



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

|   |  |  |
|---|--|--|
| <b>1. Name of the Institution</b>             |  | ST. GEORGE'S COLLEGE                                       |
| Name of the head of the Institution           |  | DR. M V GEORGEKUTTY  |
| Designation                                   |  | Principal  |
| Does the Institution function from own campus |  | Yes  |
| Phone no/Alternate Phone no.                  |  | 04822272220  |
| Mobile no.                                    |  | 8078064220   |
| Registered Email                              |  | iqacsgcaruvithura@gmail.com                                |
| Alternate Email                               |  | sgcaruvithura@yahoo.co.in                                  |
| Address                                       |  | ST. GEORGE'S COLLEGE ARUVITHURA<br>ARUVITHURA P O KOTTAYAM |
| City/Town                                     |  | KOTTAYAM   |
| State/UT                                      |  | Kerala   |
| Pincode                                       |  | 686122   |

| <b>2. Institutional Status</b>  |                 |   |                                       |             |             |
|---|-----------------|---|---------------------------------------|-------------|-------------|
| Affiliated / Constituent  |                 | Affiliated  |                                       |             |             |
| Type of Institution   |                 | Co-education  |                                       |             |             |
| Location  |                 | Rural   |                                       |             |             |
| Financial Status  |                 | Self financed and grant-in-aid  |                                       |             |             |
| Name of the IQAC co-ordinator/Director                                    |                 | DR. REJI VARGHEESE MEKKADEN   |                                       |             |             |
| Phone no/Alternate Phone no.  |                 | 04822272220   |                                       |             |             |
| Mobile no.  |                 | 9447572414  |                                       |             |             |
| Registered Email  |                 | iqacsgcaruvithura@gmail.com   |                                       |             |             |
| Alternate Email   |                 | rvmekkaden@gmail.com  |                                       |             |             |
| <b>3. Website Address</b>   |                 |   |                                       |             |             |
| Web-link of the AQAR: (Previous Academic Year)                            |                 | <a href="https://www.sqcaruvithura.ac.in/public/NAAC.html?naac=AOAR">https://www.sqcaruvithura.ac.in/public/NAAC.html?naac=AOAR</a>                 |                                       |             |             |
| <b>4. Whether Academic Calendar prepared during the year</b>              |                 | Yes   |                                       |             |             |
| if yes,whether it is uploaded in the institutional website:<br>Weblink :  |                 | <a href="https://www.sqcaruvithura.ac.in/public/academic-calender-main.html">https://www.sqcaruvithura.ac.in/public/academic-calender-main.html</a> |                                       |             |             |
| <b>5. Accrediation Details</b>  |                 |   |                                       |             |             |
| Cycle   | Grade           | CGPA  | Year of Accrediation                  | Validity    |             |
|   |                 |   |                                       | Period From | Period To   |
| 2   | A               | 86.5  | 2007                                  | 10-Feb-2007 | 09-Feb-2012 |
| 3   | A               | 3.10  | 2016                                  | 17-Mar-2016 | 16-Mar-2021 |
| <b>6. Date of Establishment of IQAC</b>                                   |                 |   | 10-May-2004                           |             |             |
| <b>7. Internal Quality Assurance System</b>                               |                 |   |                                       |             |             |
| Quality initiatives by IQAC during the year for promoting quality culture |                 |   |                                       |             |             |
| Item /Title of the quality initiative by IQAC                             | Date & Duration |   | Number of participants/ beneficiaries |             |             |

No Data Entered/Not Applicable!!!

[View File](#)

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

| Institution/Department/Faculty  | Scheme | Funding Agency | Year of award with duration | Amount  |
|---------------------------------|--------|----------------|-----------------------------|---------|
| ST. GEORGE'S COLLEGE ARUVITHURA | B Voc  | UGC            | 2018<br>1095                | 4150000 |
| ST. GEORGE'S COLLEGE ARUVITHURA | RUSA   | RUSA           | 2018<br>1825                | 1000000 |

No Files Uploaded !!!

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

6

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. Conducted Annual Academic Retreat, Internal Academic Audit and External Academic Audit. 2. On the recommendation of IQAC B.Voc Programme in Food Technology and Analysis and 6 need based Certificate Courses and 6 value added courses were started. 3. New software was installed to boost up the Management Information system 4. The college participated in NIRF and registered for UBA and the proposals for RUSA and DSTFIST were submitted. 5. Institutional Innovation Council of MHRD was established.

No Files Uploaded !!!

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

| Plan of Action  | Achievements/Outcomes   |                        |              |                 |             |
|---|---|------------------------|--------------|-----------------|-------------|
| <b>No Data Entered/Not Applicable!!!</b>  |   |                        |              |                 |             |
| <a href="#">View File</a>   |   |                        |              |                 |             |
| <b>14. Whether AQAR was placed before statutory body ?</b>  | Yes   |                        |              |                 |             |
| <table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>College Council</td> <td>18-Dec-2019</td> </tr> </tbody> </table> |   | Name of Statutory Body | Meeting Date | College Council | 18-Dec-2019 |
| Name of Statutory Body  | Meeting Date  |                        |              |                 |             |
| College Council   | 18-Dec-2019   |                        |              |                 |             |
| <b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>  | No  |                        |              |                 |             |
| <b>16. Whether institutional data submitted to AISHE:</b>   | Yes   |                        |              |                 |             |
| Year of Submission  | 2019  |                        |              |                 |             |
| Date of Submission  | 10-Feb-2019   |                        |              |                 |             |
| <b>17. Does the Institution have Management Information System ?</b>  | Yes   |                        |              |                 |             |
| If yes, give a brief description and a list of modules currently operational (maximum 500 words)  | <p>Management information system 2018 2019</p> <p>The college has an automated web portal and mobile phone application that help to get extraordinary outcomes with integrated solution for all academic and administrative requirement of the institute. This system helps in managing all day to day college activities. Through this system the institution can send alert/ information via SMS/email to parents/guardians regarding results, absence of the ward, announcements and other related information. Student/Parent module of our MIS facilitates transmission of target specific information like Circulars, Accounts Details, Day Order, Timetable, Exam Timetable, and Exam Results to the stake holders.</p> <p>Administrative features incorporated in the MIS system of the institution include Student Admission, Student Administration, College Accounting, Fees Collection Receipt Printing, Staff Management, Students Attendance Management, Staff Attendance Management, Timetable Generation,</p> |                        |              |                 |             |

Library Management, SMS Alerts, Reminders and Circular, Examination Management, Exam Result Module, Multi User Management, Reports Module, Daily Reports of Attendance[Students, Staff] through mail, Daily Finance Reports through mail, Attendance Missing Alerts through mail etc. The reporting feature of the MIS generates daily consolidated report with mailing option to the management and administrative authorities. Official website of college with administrative control panel is an integral part of the MIS of the institution. A well designed website with option to update page contents from administrative control panel enables timely transmission of information to all the stake holders of the institution. The admin of the website regularly updates the news and event sections of the website .The website admin also regularly updates the website contents like list of courses with details like seats, type of course ,gallery with category, departments and staffs and all other relevant information in the website through the administrative control panel .The general information required by students, parents, teachers ,public and other stake holders are timely incorporated in the website. The MIS system of the institution also includes G Suite Education (google Email sgcaruvithura.ac.in) with unlimited users and storage capacity of 1 TB for each users. This version of the institution information system enables all the members of the institution to communicate with email, chat, video conference, create tasks, create and share documents, spreadsheets, and presentations on real time basis. Moreover the network security and MIS system of the college is protected through a dedicated firewall system installed inside the institution. The different Modules of MIS running in the organization is as follows. ?

- Admissions Management ? Student Info Management ? Staff Management ?
- Attendance Management Student ?
- Attendance Management Staff ?
- Accounting Integration ? Course Management ? Timetable Management ?
- Student Evaluation Report ? Exam Management ? Exam Result Management ?

Grading Assessment System ? Multi User Management ? Reports ? SMS Alerts ? Mail Alerts ? Fees Management Collection ? Circular Management ? Syllabus Management ? Student/Parent Portal ? User Preference ? Nominal Roll ? Admission Register

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

St. George's college Aruvithura , being affiliated to Mahatma Gandhi University, Kottayam, Kerala , implements the curriculum designed by the university and strictly comply with the UGC guidelines and university academic calendar. The college has a coherent and systematic design for curriculum delivery that ensures effective teaching and learning experience . The academic retreat conducted at the outset formulates long and short term goals for the institution. Innovative teaching methods and effective course outcomes are planned at college and departmental level meetings. Curriculum is delivered through a planned and documented process and is effectively monitored through academic audit. For complementing course outcomes , various induction programmes , bridge courses and certificate courses are arranged. To cope up with the evolving academic needs , teachers are encouraged to participate in various faculty development programmes . Learner centric approach is valued high and various platforms like-- peer teaching -students as teachers ; Companion -students as authors- are arranged for supplementing the curriculum delivery. Assessment processes are aligned with the curriculum and are designed to clarify learning intentions. To evaluate students' progression level , internal exams are frequently conducted and parents are informed about it during PTA meeting . To enrich the student community, govt. funded programmes like SSP , WWS , ASAP are working effectively. Industrial visits, quizzes, study tours , seminars and workshops have been organised on a regular basis. Project works are cogently undertaken under the supervision and direction of the Project Guides. Remedial teaching and mentoring are given on need basis. In order to ensure maximum achievement of course and programme outcomes, feedback regarding the curriculum- from the students and stakeholders - are sought on a regular basis. Teachers adopt consistent and well structured tools to bump up the efficacy of curriculum delivery. All members of faculty adopt ICT enabled teaching methods, for the effective delivery of curriculum. The teachers meticulously prepare the course Plan in tune with the attainment of course outcomes and maintain a teacher performance record and a teacher appraisal, which is duly supervised by IQAC and principal. An Annual Academic Plan (Academic Calendar of the College) is prepared by the IQAC and the plan of action is prepared well in advance . A high priority in curriculum planning is given to the progressive development of students' domain knowledge. The process of implementation and delivery of curriculum is designed in such a way as to make students, socially committed, employable, innovative and research oriented.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|-------------|-----------------|-----------------------|----------|--|-------------------|
|-------------|-----------------|-----------------------|----------|--|-------------------|

|                       |     |            |    |  |   |
|-----------------------|-----|------------|----|--|---|
| IT Skills             | Nil | 21/07/2018 | 35 | Employability in computer and software field   | Computer software and Hardware proficiency                  |
| Yoga                  | Nil | 21/07/2018 | 35 | Increase employability chances by acquiring skills for remaining productive and positive | Skill for remaining physically and mentally fit             |
| English communication | Nil | 21/07/2018 | 35 | Increases career opportunities   | Communication skill and Interpersonal skill                 |
| Waste Management      | Nil | 21/07/2018 | 35 | Employability in careers related to waste management                                     | Skill in monitoring ,managing and controlling plastic waste |
| Origin 7 software     | Nil | 21/07/2018 | 35 | Employability as data analyst in scientific field and industries                         | Data analysis capability                                    |
| Cake making           | Nil | 21/07/2018 | 35 | Entrepreneurship   | Baking skill  |

## 1.2 – Academic Flexibility

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

| Programme/Course          | Programme Specialization     | Dates of Introduction |
|---------------------------|------------------------------|-----------------------|
| BVoc                      | Food Technology and Analysis | 01/08/2018            |
| <a href="#">View File</a> |                              |                       |

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization     | Date of implementation of CBCS/Elective Course System |
|----------------------------------|------------------------------|---|
| BVoc                             | Food Technology and Analysis | 01/08/2018  |

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

|                    | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 625         | Nil            |

## 1.3 – Curriculum Enrichment

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

| Value Added Courses        | Date of Introduction | Number of Students Enrolled |
|----------------------------|----------------------|-----------------------------|
| Waste Material Craft       | 24/12/2018           | 80                          |
| Creative Writing           | 06/08/2018           | 120                         |
| Organic Farming            | 17/07/2018           | 70                          |
| Tailoring                  | 08/09/2018           | 90                          |
| Anchoring and presentation | 04/07/2018           | 30                          |
| Moral and Life Skills      | 11/10/2018           | 110                         |
| No file uploaded.          |                      |                             |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title            | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|------------------------------------|--------------------------|---|
| No Data Entered/Not Applicable !!! |                          |   |
| <a href="#">View File</a>          |                          |   |

**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

|           |     |
|-----------|-----|
| Students  | Yes |
| Teachers  | Yes |
| Employers | Yes |
| Alumni    | Yes |
| Parents   | Yes |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

| Feedback Obtained  |
|--|
| <p>The college has a structured mechanism for collecting the feedback and it is being effectively used to whet the curriculum delivery. It also serves as a channel to address grievances and learning related issues. The institution always appreciates the thoughtful and constructive feedback from its stakeholders . The collecting , processing and utilization of inputs from feedback ensure a safe and friendly learning environment and high quality teaching and assessment methods. A systematic questionnaire is prepared taking into account all the curricular aspects. The feedback Form with five point scale include questions relating to academic content ,evaluation scheme, effectiveness of curriculum delivery etc. The input gained from feedback influences the new policies and programmes devised by the college. Amendments and modifications based on the response are wrought out towards the maximum accomplishment of the curricular objectives. The feedback Form includes questions relating to the programme and course outcome and is prepared by the IQAC in consultation with the experts . Feedback is collected from its stakeholders at departmental and college level . The regular and reliable feedback given by the parents help a lot in assisting the students in achieving their cherished goals. The input from feedback is analysed and recorded under the supervision of IQAC. The feedback collected both in online and offline mode are positively taken and corrective measures are facilitated. Numerous academic initiatives have been launched to enrich the academic capabilities of students as well as teachers. Seminars, competitions , field work etc. are promoted. To</p> |



boost up self- learning initiatives of both the teachers and students , a local chapter of NPTEL was launched. Those students who performed low in academic activities are given remedial classes. Discipline enforcement is given priority. The feedback from Alumni helps a lot in recognizing the job requirements and as a out-turn various certificate courses and value added courses are introduced. The suggestions of the stakeholders are discussed in the college council and then, curative measures are taken promptly. Numerous student-centred programmes are conducted based on their suggestions. Formal evaluations, together with informal comments and consultations, are instrumental in improvising programme and course outcomes and other provisions as well.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

| Name of the Programme                     | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---|--------------------------|---------------------------|--------------------------------|-------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                          |                           |                                |                   |
| <a href="#">View File</a>                 |                          |                           |                                |                   |

### 2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2018 | 1943  | 194   | 64  | 5   | 35   |

### 2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll                                   | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|--|---|-----------------------------------|----------------------------------|---------------------------|---------------------------------|
| <b>No Data Entered/Not Applicable !!!</b>                    |   |                                   |                                  |                           |                                 |
| <a href="#">View File of ICT Tools and resources</a>         |   |                                   |                                  |                           |                                 |
| <a href="#">View File of E-resources and techniques used</a> |   |                                   |                                  |                           |                                 |

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

Mentoring System In the academic scenario, mentoring implies the process of providing personalised guidance and support to students through trained faculty with the aim of ensuring the comprehensive development of the individual. St. George's College Aruvithura maintains a systematic and holistic approach to the mentoring of students, focusing on their academic success, personal growth, skill development and social commitment. The departments are given freedom to execute the mentoring process and they could pursue their own feasible methods and tools. The objectivities of the mentoring system:

- To provide specific guidance to the students based on their individual traits
- To enhance the rapport between the teacher and the student for maintaining a healthy learning environment
- To identify the learning gaps and to bridge them
- To offer emotional support to the needy students
- To identify the specific skills and talents of each student
- To suggest ways and means to improve their skills
- To guide the students to become ethically oriented and socially responsible citizens

The types of mentoring offered include:

- Academic
- Career
- Skill - oriented
- Emotional
- Social Implementation of

the mentoring system • The Principal discusses with the Heads of the Departments, the general academic ambience and provides specific instructions to the departments, if necessary • The HODs discuss with the faculty mentors, the mentoring policy to be followed in the departments • The faculty mentors are assigned around 20 mentees. • The mentors meet the mentees at least once in a month • The mentors build good rapport with the mentees • Each mentor maintains a record containing the details of the mentees including their personal data, hobbies, interests, skills, talents, achievements and ambitions. • The mentors maintain a record of the meetings held with the mentees • The mentors provide personal advise and support as and when needed • The mentors keep track of the academic progress of the students and offer timely suggestions for improvement • The mentors help the mentees in setting long term and short term goals • The mentors identify the skill of each students and offer proper guidance for nurturing it • Training programmes such as Walk With a Scholar and Scholar Support Programme are effectively utilised to offer mentoring to advanced learners and slow learners respectively • The mentors meet the mentees prior to and following the semester examination to instil confidence and reduce stress • Slow learners are provided remedial coaching and simplified notes • The mentors keep watch of delinquent behaviours, if any, of the mentees and adopt proper measures to handle with such issues • Unique mentoring programmes like Rendezvous ( counselling sessions for each mentees involving all the teachers) are adopted by the departments • The HODs hold discussions with the faculty mentors regarding the effective implementation of mentoring • If any particular action needs to be taken in the case of any student, the faculty mentors inform the HODs who in turn discuss it with the Principal • The HODs contact the parents of the students if the situation demands • The HODs keep in touch with the mentees and collect feedback from them regarding the mentoring process Outcome of the mentoring process • Active engagement of the mentees in the learning process • Constructive participation of students in the campus life • Establishment of a peaceful teaching-learning environment • Academic excellence • Discovery and nurturing of dormant talents • Enhancement of active talents • Personal skill augmentation • Maintenance of a balanced and healthy mind • Inculcation of positive thinking and optimism • Decreased dangers of delinquency • Increased consciousness of values • Development of social commitment

|  |                             |                       |
|--|-----------------------------|-----------------------|
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| 2137   | 104                         | 1:21                  |

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 104                         | 104                     | Nil              | 6  | 18                       |

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation         | Name of the award, fellowship, received from Government or recognized bodies |
|---------------|---|---------------------|--|
| 2019          | Dr. M V Georgekutty   | Principal           | Best Supporting Principal (NSS, Programme, M G University)                   |
| 2019          | Sini Jacob  | Assistant Professor | Best NSS Programme Officer, M. G. University, Kottayam (2018-19)             |
| 2019          | Sini Jacob  | Assistant Professor | Best NSS Programme Officer, Govt. of Kerala (2018-19)                        |
| 2019          | Jilu Ani John   | Associate Professor | NPTEL Gold medalist  |

No file uploaded.

## 2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code                    | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|----------------|-----------------------------------|----------------|--|---|
| BCA            | Computer Application              | Semester       | 22/03/2019   | 29/04/2019  |
| BSc            | Food Science and Quality Control  | Semester       | 22/03/2019   | 29/04/2019  |
| BSc            | Botany                            | Semester       | 22/03/2019   | 29/04/2019  |
| BA             | Economics                         | Semester       | 22/03/2019   | 29/04/2019  |
| BA             | Politics                          | Semester       | 22/03/2019   | 29/04/2019  |
| BA             | English                           | Semester       | 22/03/2019   | 29/04/2019  |
| BA             | Mass Communication and Journalism | Semester       | 22/03/2019   | 29/04/2019  |
| BSc            | Mathematics                       | Semester       | 22/03/2019   | 29/04/2019  |
| BSc            | Physics                           | Semester       | 22/03/2019   | 29/04/2019  |
| BSc            | Chemistry                         | Semester       | 22/03/2019   | 29/04/2019  |

[View File](#)

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

Continuous Internal Evaluation Continuous Internal Evaluation is the sum total of all the evaluation procedures adopted by an institution covering all the aspects of learner development. St. George's College Aruvithura has adopted a host of evaluative tools and assessment methods to ensure continuous and comprehensive appraisal of learner performance. The College adheres to the norms for evaluation prescribed by the Mahatma Gandhi University, Kottayam to which it is affiliated. Each department adopts general and programme specific procedures for evaluation and assessment to identify learning gaps, design remedial programmes and ensure academic and personal success. Evaluation and assessment includes both scholastic and co-scholastic aspects. • Formative assessment ? Teachers use various techniques to assess the learner involvement in learning activities -oral question answer sessions, assignments, home works, graphical representation, problem solving sessions, quizzes, student seminars and field trips ? With regard to subject specific concepts learners' knowledge, understanding, application, analysis, synthesis, evaluation and creativity are evaluated through surprise written tests, group discussions and module wise examinations involving multiple choice questions, fill in the blanks questions, short answer questions and essay questions ? Self-assessment and peer assessment are encouraged ? Whatsapp discussion groups are formed ? Practical works are done by science stream students ? Project works are undertaken by commerce and social science students ? Creative writing works are attempted by language students • Summative Assessment ? A model examination is conducted towards the end of each semester involving very short answer questions, paragraph questions and essay questions ? Students undergo end semester University examination, for both theoretical and practical aspects, as part of

the external summative assessment • Well- structured internal evaluation scheme is adopted with attendance, assignment and two internal exams (of 40 and 80 marks each) as components, adhering to University norms • Teachers employ informal methods like observation and personal talk to analyse and enhance the life skills of the learners • Various programmes are held to sensitise students to human rights, gender and environmental issues • NCC and NSS are platforms to analyse and improve the social commitment of learners • Club activities are designed so as to evaluate and nurture varied skills and talents of learners St. George's College promotes assessment and evaluation procedures catering to the multiple facets of learner development. Proper actions are taken based on evaluation including remedial coaching, provision of simplified notes, personal counselling and troubleshooting sessions.

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

Academic calendar prepared and adhered for conduct of Examination and other related matters Academic calendar facilitates the systematic planning and effective execution of teaching-learning activities and evaluation. St. George's College Aruvithura drafts an academic calendar well in advance for each academic year, involving the tasks to be undertaken in each semester of the year. The calendar provides information regarding the programmes offered in the college, the courses in each semester, the commencement of classes in each semester, the conclusion of classes, the proposed dates of examinations, list of holidays and the total number of working days. The Principal discusses with the Heads of the Departments and the Controller of Examinations regarding the preparation of academic calendar. The faculty members of each department collect the list of courses to be offered in each semester. The HOD allocates courses to each faculty who prepare course plan for delivering the courses. The HOD and the faculty discuss the time available for the completion of courses and teaching methods. At the beginning of each semester, a timetable is prepared by each department specifying the hours, courses and the faculty engaging each hour. The departmental timetables are consolidated to form a college timetable. The timetable is duly made available to each class by the class teachers. The academic calendar is adhered for the purpose of summative evaluation. A model examination is conducted towards the end of each semester involving very short answer questions, paragraph questions and essay questions. Students undergo end semester University examination, for both theoretical and practical aspects, as part of the external summative assessment as per the schedule in the academic calendar. Well- structured internal evaluation scheme is adopted with attendance, assignment and two internal exams (of 40 and 80 marks each) as components, adhering to University norms. All the details of the evaluation are provided in the academic calendar. A possible schedule of dates of internal examinations and model examination of the coming year was published in advance with the starting of every academic year.

**2.6 – Student Performance and Learning Outcomes**

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

<https://www.sgcaruvithura.ac.in/public/learning-outcomes.html>

2.6.2 – Pass percentage of students

| Programme Code                            | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|----------------|--------------------------|---|---|-----------------|
| <b>No Data Entered/Not Applicable !!!</b> |                |                          |   |   |                 |

[View File](#)

## 2.7 – Student Satisfaction Survey

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

<https://www.sgcaruvithura.ac.in/public/NAAC.html?naac=Student%20Satisfaction%20Survey>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project      | Duration | Name of the funding agency     | Total grant sanctioned | Amount received during the year |
|----------------------------|----------|--------------------------------|------------------------|---------------------------------|
| Interdisciplinary Projects | 365      | St. Georges College Aruvithura | 1                      | 1                               |
| No file uploaded.          |          |                                |                        |                                 |

### 3.2 – Innovation Ecosystem

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

| Title of workshop/seminar   | Name of the Dept. | Date       |
|---|-------------------|------------|
| Computer Hardware and OS installation, Network Maintenance, , Troubleshooting | BCA               | 21/03/2019 |
| Stock exchange dealings   | Commerce          | 05/02/2019 |
| Modern trends in capital market   | Commerce          | 14/09/2018 |
| Research Methodology  | Commerce          | 26/10/2018 |
| Personality and Career Development  | Commerce          | 26/10/2018 |
| Model Parliament  | Politics          | 02/03/2019 |
| HACCP- International training   | Food Science      | 27/06/2018 |
| FSSAI- FoSTaC Manufacturing Advanced level 2                                  | Food Science      | 20/07/2018 |

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

| Title of the innovation            | Name of Awardee | Awarding Agency | Date of award | Category |
|------------------------------------|-----------------|-----------------|---------------|----------|
| No Data Entered/Not Applicable !!! |                 |                 |               |          |
| No file uploaded.                  |                 |                 |               |          |

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

| Incubation Center | Name                  | Sponsored By           | Name of the Start-up | Nature of Start-up  | Date of Commencement |
|-------------------|-----------------------|------------------------|----------------------|---------------------|----------------------|
| Agricultural      | AIC, S G C Aruvithura | management St. Georges | Geo Green            | organic agriculture | 10/07/2018           |

|                   |  |         |  |  |
|-------------------|--|---------|--|--|
| Innovation Centre |  | College |  |  |
| No file uploaded. |  |         |  |  |

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

|       |          |               |
|-------|----------|---------------|
| State | National | International |
| 2     | 0        | 0             |

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

|                                    |                         |
|------------------------------------|-------------------------|
| Name of the Department             | Number of PhD's Awarded |
| No Data Entered/Not Applicable !!! |                         |

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

| Type              | Department | Number of Publication | Average Impact Factor (if any) |
|-------------------|------------|-----------------------|--------------------------------|
| International     | Statistics | 2                     | 0.18                           |
| International     | Chemistry  | 4                     | 2.1                            |
| No file uploaded. |            |                       |                                |

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

|                   |                       |
|-------------------|-----------------------|
| Department        | Number of Publication |
| english           | 3                     |
| No file uploaded. |                       |

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

| Title of the Paper                 | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|------------------------------------|----------------|------------------|---------------------|----------------|---|---|
| No Data Entered/Not Applicable !!! |                |                  |                     |                |   |   |
| <a href="#">View File</a>          |                |                  |                     |                |   |   |

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

| Title of the Paper                 | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|------------------------------------|----------------|------------------|---------------------|---------|---|---|
| No Data Entered/Not Applicable !!! |                |                  |                     |         |   |   |
| <a href="#">View File</a>          |                |                  |                     |         |   |   |

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

|                             |               |          |       |       |
|-----------------------------|---------------|----------|-------|-------|
| Number of Faculty           | International | National | State | Local |
| Attended/Seminars/Workshops | 3             | 10       | 5     | 3     |
| No file uploaded.           |               |          |       |       |

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities  | Organising unit/agency/<br>collaborating agency | Number of teachers<br>participated in such<br>activities | Number of students<br>participated in such<br>activities |
|--|---|--|--|
| HIV Awareness  | NSS and KSACS                                   | 2  | 45   |
| Flash mobs against<br>the use of<br>narcotics                        | NSS   | 2  | 30   |
| River Meenachil<br>Rejuvenation<br>campaign                          | NSS   | 2  | 15   |
| Blood donation<br>Camp   | NSS   | 4  | 53   |
| Aiding House<br>Construction   | NSS   | 2  | 62   |
| Collection of<br>Dress Materials for<br>the Flood affected<br>people | NSS   | 4  | 140  |
| Food Packet<br>Collection during<br>Flood                            | NSS   | 4  | 120  |
| Seed planting<br>programme   | NSS   | 2  | 100  |
| CMDRF  | NCC   | 1  | 50   |
| Anti-Drug<br>Awareness Rally   | NCC   | 1  | 117  |
| No file uploaded.  |   |  |  |

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

| Name of the activity | Award/Recognition                                  | Awarding Bodies | Number of students<br>Benefited |
|----------------------|--|-----------------|---------------------------------|
| NSS                  | Best NSS<br>Programme officer<br>of the state      | Kerala State    | 300                             |
| NSS                  | Best NSS<br>Programme Officer<br>of M G University | M G University  | 300                             |
| NSS                  | NSS Certificate<br>of appreciation<br>(Student)    | M G University  | 1                               |
| No file uploaded.    |  |                 |                                 |

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

| Name of the scheme | Organising unit/Agen<br>cy/collaborating<br>agency | Name of the activity | Number of teachers<br>participated in such<br>activites | Number of students<br>participated in such<br>activites |
|--------------------|--|----------------------|---|---|
|--------------------|--|----------------------|---|---|

|   |  |  |   |      |
|---|--|--|---|------|
| Nature Education Programme  | Nature Club and Periyar Tiger Reserve Thekkady, Kerala Forest and Wild Life Department | Nature Camp  | 2 | 40   |
| Anti Narcotic   | Anti Narcotic Cell   | Short Film Exhibition  | 3 | 2137 |
| Anti Narcotics  | Anti Narcotic Cell   | Awareness programme on Drug abuse  | 3 | 2137 |
| anti Narcotics  | Anti Narcotic Cell   | Observance of the International Day against Drug Abuse and Illicit Trafficking | 3 | 2137 |
| Dissaster Management of Rs 6000 to Chief Ministers Distress Relief Fund | NCC  | Contribution of Rs 6000 to Chief Ministers Distress Relief Fund                | 1 | 80   |
| Energy Saving   | Department of physics  | Energy Saving Techniques   | 2 | 21   |
| VoxVocis  | Department of English  | VoxVocis   | 7 | 20   |
| Documentary film production   | Department of Media Studies  | Documentary film production  | 2 | 10   |
| No file uploaded.   |  |  |   |      |

### 3.5 – Collaborations

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

| Nature of activity | Participant          | Source of financial support | Duration |
|--------------------|----------------------|-----------------------------|----------|
| Research           | Students and Faculty | Self                        | 30       |
| No file uploaded.  |                      |                             |          |

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

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|-------------------|----------------------|---|---------------|-------------|-------------|
| Internship        | Projects             | Kerala Water Authority  | 01/12/2018    | 10/01/2019  | Students    |



|                           |                 |                               |            |            |          |
|---------------------------|-----------------|-------------------------------|------------|------------|----------|
| Internship                | Project         | DFRL<br>Mysore                | 10/04/2019 | 15/05/2019 | Students |
| Internship                | Project         | CFTRI<br>Mysore               | 02/04/2019 | 05/05/2019 | Students |
| Internship                | Project         | CEPCI<br>Kollam               | 05/03/2019 | 10/04/2019 | Students |
| Internship                | Project         | CTCRI<br>Trivandrum           | 10/12/2018 | 30/01/2019 | Students |
| Internship                | Job<br>Training | Milma<br>Dairies<br>Ernakulam | 05/12/2018 | 20/01/2019 | Students |
| <a href="#">View File</a> |                 |                               |            |            |          |

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

| Organisation  | Date of MoU signed | Purpose/Activities  | Number of students/teachers participated under MoUs |
|---|--------------------|---|---|
| Department of Computer Applications, Santhigiri College, Vazhithala | 25/06/2018         | Academic Project Analysis and guidelines for main project. (Armonia 2K18) | 35  |
| No file uploaded.   |                    |   |   |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 120.5  | 114.05   |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities  | Existing or Newly Added |
|---|-------------------------|
| Class rooms   | Newly Added             |
| Classrooms with LCD facilities                                  | Newly Added             |
| Classrooms with Wi-Fi OR LAN                                    | Newly Added             |
| Value of the equipment purchased during the year (rs. in lakhs) | Newly Added             |
| Classrooms with Wi-Fi OR LAN                                    | Existing                |
| Video Centre  | Existing                |
| Seminar halls with ICT facilities                               | Existing                |
| Classrooms with LCD facilities                                  | Existing                |
| Seminar Halls   | Existing                |
| Laboratories  | Existing                |
| Class rooms   | Existing                |
| Campus Area   | Existing                |
| No file uploaded.   |                         |

## 4.2 – Library as a Learning Resource

### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or partially) | Version    | Year of automation |
|---------------------------|---|------------|--------------------|
| Info Viewer               | Partially                                 | Campus net | 2021               |

### 4.2.2 – Library Services

| Library Service Type | Existing |         | Newly Added |       | Total |         |
|----------------------|----------|---------|-------------|-------|-------|---------|
| Text Books           | 32010    | 5475661 | 237         | 70181 | 32247 | 5545842 |
| No file uploaded.    |          |         |             |       |       |         |

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

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---------------------|--------------------|---------------------------------------|-----------------------------|
| Ms. Sini Jacob      | Cake Making        | SGC TV                                | 22/01/2019                  |
| Sri Ajith Paul      | Book Review        | SGC TV                                | 20/06/2018                  |
| No file uploaded.   |                    |                                       |                             |

## 4.3 – IT Infrastructure

### 4.3.1 – Technology Upgradation (overall)

| Type     | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|----------|-----------------|--------------|----------|------------------|------------------|--------|-------------|---------------------------------|--------|
| Existing | 162             | 8            | 3        | 1                | 0                | 15     | 10          | 100                             | 0      |
| Added    | 5               | 0            | 0        | 0                | 0                | 0      | 5           | 0                               | 0      |
| Total    | 167             | 8            | 3        | 1                | 0                | 15     | 15          | 100                             | 0      |

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

|                |
|----------------|
| 100 MBPS/ GBPS |
|----------------|

### 4.3.3 – Facility for e-content

| Name of the e-content development facility           | Provide the link of the videos and media centre and recording facility                |
|--|---|
| SGC T V - Community Telecasting Centre and Media Lab | <a href="https://www.youtube.com/user/sgctvy">https://www.youtube.com/user/sgctvy</a> |

## 4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 3270000                                | 3230000  | 2038000                                | 10000000   |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

For creating positive and conducive atmosphere for a student's learning, effective infrastructure planning is needed. The college is located in 14 acres of land and has 63 class rooms for academic learning. We have four seminar halls with ICT devices and equipped with 14 laboratories. The campus is made secure with 53 CCTV and security persons. The college has ensured infrastructure facilities and resources to conduct outdoor games and indoor games with a separate Health club. Spacious auditorium is available for organizing different cultural activities in the campus. We are updating technology occasionally and added equipments to suit the need of the hour. Libraries allow a student to go beyond what is being taught in the classroom. We have laid foundation stone for a vast library with state of art technology. At present, we have 32,247 books of various disciplines in the library. We are maintaining 167 computers in 8 computer labs. Majority are having Wi- Fi internet connection with 100 MBPS bandwidth. The college caters to various needs of its stakeholders through physical and academic facilities.

<https://www.sgcaruvithura.ac.in/public/discover-Policy-documents.html>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

|   | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|--------------------------|--------------------|------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                          |                    |                  |
| <a href="#">View File</a>                 |                          |                    |                  |

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

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|---|------------------------|-----------------------------|-------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                        |                             |                   |
| <a href="#">View File</a>                 |                        |                             |                   |

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

| Year                                      | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|---|--------------------|--|--|--|---------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                    |  |  |  |                           |
| <a href="#">View File</a>                 |                    |  |  |  |                           |

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

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---|
| 2                         | 2                              | 5   |

### 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

| On campus                                 |                                 |                           | Off campus                    |                                 |                           |
|---|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited             | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| <b>No Data Entered/Not Applicable !!!</b> |                                 |                           |                               |                                 |                           |
| <a href="#">View File</a>                 |                                 |                           |                               |                                 |                           |

### 5.2.2 – Student progression to higher education in percentage during the year

| Year                                      | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of programme admitted to |
|---|--|--------------------------|---------------------------|----------------------------|-------------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |  |                          |                           |                            |                               |
| <a href="#">View File</a>                 |  |                          |                           |                            |                               |

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

| Items                                     | Number of students selected/ qualifying |
|---|---|
| <b>No Data Entered/Not Applicable !!!</b> |   |
| <a href="#">View File</a>                 |   |

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity                                  | Level | Number of Participants |
|---|-------|------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |       |                        |
| <a href="#">View File</a>                 |       |                        |

## 5.3 – Student Participation and Activities

### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year                                      | Name of the award/medal | National/ International | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|-------------------------|-------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                         |                         |                             |                               |                   |                     |
| <a href="#">View File</a>                 |                         |                         |                             |                               |                   |                     |

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

As per the University regulations, the parliamentary system of election is conducted every academic year and a statutory body of student Council, namely "College Union" is formed. It enables the students not only to have a better understanding on the principles of the parliamentary system of governance as a whole but also to be aware of their responsibilities and duties in particular. Two representatives, one boy and one girl, are elected from each class and they elect the members for the College Union. The body is constituted of Chairman, Vice Chairperson (exclusively reserved for female students), General Secretary, Magazine Editor, Arts Club Secretary, two University union councillors, two lady representatives and one PG representative besides the class representatives. The union is free to organise and execute various arts and sports competitions and also cultural events under the guidance of a Staff Advisor, most probably a senior faculty member, strictly adhering to the rules

and norms of the college. The College union for the academic year 2018-19 successfully conducted diverse programmes catering to the interests and aptitudes of the student community. They organised Interdepartmental Competitions in Sports events like Football, Cricket, Volleyball etc. Freshers' day was conducted to welcome the new buds to the campus. Enthusiastic participation from the departments made Kalotsavam (Youth festival) and College Day a tremendous success. National and religious festivals like Onam, Christmas etc. were celebrated in harmony. They publish an Annual College Magazine too which offers a platform for the students to express themselves in written form and to whet their skills in creative writing and critical thinking. Each department of the college has an association which consists of a faculty-in-charge, a president, vice president and executive members. Students themselves elect the office bearers for the Association. It is intended to organise various co-curricular programmes for the department. Students get ample representation in various administrative bodies like College Co-operative Society and most of the cells functioning in the college campus have student representatives. Anti-Ragging Committee, Grievance Redressal Cell and Internal complaint Cell have representations from student community and it soothes the teacher- student bond as teachers can tackle the problems more effectively with the support of these students. Numerous cells function in our campus like Sports Club, Oratory Club, Quiz Club, Adventure Club etc. for the overall development of the students. The NSS and NCC units function very proficiently in our college. Students enrolled into these voluntary organisations mould themselves as better citizens of the country with social commitment and real patriotic spirit.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has a registered and an active alumni forum "SGC Alumni Association" which fosters the relationship between the former students and their alma mater. An executive committee is formed for the smooth functioning of the association. For the academic year 2018-19, Dr. Thressiama Manuel, Department of Chemistry acts as its Convener and Dr. Sunny Joseph, Department of English acts as the member of the cell. There are representatives from each department also. The annual alumni gathering is scheduled on 26th December every year so as to ensure the maximum participation of the members. Besides this, each department has an alumni forum and it convenes meeting every academic year. Alumni meetings are always a platform for commemorating the services of both the teachers and the lab assistants who did commendable services to the college and retire from their official duty. Moreover, the alumni get a chance to get acquainted with the new teachers in their department. Many of our former students have proved their mettle in their respective fields. An illustrious alumnus of St. George's College Aruvithura is Sri P. C. George MLA and he constantly visits the institution and supports it wholeheartedly. We have notable academicians and social workers dispersed across the globe who uphold the tradition of SGC and most of the departments invite the distinguished alumni as guests of honour to deliver lectures for the students on various occasions. The departments organise various competitions under the auspices of the alumni associations and the prizes are sponsored by the alumni association. The department of English organises an intercollegiate Powerpoint Presentation Competition "Vox Vocis" and the alumni association of the department of mathematics, "ALAM SGC" organizes an Intercollegiate Debate Competition on alternate years. Feedbacks are collected from the alumni annually. Since they are one of the important stakeholders for the institution, we look forward to their perceptions and suggestions which ultimately enable to scrutinize the strengths, weaknesses and opportunities of the college. It also

helps to generate insights into institutional quality improvements, to assess their satisfaction with all areas of education (curricular and co-curricular activities) imparted from the college, to foster their interests to participate in alumni events more fruitfully and so on.

5.4.2 – No. of enrolled Alumni:

16213

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

254000

5.4.4 – Meetings/activities organized by Alumni Association :

8

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

### **6.1 – Institutional Vision and Leadership**

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

The college has a decentralized planning and implementation system in practice. All the future course of actions are planned through a participative and decentralized process incorporating all the members of the institution. The teachers and student representative of each department, committees and cells sit together and prepare detailed action plan and budget proposal for the forthcoming academic year and submit it to the internal quality assurance cell for its approval. The internal quality assurance cell evaluates all the proposals and suggests the corrections. Further the budget proposals and action plan were discussed in the college council and forwarded to the managing board comprising the manager, principal and bursar of the college to incorporate and prepare the institutional action plan and budget. Once the action plan and budget proposals are approved by the managing board its implementation it is also decentralized . The action plan and budgets finalized by the college managing board is delegated to the head of the departments and coordinators of various cells for implementation. The head of the departments and coordinators communicate and implement the action plan with the support of all the faculty members and students. The IQAC and internal financial audit committee appointed by the managing board monitors and evaluates the implementation/deviations in/of the action plan and attainment of budget targets .

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

Yes

### **6.2 – Strategy Development and Deployment**

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type         | Details  |
|-----------------------|--|
| Admission of Students | Admission to various courses is done through the Centralized Allotment Process (CAP) of M G university. Admission cell monitors the entire admission procedure and ensures transparency and strict adherence to the university rules of admission. Norms of weightage for reservation categories including the Divyanjan are strictly followed and student |

|   |  |
|---|--|
|   | <p>performance in cultural and sports fields are also duly considered for admission.</p>   |
| <p>Industry Interaction / Collaboration</p>                       | <p>The Expert committee of B Voc course in Food Technology and Analysis has two representatives from the industries. For On the Job Training the college has linkages with various Milma Dairies across Kerala, Modern Breads Ernakulam, ABAD sea foods, Choice Sea Foods, Elite Breads and Cakes Kozhikodu, Campco Chocolates, MerriBoy Ice-creams, Laza Ice Creams, and Synthite Kolencherry. Placement Cell initiates and maintains strong linkage with industries.</p>   |
| <p>Human Resource Management</p>                                  | <p>Excellence is the sole criterion for the recruitment of the faculty and administrative staff. Teachers are motivated to update their knowledge and soft-skills and academic retreats and training programmes are conducted for the faculty and the administrative staff. Principle of participative management is followed in the discharge of various institutional responsibilities to the faculty. The human resources in the campus is tapped and channelized through the bodies like IQAC, Academic Council, PTA, Alumni, various cells and clubs and Student Council. An array of student support programmes are planned and executed to make them globally competent. Merit day is observed annually to acknowledge the accomplishments of teachers and students. The Annual family Meet and other recreational programmes strengthen the feeling of solidarity among the members of the campus community.</p> |
| <p>Library, ICT and Physical Infrastructure / Instrumentation</p> | <p>The college is keen about the upkeep and updation of library and other infrastructural facilities. The library resources are updated every academic year with a view to keep the faculty and students in touch with the emerging trends in every discipline. We have laid foundation stone for a vast library with state of art technology. The college has access to electronic resources subscribed by UGC - INFLIBNET. Classrooms are made by the installation of adequate ICT devices. The college ensures the regular maintenance and renovation of infrastructure for creating a conducive atmosphere for learning.</p>   |

|                                   |  |
|-----------------------------------|--|
| <p>Research and Development</p>   | <p>The college management is keen about triggering the research aspirations of the faculty and students. A conducive ambience for research is maintained in the campus and teachers and students are encouraged and offered monetary assistance to participate in workshops and seminars. The teachers are promptly intimated about the various research funding projects which are availed by them. Institution Innovation Council (IIC) under MHRD Innovation Cell (MIC) was established in the college on 21/11/2018 to facilitate innovation and entrepreneurial culture among the student and faculty of the college. The college Research Committee monitors the research activities.</p>  |
| <p>Examination and Evaluation</p> | <p>A well-established mechanism for examination and evaluation is maintained by the college. Examination calendar is chalked out at the beginning of the academic year and is strictly adhered to. Besides the semester-wise university examinations two internal examinations are conducted of which the second is conducted as model examination strictly in accordance with the scheme of examination of end semester university examination. Evaluation is envisaged as an ongoing process by the college and student performance is constantly gauged through surprise tests, quiz contests, seminars and academic debates. The fair conduct and monitoring of examinations is ensured by the Internal Examination cell of the college. Online question paper system as introduced by the university is followed by the college. A high speed quality printer is installed in the examination control room.</p> |
| <p>Teaching and Learning</p>      | <p>Outcome based and learner- centred Teaching -Learning methodology is adopted by the college. Appropriate methodologies are used by teachers to provide a variety of learning experiences. Teaching-Learning Evaluation schedules are planned and organized well in advance. Support structures and systems especially ICT devices and other technological facilities are used by the teachers to promote interactive and independent learning among students and nurture critical thinking skills and</p>   |



entrepreneurial attitude among students that make them life-long learners endowed with creativity. Lecture method combined with power point presentations, brainstorming sessions, timely assignments and invited talks are deftly woven into the teaching-learning process. Student Peer Teaching Platform facilitates the peer to peer mode of teaching-learning. Students are directed to do online courses offered by SWAYAM - NPTEL with a view to supplementing the knowledge of the syllabus and making them globally competent.

Curriculum Development

Many members of the faculty have a stake in developing and revising the curriculum as the members of the Board of Studies of M G University. Teachers make remarkable participation in Syllabus revision workshops. They voice the issues and concerns in relating to the syllabus as identified from curriculum feedback from students, employers and other stake holders, academic discussions with the experts from other universities as well. The outcome-based approach in curriculum is complemented by the addition of 4 certificate programmes and 4 value added courses.

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

| E-governance area               | Details   |
|---------------------------------|---|
| <p>Planning and Development</p> | <p>The college is using an integrated online platform for planning and execution of all the activities. The college management system facilitates planning of the curriculum and delivery of classes as per the planned time table. The college academic calendar is prepared through collective consultation with all the faculty members at the beginning of the academic year through shared drives in Google drive. Google forms are used for collecting feedbacks and inputs from all the stakeholders of the institution for the preparation of all future course of actions and academic plans of the institution. All the plans and developments in the college are shared with the students through Google classroom streaming. Group email and WhatsApp groups are also used by the college for effective planning, development and information</p> |

|                               |   |
|-------------------------------|---|
|                               | dissemination.  |
| Finance and Accounts          | The college management system used by the institution has a module for recording and management of finance and accounts. This module enables automated processing of the journal entries and generation of financial statements. College also uses E banking, E payments, PFMS, RTGS, DBT etc for financial resource mobilization , deployment and monitoring.  |
| Student Admission and Support | Admission to all the UG and PG courses of the college are administered through the centralised allotment portal of Mahatma Gandhi University. Services like application for examination, revaluation, gracemarks, marklists, certificates etc are provided in the University website for for the students. Moreover facility for online submission of feedback and grievances is provided for the students in the university and college website. Google classrooms and WhatsApp chats are used by the teachers for providing regular support for the students. |
| Examination                   | All the exam related works are conducted through Mahatma Gandhi University examination portal . The college do the registration of students in University examination, downloading of hall tickets, uploading of internal marks, uploading of student attendance in examination and all other exam related documentations through this online portal. At present the University examination question paper downloading and printing is done at college through the e governance platform  |

### 6.3 – Faculty Empowerment Strategies

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

| Year                                      | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|-----------------|--|--|-------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                 |  |  |                   |
| <a href="#">View File</a>                 |                 |  |  |                   |

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

| Year | Title of the professional | Title of the administrative | From date | To Date | Number of participants | Number of participants |
|------|---------------------------|-----------------------------|-----------|---------|------------------------|------------------------|
|------|---------------------------|-----------------------------|-----------|---------|------------------------|------------------------|

|   |  |   |  |  |                  |                      |
|---|--|---|--|--|------------------|----------------------|
|   | development programme organised for teaching staff | training programme organised for non-teaching staff |  |  | (Teaching staff) | (non-teaching staff) |
| <b>No Data Entered/Not Applicable !!!</b> |  |   |  |  |                  |                      |
| <a href="#">View File</a>                 |  |   |  |  |                  |                      |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---------------------------------|-----------|---------|----------|
| <b>No Data Entered/Not Applicable !!!</b>       |                                 |           |         |          |
| <a href="#">View File</a>                       |                                 |           |         |          |

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

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| Null      | 5         | Null         | 2         |

6.3.5 – Welfare schemes for

| Teaching  | Non-teaching   | Students  |
|---|--|---|
| <p>An amenity centre run by the co-operative society managed by elected members of the staff. Food deliver service to department from canteen. The Staff co-operative society managed by elected members of the staff offers short term and long term loans, salary advance, FD, SB account, chitties etc to met the financial needs of the staff. Profit share of the society is distributed among the share holders. Cooperative Society in the college provides stationery items for the teaching staff. The college has a Gymnasium to maintain and improve the health of the staff. Staff members can utilize the facility. Sent off meetings are conducted. Annual get together of the staff and the family</p> | <p>The Amenity Centre with all its facilities is open to them too. Members of the non teaching staff are also privileged to enjoy all the services offered by the Staff Cooperative Society. Cooperative Society in the college provides stationery items for the non-teaching staff. The college has a multi purpose indoor stadium and Gymnasium to maintain and improve the health of the staff. Sent off meetings are conducted. Annual get together of the staff and the family members are conducted. Dedicated parking slots for faculty members. Free internet and workstation centre facility. MIS and e-governance. Prayer room. Vegetable Eco shop Prayer room. Vegetable Eco shop.</p> | <p>Various Scholarships Student amenity centre- Students are provided lunch at subsidized price. Drinking water facilities accessible during intervals are provided in each block. There are sick rooms/ restrooms to meet occasional infirmity. Counsellors are available on call if necessary. Hostel facility is provided for girls. Cooperative Society in the college provides note books, text books, record books, pen, pencil etc. Value education classes Multi purpose indoor stadium. Prayer room. Vegetable Eco shop Gymnasium National Service Scheme NCC Placement cell Walk with a Scholar Programme(WWS) Scholar Support Programme(SSP) Anti-narcotic cell Women cell Various clubs Proficiency</p> |

members. Dedicated parking slots for faculty members. Free internet and workstation centre facility. MIS and e-governance. Prayer room. Vegetable Eco shop.

prizes for toppers of each class Ample parking space for the vehicles of students.

## 6.4 – Financial Management and Resource Mobilization

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

**Internal financial audit** The college has a strong internal control system facilitated through the internal audit committee appointed by the managing board of the college . The internal financial auditors of the college is entrusted with the responsibility of conducting inspections and evaluations of financial transactions of the institution at the end of the financial year and to submit detailed financial audit report to the managing board. The internal financial audit committee also regularly observe and ensure that the the budgeted financial targets are met and reports deviations if any from budget. Further the internal financial audit of the institution is very effective in in detecting revenue leakages and errors in the preparation of financial statements. **External financial audit** Since the financial receipts and payments of the institution are from /through diverse agencies including state government , Central government, non-governmental organisation , management fund and private funding agencies etc external audit of the institution is done by many agencies to comply with the requirements of the funding agencies . The college has an external auditor appointed by the managing board who is a chartered accountant and he conducts detailed audit of all the financial transactions of the college and submit the financial audit report to the managing board. The external auditor is also entrusted with the responsibility of detailed tax audit , compilation and submission of various returns , compliance of government regulations etc on behalf of the college. The Govt. of Kerala through Deputy Directorate of Collegiate Education periodically audits and inspects financial transactions relating to the grant in aid fund received by the college from government of Kerala . The financial matters relating to the salary and establishment of teaching and non teaching staff in government aided stream is also under the audit surveillance by the office of Accountant General of Kerala. Moreover the college conducts and undergoes external audits of fund relating to UGC ,DST,FIST etc.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|--|-------------------------------|---------|
| <b>No Data Entered/Not Applicable !!!</b>                |                               |         |
| <a href="#">View File</a>                                |                               |         |

6.4.3 – Total corpus fund generated

10570000.00

## 6.5 – Internal Quality Assurance System

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

| Audit Type | External |          | Internal |           |
|------------|----------|----------|----------|-----------|
|            | Yes/No   | Agency   | Yes/No   | Authority |
| Academic   | Yes      | Dr. Jose | Yes      | IQAC      |

|                |     |                 |     |      |
|----------------|-----|-----------------|-----|------|
|                |     | James           |     |      |
| Administrative | Yes | Joseph Pullattu | Yes | IQAC |

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

1. PTA offers financial support for the conduct of different extracurricular activities in the campus. 2. Infrastructural renovation is partially aided by PTA 3. Offers hands on training for girl students in cake making and tailoring

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

1. Training in latest information required for office administration and laboratory staff 2. Periodic updation of software 3. Life renewal programme and annual tour programme.

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

1. Started the implementation of Academic Management System. 2. Initiated the funding process of RUSA and DST-FIST 3. Extensive Wi-Fi facility 4. Selected for UBA

6.5.5 – Internal Quality Assurance System Details

|  |     |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b) Participation in NIRF               | Yes |
| c) ISO certification                   | Yes |
| d) NBA or any other quality audit      | Yes |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year                                      | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|------------------------------------|-------------------------|---------------|-------------|------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                                    |                         |               |             |                        |
| <a href="#">View File</a>                 |                                    |                         |               |             |                        |

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

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

| Title of the programme                              | Period from | Period To  | Number of Participants |      |
|---|-------------|------------|------------------------|------|
|   |             |            | Female                 | Male |
| Seminar on personal Hygiene                         | 18/07/2018  | 18/07/2018 | 215                    | 125  |
| A seminar on gender equity for national development | 13/08/2018  | 13/08/2018 | 370                    | 111  |
| Talk on stress management                           | 11/09/2018  | 11/09/2018 | 175                    | 65   |
| Workshop on Self Defense for Girls                  | 07/01/2019  | 07/01/2019 | 350                    | Nil  |

|                          |            |            |     |     |
|--------------------------|------------|------------|-----|-----|
| Talk on Human Rights     | 20/02/2019 | 20/02/2019 | 150 | 50  |
| Legal Literacy for women | 05/03/2019 | 05/03/2019 | 250 | 175 |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The institution functions on its basic principles of ecological consciousness and sustainability, two values which have become imperative, ethical standards of the present century. The campus is plastic free. Plastic items, especially banners are prohibited on the campus. The college insists the students on bringing steel tiffin boxes to avoid the heaping up of plastic waste. Stake holders are instructed to replace plastic carry bags with cloth bags. By promoting these bags outside, the institution affirms its social accountability. As a result, cloth bags and paper files are distributed to the resource persons and delegates during seminars, conferences, invited talks etc. to abide by the principle of green protocol. . The students are encouraged to take the institutional values of eco consciousness to their larger living environment. The college is situated in an eco friendly environment on the banks of the river Meenachil which supplies the institution with its water needs. In addition to this, the college has established a rain water harvesting system. A green army operates in the campus to regulate the use and timely mending of electric equipment, usage of water etc. The college has been consistently trying to turn the campus into a paper free one. Maximum communication to departments and students is made through mails and other electronic media to spread awareness about the same. By using public address and public display systems, the college abides by the tenets of the green protocol. Paper waste generated is immediately sent for recycling. Blessed with a variety of trees and plants including rare species. We have a well maintained Botanical garden which is under Botany department of the college. It has also fisheries centre. Many of our students are active members of Nature Club. The college also maintains a meditation park, butterfly garden and a vegetable garden.

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities  | Yes/No | Number of beneficiaries |
|--|--------|-------------------------|
| Physical facilities                                      | Yes    | 3                       |
| Provision for lift                                       | Yes    | 3                       |
| Ramp/Rails   | Yes    | 3                       |
| Braille Software/facilities                              | Yes    | 3                       |
| Rest Rooms   | Yes    | 3                       |
| Scribes for examination                                  | Yes    | 3                       |
| Special skill development for differently abled students | Yes    | 3                       |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address | Number of initiatives taken to | Date | Duration | Name of initiative | Issues addressed | Number of participating students |
|------|----------------------------------|--------------------------------|------|----------|--------------------|------------------|----------------------------------|
|------|----------------------------------|--------------------------------|------|----------|--------------------|------------------|----------------------------------|

|                                    |   |   |  |  |  |  |           |
|------------------------------------|---|---|--|--|--|--|-----------|
|                                    | locational advantages and disadvantages | engage with and contribute to local community |  |  |  |  | and staff |
| No Data Entered/Not Applicable !!! |   |   |  |  |  |  |           |
| <a href="#">View File</a>          |   |   |  |  |  |  |           |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title                              | Date of publication | Follow up(max 100 words)   |
|------------------------------------|---------------------|--|
| St. George Quality Manual(SGQM)    | 14/06/2018          | All quality policies including the classroom code of conduct of the students is included in the SGQM.  |
| CODE OF CONDUCT FOR GOVERNING BODY | 14/06/2018          | The Governing body should meet at the beginning of the academic year and plan the activities of the year. The members should see to it that the policies of the institution are implemented properly and suggest all relevant modification in academic matters.  |
| Code of Conduct for Principal      | 14/06/2018          | The Principal should uphold the institutional values and should be an epitome of integrity and efficiency. He should never discriminate any member of the teaching and administrative staff and student community. He should maintain and inclusive approach and tolerance and promote all the academic activities in the campus and holistic development of students. |
| Code of Conduct for Teachers       | 14/06/2018          | Teachers should update their subject knowledge and complete the portions assigned to them on time. They are supposed to engage in research activities and should deal the students with a sense of equity. Teachers should show due respect to their peers and should not do anything against  |

|                              |            |   |
|------------------------------|------------|---|
|                              |            | their professional ethics   |
| Code of Conduct for Students | 14/06/2018 | Students are supposed to show due respect to the Principal and teachers while in the campus. They should keep the campus neat and clean and not to disfigure the campus furniture and property. They are expected to wear uniform and on non-uniform days they are expected to be properly dressed. No student shall engage in any activity that will detrimentally affect the reputation of the college. |

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

| Activity                           | Duration From | Duration To | Number of participants |
|------------------------------------|---------------|-------------|------------------------|
| No Data Entered/Not Applicable !!! |               |             |                        |
| <a href="#">View File</a>          |               |             |                        |

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

|   |
|---|
| <p>1. Adopted Green Protocol as most fundamental ethical pivot of its functioning.<br/> 2. Made a plastic free campus by making students aware of the hazards of plastics. 3. Planted trees in the campus as a mission of social forestry by our nature club. 4. Made a butterfly garden. 5. The NSS unit of the college volunteered in vegetable farming and the cultivated vegetables were distributed among the students at a low rate. 6. Motivated digitalization of data in departments to have a paperless campus.</p> |
|---|

### 7.2 – Best Practices

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

|  |
|--|
| <p><b>Best Practice 1: Paper to Pixel :The Digitalization Drive Objectives</b></p> <p>1. To be part of the global digitalization drive by moving in tune with Digital India Programme. 2. To ensure the best possible learning outcomes and provide students with the academic and digital qualifications 3. To offer the Students access to a modern, personal learning environment that facilitates individual learning arrangements, efficiency, interaction 4. To equip the teachers to have high levels of digital and pedagogical skills (knowledge of how to use digital tools to promote learning in their subjects 5. To enable the Researchers have the digital skills needed for the optimal utilization of ICT in their research. 6. To collect, document and store data in the most efficient manner. Context Six centuries after the introduction of printing press, world of learning is experiencing another significant transformational surge, the digital wave. Government of India partakes the global digitalization through the Digital India programme aiming at transforming the country into a digitally empowered society and knowledge economy. As part of the national drive and in tune with the institution's visions of offering global competencies to students, St George's College Aruvithura embarked upon the radical digitalization move. The practice envisages to connect the unconnected and drive new efficiencies in dissemination of knowledge using innovative learning platforms (Learner</p> |
|--|



Management system). The Practice The college has an automated web portal and mobile phone application that help to get extraordinary outcomes with integrated solution for all academic and administrative requirement of the institute. This system helps in managing all day to day college activities. Through this system the institution can send alert / information via SMS/email to parents regarding results, absence and other related information. Student/Parent module of our MIS facilitates transmission of target specific information like Circulars, Accounts Details, Day Order, Timetable, Exam Timetable, Exam Results to the stake holders. Administrative features incorporated in the MIS system of the institution include Student Admission, Student Administration, College Accounting, Fees Collection Receipt Printing, Students Attendance Management, Staff Attendance Management, , Examination Management, Exam Result Module and Daily Finance Reports through mail. The reporting feature of the MIS generates daily consolidated report with mailing option to the management and administrative authorities. Reports generated includes attendance status of students, Attendance report of staff( punch in-time, out-time, total duration), Day book ( with opening balance, total debit, total credit, closing balance) of each accounts, The MIS system of the institution also includes G Suite Education(google Email sgcaruvithura.ac.in) with unlimited users and storage capacity 1 TB for each users. This version of the institution information system enable all the members of the institution to Communicate with email, chat, video conference , create tasks, create and share documents, spreadsheets, and presentations in real time basis. Moreover the network security and MIS system of the college is protected through a dedicated firewall system installed inside the institution. The College Television Channel SGC TV offers a broad platform for the dissemination of knowledge and various career oriented training programme for students. Faculty makes use of the state of the art studio floor to record classes which are edited by the students of Media studies and telecast by the channel. SGC TV taps the academic resources outside the campus too - conducts interviews and video conferencing with renowned academicians, offering the campus community a wide window to the world. All the major events and activities of the college is recorded and transmitted through the official YouTube Channel of the college. The college is quite alive on various social media platforms and utilize these platforms for disseminating information to all the stake holders and gathering their feedback. The college maintains separate WhatsApp groups for students, teachers, administrative staff, parents and alumni. The institution also makes use of its profile in Google Map as a digital tool to monitor ratings and feedback to enhance the quality of its services. The introduction of E-governance has facilitated efficient, fast and accurate processing of salary, scholarships and various grants from the government. The college is rich in hardware and software facilities and has adequate number of computer systems and other peripheral devices to augment the digital competency of students. The college library offers digital facilities for book search and bar coding, digital question paper and has NList- INFLIBNET facility. Wi-fi facility is available in the campus and is protected through personalized ID and password. The college has Network security Firewall to protect itself from cyber-attacks. The college has adapted itself to accommodate the new system of automated question papers implemented by MG University. Evidence of Success 1. The institution is able to streamline academic workflow efficiently so that students can have easy access to study materials and can check their attendance easily. 2. It has become quite easy for the faculty to monitor student performance effectively. 3. Large scale data storage and recapturing has become a boon for the faculty as well as the administrative staff. 4. The customized methodology makes it easy for the institution to face the accreditation process. 5. Teachers can record and edit their lectures at the studio floor of SGC TV Problems encountered and Resources Needed Problems Encountered Resources Needed Shortage of formally trained faculty and administrative staff Various

training sessions were arranged for the faculty and administrative staff to turn them techno- savvy

**Resource Needed:** A trained technical person for the exclusive monitoring of the digitalization procedures

The number of classrooms with ICT devices was insufficient

**Efforts** are made to increase the facility

**Resources Needed:** More financial support from the Management.

**Best Practice II- Holistic Education Objectives**

1. The practice prepares the students to meet the challenges of living as well as academics.
2. Aims at the development of physical capabilities, intellectual abilities, cognitive or mental abilities, and emotional abilities.
3. Aims at the development of physical capabilities of the student
4. Development of social competencies - abilities to interact and communicate with others, working in a team, coordination, and cooperation with others, etc.
5. To enable the students to build closer rapport with nature and safeguard the earth and its resources.

**Context** The roots of Holistic education can be traced to ancient Indian Gurukula system where the Teacher indulged in continuous and constructive monitoring of student learning and the students learned in the premises of the Thapovan, which was a prototype of a perfect eco system. St George's College Aruvithura has always adhered firmly to its vision of offering holistic education to the students.

**Practice Physical Development**

A host of measures are adopted to ensure a healthy life style among students.

**Yoga Training Sessions** Yoga training sessions are offered to staff and students in the campus on a regular basis.

**Gymnasium** The college has a state of the art gymnasium.

**Sports Events** The institution organizes varieties of intercollegiate and intra-collegiate sports events and competitions all through the academic year.

**Clean Campus** Health flourishes in a healthy environment. St George's College Aruvithura has always been keen about maintaining a pollution free campus.

**Cleaning the peripheries of River Meenachil** Students engage in cleaning the peripheries of the river.

**Emotional Development**

**Counselling Sessions** Regular counselling sessions for the needy student are offered in the campus.

**Orientation Programmes** Orientation programme organized at the beginning of the academic year has motivational sessions. The annual Retreat also offers an emotional cleansing and spiritual rejuvenation for the students.

**Cultural Programmes** The college offers wide and varied platforms for the students to showcase their artistic and creative skills. Every academic year the institution conducts programmes like Fresher's Day, Onam Celebration, Keralappiravi, Christmas Celebration, College Day and the three day long Intrerdepartmental Arts Fest.

**Social Skill Development** St George's College Aruvithura is a much happening space where students are moulded into socially committed, conscientious adults equipped with 21st century social skills.

**Communication Skills** The college has designed various programmes like English Café, a vibrant Debate club, various soft skill development programmes conducted under the aegis of ASAP, WWS, SSP.

**Civic Skills** St George's college Aruvithura has a very vibrant NSS and NCC units inculcating the spirit of social responsibility among the youngsters. Students are actively involved in the institutional campaign against Drug Abuse, Blood Donation camp, the Flood relief campaign of the state and building a house for a needy family.

**Evidence of Success**

1. The most striking evidence of success is the improved academic performance of the students in the university examinations.
2. The college has become plastic free green space marked by the active participation of students in organic farming.
3. Students volunteer for socially useful productive work and many new schemes designed by the students are in the pipeline.

**Problems encountered and Resources Needed**

**Problems Encountered** Inadequacy of financial resources was one of the problems we encountered.

**Resources Needed:** More financial support from the Management

To provide holistic education to the entire student community of about 2300 was a demanding task.

**Resource Needed:** Detailed and precise planning and monitoring from the first year of graduation itself is required

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

institution website, provide the link

<https://www.sgcaruvithura.ac.in/public/IOAC.html?igac=best%20practices>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Fifty five years of distinctive tradition has placed St George's College Aruvithura in a comfortable position to adapt itself to the thoroughly transforming world of higher education. Over the last five decades the institution has been catering to the heterogeneous student community, the majority of which belong to the minority sections of the society including the tribals. The college follows a pluralist vision that traverses across the social and cultural borders to reach out to the marginalized to ensure equal opportunity of education and better livelihood for all the sections of the society. Most of our students hail from the remote villages in the Western Ghats frequently hit by natural calamities and with scant facilities for commuting to college. The college timings have been scheduled in such a way as to ensure their comfort and safety. The institution makes it a point to give disaster management training for the students. Special remedial classes are arranged for these students to make up for their absence during the heavy monsoon days. Situated in an area populated mainly by the minority section and itself a minority college, St George's College Aruvithura a fair and inclusive educational system which extends special attention to the minority category students who are educationally and socially underprivileged. Ever since its inception the college has been the sole higher educational hub for these sections especially the women. The college has enabled them to manage their studies alongside the encumbrances involved in early marriages and early motherhood. Economic backwardness that impedes the educational chances of these marginalized sections is properly addressed by the college in the form of freeships given to deserving students. At the same time the student community of the college shares the awareness of the plight of the marginalized and under-represented which is an antidote to the self-centredness of the present day consumerist society. Students visits the near- by old age homes and offer the inmates help in cash and kind. They serve food packets on a regular basis and joined their hands to build a house for a needy family. St George's College Aruvithura is literally a green space where a clean, green and pollution free environment offers a pristine backdrop for effective learning experience. The college campus that sprawls across twenty acres is blessed with diverse flora and fauna. Every avenue is lined up with beautiful trees and we maintain a beautiful garden, meditation park and butterfly garden. Every year we plant more saplings to ensure the lush, vibrant greenery and healthy environment. The pivots of the environment policy of the college are rain water harvesting, organic farming ,solid waste management, conservation of energy and community cleanliness. The college endorses the policy of nature conservation a in the most effective way so that the entire student community adheres to the green practices strictly which shall stay with them through out their lives.

Provide the weblink of the institution

<https://www.sgcaruvithura.ac.in/public/discover-Institutional-distinctiveness.html>

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

1. Augment the implementation of the Academic Management System. 2. Revamp the college website. 3. To install a generator for ensuring power stability. 4. To encourage the faculty and students to do more online courses. 5. To conduct carbon auditing. 6. To organize cultural exchange programmes. 7. To initiate more gender sensitization programmes. 8. To furnish a well -equipped seminar hall. 9.

Strengthen the extension activities for the benefit of the locality. 10. To start more certificate courses for the students. 11. To start IEDC of Kerala Start up mission.