



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

St Cyril's College, Adoor

- Name of the Head of the institution

Dr Susan Alexander

- Designation

Assistant Professor

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

04734210043

- Mobile no

9496840965

- Registered e-mail

cyrilsadoor@gmail.com

- Alternate e-mail

cyriladoor@rediffmail.com

- Address

Cyril's Mount, Vadakkadathucavu

- City/Town

Adoor

- State/UT

Kerala

- Pin Code

691526

2.Institutional status

- Affiliated /Constituent

Affiliated

- Type of Institution

Co-education

- Location

Rural

- Financial Status

UGC 2f and 12(B)

- Name of the Affiliating University **University of Kerala**
- Name of the IQAC Coordinator **Dr Mini Samuel**
- Phone No. **04734210043**
- Alternate phone No. **04734210043**
- Mobile **9496080150**
- IQAC e-mail address **iqaccyrils@gmail.com**
- Alternate Email address **minisamuel@stcyrils.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://stcyrils.ac.in/content/uploads/44213.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://stcyrils.ac.in/content/uploads/University-Academic-Calendar-2022-23.pdf>

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|----------|-------------|-----------------------|-------------------|-------------------|
| Cycle 1 | B | 2.35 | 2012 | 21/04/2012 | 20/04/2017 |
| Cycle 2 | B | 2.22 | 2019 | 08/02/2019 | 07/02/2024 |

6. Date of Establishment of IQAC

25/04/2012

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|------------|----------------|-----------------------------|------------|
| Nil | Nil | Nil | Nil | Nil |

8. Whether composition of IQAC as per latest NAAC guidelines

No

- Upload latest notification of formation of IQAC

No File Uploaded

9.No. of IQAC meetings held during the year 3

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

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

- If yes, mention the amount

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

Introduced three day orientation programme for first year students

Introduced Faculty Enrichment Programme aimed at boosting the cognitive capacities of the staff

Initiated 3 courses viz. Yoga, Communication Skills and ICT under Capability Enhancement for students to enhance their capabilities and prepare them for a digitized future

Budhwar ka Khadi Mahotsav introduced to support the village weavers of India through the use of Khadi products - Khadi attire to be worn every Wednesday by staff and students

Certificate courses introduced to increase employability and offer additional knowledge and skills in various subjects.

12.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 |
|--|---|
| Introduction of Certificate courses with a duration of 30-40 hours | Certificate Courses of 30 to 40 hours are provided. i. Chemistry - Good Laboratory Practice ii. Commerce - Business Communication iii. English - English Language Skill iv. Economics - Budget Studies v. History - Numismatics and |

| | |
|---|---|
| | <p>Philately vi. Physics - Python 3.4.3 vii. MGOCSM - Professional Ethics and Human Values</p> |
| <p>Induction Programme for First Year Students</p> | <p>IQAC initiated a three-day induction program for newly enrolled students, providing valuable insights on embracing life and personal development in the post COVID world. Students became acquainted with the college, its updated facilities and new opportunities.</p> |
| <p>Bridge Courses, remedial coaching, Career Guidance classes, Competitive Examination coaching and mentoring</p> | <p>Students got an initiation in their field of study through Bridge Course. Remedial Coaching helped them to perform well in their exams. Career Guidance classes provided insight into career opportunities and competitive exam coaching helped them tackle the various examinations conducted by the Government and other firms.m</p> |
| <p>Capability Enhancement Programme to be introduced</p> | <p>With a focus on capability enhancement, the IQAC organized programs in Soft Skill Development (SSDP), Yoga, ICT, and English Communication Skills for the growth of the students and it could be seen reflected in their overall performance.</p> |
| <p>Institutional Development Plan to be charted and submitted before the Management</p> | <p>Management has positively responded to the project submitted by Dr Mini Samuel and Dr Anoop Chandran for the development of the institution</p> |
| <p>Hasten the procedures for upgradation of Department of Physics as Research Department</p> | <p>- P G Department of Physics upgraded to Research Department. The Department of Physics, was recognized as a research department by the University of Kerala.</p> |

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

| Name | Date of meeting(s) |
|-------------------------|--------------------|
| Academic Council | 11/12/2023 |

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

| | |
|--|---------------------------------|
| 1.Name of the Institution | St Cyril's College, Adoor |
| • Name of the Head of the institution | Dr Susan Alexander |
| • Designation | Assistant Professor |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 04734210043 |
| • Mobile no | 9496840965 |
| • Registered e-mail | cyrilsadoor@gmail.com |
| • Alternate e-mail | cyriladoor@rediffmail.com |
| • Address | Cyril's Mount, Vadakkadathucavu |
| • City/Town | Adoor |
| • State/UT | Kerala |
| • Pin Code | 691526 |
| 2.Institutional status | |
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Co-education |
| • Location | Rural |
| • Financial Status | UGC 2f and 12(B) |
| • Name of the Affiliating University | University of Kerala |
| • Name of the IQAC Coordinator | Dr Mini Samuel |
| • Phone No. | 04734210043 |

| | | | | | |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Alternate phone No. | 04734210043 | | | | |
| • Mobile | 9496080150 | | | | |
| • IQAC e-mail address | iqaccyrils@gmail.com | | | | |
| • Alternate Email address | minisamuel@stcyrils.ac.in | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year)) | https://stcyrils.ac.in/content/uploads/44213.pdf | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://stcyrils.ac.in/content/uploads/University-Academic-Calendar-2022-23.pdf | | | | |
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| 6.Date of Establishment of IQAC | | | 25/04/2012 | | |
| 7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | |
| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | |
| Nil | Nil | Nil | Nil | Nil | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | No | | |
| • Upload latest notification of formation of IQAC | | | No File Uploaded | | |
| 9.No. of IQAC meetings held during the year | | | 3 | | |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have | | | Yes | | |

| | |
|--|------------------|
| been uploaded on the institutional website? | |
| <ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded |
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| 11. Significant contributions made by IQAC during the current year (maximum five bullets) | |
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| Introduced Faculty Enrichment Programme aimed at boosting the cognitive capacities of the staff | |
| Initiated 3 courses viz. Yoga, Communication Skills and ICT under Capability Enhancement for students to enhance their capabilities and prepare them for a digitized future | |
| Budhwar ka Khadi Mahotsav introduced to support the village weavers of India through the use of Khadi products - Khadi attire to be worn every Wednesday by staff and students | |
| Certificate courses introduced to increase employability and offer additional knowledge and skills in various subjects. | |
| 12. 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 | |
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| Plan of Action | Achievements/Outcomes |
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| | |
|---|--|
| | performance. |
| Institutional Development Plan to be charted and submitted before the Management | Management has positively responded to the project submitted by Dr Mini Samuel and Dr Anoop Chandran for the development of the institution |
| Hasten the procedures for upgradation of Department of Physics as Research Department | - P G Department of Physics upgraded to Research Department. The Department of Physics, was recognized as a research department by the University of Kerala. |
| 13. Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> Name of the statutory body | |
| Name | Date of meeting(s) |
| Academic Council | 11/12/2023 |
| 14. Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| Yes | 16/03/2024 |
| 15. Multidisciplinary / interdisciplinary | |
| <p>The field of education is ever evolving, keeping abreast of the international changes that have come over the domain. St Cyril's College is a Higher Education Institution that has been keeping up with the latest policies and strategies earmarked by the Government. As the institution has to adhere to the educational policies, regulations, and curriculum framework stipulated by the University of Kerala, there is limited scope for expansion of the same. However, standing within the limitations, the college has efficiently provided an interdisciplinary and multi-disciplinary educational ambience to the students. The General English papers meant for the entire student community like Language Skills and Modern English Grammar and Usage intends to pave way for language efficiency in students enabling them to use English language fluently. The paper Contemporary Issues diverts attention of the</p> | |

students to various pertinent social issues for which solutions have to be sought for by the young minds. It builds in them a civic sense making them aware of gender issues, globalisation, electronic developments and the AI. Environmental Studies and Disaster Management takes on an inter-disciplinary approach integrating Environmental Science and Literature to create awareness about the Environment and the necessity to protect it. The literary part in it helps to make such studies a part of the student culture. The students are also given a choice of second language where they get introduced to either Malayalam or Hindi (as per their choice). Here they get the opportunity to delve into the cultural dimensions of their mother tongue and national language taking on an integrated multi-modal approach to language and culture. The Political Science papers offered as Complementary papers in the first two years enable them to develop a sense of democracy, nationalism, and secularism. Interestingly, the Open Courses offered in semester 5 by the various Departments provide an opportunity for the students to choose subjects of their interest making their learning atmosphere interdisciplinary in nature. Papers like Communicative Applications in English, Environmental Chemistry, Human Rights, Human Resources Management and Financial Accounting are opted by students to make their studies inter-disciplinary. Adding to this the UG and PG students undertake research projects that are inter-disciplinary in nature. Students are encouraged to take up project works in art forms such as Kathakali, Theyyam, Sopana Sangeetham, Seethakali and the like. They have also worked on local folklores that are extant thereby promoting the culture of a land. Projects are also undertaken blending literature, culture, theory and films. The Departments of English, Physics, History, Commerce and Economics offer certificate courses in Enhancing English Language Skills, Theory and Technology of Dye Sensitized Solar Cells, Numismatics and Philately, Business Communication and Budget Studies for the students of the college and this boosts the inter-disciplinary nature of the studies offered here. In addition to this, the college also offers Capability Enhancement Courses like Yoga, Communication Skill, IT Skill and Soft skill. The New Gen Course, BSc in Mathematics and Computer Applications has been introduced with the hindsight of providing inter-disciplinary studies to students once NEP is implemented. In order to enhance the capability of the students, they have been enrolled in various Swayam courses. The activities of the NCC and NSS have also opened up windows to developing various activities.

16.Academic bank of credits (ABC):

The institution follows the Choice based Credit and Semester System as implemented by the affiliating University which is the University of Kerala. According to the regulations of the University, ABC system has not been introduced. However, to meet the requirements of the policies of the Central Government, initial discussions have been made regarding the introduction of ABC Portal. It can become functional only if the University of Kerala switches to this mode. According to CBCSS, a student has to attain 120 credits at the end of the final year and it gets automatically added when the student undertakes the exams mandate in every semester. The credits get reflected in the consolidated mark list and the tabulation takes place in the section concerned of the University of Kerala. In the present system, credit transfer is not possible and the student can get transferred only if the opted institution offers all the papers as the previous one. In order to comply with the ABC system, when introduced, the institution has encouraged students to join for Swayam and MOOC courses. Attempts are also being made to collaborate with foreign universities for student exchange programmes. Faculty members take part in syllabus revisions to make significant contributions in enriching the curriculum by incorporating latest studies from the disciplines of Sociology, Philosophy, Psychology and other scientific areas of study. Though at the nascent stage, the institution is thoroughly equipped to introduce the ABC system when the University adopts it.

17.Skill development:

The year 2021-2022 was no different from the previous year in terms of the pandemic as the world saw another year filled with anxieties of covid 19. Taking into purview the necessity of preparing the students to face the challenges, the college initiated a number of skill training sessions. Water analysis is an important endeavour of the Department of Chemistry where the students are trained in analysing the purity of well water. This began as a major initiative after the floods hit Kerala in 2018. Well water of neighbouring areas is tested using the instrument and a report is given to them. To overcome the challenges posed by covid 19, the Departments undertook the responsibility of training students in using electronic gadgets fruitfully. Technology aided learning became the byword and students were taught to make power point presentations, short videos, use google meet and google forms. Vocational training was given to students through the activities of NSS and the women cell. Cultivation of Microgreens was an important assignment of NSS where the students and the members of Kudumbasree Unit of

Kilivayal were taught how to grow microgreens at home. This contains nutrition necessary for maintaining health. The Career Guidance cell conducted an orientation class in association with the University Employment Information and Guidance Bureau of the University of Kerala for the students on the various career pathways with the aim of improving their employability. The Entrepreneurship Development Club managed by the Department of Commerce motivates students in nurturing their entrepreneurial skills while also motivating them to create an aptitude for business. The certificate course on Numismatics and Philately offered by the Dept of History serves to develop an understanding of old coins paving way for research in the historicity of the same. Business Communication provided by the Dept of Commerce enhances business skills in students. The Department of Physics through their certificate course on Dye Sensitized Solar Cells trains the students in the craft of making solar cells. An understanding and analysis of the budget becomes possible through the certificate course offered by the Dept of Economics. The Certificate course Enhancing Communication Skills offered by the Department of English has been instrumental in enhancing the English speaking skills of the students. The introduction of soft skill has been proactive in developing various skills like emotional intelligence. In addition to this, the college has initiated Skill courses such as Yoga, IT Skills, and Communication Skills which enhance the employability and capability of the students. The NSS Unit of the college has also been instrumental in providing training for the volunteers at various levels.

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

Owing its allegiance to the rich traditions of the country, the institution plans activities that promote Indian knowledge system. The institution has adopted the bi-lingual mode where the vernacular language Malayalam is also used as a medium of instruction. Even though a regular degree course does not exist in the college, the students get the opportunity to taste the flavour of Indian languages like Malayalam and Hindi through the Second Language options. All the students have to choose either Hindi or Malayalam as their second language. This helps them to get connected with their mother tongue and national language thereby getting introduced to the cultural nuances through literary texts. Here they learn to use correct form of the language equipping themselves with the correct grammatical structures, pronunciation and spelling. The students can present

their seminars in the vernacular language, the only exception being in the Department of English. Teaching takes place in the bi-lingual mode and even the Department of English follow the Grammar Translation Method to give a better understanding to the students enabling them to compare the usages in both the languages. The Department of English has also taken up a paper called Twentieth Century Malayalam Translation in English which introduces the students to the literary texts written by stalwarts of Malayalam Literature. The Unit 5 of Linguistics and Structure of English Language, the paper prescribed for Semester 5 English students deal with Indian Linguistics. Students are encouraged to participate in programmes associated with International Mother Language Day. The library council of the college also takes special interest in promoting Indian languages by helping students pick books in their mother tongue. The Degree and PG projects also incorporate topics such as local art forms and Malayalam films where these students conduct research to delve into the depths of the cultural elements enfolded in it. Teaching of Yoga as part of Capability Enhancement has been highly helpful in integrating Indian Knowledge System into their curriculum. The college itself is nestled in greenery, owning a mini forest with varieties of trees and shrubs that have Ayurvedic properties. The NSS unit also ensures planting of trees and vegetation that have medicinal properties.

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

The curriculum framed by the University of Kerala for the Choice Based Credit and Semester System is outcome based. All Programmes and Courses pertaining to the Programmes have Programme Outcome and Course Outcome respectively. The institution adhering itself to the principles of the University strictly follows an outcome based educational system. As the student community is to be given a holistic education, the institution has adopted a multi-disciplinary and inter-disciplinary approach even when facing limitations in curriculum design. The activities pertaining to the transaction of knowledge are planned to enhance knowledge, creativity, practicality, communication skills, social skills and cultural competence of the students. The students are made aware of the Programme outcome and course outcome so that they can work accordingly. The assignments and seminar topics are so designed that it helps the students to fulfil the parameters of OBE such that when mapped they would clearly indicate the achievement of the outcome. Though there is limited scope for teachers in designing the question paper for University Exams, they ensure that the parameters of testing are followed while preparing the

question papers for the Internal Exams. They help to measure the comprehension of the student while also carefully plummeting other skills like application, evaluation, creativity, memorisation, and analysing capacity. It becomes a pointer to the critical thinking, and problem-solving abilities of the student. The certificate courses provided by various departments is an added advantage in upholding an inter-disciplinary approach. To fully achieve the outcome specified, the institution offers value added courses and various life skills are inculcated through the activities of NCC and NSS.

20.Distance education/online education:

The institution does not have the autonomy to conduct classes in the distance education mode as it is affiliated to the University of Kerala and has to follow the norms and rules stipulated by the University. This lacuna is filled up through the online mode of teaching which has become prevalent during the pandemic. The institution has devised innovative strategies to bridge the gap created due to the spread of covid 19 virus. Latest technological aids such as google classroom, google meet specifically G Suite, YouTube channels and the like are used to make teaching effective. These modes of teaching learning have paved way for independent and collaborative learning. The Departments of English and Physics created YouTube channels through which various topics are dealt with. The certificate courses offered by the Departments of English, History, Physics, Economics and Commerce are conducted in the dual mode. Though the online mode of teaching began as a part of Covid 19 strategies, it is still followed as part of blended learning where the online mode is used for providing additional support to students.

Extended Profile

1.Programme

1.1 8

Number of courses offered by the institution across all programs during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

2.1 606

Number of students during the year

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

2.2 53

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.3 224

Number of outgoing/ final year students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

3.1 33

Number of full time teachers during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.2 33

Number of sanctioned posts during the year

Extended Profile

1. Programme

| | |
|--|---|
| 1.1 | 8 |
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2. Student

| | |
|------------------------------------|-----|
| 2.1 | 606 |
| Number of students during the year | |

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

| | |
|--|----|
| 2.2 | 53 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|-----|
| 2.3 | 224 |
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3. Academic

| | |
|--|----|
| 3.1 | 33 |
| Number of full time teachers during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| 3.2 | 33 |
|---|---------------------------|
| Number of sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 25 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 8.011 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 40 |
| Total number of computers on campus for academic purposes | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college adheres closely to the syllabus set by the University of Kerala and also aligns its activities with the academic calendar established by the University. Operating within the framework provided by the University, the college ensures effective curriculum planning and implementation. The syllabus for each semester is distributed among the faculty based on workload. The Head of the Department oversees the smooth execution of classes according to the syllabus.

The college primarily utilizes the lecture method and ICT tools to convey information to students. All faculty members are dedicated to incorporating teaching aids as needed to enhance the effectiveness and comprehensiveness of instruction. Additionally, students engage in various curriculum activities such as seminars, projects, practical, and assignments, which contribute to their practical knowledge.

The college strives to complete the syllabus within the designated timeframe, allowing students ample opportunity to prepare for their University exams. Feedback is gathered from students, parents, alumni, and faculty and appropriate measures are taken to address any issues raised in this feedback.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At our institution, we strictly follow the academic calendar set by the University of Kerala. This alignment is essential for scheduling both internal and external examinations, ensuring that assessments are carried out in a timely and organized manner. To support this process, the College Council works closely with the Internal Quality Assurance Cell (IQAC) to create an institutional academic calendar that aligns perfectly with the university's framework. This collaboration ensures our academic activities are in sync with the broader educational schedule, facilitating a smooth flow of events throughout the academic year.

Moreover, developing a master timetable for the entire institution, along with detailed departmental schedules, is crucial for maintaining adherence to the academic calendar. These timetables are carefully designed to ensure that all courses are completed within the designated timelines, promoting effective learning and minimizing disruptions. By structuring our academic year in this manner, we not only enhance the educational experience for our students but also uphold the standards set by the University of Kerala. This systematic approach ultimately fosters a more organized and efficient academic environment, benefiting both faculty and students.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information | https://stcyrils.ac.in/content/uploads/University-Academic-Calendar-2022-23.pdf |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

D. Any 1 of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

7

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | View File |

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

7

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

113

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Students actively engage in debates and discussions on gender issues, encouraging critical thinking and the exchange of diverse perspectives. These discussions foster an environment where students are not only exposed to different viewpoints but are also challenged to reflect on their own biases and assumptions. This active engagement deepens their understanding of the social and cultural dynamics that shape gender roles and relations in society. Furthermore, such activities empower students to articulate their opinions confidently and advocate for equality and inclusivity in various spheres of life.

These educational initiatives are part of a broader effort to create a holistic learning environment that goes beyond academic instruction. By integrating social and environmental awareness

into the curriculum, we aim to cultivate well-rounded individuals who are socially responsible and environmentally conscious. Through programs that focus on personal development, students learn valuable life skills, such as empathy, collaboration, and leadership. These programs also encourage students to think critically about the world around them, preparing them to engage thoughtfully with complex global challenges.

Ultimately, our goal is to equip students with the tools they need to navigate a rapidly changing world and contribute positively to society, promoting a more equitable and sustainable future for all.

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

1.3.3 - Number of students undertaking project work/field work/ internships

212

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni **C. Any 2 of the above**

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://stcyrils.ac.in/content/uploads/Feeed-backreport-2022-23-Final-below-2MB.pdf |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | No File Uploaded |
| Any additional information | No File Uploaded |

1.4.2 - Feedback process of the Institution may be classified as follows **A. Feedback collected, analyzed and action taken and feedback available on website**

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://stcyrils.ac.in/content/uploads/Feeed-backreport-2022-23-Final-below-2MB.pdf |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

198

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

32

| 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 the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The assessment of the learning levels of students is done immediately after their admission. All departments conduct an entry-level examination based on subject knowledge and aptitude, categorizing students into advanced learners, average learners, and slow learners. The Science departments assess logical reasoning and basic knowledge of subjects while the Arts and humanities departments assess language competency and writing skills. Internal exams and class tests determine the learning potential of slow learners. The marks in the qualifying exam, English language proficiency and logical reasoning competency can identify slow learners. The slow learners are offered Remedial coaching soon after the internal exams and a well-organized mentoring system helps the students. Peer teaching is encouraged to provide individual attention to the learners. Regular PTA meetings are held to update parents about the progress of their wards. The advanced learners and average learners are guided to attend UGC NET, JRF, GATE exams. They are motivated to attend courses with SWAYAM, NPTEL, MOOC and other online platforms and participate in national and international

seminars, present papers and publish research articles. Exposure to books and online resources through INFLIBNET, interactions with eminent personalities, opportunities for attending interviews and group discussions are made available to the learners.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 606 | 33 |

| File Description | Documents |
|----------------------------|---------------------------|
| 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

St Cyril's College strives academic excellence through focus on student- centered experiential learning. Departments and club activities engage students in debates, role plays, seminars, quizzes and question-answer sessions. To make teaching-learning interesting, the monotonous methods of lecturing are replaced by seminars, group discussions and peer teaching. Teachers and students work collaboratively to include learner approaches like project and problem-solving methods, inductive-deductive approach, concept mapping, constructivist approach etc. Experiential learning and hands-on training are offered by the Science departments through laboratory practical sessions, practical records and procedural charts. Invited talks, workshops, Meet the Expert programme, association related activities provide the students exposure and knowledge about the latest trends in their subjects. Documentation on Nobel Laureates by the English department highlights participative learning bringing into its ambit research methodologies. Eco walks, as a best practice, are encouraged where students and teachers closely observe nature planning activities to conserve

the environment. Community outreach programmes through the NSS & NCC units, educational field and industry visits, audio-visual learning in classrooms, club activities are forms of experiential learning. The college ensures seminars on Career opportunities, group projects and assignments, soft skill training, role plays, peer learning groups, guided library work to promote participative learning.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College has implemented a plethora of ICT tools and technology for teaching, learning and evaluation. Faculty members use smart classrooms for dynamic presentation of lectures containing multimedia content. The classrooms are ICT enabled with Wi-Fi. The Seminar Hall and Smart class are equipped with high-quality projectors to coordinate learning activities. Google Meet, Zoom, and YouTube channels were widely used in the academic year 2022-2023. Several online resources through INFLIBNET were opened to the learners. Google Classroom was a robust platform for sharing digital content with students and dedicated institutional G-suite with unlimited cloud storage have been made available on Google platform. The YouTube channels of the PG departments of English and Physics host several video lectures and entertainment videos created by the teachers and students. Computer labs, with audio-video facilities help avail online content within the College. Digital copies of lecture notes and presentations are distributed as PDF and PPT files. Curriculum feedback and progression are facilitated through online portals. With the aid of SMS and WhatsApp, important information and instructions are conveyed to the student and parent community. The College also ensures that it has an active online presence on the college's website and social media platforms.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

33

| File Description | Documents |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

33

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

234

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

A transparent and robust mechanism is followed for assessment of the students which helps to achieve good results in the examination. The departments make wise choices in the methods and strategies for the conduct of the assessment. The continuous internal evaluation includes class tests, tutorials, assignments, seminars, and group discussions. Creative techniques were adopted to assess the comprehension of students during the year 2022-2023. The class tests were also conducted through online mode. Attendance and curricular activities were continuously monitored. The evaluation system is reformed in consultation with the higher authorities. The college internal evaluation process is centralized to make it objective. The college follows the academic calendar of the University, prepares a tentative schedule for internal exams. Extra efforts are adopted to increase the learning potentials of slow and advanced learners. Question papers are set as per the university

examination pattern. The Question Bank is maintained in the college library. Oral examination based on practical work is carried out for the assessment. The attendance record is a part of internal assessment maintained by each subject department. Soon after the internal exams, the grievances of the students about assessment, if any, are addressed by the DLMC.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://stcyrils.ac.in/content/uploads/hand-Book-2022-2, https://stcyrils.ac.in/content/uploads/University-Academic-Calendar-2022-23.pdf3-4 compressed compressed.pdf |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The institution has established a time bound mechanism for Examination and Evaluation. The Internal Examination Committee works on examination related issues of both internal and external examinations. One senior faculty member oversees the Examination Cell. Internal exams are planned after the completion of sufficient syllabus and the declaration of the University Exam dates. The Examination committee conducts the internal exam after setting the date and time of the exam in consultation with the heads of the department. The answer scripts of the internal exams are given to the students for personal verification. The process being transparent, the final marks of internal exams are submitted to the university after valuation of answer scripts. Once this process is completed no further changes are entertained. Any grievances related to the internal exams are brought to the notice of the teacher concerned and gets immediate rectification. If the teacher concerned is unable to solve the grievance, the matter is brought before the DLMC followed by CLMC. As external exams are conducted by the University the college arranges the smooth and fair conduction of exams in the college strictly.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

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

Information regarding the college is communicated to stakeholders through college website, academic handbook and calendar. The syllabi specifying the PSOs and COs, the pointers for preparation, are framed by Board of Studies and experts in the field. The IQAC in consultation with College Council integrates these POs & PSOs to be uploaded on the website. The dispersal of the learning outcomes gets initiated when students are briefed about them in detail during orientation sessions after admission. The outcomes mentioned in the syllabus of each course are incorporated in the teaching plan to clarify students' concerns regarding learning outcomes and the effective means to achieve them. Students' works such as assignments/seminars/presentations/tests, which demonstrate their knowledge and skills, are a part of both assessment and evaluation. Indirect measures of assessment include collecting feedbacks through surveys, alumni and employer feedback about students regarding knowledge, skills, attitudes, recommendations and appraisals. Alumni surveys and placement records are constantly monitored by the IQAC. The attainment report of the POs and PSOs collected through various means are constructively used: to improve the Programme, to effect necessary changes in the Programme and course delivery, and to effect required actions in the subsequent academic year.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://stcyrils.ac.in/content/uploads/22-II-2.6.1_compressed-1.pdf |
| Upload COs for all Programmes (exemplars from Glossary) | No File Uploaded |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The attainment of POs, PSOs and COs of a programme are measured

using different methods, including both direct and indirect measures. The indirect measures are used to supplement direct measurements. Indirect measurements are used when it is impossible to measure the learning objective directly from the student. These COs and POs are mapped to find out whether the students have achieved the required outcome. The POs, PSOs and COs are measured directly through Course-inherent assessment method. Course-inherent Assessment: This method includes assessment through regular class activities. The learning capacities of the students are gauged through responses, levels of understanding and feedback. Internal exams, assignments, presentations and seminars are means of assessing PSOs. Indirect Assessment: Indirect assessment includes the students' feedback of their knowledge, skills, attitudes, learning experiences. The appraisal of the employers' through surveys or feedback is also part of the indirect assessment. At the end of the academic year, the programme level assessment report and action plan are presented before the College council. The findings and action required are then implemented in the subsequent year making changes in curriculum, pedagogy and student support. The remedial measures taken ensure that the programme and course outcomes can be achieved by the students.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

118

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | https://stcyrils.ac.in/content/uploads/Annual-Report-2022-23-1_compressed-3.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://stcyrils.ac.in/content/uploads/22-II-2.7.1_compressed-1.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | No File Uploaded |

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

3

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

| File Description | Documents |
|---|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

As an incremental step toward creating an ecosystem for innovation and enhancing its initiatives for the creation and transfer of knowledge, St. Cyril's College, Adoor, organized several impactful seminars in the academic year 2022-23. These seminars focused on research methodology, intellectual property rights (IPR), entrepreneurial skill development, and innovative practices in industry-academia collaboration. Notably, the Department of Physics was recognized as a research department by the University of Kerala that year. The college's research guides were instructed to develop a comprehensive 5-year plan to facilitate patent filings and other IPR initiatives, and faculty members are encouraged to apply for research funding. Furthermore in order to promote innovation the college has signed one MoU each with energy conservation society (ECS) and probodha trust.

In addition to these efforts, the college is seriously considering the initiation of mentorship programs pairing students with industry professionals to foster real-world insights and collaboration. These initiatives aim to bridge the gap between academic theory and practical application, further enriching the educational experience and enhancing student readiness for the workforce.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

15

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

| File Description | Documents |
|--|---------------------------|
| URL to the research page on HEI website | Nil |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | View File |

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

5

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In the academic year 2022-23, St. Cyril's College, Adoor, organized several impactful extension activities. On June 5,

2022, teachers and students from the PG Department of English visited Anganawadi No. 25 as part of their "Catch Them Young" program, aiming to foster environmental consciousness among young children. The Department of Physics hosted "Candela" at Dr. C.T. Eapen St. Thomas VHSSE in Pannivizha on November 4, 2022, to ignite a passion for science in students. The "Catch Them Young" initiative was again conducted at LP School Inchakkadu on March 10, 2023, promoting early literacy through books. Additionally, the Department of Economics engaged in an extension activity to spread energy conservation practices by distributing LED bulbs to local households.

These activities enriched students' educational experiences and fostered community engagement. By participating in these initiatives, students developed a sense of social responsibility while the community benefited from increased environmental awareness and energy efficiency. Such interactions create a culture of collaboration and learning that extends beyond the classroom, contributing to the overall development of both students and the local community.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

| File Description | Documents |
|--|------------------|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | No File Uploaded |
| e-copy of the award letters | No File Uploaded |

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

28

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1122

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

| File Description | Documents |
|--|------------------|
| e-copies of related Document | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | No File Uploaded |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

2

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

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 equipment etc.

The institution has a campus area of 17 acres with total built up area of 4924 sq m. There are 24 classrooms, 6 laboratories, 1 seminar hall with ICT facility, 1 smart classroom, 2 auditoriums, 1 Central library and administrative office. The college is well equipped in providing infrastructural facilities for teaching-learning. The Language Lab of the Department of English functions as a hub for nurturing the English Language proficiency of the students. The students of the Department of Commerce enhance their IT skills utilizing the facilities of the Computer Lab. The smart classroom enables the teachers to use ICT facilities effectively. A fully automated library is the hall mark of the institution and it also serves as the browsing centre. A separate toilet complex is

maintained for girls and boys. The college hostel (St Mary's Hostel) built with UGC assistance is a serene haven for the inmates inviting in students from various parts of Kerala to continue their education. It offers the right ambience for stay and study and is well monitored by the matron appointed by the management. There are adequate classrooms for students and a separate examination wing with rooms having cameras mounted for monitoring them. Question papers are secured in a separate exam room which is the space used for opening question papers and bundling them at the end of the exam.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

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

There are two auditoriums in the college where one serves as the major auditorium and the other serves as the mini auditorium. Based on the audience for the programme the venue is chosen. The women cell of the college serves as the recreation space for the girls of the college where they can spend their leisure time playing games and relaxing. They also practice for various programmes undisturbed here. The gymnasium takes care of the physical fitness of the students. The sports goods are stored in a separate sports goods room. The multi-purpose synthetic court serves as a platform for various sports activities. Serving mouth-watering delicacies and lunch, the canteen is a sought-after place by students and staff during times of leisure. There are three major grounds for conducting various sports and athletic activities. Since students are not permitted to park vehicles inside the campus, a separate parking area (a bike shed) is provided. The security is housed in a security room from where he can monitor the college well. A well-furnished Chapel is functioning for worship and inculcating spiritual values among teachers and students. A new administrative block is under construction.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

2

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4.511

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

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

The General Library of St. Cyril's College, Adoor is located near the ground floor of our college is a vibrant hub of academic

excellence, fostering intellectual growth and exploration. It empowers students, faculty, and staff to achieve academic excellence, fostering a culture of lifelong learning, innovation, and intellectual curiosity. The library has a good collection of more than 22000 printed books. Our library boasts an extensive and diverse collection of resources to support academic excellence and research. Situated in a calm environment, the library helps the users to spend time without any nuisance. The college has been a member of InFLIBnet N-List consortia for many years and provides access to thousands of e-resources. It provides web-based services including access to e-books, e-journals, and research databases, which provides more than 6,000 online Journals and more than 2,00,00 e-books. to empower the academic and research needs of our students. Also, we have a wide range of reference books which are rare and expensive.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

4.2.2 - The institution has subscription for the following e-resources 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 |
|--|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3.5

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Audited statements of accounts | No File Uploaded |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

152

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution is well-equipped with technological and infrastructural resources to enhance the learning experience and ensure campus security. It features 64 computers distributed across various departments, which are used for academic and administrative purposes. These computers are vital for facilitating IT-based learning, supporting students' projects, research, and general access to digital tools. The internet connection provided on campus has a bandwidth of 200MBPS, ensuring fast and reliable connectivity for both students and staff. During the COVID-19 pandemic, the institution introduced G Suite facilities to facilitate remote learning, collaboration, and communication among students and faculty.

The campus features an ICT-enabled seminar hall and a smart classroom. The ICT-enabled seminar hall is used for presentations, workshops, and academic seminars, equipped with advanced audiovisual tools that allow for interactive learning sessions. The smart classroom is designed to integrate modern teaching methods, enabling instructors to use digital resources,

multimedia, and online tools effectively in their lectures. The campus is under comprehensive CCTV surveillance, enhancing security and safety for students, staff, and visitors. The surveillance system ensures constant monitoring of key areas, contributing to a safe learning environment. These infrastructural facilities collectively support the institution's commitment to academic excellence and the well-being of its community.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

40

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| List of Computers | No File Uploaded |

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

| File Description | Documents |
|--|------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | No File Uploaded |

4.4 - Maintenance of Campus Infrastructure

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

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

4.51

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The infrastructural facilities are timely upgraded and properly maintained. A Purchase committee is established to gear the infrastructure development. The service of an electrician and a plumber is made available in the campus. Internal and external audits are annually employed on academic processes and progress. Computers are properly serviced and reused. The maintenance of computer hardware and software is carried out by third party experts. Librarian initiates maintenance of the library facilities with the help of library assistants. Stock verification of library books, is done every year. Professionals are hired for special sports training and field maintenance. Equipments are regularly serviced and new ones are purchased whenever required

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

393

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

69

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

| File Description | Documents |
|---|---|
| Link to Institutional website | https://stcyrils.ac.in/content/uploads/2022-V-5.1.3-CAPACITY-BUILDING-1.pdf |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

235

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

235

| 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 has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

14

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | No File Uploaded |
| Details of student placement during the year (Data Template) | View File |

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

52

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

10

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

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

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

23

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The College Union is an elected body that fosters democracy and leadership among students, aiming to mold them into responsible citizens. It includes roles like Chairman, Vice Chairman, General Secretary, Arts Club Secretary, Magazine Editor, Sports Secretary, two University Union Councilors, and representatives for UG and PG students. Following the directive of the Vice-Chancellor of the University of Kerala, the College Union Election for 2022-23 was held on 05.12.2022. Under the supervision of Returning Officer Dr. Rejeena V Rajan and Principal Prof. Mini Mathew, preparations were conducted in line with university guidelines.

Nominations were received on 29.11.2022, and a committee, including senior faculty and former returning officers, scrutinized the applications, publishing the final list of candidates by 4 p.m. that day. The elected union operates with staff advisors appointed by the Principal, supporting student activities in arts, culture, education, and recreation while advocating for student welfare. After an oath-taking ceremony,

the Union organized significant events like Christmas celebrations and a Merit Day cum College Day in March 2023, which helped identify and develop student talent, preparing them to represent the college at the university level.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

16

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

After the college reopened, the Principal suggested that Dr. O. C. Promod from the History Department be appointed as the Alumni Association Convenor. With Covid restrictions lifted, the 1997-98 Pre-Degree batch asked for permission to hold a reunion on campus, which was approved. On July 30, 2022, around 130 alumni attended, some bringing their families.

The event was led by former Principal Prof. Abraham Thalavadi,

with current Principal Ms. Mini Mathew presiding. Former Principal Prof. D. K. John gave a special speech, and the alumni honored their teachers with mementos and shawls. Alumni like Mr. Prasanth Chandran Pillai and Ms. Sunu Philip gave speeches, and the group held a moment of silence for classmates who had passed away.

One alumnus, Anil, came despite facing big challenges. He was the sole supporter of his family, including a paralyzed father and a mother with cancer, among other difficulties. Anil had taken a loan from Erath Service Co-operative Bank for a small house but was struggling to repay it. The Alumni Association stepped in, negotiating a lower interest rate and raising funds to clear his debt. Prof. D. K. John then returned Anil's house deed to him.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: An educated, spiritually enlightened community can eradicate ignorance and evil in society

Mission: Uplifting women through higher education and bringing them into the mainstream.

For effective implementation of plans/activities, various committees are formed, and responsibilities are decentralized.

The management and different bodies/committees/Cells comprising of management, principal, HODs and teachers focus on institutional objectives such as Effective Implementation of Curriculum, Faculty Development Programs, Effective Continuous Internal Evaluation, Implementation of remedial measures for below average performers, Research publications, extension activities, organizing women empowerment programs under women's cell and promoting the leadership quality of girl students, Promotion of Co-curricular and Extra-curricular Activities. The principal constitutes the various committees for a period of one year to ensure the smooth functioning of the college. Various activities are designed by the Convenors and the committee members. All teachers in 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.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://stcyrils.ac.in/content/uploads/hand-Book-2022-23-4_compressed_compressed.pdf |
| Upload any additional information | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The principal, teachers and the administrative staff work efficiently for the implementation of all the plans of the college. The IQAC also works well with it. The faculty involve in different committees as coordinators, conveners and members. Each department has a separate room and laptop/desktop with a printer. The College practises decentralisation and participative management by giving powers and functions to different committees such as admission committee, examination committee, Women Cell committee, library committee, Antiaging cell, Alumni association, grievance redressal cell, counselling cell, IQAC. The PTA of the college is formed for the smooth working and progress of the college. The teachers and parents of all the students are the members of the association. The governing body of the PTA is elected in the annual general body.

meeting. The executive committee of the PTA consists of the principal of the college as the president, an elected member from the parents of current students as the vice president, a teacher representative as secretary. In addition to all this regular class PTA are also held.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution, ruled via its mission to empower girls through higher education, has created a dynamic and adaptable strategic plan to make sure academic excellence, institutional increase, and holistic scholar development. This plan is aligned with vision and mission. The college, comprising the Principal, IQAC (Internal Quality Assurance Cell), and various branch heads, actively participates in making plans and decision-making to ensure that the group's educational, administrative, and infrastructural frameworks are in sync with contemporary academic demands. Action plans are charted out and the translated into action. Various levels of academic and administrative sections work in unison to carry out plans. We have a mentor-mentee system to develop teacher-student bonding. The strategic plan emphasizes non-stop tracking and comments to ensure institutional effectiveness. The IQAC often assesses the college's progress in achieving its strategic desires. Feedback from college students, parents and alumni is systematically collected and used to enhance the group's overall performance throughout all areas. The principal, supported by means of the IQAC and department heads, oversees the execution of the strategic plan. Regular meetings and reviews make sure that all stakeholders are aligned with the group's targets, fostering a culture of transparency and responsibility.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | https://stcyrils.ac.in/content/uploads/6.2.1-Strategy-Development-and-Deployment.pdf |
| Upload any additional information | No File Uploaded |

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

As a government aided higher education institution, the college is bound to follow the rules and instructions of the UGC, State Government and the University of Kerala to which it is affiliated. Promotions of the teaching faculty are based on criteria stipulated by the UGC, Kerala University and the Govt. of Kerala. The non-teaching staff are promoted as per the departmental tests and seniority prescribed by the Kerala government.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the institution webpage | https://stcyrils.ac.in/content/uploads/Organogram.jpg |
| Upload any additional information | No File Uploaded |

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

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document | No File Uploaded |
| Screen shots of user inter faces | View File |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college implements a range of welfare measures aimed at benefiting both teaching and non-teaching staff. Teaching staff are entitled to 15 days of annual casual leave, while non-teaching staff receive 20 days, in addition to 30 days of earned leave each year specifically for non-teaching roles. Both categories of staff are also granted 20 days of half pay leave annually. Those attending training programs or evaluation activities are recognized as being 'On Duty' in accordance with government regulations. The college offers a general library equipped with reading and reference materials, along with online access to resources like N-list and INFLIBNET for faculty members. Female staff are eligible for maternity leave according to state government policies, while male staff can take paternity leave. Additionally, teachers may receive duty leave for participating in seminars or workshops. The college fosters a community spirit by celebrating major festivals together, provides affordable meals in the canteen, and maintains first aid facilities. Staff grievances are taken seriously, with a dedicated committee in place to prevent sexual harassment. Permanent employees benefit from insurance schemes, and the General Provident Fund, while a contributory pension scheme is available for qualifying permanent staff.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

0

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

12

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance Appraisal System exists in the institute for teaching and non-teaching staff to evaluate and ensure that information on multiple activities performed is appropriately captured and considered for Appraisal. Performance Appraisal Report is submitted by the concerned faculty member in prescribed format. The performance appraisal system for the teaching staff is under the guidelines as per the UGC rules. Teacher's Diary is a mandatory record maintained by the faculty. These records, duly verified by the heads of the departments, are evaluated by the principal. Regarding administrative staff, the junior superintendent gives a confidential report of each staff based on the work done to the principal. On this basis promotion is given abiding by the rules of Govt. of Kerala.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the

various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college is a state government aided institution. The college is subject to financial audit by the Deputy Directorate of Collegiate Education. 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 conducts both internal and external audits on the financial transactions every year to ensure financial compliance. The college constitutes every year various teams of faculties for the stock verification of books, electronic equipment, furniture, stationary, lab equipment and other assets of every department.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

| File Description | Documents |
|---|------------------|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college has an established policy and strategy for planning and allocation of financial resources. Government Aids: The salary and other monetary benefits of staff are given by

theGovernment. Several students receive grants such as SC/ST grant, Minority scholarships, etc. The Kerala State Women Development Corporation allocates funds for women cell activities. Various endowments are instituted by the retired teachers for the students

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://stcyrils.ac.in/content/uploads/hand-Book-2022-23-4_compressed_compressed.pdf |
| Upload any additional information | No File Uploaded |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC undoubtedly took the lead in transforming the learning atmosphere in the campus into a learner-centric one, though the institution functions within the limitations of a traditionally structured curriculum and time-pressed semester examination system. Quality is assured through the following practices. Academic calendar is prepared in the beginning of the year. Classes and examinations conducted as per the academic calendar. A detailed Academic Audit is conducted. The purpose of the audit was a strategic overview of the Teaching Learning activity of the institution. By this the different aspects of the AQAR are analysed and authenticated with supporting evidence. IQAC enhances curriculum with Add-on/Certificate/Diploma Courses.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC consistently strives for qualitative improvement through regular reviews and feedback, aligning with the college's goals and objectives. Periodic reviews of curricular and co-

curricular aspects aim to enhance the teaching-learning process. To ensure quality assurance and review, the IQAC has implemented the following strategies and processes: Updating and maintaining ICT-enabled teaching and learning facilities. IQAC oversees the timely preparation and submission of the AQAR and Annual Report to ensure transparency and accountability. Decentralized administrative practices, such as teamwork and delegation, promote participatory management. There is an efficient Feedback Mechanism. Result analysis is conducted regularly immediately after the declaration of university result.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://stcyrils.ac.in/content/uploads/Annual-Report-2022-23-1_compressed-3.pdf |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | 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 Gender Awareness Campaign was conducted for the students of the college on October 11, 2022 in association with Women and Child Department and ICDS Parakkode to create awareness among the students regarding dowry system, heavy expenses for conducting weddings and child marriage. The campaign was carried out with the help of the NSS Unit . A detailed and interesting awareness class was lead by Adv Muhammad Ansari, District Court Pathanamthitta.He grabbed the attention of the students by sharing his experience as a lawyer. International Women's Day was celebrated on 8 March 2023.Hibiscus Squash - product was launched, which was prepared by the students.The squash was made from the hibiscus planted in the campus and nearby locality. Hygienically prepared squash was bottled and the first sale was by Dr Susan Alexander, the Principal of the college. A sample was given to Ashaworker, Ms Mini johnson and to Anganwadi teachers.. The revenue generated was used for charity. Gender sensitisation and awareness classes were conducted. Self defence classes were organised for girl students.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://stcyrils.ac.in/content/uploads/GENDER-SENSITIZATION-ACTION-PLAN-.pdf |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://stcyrils.ac.in/content/uploads/22.7.1.1_compressed.pdf |

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

C. Any 2 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | No File Uploaded |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Colour coded bins are provided to facilitate proper segregation of solid waste. Plastic wastes are sent to LSGD centres for recycling. Organic wastes such as food scraps are dumped in the biogas plant. "Your waste is your responsibility" is promoted as a part of waste reduction. Chemical wastes are disposed of following the procedures laid down in the laboratory manual. The security of the students is ensured.

| File Description | Documents |
|---|------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | No File Uploaded |

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

B. Any 3 of the above

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |

7.1.5 - Green campus initiatives include

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

C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways

4. Ban on use of plastic**5. Landscaping**

| File Description | Documents |
|--|------------------|
| Geo tagged photos / videos of the facilities | No File Uploaded |
| Various policy documents / decisions circulated for implementation | No File Uploaded |
| Any other relevant documents | No File Uploaded |

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities **D. Any 1 of the above**

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | View File |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, C. Any 2 of the above

scribe, soft copies of reading material,
screen reading

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| 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 socioeconomic and other diversities (within 200 words).

The College celebrates all major religious festivals like Onam, Christmas and Bakrid. Students distributed essential supplies kits in the neighbourhood and "Onakkodi" (gift hampers) were distributed to the helpers in the college. An Onam Stall was also set up to promote the traditional observation of the festival. Christmas was celebrated by the students distributing cakes in the neighbourhood and sharing the message of love and peace. Anti-ragging classes were organised to make students tolerant towards their juniors and maintain healthy social relationships. Students visit old age homes which infuse in them with social responsibilities. The college regularly conducts Arts Festival for students where they exhibit their talents through classical performing arts. International Day of Mother Language is celebrated to promote use of mother tongue. It was a privilege to accommodate a student from Tamil Nadu in the BA English Degree Course. The NSS Camp held during the Christmas holidays is a perfect example of communal and social tolerance where students from diverse walks of life come together on a common platform.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | No File Uploaded |

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

The one-day National Seminar on 'Constitution and Social Justice' organized by Departments of Political Science and History, St. Cyril's College, Adoor in association with the Institute of Parliamentary Affairs, Govt. of Kerala was conducted on 18 th November, 2022 at the College Seminar Hall. The meeting was presided over by the Principal, Ms. Mini Mathew (Associate Professor & HoD, department of History) and inaugurated by the college Manager, H.G. Dr. Zacharias Mar Aprem. It was followed by the key note address from Sri. Anto Antony, Member of Parliament from Pathanamthitta constituency. Dr. Santhosh Mathew, Associate Professor, School of International Studies and Centre for South Asian Studies, Pondicherry University presented the theme for the seminar.

| File Description | Documents |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://stcyrils.ac.in/content/uploads/IMPORTANT-DAYS.pdf |
| Any other relevant information | Nil |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic 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 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 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 programs etc., in support of the claims | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

The college celebrated Global Parents Day on June 1, 2022, when students expressed their gratitude to their parents and teachers by giving them gifts. World Environment Day was celebrated as a week-long programme with tree planting and extension programmes in the neighbourhood. Reading Day was celebrated on 20 June by conducting reading competitions and seminars. International Yoga Day was held on 21 June 2022 by organizing a yoga class for the students. Independence Day was celebrated by distributing flags in the neighbourhood. October 1 is celebrated as the International Day for the Aged and NSS volunteers visited the inmates of Mahatma Gandhi Janaseva Kendram with essential supplies, food items, clothes and medical equipment. Children's Day was celebrated on Nov 14 by painting cartoons and pictures on the walls of the Anganawadi near the college. Constitutional Day Celebration and inauguration of Forum for Democracy and Social Justice ' in association with the Institute of Parliamentary Affairs, Govt. of Kerala was conducted on 25 th November, 2022. Human Rights Day was celebrated on 12 December by organizing a seminar. National Youth Day was celebrated in association with Kerala State Youth Welfare Board on January 12, 2023.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

TITLE OF THE PRACTICE: BUDHWAR KA KHADI MAHOTSAVE

Objectives : The programme aims at sensitizing students and staff about the importance of khadi, and local products for our economy.

Context: Commemoration of platinum jubilee celebration of Gandhi Jayanthi - introduction of 'Bhudwar Ka Khadi Mahotsav' The Practice: An exhibition cum sale of Khadi products arranged and positively responded by staff and students. 'Khadi is worn every Wednesday from September 2022 onwards. Evidence of success: Teachers dutifully wear Khadi every Wednesday. Exhibition, awareness class and sale of Khadi in collaboration with State Khadi Village Industrial Board successfully conducted Problems encountered: High cost and lack of western designs restrain students from purchasing.

Title: Three Day Induction Programme

Objectives: Familiarise students with physical and intellectual resources of HEI and creating rapport with the new environment.

Context: Optimising the inductive process, opening up the cognitive realm of students from diverse backgrounds.

Practice: Providing exposure to primary areas of life and learning like celebration of life and personality in post-covid times.

Evidence : Enthusiastic participation of students and improved teacher-student relationship

Problem Encountered: High payment demands from renowned Resouce Persons .

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://stcyrils.ac.in/content/uploads/best-practices-pdf-merged-1.pdf |
| Any other relevant information | Nil |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

St Cyril's College has several distinctive features that sets it apart from other institutions. The college is dedicated to uplifting women through higher education and integrating them into mainstream society. This focus on women's empowerment is a significant aspect of its mission 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, committed and dedicated services of its staff to run the extra mile in grooming these students highlight the true spirit of education. Rural women are provided with educational opportunities to become economically and socially equal. The majority of the students are from the rural belts of Adoor, Enathu, Parakode and are from socio-economically disadvantaged realms in terms of education and women empowerment. The College emphasizes outreach programs to solve many problematic issues in society. The warm rapport that the teachers share with students is yet another hallmark of the institution. Faculty members act as mentors, providing guidance not academically alone but personally and professionally too. With smaller class sizes, individualized attention creates a space for enhanced teaching learning process. The lush greenery and calmness surrounding the campus is an added advantage for teaching-learning.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college adheres closely to the syllabus set by the University of Kerala and also aligns its activities with the academic calendar established by the University. Operating within the framework provided by the University, the college ensures effective curriculum planning and implementation. The syllabus for each semester is distributed among the faculty based on workload. The Head of the Department oversees the smooth execution of classes according to the syllabus.

The college primarily utilizes the lecture method and ICT tools to convey information to students. All faculty members are dedicated to incorporating teaching aids as needed to enhance the effectiveness and comprehensiveness of instruction. Additionally, students engage in various curriculum activities such as seminars, projects, practical, and assignments, which contribute to their practical knowledge.

The college strives to complete the syllabus within the designated timeframe, allowing students ample opportunity to prepare for their University exams. Feedback is gathered from students, parents, alumni, and faculty and appropriate measures are taken to address any issues raised in this feedback.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At our institution, we strictly follow the academic calendar set by the University of Kerala. This alignment is essential for scheduling both internal and external examinations,

ensuring that assessments are carried out in a timely and organized manner. To support this process, the College Council works closely with the Internal Quality Assurance Cell (IQAC) to create an institutional academic calendar that aligns perfectly with the university's framework. This collaboration ensures our academic activities are in sync with the broader educational schedule, facilitating a smooth flow of events throughout the academic year.

Moreover, developing a master timetable for the entire institution, along with detailed departmental schedules, is crucial for maintaining adherence to the academic calendar. These timetables are carefully designed to ensure that all courses are completed within the designated timelines, promoting effective learning and minimizing disruptions. By structuring our academic year in this manner, we not only enhance the educational experience for our students but also uphold the standards set by the University of Kerala. This systematic approach ultimately fosters a more organized and efficient academic environment, benefiting both faculty and students.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information | https://stcyrils.ac.in/content/uploads/University-Academic-Calendar-2022-23.pdf |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

D. Any 1 of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

7

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | View File |

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

113

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Students actively engage in debates and discussions on gender issues, encouraging critical thinking and the exchange of diverse perspectives. These discussions foster an environment where students are not only exposed to different viewpoints but are also challenged to reflect on their own biases and assumptions. This active engagement deepens their understanding of the social and cultural dynamics that shape gender roles and relations in society. Furthermore, such activities empower students to articulate their opinions confidently and advocate for equality and inclusivity in various spheres of life.

These educational initiatives are part of a broader effort to create a holistic learning environment that goes beyond academic instruction. By integrating social and environmental awareness into the curriculum, we aim to cultivate well-rounded individuals who are socially responsible and environmentally conscious. Through programs that focus on personal development, students learn valuable life skills, such as empathy, collaboration, and leadership. These programs also encourage students to think critically about the world around them, preparing them to engage thoughtfully with complex global challenges.

Ultimately, our goal is to equip students with the tools they need to navigate a rapidly changing world and contribute positively to society, promoting a more equitable and sustainable future for all.

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

1.3.3 - Number of students undertaking project work/field work/ internships

212

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

| | |
|---|---|
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | C. Any 2 of the above |
| File Description | Documents |
| URL for stakeholder feedback report | https://stcyrils.ac.in/content/uploads/Feed-backreport-2022-23-Final-below-2MB.pdf |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | No File Uploaded |
| Any additional information | No File Uploaded |
| 1.4.2 - Feedback process of the Institution may be classified as follows | A. Feedback collected, analyzed and action taken and feedback available on website |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://stcyrils.ac.in/content/uploads/Feed-backreport-2022-23-Final-below-2MB.pdf |
| TEACHING-LEARNING AND EVALUATION | |
| 2.1 - Student Enrollment and Profile | |
| 2.1.1 - Enrolment Number Number of students admitted during the year | |
| 2.1.1.1 - Number of students admitted during the year | |
| 198 | |
| | |

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

32

| 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 the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The assessment of the learning levels of students is done immediately after their admission. All departments conduct an entry-level examination based on subject knowledge and aptitude, categorizing students into advanced learners, average learners, and slow learners. The Science departments assess logical reasoning and basic knowledge of subjects while the Arts and humanities departments assess language competency and writing skills. Internal exams and class tests determine the learning potential of slow learners. The marks in the qualifying exam, English language proficiency and logical reasoning competency can identify slow learners. The slow learners are offered Remedial coaching soon after the internal exams and a well-organized mentoring system helps the students. Peer teaching is encouraged to provide individual attention to the learners. Regular PTA meetings are held to update parents about the progress of their wards. The advanced learners and average learners are guided to attend UGC NET, JRF, GATE exams. They are motivated to attend courses with SWAYAM, NPTEL, MOOC and other online platforms and participate in national and international seminars,

present papers and publish research articles. Exposure to books and online resources through INFLIBNET, interactions with eminent personalities, opportunities for attending interviews and group discussions are made available to the learners.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 606 | 33 |

| File Description | Documents |
|----------------------------|---------------------------|
| 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

St Cyril's College strives academic excellence through focus on student- centered experiential learning. Departments and club activities engage students in debates, role plays, seminars, quizzes and question-answer sessions. To make teaching-learning interesting, the monotonous methods of lecturing are replaced by seminars, group discussions and peer teaching. Teachers and students work collaboratively to include learner approaches like project and problem-solving methods, inductive-deductive approach, concept mapping, constructivist approach etc. Experiential learning and hands-on training are offered by the Science departments through laboratory practical sessions, practical records and procedural charts. Invited talks, workshops, Meet the Expert programme, association related activities provide the students exposure and knowledge about the latest trends in their subjects. Documentation on Nobel Laureates by the English department highlights participative learning bringing into its ambit research methodologies. Eco walks, as a best practice, are encouraged where students and teachers closely

observe nature planning activities to conserve the environment. Community outreach programmes through the NSS & NCC units, educational field and industry visits, audio-visual learning in classrooms, club activities are forms of experiential learning. The college ensures seminars on Career opportunities, group projects and assignments, soft skill training, role plays, peer learning groups, guided library work to promote participative learning.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College has implemented a plethora of ICT tools and technology for teaching, learning and evaluation. Faculty members use smart classrooms for dynamic presentation of lectures containing multimedia content. The classrooms are ICT enabled with Wi-Fi. The Seminar Hall and Smart class are equipped with high-quality projectors to coordinate learning activities. Google Meet, Zoom, and YouTube channels were widely used in the academic year 2022-2023. Several online resources through INFLIBNET were opened to the learners. Google Classroom was a robust platform for sharing digital content with students and dedicated institutional G-suite with unlimited cloud storage have been made available on Google platform. The YouTube channels of the PG departments of English and Physics host several video lectures and entertainment videos created by the teachers and students. Computer labs, with audio-video facilities help avail online content within the College. Digital copies of lecture notes and presentations are distributed as PDF and PPT files. Curriculum feedback and progression are facilitated through online portals. With the aid of SMS and WhatsApp, important information and instructions are conveyed to the student and parent community. The College also ensures that it has an active online presence on the college's website and social media platforms.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

33

| File Description | Documents |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

33

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

| 18 | |
|---|---------------------------|
| File Description | Documents |
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |
| 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year) | |
| 2.4.3.1 - Total experience of full-time teachers | |
| 234 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |
| 2.5 - Evaluation Process and Reforms | |
| 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words. | |
| <p>A transparent and robust mechanism is followed for assessment of the students which helps to achieve good results in the examination. The departments make wise choices in the methods and strategies for the conduct of the assessment. The continuous internal evaluation includes class tests, tutorials, assignments, seminars, and group discussions. Creative techniques were adopted to assess the comprehension of students during the year 2022-2023. The class tests were also conducted through online mode. Attendance and curricular activities were continuously monitored. The evaluation system is reformed in consultation with the higher authorities. The college internal evaluation process is centralized to make it objective. The college follows the academic calendar of the University, prepares a tentative schedule for internal exams. Extra efforts are adopted to increase the learning potentials of slow and</p> | |

advanced learners. Question papers are set as per the university examination pattern. The Question Bank is maintained in the college library. Oral examination based on practical work is carried out for the assessment. The attendance record is a part of internal assessment maintained by each subject department. Soon after the internal exams, the grievances of the students about assessment, if any, are addressed by the DLMC.

| File Description | Documents |
|---------------------------------|--|
| Any additional information | View File |
| Link for additional information | https://stcyrils.ac.in/content/uploads/hand-Book-2022-2 , https://stcyrils.ac.in/content/uploads/University-Academic-Calendar-2022-23.pdf3-4 compressed compressed.pdf, |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The institution has established a time bound mechanism for Examination and Evaluation. The Internal Examination Committee works on examination related issues of both internal and external examinations. One senior faculty member oversees the Examination Cell. Internal exams are planned after the completion of sufficient syllabus and the declaration of the University Exam dates. The Examination committee conducts the internal exam after setting the date and time of the exam in consultation with the heads of the department. The answer scripts of the internal exams are given to the students for personal verification. The process being transparent, the final marks of internal exams are submitted to the university after valuation of answer scripts. Once this process is completed no further changes are entertained. Any grievances related to the internal exams are brought to the notice of the teacher concerned and gets immediate rectification. If the teacher concerned is unable to solve the grievance, the matter is brought before the DLMC followed by CLMC. As external exams are conducted by the University the college arranges the smooth and fair conduction of exams in the college strictly.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

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

Information regarding the college is communicated to stakeholders through college website, academic handbook and calendar. The syllabi specifying the PSOs and COs, the pointers for preparation, are framed by Board of Studies and experts in the field. The IQAC in consultation with College Council integrates these POs & PSOs to be uploaded on the website. The dispersal of the learning outcomes gets initiated when students are briefed about them in detail during orientation sessions after admission. The outcomes mentioned in the syllabus of each course are incorporated in the teaching plan to clarify students' concerns regarding learning outcomes and the effective means to achieve them. Students' works such as assignments/seminars/presentations/tests, which demonstrate their knowledge and skills, are a part of both assessment and evaluation. Indirect measures of assessment include collecting feedbacks through surveys, alumni and employer feedback about students regarding knowledge, skills, attitudes, recommendations and appraisals. Alumni surveys and placement records are constantly monitored by the IQAC. The attainment report of the POs and PSOs collected through various means are constructively used: to improve the Programme, to effect necessary changes in the Programme and course delivery, and to effect required actions in the subsequent academic year.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://stcyrils.ac.in/content/uploads/22-II-2.6.1_compressed-1.pdf |
| Upload COs for all Programmes (exemplars from Glossary) | No File Uploaded |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The attainment of POs, PSOs and COs of a programme are measured using different methods, including both direct and indirect measures. The indirect measures are used to supplement direct measurements. Indirect measurements are used when it is impossible to measure the learning objective directly from the student. These COs and POs are mapped to find out whether the students have achieved the required outcome. The POs, PSOs and COs are measured directly through Course-inherent assessment method. Course-inherent Assessment: This method includes assessment through regular class activities. The learning capacities of the students are gauged through responses, levels of understanding and feedback. Internal exams, assignments, presentations and seminars are means of assessing PSOs. Indirect Assessment: Indirect assessment includes the students' feedback of their knowledge, skills, attitudes, learning experiences. The appraisal of the employers' through surveys or feedback is also part of the indirect assessment. At the end of the academic year, the programme level assessment report and action plan are presented before the College council. The findings and action required are then implemented in the subsequent year making changes in curriculum, pedagogy and student support. The remedial measures taken ensure that the programme and course outcomes can be achieved by the students.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year**

118

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | https://stcyrils.ac.in/content/uploads/Annual-Report-2022-23-1_compressed-3.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://stcyrils.ac.in/content/uploads/22-II-2.7.1_compressed-1.pdf

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | No File Uploaded |

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

3

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

| File Description | Documents |
|---|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

As an incremental step toward creating an ecosystem for innovation and enhancing its initiatives for the creation and transfer of knowledge, St. Cyril's College, Adoor, organized several impactful seminars in the academic year 2022-23. These seminars focused on research methodology, intellectual property rights (IPR), entrepreneurial skill development, and innovative practices in industry-academia collaboration. Notably, the Department of Physics was recognized as a research department by the University of Kerala that year. The college's research guides were instructed to develop a comprehensive 5-year plan to facilitate patent filings and other IPR initiatives, and faculty members are encouraged to apply for research funding. Furthermore in order to promote innovation the college has signed one MoU each with energy conservation society (ECS) and probodha trust.

In addition to these efforts, the college is seriously considering the initiation of mentorship programs pairing students with industry professionals to foster real-world insights and collaboration. These initiatives aim to bridge the gap between academic theory and practical application, further enriching the educational experience and enhancing student readiness for the workforce.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

15

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

| | |
|--|---------------------------|
| 3.3 - Research Publications and Awards | |
| 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year | |
| 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year | |
| 3 | |
| File Description | Documents |
| URL to the research page on HEI website | Nil |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | View File |
| 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year | |
| 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year | |
| 5 | |
| File Description | Documents |
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |
| 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year | |
| 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year | |
| 1 | |

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In the academic year 2022-23, St. Cyril's College, Adoor, organized several impactful extension activities. On June 5, 2022, teachers and students from the PG Department of English visited Anganawadi No. 25 as part of their "Catch Them Young" program, aiming to foster environmental consciousness among young children. The Department of Physics hosted "Candela" at Dr. C.T. Eapen St. Thomas VHSSE in Pannivizha on November 4, 2022, to ignite a passion for science in students. The "Catch Them Young" initiative was again conducted at LP School Inchakkadu on March 10, 2023, promoting early literacy through books. Additionally, the Department of Economics engaged in an extension activity to spread energy conservation practices by distributing LED bulbs to local households.

These activities enriched students' educational experiences and fostered community engagement. By participating in these initiatives, students developed a sense of social responsibility while the community benefited from increased environmental awareness and energy efficiency. Such interactions create a culture of collaboration and learning that extends beyond the classroom, contributing to the overall development of both students and the local community.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from

| Government/ Government recognized bodies year wise during the year | |
|--|---------------------------|
| 0 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | No File Uploaded |
| e-copy of the award letters | No File Uploaded |
| 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year | |
| 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year | |
| 28 | |
| File Description | Documents |
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |
| 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year | |
| 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year | |
| 1122 | |

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

| File Description | Documents |
|--|------------------|
| e-copies of related Document | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | No File Uploaded |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

2

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

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 equipment etc.

The institution has a campus area of 17 acres with total built up area of 4924 sq m. There are 24 classrooms, 6 laboratories, 1 seminar hall with ICT facility, 1 smart classroom, 2 auditoriums, 1 Central library and administrative office. The college is well equipped in providing infrastructural facilities for teaching-learning. The Language Lab of the Department of English functions as a hub for nurturing the English Language proficiency of the students. The students of the Department of Commerce enhance their IT skills utilizing the facilities of the Computer Lab. The smart classroom enables the teachers to use ICT facilities effectively. A fully automated library is the hall mark of the institution and it also serves as the browsing centre. A separate toilet complex is maintained for girls and boys. The college hostel (St Mary's Hostel) built with UGC assistance is a serene haven for the inmates inviting in students from various parts of Kerala to continue their education. It offers the right ambience for stay and study and is well monitored by the matron appointed by the management. There are adequate classrooms for students and a separate examination wing with rooms having cameras mounted for monitoring them. Question papers are secured in a separate exam room which is the space used for opening question papers and bundling them at the end of the exam.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

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

There are two auditoriums in the college where one serves as the major auditorium and the other serves as the mini auditorium. Based on the audience for the programme the venue is chosen. The women cell of the college serves as the recreation space for the girls of the college where they can spend their leisure time playing games and relaxing. They also practice for various programmes undisturbed here. The gymnasium takes care of the physical fitness of the students. The sports goods are stored in a separate sports goods room. The multi-purpose synthetic court serves as a platform for various sports activities. Serving mouth-watering delicacies and lunch, the canteen is a sought-after place by students and staff during times of leisure. There are three major grounds for conducting various sports and athletic activities. Since students are not permitted to park vehicles inside the campus, a separate parking area (a bike shed) is provided. The security is housed in a security room from where he can monitor the college well. A well-furnished Chapel is functioning for worship and inculcating spiritual values among teachers and students. A new administrative block is under construction.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

2

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4.511

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

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

The General Library of St. Cyril's College, Adoor is located near the ground floor of our college is a vibrant hub of academic excellence, fostering intellectual growth and exploration. It empowers students, faculty, and staff to achieve academic excellence, fostering a culture of lifelong learning, innovation, and intellectual curiosity. The library has a good collection of more than 22000 printed books. Our library boasts an extensive and diverse collection of resources to support academic excellence and research. Situated in a calm environment, the library helps the users to spend time without any nuisance. The college has been a member of Inlibnet N-List consortia for many years and provides access to thousands of e-resources. It provides web-based

services including access to e-books, e-journals, and research databases, which provides more than 6,000 online Journals and more than 2,00,00 e-books. to empower the academic and research needs of our students. Also,we have a wide range of reference books which are rare and expensive.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

3.5

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Audited statements of accounts | No File Uploaded |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

152

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution is well-equipped with technological and infrastructural resources to enhance the learning experience and ensure campus security. It features 64 computers distributed across various departments, which are used for academic and administrative purposes. These computers are vital for facilitating IT-based learning, supporting students' projects, research, and general access to digital tools. The internet connection provided on campus has a bandwidth of 200MBPS, ensuring fast and reliable connectivity for both students and staff. During the COVID-19 pandemic, the institution introduced G Suite facilities to facilitate remote learning, collaboration, and communication among students and faculty.

The campus features an ICT-enabled seminar hall and a smart classroom. The ICT-enabled seminar hall is used for presentations, workshops, and academic seminars, equipped with advanced audiovisual tools that allow for interactive learning sessions. The smart classroom is designed to

integrate modern teaching methods, enabling instructors to use digital resources, multimedia, and online tools effectively in their lectures. The campus is under comprehensive CCTV surveillance, enhancing security and safety for students, staff, and visitors. The surveillance system ensures constant monitoring of key areas, contributing to a safe learning environment. These infrastructural facilities collectively support the institution's commitment to academic excellence and the well-being of its community.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

40

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| List of Computers | No File Uploaded |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|--|------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | No File Uploaded |

4.4 - Maintenance of Campus Infrastructure

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

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

| 4.51 | |
|---|---------------------------|
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |
| 4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. | |
| <p>The infrastructural facilities are timely upgraded and properly maintained. A Purchase committee is established to gear the infrastructure development. The service of an electrician and a plumber is made available in the campus. Internal and external audits are annually employed on academic processes and progress. Computers are properly serviced and reused. The maintenance of computer hardware and software is carried out by third party experts. Librarian initiates maintenance of the library facilities with the help of library assistants. Stock verification of library books, is done every year. Professionals are hired for special sports training and field maintenance. Equipments are regularly serviced and new ones are purchased whenever required</p> | |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| STUDENT SUPPORT AND PROGRESSION | |
| 5.1 - Student Support | |
| 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year | |

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

393

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

69

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

| File Description | Documents |
|---|---|
| Link to Institutional website | https://stcyrils.ac.in/content/uploads/2022-V-5.1.3-CAPACITY-BUILDING-1.pdf |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

235

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

235

| 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 has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

14

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | No File Uploaded |
| Details of student placement during the year (Data Template) | View File |

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

52

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/

Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

10

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

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

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

23

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The College Union is an elected body that fosters democracy

and leadership among students, aiming to mold them into responsible citizens. It includes roles like Chairman, Vice Chairman, General Secretary, Arts Club Secretary, Magazine Editor, Sports Secretary, two University Union Councilors, and representatives for UG and PG students. Following the directive of the Vice-Chancellor of the University of Kerala, the College Union Election for 2022-23 was held on 05.12.2022. Under the supervision of Returning Officer Dr. Rejeena V Rajan and Principal Prof. Mini Mathew, preparations were conducted in line with university guidelines.

Nominations were received on 29.11.2022, and a committee, including senior faculty and former returning officers, scrutinized the applications, publishing the final list of candidates by 4 p.m. that day. The elected union operates with staff advisors appointed by the Principal, supporting student activities in arts, culture, education, and recreation while advocating for student welfare. After an oath-taking ceremony, the Union organized significant events like Christmas celebrations and a Merit Day cum College Day in March 2023, which helped identify and develop student talent, preparing them to represent the college at the university level.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

16

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

After the college reopened, the Principal suggested that Dr. O. C. Promod from the History Department be appointed as the Alumni Association Convenor. With Covid restrictions lifted, the 1997-98 Pre-Degree batch asked for permission to hold a reunion on campus, which was approved. On July 30, 2022, around 130 alumni attended, some bringing their families.

The event was led by former Principal Prof. Abraham Thalavadi, with current Principal Ms. Mini Mathew presiding. Former Principal Prof. D. K. John gave a special speech, and the alumni honored their teachers with mementos and shawls. Alumni like Mr. Prasanth Chandran Pillai and Ms. Sunu Philip gave speeches, and the group held a moment of silence for classmates who had passed away.

One alumnus, Anil, came despite facing big challenges. He was the sole supporter of his family, including a paralyzed father and a mother with cancer, among other difficulties. Anil had taken a loan from Erath Service Co-operative Bank for a small house but was struggling to repay it. The Alumni Association stepped in, negotiating a lower interest rate and raising funds to clear his debt. Prof. D. K. John then returned Anil's house deed to him.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: An educated, spiritually enlightened community can eradicate ignorance and evil in society

Mission: Uplifting women through higher education and bringing them into the mainstream.

For effective implementation of plans/activities, various committees are formed, and responsibilities are decentralized. The management and different bodies/committees/Cells comprising of management, principal, HODs and teachers focus on institutional objectives such as Effective Implementation of Curriculum, Faculty Development Programs, Effective Continuous Internal Evaluation, Implementation of remedial measures for below average performers, Research publications, extension activities, organizing women empowerment programs under women's cell and promoting the leadership quality of girl students, Promotion of Co-curricular and Extra-curricular Activities. The principal constitutes the various committees for a period of one year to ensure the smooth functioning of the college. Various activities are designed by the Convenors and the committee members. All teachers in 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.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://stcyrils.ac.in/content/uploads/hand-Book-2022-23-4_compressed_compressed.pdf |
| Upload any additional information | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The principal, teachers and the administrative staff work efficiently for the implementation of all the plans of the college. The IQAC also works well with it. The faculty involve in different committees as coordinators, conveners and members. Each department has a separate room and laptop/desktop with a printer. The College practises decentralisation and participative management by giving powers and functions to different committees such as admission committee, examination committee, Women Cell committee, library committee, Antiaging cell, Alumni association, grievance redressal cell, counselling cell, IQAC. The PTA of the college is formed for the smooth working and progress of the college. The teachers and parents of all the students are the members of the association. The governing body of the PTA is elected in the annual general body meeting. The executive committee of the PTA consists of the principal of the college as the president, an elected member from the parents of current students as the vice president, a teacher representative as secretary. In addition to all this regular class PTA are also held.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution, ruled via its mission to empower girls through higher education, has created a dynamic and adaptable strategic plan to make sure academic excellence, institutional increase, and holistic scholar development. This plan is aligned with vision and mission. The college, comprising the Principal, IQAC (Internal Quality Assurance Cell), and various branch heads, actively participates in making plans and decision-making to ensure that the group's educational, administrative, and infrastructural frameworks are in sync with contemporary academic demands. Action plans are charted out and the translated into action. Various levels of academic and administrative sections work in unison to carry out plans. We have a mentor-mentee system to develop teacher-student bonding. The strategic plan emphasizes non-stop tracking and comments to ensure institutional effectiveness. The IQAC often assesses the college's progress in achieving its strategic desires. Feedback from college students, parents and alumni is systematically collected and used to enhance the group's overall performance throughout all areas. The principal, supported by means of the IQAC and department heads, oversees the execution of the strategic plan. Regular meetings and reviews make sure that all stakeholders are aligned with the group's targets, fostering a culture of transparency and responsibility.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | https://stcyrils.ac.in/content/uploads/6.2.1-Strategy-Development-and-Deployment.pdf |
| Upload any additional information | No File Uploaded |

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

As a government aided higher education institution, the college is bound to follow the rules and instructions of the UGC, State Government and the University of Kerala to which it is affiliated. Promotions of the teaching faculty are based

on criteria stipulated by the UGC, Kerala University and the Govt. of Kerala. The non-teaching staff are promoted as per the departmental tests and seniority prescribed by the Kerala government.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the institution webpage | https://stcyrils.ac.in/content/uploads/Organogram.jpg |
| Upload any additional information | No File Uploaded |

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

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document | No File Uploaded |
| Screen shots of user interfaces | View File |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The college implements a range of welfare measures aimed at benefiting both teaching and non-teaching staff. Teaching staff are entitled to 15 days of annual casual leave, while non-teaching staff receive 20 days, in addition to 30 days of earned leave each year specifically for non-teaching roles. Both categories of staff are also granted 20 days of half pay leave annually. Those attending training programs or evaluation activities are recognized as being 'On Duty' in accordance with government regulations. The college offers

a general library equipped with reading and reference materials, along with online access to resources like N-list and INFLIBNET for faculty members. Female staff are eligible for maternity leave according to state government policies, while male staff can take paternity leave. Additionally, teachers may receive duty leave for participating in seminars or workshops. The college fosters a community spirit by celebrating major festivals together, provides affordable meals in the canteen, and maintains first aid facilities. Staff grievances are taken seriously, with a dedicated committee in place to prevent sexual harassment. Permanent employees benefit from insurance schemes, and the General Provident Fund, while a contributory pension scheme is available for qualifying permanent staff.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

0

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

12

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance Appraisal System exists in the institute for

teaching and non-teaching staff to evaluate and ensure that information on multiple activities performed is appropriately captured and considered for Appraisal. Performance Appraisal Report is submitted by the concerned faculty member in prescribed format. The performance appraisal system for the teaching staff is under the guidelines as per the UGC rules. Teacher's Diary is a mandatory record maintained by the faculty. These records, duly verified by the heads of the departments, are evaluated by the principal. Regarding administrative staff, the junior superintendent gives a confidential report of each staff based on the work done to the principal. On this basis promotion is given abiding by the rules of Govt. of Kerala.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college is a state government aided institution. The college is subject to financial audit by the Deputy Directorate of Collegiate Education. 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 conducts both internal and external audits on the financial transactions every year to ensure financial compliance. The college constitutes every year various teams of faculties for the stock verification of books, electronic equipment, furniture, stationary, lab equipment and other assets of every department.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

| File Description | Documents |
|---|------------------|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college has an established policy and strategy for planning and allocation of financial resources. Government Aids: The salary and other monetary benefits of staff are given by the Government. Several students receive grants such as SC/ST grant, Minority scholarships, etc. The Kerala State Women Development Corporation allocates funds for women cell activities. Various endowments are instituted by the retired teachers for the students

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://stcyrils.ac.in/content/uploads/hand-Book-2022-23-4_compressed_compressed.pdf |
| Upload any additional information | No File Uploaded |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC undoubtedly took the lead in transforming the

learning atmosphere in the campus into a learner-centric one, though the institution functions within the limitations of a traditionally structured curriculum and time-pressed semester examination system. Quality is assured through the following practices. Academic calendar is prepared in the beginning of the year. Classes and examinations conducted as per the academic calendar. A detailed Academic Audit is conducted. The purpose of the audit was a strategic overview of the Teaching Learning activity of the institution. By this the different aspects of the AQAR are analysed and authenticated with supporting evidence. IQAC enhances curriculum with Add-on/Certificate/Diploma Courses.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC consistently strives for qualitative improvement through regular reviews and feedback, aligning with the college's goals and objectives. Periodic reviews of curricular and co-curricular aspects aim to enhance the teaching-learning process. To ensure quality assurance and review, the IQAC has implemented the following strategies and processes: Updating and maintaining ICT-enabled teaching and learning facilities. IQAC oversees the timely preparation and submission of the AQAR and Annual Report to ensure transparency and accountability. Decentralized administrative practices, such as teamwork and delegation, promote participatory management. There is an efficient Feedback Mechanism. Result analysis is conducted regularly immediately after the declaration of university result.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

| | |
|--|-------------------------------------|
| <p>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</p> | <p>C. Any 2 of the above</p> |
|--|-------------------------------------|

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://stcyrils.ac.in/content/uploads/Annual-Report-2022-23-1_compressed-3.pdf |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | 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 Gender Awareness Campaign was conducted for the students of the college on October 11, 2022 in association with Women and Child Department and ICDS Parakkode to create awareness among the students regarding dowry system, heavy expenses for conducting weddings and child marriage. The campaign was carried out with the help of the NSS Unit . A detailed and interesting awareness class was lead by Adv Muhammad Ansari, District Court Pathanamthitta.He grabbed the attention of the students by sharing his experience as a lawyer. International Women's Day wascelebrated on 8 March 2023.Hibiscus Squash - product was launched, which was prepared by the students.The squash was made from the hibiscus planted in the campus and nearbylocality. Hygienically prepared squash was bottled and

the first sale was by Dr Susan Alexander, the Principal of the college. A sample was given to Ashaworker, Ms Mini johnson and to Anganwadi teachers.. The revenue generated was used for charity. Gender sensitisation and awareness classes were conducted. Self defence classes were organised for girl students.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://stcyrils.ac.in/content/uploads/GENDER-SENSITIZATION-ACTION-PLAN-.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://stcyrils.ac.in/content/uploads/22.7.1.1_compressed.pdf |

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

C. Any 2 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | No File Uploaded |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Colour coded bins are provided to facilitate proper segregation of solid waste. Plastic wastes are sent to LSGD centres for recycling. Organic wastes such as food scraps are dumped in the biogas plant. "Your waste is your responsibility" is promoted as a part of waste reduction. Chemical wastes are disposed of following the procedures laid down in the laboratory manual. The security of the students is ensured.

| File Description | Documents |
|--|------------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | No File Uploaded |
| 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 | B. Any 3 of the above |
| File Description | Documents |
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |
| 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 | C. Any 2 of the above |
| File Description | Documents |
| Geo tagged photos / videos of the facilities | No File Uploaded |
| Various policy documents / decisions circulated for implementation | No File Uploaded |
| Any other relevant documents | No File Uploaded |

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | View File |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| 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 socioeconomic and other diversities (within 200 words).

The College celebrates all major religious festivals like Onam, Christmas and Bakrid. Students distributed essential supplies kits in the neighbourhood and "Onakkodi" (gift hampers) were distributed to the helpers in the college. An Onam Stall was also set up to promote the traditional observation of the festival. Christmas was celebrated by the students distributing cakes in the neighbourhood and sharing the message of love and peace. Anti-ragging classes were organised to make students tolerant towards their juniors and maintain healthy social relationships. Students visit old age homes which infuse in them with social responsibilities. The college regularly conducts Arts Festival for students where they exhibit their talents through classical performing arts. International Day of Mother Language is celebrated to promote use of mother tongue. It was a privilege to accommodate a student from Tamil Nadu in the BA English Degree Course. The NSS Camp held during the Christmas holidays is a perfect example of communal and social tolerance where students from diverse walks of life come together on a common platform.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | No File Uploaded |

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

The one-day National Seminar on 'Constitution and Social Justice' organized by Departments of Political Science and History, St. Cyril's College, Adoor in association with the Institute of Parliamentary Affairs, Govt. of Kerala was conducted on 18 th November, 2022 at the College Seminar Hall. The meeting was presided over by the Principal, Ms. Mini Mathew (Associate Professor & HoD, department of History) and inaugurated by the college Manager, H.G. Dr. Zacharias Mar Aprem. It was followed by the key note address from Sri. Anto Antony, Member of Parliament from Pathanamthitta constituency. Dr. Santhosh Mathew, Associate Professor, School of International Studies and Centre for South Asian Studies, Pondicherry University presented the theme for the seminar.

| File Description | Documents |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://stcyrils.ac.in/content/uploads/IMPORTANT-DAYS.pdf |
| Any other relevant information | Nil |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic 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
4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 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 programs etc., in support of the claims | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

The college celebrated Global Parents Day on June 1, 2022, when students expressed their gratitude to their parents and teachers by giving them gifts. World Environment Day was celebrated as a week-long programme with tree planting and extension programmes in the neighbourhood. Reading Day was celebrated on 20 June by conducting reading competitions and seminars. International Yoga Day was held on 21 June 2022 by organizing a yoga class for the students. Independence Day was celebrated by distributing flags in the neighbourhood. October 1 is celebrated as the International Day for the Aged and NSS volunteers visited the inmates of Mahatma Gandhi Janaseva Kendram with essential supplies, food items, clothes and medical equipment. Children's Day was celebrated on Nov 14 by painting cartoons and pictures on the walls of the Anganawadi near the college. Constitutional Day Celebration and inauguration of Forum for Democracy and Social Justice ' in association with the Institute of Parliamentary Affairs, Govt. of Kerala was conducted on 25 th November, 2022. Human Rights Day was celebrated on 12 December by organizing a seminar. National Youth Day was celebrated in association with Kerala State Youth Welfare Board on January 12, 2023.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

TITLE OF THE PRACTICE: BUDHWAR KA KHADI MAHOTSAVE

Objectives : The programme aims at sensitizing students and staff about the importance of khadi, and local products for our economy.

Context: Commemoration of platinum jubilee celebration of Gandhi Jayanthi - introduction of 'Bhudwar Ka Khadi Mahotsav' The Practice: An exhibition cum sale of Khadi products arranged and positively responded by staff and students. 'Khadi is worn every Wednesday from September 2022 onwards. Evidence of success: Teachers dutifully wear Khadi every Wednesday. Exhibition, awareness class and sale of Khadi in collaboration with State Khadi Village Industrial Board successfully conducted Problems encountered: High cost and lack of western designs restrain students from purchasing.

Title: Three Day Induction Programme

Objectives: Familiarise students with physical and intellectual resources of HEI and creating rapport with the new environment.

Context: Optimising the inductive process , opening up the cognitive realm of students from diverse backgrounds.

Practice: Providing exposure to primary areas of life and learning like celebration of life and personality in post-covid times.

Evidence : Enthusiastic participation of students and improved teacher-student relationship

Problem Encountered: High payment demands from renowned Resouce Persons.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://stcyrils.ac.in/content/uploads/best-practices-pdf-merged-1.pdf |
| Any other relevant information | Nil |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

St Cyril's College has several distinctive features that sets it apart from other institutions. The college is dedicated to uplifting women through higher education and integrating them into mainstream society. This focus on women's empowerment is a significant aspect of its mission 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, committed and dedicated services of its staff to run the extra mile in grooming these students highlight the true spirit of education. Rural women are provided with educational opportunities to become economically and socially equal. The majority of the students are from the rural belts of Adoor, Enathu, Parakode and are from socio-economically disadvantaged realms in terms of education and women empowerment. The College emphasizes outreach programs to solve many problematic issues in society. The warm rapport that the teachers share with students is yet another hallmark of the institution. Faculty members act as mentors, providing guidance not academically alone but personally and professionally too. With smaller class sizes, individualized attention creates a space for enhanced teaching learning process. The lush greenery and calmness surrounding the campus is an added advantage for teaching-learning.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

- To continue to provide a congenial learning environment for the holistic development of Students, Faculty, and Supporting Staff
- To promote online learning through more Certificate courses.
- To continue to provide holistic value-based education
- To inculcate entrepreneurial abilities in students to face the challenges of corporate world.
- To stimulate the academic environment for the promotion of quality in teaching-learning process
- To undertake quality-related research studies, consultancy and training programmes
- To conduct various activities that will help students and staff to develop these skills
- To increase Extension activities
- To develop more formal linkages through MoUs
- To facilitate continuous upgradation of the college
- To organise more workshops, seminars, and conferences
- To create awareness and initiate measures for protecting and promoting environment
- To promote Research by students and Faculty
- To monitor Quality Assurance and Quality Enhancement activities
- To support various Staff Welfare measures.
- To facilitate Faculty and Student Exchange Programmes with Other Academic Institutions and Linkages
- To foster and strengthen relationships through devising techniques to improve the Teaching Learning & Evaluation process
- To continue to provide formal education to needy and deserving students
- To arrange career guidance programmes