



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

BASELIOS POULOSE II CATHOLICOS COLLEGE

MULAKKULAM NORTH, PIRAVOM ERNAKULAM DISTRICT

686664

www.bpccollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Baselios Poulouse II Catholicos College, Piravom, situated on twenty acres of land at Palachuvad, 4 km away from Piravom was, for the first time, accredited with A grade by NAAC in 2013. The college offers five UG Programs, B.B.A, B.C.A, B.Com, B.A English with Journalism, B Sc. Electronics and two PG Programs, M.Sc. Computer Science and M.Sc. Electronics. There were 886 students in the academic year 2017-18, with a split up of 432 males and 454 females. The Centralized Allotment Process (CAP) of Mahatma Gandhi University is the admission procedure followed thereby ensuring transparency in the College admission process. At present, the College has a student profile of 12% SC, 3% ST, 4% OEC, 2% OBC, 32% other minority communities and 26% General Category from varying socio-economic, cultural and educational backgrounds. The most notable feature is that almost 82% of the students fall under one of the several categories with fee concessions and scholarships, witnessing to the fact that the academic aspirations of the rural youth is addressed.

Our Core Values

Core values are the fundamental beliefs of the Organization. The assertive and realistic **HOPE** that one can impart to an individual will allow him to progress and flourish which in its turn would benefit the society to reform and develop. The following values keep us steadfast in all our endeavors and functions as Institutional Guiding Light.

H – Honesty

O – Optimism

P – Perseverance

E – Excellence

Vision

To develop into a center of quality and excellence in imparting relevant and value based education to the rural youth.

Mission

- To promote our learners' skills in their chosen areas of specialization.
- To facilitate the employability of our learners to give them a vocation through education.
- To collaborate with our stakeholders for quality education.
- To mould socially committed, morally upright, physically vibrant and spiritually inspired citizens.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The college maintains high standards in teaching as we have an array of teachers who are highly experienced, enriched, motivated, youthful and competent. Presently there are a good number of Ph.D. holders and researchers engaged in journal publications and conference presentations/participation, in addition to the regular classroom teaching.
- The campus is serene, peaceful and thus provides a good academic ambience for students' learning. College also provide state of art facilities such as well-equipped labs, library, ICT enabled class rooms etc. for enhanced student learning.
- The institution produces good academic results, facilitates good placement opportunities and high progression towards enrolments for higher education. Add-on courses and out-reach programs help greater student exposure and job visibility.
- College is government aided and offers job oriented programmes with updated curriculum.
- Organizational climate promotes learning and innovative thinking. There is a good student-teacher interaction in the campus. The participation of students in curricular & extracurricular activities is vibrant hence the College is systemically conducive for learning and growing.
- Freedom for innovation devoid of authoritarian intervention. Hence many could undertake research works, implement innovative ideas, publish books and engage in extensional activities.
- The activities and day-to-day affairs of the institution are supported by a well-functioning office. Members on the non-teaching staff of this College are highly- qualified and computer literate.
- Highly efficient, productive and youthful manpower. Hence we could effectively implement programs such as WWS, SSP, ASAP, NCC, NSS and various associations/cell activities, where faculty dedication and involvement is crucial for effulgence.

Institutional Weakness

- The College, being a government aided institution, starting new programs/courses will not be easy. It has to be bound to the changing policies of state government.
- Rural location has its own disadvantages such as lack of sufficient transport facility, lodging, power failures etc.
- Having no aided PG department is a shortcoming because in the absence of PG departments research centers could not be established even though there are several doctoral degree holders in various department.
- Presently the seminar hall facility is been shared by all departments. The need for separate department Seminar Halls is sometimes felt a must in order to conduct parallel presentations or invited talks during seminars.
- Continuous personal development of all teachers could not be strictly ensured as few faculty members reports family preoccupancy and other personal inconveniences that keeps them away from research works.
- When MNC's or potential recruiters approached for conducting placement drives in campus, the remoteness of the location posits a major obstacle which leads to them alleging that the venue is not convenient for organizing pooled recruitment drives.

Institutional Opportunity

- Courses offered by the institution falls in line with the highly sought after category of new generation,

job oriented, rare and aided programs. The outlook of the courses is positive and hence there is a steady interest for admissions in various courses.

- Placement and academic extension activities are open to wider opportunities for the benefit of our students whilst graduation studies.
- Must ensure optimum utilization of infrastructure by lending college premises to host online exams to serve as nodal center for government services examinations, ASAP etc
- Novel teaching, learning & evaluation methods by imbibing advanced e-learning modules for effective dissemination of learning content.
- Interaction with Alumni or PTA could be used more effectively for creating job openings for students passing out each year.
- Considering high quality faculty representation, the institution must try and plan higher so as to achieve Autonomous / CPE status.

Institutional Challenge

- Quality of incoming students slips in standards year after year since there is a visible preference for engineering courses. The deteriorating quality/skill of students has become challenging when it comes to teaching.
- Must better academic and research output. Participation in overseas conferences and publications in high indexed journals must be aimed.
- Situated in a rural area where power failures create interruptions at least during certain important functions or occasions. However the power generator ensures that conduct of events or functioning of the institution do not come to a halt.
- Syllabus updation is done by the University. Though there are sufficient number of teachers on the Board of Studies from the college, directions from the University has to be accommodated in multiple cases.
- IT sector instability and lowering demands of certain programs affect the intake in those courses during specific periods.
- In degree classes student strength is higher. Such large class strength is a hindrance while striving to ensure personal support or individual attention to students.
- Fund generation for organizing co-curricular events has to be solely dependent on the management fund. Being situated at a remote location, external sponsorships are hard to procure.
- Public transport facility is insufficient especially for students who come from faraway places. Hence spending extra time after regular college hours for activities or for attending certificate courses is often reported inconvenient for the students arriving from far and distant places.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College offers a range of course options in aided streams and self-financing at the UG and PG levels. Considering the societal demands, the College introduced B.Com with Computer Applications in 2013. At present there are five UG programs, two PG programs, one diploma course, three certificate courses and career-oriented programs. The College also has a center for promoting online courses like NPTEL, SWAYAM and so on.

Being an affiliate of the Mahatma Gandhi University, the College has limited say in the formulation of curriculum. However, departments adopt all possible measures to ensure effective delivery of the prescribed curriculum. Academic calendar is prepared and implemented as per the University guidelines. Moreover, several members on the faculty of our College are members of the University BoS and also of Expert Committees for framing the syllabi. They contribute constructively to the designing of the curriculum. Meticulous planning of the workload, timetables and the academic calendar are integrated into the daily working of the College. The feedback system of the college is keen in finding the changing interests of stakeholders. Many departments have designed a range of Certificate courses, Value added courses and other programs with the specific mission of enhancing professional skills of students. Most certificate courses are managed by the faculty and hence are mostly offered free considering the financial backwardness of the majority students. In addition, departments are extremely keen in conducting national conferences, seminars, workshops and exhibitions that would help provide ample opportunities for updating knowledge base.

Teaching-learning and Evaluation

The college has introduced several checks and measures to ensure overall development of the student community. To make the teaching learning process enjoyable and useful to different categories of students, the College has introduced collaborative learning and remedial coaching programs. Mentoring system, Open house session, counseling facility and value education sessions supports the students in value addition which is evident from the good number of placements and a near total rate of progression to higher studies.

IQAC takes initiative to prepare the Academic Calendar in the very beginning of the year. Class rooms are ICT enabled and the teachers employ various interactive and participatory approach incorporating seminars, assignments and test papers, creating a feeling of responsible learning ambiance. Students use e-Resources from the College website, where the teachers upload the necessary study materials. The internal evaluation mechanism is designed to enhance the competence of students. Three point verification process, i.e. at the level of the Subject Teachers, the Class Teacher and the HOD, ensures systematic progress as well as transparency in the student evaluation mechanism. The College has made two internal examinations per semester mandatory prior to the University examination. Regarding the internal assessment of the students the college follows a four level Grievance Redressal mechanism – at the level of the teacher, the HOD, the Principal and finally, the University. There is an effective annual academic audit, where the result analysis and students' feedback are presented. Corrective measures are recommended on the basis of this constructive discussion.

Research, Innovations and Extension

Our teachers actively engage in research and are invited as resource persons and delegates by other institutions. The College coordinates much of its research activities through the Research Cell. To further channelize the College fraternity into research, two peer reviewed journals are planned. Students are encouraged to author, publish articles and also to present papers. The Research Cell has instituted **Shrishti Award** aiming at promoting innovative thinking of the students. Research Cell has also instituted a **Research Award** for the teacher with the best research contribution. Moreover, the College has been conducting periodic national and regional level conferences for the promotion of a research atmosphere and to open up opportunities for networking and collaboration. The institution has thus created a platform for sharing the experiences and achievements of skilled inventors with the faculty and student community.

Institution is also actively involved in extension activities such as Blood Donation, Day celebrations, e-Waste

Collection, Health Survey etc. Students developed low cost LED bulbs and distributed them free of cost to the local community in the neighborhood. Ventures such as Energy Conservation programs, Energy Audit and way-side Solar-lamp installations are also taken-up. The organic fish farming, aquaponics, and associated vegetable garden is functional and open for visitors.

Industrial visits are arranged to help students understand the pulse of the industry. Various MoUs and Linkages have been signed with reputed institutions under which several activities such as workshops, trainings etc. are conducted. This helps to bridge the gap between academia and industry.

Infrastructure and Learning Resources

The college has adequate infrastructure and learning resources in the campus to achieve its objective of excellence in education. Campus area covers over 20 acres of land, which includes the Campus buildings, Play-ground, Gymnasium, one outdoor basketball court, outdoor volley ball court, newly built Indoor Stadium and College Canteen. The main building houses 21 classrooms, 4 laboratories, 1 seminar hall and the Library. Campus is equipped with diesel generator and UPS for laboratories to ensure power backup for uninterrupted functioning. Each department is given an exclusive staffroom equipped with personal computers and broadband connectivity. Wi-Fi facility is also provided in department rooms and class rooms for convenient net access. In addition to this, the class rooms are equipped with LCD projectors and LED TV screens to facilitate modern teaching methods.

College Library is computerized and students' entry & exit are recorded with the help of their ID cards. Also facilities like Boolean searches for checking the availability of books, book reservation via software etc are available. Our well-stocked library is fully automated with more than 23000 text books and 785 reference books. College has a well-equipped Network Resource Centre (NRC) with 19 computers open to the college fraternity. Awareness and training sessions on using internet, e-filing of income tax etc are imparted to the non-teaching staff to enhance their technical know-how. College has implemented e-Attendance, Student portal and parent portal for easier information exchange. The college is equipped with 168 computers of which majority have internet connectivity.

Student Support and Progression

Students are the primary stakeholders of the institution and the institution has evolved several distinct measures such as student empowerment programs, inclusive practices and skill development programs which are student centric, aiming to support the student community. The institution diligently channelizes scholarships, freeships and concessions instituted by central and state governments to every eligible student. The institution can boast of a good number of effectively run capability and skill enhancement schemes for students such as Certificate Courses, WWS, SSP, ASAP, Personal Counseling and Bridge Courses. The College offers career guidance and trainings for facing competitive exams through WWS and the Placement cell, VINGS. The VINGS cell conducts mock tests on aptitude and reasoning to support students who seek jobs. The institution offers vocational education and training for students in niche and emerging areas. There are well evolved institutional arrangements to prevent and redress instances of ragging and sexual harassment. The institution has an active student council and the student community is adequately represented in various committees and bodies.

The college has in place anti-discriminatory measures to sensitize the College fraternity in matters of gender equity. Several co-curricular, extra-curricular and sports activities are being conducted to facilitate holistic

development of the students and help them emerge as a socially matured individual. The institution's credentials are sound when the progression of students to higher education is considered. A good number of students are successfully placed after the course completion and the remaining enrolls for higher education in prestigious institutions.

Governance, Leadership and Management

College is under the management of MJSCET Trust which is a non-profit organization. The basic aim of the Trust is to ensure educational progress of the rural community including socio-economically backward classes. The trust endeavors to give leadership to educational, humanitarian, cultural and vocational activities of the society. The Management decision making is participative and the administrative affairs of the College are left to the purview of the College Council. The Council consists of the Principal, HODs, two elected members on the faculty, Librarian and administrative head representing the non-teaching staff. The College Council assists the Principal ensuring the smooth functioning of the College. The institute has a well-defined perspective plan involving focus areas, action plans to achieve the goals and measures to verify achievements. The institution also collects feedbacks from various stakeholders such as teachers, students and parents on various aspects of teaching, curriculum and other support service. The feedbacks are proactively made use of to improve the overall performance of the institution.

All members on the staff, teaching and non-teaching, are given opportunities and responsibilities to take part in various activities. Different responsibilities and roles are distributed on a rotation basis so that each and every member contributes to the effective running of the institution. The College has an active Internal Quality Assurance Cell (IQAC) which is primarily responsible for devising new activities and futuristic development projects. The IQAC also conducts periodic meetings to review and regularly update the College thrust areas on an operational basis.

Institutional Values and Best Practices

The College has in place several mechanisms to mould the College community into sensitive and resourceful human beings. The College takes conscious efforts to create awareness about energy conservation and usage of renewable energy. Solar lights are installed at several places in order to underline the significance of renewable energy. LED lamps are extensively used and energy audits are also conducted. A functional aquaponics system has been installed so as to spread awareness about fish farming and organic vegetable cultivation. The College has now evolved into an eco-friendly plastic-free campus. Students and teachers are strictly prohibited from bringing plastic materials or bags. A biogas plant has been installed in the College hostel. In addition to these green initiatives, trees are planted in the college premises. To encourage recycling of electronic wastes, e-waste collections are organized and the collected materials were handed over to the local government authorities to be sent for recycling.

The college has taken efforts to bring in innovation in teaching-learning process and introduced several novel schemes such as SHRISHTI that encourage innovative thinking among the students. The students are motivated and supported to undertake innovative at the same time pragmatic project works. Tutorial system allows every student to have one teacher as his local guardian on the campus and the Tutor closely monitors the affairs of his mentee. The College gives priority to charitable activities on a discreet understanding of the needy. Thus the institution ensures that students are enriched with values and principles.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BASELIOS POULOSE II CATHOLICOS COLLEGE
Address	MULAKKULAM NORTH, PIRAVOM ERNAKULAM DISTRICT
City	Piravom
State	Kerala
Pin	686664
Website	www.bpccollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	TIJI ZACHARIA H	0485-2243474	9847437898	0485-226540 0	principal@bpccollege.ac.in
Associate Professor	JOBIN ABRAHAM	0485-2242698	8281037898	0485-224342 4	iqacbpc@gmail.com

Status of the Institution	
Institution Status	Self Financing , Grant-in-aid and Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Status Certificate.pdf
If Yes, Specify minority status	
Religious	Religious
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	01-12-1995			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Kerala	Mahatma Gandhi University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	23-06-2004	View Document		
12B of UGC	23-06-2004	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	MULAKKULAM NORTH, PIRAVOM ERNAKULAM DISTRICT	Rural	20	2137

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Electronics	36	Plus Two	English	70	67
UG	BA,English	36	Plus Two	English	38	38
UG	BBA,Business Administration	36	Plus Two	English	70	70
UG	BCom,Commerce	36	Plus Two	English	50	50
UG	BCA,Computer Applications	36	Plus Two	English	70	70
PG	MSc,Electronics	24	Degree	English	30	10
PG	MSc,Computer Applications	24	Degree	English	30	10

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				16				13			
Recruited	0	0	0	0	9	7	0	16	7	6	0	13
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				8			
Recruited	0	0	0	0	0	0	0	0	2	6	0	8
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	8	4	0	12
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	1	4	0	5
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				4
Recruited	1	3	0	4
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	0	1	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	5	0	2	1	0	13
M.Phil.	0	0	0	0	2	0	3	1	0	6
PG	0	0	0	4	0	0	2	4	0	10

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	0	5	0	5

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate	Male	81	0	0	0	81
	Female	70	0	0	0	70
	Others	0	0	0	0	0
Diploma	Male	30	0	0	0	30
	Female	16	0	0	0	16
	Others	0	0	0	0	0
PG	Male	12	0	0	0	12
	Female	34	0	0	0	34
	Others	0	0	0	0	0
UG	Male	469	0	0	0	469
	Female	395	0	0	0	395
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	19	21	29	20
	Female	17	26	26	33
	Others	0	0	0	0
ST	Male	0	0	1	1
	Female	0	1	0	1
	Others	0	0	0	0
OBC	Male	29	13	5	9
	Female	20	14	9	8
	Others	0	0	0	0
General	Male	103	124	114	128
	Female	101	98	114	94
	Others	0	0	0	0
Others	Male	9	11	7	12
	Female	13	11	11	5
	Others	0	0	0	0
Total		311	319	316	311

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 201

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	7	7	6

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
910	921	880	808	769

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
179	179	179	179	154

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
290	289	256	239	272

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
43	43	42	41	39
File Description		Document		
Institutional Data in Prescribed Format		View Document		

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
37	37	37	37	37

3.4 Institution**Total number of classrooms and seminar halls****Response: 22****Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)****Response:****Number of computers****Response:**

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Institution ensures effective curriculum delivery through a well planned and documented process. Academic calendar for the year is prepared scrupulously adhering to university directions. Regulations for under graduate programmes under Choice Based Course Credit Semester System and grading(CBCSS) was introduced in the university from the academic year 2013-14 onwards, under indirect grading system. The Board of Studies proposed syllabus revision during the academic year 2016-17 and as per the UGC, University directions and feedbacks provided from various stake holders including our BoS members and teachers, the syllabus was modified in the academic year 2017-18.

At the beginning of each semester department meetings are held to discuss in detail, the syllabus and subject division for the courses included for the semester. Also commencement of short term supportive certificate course, if required, is discussed. Allocation of subjects and labs are planned according to the university rules. Teachers adopt ICT enabled teaching techniques apart from the talk and chalk method. Many teachers maintain subject blogs for publishing teaching materials. In addition to this, college website has an interface for e-resources.

The institution conducts two internal examinations per semester centrally and the students as well as their parents are kept informed about the progress. Department keeps a record of the internal evaluation. Tutorial group sessions discuss the academic results and weaknesses are pointed out, if any, with suggestions for performance improvement. Following to this, Open House programmes are conducted and the parents are kept well informed. Feedbacks are collected and constructive recommendations are given due importance to enhance the content delivery in class rooms. Study tours, field visits, media visits and practical sessions are organized for consolidating fundamental concepts. Motivational classes and invited lectures are also arranged for students periodically. MoU's are established with various industries and institutions that help the students to interact with external experts. Learner centered techniques such as assignments, peer learning, group discussions are encouraged. Various regional/state/national level seminars, conferences and workshops are conducted by the departments to enhance the subject exposure. The college has constituted an academic committee for proposing, structuring and monitoring certificate courses in cutting edge technologies for enhancing job visibility.

The periodical staff meetings serve as platform for successful coordination of activities. Staff orientation and enrichment programmes are conducted at the commencement of academic year. The faculties are keen in updating themselves by attending refresher courses, orientation programmes, workshops, conferences, seminars organized by various colleges and universities. This helps to keep abreast with the changing technologies. In addition to all these, staffs and students are encouraged to enroll themselves to NPTEL SWAYAM online certification courses. IQAC is vibrant and effectively monitors the academic activities on regular basis to ensure flawless execution of academic calendar and teaching learning process. Infrastructural support facilities like Internet, Network Resource Centre, Wi-Fi connectivity, Smart Class

rooms, Computer Labs and full-fledged Library with books, journals, e-journals and technical volumes are all provided to enable the students keep pace with the current technological era.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 14

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	5	2	1	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 165.87

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	11	11	14	9

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>Response: 31.84</p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 64</p>	
File Description	Document
Details of the new courses introduced	View Document

<p>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>Response: 71.43</p>	
<p>1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.</p> <p>Response: 5</p>	
File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

<p>1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</p> <p>Response: 9.02</p>	
<p>1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years</p>	

2017-18	2016-17	2015-16	2014-15	2013-14
197	144	45	22	0

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

1.3 Curriculum Enrichment

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

Response:

The institution has integrated into the curricular program modules and methods to sensitize the students to issues of gender, environmental concerns and social ethics and values. As part of the induction program the fresher are given an orientation class on the issues of gender equality, environment and sustainability and the need for participating in various cell activities of the college. The institution thus takes up the responsibility of transforming a young mind into a socially committed human being.

At the beginning of each academic year during the rainy seasons extending from June to September all the batches of students under the auspices of various cells such as nature club involve in planting trees in and around the college. They also nurture the trees round the year. BPC is a proud campus surrounded by trees planted and budding with young talents.

The college has an active birds club - a piece of land is allotted to the club where bush trees are grown, where birds can nest and survive undisturbed by trespassing human. We have a student body with representatives to coordinate the activities and to monitor the growth of trees and ensure a thriving population in the area.

The women's cell organizes several programs every year. Talks and awareness programs are conducted in order to further gender justice. The cell arranges empowerment programs and self-defense classes so as to uplift the self-confidence of girl students. We, at our college provided the platform for students to interact with transgender Vijayaraj Mallika and Sheethal Shyam have been guests of honor at our workshops. In sessions of interaction with our teachers and students they communicated their moving experiences with a biased society.

The students as part of their project have cultivated an organic farm where vegetables are grown. These vegetables are used in our college hostel mess. They have also involved in Aquaponics and fish farming. They have set solar panels throughout and manufactured LED bulbs to promote environment friendly energy harvesting. A day in the campus starts with a melodious prayer song, refreshing the minds and thoughts, followed by a message or a quotation from eminent personalities like Mahatma Gandhi or

Vivekananda. In addition to this a session is set apart for value education at least twice in a month. Senior teachers, exchange their experiences and impart essential values through parables and moral stories. These classes are guided as per the special syllabus, set by well experienced and skilled hands. NCC and NSS, through their various reach out programs, are successful in touching the students positively and imbibing in them the values of social commitment, benevolence, discipline and empathy.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 11

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 11

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 10

1.3.3.1 Number of students undertaking field projects or internships

Response: 91

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise**A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** A. Any 4 of the above

File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:**A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected****Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.38

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	3	2	1

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 88.03

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
309	316	319	311	276

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
358	358	358	358	308

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 46.08

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
91	92	84	71	64

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

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

There are several collaborative learning and remedial coaching programs as an institutional mechanism, to make teaching learning process enjoyable and to furthering the prospects of the students; Mentoring System; Open House Session; Counseling Facility and Value Education Sessions to name a few.

Academic lives of newcomers start with a day-long Orientation program, a mandatory induction into our campus. Principal and other members on staff in charge of various cells such as IQAC, NCC, Placement and so on address a gathering of freshers and their parents thus imparting an overall briefing of the campus culture. Subsequently the afternoon session, is given to students' interaction with their teachers while the parents are given an orientation on teenage parenting by an external expert.

Right at the point of entry to a program the class-teachers of each class collect the general background information of the students using an '**Information Sheet**' to identify the talents, special skills, deficiencies and learning aptitude of each individual student. Based on the analysis of the information collected students are selected for induction courses in Communicative English or Computer Literacy skill, as the need indicates. The entire student body is then, divided into smaller groups of 20 each and is assigned to a permanent Tutor, who keeps a close watch on them until the individual leaves the College.

An **Entry Level Test** is conducted for the freshers to evaluate the cognitive level of the incoming student and is further grouped as Fast, Moderate and Slow learners. Students identified as slow learners are enrolled for the **Scholar Support Program (SSP)** and fast learners are enrolled with **Walk With Scholar (WWS)** program. Teachers pay extra attention to the slow learners and extent more time providing support material and helping out during the lab sessions.

SSP is a specialized scheme that strives to enhance the learning ability of the student by helping him in cracking difficult lessons. Herein, the groups of ten students are assigned to a teacher-in charge, who then engages the allotted set of students over and above their regular working hours. Study materials and other support materials such as photo copy of previous university question papers (with answer keys) are provided to the students. At the end of the semester as part of exam preparation slow learners are given special classes and notes to help them approach the exam more fruitfully.

The fast learners in the class are assigned a **mentor** who guides him with all necessary inputs that one may be unaware of, thus helping him to scale greater heights. Several schemes such as **shrishti award; remedial classes; group discussion; theme based lecture series, media seminars, workshop** etc. are undertaken for improving the students understanding in the subject of study.

In addition to all these teachers use ICT in classroom lecturing for a reinforced communication of the subject thus ensuring that the slow learners are also included into the learning process.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 21.16

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.44

2.2.3.1 Number of differently abled students on rolls

Response: 4

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Any additional information	View Document

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

Response:

Orientation programme

Academic life at BPC starts with a general orientation programme to the newcomers along with their parents. Parents and students are given an overall idea of the campus practices by the Principal and teachers who are in charge of various curricular and co-curricular activities. This helps the students to plan their days ahead in the campus to be fruitful.

Academic calendar

'Academic Audit' is conducted every year and a clear and viable academic calendar is evolved which is well informed to the students through teacher-in-charge, notice boards and website according to which the class room sessions, lab sessions, internal examinations, seminars etc. are conducted. Syllabus along with the curriculum is well discussed during the initial class room sessions. To make the learning process more student-centric the following methods are incorporated.

Experimental learning

Practical sessions are well incorporated in the curriculum which ensures gradual and systematic skill development of students with well equipped electronics, computer and language laboratories where they are exposed to many modern software tools which are relevant to the present industrial needs. Teachers along with qualified technical staff support the students to enhance their knowledge and skill.

ICT Enabled Teaching

ICT enabled teaching includes wi-fi enabled class rooms with audiovisual facilities, language lab, smart class rooms, which enhance the effectiveness of teaching-learning process. Productive use of educational animations, program development platforms, online reference, academic as well as motivational video lectures and PPTs make the teaching-learning process more interesting and effective.

e- Resources

Network Resource Centre (NRC) and wi-fi enabled campus enriches the e-learning activities of the students. Soft copies of PPTs, lecture notes, previous question papers and useful web-links are made available to the students through the e-resource link of the College website. The library has sufficient copies of textbooks, journals and digital resources paving their way to success. The subscription to INFLIBNET-NLIST, provides easy access to 80,000 e-books and 3000 e-Journals.

Participative learning

Students are encouraged to organize invited talks, fests, exhibitions for plus two students and intercollegiate competitions to promote collaborative and interactive learning. Group Learning allows the

slow learners to develop problem solving capabilities, interpersonal and communication skills. Peer groups are also formed under a mentor where curricular and co-curricular aspects are discussed industrial and media visits are also arranged where they get a real flavor of their future career. Students are also motivated to join various forums, clubs and cells where they get chance to conduct many activities on arts, sports, skill development, online courses, morning prayer, thought for the day and observing days of national importance.

Learning by problem solving

Projects and seminars by students with teachers as mentors are also included in the curriculum and separate marks are provided in the final evaluation. Here students will get an opportunity to study an advanced topic of their choice and their presentation skills are also improved. Also they will be exposed to an industrial environment.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 90.7

2.3.2.1 Number of teachers using ICT

Response: 39

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 21.16

2.3.3.1 Number of mentors

Response: 43

2.3.4 Innovation and creativity in teaching-learning

Response:

The college envisions excellence in academics not merely by striving to get good results but also to instill creativity, scientific temperament and critical thinking among learners. Teachers are inspired to bring innovations to develop these qualities among learners through creative approaches and by incorporating appropriate technologies.

Academic audit is done annually to evaluate the performance in the previous year and to evolve a viable

academic calendar.

Memorial lecture is organized every year on a socially relevant topic in connection with Patron's Day where the learners' thoughts are driven to social values.

Invited talks & Workshops on topics of industrial interest are conducted to enhance technical knowledge and skills.

Youth visit from Sweden, Egypt and Bengal Baul singers enriched the academia in cultural exchange.

Certificate courses are offered to enrich the student with most advanced knowledge in the field to make them more industry ready.

Christmas and New Year celebrated with neighboring community, a program organized by students to enhance their organizing capabilities and to inculcate human values in them.

Walk with a Scholar is instituted by the State Government to inculcate the fast learners with advanced knowledge both by internal and external mentoring.

Student Support Programme, sponsored by the State Government ensures an extra care for slow learners through specialized remedial teaching.

Center for MOOCs & Skills conducts 'Additional Skill Acquisition Programme' for selected students to make them more employable. NPTEL local chapter encourages the students to take online certification.

Merit Evening where all the achievers of the year are recognized.

Discussion forums on G-suite email and whatsapp groups are active in promoting class-wise interactive learning.

Election reporting at various leading Media cells of the State by Journalism students gives them hands on experience in the field of live press reporting.

'Ulkazhcha.com' is a social media based news-portal which enhances their social, political, cultural and ethical outlook.

Aquaponics implemented to deliver hands on experience in electronic controls, organic farming of fish and vegetables.

'Nataka Kalary'- the theatre ensemble organized taught how the theatre is powerful in bringing social reforms.

Quiz programmes conducted for higher secondary students of nearby schools to improve their exposure.

'Erudite Scholar-in-Residence' conducted is an opening to the students where they interact closely with an eminent person of international repute.

National Science Day observed on the themes given by the State authorities to inculcate sense of

scientific temper and social commitment.

Inter-collegiate short film competition organized by English students improved their co-ordination capabilities.

I will Speak is a general platform managed by students where students and staff can present their novel ideas.

Kazhcha is a bilingual community newspaper annually printed make students more socially oriented and aware of issues connected with printing and publishing.

e-Resource page and Blogs are maintained by some teachers where they post matters of academic and technical importance for the academia.

Bidding Farewell is a solemn function in which all the outgoing students are blessed by their teachers on the closing day.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 112.43

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 24.86

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	12	10	8	8

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 14.63

2.4.3.1 Total experience of full-time teachers

Response: 629

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 79.33

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	7	6	3	5

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 45.41

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	17	17	17	16

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The institution scrupulously follows the evaluation system implemented by the University. The evaluation reforms made by the University are communicated to the College prior to its implementation and training programmes are arranged for the same. The reforms initiated and practiced by the Institution are in accordance with those introduced by the University.

The Internal examination schedule and other activities of the academic year are planned well ahead and are discussed in the academic planning session in the beginning of each academic year. IQAC is monitoring the effective conduct of CIE process. An academic audit is organized at the end of each semester to verify and analyse the time bound execution of CIE and all other programmes put forward in the action plan.

An examination wing is functioning to take care of the matters related with CIE. This committee is in charge of conducting internal examinations and provides guidelines for question paper preparations in accordance with the changes in the University question patterns and evaluation system. The examination wing is responsible for scheduling internal examinations, collecting question papers, preparing invigilation duty list and making seating arrangements.

An Entry level Test is conducted for the first year students soon after the admission process is over, based on the performance of which, various student support programmes are implemented.

Department level orientation is given to the first year students to make them familiar with CIE process.

Two internal examinations are conducted in each semester and the results are published duly. Retests for absentees are conducted on request. The answer sheets are valued within one week after the examinations. Corrected scripts are discussed individually with students to get their feedbacks. The scripts are then kept in concerned departments till the end of the semester, to address any issues that might arise in future.

Open house programmes are convened at department level to review the progress of the students' performance. This is followed by additional training for poor scorers, doubt removal sessions, peer teaching, and if required counseling sessions. All the data are collected and stored in digital format for

recovery/reference purpose.

Assignments are evaluated for each student and marks are awarded as per University guidelines. Monthly attendance statements are prepared and published for informing students. Seminars and viva voce are also considered in preparing internal marks for UG students.

Additional hours are provided for lab sessions to prepare students for practical exams, mock viva is conducted. In addition to tests prescribed by MG University like class tests, Internal assessment exams, the college has made it compulsory for students to indulge in collaborative group work, field work, prepare reports on study tours and do student presentations.

Various academic programmes like Class level Quiz, debates, objective tests, essay writing and discussions on current affairs are organized as part of assignments to assess of the students.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The institution follows university regulations for internal assessment. The students are made aware of the evaluation procedures, well in advance through circulars as well as information printed in the college calendar. Tutor level orientation is given to the students on the mechanism and guidelines of internal evaluation. Various measures are taken at different levels to ensure the transparency of internal assessment the marks of internal examination (50%), Assignments/Seminar/Viva (25%) and Attendance(25%) are the parameters of CIE.

Two centralized internal exams are conducted in each semester. The syllabus of the exam is announced well in advance before the examination. The schedule of the examination is also prepared in advance and given to students. This gives students ample time to study for the examination. Exam is arranged on a common schedule and is supervised by the teaching faculty of all departments. The question papers for the internal exam follow a uniform pattern fixed by the college.

Answer scripts are evaluated within stipulated time and are shown to the students to bring out the discrepancies, if any, to the notice of teacher concerned, and the necessary corrections are carried out. Students get the chance to consult the subject teacher to make corrections if any. The answer scripts are then returned to the departments and kept safe to address any issues that might arise in future for the entire semester.

Any grievances related to the conduct of examinations or valuation of answer scripts may be reported to the concerned teacher at first level and further to HOD and Principal. The examinations are held centrally and coordinated by the Examination wing.

CCTVs are installed in the examination halls to ensure utmost transparency as per the directions of High Court of Kerala and Mahatma Gandhi University

Internal marks for each paper are awarded following the university guidelines, the components being the marks of two internal exams, seminar/viva/assignments and attendance. Attendance details are published

every month, seminars/viva are conducted, assignments are given and the marks awarded for each is made known to the students.

Apart from internal assessments and assignments students are also asked to present seminars, submit online assignments and prepare slide presentations on various topics. Experiential learning like field projects and internships are promoted in some departments. In addition to tests prescribed by MG University like class tests, Internal assessment exams, the college has made it compulsory for students to indulge in collaborative group work, field work, prepare reports on study tours and do student presentations.

Various academic programmes like Class level Quiz, debates, objective tests, essay writing and discussions on current affairs are organized as part of assignments to assess of the students.

Open house programmes are convened in each semester to discuss the students' academic performances.

The internal examination answer scripts and final internal evaluation forms (A2Forms) of each course are given to the students for review. Signatures of the students are ensured in the sheets prior to submitting the final mark list (B2 Form) to the university.

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

Response:

The college academic calendar which is based on the academic calendar issued by the university and action plans put forward by various departments, library and office includes tentative schedule of internal examinations, internal mark computation and publishing it. In each semester two internal examinations are conducted centrally. The examination schedules are finalized in the college staff council. Last date for submission of question papers, mark lists, etc also are finalized in the college staff council.

An examination grievance redressal committee is functioning to address matters regarding examinations. A three level grievance redressal mechanism is followed; Class/department level for internal examinations, grievance redressal committee level and staff council to deal with malpractices etc.

Internal examinations are conducted as per the schedule published in the academic calendar, and any inconvenience and change of schedule is dealt with as per the decisions of the college staff council.

The students are made aware of the evaluation procedures including revaluation and examination pattern of college and the university, well in advance through circulars as well as information printed in the college calendar. Department level orientation is given to the students on the mechanism and guidelines of internal evaluation.

Grievances are addressed at class level by the teacher concerned. Answer scripts of the internal exams and assignments are evaluated within the stipulated time and are shown to the students to bring out the discrepancies, if any, to the notice of the teacher, and necessary corrections are carried out. The students can individually discuss the details of evaluation with the teacher concerned.

Internal marks for each paper are awarded following the university guidelines. Attendance details are published every month, seminar/viva is conducted, assignments are given and the marks awarded for each is made known to the students.

Internal marks are published and grievances are addressed prior to submitting the mark lists to the university. Open house programmes are organized where each parent can interact with faculty members.

General grievances regarding the conduct of examinations can be communicated directly to the principal in written representation. The matters would be redressed by taking essential measures. For instance, students' representation regarding their difficulties in writing three exams in a single day for internal examination was addressed by the grievance redressal committee and the schedule was changed to two internal examinations per day system. Separate examination hall and invigilator was allotted for differently abled students. Students' request to provide drinking water and wall clocks in the university examination halls also are resolved by the committee.

University examination related grievances are communicated to the university through the Principal.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college academic calendar is prepared in the beginning of each academic year based on the university calendar and the action plans put forward by various departments, library and office. The calendar includes the schedule of all programs organised by the college and the departments, tentative schedule of internal examinations, internal mark computation and publishing it.

In each semester two internal examinations are conducted centrally. First year students are given awareness of university guidelines regarding the evaluation system which is followed in the institution. The examination schedule, last date for submission of question papers, mark lists, etc are finalized in the college staff council. The syllabus is announced at the class level well in advance so that the students get sufficient time to prepare for the examination. The schedule, detailed time table invigilation duty list and the seating arrangement are prepared and managed by the examination wing. Sufficient number of question papers Xeroxed and essential stationary are kept ready well ahead of the exam date. The answer books are evaluated within stipulated time and are shown to the students for review. They are given space to communicate grievances if any, and are dealt with accordingly. Retests are conducted on request within two days for those who failed to appear for the internal examination.

Students are made to complete assignments in prescribed time limit and reports are evaluated and returned to the students. Time slots are allotted for project work, seminar and viva voce. Field projects/ internships also are conducted as per the requirement of the syllabus.

As per the University regulation, a minimum of seventy five percentages is mandatory to appear for the University examination. Attendance statement of each class is published in every month and those who fail to reach the minimum level are informed personally.

Open house programmes are organized in every semester where the parents get to see the academic report

of their wards.

The departments adhere to the schedule for computing and publishing the internal marks. Sufficient time is given to students for verifying the marks, and grievances, if any, are addressed by the teacher concerned. The final marks are uploaded to the university portal within the prescribed time limit.

IQAC is monitoring the effective conduct of CIE process. An academic audit is organized by IQAC at the end of each semester to verify and analyse the time bound execution of CIE and all other programmes put forward in the action plan.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The College offers instruction in five Undergraduate Programmes and two Postgraduate Programmes. B.C.A., B.B.A., B.Sc. Electronics, B.A.Journalism and B.Com. with Computer Applications are UG programmes and M.Sc. Computer Science and M.Sc. Electronics are PG programmes. All UG programmes have an average of 36 Courses with credits ranging through 4, 3 and 2. Usually the core courses will have 4, complementary courses will have 3 and lab courses will have 2 credits. Total credits is 120 with an average of 20 credits per semester. Total credit for PG programme is 80 with an average 20 credits per semester. All these courses are designed with outcomes defined by the University to facilitate the employability of learners. These are very well explained during the first few lectures on each course and are also displayed along with the syllabus in the website. It is also briefed to parents and students during the orientation class usually held in the beginning of the programme. The list of programme offered along with their courses and the course outcome is available at www.bpcollege.ac.in.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Attainment of Programme and course outcomes are regularly evaluated through various mechanisms. Formative as well as summative assessments are employed. Formative assessment includes class tests, interaction in the classroom, assignments, periodical test papers, viva voce and laboratory sessions. Two

internal examinations are also conducted in general for all students in each semester. The results are discussed with students and their parents to ensure the overall development of the student. Regular experimental sessions are also given to equip them with the required skills. In connection with summative assessment, University conducts theory and practical examinations at the end of each semester by appointing examiners from other Colleges. There is a final programme viva and project viva done by the external examiners at the end of the Programme.

The scores obtained by the students in these assessments show the degree of attainment of the outcomes. The score (Maximum 100) for each course has two components. External mark (Maximum 80) and internal mark (Maximum 20). External component is the result of summative assessment and internal component is calculated from the formative assessments based on their attendance and performance in the classroom interaction, tests, assignments etc.. The good number of students enrolled for higher education, good placement records also testimonials for the attainment of programme outcome.

2.6.3 Average pass percentage of Students

Response: 76.19

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 224

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 294

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 13.58

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	2.07	1.15	10.36

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 2.33

3.1.2.1 Number of teachers recognised as research guides

Response: 1

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.78

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 7

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years	
Response: 45	
File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institution has created an ecosystem for innovation including incubation centre and other initiatives for creation and transfer of knowledge. The faculty members are empowered to take up research activities utilizing the infrastructure and other associated supporting facilities. The college has a Research and Development Cell to monitor and address the issues of research. The cell encourages teachers and PG students to take up research works leading to PhD degree by circulating useful notifications in that direction and call for papers to various conferences.

Key Goals of the Research Committee:

Creation of research culture among faculty members and students.

Motivation to undertake minor and major research projects from various funding agencies.

Identification and assisting for finance from Management as well as funding agencies like KSCSTE and DST.

Guidance given for publication of papers/articles in reputed journals.

Promotion and funding of innovative ideas propounded by students

Functions and Recommendations:

Recommend the faculty members to increase their number of research publications

Ignite research aptitude to continue research activities even after successful completion of PhD works.

Recommend undertaking minor and major research projects from various funding agencies.

Recommend funds for research from various funding agencies.

Recommend organizing more number of seminars, conferences and workshops.

Srishti for Future India: A financial award for students funded by Research Cell of BPC College.

The aim of this award is to motivate talented students from first year UG to last year PG who have innovative ideas for 21st century which will be beneficial for the society. Every year proposals will be invited once.

Research Award: An award funded by Research Cell of BPC College for faculty member with best research contribution.

Recommended for publication of two Research Journals. Constituted an expert committee for paper review and technical papers were invited for publication in 'The Prescient- Journal for Science and Technology'.

In addition to the research cell activities detailed above, there exists an e-Learning centre that promotes all students and teachers to enroll for online certificate courses offered by recognized agencies such as NPTEL. Departments are keen in transferring latest developments in the field of science. Emphasis is given in conducting several seminars, workshops and invited talks every year to ensure advancement of young minds. Department notice boards are used as information hubs for displaying announcements on latest discoveries in the field of study and technical articles that are of some relevance.

Students are allowed to use any available facility in labs such as storage CRO's, latest computers or software for experimenting their ideas. A community news papers known as '**Kazcha**' is also published by the institution to provide hand-on experience in news collection, reporting, layout setting and printing primarily to journalism students. All such support facilities enthruses students to kindle deeper in the ocean of knowledge and opportunities.

File Description	Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 10

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	3	0	3

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 1

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.67**3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
7	6	12	0	3

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response:** 1.85**3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
10	9	24	12	22

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities**3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

Intuition upholds its mission for rural service and development by imbining students with the basic human values such as empathy for the destitute and inclusiveness rather than being segmented. As a part this college encourages students to actively participate in extension activities especially focusing on social awareness, service and holistic development.

Students developed an indigenous LED bulb and they freely distributed the bulb along with leaflets for encouraging energy conservation and building awareness on alternate low consumption light sources.

Students also experimented their hand in organic farming. They visited homes in the neighborhood and enlightened them on benefits of organic farming. They were also actively associated with the MG University in Jaivaam initiative for popularizing organic farming in Kottayam district. A class on organic farming was delivered to Kudubhashree (Self-help Group) members in our locality.

As a mark of social responsibility cleaning of well of ward 10 of Edakkattuvayal Grama Panchayat and cleaning of drainage of ward 11 of Piravom Grama Panchayat was conducted by the NSS Volunteers. Construction of medicinal garden was done by NSS volunteers at Boy's home, Edakkattuvayal. As part of rain water harvesting student volunteers has constructed 'MazhaKuzhi' in the college premises. The following days were observed in order to make an awareness among the students about the objectives, themes and importance of the days :- World Environment Day, World Blood Donation Day, World Reading Day, Yoga Day, International Day against Drug Abuse, Independence Day, International Youth Day, Teachers Day, Gandhi Jayanthi, Rashtriya Ekata Divas, Anti Corruption Day and Republic Day. Every year college organizes Blood donation camps, conducts bike rallies against drug abuse and observes Earth day. Our students have participated in programs like "Swachh Bharath Abhiyan" at Government hospital, Piravom to be a part of clean India. Students distributed pamphlets on "Dengue awareness" and "How to keep our heart healthy" to the people of Piravom Municipality. International Yoga day is observed every year attracting high participation from students and staff. An e-waste collection was organized, for which college got the award for collecting the maximum weight of e-waste.

Institution organized 'Organ Donation Campaign' in association with Alumni association which collected 100 consent letters. Shr. Kochuseph Chittilappally, MD, V-Guard Industries was the chief guest. The pathway to the house of Mrs.Geetha, a resident of ward 14, was renovated and made suitable for conveyance during December 2016. As part of the promotion of organic farming, a demonstration on organic farming was conducted by NSS volunteers. Health survey was conducted in various wards of Piravom Municipality. As a part of campaign for plastic recycling, plastic pens were collected for Kochi Biennale on 5th January 2017. Several programs were conducted for popularizing science in society. Electronics association organized Science Exhibition for school children. Students visited many school campuses nearby and conducted programs which enriched their knowledge in Space technology, Mobile communication, Bio-electronics, Mechatronics etc. In addition, our students are at the forefront with assistance and financial aids for medical treatments in the surrounding locality.

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 6

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	1	0	1	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 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 last five years

Response: 47

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., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	10	2	12	5

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 48.31

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
565	324	195	808	170

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 4

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	0	1	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 23

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	6	2	1

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document



Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college attributes top priority in ensuring adequate availability and optimal utilization of physical infrastructure for the effective teaching-learning process. The available facilities are made accessible to the entire student community for meeting their curricular as well as co curricular requirements. The college management / governing council is very keen in improving the facilities as per the demand of the staff/student community arising time to time.

The college is maintaining a total of 21 classrooms for regular theory classes among which, 13 classrooms can accommodate 40 students with a build up area of 54 sq. mtrs and 8 classrooms can accommodate 60 students with a build up area of 90 sq. mtrs. For the effective delivery of the lecturing sections all classrooms have black/green/white board facility. In addition, 13 classrooms are maintaining audio visual facility comprising projector/LED TV. All rooms are equipped with public addressing system for making the announcements and communicating matters of importance.

With a vision to promote the best technocrats and socially committed student community the college is extending its infrastructure facilities to accomplish various student support programmes viz., ASAP (under Higher Education Council, Govt. of Kerala), Career Oriented Programmes (sponsored by UGC) like Add-on Certificate Courses offered by the institution, Certificate courses run by different departments, Mentoring and Tutorial sessions for slow learners, Centres for online learning and certification, Digital Language Labs for the effective teaching of communication skills, Coaching classes for various entry to services like., civil services, PSC, Bank test, and various entrance exams like CAT, CUSAT MCA and M. SC. Exams, EFLU Entrance Exams. The college is also extending its facilities to support training sessions for various campus recruitments and government exams like PSC.

The department of Computer Application and Department of Electronics are maintaining adequate lab facilities to meet its laboratory requirements. The department of computer application is maintaining 3 computer labs, 2 for UG courses and 1 for PG course. All the 3 labs can accommodate 30 students each. The labs have LAN connectivity and internet.

The Department of Electronics maintains 2 computer labs, one each for PG and UG courses. Both the labs have 15 and 10 computing machines respectively. Apart from computer labs, the department is having adequate facility for the electronics laboratory with all the required equipments in order to meet the demand of the curriculum. There are separate electronics labs for UG and PG courses. All the labs are UPS supported to ensure uninterrupted functioning. The department is conducting extension activities that include technical exhibition for the school students of our neighborhood.

It is worth mentioning that all the laboratories are maintained by stock registers, which is audited yearly by the Head of the Department, Head of the Institution, and Government authorities.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The Physical Education department of the college is maintaining adequate facilities for grooming the young talents in sports and games. As on 2017-18 the college is maintaining 17th position in M. G. University's sports ranking. And earlier in 2015-16, college ranking tallied at 10th position. College is holding the University championship position in Men's Kho- Kho for the last ten years.

The college is maintaining a play ground covering a land area of 3 acres, which is suitable for Cricket, Kho-Kho, Football and all athletic events. The college is having a Volley Ball team, undergoing regular training under Mr. Joy Thomas, former Kerala Sports Council Coach, appointed by the college. An indoor stadium with a buildup area of 512 Sq. Mtr started functioning in the year 2018, which is suitable for the Volleyball and Shuttle Badminton matches.

The college has established a well equipped basket ball court of area 278 sq. mtrs, located in the college entrance itself. In order to improve the physical and mental health of the students as well as the staff community, the college maintains a Gymnasium with an area of 56 sq. mtrs and a yoga centre with size 100 sq. Mtr, which was established in the year 2011. Almost 40 students are utilizing the gymnasium facility every day, from morning 7:00 am to 9:00 am and evening from 4:00 pm to 5:30 pm.

The college facilitates for the practice of the martial art Taekwondo. For the smooth practice sessions and also for the conduct of competitions the college provides Taekwondo mats and a practice area of 100 sq. mtr.

The college has adequate facilities for cultural activities. College maintains two seminar halls, equipped with audio visual facility. Open air auditorium with a build up area of 278 sq. mtrs is well maintained for the stage performances of Arts Fest, Carol Night and College Day functions. As per the directions from M. G. University the college is also maintaining a Video conference room. All these facilities are monitored by student log book where in the usage requirements can be placed in advance.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 68.18

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 15

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response:

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

4.2 Library as a Learning Resource

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

Response:

The college library is computerized to smoothen its functioning. Students and Staff are permitted to enter the library only after registering their names through the computerized gate register. Library has established conducive atmosphere with provision of sufficient tables and chairs for reading within a good ventilated reading room for the students. Library has been established OPAC (Online Public Accessing Catalogue) facility to access the books easily in the rack. Every year library advisory committee is constituted to strengthen its activity. The library is fully automated and digitalized. Different sections are allotted in the library for reference, journals, magazines and newspapers. Library provides e-resources like INFLIBNET for academic enrichment. To improve the reading habits of students and staff members a Reader's Forum has been constituted under the supervision of the library.

Name of the software- LIBSOFT

Version: 4.1

Nature of automation – Fully automated.

File Description	Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The library has a total number of 23135 books, 30 Journals/Periodicals, Newspapers in Malayalam and English, competitive examinations materials, employment news, women's magazines etc. for the enrichment of the students and teachers. The library has the following collections.

- Collection on Epic movies of 70's and 80's.
- Research materials
- Publication of college community.
- Encyclopedia, all volumes
- CD's of freeware and applications.
- Year books
- Travelogues

Name of the Manuscript - ??????

Year of publishing- 2016

Name of the Manuscript - ??????????

Year of publishing- 2013

Name of the Manuscript- ????.

Year of publishing- 2016

Name of the book- Tech.

Year of publishing- 2017

Name of the Manuscript- BOOK SHELVES

Year of publishing- 2015

In order to enrich library related affairs, the library forays into conducting book exhibitions, book discussions, intercollegiate competitions, orientation programmes and research oriented seminars. Every year, best library utilizer award is given to the best library user among students who has maximum reads against his name. Every year June 19th is celebrated as 'Reading Day' to mobilize young minds into cultivating reading habit.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.09

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.48	2.88	2.86	1.10	2.14

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 18.05

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 172

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Computer and other related IT facilities such as software packages and physical connectivity are updated to keep abreast with changing technology and massive improvement in speed and efficiency over the time. All departments of the institution have internet facility and Wi-Fi connectivity inside the campus. The institution adopts ICT enabled teaching learning process through Wi-Fi enabled LCD projectors and LCD TV. A well equipped English language lab with net facility is established for the benefit of students to develop the fluency and to perfect their communication skills. A well equipped Network resource Center with high speed Internet connection meets the IT needs of students and faculty members. Computer laboratories are well equipped with advanced software like NET, MATLAB, PYTHON etc. In order to promote open source software's, Linux is installed in machines allotted to students in dull booting mode. Contacts with computer hardware form are in place for the maintenances and upgrading of IT infrastructure. All the Departments, Office, Exam cell and library are provided with well equipped Internet connections through Wi-Fi. Computerized Academic Management Processing System software has been installed in the college office for office automation. Library is equipped with Internet, OPAC and INFLIPNET services. The college has Optical fiber connectivity with a speed of more than 40 MPBS, which serves remarkably well in providing high speed external interface to servers that host the data.

4.3.2 Student - Computer ratio

Response:

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 35-50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response:

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

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.

Response:

All computers in the college are maintained under an AMC. Verification such as electrical lab instrument, library books, stationary, furniture, sport equipments are done once in a year. The instruments are calibrated by available electrician, technician and mechanic when it is required. Instrument supplier is maintaining the instruments and equipments whenever there is requirement. The college has a generator to ensure the power supply all the time, Voltage fluctuations are avoided by uninterrupted power supply in the laboratory and office. The voltage and power supply is regularly checked by the appointed electricians. The arrangement of battery, backup and inverters protect computer accessories by providing constant power supply. Seven bore wells are available in the college premises for constant and regular water supply. Purified drinking water made available in the campus all the times. The library has a total number of 23135 books, 30 Journal and Periodicals, Newspaper, competitive examinations materials, employment news, women's magazines for the enrichment of the students and teachers. The facility of accessing more than 30,000 journals from INFLIBNET is available. Library is maintained by Librarian and attendants. Sports room, Gym and Play Ground are maintained by attendants under the supervision of the Physical Education department. Respective department heads, faculty members and their attendants maintain the academic records daily. The Cleaning service is done by appointed non-teaching staff and ayahs. All class rooms, bath rooms and college premises and the infrastructural materials are maintained by the non teaching staff. The electricians maintain and upkeep all the electrical instruments and generators and do all other electrical works. Sweepers regularly clean the premises and wash all bathrooms daily. Principal supervises and maintains all academic activities of the institution.

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 69.48

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
732	634	579	524	519

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 3.12

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
34	33	33	27	9

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 35.33

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
184	495	209	308	314

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 2.23

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
30	46	0	18	5

File Description**Document**

Details of the students benefited by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 10.33

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
39	13	29	28	29

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 21.72

5.2.2.1 Number of outgoing students progressing to higher education

Response: 63

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

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 4.5

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	1	1	3

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
53	46	45	42	38

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.				
Response: 3				
5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	1	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	
Response:	
<p>The college relentlessly strives to inculcate democratic ethos and practices among the learners. The institution diligently ascribes proper weightage to the opinion of the student community while devising institutional policies and practices. Periodic meeting of the college union meticulously follows universal norms of democratic decision making regulated by its time-test procedural formalities and niceties. Students are represented in various committees that are crucial in the functioning of the institution such as IQAC, Bus committee, Library Advisory committee, Co-operative Society committee etc. In every academic year, the general election for the formation of the student union is held. This election takes place in the college as per the general orders issued by Mahatma Gandhi University. Each year one senior teacher is delegated the responsibility of the conduct of the election as per Lyngdoh Committee recommendations (LCR) issued by the Government of India. There are 9 major seats namely Chairman,</p>	

Vice Chairman, General Secretary, Joint Secretary, Two Councilors to the University Union, Fine Arts Secretary, Student Editor of the College Magazine and General Captain (Sports and Games). Association Secretaries of all departments are also elected and appointed to lead department activities, which includes curricular and extra-curricular programs. In effect all the student activities, cultural, co curricular and sports and games are directly or indirectly organized and executed under the leadership of the college union. To help students three senior staff advisors are also assigned: Staff Advisor(General), Fine Arts Advisor and Staff Editor.

All student activities held on the campus are planned by the union and later discussed with the college Principal, who is the ex officio president of the College Union. The College Union conducts the Union Inauguration, which marks the formal beginning of all activities in the academic year. The College Union also conducts the annual Arts day for both stage and off-stage items and it is from this college meet talents are discovered to represent the college at the Mahatma Gandhi University. Another major activity of the College Union is the publication of college magazine that consolidates the best creative works of the students. Besides these students take lead in hosting special programmes with special invitees and guests. All the Associations host various colorful department events under the leadership of the Association Secretaries. All such programs are controlled and monitored by the elected student representatives with support of an Association president from the respective department. A good number of sports and games are also conducted under the coordination of sports secretary elected, with ample support from the faculty of Physical Education.

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 26.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
33	31	31	22	17

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

a) Alumni Association, popularly known as SHADOWS, instituted two awards to inspire and support scholastic and co-curricular endeavors from the part of the learning community. Students of 1995 batch B.Sc. Electronics programme instituted an award in memory of their deceased class mate Leo Elias. The award is designed to honor the best out-going student of the B.Sc. Electronics programme. The second award which is instituted by Kuldeep J. Pai, an illustrious alumnus of the institution sponsors brilliant performers in the arena of arts.

b) The association endeavors relentlessly to complement the outreach extension initiatives of their alma matter by roping in organizations and resources. Classic example of such an initiative was a mammoth organ donation drive it partook with some leading NGOs in the state. The project received wide acclaim from policy makers and society at large.

c) Alumni association maintains a significant presence in the academic activities in the campus since a good number of former students who made their mark in their respective domains return as resource persons and key-note speakers in various seminars and conferences. The alumni also render yeomen service by supporting the college in establishing industry linkages and exposure. By organizing a programme to honour faculty members who were awarded PhD , association displayed its abiding concern to the academic standards of the institution.

d) Exemplifying intense sensitivity to the demands of the socially and economically backward learners, association regularly steps in to mobilize learning resources and infrastructure. An inspired drive to collect and distribute old books for the benefit of poor students of the college was such a well-meaning initiative.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 1 Lakh - 3 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 15

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	3	3

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The vision of the college is to develop into a centre of Quality and Excellence in imparting Relevant and Value based Education to the Rural Youth. The values of Honesty, Optimism, Perseverance and Excellence serve as guiding light in the institutions' voyage.

Leadership by Example

The college is under the management of MJSCE Trust which is a non-profitable organization. The basic aim of the trust is to ensure educational progress of the upcoming generation as well as the economical and socially backward classes. The college management conducts review of the educational programs on a continual basis and implements necessary changes that will improve the quality of services. They conduct meeting with the Principal, Heads and other staff members to ensure adoption of mutually beneficial and constructive annual action plan. The institutional endeavors are mapped to give leadership to educational, humanitarian, cultural and vocational activities of the society.

Role of Head of the Institution and Faculties

- Principal Coordinates all the policy matters in consultation with the college council and executes them after winning the trust of everyone associated.
- He motivates faculty for research and provides excellent environment for exploring new horizons of knowledge.
- Principal and Staff counsel the students regularly and motivate them for conceptual planning with parental love.

Institution ensures each student graduating acquires necessary skills to make them gain an edge over graduates from elsewhere. So as to achieve this objective, several certificate courses are offered by the institution to which they can enroll based on individual preference. Most of these courses are conducted without taking any course charges, considering the economical background of majority of students in the institution.

The committees such as IQAC, NSS have representation from various segments of the society. Thus the expectations of allied community could be incorporated while roadmaps for the institution are given shape. Institution organizes various extension program to contribute to the local community. To name a few, installation of solar street lights, exhibitions and quiz programs for school children etc are organized. The college career guidance and placement cell is open to our neighbors as well to discuss the career and growth opportunities.

Students are also empowered through various cells such as Readers forum, Nature club, Research cell, Anti- narcotic cell etc. for igniting their aspirations and at the same time allowing him to familiarize with the precise area that aligns with the individual tastes and choices. The grooming of an individual must take

place to make him an enlightened person, resourceful to others in the society. The college conducts value education classes geared in that direction. A syllabus for value education is prepared to impart the basic and much needed core values into young minds. Our NCC disciplines a student and our NSS makes him altruistic and service oriented. The institution through all the above strategies and discourses moulds a student to be morally upright and spirited citizen.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The College management is inclusive, participative and is open to all new ideas for betterment. Regular meetings of various bodies such as management, college council, faculty and the students are convened for effectively implementing plans and improvising the areas, which are to be taken care of. Grievances in any form are addressed without any delay for ensuring smooth functioning.

The decentralized governance model is evident in every sphere as all departments, bodies or cells functions as a sub-unit, in conceiving and implementing student-centric programmes and activities. All important bodies such as administrative office, central library and all UG and PG departments function systematically under the leadership of the concerned section head. Principal occasionally find time to meet the concerned in-charges, HoDs and other unit level Heads to monitor the activities so that they are in tandem with organization objectives. Members of faculty and students are given freedom to express their ideas and suggestions with the Head. This is followed by discussions in all forums concerned and implementation of productive proposals. Similarly, the grievances can be addressed at various lower levels and staff council gets involved only in crucial cases.

The daily affairs of college are supervised by staff council comprising the Principal, all HODs, two persons democratically elected from the staff, librarian and administrative head from non-teaching staff. The college council addresses the multifarious issues such as grievances of the students. Council helps the Principal in smooth maneuvering of the college by assisting him in decision making and also steps-in with constructive plans for all round development of the college.

Faculty members are involved in decision making at all stages

There are various bodies such as admission committee, library committee, purchase committee and works department, each taking care of specific assignments for easier and timely execution. Faculty members actively participate in department level meetings and the resolutions are reported to the Principal if resource mobilization is required. Faculty members takes active role in various committees formed at department level and institutional level and hence the decisions and opinions of committee members play crucial role in formulating the larger institution policy. The Principal regularly conducts staff meeting to discuss various issues of relevance. All issues are discussed and addressed as per resolutions of staff

council thereby ensuring the support of department heads and all faculty members.

The Principal convenes committee-level meetings and delegates responsibilities to the academic and administrative staff to carry out the assigned task. The meetings are democratic. The task distribution are finalized and assigned only after detailed discussions. At implementation level, there is a lead convener and a core committee for mission execution. The following committees are operational and functionally decentralize various academic and administrative activities.

- IQAC
- Finance Committee
- Discipline and Anti-Ragging Committee
- Grievance and Redressal Committee
- Examination Committee
- Purchasing Committee
- Research Cell
- Training and Placement Cell
- Library Committee
- NSS Committee
- Sports Committee
- NCC Committee
- Canteen Committee

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

As a part the institutions effort to grow into a centre of excellence, a blue print for 2025 is coined, considering the needs and dreams of all stakeholders involved. Based on the roadmap for 2025, the College management prioritizes the projects and plans for materializing them in the perfect way possible.

PERSPECTIVE PLAN FOR THE DEVELOPMENT OF COLLEGE

- Popularizing and standardizing ICT based teaching-learning process.
- External academic linkages.
- Introduction of more aided courses.
- Improve public transportation facilities considering the remoteness of the location.
- Organizing international/National programmes every year.
- Organize academic extension activities that are helpful to the society as a whole.

- Internships, and skill development sessions for students and staff.
- Strengthen industry-institute interaction.
- Facilities for promotion of sports.
- Guest room
- Principals, staff quarters

The following major deployments have taken place post 2013 cycle 1 accreditation.

- Introduced a **new aided UG course.**(B.Com)
- Conducted Erudite Scholar in Residence Programme.
- Conducted 3 national level seminars and 2 state level seminar.
- Conducted 1 national level workshop and 3 state level workshops.
- Conducted 4 national level conferences.
- Effectively implemented student oriented programs such as WWS, SSP, ASAP, etc.
- Constructed new chapel 206sq.mt. **and indoor stadium 621sq.mt..**
- Wi-Fi enabled departments and college office.
- Improved transportation facilities by arranging more college buses.
- Contract based Boy's Hostel is operational.
- New PG Labs and Classrooms.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The institution is managed in accordance with rules and regulations of government and affiliating university. The management gives due importance to the stated vision and mission of the institution.

College Governing Council

The management of the College is vested with the Governing Council, which is headed by the Manager of the trust. As a collective body, the members of the Governing Council, the office bearers of the MJSCE Trust and the College Committee holds the authority and responsibility for fulfilling the institution's vision and mission. The strategic decisions related to mobilization of the resources for infrastructural and instructional facilities come under the direct perusal of the Management.

Academic Head of the Institution

The Management empowers Principal, to lead the college towards the fulfillment of the vision and mission. He takes care of the daily administration of the college and executes all the university and academic requirements. The Principal also provides effective leadership and valuable guidance to the teaching and administrative staff members. He motivates and counsels the staff members whenever necessary. He plays a major role in formulating the annual plans for the institution after discussing with the Management for final ratification whenever budgeting is required. The Principal monitors and provides necessary guidance and support to various committees and ensures that the outcome matches with the mission.

College Council

The college council comprises of the Principal, all HODs, two persons elected from the staff, librarian and administrative head from non-teaching staff. The college council addresses the grievances of the students, helps the principal in arriving at proper decisions and attracts his attention to the urgent matters for the day to day running of the College.

IQAC

IQAC strives to regularize all the academic and non-academic activities by placing systematic procedures for processes that ensure high quality outcome. There are discussions, proper planning, regular monitoring and periodic reviews to ensure quality at various level of execution. IQAC comprises of a senior faculty member as the coordinator, the Principal and the representatives from faculty members, administrative staff, technical staff, external experts and students.

Heads & Coordinators

Departments are headed by HODs. Heads of the Departments ensures the smooth functioning of their respective department. They ensure that all the staff in the department accomplishes the academic schedules within the prescribed time. HODs are assisted by department secretary and PG/Certificate coordinators for management at micro level. The tenure of HODs is restricted to five years after which the next senior faculty takes charge.

Various Committees

Various committees and cells are functioning in the college, each with specific mission and objectives.

Each is headed by a co-coordinator and a team of committee members comprising of teachers and students

Administrative Staff

The entire administration related activities of the college is the responsibility of the superintendent and non teaching staff of the institution. Their major responsibility is to ensure a continuous workflow by facilitating all background requirements need for the faculty and students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

All curricular and extracurricular activities in the college are coordinated through various cells, bodies and committees. The committee meets occasionally to discuss and plan the activities ensuring smooth functioning and support of all segments. The opinions are openly discussed ultimately leading to decisions. The proceedings of all members are recorded in minutes by the secretary of committee Once the decisions are coded, the coordinators see to it that the implementation happens in tandem with the decisions agreed upon. These meetings and extensive planning help to stay focused at long term strategic plans of the institution eliminating mismanagement, wastage, time lags etc.

To illustrate how various bodies function within the institution framework, four important bodies are handpicked and details of their deliberations are outlined below.

Body/ Committees	Purpose/Objective	Evidence of Successful implementations
College council	Strengthen, coordinate and monitor college activities	<ul style="list-style-type: none"> • Meetings are held every month. • Participations from all sections as there is at least one member from each department and nonteaching staff. • All the academic decisions and other urgent matters pertaining to the College are taken in this council. • The agenda and decisions arrived in the meetings are recorded in minutes book by secretary. • Timely redressal of grievances.
IQAC	Ensure Quality Enhancement and Sustenance	<ul style="list-style-type: none"> • There are regular meetings and decisions are recorded as minutes. • Brain storming on innovative ideas that uplift the internal qualities of the college are done in this committee. • IQAC monitors and supports all curricular and extracurricular activities staged at the college. • College organizes seminars and workshops regularly • New best practices, missions and innovative ideas are incorporated into system.
Department Faculty committees	Department wise coordination and work scheduling	<ul style="list-style-type: none"> • Department meeting every month to discuss and resolve issues at

		<ul style="list-style-type: none"> department level. The workload of each faculty and plans are presented Result analysis, student performance, staff responsibilities are finalized. The assessment of ongoing and completed minor/major projects in each department The department association's activities are charted and a staff is nominated to spear head the association.
Research Cell	Encourage and promote R & D activities	<ul style="list-style-type: none"> Arranges for invited talks by renowned researchers. The students having innovative ideas beneficial to the society are motivated, recognized and funded. Published an international peer reviewed journal in Science and Technology. A good number of teachers completed Ph.D. degree successfully Teachers pursue research and have good number of publication in International Conferences and Journals.
File Description	Document	
Any additional information	View Document	
Link for Additional Information	View Document	

6.3 Faculty Empowerment Strategies

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

Response:

The strength of our institution is its vibrant, young at heart and motivated members of staff. Hence in retaliation various welfare measures for teaching and non-teaching staff are instituted. Presently following welfare schemes are available for teaching and non-teaching staff in this college.

- Concessional transport for staff
- Employees co-operative society
- State life insurance
- Group insurance
- Group accident insurances
- General provident fund
- Subsidized food from canteen
- Retirement gratuity
- Medical reimbursement for staff
- Lunch room.
- Incentives for achievements and outstanding research.
- Annual family get-together.
- Free internet and Wi-Fi in campus.
- Training programs and enrichment programs.
- Annual Onam, New year and Christmas eve celebrations hosted by the management.
- One day trips and outings for tranquility.

Apart from the above, the staff can avail loan from provident fund. Whenever there is a crisis, the staff can approach management for aids. Staff co-operative society supplies all essential stationeries and books at affordable prices. The college canteen serves breakfast, meals and tea to college community at subsidized rates. The availability of college buses allow for pooled and cheaper commutation. In addition, neat and tidy staff rooms equipped with proper lightings, office equipments and fans, drinking water facilities and computers with internet connectivity are provided to ensure a healthy organizational climate.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 36.43

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

2017-18	2016-17	2015-16	2014-15	2013-14
19	16	15	13	13

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 5

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	5	3	2	8

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 24.43

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	13	17	4	9

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Performance appraisal is used to understand and evaluate the job performance of members of staff. Annual self appraisal forms are collected from faculty members. In this, participation in conferences and symposia, initiatives taken up for faculty development, details regarding minor and major research projects, books published, research awards, major responsibilities and contributions towards university as well as institution are recorded for analysis and providing feedbacks that serve as catalyst for improvements in future.

The Feedback System summarizes information on the student's evaluation of staff members based on knowledge in the subject taught, the ability and way of imparting the knowledge and how inspiring the staff is in student's personal, academic and non-academic matters etc.

The performance of non-teaching staff is also appraised every year. Necessary training is imparted to them in use of computers, internet usage and literature. A three-tier system is used for performance appraisal of administrative staff. In the first phase feedbacks are collected directly from the non-teaching staff, followed by an appraisal by superintendent and thereafter a final evaluation by the Institution Head. Finding of the appraisal is communicated personally with suggestions for excelling and perfecting oneself.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

College educational department conducts external audit on a regular basis and the report is forwarded to Accounts General (AG). In addition to this, in every financial year, college conducts internal audit through internal auditors appointed by the management. While verifying entries, if any mistakes/ short comings are noticed, the same could be returned for rectification. After rectifications, the report would be resubmitted for approval in such cases.

The MJSCET, the registered charitable trust that governs the B.P.C College spearheads all discussions pertaining to the financial aspects and necessary budgeting is earmarked for uninterrupted functioning of the institution. Financial Audit by registered Chartered Accountant is strictly enforced for all funds received from external agencies. The college has officially engaged Charlie Association, Piravom to audit the accounts to ensure financial transparency. In addition a board of internal auditors is nominated to verify the expenditure accounts of bodies such as staff associations, department association, labs purchases etc.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 36

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
9	8	16	2	1

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The following are the channels through which the College is securing funding:

- Fees collected from self-financing courses.
- PTA funds
- Contribution from teachers towards charity fund.
- Endowments and Scholarships
- UGC/KSCSTE funds
- Financial assistance from Management
- Assistance from philanthropists
- Funding from various Government Departments like Forest, Excise, Tourism and Health.
- Commissions, Higher Education Department, etc.
- Central/State Government funding for NSS and NCC unit.

To monitor the disbursement of funds, received for each body, separate advisory or monitoring committees are constituted. The mishandling or misappropriation of funds is prohibited and utilization of the fund is

restricted to the purpose for which the fund was sanctioned. Following are the few heads through which the funds are utilized

- PTA, Alumni funds are utilized mainly for instituting scholarships and endowments for meritorious students.
- Contribution from teachers are provided to support students who are financially weak and socially backward
- Financial assistance from people's representatives are utilized adhering to the Government norms
- UGC/KSCSTE funds are utilized for conducting the programmes sanctioned and are utilized as per the guidelines.
- Endowment for Award Distributions recognizing Academic Excellence.
- Social Welfare Programme such as medical and financial aid distribution to the poor and needy.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

College has a functional and vibrant IQAC cell formed on 11th September 2010. It functions efficiently under the leadership of the Head of the Institution and IQAC Coordinator in accordance with the guidelines framed by NAAC. IQAC is responsible for planning and coordinating the departmental activities. Departments are motivated to plan for the year right at the beginning of the academic year. Plan of action is framed and suggests measures for achieving excellence. IQAC meetings are conducted occasionally with the HODs of various Departments and other cells offering suggestions for excellence. Sometimes this is followed by meetings with the Management to ensure budget allocation for proper implementation. IQAC coordinator acts as the head for College Academic Committee that takes initiatives in designing new courses. New academic courses and certificate courses are introduced based on current demands and trends. In 2014–15 B.Com with Computer Application was started based on recommendation of IQAC.

Other Contributions of IQAC

- Annual Academic and Administrative Audit
- Organizes Alumni meet every year
- Website updation and monitoring of various contents presented
- Student Feedback on Institutional Performance, Teaching Effectiveness, Curriculum Delivery, Library Resources, Hostel and other amenities are regularly collected and analyzed
- Organization of National level and State level seminars and conferences

- Orientation programmes for staff and students
- Workshops for hand-on training
- Ensuring the availability of e-resources and study materials in college website
- Proposals drafted for Infrastructure development
- Documentation of reports on various college activities
- Initiation of best practices and policies
- Preparation of AQAR submission to NAAC

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The Institution reviews its teaching learning process and learning outcomes at regular intervals under the supervision of IQAC. IQAC ensures that as soon as the results are published by the university, the results reaches the hands of the teacher concerned . The teachers then have to perform result analysis of their subject to analyse and figure out the overall performance of the students in previous semester examination. They are further instructed to report to the IQAC if any unprecedented deviation in result are observed compared to previous year. The IQAC, in such cases initiates remedial actions for eliminating future declines and non-performances. IQAC also insists all departments to maintain student's curriculum-vitae that record student progress in each semester. The department heads consolidate their results and is presented during the IQAC meeting and also during the annual academic audit. In addition to this, IQAC under takes the following as a part of reviving and strengthening the teaching learning processes.

- Student's feedback.
- Collection on class teaching and examination attended.
- Retests are conducted for low scorer and other deserving students.
- Study materials distributed in printed form on difficult topics.
- Monitoring committee under IQAC to visit departments for closer scrutiny.
- IQAC takes interest in conducting remedial classes and Parent teachers meet.
- Internal Examinations are centralized and are conducted twice per semester. The class teachers are then instructed to monitor the performances of individual students in the internal examinations.
- Half yearly and annual reporting by HODs.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**Response:** 14.2**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
17	16	12	10	16

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

A. Any 4 of the above**B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

The college has made significant progress in enhancing the institutional quality post accreditation. Most significant is the introduction of a new degree program, certificate courses, online courses and research output. As of now there is one advanced diploma, one diploma and four certificate courses. The availability of these programs allow students to acquire new skills and knowledge that are much needed for industry. ICT enabled teaching is given prominence by encouraging teachers to adapt to the changing technology. Started Walk With Scholar and Student Support Program for giving special guidance and training to students. In the realm of research significant progresses was made and more than 35% of faculty has acquired Ph.D. degree.

Academics

- B.Com with Computer Application has been introduced.
- Introduced Add-on/Certificate courses.
- More UGC sponsored seminar/conference programme conducted.
- ICT enabled Teaching Methodologies incorporated.
- Academic Counseling and Mentoring System.
- Structured Feedback Mechanism.
- Internships/ Field Projects.
- Students enrollment in Online Courses by NPTEL etc.
- University Toppers and better progression.
- Value Based Education.

Research

- Research cell started a peer reviewed international Journal.
- Funded research project of students, instituting SHRISHTI award.
- Research publications in UGC approved or indexed peer reviewed Journals.
- More teachers acquired Ph.D. degree.

Infrastructure

- ICT infrastructure, facilities and classroom.

- New equipments for Laboratories.
- Increase in number of Computers and Projectors.
- Increase in Transport facilities.
- More amenities in Hostel and Canteen.
- Installed CCTVs for security of staff and students.
- Indoor stadium with a built-up area of 621sq.m.
- New canteen of area 206sq.m.

Students Support

- Increase in percentage of students benefited by scholarships.
- Commenced Walk With Scholar programme.
- Commenced Student Support Programme.
- Placement Drives and career guidance class.
- Capability enhancement and Development schemes.
- Guidance for competitive examinations.
- Career Counseling.
- Soft Skill Development Programmes.
- Vocational Educational Training for the students.
- Increase in number of Sports/ Cultural Activities.
- Increase in participation by the students in National Level Sports/ competitions.
- Increase in number of Industrial Visits/ Field Trips.

Green Initiatives

- Rain Water Harvesting.
- Solid Waste/ Liquid Waste Management.
- Alternative Energy Initiatives.
- Plastic free campus through awareness Program.
- Tree planting and organic farming promotion.
- Motivated paperless office concept.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 17

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	3	4	1	4

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

1. Safety and Security

The college explicitly and exhaustively follows safety norms in all aspects. Security wing consisting of personnel safeguards the campus and hostels in all aspects. The safety and security for girl students is ensured by these personnel and facilities. Moreover, the entire campus is under the surveillance of camera. Adequate lighting is provide in our campus to ensure safety and security of students. And for students who are unable to travel back and forth daily, safe and clean hostel facility is provided for women students.

To overcome their stress related issues students Counseling Cell provides one-to one counseling sessions to the needy students. The college has a active women cell. Women Cell stands for addressing the grievances of the girl students of the college from time to time. The sexual Harassment Prevention Cell will ensure the safety against sexual harassment.

Student Grievance Redressal Committee address all kind of students' fears and concerns. The discipline committee in college monitors the unhealthy relationship between the students of our college and provide necessary guidelines for maintaining peaceful atmosphere in the campus. Anti Ragging Cell will ensure the safety and security of students against mental and physical harassment in the name of ragging the junior student by senior students.

2. Counseling

Help for the needy is always available in the campus. They can count on any of the following window for an open discussion and reliable help.

- Students Counseling Cell provides one-to one counseling sessions to the needy students to overcome their stress related issues
- Tutorial Group is working in our college to facilitate the academic and personal development of the students, in which 25 to 35 students are assigned to a faculty mentor.
- Women Cell provides counseling to the girl students and empowers them.

3. Common Room

Equality is one of the basic principles for which compromises are not entertained. Hence here exists common space and areas where free interaction, maturing and mutual respect take root.

- Ample space for games and sports.
- Common class room for socializing and adapting coexistence.
- Cultural activities and celebrations of Onam, Xmas, New Year etc.
- Common seminars and workshops
- Common reading rooms in library.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response:

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 26.2

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1264

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 4824

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Generation and management of waste is an inevitable process in the daily functioning all organizations. Restricting the generation of waste and the proper disposal or recycling of the waste material is an important concern as long as the college is concerned. Various cells in the college NCC, NSS, nature club etc. are also keen to accomplish the mission of reducing the waste generation as well as the disposal and recycling of generated waste. The methods adopted by the institution to handle waste materials is as follows:

Solid Waste

The campus is preserved as “plastic free zone” by restricting the use of plastic materials on the campus. In order to the enhance the green efforts that maintain cleanliness and eco-balance, institution practices smart initiatives like 3Rs- Reduce, Reuse and Recycle. Separate bins for degradable/ bio-degradable/ recyclable/ other solid waste are kept at noticeable places in the campus. For reducing the heaping of waste paper and plastic, the institution insists the students to bring their lunch in lunch boxes, thereby minimizing the generation of waste.

As part of reducing the use of flex in the campus, the college uses boards, fabric flex, and LCD displays. And we uses eco-friendly materials for decoration and reusable during various programmes organized by the college.

Paperless Office is another concept we have institutionalized. Circulars are intimated by emails and P.A. System is effectively used for sending out reminders and important information. Online submission of assignment to reduce paper waste is also in practice. Wastes like plastic and paper are also sold to scrap dealers for recycling instead of destroyal by burning. Tie-up with municipality for collecting non-degradable waste also helps us to manage waste from accumulating.

Liquid waste

Students and staff have adequate wash areas and toilet facilities. Drainage system is in place to properly dispose the wastes created from the above sources. Drainage pipes carry water to leech pits which are properly sealed to avoid breeding of mosquitoes. Unpolluted water from washing taps are used watering vegetations.

E-Waste

To reduce e-waste, optimal uses of electronic goods are ensured by timely gradation and maintenance. The College has collaborated with Global Solutions, Piravom for the annual maintenance of electronic equipment and for the disposal of e-wastes. They collect defective equipments such as keyboards, mouse, monitor etc. and undertakes disposal in the right way without upsetting the environment

NSS and NCC units of the college has collected E-waste and handed over to Piravom Municipality, for which the NSS and NCC units has received an award for collecting maximum e-waste.

As a part of creating awareness on maligning the soil students collected used and thrown away plastic pen and handed them over to kochi Biennale for artistic modeling.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus**Response:**

Since the college is in terrain area for preserving and conserving rain water the institution has constructed “Mazhakuzhi” for preserving the water from rainfall and thereby allowing it to sink for supplementary underground water reservoir. The practice of planting trees in the campus further enhances the scope for retaining the shower during the rainy season. The College has a huge well maintained well for water storage in the campus which is the prime source of clean potable water. The rain falling on the open terrace area of the buildings of the college is channelized to a storage unit constructed in the campus by PVC pipe drainage system.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**

- b) **Public Transport**
- c) **Pedestrian friendly roads**
 - **Plastic-free campus**
 - **Paperless office**
 - **Green landscaping with trees and plants**

Response:

Protection of ecosystem is essential for survival of the mankind along with all other links in the life cycle. The habit of care and concern for the nature is initiated in students through several practices such as planting of tree saplings, deter use of plastic materials, observing Earth day etc.

Transport

Being in a hilly terrain, bicycles are rarely used. However, majority of staff and students use college bus for transportation. Staffs also use car pool to reach the college. The campus has been declared a non-smoking zone and littering is strictly prohibited.

Plastic Ban

The use of plastic is banned in the campus. Students are given orientation programs on side effects of plastic use and are imparted with useful and handy tips on how to minimize the use of plastic materials. Students and staffs are instructed to use steel tiffin boxes and bottles for carrying food items to the campus.

Paperless office

College promotes the use of soft documents for communication between staff and students. Emails are created for all staff and students under college domain or Gmail and their ID's are used for broadcasting notices and circulars. Group mailing system is extensively used, thereby inching towards the concept of paperless office. Moreover, all computer systems in the college office are networked and hence resource sharing is possible when contents have to be retrieved from another desk for perusal. High speed internet and Wi-Fi facilities are available for fostering.

Plantation

The campus is immensely blessed with a green nature. Hence a continuous monitoring and nurturing of biodiversity is carried to maintain pristine nature in the campus. Trees are planted in the various parts of the campus and now adorn different types of mango trees, jackfruit tree, champa, neem etc. Organic farming tips are delivered by setting up an aquaponics unit. Not only that, tree saplings are planted in the campus, they are disturbed to students and staff for planting them in their premises. Thus campus follows nature benign practices and strategies for its course of actions.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response:**

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response:

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**Response: 11**

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	2	4	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 19

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	4	1	4	3

File Description	Document
Report of the event	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 35

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	7	6	4	9

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Institution observes several important days such as Gandhi Jayanthi, Dr. Radhakrishnan's birth anniversary, Onam, Christmas, Sree Narayana Jayanthi and New Year. On October 2nd, Gandhi jayanthi is observed as cleanliness day. Rallies are organized to Piravom town with placards in hands that radiates Mahatma Gandhiji's life and messages. Public roads sides in town are cleared of the accumulated litters so as to demonstrate public property is ours and it is the responsibility of everyone to maintain them clean and tidy. Dr. Radhakrishnan's birthday fall on 5th September. Students honor their teachers and are often received with rose buds while entering the faculty room. The college community also paid tribute to former president, Dr.A.P.J. Abdul Kalam, on 28th July 2015 by organizing pushparchana (floral offering) and observing a silence of three minutes in his memory. National science day is celebrated in the memory of Sir C. V. Raman on 28th February in the campus.

Other than the above, Independence day and Republic day are the two regular annual events celebrated with grandeur in the college. National festivals are celebrated to commemorate the great leaders and great historic events of national importance. They create an atmosphere of patriotism in the minds of the students and the faculty. Events like march-past, flag hoisting are performed on Republic Day and Independence Day. National Festivals are celebrated with pride and have super-patriotic fervor. National Mathematics Day, National Science Day, Women's Day, International Yoga Day, Teachers Day etc. are also celebrated in our college.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution fosters a culture of service, honesty, openness and high ethical standard in all in its financial, academic, administrative and auxiliary matters. The practices followed in the campus are in accordance with the academic policy adopted by the institution designed in accordance with the rules and guidelines of affiliating university and government. The external and internal audit ensures quality, accountability and transparency. External and internal audits are conducted every year. The external audit is conducted by the chartered accountants and also by government agencies. Sufficient and appropriate

audit procedures are followed in the conduct of academic audit. The financial committee and purchase committee plans and allocates budget for academic and administrative activities. The college integrates and makes compliant all financial procedures with the university protocols or with those prescribed by the government authorities.

For academic matters, the procedure for admission is as per the Mahatma Gandhi university guidelines. The staff council decides the futuristic activities of the college. Staff meetings are conducted once in a month where the participation of all staff members are ensured. The college maintains all university regulations and requirements for staff recruitment, staff appraisal and promotion. It also maintains a staff organizational work flowchart. There will be two internal examinations in every semester. The parent teacher association has a prominent role in aiding smooth functioning of the college. Feedback from students, Alumni, PTA and other stakeholders are collected and are used as inevitable sources to review, develop and to implement various policies and practices of the institution.

UG and PG admission procedures are conducted through Centralized Admission Process (CAP) and this single window process is speedier, accessible from anywhere anytime, cost effective and ensures transparency in admission and is systematic too.

The student union in the college addresses issues of diversity and maintains an atmosphere where all the students feel comfortable and empowered. The union provides quality extracurricular activities of educational, social, cultural and recreational nature to the student community. Each department has its own association headed by democratically elected student secretary and functions under the close supervision and guidance of a senior faculty. The association plays key role in conducting seminars, guest lectures, national level symposiums, workshops and all other department level functions.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. Divyaparsham - The Divine Hand

Divyaparsham is a non-profit charity programme with a vision to create and promote social commitment in our students. Under this programme, we organize various campaigns and disburse aids for the needy community and impoverished.

Objective

- To make our learners socially committed, morally upright and spiritually inspired citizens.
- To advocate for social justice and help those in need.
- To organize campaigns for social needs and to develop empathy in our students.
- To channelize a supportive hand to the students and deprived in the society.

Context

Charity cannot be enforced but essentially it starts at home. Acting on the powerful feelings of social responsibility is a great way to reinforce the personal values of each student. It will help the students to develop an inclusive attitude and optimistic approach towards life. Through love, motivation and kindness, they help people overcome unfortunate tides and become self-sufficient.

Practice

Under Divyasparsham – ‘the divine touch’, bestows oneself for the service of society. One is taught to take a pause to look around instead of shrinking to self, to see if anyone is in pain and suffering. However little the contribution, the students are taught to be human by emulating the role of a donor rather than an opportunist. This message is radiated by hosting the following programs.

- **Blood Donation:** The institution organizes blood donation campaigns every year. As a part of this, students, teachers and non-teaching staff wholeheartedly donate blood. Blood donation is a noble gesture as it is a lifesaver and helps the society.
- **Orphanage and old age home visit:** Snehabhavan is a unit of charitable society for the welfare of differently-abled at Piravom. It gives emphasis for training the mentally challenged. The students along with the faculty members visit snehabhavan every year and provide financial aids for the inmates.
- **Charity Programmes:** The College provides financial support to the needy in the locality and as well to the struggling families among our students. Participating in charity work allows students to see affiliation of neighbors and nurture one to be an egalitarian.
- **Hair Donation camps:** Hair donation camps are organized at the college. The campaign mainly focuses to create cancer awareness and encourage the students to donate their healthy hair for a noble cause.
- **Road construction and Solar light installation:** NSS volunteers in the college constructed a private approach road for a financially backward family at Piravom. The P.G. Electronics students have also distributed free LED bulbs and installed street lights in our neighboring locality.
- **Organ Donation and campaigns:** The college organized organ donation campaigns to promote awareness about the significance of organ donation and transplantation. Many of our students and staff members have given consent to donate their organs. The lessons of sharing are demonstrated through this noble act of giving rather than demanding, which diminishes sorrows.

Evidence of success

The practice has succeeded in creating supplies and has shaken the minds of young people. Students each year have demonstrated a greater sense of caring for the deprived. In recent years, when blood donation camps were organized, more students were seen voluntarily coming forward to participate. Earlier a pinch of compulsion or coaxing was used to make them comply. But now it has become a kind of duty to come forward and register participation. In general terms the institution has trained her students to be socially committed and upright human beings.

Divyasparsham program helped to develop empathetic feeling within the students. Empathy is functional for building bridges between individuals, understanding each other's complex emotions, gaining a diverse perspective and leveraging relationships for collaboration and programs. Socio-emotional learning contributes to overall cognitive development in the students. As students work together, for charity purposes, they experience a sort of group molding that brings them together. It facilitates opportunities for students to be open with one another and safely discover what others' perspective may be.

2. Shrishti – Promoting innovative Students ideas

Shrishti is a award programme instituted by Research cell of the college which aims to motivate the talented students in the college who have innovative pragmatic and resourceful project ideas. Under this programme, college provides financial support for the best innovative idea proposed by the student from a leap of proposals put forth by various students individually or in group.

Objective

- To develop research aptitude among students
- To make students explore further in curriculum and latest technologies
- To motivate students to pursue their ideas and making dreams come to a reality
- To channelize a supportive hand to the needy and bright students
- To provide suitable technical expertise for students in their areas of interest.

Context

Our college is situated in a rural area. Most of the students are coming from very poor financial background. Students are thus unable to express their abundant talent due to lack of finance. Students from Electronics and Computer Science have to build their ideas in such a platform which is very expensive for them. So they reluctant to come forward for doing such projects. So Research Cell is planned to give a financial support to students express their talents which are beneficial for the society.

Practice

Institution consists of cutting edge departments like Electronics and Computer science. Once in a year, the Research Cell in college issues an open invitation to each and every student to submit a proposal on their idea. Students should submit the proposal within a period of 2 or 3 months. Student can propose any new ideas of his own which should have some social benefit. The idea should be genuine and it can't be copied from other resources. The proposal should explain the objective, scope, its social benefit, estimated expense, methodology etc. is submitted to a committee of senior faculties. They evaluate the idea according to guidelines on novelty and feasibility. The proposal should contain every aspect of the project ideas. The idea should have a social value. The committee will check the project based on the proposal and evaluate the social impact of the project and its application in day to day life. The committee shortlist the best innovative five project ideas and publishes it in the notice board. The five proposals that are shortlisted should deliver a presentation on their idea in front of senior faculties who will judge the project and evaluate them by awarding marks. The program will be also guested by a eminent personality. Last year guest of honor was Mr. Saji Thomas, a differently abled person who developed an indigenous helicopter by himself. All students and staff members of the college had attended this function. After a careful evaluation of all projects by judges, winner is selected. The selected project will get all the funding needed for successful completion. Also student will get a memento for their achievement from chief guest. The program is conducted every year under the leadership of research cell.

The Shrishti programme is a great way to inculcate research aptitude in students and nurture them to become successful in the field of technologies and giving them an opportunity by encouraging them to invent something useful that will have an impact on the world of science and society as a whole.

Evidence of success

- More interest in science and technology development
- Learned how to write/script proposals for submission
- Discovered how blueprint has to prepared
- Students gained confidence in discussing/presenting the idea conceived in mind with their teachers or department heads
- Gained confidence in delivering public presentation on stage

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The vision of the college aims to develop into a centre of quality by par excellence in imparting relevant and value based education to the rural youth. Through inspired teaching, course evaluations, conferences, we keep the lines of communication open. The college fosters personal and professional success through the development of critical thinking, effective communication, creativity and cultural awareness in a safe, serene, sacred and affordable learning community.

The college provides community service activities and programs that promote linkages with business, industry and governmental agencies designed to meet the changing needs and promote economic growth. Various workshops and seminars are organized in the college for helping the students to cope with increasing pace and change of modern science and technology. Going beyond the horizons of the textbooks, students can demonstrate their capabilities and update their knowledge. The 21st century skills which are often called 4C's are inevitable for the students for their success. These skills are effectively brought in their comfort zones and when parked in this zone, learning becomes more effective.

It is our mission to promote our learners skills in their chosen areas of specialization. For the accomplishment of this mission, different steps are followed by the institution. Facilities are arranged for the students to attend online courses such as NPTEL which will help them find more opportunities when they graduate. Field visits and exhibitions are also arranged to let students explore and get accustomed to the needs of industry. In order to mentor the students and to shed their inhibitions, preparatory classes, mock interviews etc are conducted. ASAP cell is keen in helping the students to attain additional skills and to enhance their employability. Collaborations and MoU's with other organizations are established to improve the quality of education and global acceptability.

The distinctiveness of college is, we prepare students to excel in all fields of life, creating a perfect combination of academics and extracurricular activities. To complete our mission to make our learners socially committed, morally upright, physically vibrant and spiritually inspired citizens, we introduced various innovative sections. Following student development programs and services are designed to help students identify their educational and career goals, set realistic career paths and develop skills necessary to achieve intellectual and personal growth.

1. The Tutorial System

The College is following a tutorial system in which the greatest advantage is the individual attention that the students receive. Here they have the opportunity to explore their ideas directly with teachers on any subjects.

2. Value education

The College is providing value education sessions to the students, not only to impart values, but also to reflect modesty in their attitudes and behavior and to contribute it to the society through good citizenship and ethics. In addition to values, we are imparting discourse with which the students have to learn how to communicate and work through the differences.

3. Orientation Programs

Orientation programs are offered to the students and usually a post admission test is conducted by the departments to get better insights in terms of knowledge and skills of the students. On the basis of post admission test, the knowledge gap is identified and bridge courses are offered.

4. Counseling Cell

The College is encouraging the development of effective maturity in adolescents by providing counseling and guidance. This cell helps the students for their psychological well being and to maintain ethical values in the society. Counseling sessions are provided for the needy students through expert counselors.

5. Certificate Courses

Various Certificates Courses are offered to the students, which are job focused and helps in enhancing the confidence level of the students. It provides detailed knowledge and skills required to perform real world job responsibilities.

6. Online Courses

The College is supporting the students to register in various online courses like NPTEL. Here students can study at their convenience. College website supports a e-Resource page, that makes available study materials on various subjects.

7. ASAP

ASAP is a regular program in the college where students will be trained by professional and well trained skill development executives. It refers to the larger objective of equipping an individual with marketable ready to have skills.

8. Walk With a Scholar

The program is designed in such a manner as to inculcate the potential skills and capabilities of the meritorious students. Various sessions were arranged to open up avenues for achieving continued competitiveness and growth that enable them to make practical judgments and scale new heights.

9. Student Support Program

The College is conducting students support program which provides more opportunities to the students to consolidate their learning. Through this program, college supports the under achievers to achieve academic and personal success, irrespective of their economic and social backgrounds.

10. VINGS – Career Support Cell

VINGS, the placement cell of the college helps each student in exploring placement opportunities. Students are continuously counseled with regard to their career aspirations and as follow up action, potential companies are extended invitations for participating in the placement drives.

Education should make the students a worthy member of the society in which he is going to live. To inculcate goodness, every day starts with a thought provoking message and a prayer song that brings in a conducive environment filled with positivity. NCC and NSS units of the college has a special role in helping the students to connect with the society, social service, blood donation campaigns, campaigns to fight against contagious diseases etc. The physical education department is committed to offer maximum encouragement to the students and ensures maximum participation in sports and other physical health related activities.

Quality education at affordable cost for overall development of youth is ensured by the institution. The education should be comprehensive; it must not only make a person employable but must mould making him resourceful for the society at large. Scaling towards the vision, institution ensures that the student potential is channelized in the pursuit of excellence in a holistic, student centered environment.

5. CONCLUSION

Additional Information :

The college community consisting of the management, staff and students priorities quality improvement as an institutional logic. Out of 37 permanent faculty, 15 teachers have secured Ph.D., 10 have M.Phil., 2 are on FIP, 5 are research scholars and several others have undergone Orientation and Refresher Courses. Teachers also have good number of publications, presentations and participation in research conferences and training programmes. The college has consistently maintained high percentage of pass in all the previous years. Students have been bagging ranks at the university examinations in both UG and PG levels.

The student community consists an interesting mix forming a cross section of Kerala community. The relevance of this institution is that it caters to the academic needs of rural youth from an agrarian background and almost 82% of the students fall under one of the several categories with fee concession. Our programmes receive good interest from the public and there has been an overwhelming response for admissions during the time of admission to various courses in the beginning of every academic year. Demand ratio for various courses in previous years is shown in the table below:

PROGRAMME	SEATS	2016	2017	2018
BCA	70	1417	1624	1198
BBA	70	1278	1583	1797
BSc	70	416	472	507
BA	38	831	917	1228
BCOM	50	1145	1247	1402
MSc CSc	30	27	24	263
MSc.ELECTRONI CS	30	70	68	137

The college plans and executes several programs to sensitize the students to gender and social discriminations and to widen the outlook of the community. Many programmes are staged in the college to address social and gender discriminations. Several curricular, extra-curricular and sports activities are conducted regularly to facilitate holistic development of the students and help them emerge as socially matured individual. The students participate in inter-collegiate, intra- and inter-university sports tournaments and cultural competitions. They have also won several prizes in such tournaments and competitions.

Concluding Remarks :

College dreams to develop into an open ended platform for higher education. Over the years the management has been planning to start new courses that will be immensely beneficial for the local agrarian society and which will serve as a catalyst for the growth of the institution. Most of our students come from agrarian background. Hence it is important that that institution focus on the overall development of the students. Our dedicated and committed faculties are highly motivated and find time to give individual attention to each student. Moreover, research is an integral part of the institution. More than 40% of the permanent teachers have PhD degree. Out of 37, 15 teachers have secured Ph.D., 10 have M. Phil., 2 are on FIP and 5 are part-time

research scholars. Teachers update themselves and are keen to undergo workshops, orientations or refresher courses in each year. Teachers also have a good number of publications, presentations and participation in research conferences and training programs. To promote research interest among students, College has launched a SHRISTI Award for the best students' project. This award open up a platform for students for sharing their innovative ideas and based on judges' panel recommendation sponsorships are extended to outstanding proposals. Mentoring system, Open-house session, counseling facility and value education sessions support the students in value addition which becomes evident from the good number of placements and high rate of progression to higher studies. Thus in a nutshell, the institution is in itself an ideal ecosystem for learning and also for the exploration of new vistas for growth that would lead a student to flourish in multifold.

NAAC