YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	St Cyril's College, Adoor
• Name of the Head of the institution	Dr Susha D
• Designation	Associate Professor
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04734210043
• Mobile no	9495435558
• Registered e-mail	cyrilsadoor@gmail.com
• Alternate e-mail	cyriladoor@rediffmail.com
• Address	Cyril's Mount,Vadakkadathukavu
• 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/2019-20-AQAR.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/St.-Cyrils-HAND-BOOK-2020-2021.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	2	
• 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)

• Conducted webinar for staff and students

• AISHE data uploaded by the IQAC team.

• IQAC evaluated the feedback of the students.

• Carried out Internal Academic Administrative Audit of the college.

• Bridged the digital divide by helping students connect digitally

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
1. Certificate Course – Departments were given suggestions to start at least one certificate course from this academic year.	1.Commerce – Business Communication Economics – Budget Studies History - Numismatics and Philately Physics- Theory and Technology of Dye Sensitized Solar Cell Political Science -- Indian Government and Constitution(15/02/2021)
2. Webinars to be organized for students and staff.	2. Employability development 2. Overcoming the Unfamiliar. 3. Thermosetting Blends and Composites 4. Influence of business intelligence in commercial activities. 5. Goods and service tax 6. Polymers in Bio-Medical Applications 7. Women Empowerment through entrepreneurship 8. An overview of Energy materials
3. Create Research Ambience – Strategies to be adopted for creating a research ambience for staff and students	3.Three faculty members approved as research guides by the University- Dr Susha D, Dr Anoop Chandran and Dr Alen S
4. First Year students to be provided with bridge course, remedial coaching and mentoring after the completion of admission process.	4. Bridge Courses for the newly enrolled students were conducted in the online mode. Throughout the pandemic, faculty members maintained regular contact with students through the electronic medium to offer them support.

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

- Name of the statutory body

Name	Date of meeting(s)
Academic Council	04/01/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-2020	29/02/2020

15.Multidisciplinary / interdisciplinary

The college is committed to its vision of providing a holistic educational experience to the students who get enrolled every year. 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 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. 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. 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 the land. Projects are also undertaken by blending literature, culture, theory and films. The Departments of

Physics, History, Commerce and Economics offer certificate courses in 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. 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. 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. To comply with the ABC system, when introduced, the institution has encouraged students to join 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 to enriching the curriculum by incorporating the 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 2020-2021 was a period of acid tests for people globally as it required the implementation of various skills for survival. Taking into purview the necessity of preparing the students to face the challenges, the college initiated several skill training sessions. As an immediate step, the students were trained in the craft of making masks as it was the most required item during the

time. The NSS Programme Officers provided special training for the students in making masks and these were distributed in the neighbourhood. The Department of Chemistry proved its mettle by making sanitizers. This was done involving the students. Sanitizers were made under the guidance of the teachers of the Department of Chemistry and the students took the initiative of distributing the same to the people in the neighbourhood and in particular among the auto drivers. Water analysis is another 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 to use electronic gadgets fruitfully. Technology-aided learning became the byword and students were taught to make powerpoint presentations, short videos, use Google Meet and google forms. Vocational training was given to students through the activities of NSS (where they were taught to make paper bags to reduce the use of plastic carry bags,) and the women cell. 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 to improve their employability. The Entrepreneurship Development Club managed by the Department of Commerce motivates students to nurture 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 the way for research into the historicity of the same. Business Communication provided by the Dept of Commerce enhances business skills in students. The Department of Physics through its 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 NSS Unit of the college has also been instrumental in providing training for the volunteers at various levels. They are taught various skills that would become handy in the long run such as making paper bags that could reduce the use of plastic carry bags. It is noteworthy that the college has made tremendous efforts in inculcating in students the necessary skills which were needed for their future. Microgreen cultivation is an important endeavour to teach the student and neighbouring communities on the significance of consuming microgreens. Preliminary discussions were conducted on the implementation of soft skill classes and the council decided to begin it from the next year.

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 the 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 follows the Grammar Translation Method occasionally to give a better understanding to the students enabling them to compare the usages in both languages. The text Ecoscpaes followed by the Department of English creates ecological consciousness and is in tune with the studies stipulated by the ancient Gurus of India and the philosophies propounded in the Vedas and Upanishads. 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. Unit 5 of Linguistics and Structure of English Language, the paper prescribed for Semester 5 English students deals with Indian Linguistics. The papers prescribed for studies in the Department of English concentrate on Indian History laying its focus on the Upanishads, Vedas, and other Indian Systems of Knowledge. 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. 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 interdisciplinary approach even when facing limitations in curriculum design. The activities pertaining to the transaction of knowledge are planned to enhance the 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 fulfill 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 interdisciplinary 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 History, Physics, Economics and Commerce were conducted in the online mode. Even NSS camps and cultural activities were promoted in the online

mode.

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	596

File Description	Documents
Institutional Data in Prescribed Format	View File

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

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	202

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	30

File Description	Documents
Data Template	View File

| 3.2

Number of sanctioned posts during the year	**31**

File Description	Documents
Data Template	View File

4.Institution

| 4.1

Total number of Classrooms and Seminar halls	**25**
4.2

Total expenditure excluding salary during the year (INR in lakhs) | **3,75,217** |
| 4.3

Total number of computers on campus for academic purposes | **40** |

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

College adheres to the University Curriculum and follows the University Syllabus. The programmes and courses are designed with specific Programme Outcomes, Programme Specific Outcomes, and Course Outcomes for the effective delivery of the curriculum. The syllabus prescribed by the University of Kerala is strictly followed by the departments. The departments follow the academic calendar prescribed by the University. The college functions within the overall framework provided by the University, ensuringeffective curriculum planning and delivery. Based on the workload, the syllabus of each semester is distributed among the teachers in the department. The Head of the Department ensures the smooth conduct of classes based on the syllabus. The lecture method is mainly used, supplemented with ICT to deliver information to the students. The faculty is committed to using teaching aids whenever necessary to make teaching

as effective and comprehensive as possible. The faculty also implements different curricular activities like seminars, project work, practicals, and assignments. This will help enhance the practical knowledge of students. Completion of the syllabus within the stipulated time is ensured so that the students can prepare well for the University exams. Feedback is collected from students, parents, alumni, and teachers and necessary steps are taken to resolve the issues.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The college strictly adheres to the academic calendar published by the University of Kerala. This alignment is crucial as it governs the scheduling of both internal and external examinations, ensuring that all assessments are conducted in a timely and organized manner. To facilitate this process, the College Council collaborates closely with the Internal Quality Assurance Cell (IQAC) to develop an institutional academic calendar that aligns seamlessly with the university's framework. This cooperation ensures that academic activities are synchronized with the larger educational schedule, allowing for a smooth flow of events throughout the academic year.

Furthermore, the creation of a master timetable for the entire institution, along with detailed departmenttimetables, plays a pivotal role in enforcing adherence to the academic calendar. These timetables are meticulously crafted to ensure that all courses are completed within the prescribed timelines, thereby promoting effective learning and minimizing disruptions. By structuring the academic year in this way, the college not only enhances the educational experience ofthe students but also upholds the standards set by the University of Kerala. This systematic approach ultimately contributes to a more organized and efficient academic environment, benefiting both faculty and students alike.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	https://stcyrils.ac.in/content/uploads/University-Academiccalendar2020-21-1.pdf

1.1.3 - Teachers of the Institution participate in D. Any 1 of the above 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

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

6

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)

5

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

115

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

The college organized a personality development program titled "Blossoming of Personality" aimed at enriching human values among students. This initiative was designed to enhance personal growth and encourage self-awareness, helping students develop essential skills such as communication, empathy, and leadership.

Additionally, a webinar focusingon "Sustainable Development," addressing critical environmental challenges and sustainability issues that are increasingly relevant in today's world was hosted. This webinar whichis part of the curriculum,integrates environmental studies to ensure students gain a comprehensive understanding of ecological issues. These endeavours aim to cultivate a sense of responsibility and awareness regarding environmental conservation.

Furthermore, engaging students in debates and discussions on gender issues, promotescritical thinking and encourages diverse

perspectives. These activities not only enhance their understanding of social dynamics but also empower them to voice their opinions and be advocates for equality. Through these various programs, the college strives to create a holistic educational environment that fosters personal development, environmental awareness, and social responsibility, preparing students to navigate and contribute positively to a complex world.

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.	No File Uploaded

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

5

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

168

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/Feedback-report-2020-21-final.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/Feedback-report-2020-21-final.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

232

File Description	Documents
Any additional information	View File
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

39

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 newly admitted students will be made familiar with the curriculum by the help of Induction Programme conducted soon after the admissions. The college follows a strong Mentoring system with teacher mentors and student peer mentors. Entry level examination is conducted yearly after the closing of the admissions to identify advanced, average and slow learners. To cater to the learning levels of the students and initiate them into the syllabus by narrowing the gap between their previous course and the new syllabus, Bridge courses are conducted by all departments. Frequent test papers are held to assist the learning capacity of slow.learners and remedial coaching is offered. A good collection of reference books in the College library caters to the needs of advanced learners. Counselling sessions and motivational talks inspire students to break inhibitions.

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
596	**30**

File Description	Documents
Any additional information	**No File Uploaded**

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

The design and implementation of student centric methods are adopted by the departments in unique ways. Self-learning and participatory learning methodologies are espoused by the departments to enhance the learning experiences of the students. Students are motivated to use ICT tools while taking seminars, NLIST facilities to broaden their horizons of knowledge. The students are encouraged to attend webinars on topics pertaining to their syllabus. Online interactive quiz platforms like Quizlet and Kahoot have been extensively utilized by departments to adapt to the restrictions imposed by Covid. The Nature Walk, an initiative of the Department of English used to provide avenues of experiential learning to the students but had to be temporarily suspended due to Covid. Students are also motivated by the teachers to create self-developed videos on topics in the syllabus and the YouTube channels of the departments of English and Physics provide ample opportunities for the students. Meet the Expert talks, seminars and poster presentation contests are guided by the teachers of the Science departments. The students also engage in laboratory experiments and other experiential methods like field & industrial visits, simulations but with limited access. The Arts departments take keen interest in organizing online Lecture series, Film & Book reviews, Documentation of Nobel laureates and observation of important days.

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 faculty use ICT enabled online education tools, social networking sites, blended learning platforms like Google classroom, Google Meet to optimize the effective enunciation of information. The new mode of learning extensively used during Covid, enhances the learning experience of students considerably. Course materials, assignment topics, recorded videos, PowerPoint slides, online exams in the form of quizzes through Google forms have been shared by teachers. The YouTube channels of the Departments of English and Physics updated uploaded informative videos for students.

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

30

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

30

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

13

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

242

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.

The College follows the Academic Calendar published by the University soon after the commencement of the semesters. The College Council takes decisions regarding the preparation of the Academic Calendar of the college by including important dates for the conduct of the Internal examination, teaching learning schedule, total effective working days available in each semester etc. The Internal exam committee is in charge of collecting the question papers and the smooth conduct of the exams. The academic progress of the students is monitored closely and regularly through continuous internal exams, assignments, seminars and tests.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://stcyrils.ac.in/content/uploads/University-Academiccalendar2020-21-1.https://stcyrils.ac.in/content/uploads/St.-Cyrils-HAND-BOOK-2020-2021.pdf

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

The DLMC of the College functions efficiently and any grievance of the students related to internal examination is treated with utmost seriousness. Grievance of the students are looked into and necessary action if any will be taken in the department. Those beyond the capability of the department are then brought to the attention of CLMC. The CLMC too takes initiatives to resolve any issue in a transparent, time-bound and efficient manner.

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.

The present syllabus published by the University contains the Programme objectives and Programme outcomes for all the Programmes offered by the College. The course objectives are intimated to the

students after the commencement of the semesters by the teachers. All the Programme and Course outcomes of all the Programmes offered by the College are updated on the website of the College.During the commencement of each unit and after the completion of the unit, the course outcomes will be reviewed. The detailed syllabus of all the programmes are published in the Handbook of the college and are accessible to the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Programme outcomes and course outcomes of all the Programmes offered by the college are intimated to the teachers through discussions. The students are made aware of the course outcomes. The attainment of course outcomes can be mapped from internal exams and assignments. Those students who are quite far from the attainment of the COs will be guided to reach optimal levels of outcome.Based on these attainment levels the Programme Outcome attainment can be assessed. Frequentsurveys or feedbacks collected from students can assess the levels of Programme outcomes achieved.

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

120

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/6.5.3 -Annual-report-1.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/20.II_.2.7.1-Student-Satisfaction-Survey_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)	View File

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

2

File Description	Documents
Any additional information	<u>View File</u>
Institutional data in prescribed format	<u>View File</u>

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)	<u>View File</u>
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

Fostering anecosystem for innovation and facilitatng the creation and transfer of knowledge is a key priority. Accordingly, seminars and workshops on research methodology and Entrepeneurship and IPR are conducted. Steps to upgrade departments to research departments are taken. Competitions to stimulate creative thinking and problem solving are encourgaged. Publications of article in reputed journals is given priority. Students and faculty are encouraged to participate in the Young Innovators programme.

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

9

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

1

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

12

File Description	Documents
Any additional information	**No File Uploaded**
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

5

File Description	Documents
Any additional information	**No File Uploaded**
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

Diverse extension activities were coordinated by St. Cyril's College to alleviate the sufferings of individuals duringt the COVID-19 pandemic. In the surrounding residences, hand sanitizers weremadeand distributed by the Chemistry department. Free online courses were organized by the History department to assist students at other institutions who were impacted by class suspensions caused by the pandemic. After the relaxation of pandemic restrictions, the Department of Chemistry conducted an analysis of the quality of well-water in neighbouring households and distributed theresults to the occupants of those residences. The "Hard Rain" poster exhibition was organized by the English Department for students in the neighbouring colleges and universities. A public awareness initiative concerning energy conservation was executed by the faculty and students of the Department of Economics. As part of this initiative, LED bulbs were distributed, and home visits were conducted throughout the local area.

These activities not only provide immediate support to the community but also sensitize students to pressing social issues such as public health, education equity, and environmental sustainability. Engaging in such initiatives encouraged students to think critically about the challenges faced by their community, fostering a sense of empathy and responsibility. Moreover, these experiences promoted teamwork and leadership skills, essential for their holistic development as socially conscious individuals. The extension programmes organized by the NCC/NSS units of the college are not included here, as their details are included in 3.4.3 and 3.3.4.

File Description	Documents
Paste link for additional information	https://stcyrils.ac.in/content/uploads/full-details-of-extension-activities-20-21.pdf
Upload any additional information	**No File Uploaded**

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)	View File
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

4

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

241

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	View File

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
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 4924sq m. There are 24 classrooms, 6 laboratories, 1 seminar hall with ICT facility, 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.

1

File Description	Documents
Upload any additional information	View File
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)

0.48731

File Description	Documents
Upload any additional information	View File
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, Adooris 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. It has an extensive and diverse collection of resources to support academic excellence and research. Situated in a calm environment, the library helps users to spend time without any disturbance. 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. There is also awide 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   B. Any 3 of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

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)

0.953

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

21

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 has 64 computers. The bandwidth available

forinternet connection in the institution is 200MBPS. Using routers, access points and networking equipment maintains an efficient wifi network. Wifi hotspots in strategic locations enhance connectivity. The library, seminar hall, Office, Departments, and the final year classes have wifi connectivity which is used by the staff and the student community to access e-journals and e-books.G suite facility was introduced during Covid pandemic.

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)

214774

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

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 has beento gear the infrastructure development. The service of an electrician and a plumber is made available in the campus. An assistant each has been appointed in the laboratories of Chemistry and Physics to assist during practical sessions and maintain the equipment in the labs.Internal and external audits are annually employed on academic processes and progress. Computers are properly serviced and re-used. The maintenance of computer hardware and software is carried out by third party experts. The Librarian takes care of themaintenance 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. Equipment 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

437

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

51

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

E. none of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

49

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

49

File Description	Documents
Any additional information	View File
Number of students benefited 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

2

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

59

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

4

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.

9

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 univer sity/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)

College Union Activity Report 2020-21

Date: 31/03/21

During the academic year 2020-21 Dr.Anoop Chandran was selected as the staff advisor and college union election convener. The following committees were also constituted for the smooth conduct of the college union activities.

Students Affairs Committee

1.Dr. Susha D (Principal)

2.Ms. Mini Mathew (Staff Secretary)

3.Dr. Anoop Chandran

4.Ms. Anitha Thomas

5.Lt. Dr. Baiju P Jose

Arts and Cultural Forum

Dr. Anoop Chandran (Convener)

2.Lt. Dr. Baiju P Jose

Ms. Smita Kochummen

4.Dr. Mini Samuel

However, due to the restrictions imposed due to Covid-19 pandemic, the University decided not to conduct the college union elections during 2021-22. Due to this no activities were organised during this academic year.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

27

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	<u>View File</u>
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)	<u>View File</u>

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

The year 2020, marked by the Covid-19 pandemic, made it challenging to conduct physical alumni association events. Consequently, online meetings were initiated, and various online programs were planned. After the admission process for UG and PG courses concluded in August, the Alumni Association Convener approached the HODs of all departments to discuss the convening of a meeting. Following unanimous suggestions from HODs, it was decided to conduct separate online alumni association meetings according to participants' convenience.

The Alumni Capital chapter instituted the Prof. Alex Kurambil Cor Episcopa Award in memory of the first Principal of St. Cyril's College. The award, with a cash prize of Rs. 25,001 and a certificate, was presented to Adv. Pazhakulam Madhu, a prominent alumnus and Kerala politician, by former Chief Minister Mr. Oommen Chandy. The Capital Alumni, based in Thiruvananthapuram, organized online motivation classes for the college students, featuring resource persons from diverse backgrounds, including civil service servants. Different alumni groups worldwide kept the college authorities informed about their activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

St. Cyril's College Adoor demonstrates governance that is closely aligned with its vision and mission, ensuring that the institution's core values and objectives are upheld and promoted throughout its operations. The top-tier body namely the Governing Board responsible for the strategic direction and overall governance of the college, ensures that all policies and decisions reflect the vision of providing holistic education and the mission of uplifting women. The Principal, along with all committees works to integrate the vision and mission into everyday activities and long-term planning. Comprehensive support services, including counseling, career guidance, and extracurricular activities, are provided to foster holistic development. Active participation in community service and social responsibility programs aligns with the college's mission of serving humanity. Regular assessments and evaluations ensure academic and administrative practices meet the highest standards and reflect the college's mission.

Feedback from students, faculty, and other stakeholders is used to inform improvements and align practices with institutional goals. The governance structure and practices of the college are meticulously designed to ensure that the vision of fostering holistic education and the mission of empowering women are deeply embedded in all aspects of the institution. This alignment is evident in the strategic decision-making, academic excellence, student support services, community engagement, and continuous quality assurance efforts that define the college

File Description	Documents
Paste link for additional information	https://stcyrils.ac.in/content/uploads/St.-Cyrils-HAND-BOOK-2020-2021.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.

Effective leadership at St. Cyril's College embraces decentralization to promote efficiency, responsiveness, and engagement at all levels.Each academic and administrative department operates with a high degree of autonomy, allowing them to make decisionsbest suited to their specific needs and circumstances. Department heads are entrusted with the authority to manage resources, plan activities, and implement strategies to achieve

departmental goals, encouraginginnovation and accountability. Responsibilities are entrusted to various committees and subcommittees, ensuring efficient and timely management of tasks.

Faculty and staff members are encouraged to take the initiative and propose improvements, fostering a proactive and dynamic organizational culture. Various committees, including the Governing Council, College Development Committee, and IQAC (Internal Quality Assurance Cell), include representatives from different stakeholder groups, such as faculty, students, administrative staff, and community members. The college conducts regular meetings and open forums where faculty, staff, and students can share their views, suggestions, and concerns. These platforms encourage transparent communication and foster a sense of community and mutual respect. The amalgamation of decentralization and participative management at St. Cyril's College prompts a responsive and adaptive institution that continually evolves to accommodate the needs of its students and staff. The leadership's commitment to these practices nurtures an environment of trust, collaboration, and continuous improvement

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, rooted inits mission to empower girls through higher education, has created a dynamic and adaptable strategic plan to ensure academic excellence, institutional increase, and holistic scholar development. This plan is aligned with the vision and mission.

The college, comprising the Principal, IQAC (Internal Quality Assurance Cell), and various Departmentheads, actively participatesin 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 then translated into action. Various levels of academic and administrative sections work in unison to carry out plans.

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.

The institution is presided over by the College Management Committee followed by the College Principal.The Principal is the head of both the academic and administrative wings of the college. The principal is assisted by the college council, faculty members and administrative staff. They work together to ensure the smooth functioning of the college. The college has both NSS and NCC which ensures community service, social commitment and discipline among students. 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.The following departments are supervised by the principal, each of which performs a specific function essential for the smooth functioning of the institution:

1) IQAC

2) College Development Committee

3) Office Junior superintendent, clerical staff, and peons

4)Academic Departments consisting of: a) Arts b) Science c) Commerce

6) Extra-Curricular Activities Committees consisting of: a) Arts and Cultural Forum b) Sports Committee c) Women Cell d) Grievance Redressal Committee e) Anti-Ragging Committee f) College Council

7) Examination Committee

8) Library Department consisting of Librarian

9) Alumni Association

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	View File
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

Teaching:General Provident Fund, State Life Insurance, Group Insurance, Group Personal Accident Insurance Scheme.

Nonteaching: General Provident Fund, State Life Insurance, Group Insurance, Group Personal Accident Insurance Scheme

Maternity and Paternity leave as per government norms are given to all the staff members.

College Canteen: Food and snacks are given to students and faculties at subsidised rate.

Staff Club for the faculty: Teaching and non- teaching are the members in the staff club which organizes programmes for the recreational activities of the members.

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)	[View File](#)

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

1

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

18

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

A performance appraisal is a regular review of an employee's performance and overall contribution to a college. It evaluates an employee's skills, achievements and growth, or lack thereof. It is done by IQAC in a systematic manner for all the Teaching Staff of the

college at the end of every academic year. It is done as per the Performance Based Appraisal System (PBAS) of Kerala university and the related Academic Performance Indicators. All faculty are required to prepare each year's performance appraisal and get it counter signed by the principals of the colleges in which the faculty has been working. All the colleges follow a pattern of granting performance-based increments considering the rating of faculty as "Good", "Very Good" and "Excellent".

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 an audit team every year comprising of three faculty members for the stock verification of books, electronic equipment, furniture, stationary, lab equipment and other assets of every department.The department level internal financial audit is also conducted.

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)	[View File](#)

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

The college employs several strategies. The primary source of income which is the tution fees is accounted and utilised for the development of the college. Funds raised from Alumni are used for helping students.Various endowments are instituted by the retired teachers for the students. The purchase committee monitors optimal utilisation of the funds.Budget planning ensures resources are allocated efficiently. Need based and merit based scholarships ensure help to all students.

File Description	Documents
Paste link for additional information	https://stcyrils.ac.in/content/uploads/St.-Cyrils-HAND-BOOK-2020-2021.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.Conducting model internal

examination not only helps to evaluate the student's progress but prepare them for the end semester examination.

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 regularly collects students' feedback of the teachers only in the prescribed formats for evaluation of their performance. The reports of the feedback are conveyed to the departments concerned for discussion and review. The college follows the guidelines given by the University, UGC and the state government. During the pandemic, the college conducted online lectures through various online platforms. Shorter videos were made on specific topics by teachers and shared on WhatsApp and telegram. Teachers were appointed as mentors of each class. These teachers were available 24 x7 to help students of the class assigned to them in every way. WhatsApp groups of each class were made to share class links, notes, videos related to the syllabus and notices with students.Result analysis is conducted regularly immedietly after the declaration of the University results.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://stcyrils.ac.in/content/uploads/6.5.3-Annual-report-1.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

The Women Cell of St. Cyril's College, Adoor intendsto orient female students to recognize their true potentialin a competitiveworld. The activities of the college women cell were under the guidance of the Principal of the college Dr Susha D and the Co-ordinator Dr Smita Kochummen, Assistant Professor and HOD, Dept of Commerce.

As part of the GenderEquality Day, the N.S.S unit of St. Cyril's College, Adoor celebrated Gender Equality Day on 2August 2020. The topic for the session was 21st Century Shift in Gender Balance. The resource person for the webinar was Dr Pushpa Kurup, the renowned Writer, Educator and IT Professional. Classrooms offer equal opportunities and privileges to all students regardless of their gender. Male and female members are given equal representation in academic and extra-curricular activities includingarts and sports,activities of the cells and clubs. This is noticeable at the time of College Union Elections where seats are reserved for girls.Every year, International Women's Day is observed in the college which includes motivational talks and discussions.

File Description	Documents
Annual gender sensitization action plan	https://stcyrils.ac.in/content/uploads/20.VII_.1.1-2.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	**Nil**

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 facilitateproper segregation of solid waste. Plastic waste are sent to LSGD centres for recycling. Organic waste 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 taking care of the security of the students.

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   **C. Any 2 of the above**

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

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   E. None 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	No File Uploaded

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	No File Uploaded

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).

As part of the International Yoga Day, St. Cyril's College, Adoor celebrated the 6th International Yoga Day on 21st June 2020. Due to social distancing measures adopted by most countries, the theme set by United Nations for this year is "Yoga for Health - Yoga at Home". Therefore, with the theme of 'Yoga at Home and Yoga with Family',

this year's celebrations are being done digitally to ensure social distancing norms. The Common Yoga Protocol was performed by volunteers individually within the confines of their homes on 21st June, 2020 from 7:00 A.M to 7:45 A.M. followed by a suitable and customized 15-minute programme on yoga. The volunteers listened to

the message Prime Minister Narendra Modi today delivered to the nation on the occasion of International Day of Yoga where he highlighted how pranayam breathing techniques can help strengthen the respiratory system in our fight against Covid-19. The video clipping related to yoga was mailed to district mail separately.

Festivals like Onam and Christmas were celebrated through online mode fostering an environment of tolerance and harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

Department of Political Science, St. Cyril's College Adoor has commenced a Certificate Course on 'INDIAN GOVERNMENT AND CONSTITUTION' in the academic year 2020-21. The course code is STCPS-021(1) and course duration is 30 hrs. Amidst the Covid-19 pandemic, the course was delivered through online mode via Google Meet. Dr. Siji Rachel George, Head of the Department inaugurated the course on 15th February 2021. Dr. Rekha R Nair, Assistant Professor, Department of political Science, MSM College, Kayamkulam and Ms. Sharon S Assistant Professor, Department of

political science, St. Stephens College, Pathanapuram werethe external resource persons for the course. Dr. Siji Rachel George has also taken classes on as per time table 51 persons from inside and outside the campus including professionals were enrolled for the course in 2020-21. All members have actively participated and completed the course they were much satisfied with the course. Some of them informed their willingness to continue with the class in the coming years also. The course was very fruitful and we intend to pursue the same in the coming years.

Course Objectives

- **To know about Indian Constitution and its features**

- **Describe the fundamental Rights and fundamental duties**

- **Familiarize the Preamble of Indian Constitution**

- **Analyze the importance of Indian Constitution**

- **Familiarize the various organs of Government.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
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	**No File Uploaded**
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	<u>View File</u>
Any other relevant information	<u>View File</u>

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

Despite the outbreak of covid 19the HEI took major initiatives in celebrating the major days in the online and offline modes such as

World Environment Day, Kargil Vijay Diwas/ Global Parents Day, National Youth Day, Independence Day, Women's Equality, Ozone Day, Cardiac Fitness, Cancer Awareness, Gandhi Jayanti, Children's Day, Republic Day, International Women's Day. Students enthusiastically participated in the events that were conducted to celebrate these days.

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.

1. Title : ENERGY CONSERVATION PRACTICE

Objectives :

- **To reduce energy consumption by lowering overall energy usage through efficient appliances, lighting etc.**

- **Context:**

Energy conservation is essential to reduce the strain on natural resources, as fossil fuels like coal and oil are finite and depleting.

The Practice:

- **The students visited houses and explained the use of LED bulbs**

instead of filament bulbs.

Evidence of success:

Warm welcome received from the neighbourhood.

Problems encountered:

• Misconceptions about LED bulbsleading to resistance.

2. Title : DOCUMENTATION ON NOBEL LAUREATE

Objectives :

• To help preserve the literary legacy of a Nobel laureate ensuring that future generations can access and learn from their contributions.

The Context:

The documentation as an initiative showcases the students' evolving academic skills

The Practice:

• An editorial board was constituted

• Acollaborative effort, with students working together to pool their research findings, share insights, and create a cohesive narrative.

Evidence of Success:

The document titled " Louise Gluck: The Wild Iris of American Poetry" explored the author's life, literary works, and the influence of his contributions in the literary sphere.

Problems encountered and Resources Required:

• Limited and restricted access on the Louise

File Description	Documents
Best practices in the Institutional website	https://stcyrils.ac.in/content/uploads/best-practice.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 set 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, the 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. Majority of the students are from the rural belts of Adoor, Enathu, Parakodeand are from socio-economically disadvantaged in terms of education and women empowerment. The College emphasizes outreach programs to solve many problematic issues of 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 just academically but also personally and professionally. With smaller class sizes, individualized attention creates a space for enhanced teaching learning process.

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

College adheres to the University Curriculum and follows the University Syllabus. The programmes and courses are designed with specific Programme Outcomes, Programme Specific Outcomes, and Course Outcomes for the effective delivery of the curriculum. The syllabus prescribed by the University of Kerala is strictly followed by the departments. The departments follow the academic calendar prescribed by the University. The college functions within the overall framework provided by the University, ensuringeffective curriculum planning and delivery. Based on the workload, the syllabus of each semester is distributed among the teachers in the department. The Head of the Department ensures the smooth conduct of classes based on the syllabus. The lecture method is mainly used, supplemented with ICT to deliver information to the students. The faculty is committed to using teaching aids whenever necessary to make teaching as effective and comprehensive as possible. The faculty also implements different curricular activities like seminars, project work, practicals, and assignments. This will help enhance the practical knowledge of students. Completion of the syllabus within the stipulated time is ensured so that the students can prepare well for the University exams. Feedback is collected from students, parents, alumni, and teachers and necessary steps are taken to resolve the issues.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The college strictly adheres to the academic calendar published by the University of Kerala. This alignment is crucial as it governs the scheduling of both internal and external examinations, ensuring that all assessments are conducted in a

timely and organized manner. To facilitate this process, the College Council collaborates closely with the Internal Quality Assurance Cell (IQAC) to develop an institutional academic calendar that aligns seamlessly with the university's framework. This cooperation ensures that academic activities are synchronized with the larger educational schedule, allowing for a smooth flow of events throughout the academic year.

Furthermore, the creation of a master timetable for the entire institution, along with detailed departmenttimetables, plays a pivotal role in enforcing adherence to the academic calendar. These timetables are meticulously crafted to ensure that all courses are completed within the prescribed timelines, thereby promoting effective learning and minimizing disruptions. By structuring the academic year in this way, the college not only enhances the educational experience ofthe students but also upholds the standards set by the University of Kerala. This systematic approach ultimately contributes to a more organized and efficient academic environment, benefiting both faculty and students alike.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://stcyrils.ac.in/content/uploads/University-Academiccalendar2020-21-1.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

6

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)

5

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

115

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

1.3 - Curriculum Enrichment

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

The college organized a personality development program titled "Blossoming of Personality" aimed at enriching human values among students. This initiative was designed to enhance personal growth and encourage self-awareness, helping students develop essential skills such as communication, empathy, and leadership.

Additionally, a webinar focusingon "Sustainable Development," addressing critical environmental challenges and sustainability issues that are increasingly relevant in today's world was hosted. This webinar whichis part of the curriculum,integrates environmental studies to ensure students gain a comprehensive understanding of ecological issues. These endeavours aim to cultivate a sense of responsibility and awareness regarding environmental conservation.

Furthermore, engaging students in debates and discussions on gender issues, promotescritical thinking and encourages diverse perspectives. These activities not only enhance their understanding of social dynamics but also empower them to voice their opinions and be advocates for equality. Through these various programs, the college strives to create a holistic educational environment that fosters personal development, environmental awareness, and social responsibility, preparing students to navigate and contribute positively to a complex world.

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.	**No File Uploaded**

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

5

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

168

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/Feedback-report-2020-21-final.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/Feedback-report-2020-21-final.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

232

File Description	Documents
Any additional information	View File
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

39

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 newly admitted students will be made familiar with the curriculum by the help of Induction Programme conducted soon after the admissions. The college follows a strong Mentoring system with teacher mentors and student peer mentors. Entry level examination is conducted yearly after the closing of the admissions to identify advanced, average and slow learners. To cater to the learning levels of the students and initiate them into the syllabus by narrowing the gap between their previous course and the new syllabus, Bridge courses are conducted by all departments. Frequent test papers are held to assist the learning capacity of slow.learners and remedial coaching is offered. A good collection of reference books in the College library caters to the needs of advanced learners. Counselling sessions and motivational talks inspire students to break inhibitions.

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
596	**30**

File Description	Documents
Any additional information	**No File Uploaded**

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

The design and implementation of student centric methods are adopted by the departments in unique ways. Self-learning and participatory learning methodologies are espoused by the departments to enhance the learning experiences of the students. Students are motivated to use ICT tools while taking seminars, NLIST facilities to broaden their horizons of knowledge. The students are encouraged to attend webinars on topics pertaining to their syllabus. Online interactive quiz platforms like Quizlet and Kahoot have been extensively utilized by departments to adapt to the restrictions imposed by Covid. The Nature Walk, an initiative of the Department of English used to provide avenues of experiential learning to the students but had to be temporarily suspended due to Covid. Students are also motivated by the teachers to create self-developed videos on topics in the syllabus and the YouTube channels of the departments of English and Physics provide ample opportunities for the students. Meet the Expert talks, seminars and poster presentation contests are guided by the teachers of the Science departments. The students also engage in laboratory experiments and other experiential methods like field & industrial visits, simulations but with limited access. The Arts departments take keen interest in organizing online Lecture series, Film & Book reviews, Documentation of Nobel laureates and observation of important days.

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 faculty use ICT enabled online education tools, social networking sites, blended learning platforms like Google classroom, Google Meet to optimize the effective enunciation of information. The new mode of learning extensively used during Covid, enhances the learning experience of students considerably. Course materials, assignment topics, recorded videos, PowerPoint slides, online exams in the form of quizzes through Google forms have been shared by teachers. The YouTube channels of the Departments of English and Physics updated uploaded informative videos for students.

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

30

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

30

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

13

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

242

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.

The College follows the Academic Calendar published by the University soon after the commencement of the semesters. The College Council takes decisions regarding the preparation of the Academic Calendar of the college by including important dates for the conduct of the Internal examination, teaching learning schedule, total effective working days available in each semester etc. The Internal exam committee is in charge of collecting the question papers and the smooth conduct of the exams. The academic progress of the students is monitored closely and regularly through continuous internal exams, assignments, seminars and tests.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://stcyrils.ac.in/content/uploads/University-Academiccalendar2020-21-1.https://stcyrils.ac.in/content/uploads/St.-Cyrils-HAND-BOOK-2020-2021.pdf

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

The DLMC of the College functions efficiently and any grievance of the students related to internal examination is treated with utmost seriousness. Grievance of the students are looked into and necessary action if any will be taken in the department. Those beyond the capability of the department are then brought to the attention of CLMC. The CLMC too takes initiatives to resolve any issue in a transparent, time-bound and efficient manner.

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.

The present syllabus published by the University contains the Programme objectives and Programme outcomes for all the Programmes offered by the College. The course objectives are intimated to the students after the commencement of the semesters by the teachers. All the Programme and Course outcomes of all the Programmes offered by the College are updated on the website of the College.During the commencement of each unit and after the completion of the unit, the course outcomes will be reviewed. The detailed syllabus of all the programmes are published in the Handbook of the college and are accessible to the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Programme outcomes and course outcomes of all the Programmes offered by the college are intimated to the teachers through discussions. The students are made aware of the course outcomes. The attainment of course outcomes can be mapped from internal exams and assignments. Those students who are quite far from the attainment of the COs will be guided to reach optimal levels of outcome.Based on these attainment levels the Programme Outcome attainment can be assessed. Frequentsurveys or feedbacks collected from students can assess the levels of Programme outcomes achieved.

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

120

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/6.5.3-Annual-report-1.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/20.II_.2.7.1-Student-Satisfaction-Survey_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)	View File

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

2

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)	[View File](#)
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

Fostering anecosystem for innovation and facilitatng the creation and transfer of knowledge is a key priority. Accordingly, seminars and workshops on research methodology and Entrepeneurship and IPR are conducted. Steps to upgrade departments to research departments are taken. Competitions to stimulate creative thinking and problem solving are encourgaged. Publications of article in reputed journals is given priority. Students and faculty are encouraged to participate in the Young Innovators programme.

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

9

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

1

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

12

File Description	Documents
Any additional information	**No File Uploaded**
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

5

File Description	Documents
Any additional information	**No File Uploaded**
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

Diverse extension activities were coordinated by St. Cyril's College to alleviate the sufferings of individuals duringt the COVID-19 pandemic. In the surrounding residences, hand sanitizers weremadeand distributed by the Chemistry department. Free online courses were organized by the History department to assist students at other institutions who were impacted by class suspensions caused by the pandemic. After the relaxation of pandemic restrictions, the Department of Chemistry conducted an analysis of the quality of well-water in neighbouring households and distributed theresults to the occupants of those residences. The "Hard Rain" poster exhibition was organized by the English Department for students in the neighbouring colleges and universities. A public awareness initiative concerning energy conservation was executed by the faculty and students of the Department of Economics. As part of this initiative, LED bulbs were distributed, and home visits were conducted throughout the local area.

These activities not only provide immediate support to the

community but also sensitize students to pressing social issues such as public health, education equity, and environmental sustainability. Engaging in such initiatives encouraged students to think critically about the challenges faced by their community, fostering a sense of empathy and responsibility. Moreover, these experiences promoted teamwork and leadership skills, essential for their holistic development as socially conscious individuals. The extension programmes organized by the NCC/NSS units of the college are not included here, as their details are included in 3.4.3 and 3.3.4.

File Description	Documents
Paste link for additional information	https://stcyrils.ac.in/content/uploads/full-details-of-extension-activities-20-21.pdf
Upload any additional information	No File Uploaded

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)	View File
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

4

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

241

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	View File

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
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 4924sq m. There are 24 classrooms, 6 laboratories, 1 seminar hall with ICT facility, 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.

1

File Description	Documents
Upload any additional information	View File
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)

0.48731

File Description	Documents
Upload any additional information	View File
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, Adooris 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. It has an extensive and diverse collection of resources to support academic excellence and research. Situated in a calm environment, the library helps users to spend time without any disturbance. 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. There is also awide 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

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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)

0.953

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

21

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 has 64 computers. The bandwidth available forinternet connection in the institution is 200MBPS. Using routers, access points and networking equipment maintains an efficient wifi network. Wifi hotspots in strategic locations enhance connectivity. The library, seminar hall, Office, Departments, and the final year classes have wifi connectivity which is used by the staff and the student community to access e-journals and e-books.G suite facility was introduced during Covid pandemic.

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)

214774

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

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 has beento gear the infrastructure development. The service of an electrician and a plumber is made available in the campus. An assistant each has been appointed in the laboratories of Chemistry and Physics to assist during practical sessions and maintain the equipment in the labs.Internal and external audits are annually employed on academic processes and progress. Computers are properly serviced and re-used. The maintenance of computer hardware and software is carried out by third party experts. The Librarian takes care of themaintenance 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. Equipment 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

437

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

51

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	E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

49

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

49

File Description	Documents
Any additional information	View File
Number of students benefited 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

2

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

59

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

4

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.

9

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)

College Union Activity Report 2020-21

Date: 31/03/21

During the academic year 2020-21 Dr.Anoop Chandran was selected as the staff advisor and college union election convener. The following committees were also constituted for the smooth conduct of the college union activities.

Students Affairs Committee

1.Dr. Susha D (Principal)

2.Ms. Mini Mathew (Staff Secretary)

3.Dr. Anoop Chandran

4.Ms. Anitha Thomas

5.Lt. Dr. Baiju P Jose

Arts and Cultural Forum

Dr. Anoop Chandran (Convener)

2.Lt. Dr. Baiju P Jose

Ms. Smita Kochummen

4.Dr. Mini Samuel

However, due to the restrictions imposed due to Covid-19 pandemic, the University decided not to conduct the college union elections during 2021-22. Due to this no activities were organised during this academic year.

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

27	

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	<u>View File</u>
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)	<u>View File</u>

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

The year 2020, marked by the Covid-19 pandemic, made it challenging to conduct physical alumni association events. Consequently, online meetings were initiated, and various online programs were planned. After the admission process for UG and PG courses concluded in August, the Alumni Association Convener approached the HODs of all departments to discuss the convening of a meeting. Following unanimous suggestions from HODs, it was decided to conduct separate online alumni association meetings according to participants' convenience.

The Alumni Capital chapter instituted the Prof. Alex Kurambil Cor Episcopa Award in memory of the first Principal of St. Cyril's College. The award, with a cash prize of Rs. 25,001 and a certificate, was presented to Adv. Pazhakulam Madhu, a prominent alumnus and Kerala politician, by former Chief Minister Mr. Oommen Chandy. The Capital Alumni, based in Thiruvananthapuram, organized online motivation classes for the college students, featuring resource persons from diverse backgrounds, including civil service servants. Different alumni groups worldwide kept the college authorities informed about their activities.

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

St. Cyril's College Adoor demonstrates governance that is closely aligned with its vision and mission, ensuring that the institution's core values and objectives are upheld and promoted throughout its operations. The top-tier body namely the Governing Board responsible for the strategic direction and overall governance of the college, ensures that all policies and decisions reflect the vision of providing holistic education and the mission of uplifting women. The Principal, along with all committees works to integrate the vision and mission into everyday activities and long-term planning. Comprehensive support services, including counseling, career guidance, and extracurricular activities, are provided to foster holistic development. Active participation in community service and social responsibility programs aligns with the college's mission of serving humanity. Regular assessments and evaluations ensure academic and administrative practices meet the highest standards and reflect the college's mission.

Feedback from students, faculty, and other stakeholders is used to inform improvements and align practices with institutional goals. The governance structure and practices of the college are meticulously designed to ensure that the vision of fostering holistic education and the mission of empowering women are deeply embedded in all aspects of the institution. This alignment is evident in the strategic decision-making, academic excellence,

student support services, community engagement, and continuous quality assurance efforts that define the college

File Description	Documents
Paste link for additional information	https://stcyrils.ac.in/content/uploads/St.-Cyrils-HAND-BOOK-2020-2021.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.

Effective leadership at St. Cyril's College embraces decentralization to promote efficiency, responsiveness, and engagement at all levels.Each academic and administrative department operates with a high degree of autonomy, allowing them to make decisionsbest suited to their specific needs and circumstances. Department heads are entrusted with the authority to manage resources, plan activities, and implement strategies to achieve departmental goals, encouraginginnovation and accountability. Responsibilities are entrusted to various committees and subcommittees, ensuring efficient and timely management of tasks.

Faculty and staff members are encouraged to take the initiative and propose improvements, fostering a proactive and dynamic organizational culture. Various committees, including the Governing Council, College Development Committee, and IQAC (Internal Quality Assurance Cell), include representatives from different stakeholder groups, such as faculty, students, administrative staff, and community members. The college conducts regular meetings and open forums where faculty, staff, and students can share their views, suggestions, and concerns. These platforms encourage transparent communication and foster a sense of community and mutual respect. The amalgamation of decentralization and participative management at St. Cyril's College prompts a responsive and adaptive institution that continually evolves to accommodate the needs of its students and staff. The leadership's commitment to these practices nurtures an environment of trust, collaboration, and continuous improvement

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, rooted inits mission to empower girls through higher education, has created a dynamic and adaptable strategic plan to ensure academic excellence, institutional increase, and holistic scholar development. This plan is aligned with the vision and mission.

The college, comprising the Principal, IQAC (Internal Quality Assurance Cell), and various Departmentheads, actively participatesin 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 then translated into action. Various levels of academic and administrative sections work in unison to carry out plans.

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.

The institution is presided over by the College Management Committee followed by the College Principal. The Principal is the head of both the academic and administrative wings of the college. The principal is assisted by the college council, faculty members and administrative staff. They work together to ensure the smooth functioning of the college. The college has both NSS and NCC which ensures community service, social commitment and discipline among students. 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. The following departments are supervised by the principal, each of which performs a specific function essential for the smooth functioning of the institution:

1) IQAC

2) College Development Committee

3) Office Junior superintendent, clerical staff, and peons

4) Academic Departments consisting of: a) Arts b) Science c) Commerce

6) Extra-Curricular Activities Committees consisting of: a) Arts and Cultural Forum b) Sports Committee c) Women Cell d) Grievance Redressal Committee e) Anti-Ragging Committee f) College Council

7) Examination Committee

8) Library Department consisting of Librarian

9) Alumni Association

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	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	View File
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

Teaching:General Provident Fund, State Life Insurance, Group Insurance, Group Personal Accident Insurance Scheme.

Nonteaching: General Provident Fund, State Life Insurance, Group Insurance, Group Personal Accident Insurance Scheme

Maternity and Paternity leave as per government norms are given to all the staff members.

College Canteen: Food and snacks are given to students and faculties at subsidised rate.

Staff Club for the faculty: Teaching and non- teaching are the members in the staff club which organizes programmes for the recreational activities of the members.

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)	View File

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

1

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

18

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

A performance appraisal is a regular review of an employee's performance and overall contribution to a college. It evaluates an employee's skills, achievements and growth, or lack thereof. It is doneby IQAC in a systematic manner for all the Teaching

Staff of the college at the end of every academic year. It is done as per the Performance Based Appraisal System (PBAS) of Kerala university and the related Academic Performance Indicators. All faculty are required to prepare each year's performance appraisal and get it counter signed by the principals of the colleges in which the faculty has been working. All the colleges follow a pattern of granting performance-based increments considering the rating of faculty as "Good", "Very Good" and "Excellent".

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 an audit team every year comprising of three faculty members for the stock verification of books, electronic equipment, furniture, stationary, lab equipment and other assets of every department.The department level internal financial audit is also conducted.

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)	View File

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

The college employs several strategies. The primary source of income which is the tution fees is accounted and utilised for the development of the college. Funds raised from Alumni are used for helping students.Various endowments are instituted by the retired teachers for the students. The purchase committee monitors optimal utilisation of the funds.Budget planning ensures resources are allocated efficiently. Need based and merit based scholarships ensure help to all students.

File Description	Documents
Paste link for additional information	https://stcyrils.ac.in/content/uploads/St.-Cyrils-HAND-BOOK-2020-2021.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.Conducting model internal examination not only helps to evaluate the student's progress but prepare them for the end semester examination.

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 regularly collects students' feedback of the teachers only in the prescribed formats for evaluation of their performance. The reports of the feedback are conveyed to the departments concerned for discussion and review. The college follows the guidelines given by the University, UGC and the state government. During the pandemic, the college conducted online lectures through various online platforms. Shorter videos were made on specific topics by teachers and shared on WhatsApp and telegram. Teachers were appointed as mentors of each class. These teachers were available 24 x7 to help students of the class assigned to them in every way. WhatsApp groups of each class were made to share class links, notes, videos related to the syllabus and notices with students.Result analysis is conducted regularly immedietly after the declaration of the University results.

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

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)	D. Any 1 of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	https://stcyrils.ac.in/content/uploads/6.5.3-Annual-report-1.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

The Women Cell of St. Cyril's College, Adoor intendsto orient female students to recognize their true potentialin a competitiveworld. The activities of the college women cell were under the guidance of the Principal of the college Dr Susha D and the Co-ordinator Dr Smita Kochummen, Assistant Professor and HOD, Dept of Commerce.

As part of the GenderEquality Day, the N.S.S unit of St. Cyril's College, Adoor celebrated Gender Equality Day on 2August 2020. The topic for the session was 21st Century Shift in Gender Balance. The resource person for the webinar was Dr Pushpa Kurup, the renowned Writer, Educator and IT Professional. Classrooms offer equal opportunities and privileges to all students regardless of their gender. Male and female members are given equal representation in academic and extra-curricular activities includingarts and sports,activities of the cells and clubs. This is noticeable at the time of College Union Elections where seats are reserved for girls.Every year, International Women's Day is observed in the college which includes motivational talks and discussions.

File Description	Documents
Annual gender sensitization action plan	https://stcyrils.ac.in/content/uploads/20. VII_.1.1-2.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	**Nil**

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 facilitateproper segregation of solid waste. Plastic waste are sent to LSGD centres for recycling. Organic waste 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 taking care of the security of the students.

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	**C. Any 2 of the above**

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

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	E. None 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	No File Uploaded

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	No File Uploaded

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).

As part of the International Yoga Day, St. Cyril's College, Adoor celebrated the 6th International Yoga Day on 21st June 2020. Due to social distancing measures adopted by most countries, the theme set by United Nations for this year is "Yoga for Health - Yoga at Home". Therefore, with the theme of 'Yoga at Home and

Yoga with Family', this year's celebrations are being done digitally to ensure social distancing norms. The Common Yoga Protocol was performed by volunteers individually within the confines of their homes on 21st June, 2020 from 7:00 A.M to 7:45 A.M. followed by a suitable and customized 15-minute programme on yoga. The volunteers listened to

the message Prime Minister Narendra Modi today delivered to the nation on the occasion of International Day of Yoga where he highlighted how pranayam breathing techniques can help strengthen the respiratory system in our fight against Covid-19. The video clipping related to yoga was mailed to district mail separately.

Festivals like Onam and Christmas were celebrated through online mode fostering an environment of tolerance and harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

Department of Political Science, St. Cyril's College Adoor has commenced a Certificate Course on 'INDIAN GOVERNMENT AND CONSTITUTION' in the academic year 2020-21. The course code is STCPS-021(1) and course duration is 30 hrs. Amidst the Covid-19 pandemic, the course was delivered through online mode via Google Meet. Dr. Siji Rachel George, Head of the Department inaugurated the course on 15th February 2021. Dr. Rekha R Nair, Assistant Professor, Department of political Science, MSM College, Kayamkulam and Ms. Sharon S Assistant Professor, Department of

political science, St. Stephens College, Pathanapuram werethe external resource persons for the course. Dr. Siji Rachel George has also taken classes on as per time table 51 persons from inside and outside the campus including professionals were enrolled for the course in 2020-21. All members have actively participated and completed the course they were much satsified with the course. Some of them informed their willingness to continue with the class in the coming years also. The course was very fruitful and we intend to pursue the same in the coming

years.

Course Objectives

- **To know about Indian Constitution and its features**

- **Describe the fundamental Rights and fundamental duties**

- **Familiarize the Preamble of Indian Constitution**

- **Analyze the importance of Indian Constitution**

- **Familiarize the various organs of Government.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
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	**No File Uploaded**
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	View File
Any other relevant information	View File

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

Despite the outbreak of covid 19the HEI took major initiatives in celebrating the major days in the online and offline modes such as

World Environment Day, Kargil Vijay Diwas/ Global Parents Day, National Youth Day, Independence Day, Women's Equality, Ozone Day, Cardiac Fitness, Cancer Awareness, Gandhi Jayanti, Children's Day, Republic Day, International Women's Day. Students enthusiastically participated in the events that were conducted to celebrate these days.

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.

1. Title : ENERGY CONSERVATION PRACTICE

Objectives :

- To reduce energy consumption by lowering overall energy usage through efficient appliances, lighting etc.

- Context:

Energy conservation is essential to reduce the strain on natural resources, as fossil fuels like coal and oil are finite and depleting.

The Practice:

• The students visited houses and explained the use of LED bulbs instead of filament bulbs.

Evidence of success:

Warm welcome received from the neighbourhood.

Problems encountered:

• Misconceptions about LED bulbsleading to resistance.

2. Title : DOCUMENTATION ON NOBEL LAUREATE

Objectives :

• To help preserve the literary legacy of a Nobel laureate ensuring that future generations can access and learn from their contributions.

The Context:

The documentation as an initiative showcases the students' evolving academic skills

The Practice:

• An editorial board was constituted

• Acollaborative effort, with students working together to pool their research findings, share insights, and create a cohesive narrative.

Evidence of Success:

The document titled " Louise Gluck: The Wild Iris of American Poetry" explored the author's life, literary works, and the influence of his contributions in the literary sphere.

Problems encountered and Resources Required:

- Limited and restricted access on the Louise

File Description	Documents
Best practices in the Institutional website	https://stcyrils.ac.in/content/uploads/best-practice.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 set 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, the 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. Majority of the students are from the rural belts of Adoor, Enathu, Parakodeand are from socio-economically disadvantaged in terms of education and women empowerment. The College emphasizes outreach programs to solve many problematic issues of 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 just academically but also personally and professionally. With smaller class sizes, individualized attention creates a space for enhanced teaching

learning process.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

To continue to provide congenial learning environment for holistic development of Students, Faculty and Supporting Staff ? To inculcate 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 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 relationship thro to devise techniques to improve Teaching Learning & Evaluation process ? To continue to provide formal education to needy and deserving students ? To arrange career guidance programmes