YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	St.Paul's College Kalamassery
• Name of the Head of the institution	Dr.Savitha K S
• Designation	Principal in Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04842555572
• Mobile no	9947289367
• Registered e-mail	iqac@stpauls.ac.in
• Alternate e-mail	principal@stpauls.ac.in
• Address	HMT Colony P O, Kalamassery, Ernakulam, Kerala
• City/Town	Ernakulam
• State/UT	Kerala
• Pin Code	683503
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	**Siby K M**
• Phone No.	**04842555572**
• Alternate phone No.	
• Mobile	**9446370939**
• IQAC e-mail address	**iqac@stpauls.ac.in**
• Alternate Email address	**siby@stpauls.ac.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://stpauls.ac.in/aqar/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://stpauls.ac.in/college-handbook/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**0**	**2004**	**16/09/2004**	**15/09/2009**
Cycle 2	**B**	**2.8**	**2010**	**28/03/2010**	**27/02/2015**
Cycle 3	**A**	**3.14**	**2016**	**19/01/2016**	**18/01/2021**
Cycle 4	**A**	**3.25**	**2021**	**30/11/2021**	**29/11/2026**

6.Date of Establishment of IQAC	**23/11/2004**

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
Institutional	RUSA-Infrastructure Grant	Central Government	2018 (3 years)	2 Crores
Faculty	ICSSR IMPRESS Project	Central Government	2019	520000
Faculty	Major Project	Directorate of Environment and Climate Change, Government of Kerala	2019	1276000

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	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Conducted orientation programs for teachers and students to plan and implement outcome-based teaching-learning processes.

Planning and implementing various quality enhancement orientation programs for faculty, staff, and students
Prepared institutional policy documents and strategic plan incorporating the latest changes in the higher education sector
Prepared and filed AQAR 2020-21, participated in NIRF and coordinated the fourth cycle NAAC Peer Team visit to the institution and the process of submission of AISHE data
Initiated the process of e-documentation of various institutional documents including quality reports, annual appraisal reports, and faculty & student records

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
Faculty workshop on making good presentations	Faculty enhanced their skills in making good presentations facilitating effective online teaching - learning process
Workshop on Filing Management System	Training improved scientific file management of the office staff
NAAC Oriented Student workshop	Workshop inspired students to improve quality in academics
NAAC Oriented Faculty workshop	Workshop prepared the faculty for the fourth cycle NAAC visit
Staff Annual Training Program.	Training program encouraged the staff to work in tune with the vision and mission of the institution
Staff Orientation Program on Enhancing Quality Aspects in Academics	Orientation program enhanced the quality aspects of faculty in academics
NAAC Orientation for Faculty in documentation process	Orientation enabled the faculty in efficient file documentation
NAAC Orientation for Faculty with specific focus on various criterion requirements	Orientation enhanced the faculty in improving various criterion requirements

Faculty Orientation Workshop on Outcome Based Education	Orientation improved the awareness of the faculty on Outcome based education and resulted in more outcomes
NAAC visit- Parent Orientation	Orientation gave awareness of the significance of NAAC among parents
NAAC - Mock Presentation before Governing Body	Mock presentation enabled the corrections and improvements before NAAC visit
Pauline Star Selection	Selection of Best outgoing student of the institution
Institutional Fourth Cycle NAAC Visit	Institution secured A grade with 3.25 CGPA

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

- Name of the statutory body

Name	Date of meeting(s)
Executive Council	10/02/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	22/02/2023

15.Multidisciplinary / interdisciplinary

Since a holistic and multidisciplinary education promotes all capacities of students in an integrated manner, our institution strives to encourage multidisciplinary / interdisciplinary approach within the restrictions of being an affiliated institution.

Interdisciplinary being an integration of two or more disciplines into a single integrated field of study, the curriculum of all undergraduate students have open courses in which the students are open to choose a basic course from any other disciplines of interest. Institution conducts various discussions and seminars which are interdisciplinary in nature and encourage students to

actively participate in such programs.

16.Academic bank of credits (ABC):

Since St. Paul's College Kalamassery is an affiliated college to Mahatma Gandhi University Kottayam, Kerala, it has no provision to create or engage students in Academic Bank of Credit.

17.Skill development:

Skill development is one of the critical objectives of St Paul's College Kalamassery. It happens through vocational courses, Institutional Innovation Council (IIC), Innovation and Entrepreneurship Development Centre (IEDC) activities, and experiential learning. IIC and IEDC activities played a significant role in skill formation by providing a platform for individuals to learn and develop new skills related to entrepreneurship, Innovation, and technological development. These included training and workshops, seminars, entrepreneurial motivation programs, idea-pitching competitions, field visits, etc. The college has started four exclusive vocational degree courses, such as Bachelor of Vocational Course in Broadcasting and Journalism, Banking and Finance, Tourism and Logistics; Vocational courses play an essential role in skill development by often including experiential training as part of their curriculum, which can be highly effective in skill development. Experiential training allows individuals to learn through hands-on experience, which can be more engaging and memorable than traditional classroom-based learning.

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

St. Paul's College, Kalamassery employs various methods to integrate the Indian knowledge system into the pedagogy. The college promotes Indian languages and culture by teaching languages like Hindi and Malayalam at UG level. Regional literature in translation is also taught to students to instill in them a taste for Indian regional literature. Including stories, folktales and study of cultural and historical artefacts and texts in academics imparts cultural values and practices inherent in Indian knowledge systems. Departments like Malayalam, Hindi, English and History deal with various papers which help in integrating the Indian knowledge system into the curriculum.

In order to create awareness among students on the importance of the traditional medicine system like Ayurveda which relies on the healing power of plants, the institution has grown a herbal garden

and regularly maintains it with the help of students.

The Department of Tourism, which functions in the college, takes great effort in familiarising the students with culturally, historically significant places in India. They are also introduced to the specific culture and geographical significance of these places.

In order to further propel our efforts to promote the Indian knowledge system among the young generation, the institution arranges regular interactive sessions with well-known scholars, practitioners and other experts in the form of seminars/workshops/webinars and use their expertise to design lesson plans and supplementary study materials.

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

With all the restrictions on curriculum of being an affiliated college, our teaching learning process focuses on measuring student learning in terms of specific, observable outcomes and emphasizes student centered learning and development of relevant and transferable skills such as critical thinking and problem solving with the aim of producing graduates who are capable of applying their learning and knowledge in real life situations.

- Project based learning- All the UG and PG programs of our institution provide project based learning as a part of curriculum, which promotes 'know-how-to' form of knowledge since students learn how to do research.

- Experiential Learning- Institution provides academic programs in which hands on experience and practicals are incorporated to enhance Outcome Based Education

- Assessment Driven Curriculum- Internal Assessments are implemented to measure and track the progress of students in their respective learning areas.

- Competency Based learning- students are encouraged and evaluated based on their demonstration of specific competencies such as programming, public speaking etc.

20.Distance education/online education:

St Paul's College, Kalamassery adapted its educational practices

during the year 2021-22 to tackle the severity of the Covid pandemic crisis, to ensure the safety and continuity of learning for students. The college swiftly shifted from traditional face-to-face instruction to online platforms, such as google meet and the college's 'Edupaul- learning management system'. This allowed students to continue their education remotely and minimize the risk of virus transmission.

The college conducted virtual classrooms where instructors delivered lectures, facilitated discussions, and engaged students in interactive activities. The college also implemented online assessment methods, including online quizzes, assignments, and exams, to evaluate students' understanding and progress. The teachers also ensured that students had access to online resources and materials necessary for learning. The college invested in enhancing its technical infrastructure to support online education effectively. This involved improving internet connectivity, providing necessary software and hardware resources, and training faculty and staff in online teaching methodologies. The college continuously monitored and evaluated the effectiveness of online education methods to make necessary adjustments and improvements and online class details were collected from the teaching staff and sent to the deputy director's office. Feedback from students and faculty played a crucial role in this process. Google Scholar, Inflibnet, Shodhganga, and other online repositories served as valuable online resources for students and researchers to access scholarly literature, academic articles, and research papers.

Various online ICT tools were utilized to enhance the learning experience and facilitate collaboration. These tools included virtual whiteboards, interactive simulations, online quizzes, and virtual laboratories. Each student in the college has an institution-provided email ID. This email ID served as the official means of communication between the college and the students. It was used to share important announcements, course materials, assignment submissions, and other administrative communication. The college also recorded class sessions, lectures, and presentations for students to access asynchronously. These recordings were shared with students through the institution's learning management system or uploaded to the department's dedicated YouTube channel. This allowed students to revisit the content at their convenience or catch up on missed classes. The students were also encouraged to take online courses from different platforms like swayam.gov.in, uncce.org etc. II Year UG students also attended an online Mooc course in Organic Farming offered by MG University.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**1086**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**2191**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**278**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**595**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**90**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	90

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	58
4.2 Total expenditure excluding salary during the year (INR in lakhs)	381.08197
4.3 Total number of computers on campus for academic purposes	144

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 Institution operates under an affiliated system where the University oversees the entire curriculum and academic activities. All faculties and students receive a copy of the college calendar, which is created in accordance with the university calendar. Faculty members create their lesson plans in advance and store them in the department. Teachers are continuously observed to ensure that the segments assigned according to the lesson plan are completed on time.

For the purpose of effectively implementing the curriculum, teachers consult university texts in addition to the most recent information accessible online and through other means. The use of quizzes, group discussions, debates, presentations, role plays, projects, games, short films, industrial visits, add-on practical's, assignments, videos, charts and graphs, and case studies are just a few of the many teaching techniques that are used by teachers.

The college uses a continuous comprehensive pattern that

incorporates internal and external evaluation. Attendance, assignments and seminars, and internal exams serve as the basis for internal appraisal. PTA meetings are often held to ensure that parents are involved in the educational process and that any complaints are addressed. Every department uses ICT-enabled teaching strategies.The college has an LMS (Learning Management System) in place. Mentors' Diaries and Teachers' Diaries are kept by all faculties.

Outcomes of the effective steps taken by the college towards curriculum delivery are evident in the academic performances of the students. Results of outcome assessment and stakeholders' feedback serve as input for continuous improvement in curriculum.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.stpauls.ac.in/department-activities/

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

The College is particularly concerned with the growth and development of its learners. As a result, continuous evaluation becomes a crucial instrument for the fulfillment of college's mission. Hence, the College organizes all of its activities, including the carrying out of Continuous Internal Assessment (CIE) in accordance with an academic calendar that is aligned to Mahatma Gandhi University calendar schedule. In order for all departments to arrange their activities, the college prepares its academic calendar at the start of each academic year. The start and end dates of each semester, the dates of the internal exams, and the announcement of internal grades are all listed in the academic calendar. The internal examination coordinator ensures the smooth conduct and completion of internal examinations on time. The Course plans, action plans, workshops, industrial visits, and other co-curricular and extracurricular activities are all included in the department's schedule. All activities, including academic ones, CIE, and others, are conducted in adherence to the calendar of events except unforeseen circumstances.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.stpauls.ac.in/college-handbook/

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	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

1

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

9

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

259

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

For both undergraduate and postgraduate programmes, the college includes courses related to human values, gender and environmental studies into its curriculum. These disciplines include Science, Commerce, Economics, Mathematics and Literature.

- Other Bodies/ Practices:

We have Women Cell, Anti- Sexual Harassment Cell, Anti Ragging Cell, Legal Awareness programs, Gender Sensitivity programmes, Human Rights and Gender Awareness classes, Skill Development Classes, Entrepreneurship avenues etc. We do conduct Energy, Green and Environment Audit. We have Energy Conservation Club, Nature Club, MOOC course on organic farming, Environmental Sensitization talks, Herbal garden, Car pooling system, Waste collection and disposal system, Landscaping, Butterfly garden, Vegetable garden, LED lamps installations, Bio-Gas system, Rainwater Harvesting system, Green awareness campaigns, Eco-Drive- planting saplings, Nature camps and

visits to heritage sites.

- **Human Values:**

We do hold regular value education and mentoring sessions, as well as social ventures that provide necessities to the less fortunate like Free tuition classes, Free health check-ups, Blood donation camps, Covid awareness classes, Distribution of masks and sanitizer to the people, Vaccination Drive, Free menstrual cup distribution, Cancer awareness classes, Physical fitness classes, Waste Management, Cleaning Drive, Anti-Drugs awareness and Training on duty and discipline.

- **Professional Ethics:**

For promoting professional ethics we conduct many programmes like Career Guidance Programmes, Value- added courses, Soft Skill Development, Pre-placement Training, Verbal and Logical Skill development classes. We have a well defined Code of Conduct and Discipline Committee for ensuring discipline.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

458

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

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

667

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://www.stpauls.ac.in/curriculum-feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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	View File
URL for feedback report	https://www.stpauls.ac.in/curriculum-feedback/

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

849

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

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

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

210

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Each department categorizes students as active learners and slow learners in order to motivate them as per their special needs and to

provide support individually whenever possible. The marks in the qualifying examination at the time of admission and the entry-level test conducted soon after admission to a course determine the level of students.

There are various programmes arranged round the year like seminars, workshops, exhibitions, quizzes, debates, group discussions, invited talks, intra collegiate competitions which enrich both advanced and slow learners. Experiential learning through industrial tours, laboratory experiments also enhance their learning skills. Advanced learners are encouraged to take up research oriented assignments like presenting papers in seminars, publish papers, articles etc. Academically excelling students are awarded with proficiency prizes. Rank holders in University examination are felicitated on the College day. Programmes for slow learners are brought under the title- Sugam with the theme "learning made easy." Slow learners have opportunities to improve their performance through bridge courses, orientation programme, remedial classes, teacher support through mentoring, tutorials, and programmes to improve language skills/ writing skills, These initiatives bridge the gap between advanced learners and slow learners.

Programmes for Advanced learners are titled as Aagam- Towards Wisdom and Success. Under Aagam there are programmes like Interaction with eminent personalities, Career Advancement programs and Online/ SWAYAM courses.The college also supports students with programmes that are available to all. The common programmes are counselling, library resources, internships, and IEDC programmes.

File Description	Documents
Paste link for additional information	https://www.stpauls.ac.in/wp-content/uploads/2023/05/2.2.1-Agam-Sugam-letter-head.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2191	90

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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Experiential learning helps learners gain knowledge and skills
through direct experience, reflection, and experimentation. It takes
students beyond textbooks or lectures.

The college focuses on field-based experiences and classroom-based
learning to enhance the experiential learning of the students. Field-
based learning includes industry/campus visits and service learning.
Classroom/campus -based experiential learning can take many forms,
including case studies, students as teachers, presentations, and
various types of group work. Field-based learning also includes
classroom-campus-based learning.

Students also benefit from Experiment-based learning, Students as
teachers, Course Plan Detailing, Fests and Competitions, Internships
and Assignments- Learning by Doing and Environment studies- finding
green solutions for life.

Participatory learning involves news analysis, subject-oriented
quizzes, project work, case studies, seminar presentations, debates,
service learning and discussions.

ICT-enabled teaching and e-resources, peer learning,
cross-curricular teaching, flipped classes, and Problem-Solving
methods like brainstorming, design thinking, idea pitching, mind
mapping, and surveys enhance the learning experiences of students.
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File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.stpauls.ac.in/wp-content/uploads/2023/05/2.3.1.pdf

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

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Information and Communication Technology (ICT) enabled tools have
made the teaching-learning process in the college more effective,
interactive, and engaging.

Teachers use interactive whiteboards available in the classroom to
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create more interactive and engaging lessons, allowing students to interact with the content directly. Whiteboards also help teachers in presenting information, interactive lessons and multimedia content.

Learning management systems allow teachers to create online classrooms, share resources, assign homework, and create quizzes and tests. Educational Software and Apps like quizziz.com, ChemDraw, firefly, PC GAMESS. WINGAMESS and simulations help teachers in transacting important concepts, multimedia resources like videos, images, and audio to enhance learning experiences, and social media like WhatsApp and telegram to create interactive and collaborative learning environments.

Teachers depend on various online resources like UGC INFLIBNET N LIST, E- Thesis from University sites, and resources from other sites like pdf drive.com. E- book bank is maintained in some departments and Pauline library also makes available valuable resources to teachers and students.

PPTs, movie adaptations of texts, videos, audio clips, and sometimes links to different resources are also provided to students. Institutional Repository, other online repositories, virtual lab, Wifi enabled campus also benefit students and teachers in the campus.

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

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

2.3.3.1 - Number of mentors

90

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

2.4 - Teacher Profile and Quality

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

90

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

23

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

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

2.4.3.1 - Total experience of full-time teachers

427.6

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college ascertains objectivity and transparency in awarding internal marks to students. As per the regulations of MG University, each department calculates internal marks considering four mandatory components - seminar, assignments, attendance and test paper. It considers the scores obtained in the internal examination at the end of each semester for the calculation of internal marks. The college informs students about the conduct of internal exams through college handbook and calendar. The class teachers also brief students about the specificities; timetable, venue, the necessary code of conduct and other rules they must abide by. The examination committee is in charge of ascertaining a smooth conduct of the internal and external examinations. Students are instructed to bring their college identity cards when they appear for their examinations. No student will be permitted to attend their examination without the Identity Card. After the specified period of evaluation, the internal examination marks are published by the respective Departments in the department notice boards. The valued scripts are returned to the students so they may clarify any queries they may have regarding their test scores with the concerned subject teacher. The final internal marks are calculated by combining their test scores with their performance in the seminar, assignment and attendance. The hard copies of these respective documents are kept at the concerned Departments for future reference. Students are required to have a minimum of 75% attendance on each theory paper to be eligible to attend their external examinations.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.stpauls.ac.in/examination-cell/

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

and efficient

The internal scores are decided based on student performance in assignments, seminars, test papers and attendance. There is an internal examination conducted at the end of each semester. After the completion of exams, teachers evaluate the answer sheets in the scheduled time and they return the valued scripts to the students individually so the students can clarify any queries they may have with the concerned teacher. After the queries are resolved, the internal marks are uploaded to the University portal. During the process, complete transparency is maintained through the adoption of criteria given by the affiliated University. Both the students and the faculty are made aware of this transparency, this further cultivates rapport between students and faculty. Student attendance is closely monitored by the concerned class in-charge, he/she must attain a minimum of 75% on each theory paper to be allowed to attend the University Examination.

The College is affiliated to MG University, the college sticks to the norms set by the University to conduct external examinations at the end of each semester. The examination committee ensures strict discipline in carrying out the examinations. Any grievances related to the question paper are reported immediately to the Principal through the examination committee. He/She in-turn proceeds the same to the University immediately. Resolutions taken by the University for various grievances are communicated to the Principal, who in-turn notify the Department Heads. The information is intimated to the students by the concerned subject in-charge.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.stpauls.ac.in/cells/grievance-cell/

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.

Program outcomes (POs) serve as benchmarks for what a program is expected to achieve or accomplish in line with the objectives of the course. These outcomes outline what undergraduates are expected to attain within three years of completing the program, while graduates are expected to achieve them within two years after graduation.

Program Specific Outcomes (PSOs) are specific to a particular program and describe the abilities and skills that students should possess upon graduating from the program.

Course outcomes (COs) are statements that detail what students are expected to achieve and demonstrate at the end of a particular course. These outcomes are aligned with the syllabus prescribed by the University, ensuring that the course objectives are met.

The college website provides information about the POs, PSOs, and COs for each course. This information is accessible to students, faculty members, and the public, providing transparency and clarity regarding the expected outcomes and goals of the curriculum. At the beginning of the academic year, students receive an orientation that emphasizes the program outcomes and course outcomes they will be able to demonstrate by the end of their courses.

By clearly defining and communicating the POs, PSOs, and COs, the college establishes a framework for student learning and assessment. This framework aligns with the syllabus prescribed by the University and provides students with a clear understanding of what they can expect to achieve throughout their academic journey.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.stpauls.ac.in/course-outcome-document/
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

The Board of Studies (BoS) of each department in the college takes the responsibility of formulating appropriate Programme Outcomes (POs) and Course Outcomes (COs) for each subject at the beginning of the academic year. These COs and POs are calculated in alignment with the ones determined by MG University, as the college is affiliated with the university.

To facilitate this alignment and assessment process, a mapping matrix is prepared for every course, including elective subjects. This matrix aids in identifying how each CO contributes to the achievement of the relevant POs. It allows for a comprehensive

evaluation of how the course outcomes collectively support the attainment of the program outcomes.

The BoS periodically finalizes and reviews the COs and POs to ensure their relevance and effectiveness. This periodic review helps in accommodating any necessary updates or improvements based on feedback from faculty, students, and industry requirements.

The college employs both direct and indirect measures to assess the attainment of COs. Direct measures involve evaluating specific assignments, tests, projects, or performances to directly assess whether the intended outcomes are being achieved. Indirect measures, on the other hand, involve gathering feedback from students, alumni, employers, or other stakeholders to indirectly evaluate the overall effectiveness of the curriculum and its alignment with the intended outcomes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.stpauls.ac.in/course-outcome-document/

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

452

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://www.stpauls.ac.in/iqac/annual-reports/

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.stpauls.ac.in/wp-content/uploads/2023/05/2.7.1.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

16.76

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

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

3.1.2.1 - Number of teachers recognized as research guides

7

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://envt.kerala.gov.in

3.2 - Innovation Ecosystem

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

The college has an Innovation and Entrepreneurship Development Club (IEDC) which is actively involved in organizing various activities like seminars and workshops and conducts industry visits for students to experience real-time entrepreneurship scenarios. The main objectives of the IEDC are to inculcate entrepreneurial culture amongst youth and equip them with the skills, techniques, and confidence to act as torchbearers of enterprise for the new generation. It also aims at infusing entrepreneurship qualities among students.

Project incubation Centre: The College has a functional agreement with the Innovation and Incubation Centre of Albertian Institute of Science and Technology for sharing of resources and facilities to support the innovative projects of students.

Research Cell: The College has a research cell that motivates research among staff and students. We organize seminars and workshops which provide opportunities for students and teachers to interact with eminent scholars over the globe.

Skill Development Programmes: The institution organizes science exhibitions that aim to encourage and motivate students to come up with innovative ideas and the college supports them to materialize the ideas into a project.

Extension and outreach programs: The College conducts extension and outreach programs that help to develop social values among students which make students aware of their responsibilities and widen their knowledge of societal issues.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.stpauls.ac.in/clubs/

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

71

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

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

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

4

File Description	Documents
URL to the research page on HEI website	https://www.stpauls.ac.in/research/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

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

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

6

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

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

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

13

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

3.4 - Extension Activities

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

Extension activities of our college are designed to promote the social participation of the students to benefit and empower the larger community and instill humanitarian values. The college, in its outreach programmes, prioritizes the needs of educationally, socially, and financially marginalised communities. These initiatives have helped in sensitizing students to the needs of society and promoted in them a spirit of social commitment. The various departments and clubs organised Swachh Bharat activities like cleaning the classrooms, corridors, Campus premises and selected areas in the Kalamassery Municipality. The Department of Banking and Financial Services and Tourism Hospitality and Management organised programmes catering to the basic needs like food and clothing of the underprivileged sections and communities. The science departments of the college like Chemistry, Physics and Maths offered extension activities to help out students in rural areas, develop their study skills in science. Such activities enhanced the teaching skills of the students of our college, being the same as experiential learning. College has a well-organised Nature club through which various environmental activities are

conducted. They maintain the College Garden and promote activities to enhance the love of Nature and offer awareness programmes for the public on Environmental Protection.In short, the extension activities of our college transform the students into leaders of social change to provide lasting solutions to social problems. A sense of selfless service-mindedness and social responsibility are instilled through each initiative and mould into better citizens.

File Description	Documents
Paste link for additional information	https://www.stpauls.ac.in/wp-content/uploads/2023/05/Extension-Policy-Document.pdf
Upload any additional information	View File

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

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

5

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

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

5

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

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

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

69

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

3.5 - Collaboration

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

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

19

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

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

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

9

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

St. Paul's College is situated in the industrial hub of Ernakulam District. The institution is spread over 15.73 acres richly endowed with lush greenery, protecting the campus from the vehicle pollution that surrounds it. The college has adequate infrastructural facilities for curricular and co-curricular activities. The campus is physically equipped with 58 large classrooms of which 41 is equipped with smart boards, 8 science labs, 5 computer labs, 5 seminar halls with ICT capabilities, 1 acoustic theatre with LCD Projector and 90 seating capacity, and a solar-powered digital library. The grid-connected solar power plant installed in the college has a total of producing 7KW power. All these facilities provide the best environment for the staff and for imparting knowledge to the students. Auditorium, indoor play stations, and open gymnasium support co-curricular activities and physical training for the students of this campus. St Paul's College also boasts a beautifully kept college ground.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stpauls.ac.in/4-1-1-physical-facilities/

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

College infrastructure goes beyond classrooms and laboratories. It also encompasses facilities that support cultural and sports activities. These spaces provide students with opportunities to engage in artistic expression, explore diverse cultures, and participate in sports and recreational pursuits.

Cultural Infrastructure includes:

1. Auditoriums and Theaters: The college has a well-equipped auditorium and theater that serve as venues for cultural performances, plays, concerts, and public speaking events.

Sports Infrastructure:

1. Sports Fields and Courts: The college with a focus on sports has well-maintained sports fields and courts for various activities such as basketball, tennis, cricket, and volleyball.

2. Sports Complexes: Sports complexes are comprehensive facilities that offer a wide range of indoor sports activities. These include gymnasiums, indoor basketball and volleyball courts, open gymnasium, and fitness centers.

3. Track Fields: The college has a focus on athletics, stadiums, and track fields for promoting various sports activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.stpauls.ac.in/sports-cultural-facilities/

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

58

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.stpauls.ac.in/ict-enabled-facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

86.01

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

- **Library is fully automated with Integrated Library Management software 'Koha' which enables computerized management of library operations.**
- **DSpace digital Library software is used to manage the digital content.**
- **The Library is fully networked in order to access the digital contents and OPAC from anywhere.**
- **Computer-based search and retrieval of information through Online Catalogue.**
- **Bar-coding technology enables easy circulation.**

Adopting LMS in the college library has brought numerous benefits,

including improved resource accessibility, streamlined operations, enhanced collaboration, and better user experiences for students and faculty.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.stpauls.ac.in/library/

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

A. Any 4 or more of the above

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

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

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

2.46

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

75

File Description	Documents
Any additional information	**View File**
Details of library usage by teachers and students	**View File**

4.3 - IT Infrastructure

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

The workplace has 144 computers, as well as heavy-duty printers, photocopiers, and laser jet printers, scanners. For the purpose of disseminating information, the campus has 44 LCD TVs and one LED monitor installed. The departments of Commerce, Computer Science, Chemistry, Physics, and B. Voc, all have computer labs. Through computer networks, five computer labs are connected to high-speed internet. Wide-ranging access to electronic journals, books, and other online educational resources is made possible via N-LIST and institutional digital repositories. The BSNL leased line connection allows for connectivity at a speed of 100 MBPS without any connectivity loss or other network difficulties. Through LAN and Wifi networks, internet and network connectivity are accessible in all staff rooms, classrooms, seminar halls, administrative offices, and laboratories. CYBEROAM internet security is used to protect all internet network connectivity. Every nook and cranny of the campus has internet access thanks to institutional Wifi hotspots. A 30 KV electric generator and 12 Uninterrupted Power Supplies (UPS) of 1 KV to 10 KV are also present in the digital library to guarantee an uninterrupted power supply on campus.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**https://www.stpauls.ac.in/it-internet-facilities/**

4.3.2 - Number of Computers

144

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

368.05

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The College prioritizes the requirements of students and faculty in the current environment as it moves forward on its road to progress in a digitalized world. The library has undergone a great deal of alteration to accommodate the curriculum.The college offers a computer lab that is more than adequate to suit the needs of students in different academic fields. It has AMC for UPS System Maintenance.Both undergraduate and graduate students in the

scientific stream have access to the college's well-equipped laboratory facility. Since the degree course provided in chemistry is industrial chemistry and the postgraduate course is pure chemistry, the college provides separate lab facilities for undergraduate and graduate students. The personnel of each department is responsible for maintaining the lab, and an attendant provided assistance.With the assistance of the Kerala Cricket Association, the college pitch has been kept in good condition. All of the sporting goods are kept in good condition, and the same items are listed in the stock record as well.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stpauls.ac.in/facilities-maintenance-utilization/

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

1098

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

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

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

182

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://www.stpauls.ac.in/department-activities/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

2967

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

2967

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

109

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

267

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

41

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

30

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

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

The institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities, following duly established processes and norms (student council, students' representation on various bodies). Two student coordinators are selected from each department under the following heads:

- DQAC Coordinator

- Arts/Program Coordinator

- Sports Coordinator

- Placement Career Coordinator

- IEDC Coordinator

- E-Governance

- Media Coordinator

These student coordinators work in liaison with departments and participate in various decision-making processes. This platform provides students an opportunity to express their opinions and suggestions and contribute to the management of institutional affairs. This further proved to be of great advantage when the pandemic led to a complete lockdown situation. The College Arts Fest titled 'Thagajam' was conducted in the year 2022 displaying a wide range of events. Various clubs and cells organized relevant programmes to train and equip students. These clubs are managed by

student secretaries/coordinators under the supervision of teacher coordinators. Associations constituted at the department level organise and conduct various students' activities. In addition to this, these committees take charge of observing the days of national/international importance, and also celebrating significant regional/national festivals. The college also provide ample opportunity for the students to be a part of NCC and NSS. The NCC unit of the college trains students on a regular basis to become patriotic countrymen and self-disciplined individuals. NSS helps the students to develop a culture of social service.

File Description	Documents
Paste link for additional information	https://www.stpauls.ac.in/wp-content/uploads/2023/05/LetterHead-5.3.2.pdf
Upload any additional information	View File

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

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

98

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

5.4 - Alumni Engagement

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

The alumni association of St. Paul's College, Kalamassery, is established to connect former students to the institution, intending to maintain a strong tie between the graduates and the parent

institution. The alumni community renders their lasting support to the alma mater and the association helps in creating a larger network within the institution. The students who graduate from the college are automatically considered to be a part of the alumni association which is integral to the functioning of the college. The graduates of St. Paul's College, Kalamassery, foster in raising the profile of the institution to new heights and engage in alumni related activities throughout. In the year 2021 - 22, the alumni meet was conducted on 10th October, 2021 and the alumni members came back to their parent organization to anew their relationship with the institution. The former students who belonged to the different batches of the college gathered for the alumni meet to strengthen their bond with the parent organization and uplift the college to greater levels.

File Description	Documents
Paste link for additional information	https://www.stpauls.ac.in/wp-content/uploads/2023/05/5.4.1-2.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

St. Paul's College is the brainchild of Rev. Archbishop Joseph Attipetty of the Archdiocese of Verapoly renowned for his altruism, academic and spiritual exuberance, and insightful vision. The idealistic attributes of the progenitor are the guiding principles of the institution being secular, supportive and proactive in its managerial principles. The motto of "Life Nobly Lived", is inculcated through a plethora of academic and socially relevant extension activities for transforming the mediocre students to educationally, morally, intellectually and socially upright individuals endowed with moral values and social commitment. The

consorted effort of the Governing body, Executive committee, Extended Executive committee, Finance Committee and IQAC and the executive prowess of the coordinators enable the students to become coordinators, active workers, participants, supporters and financial contributors in activities suited to their attributes as socially productive and active citizens of the country. The college conducted online seminars, student enrichment programmes during the first half of the academic year for optimum student enrichment. The academic and moral commitment of the teaching and non- teaching fraternity were reflected in the well-coordinated extension activities led by student organizations viz. NCC, NSS, student clubs, students' enrichment programmes and extension activities coordinated by the departments of the college.

File Description	Documents
Paste link for additional information	https://stpauls.ac.in/vision-and-mission/
Upload any additional information	View File

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

A decentralized administrative system is the result of the consorted efforts of the management, the stakeholders and the IQAC for the assurance of quality. Meetings are convened for envisaging strategies for quality upgradation. The principal, the management and stakeholders took initiative to sustain the quality of teaching – learning activities and the student enrichment programmes of the college during the academic year 2021-22 which was hindered by the governmental restrictions due to COVID-19. The insightful guidance of the college officials had been instrumental in sustaining the academic excellence and pass percentage of the students, despite the threat caused by the pandemic. The consorted efforts and consistent attempts engendered all academic and non-academic programmes for the betterment of the students; workshops and programmes for the teaching and non-teaching faculty of the college. The IQAC targeted on maintaining quality and standard of all curricular and co-curricular programmes by focusing the objective, outcome, quantity and quality of the programmes and extension activities. Though the year was punctuated with restrictions caused by pandemic and governmental orders for online teaching, the support rendered by the management, teachers, PTA and students enabled the students to switch over from offline to online classes with utmost ease.

File Description	Documents
Paste link for additional information	https://stpauls.ac.in/governance/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

St. Paul's College Kalamassery has achieved several milestones as per its Strategic Plan 2020-2035. The institution has established 9 functional MoUs/Collaborations with industries and other institutes to conduct research. Faculty Development Programs are organized every year to introduce innovative teaching practices. The college has instituted more endowments and scholarships to motivate students and has institutionalized a mentor-mentee system to develop teacher-student bonding. The college also conducts placement drives on campus, providing students with maximum employment opportunities in industry collaborations. To increase student strength on campus, a new academic block was constructed using RUSA and management funds. In addition, the college has installed an RFID system in its library to automate its functions and a multilingual scanning and reading device for visually challenged people. The college has 58 ICT-enabled classrooms with smart TVs, which facilitate a better teaching and learning process. An open gym for outdoor exercise of students has been set up on the campus. A recording studio is started functioning to promote online teaching. Green and Energy audits are also conducted annually to assess the adequacy of resources, future requirements, and necessary corrections. A new cafeteria and stationery store started functioning for the benefit of staff and students. A new undergraduate course on broadcasting and journalism has started.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://stpauls.ac.in/strategic-plan/
Upload any additional information	View File

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.

Visibility of policies: The governing body of the institution incorporates a strategic plan for its functioning. All academic and non-academic decisions are taken in the council meeting. IQAC ensures quality enhancement and sustenance of the college. The planning committee of the institution takes a lead role in developing the developmental plans of the institution. Purchase committee identifies and monitors the purchase required for all the academic and administrative requirements. The academic calendar is well prepared in adherence to the university calendar and communicated to students and staff.

Administrative setup: The College has a well-defined organizational structure. The Governing body includes Chairman, Vice Chairman, members from the Management, Principal, Academic Experts, Teachers and Superintendent. Principal, the supreme authority of the institution deals with the academic, financial, and administrative matters.

Appointments & service rules: The appointments and service rules are transparent and according to the procedures and processes by the University and the Government of Kerala.

Procedures: The Governing body is responsible for the development operation of all aspects of the college. There is a self-appraisal system for the staff.

File Description	Documents
Paste link for additional information	https://stpauls.ac.in/iqac/
Link to Organogram of the institution webpage	https://stpauls.ac.in/organogram/
Upload any additional information	View File

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	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

- Weekly medical check-up and counselling sessions.
- Hostel facilities for female staff.
- Canteen facility, snack and coffee joint and stationary area are available at central access points in the campus.
- Gender specific retiring areas with separate washrooms and rest areas.
- National festivals celebrated exclusively for staff.
- Advanced pay facility during festival time, festival allowances, incentives and bonus are granted.
- Stress relief programs, games, entertainment and recreation facilities such as tour, quiz, sports and cultural performances by staff are hosted.
- Children of staff are given preference during admission.
- Temporary jobs on compassionate grounds are also given to family of staff based on need.
- All employees have E-mail addresses with the domain name of the institution created for them.
- Time and need bound training about digital platforms are conducted as per requirement.
- Encouragement for research and Post -Doctoral ventures for teachers.
- Non-teaching staff are motivated to attempt departmental and other government examinations.
- RFID enabled LMS provides easy accessibility of academic resources.
- Research and project assistance on literature search, reference management and plagiarism check.
- Multilingual scanning and reading device.
- Management offers subsidized rates for publishing books in their press.

- **CCTV surveillance system for campus security in parking lot and staff area.**

File Description	Documents
Paste link for additional information	https://www.youtube.com/watch?v=FxUg-HJCuac
Upload any additional information	View File

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

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

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

12

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

21

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

In response to the appraisal system for teaching staff, each faculty member is required to submit a Monthly Performance Report (MPR) in the form of a self-appraisal form. This report highlights the teacher's involvement in administrative and co-curricular activities and must be submitted to the Head of the Department by the second day of every month. The deadline for submission is the last day

announced.

The Head of the Department collects the Monthly Performance Reports from every faculty member and compiles them into a Consolidated Monthly Performance Report (CMPR) that is forwarded to the Internal Quality Assurance Cell on the fourth day of every month.

In terms of the appraisal system for non-teaching staff, their performance is assessed through a self-appraisal form based on criteria such as punctuality, efficiency, service-mindedness towards faculty and students, timely delivery of services, percentage of assigned work completed, and number of training sessions attended.

Overall, the appraisal systems for both teaching and non-teaching staff aim to provide a comprehensive evaluation of their performance and contributions to the college's academic and administrative functions.

File Description	Documents
Paste link for additional information	https://stpauls.ac.in/college-handbook/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The college conducts regular audits to maintain accounts as per the regulations of the university, state government and UGC. The institution conducts both internal and external audits.

Internal Audit

The internal financial audit is carried out by a finance committee which includes senior faculty members head accountant, accounts clerk and office superintendent.

External Audit

Usually, every year two types of external audit take place in the institution viz. Departmental audit by the Deputy Director of Collegiate Education and Audit by Accounts General Office. An external financial audit is carried out by an external agency,

appointed by the managing board and Government auditors from Deputy Directorate of Collegiate Education, Government of Kerala. The external auditor verifies all the vouchers with reference to the cashbook and the balance sheet. Action is taken on the observations contained in the audit report and reported to the Director-General of Audit (Central Expenditure).

File Description	Documents
Paste link for additional information	https://www.stpauls.ac.in/wp-content/uploads/2023/05/6.4.1.pdf
Upload any additional information	View File

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

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

106.05

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

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

The institution has a mechanism to ensure adequate budgetary provisions for academic and administrative activities and to monitor the effective and efficient use of financial resources. The College has a well- defined organization set up, headed by the Principal who has financial and administrative powers and controls the academics. Before the financial year begins, the Principal and Heads of Departments prepare the college budget which is scrutinized and approved by the Management and Governing Council. With effective planning and forecasting by the concerned stakeholders, the institution is able to utilize the allocated funds in an optimal manner. The Planning Committee, comprising of senior teaching and non- teaching staff assesses the needs of the various departments of

the College and puts forward a proposal to the Finance Committee. The Finance Committee evaluates the requirements of the departments for the allocation of funds. All the purchases are approved by the Purchase Committee.

File Description	Documents
Paste link for additional information	https://www.stpauls.ac.in/research-projects/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The contribution of IQAC to the enhancement of quality in the Academic and Administrative aspects of the college is evidently noticeable from its inception. The following were the major quality enhancement initiatives taken by IQAC in the last academic year:

1. **Coordination of various activities associated with the NAAC Fourth Accreditation at different levels within the institution.**

2. **Considering the revised guidelines of the National Educational Policy (NEP) outcome-based academic initiatives were planned and implemented. The entire teaching faculties were given training on the preparation and evaluation of outcome-based course contents.**

3. **The Academic Calendar was prepared to present the schedule of various college activities planned for the year. As per the instruction of the IQAC, department academic calendars were also prepared to detail the various department activities.**

4. **IQAC ensured that all programs planned by various departments were conducted as per the plan of action.**

5. **Based on the directions received from IQAC, many short-term, add-on/certificate programs were started and some of these were offered through the institutional eLearning platform.**

6. **According to the annual plan approved by members,many training programs/Workshops were organized by IQAC for various stakeholders of the institution including students, teachers,**

parents, and alumni members for improving the overall quality of the institution.

7. IQAC ensured the conduct of value education programmes, remedial classes, mentoring, and environmental awareness classes in every department.

8. The teacher's Diary/Mentor's diary was distributed for documenting the various activities and it was collected for further progressive evaluation.

File Description	Documents
Paste link for additional information	https://stpauls.ac.in/iqac/
Upload any additional information	View File

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

The institution constantly reviews its teaching-learning process and operational methodologies as suitable to the changing times, adapting to the emerging trends and technologies. Changes are brought about in the teaching-learning process by shifting to the student-centred ICT-enabled modes using LMS, Virtual labs, e-resources, and other tools like mind mapping, Canva for enhancing the learning experience of students.IQAC provides continuous support to the faculty to enhance their digital adeptness to deliver teaching learning material and effective transfer of knowledge by organizing hands-on training sessions.

File Description	Documents
Paste link for additional information	https://www.stpauls.ac.in/wp-content/uploads/2023/05/6.5.2-Proof.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);	A. All of the above

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)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.stpauls.ac.in/iqac/annual-reports/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The following are the major measures adopted by the institution based on gender sensitivity:

- **The College installed 24 x 7 CCTV surveillance at different locations such as college entrance, library, principal's office, parking area, Cafeteria, all corridors and in the ladies' hostel.**
- **The College has introduced identity card both for the students and staff. Wearing identity card is made mandatory inside the campus. The discipline committee of teachers from various departments keeps the campus student-friendly and scholastic. There is a single gate to the college kept under guard.**
- **Committee for prevention of sexual harassment is constituted aiming at achieving gender equality, removal of gender bias or discrimination, sexual harassment, and other acts of gender-based violence.**
- **The College has a well-structured grievance redressal mechanism through which grievances of students and staff are redressed.**
- **The college has an active anti-ragging cell which includes all**

- **departments and all class teachers.**
- **College conducts various gender-sensitive programmes like skill development programmes, quizzes, debates and discussions on gender issues to create a sense of gender equality among students.**
- **We have a well-managed ladies' hostel, separate common rooms and an actively functioning Women Empowerment Cell and Equal Opportunity Cell.**
- **All these are reflected in the stellar performance put up by our girl students in academics,sports and culturals.**

File Description	Documents
Annual gender sensitization action plan	https://www.stpauls.ac.in/wp-content/uploads/2023/04/7.1.1-Gender-Sensitization-Plan-for-AQAR-21-22.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.stpauls.ac.in/geotagged-photos/

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	View File
Any other relevant information	View File

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

The College has implemented waste management programmes and procedures that fall into the following categories:

- **Solid waste management: There are separate trash cans in public spaces for recyclable and non-recyclable rubbish. It is**

common practice to communicate through email or WhatsApp. One-sided paper usage is advised. Agents receive scrap metal and other materials for additional processing. Under the direction of the teachers, students and the NSS unit participate in monthly campus cleanliness programmes.

- Liquid waste management: The college has a functional drainage system. The garden is watered using the processed water from the Sewage treatment plant. In gardens, sprinklers are used to reduce wastage of water.
- E-waste management: Electronic waste and used batteries are disposed off through external organisations. Outdated gadgets are sold as scrap to authorised buyers.
- Waste recycling system: Waste recycling at the College is managed by methods like routine waste segregation, a biogas plant, a compost system, and an incinerator for burning solid wastes like plastic and sanitary napkins.
- Hazardous chemicals and radioactive waste management: Most of Hazardous waste comes from the Chemistry lab. The used acids are diluted, neutralised, and disposed in an environment friendly manner. Fume hoods and volatile organic solvent mechanisms are installed.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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	View File
Any other relevant information	View File

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	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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	A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and	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	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

- **St Paul's College has the distinction of being a Higher Educational Institution that has thrown its doors wide open to all who seek knowledge – regardless of caste, creed, religion or socio – economic background.**

- **It strives to provide an inclusive and safe environment that fosters harmony, mutual respect and tolerance.**

- **Being a minority institution, several of its students belong to a marginalized community, and care is taken to ensure that that they receive all possible support and blend well with the rest.**

- **Students belonging to underprivileged sections of society, the differently abled, students from Lakshadweep and other minorities are all supported and care is taken to ensure that they integrate well into the system.**

- **Yoga Day on June 21st focuses on the importance of yoga practice for a disciplined life based on spirituality.**

- Onam celebrations each year renews the importance of sharing, protecting nature, humility and self-sacrifice.

- Kerala Piravi celebrations on November 1 reminds and strengthens the unification of Kerala.

- Language day celebrations are organized by language departments to develop linguistic diversity.

- Teachers' Day on 5th September remembers Dr. S. Radhakrishnan the renowned philosopher and teacher and glorifies the importance of his teachings and worldly wisdom.

- The NCC plays a major role in promoting harmony and tolerance by observing days of National Importance.

- The NSS also celebrates togetherness and harmony, and works for the welfare of the economically disadvantaged too, though the pandemic and lockdowns did cause difficulties.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

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

- The college conducts initiatives to assist students in developing morals and values that are expected of every mature citizen.

- The college observes important days that impart many qualities necessary for being both a good human being and a responsible Indian citizen.

- Celebration of Human Rights' Day made the students aware of their rights as both students and adults.

- **The right to vote is not just a right – it is our duty to vote – this message was emphasized when observing National voters' Day.**

- **The mentoring and counselling cells guide students in identifying and eliminating their weaknesses and building on their strengths.**

- **The Career guidance and placement cell hones their professional skills.**

- **The ENCON Club and Nature Club raise student awareness on environmental preservation, resource sustainability, and biodiversity preservation.**

- **Clubs like the AD/AT Club and the Electoral Literacy Club work on spreading awareness among students on what pitfalls to avoid and what their responsibilities as citizens are.**

- **The College Union, through its activities, prepare students to face life as responsible adults in society.**

- **The NCC and the NSS play a pivotal role in character building and in instilling human values.**

- **Social Outreach activities teach the students the importance of sharing and caring.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.stpauls.ac.in/wp-content/uploads/2023/04/7.1.9-Report-of-activities-that-inculcate-values-for-AQAR-21-22.pdf
Any other relevant information	https://www.stpauls.ac.in/clubs/

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	A. All of the above

ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	

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

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

College customarily celebrates national and international commemoratory days, events and festivals.

- **The college celebrates World Environment Day on 5th of June, in association with Nature Club.**
- **World Ozone Day is celebrated with various programs like quiz, elocution and other competitions along with field visit to the nearby locality .**
- **The college has Republic Day and Independence Day celebrations. Gandhi Jayanthi is celebrated to propagate Gandhian thoughts and principles among the students.**
- **The institution celebrated Teachers' Day and the students of various departments organize programme for teachers as well as students.**
- **International Yoga Day was celebrated.**
- **World Entreprenuership Day is celebrated by Institution Innovation Council of the College.**
- **On Reader's Day - The college library along with the language departments organize celebrations as a mark of respect on the death anniversary of P. N. Panicker.**
- **On International Women's Day - departments organize various talks and competitions aiming at women empowerment and gender equality.**
- **National Mathematics Day to honour Sreenivasa Ramanujan, Science Day is celebrated by Departments of Chemistry and Physics. National Tourism Day by the Department of Tourism and**

> National Logistics Day by Logistics department are celebrated
> .
> - National and regional festivals like Onam, Christmas are
>   celebrated by the staff and students of the institution
>   irrespective of demographic and cultural diversities.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

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

1. Title: "Nurturing Nature; Culturing Life"

2. Objectives: The objective is to cultivate in students an empathy with the environment and Nature. The green initiatives taken up by the college create a bond between the students and nature.

3. The Context: St. Paul's College, though situated in the industrial belt of Kalamassery, is blessed with a vast and lush green campus. This is a carefully cultivated venture and the college initiatives are in tune with what is best for the environment and nature.

Best Practice 2

1. Title :- "Parivarthan - Transacting Knowledge; Transforming Lives"

2. Objectives : To prepare students to apply academic knowledge to real-life situations while involving in community development activities. To inculcate ethical responsibility, benevolence and humanitarian attitude among students by initiating them into community service.

3. The Context :St. Paul's College, Kalamassery aspiring to live up

to its motto 'Life Nobly Lived' is committed to reaching out to the poor and the helpless. The college has become a pioneer in providing exemplary and quality education intertwining tradition with technology and morality with modernization.

File Description	Documents
Best practices in the Institutional website	https://www.stpauls.ac.in/best-practices/
Any other relevant information	https://www.stpauls.ac.in/wp-content/uploads/2023/05/7.2.1-LetterHead-St.Pauls-for-AQAR-21-22-.docx.pdf

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

Sanskriti- Educating Priceless Values for the Welfare of Minorities and Women

Objectives: St. Paul's College strives for the overall development of the students. Along with this noble mission of education for all, the College also endeavours to provide opportunities for disadvantaged groups.

Context

The college exists to impart excellence in higher education to all, especially the educationally, socially, and financially marginalized communities, and to develop an integrated personality in students. For this, it incorporates equity measures that help the marginalized bridge the gap.

Practice

Women Empowerment: The Women's Cell and the different departments seek to adopt methods that empower women to overcome traditional obstacles and gain awareness by organizing talks, webinars, and debates.

Welfare of Minorities: The College takes a special interest in giving educational opportunities for students from minority communities and to lend them a helping hand in times of need. Most of the College's students do belong to minorities.

Evidence of success

Women and students belonging to disadvantaged group have been in the forefront in the college's achievements – be it academic, extra-curricular or co-curricular. Minority educational institutions have also benefitted from the college's efforts.

These facts distinguish the College from other institutions in the state.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

In the academic year 22-23, the institution plans to:

- **Study the possibilities of going for academic autonomy in the present scenario.**
- **Introduce more value added/add on courses, encourage student internship and enrolment in MOOCs offered on the SWAYAM platform, coursera etc;**
- **Encourage more research publications and more faculty to complete their research work by submitting theses.**
- **Look into the possibility of upgrading more departments to research centres/revive defunct ones.**
- **Complete the construction of a new academic block.**
- **Conduct more placement drives for students.**
- **Streamline the work of the IQAC by introducing user friendly technology in the documentation process.**
- **Revive green initiatives affected by the lockdowns.**