



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**St. George's College Aruvithura**

- Name of the Head of the institution

**Dr. Reji Vargheese Mekkaden**

- Designation

**Principal (in-charge)**

- Does the institution function from its own campus?

**Yes**

- Phone no./Alternate phone no.

**04822272220**

- Mobile no

**9447572414**

- Registered e-mail

**principalsgcaruvithura@gmail.com**

- Alternate e-mail

**iqacsgcaruvithura@gmail.com**

- Address

**St. George's College Aruvithura**

- City/Town

**Aruvithura, Kottayam**

- State/UT

**Kerala**

- Pin Code

**686122**

##### **2.Institutional status**

- Affiliated /Constituent

**Affiliated**

- Type of Institution

**Co-education**

- Location

**Semi-Urban**

- Financial Status

**UGC 2f and 12(B)**

- Name of the Affiliating University **Mahatma Gandhi University  
Kottayam**
- Name of the IQAC Coordinator **Dr. Jilu Ani John**
- Phone No. **04822272220**
- Alternate phone No. **8281382034**
- Mobile **8078064220**
- IQAC e-mail address **iqacsgcaruvithura@gmail.com**
- Alternate Email address **jilurechu@gmail.com**

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

<https://www.sgcaruvithura.ac.in/public/NAAC.html?naac=AQAR>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

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

<https://www.sgcaruvithura.ac.in/public/academic-calender-main.html>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 3</b>	<b>A</b>	<b>3.10</b>	<b>2016</b>	<b>17/03/2016</b>	<b>16/03/2021</b>
<b>Cycle 2</b>	<b>A</b>	<b>86.5</b>	<b>2007</b>	<b>10/02/2007</b>	<b>09/02/2012</b>

**6. Date of Establishment of IQAC**

**10/05/2004**

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Institutional 1</b>	<b>DST-FIST</b>	<b>DST</b>	<b>2019</b>	<b>4950000.00</b>
<b>Institutional 1</b>	<b>B Voc</b>	<b>UGC</b>	<b>2019</b>	<b>10450000.00</b>
<b>Institutional 1</b>	<b>RUSA</b>	<b>MHRD</b>	<b>2019</b>	<b>20000000.00</b>

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **6**

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

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

- If yes, mention the amount

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

Initiated the completion of Academic Management system which was successfully implemented in the campus as part of the digitalization drive.

Organized a webinar series Revelation during the initial period of the lock-down days in the wake of covid . As per the suggestion of the IQAC the college launched various initiatives like distributing the covid kit, offered part of the campus as the Firstline Treatment Centre and launched the stress releasing programme, Joydemic for the students.

Two major constructions in the campus ie the Library Block and the PG Science block were started as per the recommendation by IQAC. A new Network Lab was installed under the DST-FIST scheme.

Organized two -week Faculty Development programme on "Essential Software Skill Training" in August 2020. A new generation course Integrated MA English started in the college as per the suggestions of IQAC.

Strengthened the green initiatives and the college received the

Haritha Office Certification by the Kerala State Haritha Mission.

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

Plan of Action	Achievements/Outcomes
Adapting to the new normal in learning in the wake of covid	To smoothen the transition to the online mode of learning a webinar series Revelation was organised by IQAC towards the end of May itself. It quick started a series of webinars by all the departments
Faculty Enrichment Programme	A Two week Faculty development Programme was organised for teachers and teachers from across the country participated in that
Revamping Student Support Programmes	As per the recommendations by IQAC, financially backward students were provided with mobile phones to pursue the online mode of learning. Joydemic a stress release programme also was started for the students. Mentoring was continued online despite lock down.
Utilization of RUSA fund	The construction of Science Block under RUSA scheme was started.
DST-FIST	A new Network lab was installed in the campus under the DST FIST SCHEME
Employability schemes	Placement Cell conducted many training sessions by international Trainers to our students and 114 students from our college were selected by various banks and other firms
Green Initiatives	The college put up application for being certified with Haritha Office Certificate

Participate in NIRF	Participated in NIRF in February 2021.
MIS Revamp	Four modules of MIS have been implemented : Student Attendance Management ,Teacher attendance management , Fee payment and Account
Conducted Annual Academic Audit	External Academic Audit was conducted by Dr Jose James, former Registrar MG University and Prof. Lopus Mathew, Member PSC on March 16-17 2020.
Student Satisfaction Survey and Feedback on Curriculum	Student Satisfaction Survey and Feedback on curriculum from the stake holders were done online in March 2019
Training programme for Non-Teaching	Administrative Staff were given training on PFMS,GAIN PF,RUSA,SPARK.MEDICEF
Gender Sensitization Initiatives	Legal Awareness Programme sponsored by the National Commission for Women was conducted on 10 January 2020.The women Cell of the college initiated programmes like Tailoring classes, Cake making and Pot painting Training, Presentation Competitions and Poster designing on Gender equality ,Food distribution to nearby Destitute homes. Students and teachers took the anti-dowry pledge and received the certificate from National Commission for Women.The women cell also conducted the legal literacy programme for female students, Awareness programme on Women Safety and Women's Day celebrations.

Promoting Innovation Eco system in the Campus	New IEDC was sanctioned by MHRD. Conducted Innovation challenge, Pioneer, for the students. Webinars were conducted on IPR.
Infrastructure Development	Construction of Science Block and the new Library was started. The renovation of the Old Block was completed.
Extension Activities in the Covid times	The college offered space for First Line Treatment Centre. Covid kits and immunity medicines were distributed to the needy ones in the locality. Strict maintenance of Covid protocol was implemented in the campus.

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

- Name of the statutory body

Name	Date of meeting(s)
College Council	07/03/2022

14. Whether institutional data submitted to AISHE

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>St. George's College Aruvithura</b>
• Name of the Head of the institution	<b>Dr. Reji Vargheese Mekkaden</b>
• Designation	<b>Principal (in-charge)</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>04822272220</b>
• Mobile no	<b>9447572414</b>
• Registered e-mail	<b>principalsgcaruvithura@gmail.com</b>
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• Alternate Email address	jilurechu@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.sgcaruvithura.ac.in/public/NAAC.html?naac=AQAR">https://www.sgcaruvithura.ac.in/public/NAAC.html?naac=AQAR</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.sgcaruvithura.ac.in/public/acdemic-calender-main.html">https://www.sgcaruvithura.ac.in/public/acdemic-calender-main.html</a>				
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<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
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- Name of the statutory body

Name	Date of meeting(s)
College Council	07/03/2022

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	24/02/2022

#### 15. Multidisciplinary / interdisciplinary

In tune with its vision to be transformed into a multi-disciplinary and holistic educational hub by 2040, the institution has adopted a host of measures. Despite the drawback of having no autonomy, the institution seeks holistic and multi-disciplinary methodologies in its academic endeavours. The college follows CBCS system that facilitates interdisciplinary learning. All students have to do one Open course which is multi-disciplinary by nature. A host of certificate courses are offered by the institution most of which are of multi-

disciplinary nature. The Integrated M A programme in English offers many courses cutting across various disciplines including Philosophy, Film Studies etc. NEP envisages that all HEIs shall include credit-based courses and projects in the areas of community engagement and service, environmental education that includes areas such as climate change, pollution conservation of bio-diversity etc. The college has undertaken a project Jalachetana funded by Roxy Koll Science Foundation as part of which the college has prepared a draft syllabus for offering multidisciplinary course in environment and climate change studies through moodle platform for the students and public by incorporating inputs from all the knowledge domains offered by the departments in the college. The research by the faculty as well focusses on multi-disciplinary areas.

#### **16.Academic bank of credits (ABC):**

Being an affiliated college enjoying no autonomy of any kind, the institution is not in a position to implement the Academic Bank of Credit system envisaged by NEP 2020. However we have already taken some steps in this direction. We have already started a new programme, Integrated MA in Languages English which offers multiple entry and exit for the students, Besides this ,to give impetus to blended learning mode we encourage students to earn credits from Swayam NPTEL courses and various certificate courses offered by other HEIs and NSQF

#### **17.Skill development:**

The institution makes concerted efforts to integrate contemporary subjects such as Design Thinking, Holistic Health, Organic Living, Environmental Education into the curricular and co-curricular activities. All departments offer training to nurture dynamic learning and develop problem solving and analytical skills. The institution has a well established Incubation centre that offers a host of skill training including the making of LED bulbs, coding, making of paper bags and paper pens, sanitizers during the Covid times. In tune with the NEP guidelines the college has already started the BVoc Food Technology course which facilitates skill acquisition and internships. The college runs two NSQF Certificate courses, Certified GST Practitioner and Certified Secondary Market Analyst under Skill India Scheme with the partnership of BFSI Sector Skill Council of India. The Women Cell of the college organizes initiatives such as training in Tailoring, baking and handicraft making.

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

In par with NEP SGC promotes yoga and meditation by offering yoga and meditation facility in its green lush campus on the banks of River Meenachil. There is a meditation park in the campus. The campus community is keen about preserving the cultural heritage and celebrates all the cultural festivals vibrantly. A number of courses that students do as part of their degree programmes reflect the Indian ethos. The scope of the Course on Political Thought: Indian Traditions includes topics like Brahmanic and Shramanic traditions, and the thoughts of Mahabharata, Manu Kautilya, Buddha and Islamic and Syncretic traditions. There are courses on Indian Aesthetics and Indian Literature as part of the BA English Degree programme. Translated literary texts from Sanskrit are incorporated into the syllabus of the additional language Malayalam. Above all the campus is a replica of the ancient gurukula premises amidst the rich flora and fauna.

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

IQAC has entrusted a committee to evaluate Outcome Based Education (OBE) in the college. The committee is headed by a senior faculty and it devised a mechanism to operate OBE. The Departmental Advisory Committee of each department has prepared Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) on the basis of learning objectives mentioned in the university syllabus. DAC also outlines the Course Outcomes (COs) in consultation with the concerned teachers who deal with a particular course. IQAC assesses the compliance of departments with the parameters of OBE. At the beginning of the academic year teachers are given training in mapping the Course Outcomes. The Academic Management System of the college LINWAYS enables the smooth implementation of OBE. The exam assessment and the monitoring of the attainment of the Course Outcome are done in the LINWAYS framework.

**20.Distance education/online education:**

In conformity with the guidelines of NEP we have started expanding the existing ICT technologies for facilitating online education. Students are encouraged to do MOOC courses like SWAYAM NPTEL . The institution was recognized as SWAYAM Local Chapter. The departments are instructed to maintain digital repositories of their subjects and the college library has a very efficient digital repository D-Space. The faculty are encouraged to create E-content and the college studio was revamped to suit this

purpose. The institution has submitted a proposal to Sree Narayana Open University of the State of Kerala to be recognized as its local Study Centre. IQAC organizes FDPs on Essential Software Skills for the faculty. The faculty has the practice of conducting and assessing the students on the online mode. Moodle and Google Classroom are the two commonly used platforms by the faculty. Above all the blended learning has become the norm of the classrooms of the institution

## Extended Profile

### 1.Programme

1.1 670

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 2150

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 450

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 700

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>102</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
3.2 Number of sanctioned posts during the year	<b>4</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	<b>80</b>
4.2 Total expenditure excluding salary during the year (INR in lakhs)	<b>69430557.00</b>
4.3 Total number of computers on campus for academic purposes	<b>425</b>

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The process of implementation and delivery of curriculum in St. Georges college Aruvithura affiliated to M G university, is designed in such a way as to make students, socially committed, employable, and innovative and research oriented.

Annual Academic Plan and the plan of action is prepared under the guidance of the HOD well in advance annually.

The Academic Retreat conducted at the outset formulates long and



short-term goals for the institution.

The Academic Audit conducted at the end of the year monitors the effectiveness of the curriculum delivery.

For complementing course outcomes, various induction programmes, bridge courses and certificate courses are arranged.

To meet the evolving academic needs, teachers are encouraged to participate in various faculty development programmes.

Internal exams and regular PTA meetings provide the feedback for improving academic performance.

Faculty members use Learning Management Systems and platforms like Moodle, Linways, Google Class Rooms, Kahoot Quiz, etc.

Quizzes, project works, webinars and workshops have been organized with an emphasis on boosting the productivity of students.

Remedial teaching and mentoring are given on need basis.

Feedback regarding the curriculum- from the stakeholders - are sought on a regular basis.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020-21/criteria_1/1_1_1.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020-21/criteria_1/1_1_1.pdf</a>

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

St. George's College Aruvithura closely follows the Academic Calendar issued by the M G University.

Building on this framework, the college prepares its own calendar of events and activities to facilitate systematic planning and execution of learning activities and comprehensive evaluation which is communicated to the staff and students.

The Academic calendar prepared in adherence to the university calendar delineates the schedules of holidays, various curricular

and co-curricular activities, internal exam schedules and other related matters.

In the Academic Council meetings, departmental and college level meetings matter pertaining to CIE are discussed well in advance.

The students are informed well in advance about the schedule for internal exams and class tests and presentations, as well as their assessment criteria through the Hand book prepared by IQAC.

The teachers assess the performance of the learners through different assessment mechanisms and provide extra-academic support to the students on need basis.

For ensuring participatory learning, platforms for presentations, seminars, peer teaching, Project work, field work are arranged.

The Academic Retreat and Academic Audit ensure the successful conduct of innovative and effective academic experience to the students

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://sgcaruvithura.ac.in/academic-calender-main">https://sgcaruvithura.ac.in/academic-calender-main</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

25

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1033

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

St. George's college is committed in mainstreaming cross-cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics into the curriculum and supporting policy frameworks.

#### Gender Sensitivity

Dr. Anandita Pan, Assistant Professor, IISER, Bhopal delivered the talk on "Gender & Society".

Dr. Ancy George (Principal SD College Kanjirappally) talked on "Impact of Covid on Women".

gender audit to check the adherence of college activities with its gender policy.

#### Environment and Sustainability

Mr. Santhosh George Kulangara, World Traveller instilled progressive spirit and sustainable thought among the students

PowerPoint Presentation Competition on -Environmental Impact of Covid-19 - and Ozone layer recovery: a success story of Montreal Protocol"-

#### Human Values

Dr Sunny Kuriakose, St. Thomas College, Pala talked on the Topic :Science and Spirituality.

Dr. Jery Antony, Dept of Psychiatry Amala institute of medical Sciences gave a talk on the topic :Depression

Motivational Speech by Mr. Joby Mathew International sportsperson,

motivational speaker , an illustrious alumnus

### Professional Ethics

Food Technology department in collaboration with Kerala Food Technologists Association conducted talk by

CS. Suresh M.V, Chairman, ICSI, Thrissur Chapter topic: "Career as a Company Secretary" -

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

24

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

680

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020-21/criteria%201/1%204%201.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020-21/criteria 1/1 4 1.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020-21/criteria%201/1%204%202.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020-21/criteria 1/1 4 2.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

749

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

64

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

### Assessment of learning levels and catering to diversity

The College has a clear and coherent mechanism to assess the learning levels of the students and cater to the diverse needs of different categories of learners. Right from the time of admission, attention is given to the addressing of the special requirements of advanced, average and slow learners.

- The marks of the qualifying exam

The marks of the qualifying exam is collected and proper guidance is provided to the students to opt the right course according to their aptitude and level.

- Induction Analysis

Conduct induction analysis to evaluate the students and categorise them as slow, average and advanced. Subject-specific question papers are prepared by the departments and issued to the students.

- Qualitative unstructured interview

The teachers hold personal interaction with the learners to gauge the particular topics of interest of the learners and their level of comprehension.

- Slow learners are provided with simplified explanations and notes. Peer teaching and remedial teaching are arranged.
- Advanced learners are encouraged to read quality books on the subject, browse e-journals, cultivate research perspective, hold in-depth subject discussion with the teachers, attend seminars and conferences, and serve as peer teachers.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_2/2_2_1.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_2/2_2_1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2130	102

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

Student centric methods such as experiential learning, participative learning and problem-solving methodologies used for enhancing learning experience.

The institution prioritizes the learning needs and demands of the students so that they become competent workers and responsible individuals. We focus on improving skills like critical thinking, identify problems and evaluating relevant information and resources that enhance their learning skills.



Support structures and systems are available in the institution for

**Experiential learning:** Students have the opportunity to hold a variety of extracurricular and course-related events aimed at developing management skills. Workshops / seminars / conferences are held with the support of faculty members.

**Interactive learning:** College encourages the use of digital media for group discussions, group presentations, debates, and most importantly, the distribution of learning materials. Collaborative learning: To support students' theoretical knowledge, teachers arrange industry / company visits for on-site learning. Students can have an internship that gives them a more hands-on experience.

**Independent learning:** Our College has enough library facilities to enrich its knowledge and keep it up to date.

**Critical Thinking:** Our college emphasises experiential learning along with subject-based classroom lectures, , presentations, quiz contests, and project work to instill curiosity, interest and insight

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_2/2_3_1.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_2/2_3_1.pdf</a>

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

Teachers use ICT enabled tools for effective teaching learning process.

Our institution is ICT enabled campus. Smart boards and other teaching tools are available in the classrooms. Smart TVs are used in conjunction with chalk and talk to deliver the curriculum efficiently.

With internet and LAN access, all departments are IT-enabled. The Institution also provides iPads and Department laptops to instructors to make class more interactive and instructive. Students can use Google Classroom sessions to learn about current

events that are relevant to their subjects. Internet facilities are often used to conduct online quizzes and other activities.

Learning materials such as educational CDs and DVDs are available in departments and main library. Teachers organize and review webinars and various e-learning resources such as e-journals, Open Educational Resources such as NPTEL, YouTube Videos, and other e-learning resources before recommending them to students. To provide the optimum learning environment for students, faculty members prepare PowerPoint Presentations (PPTs) to conduct lectures. Films are exhibited to drive home lessons in an interesting manner. To prepare for campus interviews, grooming lessons, communication skill classes, and mock examinations are held using ICT-enabled technologies. These creative teaching methods make students' learning more effective.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

102

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

102

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

16

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

##### 2.4.3.1 - Total experience of full-time teachers

675

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

St. George's College Aruvithura, being a constituent college of MG University Kottayam, is bound by the University rules regarding Internal Assessment. It gives 20% weightage as internal marks in overall assessment of the students.

The breakup of Internal Assessment as prescribed by the University is as follows:

50% through Class Tests and Model Exams

25 % through Assignments, Presentations

25% through Attendance for UG and Presentations for PG courses

The college internal exam committee ensures transparency and robustness. Teachers ensure that the students are aware of the Internal Assessment Evaluation criteria. The dates of internal examination are published in the college hand book and on notice boards. The question paper is prepared in accordance with the university examination format.

Assignments and tests are regularly conducted and students are given multiple opportunities to improve their performance. A variety of techniques and methods such as MCQs, Case studies, Reports, Assignments, Classroom Presentations, Individual and Group Projects are employed.

The College encourages the teachers to adopt innovative methods such as Open Book Tests, and Analytical Tests on a continuous basis before semester-end examinations held by the University.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sgcaruvithura.ac.in/public/examinations.html?id=3">https://www.sgcaruvithura.ac.in/public/examinations.html?id=3</a>

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

Grievances associated with the internal examinations are taken up immediately and necessary amendments and redressal are made in the following manner.

Grievances will be handled in a 3-tier system.

### Teacher Level

Students can visit the faculty for minor grievances like totaling errors or allotting marks. The concerned faculty deals with the issue in the primary level.

### Department Level

If the faculty member is unable to handle the situation, then the matter is forwarded to the concerned HOD. If the matter is related to the syllabi or to marks allotted, the HOD should examine it in a transparent and judicious manner.

### College Level

If the matter is serious and the grievance is against the Department, then the Examination Committee and Grievance Redressal Cell comprising the Principal, HOD, and other senior faculty members of the college, will look into the matter and settle the issue.

The students are informed to enter the personal information properly on the cover page of the answer script during assessments. The teachers are also instructed to ensure that the students enter the information correctly wherever necessary. Any matter reported at any level is recorded and necessary action is taken by the concerned person immediately.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sgcaruvithura.ac.in/public/Student-support.html?sid=Grievance%20Redressal%20Cell">https://www.sgcaruvithura.ac.in/public/Student-support.html?sid=Grievance%20Redressal%20Cell</a>

## 2.6 - Student Performance and Learning Outcomes

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

The courses offered by Mahatma Gandhi University, Kottayam are offered to the students. Information about this is available on the college website.

### Methods adopted by the institution

- The course results as well as the specific programme outcomes will be highlighted to the students and their parents at the orientation programme for first-year undergraduate and post-graduate students.
- The training and placement cell will provide students with information on career opportunities based on programme specific results, allowing them to gain a better understanding of their courses and their relevance.
- For each course offered, a unique set of learning outcomes have been defined. The faculty will clarify the learning goals and expected outcomes of each course at the beginning of the semester and before each topic / unit of the curriculum.
- To strengthen the attainment of the outcomes, the college has arranged resource persons from the industry and alumni to interact with learners. This enhances general awareness and links the theoretical approach with practical knowledge.

Above all, there is a continuous thrust given by the subject teacher and the mentors to make the students aware of the outcomes of any course.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.sgcaruvithura.ac.in/public/learning-outcomes.html">https://www.sgcaruvithura.ac.in/public/learning-outcomes.html</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The Methods of measuring attainment of PSO and CO:

1 End Semester University Examination: The University conducts examinations as per semester pattern through which the institution measures programme outcomes based on the course attainment level fixed for the programme.

2. External and Internal Assessment: Internal assignments are given to the students which are mostly aligned with desired outcomes of the respective programme. External Assessment is done by the external experts appointed by the University for the practical's, through Viva-Voce and practical files. The

performance of the student is analyzed in terms of the attainment of programme outcomes and programme specific outcomes through internal exams.

3. **Feedback Evaluation:** The institution collects feedback from students, alumni, employers and parents to understand the effectiveness of teaching learning process.

4. **Internships:** Students are encouraged to take up internships, projects, fieldworks, etc to get the experience in their chosen discipline.

5. **Placements:** The College has a vibrant Placement Cell, which caters the equipment of graduates for meeting the demands of companies from different sectors.

6. **Higher Studies:** The attainment of POs, PSOs and COs is evaluated through the analysis of the progression of students towards higher studies in prestigious Indian and foreign educational institutions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.sgcaruvithura.ac.in/public/learning-outcomes.html">https://www.sgcaruvithura.ac.in/public/learning-outcomes.html</a>

### 2.6.3 - Pass percentage of Students during the year

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

449

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.sgcaruvithura.ac.in/public/discover-Annual-report.html">https://www.sgcaruvithura.ac.in/public/discover-Annual-report.html</a>

## 2.7 - Student Satisfaction Survey

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

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

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

#### 2.19

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

**3.1.2.1 - Number of teachers recognized as research guides**

4



File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.sgcaruvithura.ac.in/public/Research.html">https://www.sgcaruvithura.ac.in/public/Research.html</a>

## 3.2 - Innovation Ecosystem

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

Our college community has witnessed enormous number of innovative extravagances during the academic year 2020-21. Department of Media Studies conducted three awareness videos on the calamities faced in Kuttanad and Chellanam. The department also created campaign videos on the Importance and Need to Protect Oceans and on the Actual Situation around the Globe. The Alumni lecture series conducted by the Chemistry department provided the students an opportunity to interact with prominent alumni, to hear lectures on advanced topics, and to share their experiences from research institutions of the international repute.

PG department of Mathematics shared research ideas and research updates through critical discussions to motivate students in improving presentation skills, and undertaking interdisciplinary and multidisciplinary research in future. While the Department of Botany hosted a Honey-Bee Culture Programme; the department of BCA

provided awareness programmes on MOOC Courses, Hardware and Artificial Intelligence, Industry standard projects, and the Reusing of the E-waste.

The students of the BCA department created software programmes useful for crime prevention; kids safety; education and career management; organ donation; travel management; web development; diplomatic management; facial-emotion recognition; visual impairment; access management; and government services like issuing various ID cards and certificates, detecting bullying websites etc

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/public/Innovation-ecosystem.html">https://www.sgcaruvithura.ac.in/public/Innovation-ecosystem.html</a>

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

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

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

4

File Description	Documents
URL to the research page on HEI website	<a href="https://www.sgcaruvithura.ac.in/public/Research.html">https://www.sgcaruvithura.ac.in/public/Research.html</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

13

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

Located at the center of the rural area of Kottayam District, St. George's College functions as the heart of the development of

people living in various villages. Farmers, entrepreneurs, shop owners and even the common man have benefited from the active involvement of various departments of the college. Using the laboratory resources of the college, Farmers could find deficiencies in the soil and need to spend less in purchasing the manure. Possibilities of various waterborne diseases are shared to the people after testing the water at a nominal cost of Rs. 30/- per sample. People are now aware of adulteration, milk processing, renewable energy, cleanliness, adult franchise etc., thanks to the efforts of the various departments of the college.

Homeo Immune Booster pills and Masks were provided to the people of the neighbouring locality. Teachers made use of the possibility of SGC TV, the television channel of the college to impart information and knowledge to the students in the nearby institutes in particular and the society in general, especially during the Covid-19 pandemic period, which demanded social distancing and lock down that secluded people mentally and physically. People benefitted from talks on Gandhi, Economic Theories, Physical Theories, Multidisciplinary Subjects, etc.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/public/campus_life.html?cid=1">https://www.sgcaruvithura.ac.in/public/campus_life.html?cid=1</a>
Upload any additional information	<a href="#">View File</a>

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

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through

**NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

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

4

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

503

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### **3.5 - Collaboration**

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

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

75

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

15

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution established in 1965, situated at 24.1 acres of land has a well maintained, user friendly and resilient infrastructure conducive to teaching, learning and comprehensive development of students. The campus spread over in to three blocks such as Main Block, Golden Jubilee Block, and Students Amenity Centre.

- 68 well planned and spacious classrooms of which 56 are equipped with ICT facilities
- 4 Smart class rooms
- 3 Seminar halls

- 1 Language lab.
- 1 Audio Visual Centre
- 19 science lab including 1 research lab
- 1 language lab with 30 computers
- 4 Well equipped and furnished Food Science and Technology lab.
- Science departments are funded by DST-FIST College scheme.
- Incubation Centre
- Store rooms, Guest Room, Sickroom and Photocopy Centres
- Six Well equipped computer lab with 390 computers and 100 mbps leased connections.
- Media centre with audio-video recording studio.
- Separate Rooms for NSS, NCC, Women Cell, Counselling, IQAC,
- Hostel and Canteen facilities
- Health and fitness centre.
- Fully CCTV Enabled Campus.
- Filters and Coolers in Each Floor.
- Football & Cricket Field.
- Indoor and outdoor stadium.

#### 315 KV Transformer and 125KV Generator

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/physical_infrastructure.php?pi_id=3">https://www.sgcaruvithura.ac.in/physical_infrastructure.php?pi_id=3</a>

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

#### Sports and Games

The diversity of the students and the interdisciplinary nature of the campus make SGC as a hub for a plethora of cultural and sports activities. The Institution has developed adequate and sufficient facilities for cultural activities, sports, games, gymnasium and yoga. The Physical education department of SGC promote the progress of students in sports and games.

#### Sports Facilities

- Playgrounds for Football and Cricket.
- Multipurpose indoor Stadium.
- Indoor Basketball court.
- 2 Volleyball court (one Indoor and one Outdoor).
- 1 indoor and 2 outdoor badminton courts.
- Indoor and outdoor fitness centre for students and staff.
- Yoga centre.
- Space for indoor games like Chess and Caroms.

### Cultural Activities

SGC offers a wide range of opportunities for students to engage in cultural activities in college, university and state level. SGC has its own set of student clubs to dealing with diverse cultural activities.

### Facilities for Cultural Activities

- Main Auditorium with a large stage and green room.
- A Spacious and amphitheatre air conditioned Audio-visual centre
- Media room and audio-video recording room.
- SGC Channel and campus community telecasting centre

### Social media platforms

- SGC TV
- YouTube Channel
- College Facebook, Instagram, twitter

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/clubs-and-cells?cid=Student%20Council">https://www.sgcaruvithura.ac.in/clubs-and-cells?cid=Student%20Council</a>

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



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/ict?id=1">https://www.sgcaruvithura.ac.in/ict?id=1</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

481.22

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Our library has 32330 books along with vast collection of reference books, periodicals, CDs, newspapers and journals. Our library is running with LMS, Koha - full-featured open source ILS. We use Koha 21.05 version released in 28 May 2021. Our library provides Online Public Access Catalogue (OPAC), can be accessed at SGC Koha OPAC.

<http://opac.sgcaruvithura.ac.in.9000/>

#### Features

1. 24/7 Access
2. Check availability of Library Book
3. Reservation of books that already issued

#### 4. Check return date and self-renewing facility

Library also provides digital repositories which includes e-books, e- journal and previous year question papers.

<http://lms.sgcaruvithura.ac.in.8500/>

Library is also equipped with an automatic gate register facility. Library Gate Register facility maintains the data electronically with the help of an RFID tag. The college identity card of each student consists of an RFID chip with a unique serial number.

#### Library Services

- Ten computers with internet facility
- Reprographic facility
- Digital Repository
- Access to INFLIBNET, N-LIST and DELNET resources.
- Open Access System
- Reference Survey
- Display of new arrivals
- Attendance, issue/return and renewal is computerized.
- Wi-Fi facility

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://117.221.21.94:9000/">http://117.221.21.94:9000/</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

1.1957

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

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

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

**IT Facilities offered by St. George's College Aruvithura.**

**IT Upgradation During the year 2020-21**

- 11new computers

- Online platform for taking online class during pandemic Google meet.
- Live streaming through youtube channel

The existing facilities include:

- 390 Computers including desktop and laptop.
- ICT enabled Classrooms and Seminar Halls.
- 40 Wi-Fi access points.
- Computer, Printer and scanner in every department
- 6 Computer labs including the media lab and language lab with browsing facility.
- Admission Software
- Academic software for teachers and students
- LMS - Learning Management System - Moodle
- Media centre with audio-video recording studio.
- Free Wi-Fi for Students.
- CCTV camera surveillance.
- E resources centre at college library
- Inlibnet facility
- All departments and administration block equipped with Wi-Fi facility
- Audio visual Room
- Reprographic facilities
- Official social platforms like youtube, twitter, instagram and facebook
- SGC Channel and campus community telecasting centre
- Official Website
- Official domain for google account
- Google classroom facility.
- Barcode Scanner and Printer

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/ict?id=1">https://www.sgcaruvithura.ac.in/ict?id=1</a>

#### 4.3.2 - Number of Computers

390

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

## 4.4 - Maintenance of Campus Infrastructure

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

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

**131.86430**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

#### **Policies and procedures**

1. Various Committees prepares annual budget for maintenance of infrastructure development of the college.
2. Regular meeting to assess the infrastructure requirements.

#### **Academic and Physical Facilities**

1. Construction, repairs and maintenance works carried out and monitored by Bursar
1. The Heads of the Departments report about maintenance and repairs of the assigned areas to the authorities.
2. A team of efficient workers is responsible for keeping the college premises clean.
3. Servicing of LCD projector and Filters done annually

#### Library

1. Library Advisory Committee is assigned for maintenance and monitoring of library activities
2. Books and equipments are regularly checked and obsolete items are weeded out.
3. Internal stock verification is carried out at the end of academic year.

#### Laboratory

1. Trained Lab assistants ensure the regular maintenance of lab equipments.
2. Departments keep records of resources.
3. Regular inspection and proper verification of stock.

#### Computers

1. Maintenance of equipments ensured through AMC.
2. Annual Maintenance of the hardware and software is carried out.
3. In every year soft ware of antivirus is periodically installed.

#### Sports

1. The indoor and outdoor sports facilities are maintained under the supervision of Head of the Physical Education Department.
2. Periodical upgrading of sports and games items and facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/policy-documents">https://www.sgcaruvithura.ac.in/policy-documents</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

766

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

47

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://www.sgcaruvithura.ac.in/public/Student-support.html?sid=Capacity%20building">https://www.sgcaruvithura.ac.in/public/Student-support.html?sid=Capacity%20building</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**346**

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

**346**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**



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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

62

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

132

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

42

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<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 university/state/national / international level (award for a team event should be counted as one) during the year**

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

23

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

The college adopts all measures to ensure the representation and participation of students in various administrative bodies, cells and committees in tune with its vision of imparting holistic development of students. The Student Council members offered leadership for the programmes conducted during the pandemic days. Departmental Association consists of a faculty-in-charge, a president, vice president and executive members. Students themselves elect the office bearers for the Association. Usually, 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. Internal quality Assurance Cell, Library Committee(Student Librarians), Anti-Ragging Committee, Grievance Redressal Cell and Internal complaint Cell have representations from student community which ensures their administrative participation. NSS, NCC ,Sports Club, Oratory Club, Quiz Club, Music Club, Women's Cell, Anti- Narcotic Cell, Jesus Youth, Adventure Club etc help the overall development of the students.The memberships of students in IIC, ED club and IEDC gives exposure to incubation, innovation and entrepreneurial activities. The webinars organised both by the College and by the respective departments and the stress relaxation programmes like Joydemic were organised by students which offered them the platform to assume leadership roles.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/clubs-and-cells?cid=Student%20Council">https://www.sgcaruvithura.ac.in/clubs-and-cells?cid=Student%20Council</a>
Upload any additional information	<a href="#">View File</a>

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

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

74

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

St. George's College Aruvithura has a registered and a vibrant alumni forum "SGC Alumni Association" which offers a platform for the former students to rekindle their fond memories and wonderful days that they spent together in the Alma mater. There are representatives from each department also. The annual alumni gathering is scheduled on 26th December every year. Since the pangs of pandemic hadn't left, the annual alumni meetings were conducted online. Virtual alumni meetings were convened in the Departments of B.Sc Physics, BA English and B.Sc Mathematics. On 13/03/2021 the former students of the PG Department of Physics across the globe gathered in Google Meet and bid farewell to their beloved teacher, Prof. Tessy K Mathews. A seminal motivational webinar Reach for the Stars was conducted on 03 November 2020 by

Sri. Joby Mathew, who is one of our illustrious alumni and an Indian athlete cum Olympian. The Departments of BA Mass Communication, B.Sc Food science and Quality Control and B.Sc Chemistry organised both national and international alumni lecture series in Google Meet. The Departmental alumni offer scholarships, sponsor programmes and donate books. The Alumni association also offers feedback for constructive rectification.

File Description	Documents
Paste link for additional information	<a href="https://sgcaruvithura.ac.in/alumini">https://sgcaruvithura.ac.in/alumini</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year A. ? 5Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The institution, aims at imparting holistic education adhering to its noble vision and mission. The college has a vigorous leadership that coordinates all the activities of the campus to mould globally competent students. The Nature of Governance

A well founded organizational structure and well-marked and effectively functioning systems under a strong leadership marks the nature of governance of the institution. The participatory governance system of the institution consists of Governing body, College Council, IQAC, College Students' Council, Finance Committee etc. Governing Body is the apex body of the institution..The decisions taken by the Governing Body and IQAC are presented before the College Council before implementation.

The decentralization of administration is guaranteed by the faculty representation in Governing Body, College Council, IQAC and committees like Discipline, ICC, Grievance Redressal, Anti-Ragging, Minority, Sexual Harassment prevention Committee. The

action plan and budget proposal for the year are prepared by departments and various cells and Committees and sent to the IQAC for its approval. The College Council finalizes the budget forward that to the Governing Body. A decentralized implementation of the plans then is effected by delegating the plan and its implementations to the heads of the departments and Conveners of various cells.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/public/discover_vision.html">https://www.sgcaruvithura.ac.in/public/discover_vision.html</a>
Upload any additional information	<a href="#">View File</a>

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

Ever since the inception of the college, administration is carried effectively through a decentralized mechanism. This inclusive and participatory approach promotes an environment of solidarity and mutual respect which ensure the smooth functioning and growth of the institution.

#### Committees and Cells

The following cells and committees are operational in the institution to implement various activities which are part of the strategic plan.

- Managing Board
- General Staff Meeting
- IQAC
- Staff Council
- Exam Cell
- Research Cell
- Planning Board
- Building Committee
- Purchase Committee
- Grievance Redressal Cell for students and staff
- SC/ST Cell
- Ethics Committee
- Library Committee
- Anti-Ragging Committee
- Anti- Sexual Harassment Committee

- Academic Review Committee
- Admission Committee
- Alumni Association Executive Committee
- PTA Executive Committee
- Public Relations Cell
- Staff welfare Committee
- Right to Information Cell

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/administrative-bodies?=">https://www.sgcaruvithura.ac.in/administrative-bodies?= =</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### STRATEGIC PLAN

The institution has a well-charted strategic plan incorporating the idealistic principles of the institutional vision and mission. Aiming to concretize the vision and mission statements, the institution targets the accomplishment of the set goals in a consistent pace.

1. Curriculum Development and Implementation
2. Teaching and Learning
3. Research
4. Faculty Development
5. Student Enrichment
6. Infrastructure Development
7. Human Resource Management
8. Examination and Evaluation

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/action-plans">https://www.sgcaruvithura.ac.in/action-plans</a>
Upload any additional information	<a href="#">View File</a>

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

#### Manager

The College has a well Organizational structure managed by the Forane Church, Aruvithura. The highest authority in the organogram of the institution is the Manager who recommends strategic plans that can be adopted in matters like infrastructural development , enhancement of quality in teaching learning process, promotion of research and best practices.

#### Principal

The principal who is the executive head of the institution is entrusted with the responsibility of managing the day-to-day affairs of the college. He implements the directions of the governing body in accordance with the norms and guidelines of the government ,UGC and other regulatory agencies.

#### Governing Body

The governing body prepared the strategic plans and sets a framework for the implementation of the same.

#### Academic Council

This is an advisory and consultative body consisting of the Principal, Bursar and Heads of Departments. The council meets once a month and on necessary occasions to review the internal affairs of the college and offers suggestions for improvement.

#### IQAC

This is the quality monitoring body of the college which meets often. The annual Quality Assurance Report of the college is prepared and presented by the IQAC.

#### Administrative Bodies

The Administration of the college is supported by a number of committees and cells like governing body, college council, IQAC, PTA, Anti-Ragging Cell, Ethics Committee, Internal Complaint Cell etc.

#### Service Rules



We strictly follow the rules and regulations given by the government ,UGC and other regulatory agencies.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/public/academic-calender-main.html">https://www.sgcaruvithura.ac.in/public/academic-calender-main.html</a>
Link to Organogram of the institution webpage	<a href="https://www.sgcaruvithura.ac.in/public/Organogram.html">https://www.sgcaruvithura.ac.in/public/Organogram.html</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institution provides a satisfactory environment which ensures high degree of job satisfaction of the employees. The following are the welfare schemes put forward for the benefit of the employees.

Staff Co-operative society is functioning in the college for meeting the financial needs of the staff. Financial services are offered at an affordable rate of interest. Financial support is provided for the staff to meet medical expenses in times of emergency. Free Wi-Fi facility on campus and domain email addresses to all staff members. Special Casual Leave is given to

staff members during any medical emergency like cancer and its treatment. Kiosk and Canteen facilities are provided to staff at a subsidized rate Free uniform is supplied to supporting staff and security men. Gymnasium is available for the staff to maintain their physical fitness. Recreation Room is provided to staff for their recreation. Separate Parking area is maintained for parking the staff vehicles. Retirement party is arranged for the staff as a recognition of their committed service. The staff meeting is conducted regularly and actions and policies are framed based on the suggestion raised by the faculty. Annual get together of the staff and the family members is conducted.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/public/staff-welfare.html">https://www.sgcaruvithura.ac.in/public/staff-welfare.html</a>
Upload any additional information	<a href="#">View File</a>

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

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

57

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

25

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

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

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

84

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Our college enhances the professional growth and enrichment of the teaching, non-teaching staff by implementing an effective Performance Appraisal System. This system is maintained with the objective of improving academic and administrative standards. The

system operations are based on the following records.

#### Teacher Performance Record (TPR)

It is given to each teacher at the beginning of every academic year to record their everyday engagements. All details pertaining to lesson plans, tests, assignments, projects, mentoring, tutoring, remedial classes, leave taken etc. are recorded. It is monitored by the head of the department, IQAC Coordinator and the principal. It is also evaluated by the management team during the annual academic audit.

#### Faculty evaluation by the students

The students can assess the teachers on the following criteria: accessibility to teacher, classroom management, communication skills, effective completion of syllabus in time, subject knowledge and the use of ICT in teaching learning process. The IQAC does feedback evaluation and suggests corrective measures to teachers.

#### Non-teaching Evaluation by Students, Management and Teaching Staff:

The Management evaluates the non-teaching staff every year through a performance appraisal system designed by IQAC. The principal monitors the performance of non-teaching staff and gives them continuous feedback.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/">https://www.sgcaruvithura.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

#### 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.

#### External financial audit:

The Govt. of Kerala, through the 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.

Since the financial receipts and payments of the institution are from /through diverse agencies including state government , Central government, non-governmental organization, 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. Moreover the college conducts and undergoes external audits of fund relating to UGC ,DST,FIST etc.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_6/6_4_1.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_6/6_4_1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

446.78

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

Funds availed from the central government sources are used for developmental activities, academic resources such as books and journals and infrastructure development which includes labs, equipment, sports facilities, etc.

State government funds are promptly availed for introducing innovative programmes, workshop, seminars and conferences, green initiatives of the college, extension activities.

The Management/ PTA/ Alumni funds and other contributions are used to meet the developmental needs and the maintenance of the institution. Financial Assistance by the Management include financing for the construction of buildings and other infrastructure developments, salary to self-financing staff, scholarships for needy students etc. Optimal utilization of available resources is ensured to cater the needs of the stakeholders. The departments and other forums are intimated about the approval of their budget and are required to maintain proper accounts and reports of expenditure. At the end of the financial year internal and external auditing is conducted to ensure utilization and proper accounting of the funds availed. Accounts are maintained by the Head Accountant and the Principal is accountable for all the financial transactions

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_6/6_4_3.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_6/6_4_3.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.5 - Internal Quality Assurance System

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

### 1. Coping with the 'New Normal' in Teaching-Learning Learning in the wake of Covid

IQAC spearheaded the smooth transition from face to face learning to online learning in the wake of the covid pandemic. A technical committee was constituted by IQAC to guide and monitor the uses of online platforms. IQAC initiated webinar series during the early days of lockdown itself. Our college conducted national and international webinars, and training programmes. Classes were conducted very systematically via Google class rooms and Google meet. The purchase of G-suite and the Smart boards supplemented the requirements of the covid times. IQAC organized a five day National level online Faculty Development Programme on E-learning. Students were directed to engage in extension activities beneficial for the Covid stricken society. Joydemic is another initiative of IQAC of our college, which directed the departments to conduct one online cultural programme per week as a kind of stress buster. IQAC also took measures to address the digital divide.

### 2. Academic Retreat and Academic and Administrative Audits

Despite the constraints of lock down IQAC organized Academic Retreat in the online mode and the Academic and Administrative audits in the offline mode. The endorsement of academic audit enables to sustain an accountability of academics and to improve the teaching learning process in campus. The audit aims at maintaining compliance with the changing and updated standards of quality in higher education, with reference to the performance of faculty, student satisfaction

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/AOAR/2020-21/criteria_6/6_5_1.pdf">https://www.sgcaruvithura.ac.in/AOAR/2020-21/criteria_6/6_5_1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

### Academic Review on Teaching-Learning Process

At the beginning of the academic year, IQAC collects department academic plan and annual course plan and designs the Academic Calendar and monitors the implementation. Teacher Performance Records are periodically monitored. IQAC endorses a transparent mechanism for evaluation and uploading of marklists and result analysis. IQAC communicates its policies regarding Remedial, Mentoring and OBE to all teaching departments at the beginning of the academic year.

### Review of Online Learning

IQAC set up a technical advisory committee in the initial days of the pandemic to smoothen the transition from the offline mode to the online. IQAC organises FDP on Essential Software Skill Learning.

### IQAC Evaluation of Learning Outcomes

A committee is constituted by the IQAC to evaluate Outcome Based Education (OBE) in the college. All departments identify POs and PSOs and COs are also set up by the faculty concerned.

### Stakeholder Review on Teaching-Learning Process

IQAC collects and processes feedback from all the stakeholders. The collected data is analysed by IQAC and recommendations are submitted to the Principal.

### IQAC Institutional Review Mechanism

Annual Academic and Administrative Audit are conducted by IQAC. It has set up a system to evaluate the performance of the administrative staff as well.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/AOAR/2020-21/criteria_6/6_5_2.pdf">https://www.sgcaruvithura.ac.in/AOAR/2020-21/criteria_6/6_5_2.pdf</a>
Upload any additional information	<a href="#">View File</a>



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

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.sgcaruvithura.ac.in/sgc-iqac?iqac=annual%20report%20of%20iqac">https://www.sgcaruvithura.ac.in/sgc-iqac?iqac=annual%20report%20of%20iqac</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The college is concerned in developing and implementing gender equity policies in the campus. As the college follows co-education system, the interaction of students irrespective of the gender differences is promoted

1. The college has two sanitary napkin vending machines and napkin incinerator machines to ensure menstrual hygiene
2. Irrespective of gender, the college has an open gymnasium.
3. The college follows gender neutral uniform pattern in which all the students shall wear shirt and pants.
4. Full-fledged functioning of Women Cell, Anti-Ragging Cell and Sexual Harassment Cell .
5. A common room facility is provided for the women staff and students for relaxation and for medical attention in case of an emergency.
6. The college strictly adheres to the various policies initiated by the UGC, Mahatma Gandhi University and the

Government of Kerala for the promotion of gender equity in the campus.

7. The Anti-Ragging Cell ensures that no students in the campus are subjected to physical and mental tortures..
8. The BA English syllabus consists of a core course titled "Women Writing." The course aims at developing a critical mind among students on how the patriarchal norms govern the power relations in the society.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.sgcaruvithura.ac.in/AOAR/2020_21/criteria_7/7_1_1_A.pdf">https://www.sgcaruvithura.ac.in/AOAR/2020_21/criteria_7/7_1_1_A.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.sgcaruvithura.ac.in/AOAR/2020_21/criteria_7/7_1_1_B.pdf">https://www.sgcaruvithura.ac.in/AOAR/2020_21/criteria_7/7_1_1_B.pdf</a>

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

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Solid waste management**

Glass and metal, and other garbage are collected separately. Reduce, Reuse, and Recycle are the guiding principles of our solid waste management system. Vermi compost made from bio waste is used to grow medicinal plants. Vermi compost is made on campus from bio waste as an organic fertilizer for the plants in our campus and

promotes the practice of organic farming. A biogas plant has also been erected at the facility. Many students have switched from disposable lunch packets to reusable stainless steel lunch boxes thus far.

#### Liquid waste management

In its laboratories, the College follows a strict green strategy for liquid waste disposal. Sewage, laboratory, laundry, hostel, and canteen effluent waste are among the liquid wastes generated on campus. Teachers frequently advise pupils to utilise chemicals sparingly. Any glassware used in the laboratory is rinsed with minimum water and placed in the liquid waste container.

#### E-waste management

All electronic garbage, such as CPUs, hard drives, and laboratory equipment scrap, is sold on the market. Refill printer cartridges and laser toners are also encouraged at the college. CRT displays have been replaced with more energy-efficient LCD monitors. The UPS vendors recharge and repair the batteries.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

**A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and**

**A. Any 4 or all of the above**

**facilities for persons with disabilities  
(Divyangjan) accessible website, screen-  
reading software, mechanized equipment  
5. Provision for enquiry and information :  
Human assistance, reader, scribe, soft copies  
of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Diverse cultures assume endless varieties of humanitarian values, languages and robust measures for social cohesion. Our institution undertakes various initiatives to promote tolerance towards cultural, regional, linguistic, communal and socio-economic diversities. As per the University mandates, admissions to U.G and P.G programmes are achieved through a single window method, ensuring preference to SC, ST, OBC, Divyangjan and marginalized communities. Through the inclusive environment of our institution, the government sponsors different scholarship schemes for the underprivileged students to ensure balanced development and growth. The college's commitment to economically disadvantaged students helps them integrate into the mainstream.

To embrace pluralism, we observe the days of cultural and regional importance under the guidance of IQAC, Women's Cell and NSS with maximum student support by accommodating regional specialties across the state. Competitions like 'Malayali Manka' and 'Malayali Maman' are organized with much vigour.

To upgrade linguistic diversity, various departments organize language day celebrations and put efforts in providing an inclusive environment by celebrating different festivals, commemorative days and events. Prayer for harmony and peace is

organized on Gandhi Samadhi day and International day of Non-violence. Value education sessions and outreach programmes disseminate annual spiritual renewal for all students to promote communal harmony and tolerance.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institution ensures a special attention to maintain constitutional obligations and responsibilities of citizens. We observe days of cultural and regional significance in order to accept cultural, regional, linguistic, and communal diversity. The college pays special attention to economically disadvantaged students and has implemented a variety of programmes to help them and their acceptance into the mainstream.

The college's NCC and NSS units hold various programmes on a regular basis to promote social inclusion, cultural harmony, and national unity. The college celebrates the days of national importance such as Gandhi Jayanthi, Independence Day, Republic day, Environment Day, NATIONAL Science Day, Kargil Vijay Divas etc

The NCC unit honors International Yoga Day on June 21, with a focus on the college's best practice, Psychosomatic Wellness. On particular days, the NSS unit organizes rallies as part of Anti-drug campaigns, Anti -dowry Campaigns etc.

The institution has also arranged food for Karuna Palliative Care and Maria Sadana, both act as a shelter for the underprivileged in the vicinity of the college in order to instill social and humanitarian principles among the students. The meal packages are gathered in various collection boxes and handed delivered to the Home's authorities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.sgcaruvithura.ac.in/AOAR/2020_21/criteria_7/7_1_9_1.pdf">https://www.sgcaruvithura.ac.in/AOAR/2020_21/criteria_7/7_1_9_1.pdf</a>
Any other relevant information	<a href="https://www.sgcaruvithura.ac.in/AOAR/2020_21/criteria_7/7_1_9_2.pdf">https://www.sgcaruvithura.ac.in/AOAR/2020_21/criteria_7/7_1_9_2.pdf</a>

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

**A. All of the above**

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**The college takes utmost care to uphold nationalist, democratic, secular and patriotic values envisioned in the constitution of India. In order to instill these values in the students the college observes days of national importance with due reverence and care. The institution is particular about the unifying spirit of these observations which transcend religious, caste, class and regional barriers.**

World Environment Day

Forest day Fest:

World Ozone Day :

World Science Day

World Blood Donor Day

Vayana Dinam ( Reading Day)

Accounting day

International Day of Yoga

Teacher's day celebration

International Translation day

International day for disaster Reduction

International Co-operative Day Celebration

Alan Turing Day

World Students' Day

.Commemorating Akkitham on his demise

.Keralapiravi

World Human Rights Day

Women's Day Celebration

National Statistics Day Celebration

Ozone Day

National Mathematics Day Celebration

World Food Day

Constitutional Day Celebration



Republic Day Celebration

Independence Day Celebration

Onam

Smith Day Celebration

Science Day

Christmas

World Computer Literacy Day Celebration

Gandhi Jayanti Day Celebration

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

**Best Practice 1: Paper to Pixel -The Digitalization Drive**

**Objectives:** 1.To move in tune with Digital India Programme. 2. To ensure the best possible learning outcomes and digital upgradation of teachers.

**Context:** As part of the national drive and in tune with the institution's visions of offering global competencies to students the college started the radical digitalization move.

**The Practice:** The college has an automated web portal and mobile phone application giving integrated solution for all academic and administrative requirements.

**. Evidence of Success:** 1. It has become quite easy for the faculty to monitor student performance effectively.

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

**Best Practice II -Holistic Education Objectives:** 1.The practice prepares the students to meet the challenges of living as well as academics.

**Context:** The roots of Holistic education can be traced to ancient Indian Gurukula system. We intend to adopt the system.

**Practice:** Physical Development programmes, Pollution free and clean campus. Regular counseling sessions and social Development programmes.

**Evidence of Success :** 1.The improved academic performance of the students and participation in socially productive work

**Problems encountered :** Inadequacy of financial resources

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

File Description	Documents
Best practices in the Institutional website	<a href="https://www.sgcaruvithura.ac.in/sgc-igac?igac=best%20practices">https://www.sgcaruvithura.ac.in/sgc-igac?igac=best%20practices</a>
Any other relevant information	<a href="https://www.sgcaruvithura.ac.in/AQAR/202021/criteria_7/7_2_1.pdf">https://www.sgcaruvithura.ac.in/AQAR/202021/criteria_7/7_2_1.pdf</a>

### 7.3 - Institutional Distinctiveness

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

Over the last five decades St George's College Aruvithura 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 to ensure equal opportunity of education Most of our students hail from the remote, ecologically vulnerable villages in the Western Ghats. The college timings have been scheduled as per their comfort. The institution makes it a point to give disaster management training for the students. Situated in an area populated mainly by the minority section and itself a minority college, the college has a fair and inclusive educational system that promotes the

underprivileged especially the women and has enabled them to manage their studies alongside the encumbrances involved in early marriages and motherhood. Freeships are offered to address economic backwardness. Proper civic sense and charity is instilled among them.. Thecollege has a clean, green and pollution free environment that facilitates effective learning. The college campus is blessed with diverse flora and fauna, a beautiful garden, meditation park and butterfly garden. The pivots of the environment policy are rain water harvesting, organic farming ,solid waste management, conservation of energy and community cleanliness

NAAC

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The process of implementation and delivery of curriculum in St. Georges college Aruvithura affiliated to M G university, is designed in such a way as to make students, socially committed, employable, and innovative and research oriented.

Annual Academic Plan and the plan of action is prepared under the guidance of the HOD well in advance annually.

The Academic Retreat conducted at the outset formulates long and short-term goals for the institution.

The Academic Audit conducted at the end of the year monitors the effectiveness of the curriculum delivery.

For complementing course outcomes, various induction programmes, bridge courses and certificate courses are arranged.

To meet the evolving academic needs, teachers are encouraged to participate in various faculty development programmes.

Internal exams and regular PTA meetings provide the feedback for improving academic performance.

Faculty members use Learning Management Systems and platforms like Moodle, Linways, Google Class Rooms, Kahoot Quiz, etc.

Quizzes, project works, webinars and workshops have been organized with an emphasis on boosting the productivity of students.

Remedial teaching and mentoring are given on need basis.

Feedback regarding the curriculum- from the stakeholders - are sought on a regular basis.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_1/1_1_1.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_1/1_1_1.pdf</a>

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

St. George's College Aruvithura closely follows the Academic Calendar issued by the M G University.

Building on this framework, the college prepares its own calendar of events and activities to facilitate systematic planning and execution of learning activities and comprehensive evaluation which is communicated to the staff and students.

The Academic calendar prepared in adherence to the university calendar delineates the schedules of holidays, various curricular and co-curricular activities, internal exam schedules and other related matters.

In the Academic Council meetings, departmental and college level meetings matter pertaining to CIE are discussed well in advance.

The students are informed well in advance about the schedule for internal exams and class tests and presentations, as well as their assessment criteria through the Hand book prepared by IQAC.

The teachers assess the performance of the learners through different assessment mechanisms and provide extra-academic support to the students on need basis.

For ensuring participatory learning, platforms for presentations, seminars, peer teaching, Project work, field work are arranged.

The Academic Retreat and Academic Audit ensure the successful conduct of innovative and effective academic experience to the students

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://sgcaruvithura.ac.in/academic-calender-main">https://sgcaruvithura.ac.in/academic-calender-main</a>

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

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

**25**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1033

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

St. George's college is committed in mainstreaming cross-cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics into the curriculum and supporting policy frameworks.

**Gender Sensitivity**

Dr. Anandita Pan, Assistant Professor, IISER, Bhopal delivered the talk on "Gender & Society".

Dr. Ancy George (Principal SD College Kanjirappally) talked on "Impact of Covid on Women".

gender audit to check the adherence of college activities with

its gender policy.

#### Environment and Sustainability

Mr. Santhosh George Kulangara , World Traveller instilled progressive spirit and sustainable thought among the students

PowerPoint Presentation Competitionson -Environmental Impact of Covid-19 - and Ozone layer recovery: a success story of Montreal Protocol"-

#### Human Values

Dr Sunny Kuriakose , St. Thomas College, Pala talked on the Topic :Science and Spirituality.

Dr. Jery Antony,Dept of Psychiatry Amala institute of medical Sciences gave a talk on the topic :Depression

Motivational Speech by Mr.Joby mathew International sportsperson , motivational speaker , an illustrious alumnus

#### Professional Ethics

Food Technology department in collaboration with Kerala Food Technologists Association conducted talk by

CS. Suresh M.V, Chairman, ICSI, Thrissur Chapter topic: "Career as a Company Secretary" -

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

24



File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

680

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
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File Description	Documents
URL for stakeholder feedback report	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_1/1_4_1.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_1/1_4_1.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_1/1_4_2.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_1/1_4_2.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

749

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

64

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

### Assessment of learning levels and catering to diversity

The College has a clear and coherent mechanism to assess the learning levels of the students and cater to the diverse needs of different categories of learners. Right from the time of admission, attention is given to the addressing of the special requirements of advanced, average and slow learners.

- The marks of the qualifying exam

The marks of the qualifying exam is collected and proper guidance is provided to the students to opt the right course according to their aptitude and level.

- Induction Analysis

Conduct induction analysis to evaluate the students and categorise them as slow, average and advanced. Subject-specific question papers are prepared by the departments and issued to the students.

- Qualitative unstructured interview

The teachers hold personal interaction with the learners to gauge the particular topics of interest of the learners and their level of comprehension.

- Slow learners are provided with simplified explanations and notes. Peer teaching and remedial teaching are arranged.
- Advanced learners are encouraged to read quality books on the subject, browse e-journals, cultivate research perspective, hold in-depth subject discussion with the teachers, attend seminars and conferences, and serve as peer teachers.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/AOAR/2020_21/criteria_2/2_2_1.pdf">https://www.sgcaruvithura.ac.in/AOAR/2020_21/criteria_2/2_2_1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2130	102

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

Student centric methods such as experiential learning, participative learning and problem-solving methodologies used for enhancing learning experience.

The institution prioritizes the learning needs and demands of the students so that they become competent workers and responsible individuals. We focus on improving skills like critical thinking, identify problems and evaluating relevant information and resources that enhance their learning skills.

Support structures and systems are available in the institution for

**Experiential learning:** Students have the opportunity to hold a variety of extracurricular and course-related events aimed at developing management skills. Workshops / seminars / conferences are held with the support of faculty members.

**Interactive learning:** College encourages the use of digital media for group discussions, group presentations, debates, and most importantly, the distribution of learning materials.

**Collaborative learning:** To support students' theoretical knowledge, teachers arrange industry / company visits for on-site learning. Students can have an internship that gives them

a more hands-on experience.

**Independent learning:** Our College has enough library facilities to enrich its knowledge and keep it up to date.

**Critical Thinking:** Our college emphasises experiential learning along with subject-based classroom lectures, , presentations, quiz contests, and project work to instill curiosity, interest and insight

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_2/2_3_1.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_2/2_3_1.pdf</a>

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

Teachers use ICT enabled tools for effective teaching learning process.

Our institution is ICT enabled campus. Smart boards and other teaching tools are available in the classrooms. Smart TVs are used in conjunction with chalk and talk to deliver the curriculum efficiently.

With internet and LAN access, all departments are IT-enabled. The Institution also provides iPads and Department laptops to instructors to make class more interactive and instructive. Students can use Google Classroom sessions to learn about current events that are relevant to their subjects. Internet facilities are often used to conduct online quizzes and other activities.

Learning materials such as educational CDs and DVDs are available in departments and main library. Teachers organize and review webinars and various e-learning resources such as e-journals, Open Educational Resources such as NPTEL, YouTube Videos, and other e-learning resources before recommending them to students. To provide the optimum learning environment for students, faculty members prepare PowerPoint Presentations (PPTs) to conduct lectures. Films are exhibited to drive home lessons in an interesting manner. To prepare for campus

interviews, grooming lessons, communication skill classes, and mock examinations are held using ICT-enabled technologies. These creative teaching methods make students' learning more effective.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

102

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

102

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality /

**D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

16

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

675

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

St. George's College Aruvithura, being a constituent college of MG University Kottayam, is bound by the University rules regarding Internal Assessment. It gives 20% weightage as internal marks in overall assessment of the students.

The breakup of Internal Assessment as prescribed by the University is as follows:

50% through Class Tests and Model Exams

25 % through Assignments, Presentations

25% through Attendance for UG and Presentations for PG courses

The college internal exam committee ensures transparency and robustness. Teachers ensure that the students are aware of the Internal Assessment Evaluation criteria. The dates of internal examination are published in the college hand book and on notice boards. The question paper is prepared in accordance with the university examination format.

Assignments and tests are regularly conducted and students are given multiple opportunities to improve their performance. A variety of techniques and methods such as MCQs, Case studies, Reports, Assignments, Classroom Presentations, Individual and Group Projects are employed.

The College encourages the teachers to adopt innovative methods such as Open Book Tests, and Analytical Tests on a continuous basis before semester-end examinations held by the University.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sgcaruvithura.ac.in/public/examinations.html?id=3">https://www.sgcaruvithura.ac.in/public/examinations.html?id=3</a>

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

Grievances associated with the internal examinations are taken up immediately and necessary amendments and redressal are made in the following manner.

Grievances will be handled in a 3-tier system.

#### Teacher Level

Students can visit the faculty for minor grievances like totaling errors or allotting marks. The concerned faculty deals with the issue in the primary level.

#### Department Level

If the faculty member is unable to handle the situation, then the matter is forwarded to the concerned HOD. If the matter is related to the syllabi or to marks allotted, the HOD should



examine it in a transparent and judicious manner.

#### College Level

If the matter is serious and the grievance is against the Department, then the Examination Committee and Grievance Redressal Cell comprising the Principal, HOD, and other senior faculty members of the college, will look into the matter and settle the issue.

The students are informed to enter the personal information properly on the cover page of the answer script during assessments. The teachers are also instructed to ensure that the students enter the information correctly wherever necessary. Any matter reported at any level is recorded and necessary action is taken by the concerned person immediately.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sgcaruvithura.ac.in/public/Student-support.html?sid=Grievance%20Redressal%20Cell">https://www.sgcaruvithura.ac.in/public/Student-support.html?sid=Grievance%20Redressal%20Cell</a>

## 2.6 - Student Performance and Learning Outcomes

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

The courses offered by Mahatma Gandhi University, Kottayam are offered to the students. Information about this is available on the college website.

#### Methods adopted by the institution

- The course results as well as the specific programme outcomes will be highlighted to the students and their parents at the orientation programme for first-year undergraduate and post-graduate students.
- The training and placement cell will provide students with information on career opportunities based on programme specific results, allowing them to gain a better understanding of their courses and their relevance.
- For each course offered, a unique set of learning

outcomes have been defined. The faculty will clarify the learning goals and expected outcomes of each course at the beginning of the semester and before each topic / unit of the curriculum.

- To strengthen the attainment of the outcomes, the college has arranged resource persons from the industry and alumni to interact with learners. This enhances general awareness and links the theoretical approach with practical knowledge.

Above all, there is a continuous thrust given by the subject teacher and the mentors to make the students aware of the outcomes of any course.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.sgcaruvithura.ac.in/public/learning-outcomes.html">https://www.sgcaruvithura.ac.in/public/learning-outcomes.html</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

**The Methods of measuring attainment of PSO and CO:**

**1 End Semester University Examination:** The University conducts examinations as per semester pattern through which the institution measures programme outcomes based on the course attainment level fixed for the programme.

**2. External and Internal Assessment:** Internal assignments are given to the students which are mostly aligned with desired outcomes of the respective programme. External Assessment is done by the external experts appointed by the University for the practical's, through Viva-Voce and practical files. The performance of the student is analyzed in terms of the attainment of programme outcomes and programme specific outcomes through internal exams.

**3. Feedback Evaluation:** The institution collects feedback from students, alumni, employers and parents to understand the

effectiveness of teaching learning process.

4. Internships: Students are encouraged to take up internships, projects, fieldworks, etc to get the experience in their chosen discipline.

5. Placements: The College has a vibrant Placement Cell, which caters the equipment of graduates for meeting the demands of companies from different sectors.

6. Higher Studies: The attainment of POs, PSOs and COs is evaluated through the analysis of the progression of students towards higher studies in prestigious Indian and foreign educational institutions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.sgcaruvithura.ac.in/public/learning-outcomes.html">https://www.sgcaruvithura.ac.in/public/learning-outcomes.html</a>

### 2.6.3 - Pass percentage of Students during the year

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

449

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.sgcaruvithura.ac.in/public/discover-Annual-report.html">https://www.sgcaruvithura.ac.in/public/discover-Annual-report.html</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution

may design its own questionnaire) (results and details need to be provided as a weblink)

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

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

2.19

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

**3.1.2.1 - Number of teachers recognized as research guides**

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.sgcaruvithura.ac.in/public/Research.html">https://www.sgcaruvithura.ac.in/public/Research.html</a>

### 3.2 - Innovation Ecosystem

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

Our college community has witnessed enormous number of innovative extravagances during the academic year 2020-21. Department of Media Studies conducted three awareness videos on the calamities faced in Kuttanad and Chellanam. The department also created campaign videos on the Importance and Need to Protect Oceans and on the Actual Situation around the Globe. The Alumni lecture series conducted by the Chemistry department provided the students an opportunity to interact with prominent alumni, to hear lectures on advanced topics, and to share their experiences from research institutions of the international repute.

PG department of Mathematics shared research ideas and research updates through critical discussions to motivate students in improving presentation skills, and undertaking interdisciplinary and multidisciplinary research in future. While the Department of Botany hosted a Honey-Bee Culture Programme; the department of BCA provided awareness programmes on MOOC Courses, Hardware and Artificial Intelligence, Industry standard projects, and the Reusing of the E-waste.

The students of the BCA department created software programmes useful for crime prevention; kids safety; education and career management; organ donation; travel management; web development; diplomatic management; facial-emotion recognition; visual impairment; access management; and government services like issuing various ID cards and certificates, detecting bullying websites etc

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/public/Innovation-ecosystem.html">https://www.sgcaruvithura.ac.in/public/Innovation-ecosystem.html</a>

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

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

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

4

File Description	Documents
URL to the research page on HEI website	<a href="https://www.sgcaruvithura.ac.in/public/Research.html">https://www.sgcaruvithura.ac.in/public/Research.html</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

<b>year</b>	
<b>13</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year</b>	
<b>11</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>
<b>3.4 - Extension Activities</b>	
3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
<p>Located at the center of the rural area of Kottayam District, St. George's College functions as the heart of the development of people living in various villages. Farmers, entrepreneurs, shop owners and even the common man have benefited from the active involvement of various departments of the college. Using the laboratory resources of the college, Farmers could find deficiencies in the soil and need to spend less in purchasing the manure. Possibilities of various waterborne diseases are shared to the people after testing the water at a nominal cost of Rs. 30/- per sample. People are now aware of adulteration, milk processing, renewable energy, cleanliness, adult franchise etc., thanks to the efforts of the various departments of the college.</p> <p>Homeo Immune Booster pills and Masks were provided to the people of the neighbouring locality. Teachers made use of the</p>	

possibility of SGC TV, the television channel of the college to impart information and knowledge to the students in the nearby institutes in particular and the society in general, especially during the Covid-19 pandemic period, which demanded social distancing and lock down that secluded people mentally and physically. People benefitted from talks on Gandhi, Economic Theories, Physical Theories, Multidisciplinary Subjects, etc.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/public/campus_life.html?cid=1">https://www.sgcaruvithura.ac.in/public/campus_life.html?cid=1</a>
Upload any additional information	<a href="#">View File</a>

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

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### **3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

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

4



File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

503

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

75

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

15

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution established in 1965, situated at 24.1 acres of land has a well maintained, user friendly and resilient infrastructure conducive to teaching, learning and comprehensive development of students. The campus spread over in to three blocks such as Main Block, Golden Jubilee Block, and Students Amenity Centre.

- 68 well planned and spacious classrooms of which 56 are equipped with ICT facilities
- 4 Smart class rooms
- 3 Seminar halls
- 1 Language lab.
- 1 Audio Visual Centre
  
- 19 science lab including 1 research lab
- 1 language lab with 30 computers
- 4 Well equipped and furnished Food Science and Technology lab.
- Science departments are funded by DST-FIST College scheme.

- Incubation Centre
- Store rooms, Guest Room, Sickroom and Photocopy Centres
- Six Well equipped computer lab with 390 computers and 100 mbps leased connections.
- Media centre with audio-video recording studio.
- Separate Rooms for NSS, NCC, Women Cell, Counselling, IQAC,
- Hostel and Canteen facilities
- Health and fitness centre.
- Fully CCTV Enabled Campus.
- Filters and Coolers in Each Floor.
- Football & Cricket Field.
- Indoor and outdoor stadium.

### 315 KV Transformer and 125KV Generator

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/physical_infrastructure.php?pi_id=3">https://www.sgcaruvithura.ac.in/physical_infrastructure.php?pi_id=3</a>

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

### Sports and Games

The diversity of the students and the interdisciplinary nature of the campus make SGC as a hub for a plethora of cultural and sports activities. The Institution has developed adequate and sufficient facilities for cultural activities, sports, games, gymnasium and yoga. The Physical education department of SGC promote the progress of students in sports and games.

### Sports Facilities

- Playgrounds for Football and Cricket.
- Multipurpose indoor Stadium.
- Indoor Basketball court.
- 2 Volleyball court (one Indoor and one Outdoor).
- 1 indoor and 2 outdoor badminton courts.
- Indoor and outdoor fitness centre for students and staff.
- Yoga centre.

- Space for indoor games like Chess and Caroms.

### Cultural Activities

SGC offers a wide range of opportunities for students to engage in cultural activities in college, university and state level. SGC has its own set of student clubs to dealing with diverse cultural activities.

### Facilities for Cultural Activities

- Main Auditorium with a large stage and green room.
- A Spacious and amphitheatre air conditioned Audio-visual centre
- Media room and audio-video recording room.
- SGC Channel and campus community telecasting centre

### Social media platforms

- SGC TV
- YouTube Channel
- College Facebook, Instagram, twitter

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/clubs-and-cells?cid=Student%20Council">https://www.sgcaruvithura.ac.in/clubs-and-cells?cid=Student%20Council</a>

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

56

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/ict?id=1">https://www.sgcaruvithura.ac.in/ict?id=1</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

481.22

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Our library has 32330 books along with vast collection of reference books, periodicals, CDs, newspapers and journals. Our library is running with LMS , Koha-full-featured open source ILS. We using Koha 21.05 version released in 28 May 2021. Our library provides Online Public Access Catalogue (OPAC) ,can be accessed at SGC Koha OPAC.

<http://opac.sgcaruvithura.ac.in.9000/>

**Features**

1. 247 Access
2. Check availability of Library Book
3. Reservation of books that already issued
4. Check return date and self-renewing facility

Library also provides digital repositories which includes e-books, e- journal and previous year question papers.

<http://lms.sgcaruvithura.ac.in.8500/>

Library is also equipped with an automatic gate register facility. Library Gate Register facility maintains the data electronically with the help of an RFID tag. The college

identity card of each student consists of an RFID chip with a unique serial number.

### Library Services

- Ten computers with internet facility
- Reprographic facility
- Digital Repository
- Access to INFLIBNET, N-LIST and DELNET resources.
- Open Access System
- Reference Survey
- Display of new arrivals
- Attendance, issue/return and renewal is computerized.
- Wi-Fi facility

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://117.221.21.94:9000/">http://117.221.21.94:9000/</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

1.1957

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

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

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

IT Facilities offered by St. George's College Aruvithura.

IT Upgradation During the year 2020-21

- 11new computers
- Online platform for taking online class during pandemic Google meet.
- Live streaming through youtube channel

The existing facilities include:

- 390 Computers including desktop and laptop.
- ICT enabled Classrooms and Seminar Halls.
- 40 Wi-Fiaccess points.
- Computer, Printer and scanner in every department
- 6 Computer labsincluding the media lab and language labwith browsing facility.
- Admission Software
- Academic software for teachers and students

- LMS - Learning Management System - Moodle
- Media centre with audio-video recording studio.
- Free Wi-Fi for Students.
- CCTV camera surveillance.
- E resources centre at college library
- Inflight facility
- All departments and administration block equipped with Wi-Fi facility
- Audio visual Room
- Reprographic facilities
- Official social platforms like youtube, twitter, instagram and facebook
- SGC Channel and campus community telecasting centre
- Official Website
- Official domain for google account
- Google classroom facility.
- Barcode Scanner and Printer

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/ict?id=1">https://www.sgcaruvithura.ac.in/ict?id=1</a>

#### 4.3.2 - Number of Computers

390

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure



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

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

131.86430

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

#### Policies and procedures

1. Various Committees prepares annual budget for maintenance of infrastructure development of the college.
2. Regular meeting to assess the infrastructure requirements.

#### Academic and Physical Facilities

1. Construction, repairs and maintenance works carried out and monitored by Bursar
1. The Heads of the Departments report about maintenance and repairs of the assigned areas to the authorities.
2. A team of efficient workers is responsible for keeping the college premises clean.
3. Servicing of LCD projector and Filters done annually

#### Library

1. Library Advisory Committee is assigned for maintenance and monitoring of library activities
2. Books and equipments are regularly checked and obsolete items are weeded out.

3. Internal stock verification is carried out at the end of academic year.

#### Laboratory

1. Trained Lab assistants ensure the regular maintenance of lab equipments.
2. Departments keep records of resources.
3. Regular inspection and proper verification of stock.

#### Computers

1. Maintenance of equipments ensured through AMC.
2. Annual Maintenance of the hardware and software is carried out.
3. In every year soft ware of antivirus is periodically installed.

#### Sports

1. The indoor and outdoor sports facilities are maintained under the supervision of Head of the Physical Education Department.
2. Periodical upgrading of sports and games items and facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/policy-documents">https://www.sgcaruvithura.ac.in/policy-documents</a>

### STUDENT SUPPORT AND PROGRESSION

#### 5.1 - Student Support

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

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

766

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

47

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://www.sgcaruvithura.ac.in/public/Student-support.html?sid=Capacity%20building">https://www.sgcaruvithura.ac.in/public/Student-support.html?sid=Capacity%20building</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

346

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

346

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

62

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

132

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

government examinations)

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

42

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<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 university/state/national / international level (award for a team event should be counted as one) during the year**

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

23

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

**The college adopts all measures to ensure the representation and participation of students in various administrative bodies,**

cells and committees in tune with its vision of imparting holistic development of students. The Student Council members offered leadership for the programmes conducted during the pandemic days. Departmental Association consists of a faculty-in-charge, a president, vice president and executive members. Students themselves elect the office bearers for the Association. Usually, 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. Internal quality Assurance Cell, Library Committee (Student Librarians), Anti-Ragging Committee, Grievance Redressal Cell and Internal complaint Cell have representations from student community which ensures their administrative participation. NSS, NCC, Sports Club, Oratory Club, Quiz Club, Music Club, Women's Cell, Anti-Narcotic Cell, Jesus Youth, Adventure Club etc help the overall development of the students. The memberships of students in IIC, ED club and IEDC gives exposure to incubation, innovation and entrepreneurial activities. The webinars organised both by the College and by the respective departments and the stress relaxation programmes like Joydemic were organised by students which offered them the platform to assume leadership roles.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/clubs-and-cells?cid=Student%20Council">https://www.sgcaruvithura.ac.in/clubs-and-cells?cid=Student%20Council</a>
Upload any additional information	<a href="#">View File</a>

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

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

74

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

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

St. George's College Aruvithura has a registered and a vibrant alumni forum "SGC Alumni Association" which offers a platform for the former students to rekindle their fond memories and wonderful days that they spent together in the Alma mater. There are representatives from each department also. The annual alumni gathering is scheduled on 26th December every year. Since the pangs of pandemic hadn't left, the annual alumni meetings were conducted online. Virtual alumni meetings were convened in the Departments of B.Sc Physics, BA English and B.Sc Mathematics. On 13/03/2021 the former students of the PG Department of Physics across the globe gathered in Google Meet and bid farewell to their beloved teacher, Prof. Tessy K Mathews. A seminal motivational webinar Reach for the Stars was conducted on 03 November 2020 by Sri. Joby Mathew, who is one of our illustrious alumni and an Indian athlete cum Olympian. The Departments of BA Mass Communication, B.Sc Food science and Quality Control and B.Sc Chemistry organised both national and international alumni lecture series in Google Meet. The Departmental alumni offer scholarships, sponsor programmes and donate books. The Alumni association also offers feedback for constructive rectification.

File Description	Documents
Paste link for additional information	<a href="https://sgcaruvithura.ac.in/alumini">https://sgcaruvithura.ac.in/alumini</a>
Upload any additional information	<a href="#">View File</a>



<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>A. ? 5Lakhs</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The institution, aims at imparting holistic education adhering to its noble vision and mission. The college has a vigorous leadership that coordinates all the activities of the campus to mould globally competent students. The Nature of Governance</p> <p>A well founded organizational structure and well-marked and effectively functioning systems under a strong leadership marks the nature of governance of the institution. The participatory governance system of the institution consists of Governing body, College Council, IQAC, College Students' Council, Finance Committee etc. Governing Body is the apex body of the institution..The decisions taken by the Governing Body and IQAC are presented before the College Council before implementation.</p> <p>The decentralization of administration is guaranteed by the faculty representation in Governing Body, College Council, IQAC and committees like Discipline, ICC, Grievance Redressal, Anti-Ragging, Minority, Sexual Harassment prevention Committee. The action plan and budget proposal for the year are prepared by departments and various cells and Committees and sent to the IQAC for its approval The College Council finalizes the budget forward that to the Governing Body. A decentralized implementation of the plans then is effected by delegating the plan and its implementations to the heads of the departments and Conveners of various cells.</p>	

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/public/discover_vision.html">https://www.sgcaruvithura.ac.in/public/discover_vision.html</a>
Upload any additional information	<a href="#">View File</a>

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

Ever since the inception of the college, administration is carried effectively through a decentralized mechanism. This inclusive and participatory approach promotes an environment of solidarity and mutual respect which ensure the smooth functioning and growth of the institution.

#### Committees and Cells

The following cells and committees are operational in the institution to implement various activities which are part of the strategic plan.

- Managing Board
- General Staff Meeting
- IQAC
- Staff Council
- Exam Cell
- Research Cell
- Planning Board
- Building Committee
- Purchase Committee
- Grievance Redressal Cell for students and staff
- SC/ST Cell
- Ethics Committee
- Library Committee
- Anti-Ragging Committee
- Anti- Sexual Harassment Committee
- Academic Review Committee
- Admission Committee
- Alumni Association Executive Committee
- PTA Executive Committee
- Public Relations Cell
- Staff welfare Committee
- Right to Information Cell



organogram of the institution is the Manager who recommends strategic plans that can be adopted in matters like infrastructural development , enhancement of quality in teaching learning process, promotion of research and best practices.

#### Principal

The principal who is the executive head of the institution is entrusted with the responsibility of managing the day-to-day affairs of the college. He implements the directions of the governing body in accordance with the norms and guidelines of the government ,UGC and other regulatory agencies.

#### Governing Body

The governing body prepared the strategic plans and sets a framework for the implementation of the same.

#### Academic Council

This is an advisory and consultative body consisting of the Principal, Bursar and Heads of Departments. The council meets once a month and on necessary occasions to review the internal affairs of the college and offers suggestions for improvement.

#### IQAC

This is the quality monitoring body of the college which meets often. The annual Quality Assurance Report of the college is prepared and presented by the IQAC.

#### Administrative Bodies

The Administration of the college is supported by a number of committees and cells like governing body, college council, IQAC, PTA, Anti-Ragging Cell, Ethics Committee, Internal Complaint Cell etc.

#### Service Rules

We strictly follow the rules and regulations given by the government ,UGC and other regulatory agencies.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/public/academic-calender-main.html">https://www.sgcaruvithura.ac.in/public/academic-calender-main.html</a>
Link to Organogram of the institution webpage	<a href="https://www.sgcaruvithura.ac.in/public/Organogram.html">https://www.sgcaruvithura.ac.in/public/Organogram.html</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institution provides a satisfactory environment which ensures high degree of job satisfaction of the employees. The following are the welfare schemes put forward for the benefit of the employees.

Staff Co-operative society is functioning in the college for meeting the financial needs of the staff. Financial services are offered at an affordable rate of interest. Financial support is provided for the staff to meet medical expenses in times of emergency. Free Wi-Fi facility on campus and domain email addresses to all staff members. Special Casual Leave is given to staff members during any medical emergency like cancer and its treatment. Kiosk and Canteen facilities are provided to staff at a subsidized rate Free uniform is supplied to

supporting staff and security men. Gymnasium is available for the staff to maintain their physical fitness. Recreation Room is provided to staff for their recreation. Separate Parking area is maintained for parking the staff vehicles. Retirement party is arranged for the staff as a recognition of their committed service. The staff meeting is conducted regularly and actions and policies are framed based on the suggestion raised by the faculty. Annual get together of the staff and the family members is conducted.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/public/staff-welfare.html">https://www.sgcaruvithura.ac.in/public/staff-welfare.html</a>
Upload any additional information	<a href="#">View File</a>

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

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

57

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

25

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

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

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

84

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Our college enhances the professional growth and enrichment of the teaching, non-teaching staff by implementing an effective Performance Appraisal System. This system is maintained with

the objective of improving academic and administrative standards. The system operations are based on the following records.

#### Teacher Performance Record (TPR)

It is given to each teacher at the beginning of every academic year to record their everyday engagements. All details pertaining to lesson plans, tests, assignments, projects, mentoring, tutoring, remedial classes, leave taken etc. are recorded. It is monitored by the head of the department, IQAC Coordinator and the principal. It is also evaluated by the management team during the annual academic audit.

#### Faculty evaluation by the students

The students can assess the teachers on the following criteria: accessibility to teacher, classroom management, communication skills, effective completion of syllabus in time, subject knowledge and the use of ICT in teaching learning process. The IQAC does feedback evaluation and suggests corrective measures to teachers.

#### Non-teaching Evaluation by Students, Management and Teaching Staff:

The Management evaluates the non-teaching staff every year through a performance appraisal system designed by IQAC. The principal monitors the performance of non-teaching staff and gives them continuous feedback.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/">https://www.sgcaruvithura.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

### 6.4 - Financial Management and Resource Mobilization

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

#### 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.

#### External financial audit:

The Govt. of Kerala, through the 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.

Since the financial receipts and payments of the institution are from /through diverse agencies including state government , Central government, non-governmental organization, 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. Moreover the college conducts and undergoes external audits of fund relating to UGC ,DST,FIST etc.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_6/6_4_1.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_6/6_4_1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

446.78

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

Funds availed from the central government sources are used for developmental activities, academic resources such as books and journals and infrastructure development which includes labs, equipment, sports facilities, etc.

State government funds are promptly availed for introducing innovative programmes, workshop, seminars and conferences, green initiatives of the college, extension activities.

The Management/ PTA/ Alumni funds and other contributions are used to meet the developmental needs and the maintenance of the institution. Financial Assistance by the Management include financing for the construction of buildings and other infrastructure developments, salary to self-financing staff, scholarships for needy students etc. Optimal utilization of available resources is ensured to cater the needs of the stakeholders. The departments and other forums are intimated about the approval of their budget and are required to maintain proper accounts and reports of expenditure. At the end of the financial year internal and external auditing is conducted to ensure utilization and proper accounting of the funds availed. Accounts are maintained by the Head Accountant and the Principal is accountable for all the financial transactions

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_6/6_4_3.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_6/6_4_3.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.5 - Internal Quality Assurance System

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

### 1. Coping with the 'New Normal' in Teaching-Learning Learning in the wake of Covid

IQAC spearheaded the smooth transition from face to face learning to online learning in the wake of the covid pandemic. A technical committee was constituted by IQAC to guide and monitor the uses of online platforms. IQAC initiated webinar series during the early days of lockdown itself. Our college conducted national and international webinars, and training programmes. Classes were conducted very systematically via Google class rooms and Google meet. The purchase of G-suite and the Smart boards supplemented the requirements of the covid times. IQAC organized a five day National level online Faculty Development Programme on E-learning. Students were directed to engage in extension activities beneficial for the Covid stricken society. Joydemic is another initiative of IQAC of our college, which directed the departments to conduct one online cultural programme per week as a kind of stress buster. IQAC also took measures to address the digital divide.

### 2. Academic Retreat and Academic and Administrative Audits

Despite the constraints of lock down IQAC organized Academic Retreat in the online mode and the Academic and Administrative audits in the offline mode. The endorsement of academic audit enables to sustain an accountability of academics and to improve the teaching learning process in campus. The audit aims at maintaining compliance with the changing and updated standards of quality in higher education, with reference to the performance of faculty, student satisfaction

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/AOAR/2020_21/criteria_6/6_5_1.pdf">https://www.sgcaruvithura.ac.in/AOAR/2020_21/criteria_6/6_5_1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

### Academic Review on Teaching-Learning Process

At the beginning of the academic year, IQAC collects department academic plan and annual course plan and designs the Academic Calendar and monitors the implementation. Teacher Performance Records are periodically monitored. IQAC endorses a transparent mechanism for evaluation and uploading of marklists and result analysis. IQAC communicates its policies regarding Remedial, Mentoring and OBE to all teaching departments at the beginning of the academic year.

### Review of Online Learning

IQAC set up a technical advisory committee in the initial days of the pandemic to smoothen the transition from the offline mode to the online. IQAC organises FDP on Essential Software Skill Learning.

### IQAC Evaluation of Learning Outcomes

A committee is constituted by the IQAC to evaluate Outcome Based Education (OBE) in the college. All departments identify POs and PSOs and COs are also set up by the faculty concerned.

### Stakeholder Review on Teaching-Learning Process

IQAC collects and processes feedback from all the stakeholders. The collected data is analysed by IQAC and recommendations are submitted to the Principal.

### IQAC Institutional Review Mechanism

Annual Academic and Administrative Audit are conducted by IQAC. It has set up a system to evaluate the performance of the administrative staff as well.

File Description	Documents
Paste link for additional information	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_6/6_5_2.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_6/6_5_2.pdf</a>
Upload any additional information	<a href="#">View File</a>

<b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b>	<b>A. All of the above</b>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.sgcaruvithura.ac.in/sgc-iqac?iqac=annual%20report%20of%20iqac">https://www.sgcaruvithura.ac.in/sgc-iqac?iqac=annual%20report%20of%20iqac</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The college is concerned in developing and implementing gender equity policies in the campus. As the college follows co-education system, the interaction of students irrespective of the gender differences is promoted

1. The college has two sanitary napkin vending machines and napkin incinerator machines to ensure menstrual hygiene
2. Irrespective of gender, the college has an open gymnasium.
3. The college follows gender neutral uniform pattern in which all the students shall wear shirt and pants.
4. Full-fledged functioning of Women Cell, Anti-Ragging Cell and Sexual Harassment Cell .
5. A common room facility is provided for the women staff and students for relaxation and for medical attention in

case of an emergency.

6. The college strictly adheres to the various policies initiated by the UGC, Mahatma Gandhi University and the Government of Kerala for the promotion of gender equity in the campus.
7. The Anti-Ragging Cell ensures that no students in the campus are subjected to physical and mental tortures..
8. The BA English syllabus consists of a core course titled "Women Writing." The course aims at developing a critical mind among students on how the patriarchal norms govern the power relations in the society.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_7/7_1_1_A.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_7/7_1_1_A.pdf</a>
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_7/7_1_1_B.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_7/7_1_1_B.pdf</a>

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Solid waste management**

Glass and metal, and other garbage are collected separately.

Reduce, Reuse, and Recycle are the guiding principles of our solid waste management system. Vermi compost made from bio waste is used to grow medicinal plants. Vermi compost is made on campus from bio waste as an organic fertilizer for the plants in our campus and promotes the practice of organic farming. A biogas plant has also been erected at the facility. Many students have switched from disposable lunch packets to reusable stainless steel lunch boxes thus far.

#### Liquid waste management

In its laboratories, the College follows a strict green strategy for liquid waste disposal. Sewage, laboratory, laundry, hostel, and canteen effluent waste are among the liquid wastes generated on campus. Teachers frequently advise pupils to utilise chemicals sparingly. Any glassware used in the laboratory is rinsed with minimum water and placed in the liquid waste container.

#### E-waste management

All electronic garbage, such as CPUs, hard drives, and laboratory equipment scrap, is sold on the market. Refill printer cartridges and laser toners are also encouraged at the college. CRT displays have been replaced with more energy-efficient LCD monitors. The UPS vendors recharge and repair the batteries.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

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

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

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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



File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Diverse cultures assume endless varieties of humanitarian values, languages and robust measures for social cohesion. Our institution undertakes various initiatives to promote tolerance towards cultural, regional, linguistic, communal and socio-**

economic diversities. As per the University mandates, admissions to U.G and P.G programmes are achieved through a single window method, ensuring preference to SC, ST, OBC, Divyangjan and marginalized communities. Through the inclusive environment of our institution, the government sponsors different scholarship schemes for the underprivileged students to ensure balanced development and growth. The college's commitment to economically disadvantaged students helps them integrate into the mainstream.

To embrace pluralism, we observe the days of cultural and regional importance under the guidance of IQAC, Women's Cell and NSS with maximum student support by accommodating regional specialties across the state. Competitions like 'Malayali Manka' and 'Malayali Maman' are organized with much vigour.

To upgrade linguistic diversity, various departments organize language day celebrations and put efforts in providing an inclusive environment by celebrating different festivals, commemorative days and events. Prayer for harmony and peace is organized on Gandhi Samadhi day and International day of Non-violence. Value education sessions and outreach programmes disseminate annual spiritual renewal for all students to promote communal harmony and tolerance.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institution ensures a special attention to maintain constitutional obligations and responsibilities of citizens. We observes days of cultural and regional significance in order to accept cultural, regional, linguistic, and communal diversity. The college pays special attention to economically disadvantaged students and has implemented a variety of programmes to help them and their acceptance into the mainstream.

The college's NCC and NSS units hold various programmes on a

regular basis to promote social inclusion, cultural harmony, and national unity. The college celebrates the days of national importance such as Gandhi Jayanthi, Ions, Independence Day, Republic day, Environment Day, NATIONAL Science Day, Kargil Vijay Divas etc

The NCC unit honors International Yoga Day on June 21, with a focus on the college's best practice, Psychosomatic Wellness. On particular days, the NSS unit organizes rallies as part of Anti- drug campaigns, Anti -dowry Campaigns etc.

The institution has also arrange food for Karuna Paliative Care and Maria Sadana, both act as a shelter for the underprivileged in the vicinity of the college in order to instill social and humanitarian principles among the students. The meal packages are gathered in various collection boxes and handed delivered to the Home's authorities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_7/7_1_9_1.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_7/7_1_9_1.pdf</a>
Any other relevant information	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_7/7_1_9_2.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_7/7_1_9_2.pdf</a>

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

**4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college takes utmost care to uphold nationalist, democratic, secular and patriotic values envisioned in the constitution of India. In order to instill these values in the students the college observes days of national importance with due reverence and care. The institution is particular about the unifying spirit of these observations which transcend religious, caste, class and regional barriers.

World Environment Day

Forest day Fest:

World Ozone Day :

World Science Day

World Blood Donor Day

Vayana Dinam ( Reading Day)

Accounting day

International Day of Yoga

Teacher's day celebration

International Translation day

International day for disaster Reduction

International Co-operative Day Celebration

Alan Turing Day

World Students' Day

.Commemorating Akkitham on his demise

.Keralapiravi

World Human Rights Day

Women's Day Celebration

National Statistics Day Celebration

Ozone Day

National Mathematics Day Celebration

World Food Day

Constitutional Day Celebration

Republic Day Celebration

Independence Day Celebration

Onam

Smith Day Celebration

Science Day

Christmas

World Computer Literacy Day Celebration

Gandhi Jayanti Day Celebration

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

**Best Practice 1: Paper to Pixel -The Digitalization Drive**  
**Objectives:** 1.To move in tune with Digital India Programme. 2. To ensure the best possible learning outcomes and digital upgradation of teachers.

**Context:** As part of the national drive and in tune with the institution's visions of offering global competencies to students the college started the radical digitalization move.

**The Practice:** The college has an automated web portal and mobile phone application giving integrated solution for all academic and administrative requirements.

**. Evidence of Success:** 1. It has become quite easy for the faculty to monitor student performance effectively.

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

**Best Practice II -Holistic Education**  
**Objectives:** 1.The practice prepares the students to meet the challenges of living as well as academics.

**Context:** The roots of Holistic education can be traced to ancient Indian Gurukula system. We intend to adopt the system.

**Practice:** Physical Development programmes, Pollution free and clean campus. Regular counseling sessions and social Development programmes.

**Evidence of Success :** 1.The improved academic performance of

the students and participation insocially productive work

Problems encountered : Inadequacy of financial resources

Resources Needed: More financial support from the Management

File Description	Documents
Best practices in the Institutional website	<a href="https://www.sgcaruvithura.ac.in/sgc-igac?igac=best%20practices">https://www.sgcaruvithura.ac.in/sgc-igac?igac=best%20practices</a>
Any other relevant information	<a href="https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_7/7_2_1.pdf">https://www.sgcaruvithura.ac.in/AQAR/2020_21/criteria_7/7_2_1.pdf</a>

### 7.3 - Institutional Distinctiveness

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

Over the last five decades St George's College Aruvithura 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 to ensure equal opportunity of education Most of our students hail from the remote, ecologically vulnerable villages in the Western Ghats. The college timings have been scheduled as per their comfort. The institution makes it a point to give disaster management training for the students. Situated in an area populated mainly by the minority section and itself a minority college, the college has a fair and inclusive educational system that promotes the underprivileged especially the women and has enabled them to manage their studies alongside the encumbrances involved in early marriages and motherhood. Freeships are offered to address economic backwardness. Proper civic sense and charity is instilled among them.. Thecollege has a clean, green and pollution free environment that facilitates effective learning. The college campus is blessed with diverse flora and fauna, a beautiful garden, meditation park and butterfly garden. The pivots of the environment policy are rain water harvesting, organic farming ,solid waste management, conservation of energy and community cleanliness

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### Plan of action

1. Adopt appropriate measures for the smooth and gradual implementation of NEP 2020 : promote and ensure blended learning enrolments among students - Guiding students to acquiring additional credits through Swayam / NPTEL courses and other courses from International Platforms .
2. Equip the college community with the digital skills needed to adapt with the new normal and promote blended learning and procure the necessary infrastructural facilities and ICT devices.
3. Participate in ATAL Ranking and strengthen the innovation activities of IIC .
4. Revamping the studio floor of SGC TV for the enhancement E-Content making.
5. Associating with Social Forestry Department of Kerala State to start a " Pachathuruthu" in the campus and engage in rain water monitoring and gathering information about inundation tendencies of River Meenachil and to seek collaboration for the Jalachetana proposal .
6. Augment the infrastructure facilities like constructing a new canteen building, open gym, furnished lades' waiting room and renovation of the existing main block
7. The institution aims at procuring the ISO21001 certification.
8. To start skill-based courses supported by State government agencies and the State Open University to facilitate distance learning.
9. To start one more Research Centre in Physics.