Effect Of Ionic Liquid Modified Mwcnt On The Rheological And Microstructural Developments In Styrene Butadiene Rubber Nanocomposites</u>	<u>Runcy Wilson</u>	Rubber Chemistry and Technology	2019	Science Citation Index Expanded (SCIE),	Department of Chemistry St. Cyril's College, Adoor	1
<u>Molecular transport of aromatic solvents through oil palm micro fiber filled nitrile rubber composites</u>	Runcy Wilson	Materials Today: Proceedings	2019	Science Citation Index Expanded (SCIE),	Department of Chemistry St. Cyril's College, Adoor	
Understanding (Eco) Neuro-aesthetics and Affect Ingrained in Mary Oliver's "Spring"	Dr Susan Alexander	Think India	2019	https://doi.org/10.26643/think-india	St Cyril's College, Adoor	
Bodies Performing Politics: Conceptualizing Queerness in Sancharam	Ms Sowmya Mary Thomas	Think India	2019		St Cyril's College, Adoor	

Effect of niobium doping on the dielectric and nonlinear current–voltage characteristics of Na0.5La0.5Cu3Ti4O12 ceramics	A.K Thomas	Optical materials	2019	<i>Science Citation Index Expanded (SCIE),</i>	St. Cyrils College, Adoor	0
Steady nature of dielectric behaviour in Sm1.5Sr0.5NiO4–CCTO composites	A.K Thomas	Modern Electronic Material	2019	<i>Science Citation Index Expanded (SCIE),</i>	SMART lab, SB College, Changanassery	0
Growth, Structural, Third Order Nonlinear Optical Properties, Dielectric Properties, Conductivity Mechanisms and Spectroscopic Characterization of a Luminescent Material trans-diaqua-bis (pyridine-2-carboxylato)-cobalt(ii) dihydrate for Optoelectronic Applications	Rejeena V Rajan	<i>Optics and Laser Technology</i>	2019	<i>Science Citation Index Expanded (SCIE),</i>	St. Cyrils College, Adoor	1
Synthesis and hydrophilic mechanism of porous TiO2-ZrO2 transparent coatings	Anoop Chandran	AIP Conference Proceedings	2019	<i>Science Citation Index Expanded (SCIE),</i>	St. Cyrils College, Adoor	0

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	22	14	11	
Presented papers	1	1	1	

Resource Persons	0	1	1
3.4 Extension Activities			
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year			
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Quality analysis of Drinking water	Department of Chemistry	3	25
Hand Sanitizer Making	Department of Chemistry	3	20
Snehasparsham	Department of Commerce and Angel's Home Residential School for the Differentially Disabled Children	1	20
Energy Conservation Programme	Department of Economics	3	10
11) Environmental Awareness (Catch them Young)	Dept of English and MTLPS, Kulakkada	5	25 from LP school
Archival Exhibition for the community	Kerala State Archives and department of History	3	150
Charity Programme In for a Penny, in for a Pound	Dept. of History	3	150
Insight- Science exhibition	Department of Physics, St. Cyril's College, Adoor/Thapovan Public School, Manakkala/All Saints public school, Adoor	5	25 (350+ students from nearby schools and other department and colleges benefited)
Candela-Science Awareness Program for School students	Department of Physics, St. Cyril's College, Adoor/ NSS HSS School, Adoor	5	25 (50+ people benefited)
Sky Watch	Department of Physics, St. Cyril's College, Adoor	5	26 students + other 10 people benefited
Cleaning school premises	NSS Unit St. Cyril's College & Government Higher Secondary School, Vadakedathukavu	2	28
Health awareness class and health survey in nearby locality	NSS Unit St. Cyril's College & Health department, Kerala	2	50
Observing the Reading day: Distribution of books and pencils	NSS Unit St. Cyril's College & Anganwadi, Kilivayal	2	10
Flood relief activity: Study materials for flood affected students were handed over to the district collector	NSS Unit St. Cyril's College & Collectorate, Pathanamthitta	2	5
Anganwadi Visit: Crayons and coloring book distribution to children	NSS Unit St. Cyril's College & Anganwadi, Kilivayal	2	20
“Santhwanam”:	NSS Unit, St. Cyril's College,	2	60

Palliative Unit Inauguration and a visit to patients	Adoor & Department of Student's Services		
--	--	--	--

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
1) Swatch Bharat Abhiyan	NSS Unit St. Cyril's College	Awareness Campaign on Plastic Ban - Work 1	2	35
2) Swatch Bharat Abhiyan	NSS Unit St. Cyril's College	Cleanliness drive at MC Road	2	45
3) Swatch Bharat Abhiyan	NSS Unit St. Cyril's College & Government Higher Secondary School, Vadakedathukavu	Cleaning school premises	2	100
4) Swatch Bharat Abhiyan	NSS Unit St. Cyril's College & Anganwadi, Kilivayal	Cleaning "Anganwadi" premises	2	100
5) Aids Awareness	NSS Unit St. Cyril's College	HIV/AIDS Awareness Campaigns	2	30
6) Fit India Movement	NSS Unit, St. Cyril's College	Walkathon	2	30
7) Vimukti	NSS Unit St. Cyril's College & Excise department	Short film release as a part of anti-drug/alcohol campaign	3	70

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Project Work	Comparison of properties and curcumin content in different types of Turmeric	Akay Natural Ingredients Private Limited Elavumthitta - Pathanamthitta Road, Nallanikunnu, Pathanamthitta, Kerala 689647 Phone: 0468 225 7487	One Week	5
Project Work	A comparative study of different kinds of pepper	Akay Natural Ingredients Private Limited Elavumthitta - Pathanamthitta Road, Nallanikunnu, Pathanamthitta, Kerala 689647 Phone: 0468 225 7487	One Week	5
Project Work	Comparison of colour valu and capsicin content in different varities of chilli by spectroscopic method	Akay Natural Ingredients Private Limited Elavumthitta - Pathanamthitta Road, Nallanikunnu, Pathanamthitta, Kerala 689647 Phone: 0468 225 7487	One Week	6
Project Work	Synthesis, characterization and mechanolumine scence studies of BaGa2O4 doped with Dy3+ phosphor	Mahatma Gandhi College, Thiruvananthapuram	One Week	1

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

4.3 IT Infrastructure								
4.3.1 Technology Upgradation (overall)								
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)
Existing	64	Com.13 Eng.16 Phy.5 Tot. 34	35		7	5	18	
Added	3	NIL	0			3		
Total	67	34	35		7	8	18	

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

.....200..... MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2,50,000	27,780	3,00,00,000	75,000

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*)

There is provision to maintain the physical, academic facilities in the college. The laboratories of Physics and Chemistry are upgraded year to year. There is a language lab for the English department. A smart class room is already functioning and students of different departments utilize the facility well. A computerized library is the hall mark of the institution. An Online Public Access Catalogue (OPAC) cum browsing centre with 7 computers is at the library and students can utilize the facility well for their academic activities. A gymnasium also functions at the college under

the Physical Education Dept. Productive capability of the staff and students depend on their health and utmost importance is given to maintain health of all concerned . A canteen functions at the campus and students get different food items at the reasonable amount. A college Hostel functions for girls from far off places and a warden appointed by the management caters to the different needs of the hostel.

The Physical education dept has chiselled out National and interuniversity players from the college. The accolades they have won has secured for the college an honourable position in the University There are adequate class rooms for students and examination rooms are arranged separately, to avoid disturbance of the regular class. As a minority institution, the management of the college cordially supports and provides adequate funds for the development of college and the students.

<https://stcyriils.ac.in/resources/infrastructure/#>

CRITERION V - STUDENT SUPPORT AND PROGRESSION			
5.1 Student Support			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	1.His Holiness Moran Baselios Marthoma Mathew II Endowment	10	Rs.800
	2.Dr. Zacharias Mar Aprem Endowment	6	Rs.1000
	3. Prof. D.K John Endowments	6	Rs.800
	4. Shri.N.P Rajan Endowment	2	Rs.1000
	5. Shri.Simon George Kurampil Endowment	2	Rs. 1000
	6. Prof.Mollykutty P.G Endowment	2	Rs.1000
	7. Shri.Lal Varghese Konnayil Endowment	2	Rs.1000
	8. Prof. Philomena Daniel Endowment	2	Rs.2000
	9. Prof.Aniamma George Endowment	2	Rs. 1000
	10. Mr.Thomas Mathew Endowment		Rs.1000
	11. Dr.Varghese Perayil Endowment	2	Rs. 800
	12. Prof. Mariamma George Endowment	2	Rs. 1000
	13. Prof.Monykutty Thomas Endowment	2	Rs.1000
	14. Mr.Joseph Chandy Endowment	2	Rs.800
Financial support from other sources-Scholarships and Freeships			
1. Snehapoorvam Scholarships funded by Kerala State Government-Rs.10000 per annum given to four students			
2. Higher Education Scholarships funded by Kerala State Government-Rs.40,000 (PG 1 year) given to one student			
3. Kerala State Welfare Corporation for Forward Communities Ltd (KSWCFC)-Rs. 6000 per annum given to 10 students			
4. Suvarna Jubilee Merit Scholarship funded by Kerala State Government-Rs. 10000 per annum given to two students			
5. Kerala State Merit Scholarships-Rs.1250 per annum given to one student			

6. Kumara Pillai Commission Scholarships to first year Degree and PG students (B. A-19 students-Rs.3425 per annum, B. Com-7 students-Rs.3435 per annum, B. Sc-2 students-Rs.3825 per annum, M.A- 4 students-Rs.4840 per annum, M.Sc.- 5 students-Rs.6095 per annum).
7. Kumara Pillai Commission Scholarships to second year Degree and P.G students (B. A- 29 students-Rs. 3110 per annum, B. Com- 12 students- Rs.2390 per annum, B. Sc-11 students- Rs. 3515 per annum, M.A- 3 students Rs. 5345 per annum, M. Sc- 3 students-Rs.5295 per annum).
8. Kumara Pillai Commission Scholarships to final year Degree students (B.A - 38 students-Rs.3745 per annum, B. Com – 14 students-Rs. 3985 per annum, B. Sc- 8 students- Rs.4050 per annum).
9. E-Grantz to SC/ST, OEC, OBC (H) students

PROGRAMME	FIRST YEAR (No. of students and Amount)	SECOND YEAR (No. of students and Amount)	THIRD YEAR (No. of students and Amount)
B. A	26, Rs. 5315 per annum	28, Rs. 5000 per annum	23, Rs. 5635 per annum
B. Com	5, Rs. 5325 per annum	6, Rs. 4280 per annum	6, Rs. 5875 per annum
B.Sc.	2, Rs. 5715 per annum	3, Rs. 5405 per annum	2, Rs.5940 per annum
M.A	1, Rs. 6739 per annum	3, Rs. 7235 per annum	-----
M.Sc.	1, Rs.7985 per annum	-----	-----

a) National	1. Central Sector Scholarships 2. Post Matric Scholarships for Minorities	2 21	Rs. 10000 per annum for U.G students and Rs.20000 per annum for P.G students Rs. 10000 per annum
b) International			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
1. Remedial coaching	2012-13	192	Provided by individual departments
2. Bridge Course	2012-13	153	Provided by individual departments
3. Personal counselling and mentoring	2012-13	18	-
4. Language Lab	2011-12	150	Dept. of English, St. Cyril's College, Adoor
5. Walk With a Scholar	2014-15	80	Higher Education Council, Government of Kerala
6. Student Support Programme	2014-15	80	Higher Education Council, Government of Kerala

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2019	NET Coaching	41		1	

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
2	2	6-8 days

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil					

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2019-20	5	B. Sc	Chemistry	TKM College, Kollam Christian College, Chengannur Mohandas Engineering College, Nedumangad Central Institute of Petrochemicals Engineering & Technology	MSc Chemistry MSc Analytical Chemistry MCA Post Graduate

2019-20	4	B.Com	Commerce	<p>Kalasalingam Academy of Research and Education, Tamil Nadu</p> <p>Institute of Cost Accountants of India</p> <p>IGNOU</p> <p>Gurudev Institute of Management Studies</p> <p>Institute of co-operative management</p>	<p>Diploma in Plastic Processing & Testing</p> <p>MSW</p> <p>CMA</p> <p>M.COM</p> <p>MBA</p>
2019-20	4	B.A	Economics	<p>Baselios Marthoma Mathews II Training college, Kottarakkara</p> <p>KUCTE, Kunnam</p> <p>NSS College, Pandalam</p>	<p>MBA</p> <p>B.Ed.</p> <p>B.Ed.</p>
2019-20	14	B.A	English	<p>St George ITI, Chovallor</p> <p>MA English Mar Ivanios College, TVM</p> <p>HH Maharaja's University College, TVM</p> <p>St Cyril's College, Adoor</p> <p>Madurai Kalasalingam Uty of Research and Education</p>	<p>MA Economics</p> <p>TTC</p> <p>MA English</p> <p>MA English</p>

2019-20	5	B.A	History	Mar Chrysostam College, Paranthal	MA English
				NSS College of Arts & Science, Kottarakara	MSW
				NSS College of Arts & Science, Kottarakara	MA English
				Distance Education ,Uty of Kerala	MA English
				NSS College of Arts & Science, Kottarakara	MA English
				TKM College of Arts & Science, Kollam	MA English
				TKM College of Arts & Science, Kollam	MA English
				Jamia Training College, Chithara	MA English
				Rama Vilasam Training College	MA English
				School of Distance Education, University of Kerala	MA English
St Thomas Orthodox Theological Seminary, Nagpur, Maharashtra	MA English				
SN College, Punalur	B.Ed.				
IGNOU, TVM	B.Ed.				

				IDE, University of Kerala	B.Ed.
				Mount Zion Law College, Pathanamthitta	Bachelor of Theology
				Pavanatma College, Idukki	
	3	M.Sc.	Physics	Excel College of Education, Tamil Nadu Teacher Education University	
				Sabarigiri College of education, Anchal	M.A History
				CMS College of Education, Tamil Nadu Teacher Education University	Got. Women's College, Tvm
					M.A History
2019-20	7	MA	English	CMS College, Kottayam	M.A History
				Baselios Marthoma Mathews II Training college, Kottarakkara	LLB
				Mount Tabor Training College, Pathanapuram	M.A History
					B.Ed.
				Baselios Marthoma Mathews II Training college, Kottarakkara	B.Ed.
				Ramavilasam Training College, Valakom	B.Ed.
				Baselios Marthoma Mathews II	Post Graduate

				Training college, Kottarakkara	Diploma in Counselling
				English and Foreign Language University, Hyderabad	B.Ed.
				Crescent B.Ed College, Pazhayangadi, Kannur	B.Ed.
					B.Ed.
					B.Ed
					Ph.D
					B.Ed.

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	1	KL07505845
SET	NIL	
SLET	NIL	
GATE	NIL	
GMAT	NIL	
CAT	NIL	
GRE	NIL	
TOFEL	NIL	
Civil Services	NIL	

2019-20	Wushu-Bronze	University	Sports			Hashim K.S
	Wrestling Greco Roman Championship- silver	University	Sports			Maneesh Mathew
	Wushu- Gold	University	Sports			Muhamm ad Aslam S
	Wushu-Silver	University	Sports			Muhamm ad Aslam S
	Weight Lifting- Silver	University	Sports			Muhamm ad Aslam S
	Wushu- Bronze	University	Sports			Shejin S
	Wushu- Gold	University	Sports			Renjith J V
						Hashna Khalid
					Nandu Mohan	

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

The College Union Election for the year 2019-2020 was conducted on 27 September, 2019 and the newly elected body took their oath on October 10, 2019 officially taking up the responsibilities of the posts held. These students holding vital positions in the union are active participants in the academic and administrative activities of the college. All important decisions taken are in consultation with the union members and they play a vital role in the fool proof administration of the college. The **Chairman** is a part of the Internal Quality Assurance Cell making a vital presence in all its meetings. The **Vice Chairperson** is the secretary of the women cell unit and assists the women cell coordinator to address issues faced by the girl students of the college. The **University Union Councillors** bridge the gap between the University and the students of the college. They are responsible for fulfilling the needs of the students in matters related to the university. The grievances of the students are looked into and represented in the university by the union

councillors. The **Lady representatives** represent the women community and assists the vice-chairperson to take care of the needs of the girl students of the college. The girls have been instructed to mail their concerns if any to cyrilianbelles@gmail.com so that the issue can be confidentially dealt with. **Representatives** of the various years takes care of the needs of their counterparts and acts as bridge between the college authorities and the students. Thus the union is a platform for the students to exhibit their administrative skills and pave way for their development as future leaders. The following students were elected to the different posts of the College Union:

CHAIRMAN			
Sl. No	Name of the Candidate	Number in the electoral Roll	Class
1	ELIZABATH SKARIYA JOHN	3742	S5 ENGLISH
VICE-CHAIRMAN			
1	RESHMA L. R.	4476	I MA ENGLISH
GENERAL SECRETARY			
1	OOMMEN KOSHY	4115	S3 ECONOMICS
COUNCILLORS TO THE UNIVERSITY UNION			
1	ASWIN KRISHNAN	4197	S3 ECONOMICS
2	MUHAMMED RAFEEK	4096	S3 HISTORY
EDITOR OF THE COLLEGE MAGAZINE			
1	SHERIN A	4537	S1 HISTORY
ARTS CLUB SECRETARY			
1.	A R ROHAN	4220	S3 COMMERCE
LADY REPRESENTATIVE			

1	VEENA V. P.	4161	S3 HISTORY
2	RENJANA P.	3856	S5 CHEMISTRY
THIRD YEAR UG REPRESENTATIVE			
1	RESHMA U.	3723	S5 COMMERCE
SECOND YEAR UG REPRESENTATIVE			
1	ALEX JOE JACOB	4025	S3 COMMERCE
FIRST YEAR UG REPRESENTATIVE			
1	ABHIJITH A.	4338	S1 COMMERCE
SECOND YEAR PG REPRESENTATIVE			
1	BHAGYA G KRISHNAN	4263	II MA ENGLISH
FIRST YEAR PG REPRESENTATIVE			
1	KRIPA K YESUDASAN	4417	I MA ENGLISH

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): No

5.3.2 No. of ~~registered~~ enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) : **NIL**

5.3.4 Meetings/activities organized by Alumni Association : Alumni meeting held on 21st December 2019

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

The college practices decentralization and participative management to ensure effective and inclusive governance. Decentralization enhances the quality of education by promoting initiatives at different levels, ensuring that all sections of the institution contribute to its growth. The institution involves various levels of management, including the Governing Council, Principal, IQAC Committee, and other stakeholders, in planning and administrative tasks. The participation of all stakeholders, including administrative, teaching and non-teaching staff and students in decision-making processes foster a sense of responsibility, leading to more effective and efficient functioning of the institution.

As the Chairperson, the Principal constitutes various committees in the Staff Council all of which are involved in ensuring formulation of action plans and incorporation of the same into the institutional strategic plans. Meetings of the Staff Council are organized regularly. The Staff Council takes decisions and makes recommendations according to the Act, the Statutes and the Ordinances of the University of Kerala.

The Staff Council constitutes the various committees for a period of one year in order to ensure smooth functioning of the college. Various activities are designed by the Convenors and the committee members with inputs from the Principal and the students. This decentralization of duties helps in the implementation of all academic and extra-curricular activities of the college and ensures greater participation by everyone. Guided by the UGC framework, each department prepares the workload and a plan for teaching. All teachers of the department have enough flexibility in organizing seminars, workshops, educational tours etc. Teachers-in-Charge of the departments coordinate the various activities of their departments with colleagues and students. During department meetings and even otherwise, the teachers are free to express their viewpoints. Administrative processes and procedures are carried out under the Administrative Officer and Section Officer (Accounts). The decisions of the Principal and the Governing Body rely significantly on the recommendations received from the concerned committees as approved by the Staff Council.

PARTICIPATIVE MANAGEMENT

The college promotes participative management by constituting the Staff Council which comprises of the Principal and teaching faculty. Various issues pertaining to the college as a whole viz. organization of cultural/extracurricular activities etc. are discussed by all members and only then decisions are taken. All teachers need to be members of at least two committees for a period of one year after which they need to change their committees.

Faculty members are encouraged to attend Orientation and Refresher Courses. Students are provided many opportunities to take up leadership positions as class prefects, Association Secretaries, Students' Union. NSS and NCC provide ample opportunities to develop leadership skills. The students representing IQAC are actively involved in quality maintenance of the Institution.

Faculty members and Students Council play a significant role in the planning and implementation of the development of the College. For the CBCSS programme a College Level Monitoring Committee (CLMC) comprising of the Heads of the Depts and the Principal meet every month to discuss the progress of the programme. The Department Level staff meets every month to discuss the work load, time table, work ethics, cleaning of the Departments, conduct of internal examinations, conduct of seminars, evaluate students progress, University practical examinations, over all discipline and students' welfare in the college campus. Periodic review of all the activities, discussions with the respective committees, resolving problems, etc. is organized by the IQAC. In addition to all this regular class PTA are held. New initiatives

such as walk with the scholar, additional skill acquisition Programme, Scholar Support Programme are conducted for increasing the student and teacher potentials.

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

Yes/No/Partial:

6.2 Strategy Development and Deployment

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

❖ Curriculum Development

St. Cyrils College, Adoor is affiliated to the University of Kerala. The curriculum and syllabi of all the courses are as prescribed by the boards of studies of the university. In the academic year 2018-19, university has initiated the processes of restructuring all the UG and PG syllabi in an outcome based manner. This revision aims the reformation of the syllabi by setting the learning outcome of each course (paper) in a learner perspective enabling the students to go further in the process of learning and in academic/career achievements. All academic regulations and guidelines with respect to curricula, syllabi and examination as instructed by the University of Kerala and the rules and regulations of the Dept. of Higher Education for higher educational institutions are strictly followed by the institute.

❖ Teaching and Learning

Along with the regular classroom teaching, special programmes called 'New Initiatives' by the Dept. of Higher Education, Govt. of Kerala like Scholar Support Programme (SSP)- for giving special support to the weak learners and Walk with Scholar (WWS)-for giving mentoring to students, are also undertaken by the college. Educational excursion, field work and industrial visits are also part of the evaluation system. regular use of ICT and labs contributed to enhancement of Teaching-Learning. The teachers use both conventional chalk-board method and digital teaching methods while engaging the students. The chalk and board lecture is usually supplemented by graphics or videos to improve student's understanding by invoking his imagination. The departments promote participative learning in the form of peer teaching and learning by argumentation. The departments also provide special classes to slow learners and students who miss class due to genuine reasons.

❖ Examination and Evaluation

Regular internal examinations have been conducted and assignments and/or seminars were given for fulfilling the requirements of continuous evaluation. End semester examinations have been conducted as per the schedule of the University of Kerala. The question paper setting, valuation and declaration of results have been done by University itself. The college has offered wholehearted support in conducting the examinations. All the faculty members appointed by university in connection with the examination duties (invigilation, additional examiner for valuation, external examiner for practical examinations etc.) have fulfilled their duties with utmost responsibility. The college authority has taken due vigilance in the conduct of examination and declaration of results from the capacity of the institution.

❖ Research and Development

Active research has been undertaken by the Post graduate departments physics and English. 12 research papers have been published in national/international peer reviewed journals. Two faculty members of the Physics department have been awarded guideship by the university of Kerala this

<p>year. Most M.Sc students in the Department of Physics carryout their course project in the research lab of the department itself.</p>
<p>❖ Library, ICT and Physical Infrastructure / Instrumentation ICT facilities have been greatly enhanced for improving the quality of teaching-learning process. Wi-Fi facility has been made available throughout the campus. Many books of different subjects, periodicals and journals have been purchased by utilizing the plan funds of 2019-20.</p>
<p>❖ Human Resource Management All the departments utilize its human resources very well to meet its objectives and goals. To make sure that the teachers remain updated, they are encouraged to attend refresher and orientation courses, seminars, and workshops. The department takes utmost care to maintain an incredibly good relationship between faculty members and ensures that not much stress is poured on them while doing work. Also, after the evaluation of students' feedback, a department meeting is conducted to figure out a plan as to how teaching and learning process can be improved by effectively managing the human resource of the corresponding department. With the support of Kerala State Council for Science Technology and Environment (KSCSTE), Physics and Chemistry departments have conducted seminars or workshops in the relevant topics to make the academic community aware about the recent advances in the respective areas.</p>
<p>❖ Industry Interaction / Collaboration A few numbers of faculty members have participated as resource persons in various seminars, conferences, workshops and training programmes organized by universities, colleges. Although the Physics department has tie ups with various research groups in Kerala, no formal collaboration with any of them exist in the current year. The Physics department is presently taking a lot of initiatives to transform the linkages with various institutions into a collaboration.</p>
<p>❖ Admission of Students Admission to the UG and PG programmes has been done online through the admission portal of University of Kerala. College has successfully completed the UG and PG admissions following the guidelines of university of Kerala and the Department of Collegiate Education. The government decision on enhancing the number of seats of some programmes also was undertaken by the institution. With respect to the online allotments by university the admissions were done in college as scheduled. Spot admission was also made. College office, PTA and the student's union of the college have joined in hand to help the parents and students who have come to the campus for the admission.</p>
<p>6.2.2 : Implementation of e-governance in areas of operations:</p>
<p>❖ Planning and Development The planning committee headed by the college principal takes care of academic and infrastructure development plans of the college. All financial transactions are managed through Bill Information and Management System (BiMS) is an electronic-Bill portal for claim settlements by Drawing and Disbursing Officers (DDOs).</p>
<p>❖ Administration Office administration of the college also has been equipped with e- governance tools.</p>
<p>❖ Finance and Accounts Financial accounting processes have been shifted to online platforms like SPARK and BiMS in recent years. SPARK- Service and Payroll Administrative Repository for Kerala has been developed by National Informatics Centre (NIC) based on state government decision to implement an integrated personnel and payroll management system covering all government departments in</p>

the state. Salary processing and disbursement has been made online through this system for last several years. All financial transactions are managed through Bill Information and Management System (BiMS). This has made all financial accounting hassle-free and facilitates the faster implementation of projects and prompt purchases. PRISM (Pension Information system) takes care of pension related transactions.

❖ Student Admission and Support

Admission to various programmes offered by college is conducted solely through online admission portal facilitated by University of Kerala, to which the college is affiliated. Submission of application by students, allotment of admission, admission process etc. is done through various user interfaces of the portal. Students have the options to remit the fee online for any academic related purposes. Application to various student scholarships also can be submitted online through National Scholarship portal and through the scholarship portal maintained by the Dept. of Collegiate education, Kerala. The scholarship is transferred to the student through the Direct Benefit Transfer (DBT).

❖ Examination

Being an affiliated college of University of Kerala college, all examinations conducted in the college is coordinated through the university examination portal. Students can directly register for examinations and can remit fees online. Exam notifications and results also are made available through the interface. Award of continuous evaluation marks are done online through teacher – HoD – Principal levels at the college interface of the portal. Mark lists of each semester can be downloaded from the examination site. Application for revaluation and improvement examination also is made online. Question papers for all PG exams are made available only by online. Also Notifications regarding exams are sent to the students via email or whatsapp. Sometimes teachers conduct online test papers via digital platforms.

6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
-	-	-	-	-

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2019-20	One day National Workshop on Revised Accreditation	-	6-09-2019	32 TS 6 NTS	-

	Process-UGC NAAC for Affiliated Colleges				
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
1. One Week E-summer School on Advanced Functional Materials for Energy Harvesting,		1		13.05.2020-19.05.2020	
UGC Sponsored Refresher Course in Womes Studies and Women		1		01.11.2019-14.11.2019	
One Week Online Workshop on Research Methodologies and Data		1		26.05.2020-31.05.2020	
Swayam Arpit Online Course on Economics		1		Duration: 6 months Sept 2019	
UGC Sponsored Refresher Course-Winter School (Multidisciplinary)		1		05.12.19-18.12.19	
UGC Sponsored Orientation Programme		1		13.06.2019-03.07.2019	
UGC Sponsored Refresher Course -Summer School (Multidisciplinary)		1		09.07.2019- 22.07.2019	
Swayam Arpit Online Course on Gender/Women Studies		1		6 months Sept 2019	
Swayam Arpit Online Course on Financial Markets and Emerging		1		17.12.2019- 16.02.2020	
Swayam Online Course on Brand Management		1		Duration: 5 months Exam date: 09.11.2029	
Two Weeks MOOC Course on Online Learning and Content Development		1		18.04.2020- 02.05.2020	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): NIL					
Teaching			Non-teaching		
Permanent		Fulltime	Permanent		Fulltime/temporary
NIL			7		
6.3.5 Welfare schemes for					
Teaching				General Provident Fund,	

	State Life Insurance, Group Insurance, Group Personal Accident Insurance Scheme
Non teaching	General Provident Fund, State Life Insurance, Group Insurance, Group Personal Accident Insurance Scheme
Students	E Gratz, Institutional Scholarships Food for the poor students, Financial support to the needy students, seeking medical aid as and when required

6.4 Financial Management and Resource Mobilization

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

The college is a state-run institution, funded by the government. Any expenditure involving payment from the grants received from the state government and any other body is audited. The tuition fee for various academic programmes, as fixed by the government, are collected and remitted in the respective head of account. Use of financial resources is co-ordinated and monitored by the designated Committees. The Bursar, Treasurer, College Council, IQAC and Purchase committee monitor and manage available financial resources. The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audits are done by the designated team and external audits are done by government bodies. The Governing Board invites tenders and quotations for major purchases and expenditures and it will be selected after appropriate scrutiny.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

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

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

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

1. Helps in monitoring the teaching learning process for the development of the students
2. Helps in developing a friendly academic atmosphere in the department through active participation in PTA
3. PTA helps in infrastructure development

4. Parents are cordially invited for Orientation Programme of their wards on their first Day of College every year.				
6.5.3 Development programmes for support staff (at least three)				
1. Orientation sessions 2. Cultural Programme for staff under staff club				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
6.5.5				
a. Submission of Data for AISHE portal : (Yes /No) Yes				
b. Participation in NIRF : (Yes /No) No				
c. ISO Certification : (Yes /No) No				
d. NBA or any other quality audit : (Yes /No) No				
6.5.6 Number of Quality Initiatives undertaken during the year				
	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
	One day National Workshop on Revised Accreditation Process-UGC NAAC for Affiliated Colleges	6-9-2019	One day	38

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
Empowering the women to fit into the current world	4-3-2020	43	0

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

Solar panels are installed in the campus which considerably reduces energy bills. The Principal's room and the office block are now completely depends on solar power for the energy requirements. LED bulbs are also installed in the college as a part of energy conservation initiatives. A 2 KW solar project was installed on the college rooftop. The college has also installed solar lamps instead of electric lamps at many places which benefits students and staff in the college premises.

7.1.3 Differently abled (Divyangjan) friendliness

Items	Yes/N	No. of
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Facilities	o	Beneficiaries
Physical facilities		
Provision for lift		

Ramp/ Rails	yes	3
Braille Software/facilities		
Rest Rooms		
Scribes for examination	yes	4 (2 from History, 1 from Economics and 1 from Commerce)
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2019-20 (Economics)	one	one	January 8, 2020	LED Bulb Distribution	Energy Conservation	30 students and three teachers

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-)	Number of participants
Professional Ethics and Human Values	1/06/2019 to 29/03/2020	81

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

- 1) World Environment Day - NSS
- 2) Swatch Bharat Abhiyan – NSS
- 3) Swatch Bharat Abhiyan cleanliness drive – NSS

4) Catch Them Young 2020 Ecological Awareness for Students of Bethel LPS Kulakkada (Dept of English)

5) Hard Rain Poster Exhibition at Mathews II College of Engineering, Sasthamcottah (Dept of English)

7.2 Best Practices

Describe at least two institutional best practices

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

1. In for a Penny in for a Pound charity Programme initiated by the Dept. of History
2. Dr APJ Abdul Kalam Inter Collegiate Quiz Competition (Dept of Physics)
3. Documentation on Nobel Laureates and Booker Prize Winners (Dept of English)
4. Energy Conservation Practice (Dept of Economics)
5. Best out of Waste - (Commerce)
6. In association with the Kerala State Archives, Thiruvananthapuram, the department of History has conducted Historic Exhibition for the students on 29.01.2020
7. Generation of Solar Energy through Solar Panels

Title of the practice: ENERGY CONSERVATION PRACTICE

Objectives of the practice:

- To reduce energy consumption by lowering overall energy usage through efficient appliances, lighting etc.
- To promote the use of energy-efficient technologies, like LED lighting etc.
- To promote the shift from non-renewable energy sources (fossil fuels) to renewable sources like solar, wind, and hydroelectric power.
- To minimize emissions by promoting cleaner energy alternatives and more efficient use of energy in homes and transportation.
- To provide education on the benefits of reducing energy consumption and improving efficiency.
- To implement energy-saving measures that lead to reduced utility bills for consumers.

Context:

Energy conservation is essential to reduce the strain on natural resources, as fossil fuels like coal and oil are finite and depleting. It helps lower greenhouse gas emissions, combating climate change and reducing air pollution. By using energy more efficiently, individuals and businesses can save money on energy costs. Conservation also enhances energy security, decreasing dependence on

imported fuels and making energy systems more resilient. Lastly, it supports sustainable development, ensuring that future generations have access to the energy they need.

The Practice:

- Energy conservation campaign was conducted in the village of Kilivayal.
- The students visited few houses and explained the use of LED bulbs instead of filament bulbs.
- They emphasized the use of LED bulbs due to its energy saving capacity.
- They explained the economic advantage of LED bulbs in reducing the electricity bill.
- They also described how the use of LED bulbs reduces the use of non-renewable energy sources like electricity.

- The students distributed LED bulbs to 15 households on 8/01/2020.
- The households whole heartedly welcomed the activity and supported it.
- The households that received the LED bulbs witnessed a decrease in their electricity bill in the subsequent months.
- The households that received the LED bulbs witnessed improvements in lighting quality, durability, and savings, that serve as qualitative evidence of success.
- The members of those households also encouraged their relatives to begin the usage of LED bulbs.

Title: DOCUMENTATION ON NOBEL LAUREATE

Objectives of the Practice:

- To help preserve the literary legacy of a Nobel laureate ensuring that future generations can access and learn from their contributions.
- To provide in-depth analysis of their works, themes, writing style, and influence on global literature, offering valuable insights into their creative process and intellectual journey.

- To inspire the aspiring writers by encouraging them to pursue their passion and develop their own unique voices in literature.

The Context:

St Cyril's College established a commendable tradition where first-year B.A. English students prepare a comprehensive documentation on Nobel Laureates in literature. This ongoing initiative not only showcases the students' evolving academic skills but also demonstrates their dedication to exploring and appreciating the most recent literary achievements and trends. It encourages students to engage in extensive research to gather information about the laureates' biography, literary works, and critical reception.

The Practice:

- The first year undergraduate students took the responsibility of compiling documentation on Kazuo Ishiguro, the Nobel Laureate in Literature for the year 2017.
- An editorial board was constituted under the guidance of the faculty advisor, Mrs. Reshma Susan George, with Melvin Manoj assuming the role of Editor-in-Chief and Ancy T serving as the Sub-Editor.
- Students engaged in extensive research to gather information about the laureates' biography, literary works, and critical reception. This involved exploring both primary and secondary sources to provide a comprehensive overview.
- The documentation was a collaborative effort, with students working together to pool their research findings, share insights, and create a cohesive narrative. This collaborative effort mirrored the collective essence of literary exploration and fostered a sense of camaraderie among the students.

The document titled "Kazuo Ishiguro: An Artist of the Floating World" explored the author's life, literary works, and the influence of his contributions in the literary sphere. It provided a detailed comprehension of their importance in the realm of literature. The documentation was released by Dr Athira P.S., Director, Centre for Intellectual Property Rights, NUALS, Kochi in the IPR Seminar conducted by the Department of English on 18 November 2019.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution

St Cyril's College has several distinctive features that set it apart from other institutions. The college is dedicated to uplifting women through higher education and intergrating them into main stream society. This focus on women's empowerment is a significant aspect of its mission,

The priority of the college is the holistic development of students by providing value-based quality education. While academic excellence is our distinctiveness, we also emphasize on wholesome personality development of the students with a holistic approach. St Cyril's College is proud of its contribution to society by nurturing young students to excel in different subjects and become responsible citizens. Catering to the needs of the less fortunate by providing them education for success marks out this institution from others. While the underprivileged rely on the college for education, the committed and dedicated services of its staff to run the extra mile in grooming these students highlights the true spirit of an educational institution in moulding a successful human being. This principle is the bedrock of the college which functions on a motto of love of God and service to humanity. As student welfare measures, economically deprived students are granted stipends, reserved category students are allowed to keep books from the teachers' personal collections.

The institution is committed to providing quality higher education encompassing capacity building for knowledge economy towards progress of rural populace particularly socio-economically disadvantaged groups with special focus on rural women. Rural women are provided with educational opportunities to become economically and socially equal. St Cyril's College, Adoor was established in 1981 in a rural environment, Kilivayal Village with a motto of educating rural community (The future of India lies in its villages - Mahatma Gandhi). Majority of the students are from the rural belts of Adoor, Enathu, Parakode etc and are from socio-economically disadvantaged in terms of education and women empowerment. The college is sensitive towards women and educates them to achieve success in every sphere of life. They are sensitized towards awareness of moral values and trained to work against social evils and discrimination against women. The Women's Cell together with NSS and NCC organizes various events on gender issues. In collaboration with Soft Skill training, the girls are provided self-defence training.

The College emphasizes outreach programs to solve many problematic issues of society. The value of holistic education is reflected by the huge participation of students during outreach programs for the upliftment of less privileged sections of society. NSS initiated a cleanliness drive in neighborhood areas of the college under 'Swachh Bharat Abhiyan' and motivated people

towards cleanliness and hygiene. Blood donation camps are organized by NSS wings every year. Covid pledge and clothing donation drives were a few other activities performed by the NSS wing in different regions of Adoor.

The warm rapport that the teachers share with students is yet another hallmark of the institution. Faculty members act as mentors, providing guidance not just academically but also personally and professionally. With smaller class sizes, individualized attention creates a space for enhanced teaching learning process.

