Annual Quality Assurance Report

2014 - 15

submitted to

St Berchmans College

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1   Details of the Institution

1.1   Name of the Institution : St. Berchmans College

1.2   Address   : Changanassery

                                               College Road

         City/Town   : Changanassery

         State   : Kerala

         Pin Code   : 686101

         Institution e-mail address: sbc@sbcollege.org

         Contact Nos.   : 0481-2420025

         Name of the Head of the Institution: Rev. Dr. Tomy Padinjareveettil

         Tel. No. with STD Code: 0481-2420025

         Mobile   : 9446120751

         Name of the IQAC Co-ordinator: Dr. Antony Joseph K

         Mobile   : 9961239114

         IQAC e-mail address   : iqac@sbcollege.ac.in

1.3   NAAC Track ID   : St Berchmans College, Changanassery

1.4   Website address   : www.sbcollege.ac.in

         Web-link of the AQAR : http://sbcollege.ac.in/wp-content/uploads/2016/11/AQAR-12-13.pdf

1.5   Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	Five Star	-	2000	2000 - 2005
2	2nd Cycle	A+	91.00	2006	2006 - 2012
3	3rd Cycle	A	3.37	2012	2012 - 2017

1.6   Date of Establishment of IQAC: 09/06/2004

1.7   AQAR for the year   : 2014-15

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

2012 -13: 11 November 2016

2013-14: 25 January 2017

1.9 Institutional Status

University   State ☑ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☑   No ☐

Type of Institution   Co-education ☑ Men ☐ Women ☐

        Urban ☑   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐ UGC 2(f) ☑ UGC 12B ☑

        Grant-in-aid+Self-financing ☑ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☑ Law   ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐ Health Science ☐   Management ☑

Others: Social Work

1.11 Name of the Affiliating University: Mahatma Gandhi University, Kottayam, Kerala

1.12 Special status conferred by Central/State Government-UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Government/University:

University with Potential for Excellence   ☐   UGC-CPE   ☑

DST Star Scheme   ☑   UGC-CE   ☐

UGC-Special Assistance Programme   ☐   DST-FIST   ☑

UGC-Innovative PG programmes   ☐   Any other   ☐

UGC-COP Programmes   ☐

2 IQAC Composition and Activities

2.1 No. of Teachers   : 12

2.2   No. of Administrative/Technical staff   : 4

2.3   No. of students   : Nil

2.4   No. of Management representatives   : 1

2.5   No. of Alumni   : Nil

2.6   No. of any other stakeholder and community representatives: 1

2.7   No. of Employers/Industrialists   : Nil

2.8   No. of other External Experts   : Nil

2.9   Total No. of members   : 18

2.10   No. of IQAC meetings held   : 10

2.11   No. of meetings with various stakeholders | 3 | Faculty | 10 |

       Non-Teaching Staff Students   Alumni   Others

2.12   Has IQAC received any funding from UGC during the year? Yes ☐   No ☑

       If yes, mention the amount:

2.13   Seminars and Conferences (only quality related)

       (i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC

       Total Nos. | 3 | International ☐   National | 1 | State ☐ Institution Level | 2 |

       (ii) Themes: Teaching learning

2.14   Significant Activities and contributions made by IQAC

- IQAC has played a pivotal role in the implementation of academic autonomy of the college.
- IQAC of the college has played the significant role in establishing different statutory bodies of the autonomous college.
- Framed strategies for the conduct of Board of Studies meetings.
- Formulated policy decisions regarding the examination and evaluation reforms of the college.
- Prepared academic calendar and presented it before the staff council and general body.
- Formulated policies for the constitution of continuous evaluation cell
- Framed an action plan for curriculum enrichment programme.
- Organised orientation programme for the newly recruited teaching staff.
- Along with the research committee, the IQAC has coordinated PhD course work in all research departments.
- Monitored the submission of major research projects with different funding agencies.
- Conducted academic audit of all departments.
- Action plan of the college is prepared, implemented and reviewed.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
Prepare internal guidelines for the constitution of the Board of Studies	Guidelines were formulated after discussing the matter with management representatives, principal and the heads of the departments.
Arriving at a consensus regarding curriculum design policies	Detailed discussions were made in the IQAC, Staff Council and staff meeting and decided to adapt the curriculum of the MG University for the year 2014 -15 and introduce own curriculum from 15-16 onwards.
Fix targets regarding the conduct of Board of Studies and submission of report to the Academic Council.	Cut off dates for the conduct of Board of Studies meeting and report submission are fixed.
Design Examination Reforms	Decided to implement some changes in the evaluation system. Decided to implement Double valuation system for all UG and PG programmes.
Design strategies for continuous evaluation system	Decided to give freedom for the departments to frame internal evaluation system. General guidelines for the same are provided to the departments.
Formulation of the committee to monitor continuous evaluation.	A committee under the chairmanship of a Vice Principal is formulated to monitor and manage continuous evaluation.
Prepare academic calendar for the academic year 2014-15	Prepared the academic calendar and submitted to the principal during the month of May 2014.
Discussion of the Academic Calendar in the IQAC, Staff Council, and staff meeting, take response and finalise the calendar.	The calendar prepared is discussed at the IQAC, Staff-council and in a staff meeting for taking feed-back. The calendar is finalised by the end of May 2014.
Monitoring of Academic Calendar	Monthly meetings of the IQAC discussed the progress, and ensured that activities are moving in accordance with the plan.
Motivate the faculty members to plan curriculum enrichment programme.	Curriculum enrichment programmes like guest talks, seminars, workshops, discussions and debates were organised.

Strengthen extension and out-reach programmes to ensure that the capabilities of the college are shared with the local community.	Nature club of the college in collaboration with Paipadu Gram Panchayat, planted 100 saplings along Nalukodi – Thengana bypass road, in connection with World Environment Day (June 5,2014). NSS Unit of the college cleaned the cancer ward of the Kottayam Medical College (Oct. 2, 2014) MSW Dept. of the college, in association with Kudumbasree, has organised a rural camp for micro level planning in Tribal hamlets at Melukavu, NSS Unit of the college, in association with the Red Cross Society has organised a blood donation camp. SB Extension Cell and the MSW dept. jointly organised a Social Empowerment programme at Valinmelchira, near the college.
Plan to improve the performance of students in NET/SET/CAT/MAT	Department of Chemistry, Mathematics, English, Economics and Commerce have organised training for UGC NET. Career Orientation centre of the college has offered a programme on MAT and Bank Coaching
Organise international, national and state level seminars/workshops on emerging areas.	Organised 5 National Level, 9 State Level Seminars and 6 workshops by different departments of the college.
Invite renowned professors and practitioners to the campus to share their knowledge, experience and expertise in their fields with the students and teachers.	Dr. Richard Schener (New York University), Dr. MGS Narayanan (Historian), Dr.NM Namboothiri,Dr. Kuruvilla Joseph(IIST,TVM), Dr. Ajith Kumar(JNU), Dr.Thomas J.Kolakottu (Winner of American ChemicalSociety Award), Prof.MN Karisseri, Prof.Scaria Zacharia, Dr. B. Ikbal, Dr. Joseph Thomas K. (Aditya Birla Group), Dr. Mathew Joseph 9University of Sheffield, UK), Dr. MP Srivastava (Delhi University), Dr. Ajay Ghosh

	(NIIST, TVM), Dr. Babu Sebastian, Vice Chancellor, MG University), Dr.JoseSebastian (Director, Gulathy Institute of Taxation Studies), dr. M. C. Duttan (VSSC, TVM), have visited the campus and interacted with the students.
Improve student support programmes and to strengthen the mentoring system.	A seminar on mentoring was organised for the mentor teachers. PTA has initiated to mobilise Rs. 300000 for distributing among poor students as scholarships. CSM unit of the college has extended its free noon meal facility for 70 students in all working days during the year. Student counsellors were made available in all working days. HRD department of the college has given special placement training to all final year PG and UG students.
Invite companies to the campus for campus placement and give soft skill training to the students for getting placed.	HR department and Placement Cell of the Management Studies Dept. invited several companies for campus placement. 13 companies have visited the college and some other companies have arranged pool drive in other convenient institutions. 102 students are placed with such companies.
Organise research paper presentation competitions on subject basis for students to stimulate their research aptitude.	Department of Management studies, Department of Commerce and the department of physics have organised National Paper Presentation Competition. Many of our PG students have participated in paper presentation competitions in other institutions in other institutions and bagged prices.
Create awareness among students regarding civil services, identify the aspirants and give them proper training	Students got the opportunity to interact with popular civil servants like Mr. Siby Mathews IPS, Mr. Madhavan Nair IRS, Mr. T.K. Jose

	IAS etc. Foundation programme for civil service is being organised in collaboration with Civil Service Academy Palai.
Attract more school students to the science aptitude developer programme.	SADP programme for the year 2014 – 14 was inaugurated by Dr. Kuruvilla Joseph, Professor, IIST, Thiruvanathapuram. 36 students have participated in the SADP programme during this academic year
Organise intercollegiate competitions to students to improve their skills in organising, team building, creative thinking and interpersonal relationships.	Two departments have organised South Indian Inter Collegiate Fest and other 5 departments have organised State Level Intercollegiate Competitions related to their discipline.
Add more class rooms for the new courses.	Construction of new block is in progress.
Complete the modernisation work of football ground and athletic track	Modernisation work in the football ground and renovation of athletic track (400 Mtr) is completed.
Commence the construction of indoor stadium.	NOC for the construction is received from the town planner and the piling work is begun.
Construction of New Administrative Block	Work has begun and will be completed within 2 years.

2.15 Whether the AQAR was placed in statutory body: Yes ☑   No ☐

    Management☑   Syndicate☐   Any other body☐

Provide the details of the action taken

- AQAR was placed before the Governing Board of the College for discussion and feed-back.

- The governing board has recommended to have a new curriculum within a year.

Part B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added/Career Oriented programmes
PhD	8	0	0	0
MPhil	3	1	3	0
PG	18	1	5	0
UG	15	0	5	2
PG Diploma				
Advanced Diploma				
Diploma	2			
Certificate	1			
Others				
Total	47	2	13	2

Interdisciplinary	12			
Innovative				

1.2(i) Flexibility of the Curriculum: CBCSS/Core/Elective option/Open options

   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	34
Trimester	Nil
Annual	2

1.3 Feedback from stakeholders: Alumni ☐ Parents ☐ Employers ☐   Students ☑

   Mode of feedback: Online ☑   Manual ☐   Co-operating schools (for PEI) ☐

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

College is granted autonomy during this year. Curriculum revision process for the next year is in process.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Department of Social Work

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
102	65	37	0	

2.2 No. of permanent faculty with PhD   : 46

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
8	8	Nil	Nil	Nil	Nil	Nil	Nil	8	8

2.4 No. of Guest faculty   : 3

   Visiting faculty   : Nil

   Temporary faculty   : 30

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International Level	National Level	State Level
Attended Seminars/Workshops	34	40	23
Presented papers	27	30	21
Resource Persons	Nil	10	35

2.6 Innovative processes adopted by the institution in Teaching and Learning:

➢ Advanced Learners Programme is an initiative to support students with advanced learning intention to achieve high end dreams. Teachers in all the departments identify such category of students and suggest advanced reference materials, clarify the doubts and sustain the level of motivation.

- Learning by experience is yet another innovation, where the department organise some activities very closely related to the subject under study. This helps the students experience what they have learned in the class room. This makes learning an interesting activity.

- Collaborative learning process has been adopted by many departments, where teachers and students identify some specialist and emerging areas and form a group and everyone in the group contribute his knowledge and the teacher will act as a facilitator/mentor so that the learning process become simple and enjoyable to students.

- Peer learning system is also adopted in many departments. Students having better understanding in the subject are assigned with the task of teaching others.

- Students are given the opportunity to listen to national and international experts/ scientists and interact with them.

- Practical oriented assignments and seminars are given to students and thereby students get hands on experience in recent developments in their subjects.

- Students are motivated to participate in paper presentation competitions and appreciated best performers.

2.7 Total No. of actual teaching days during this academic year   : 193

2.8 Examination/Evaluation Reforms initiated by the Institution

Since the college is declared as an autonomous institution during this year, the college is following the curriculum of the university. But double valuation system is implemented for UG and PG programmes.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

| 60 | 60 | 102 |

2.10 Average percentage of attendance of students   : 83.4

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	580	13	61	7		81
PG	370	14	71	4		89
MPhil	30					90

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC makes a detailed plan at the beginning of the year covering all major activities of the college.

- Formulates action plan for monitoring and evaluate the continuous evaluation of the students

- Monthly meetings of the IQAC discuss major issues related to teaching, learning and evaluation and propose our suggestions to the principal, which will be discussed in the staff council and accordingly better decisions, are taken.

- Decides in advance the internal exams, evaluation and publication of results.

- Give targets to the departments for organising seminars and workshops for updating knowledge.

- Ensure the conduct of semester wise PTA meetings to get the feed-back regarding the teaching learning processes.

- Conduct internal as well as external academic audit to identify the strength, weaknesses, opportunities and challenges of all departments in teaching learning and evaluation process.

2.13 Initiatives undertaken towards faculty development

Faculty/Staff Development Programmes	Number of faculty benefitted
Refresher courses	18
UGC – Faculty Improvement Programme	6
HRD programmes	84
Orientation programmes	50
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	7
Summer/Winter schools, Workshops, etc.	8
Others	30

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	41	0	0	0
Technical Staff	3	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC support the teaching staff in the submission of research proposals. Before submission of the proposals, it is presented before the research committee, which is a sub unit of the IQAC.

- Research promotion activities of the college are done by the Research Committee. It is headed by an IQAC member.

- Detailed discussions regarding the research promotion initiatives are done in the IQAC meetings and the decisions are conveyed to the Research Committee, which in turn will introduce new programmes.

- Course work for research scholars is planned, organised and executed by the Research Committee and the IQAC.

- Research committee, with the support of the IQAC, informs the staff members regarding the notifications regarding research projects of various agencies and FDP facility.

- During the Annual academic audit, research output of the staff is carefully evaluated and best performers are motivated to come up with better results.

- The college has published two research journals titled SB Academic Review, one specialising in science and the other in social science.

- The IQAC motivates the staff to publish their research papers in journals with high impact factor.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	1	2	
Outlay in Rs. Lakhs	5185000	1000000	2397000	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	6	Nil	
Outlay in Rs. Lakhs	270000	900000	Nil	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	24	18	
Non-Peer Review Journals		5	5
e-Journals			
Conference proceedings	5	28	

3.5 Details on Impact factor of publications:

        Range   : 1 – 5

        Average   : 2.1

        h-index   :

        Nos. in SCOPUS   :

3.6 Research funds sanctioned and received from various funding agencies, industry and other

    organisations

Nature of the Project	Duration (Years)	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2	UGC, KSCSTE	2397000	1704000
Minor Projects	Nil			
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			2397000	1704000

3.7 No. of books published

      i) With ISBN No.   : 4

      ii) Chapters in Edited Books : 9

      ii) Without ISBN No.   : 7

3.8 No. of University Departments receiving funds from

UGC-SAP   CAS   DST-FIST   DPE   DBT Scheme/funds

3.9 For colleges

      Autonomy   ☐   CPE   ☑   DBT Star Scheme   ☑

      INSPIRE   ☐   CE   ☐   Any Other (specify)

3.10 Revenue generated through consultancy: Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	9	9	5	2
Sponsoring agencies	KSHEC, Catholic University of Australia, CPRACSIS	UGC	St Berchmans College, Alumni, PTA, Association	St Berchmans College	St Berchmans College

3.12 No. of faculty served as experts, chairpersons or resource persons: 25

3.13 No. of collaborations:

      International   : Nil

      National   : 3

      Any other   : Nil

3.14 No. of linkages created during this year: Nil

3.15 Total budget for research for current year in lakhs:

      From funding agency   : 2700000

      From Management/University/College   : 500000

                         Total   **: 3200000**

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	District	College
Nil						

3.18 No. of faculty from the Institution who are PhD Guides   : 30

      No of students registered under them   : 75

3.19 No. of PhD awarded by faculty from the Institution   : 6

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

      JRF   : 3

      SRF   : Nil

      Project Fellows   : 3

      Any other   : 3

3.21 No. of students Participated in NSS events:

     University level   : 30

     State level   : 8

     National level   : 1

     International level   :

3.22 No. of students participated in NCC events:

     University level   : 100

     State level   : 40

     National level   : 8

     International level   : 2

3.23 No. of Awards won in NSS:

     University level   : Nil

     State level   : Nil

     National level   : Nil

     International level   :Nil

3.24 No. of Awards won in NCC:

     University level   : 3

     State level   : Nil

     National level   : Nil

     International level   : Nil

3.25 No. of Extension activities organized:

     University forum   : Nil

     College forum   : 20

     NCC   : 1

     NSS   : 3

     Any other   : Nil

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Department of Oriental Languages and Centre for Heritage Studies organised a workshop on Heritage survey of Kuttanadu. They have undertaken a Heritage Survey of Kuttanadu.

- Science Aptitude Developer Programme meant for stimulating science aptitude among school students, continued during 14 -15 was inaugurated by Dr. Kuruvilla Joseph, Prof.,

IIST, Thiruvananthapuram. 39 students from different schools have participated in the programme. They got the opportunity to interact with the scientists from different institutes.

- National Service Scheme of the college has cleaned the premises of the Cancer ward of Medical College, Kottayam.
- English Training programme for school students under the aegis of Department of English.
- Mathematics department of the college has organised a 'Mathematics Tournament' for high school and higher secondary school students.400 students from different schools have attended the programme.
- National Service Scheme of the college has organised a blood donation camp on 9th Dec. 2014. 68 students have contributed blood.
- Mathematics department of the college has organised a residential workshop on basic mathematics for higher secondary schools.
- National Service Scheme and Sargakshetra, jointly donated wigs to cancer patients.
- Organised a film festival in collaboration with the Kerala Chalachitra Academy.
- SB Extension Cell and Social Work Department of the College has organised a Social Empowerment programme at Valummel Chira, an adopted colony.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20 acres	Nil	NA	
Class rooms	80	Nil	NA	
Laboratories	23	Nil	NA	
Seminar Halls	10	Nil	NA	
No. of important equipment purchased ($\geq$ 1-0 lakh) during the current year	18	2	UGC, KSCSTE	15 lakhs
Value of the equipment purchased during the year (Rs. in Lakhs)				23 lakhs
Others				

4.2 Computerization of administration and library

　　The existing facilities in the Administrative office and the library were modernised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	113915		3500		117415	
Reference Books	12787		300		13087	
e-Books						
Journals	127		5		132	
e-Journals	371		10000		10371	
Digital Database	1		-		1	
CD & Video	840		10		850	
Others (specify) Periodicals Bound Volumes Hindi Directorate Thesis	 174 12555 89 6		 15 60 0 6		 189 12615 89 12	

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	402	340	385	10	2	16	28	6
Added	10	6	10	Nil	Nil	Nil	3	1
Total	412	346	395	2	2	16	31	7

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Administrative office and library are fully computerised.
- The College is having more than 400 computers in the campus.
- All the departments have free internet connection. Individual departments have their own computer labs with internet facility, where students and staff have free access.
- Department of Management Studies have a full-fledged lab with 50 computers.
- The College is also having a centralised Computer Lab, Berchnet, with 50 computers. Training programmes for students, teachers and the staff are organised in this lab.
- Management has appointed specially trained staff to manage the lab.

4.6 Amount spent on maintenance in lakhs:

i.	ICT	: 4
ii.	Campus Infrastructure and facilities	: 37
iii.	Equipment	: 10.35
iv.	Others	: 4.5

Total : 55.85

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Different committees were formed for Student Support Services. Joint meeting of student representatives and teacher co-ordinators were organised.
- IQAC advices all departments to organise career development programmes and ensure that the information regarding the programme reaches all the students
- Equal Opportunity Cell of the college, functioning according to the directions of the IQAC, ensures support to all, especially students belonging to socially and economically backward communities.
- HRD department of the college is directed to publish all information regarding student's training, seminars, competitions and placement in their notice board and on the web site of the college.
- IQAC members of the department will make necessary arrangements in their departments to ensure that information regarding student support programmes reaches the concerned students and the students are benefitted out of it.

5.2 Efforts made by the institution for tracking the progression

- Aspiration of students are recorded in the mentor's file and motivate them achieve their dreams.
- Feedback is collected from the students regarding their progression.
- Interaction with students in alumni meetings.
- Informal contacts with teachers.

5.3 (a) Total Number of students

UG	: 1676
PG	: 690
PhD	: 69
Others	: 30

b) No. of students outside the state : 25

c) No. of international students : Nil

	No.	%
Men	1503	61
Women	962	39

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2063	178	15	110	6	2372	2010	119	15	315	6	2465

Demand ratio : 9.5

Dropout % : 1.2

5.4 Details of student support mechanism for coaching for competitive examinations

- The college is having a Career Orientation Centre, which organised coaching classes for CAT, MAT and Bank Test.

- Department of Commerce, Chemistry, Mathematics English and Economics have organised special coaching programmes for NET/GATE.

- Department of Mathematics is offering an Add on Programme on Numerical Skills and Logical Reasoning.

- HRD department give special training on Group Discussion and Interview to final year UG and PG students in collaboration with 'FACE" a professional agency based at Coimbatore.

- The HRD department has organised a special training programme on written examination to students who have applied for Campus selection in different banks.

- Special training sessions were organised by the HRD department to students who have qualified the preliminary selection procedure of banks.

- A special soft skill development programmes is given to final year students by the 'Former College Union Office Bearers Forum' of the college.

- Management studies department has a full time placement officer and a soft skill trainer. The department has organised placement training programme for their students.

  No. of students beneficiaries : 530

5.5 No. of students qualified in these examinations

     NET   : 28

     SET/SLET   : 45

     GATE   :

     CAT   : 25

     IAS/IPS etc :

     State PSC   :

     UPSC   :

     Others   :

5.6 Details of student counselling and career guidance

- We have a full-fledged counselling centre with two full time counsellors. All the students of the college will meet the counsellors at least twice during their programme tenure.
- Special cases identified during normal counselling and those referred by the mentors are given detailed counselling.
- HRD department of the college has organised 6 career guidance programmes for UG and PG students separately.
- Department of management studies is having a placement training team and full time placement officer. They have provided 6 different students training programmes in the campus and are given a three days placement training utilising external professional trainers.
- Department level career guidance programmes were also organised by 3 departments.

    No. of students benefitted   : 300

5.7 Details of campus placement

On campus			Off Campus
Number of Organisations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
13	400	102	200

5.8 Details of gender sensitization programmes

Women cell of the college has celebrated the International Women's Day on 6th March 2015. Smt. Shani Prabhakaran (Manorama News) and Smt. Nivi Nithyanandan (Event Manager, National Games 2015, were the gust of honours. The cell has organised a seminar on 'Budget Analysis – A Gender Perspective', where Dr. Nirmala Padmanabhan, Associate Professor, St, Teresa's College, Ernakulam, led the sessions.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

     State/University level   : 88

     National level   : 15

     International level   : 1

    No. of students participated in cultural events

     State/University level   : 45

     National level   : 4

     International level   :

5.9.2 No. of medals /awards won by students in Sports, Games and other events

    Sports

     State/University level   : 12

     National level   : 1

     International level   : 0

    Cultural:

     State/University level   : 14

     National level   : 1

     International level   :

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	110	500,000
Financial support from government	954	3322413
Financial support from other sources	52	275,000
Number of students who received International/ National recognitions		

5.11 Student organised/initiatives:

    Fairs:

     State/University level   : 4

     National level   : 2

     International level   :

    Exhibition:

     State/University level   : 1

     National level   :

     International level   :

5.12 No. of social initiatives undertaken by the students: 3

5.13 Major grievances of students (if any) redressed: No major grievances reported

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To be internationally recognised as a premier institution for learning and research.

True to the vision of Christian charity, this college is committed to inspiring its students to attain nobility through compassion, strength of character, and dedication to the service of their fellow human beings; and achievement of excellence in all walks of life.

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Since the college is declared as an autonomous institution in June 2014, it was practically difficult to have own curriculum for this year. Hence the governing council and the academic council have decided to adopt the curriculum of the parent, MG University for one year and directed the Board of studies to commence the curriculum design programme immediately so that new curriculum can be adopted from the academic year 2015-16 onwards.

- 11 Senior Faculty members of our college are serving as members of Board of Studies of MG University and other universities in Kerala

- Constituted Board of Studies in all disciplines and conducted their meeting for initiating the process of curriculum design.

- Departmental expert committees are constituted to study in detail the extent of changes required in curriculum and evaluation.

- Curriculum design workshops are organised by different departments.

- Students feed-back about the existing curriculum and evaluation system is collected by the IQAC from all PG students.

- Gaps identified in the curriculum are bridged by organising guest talks, seminars by the faculty and by organising workshops.

- Faculty members regularly attend international conferences to get ideas about the latest developments and it is used in the curriculum development of programmes.

- Researchers and faculty members having experience with institutions of national eminence and of international institutions are invited to the institution and the students are allowed to interact with them.

6.3.2 Teaching and Learning

- Implemented advanced learners programme for students high level of motivation.
- Students with high level of understanding in subjects and good communication skill are oriented to support slow learners. Peer learning is practiced as a very effective measure to support weak students.
- As part of curriculum enrichment programme, all departments have identified some key areas not properly covered by curriculum. To fill the gap in the curriculum, teachers having expertise in the field have organised department level special talks. Highly talented students have also made presentation about emerging areas with the support of expert teachers. In addition experts from other institution are also invited to talk to the teachers and staff. Eminent professors/scientists visited the campus include, Dr. Richard Schener of New York University, Dr. Thomas J Colocot, winner of American Chemical Society Award, Dr. A. Ajayaghosh of NIIST, Dr. MC Duttan of VSSC, Dr. Jose Sebastian of GIFT, Dr.Jayan Thomas from University of Central Florida, Dr. Ajith Kumar JNU, Dr. MP Srivastava of Delhi University.
- ICT enabled teaching is followed in all departments. Peer learning and Collaborative learning system are followed to make the teaching learning process more enjoyable to students.
- Slow learners are given special care and training. Remedial coaching is given to them to improve their confidence and academic performance.
- Many departments have organised special talks on latest developments in the discipline. Students are given the opportunity to interact with the experts to clarify their doubts.
- Workshops are organised by department of, Physics, Economics and Oriental Languages to give hands on experience in some emerging areas.
- Postgraduate students in the departments of Physics, Chemistry and Management Studies have visited premier institutions/industrial units to acquire practical knowledge related to their areas of study.

6.3.3 Examination and Evaluation

- Since 2014 – 15 is the first year of autonomy, there exist a batch running according to University Curriculum and the first year UG and PG students are under the autonomy scheme. Examinations for the University batch are done according to the university's programme and for the autonomy batch are done by the Controller Examinations of our College. Double valuation scheme is followed in all autonomy batches.

- A special committee to monitor the continuous evaluation system has been constituted under the chairmanship of a Vice Principal.

- Open book examination and case study method are adopted in some programmes.

- As a part of the internal evaluation, seminars on latest developments were organised with the direction of teachers having expertise in the field.

- Practical oriented assignments are given to students and concerned faculty members are guiding the students to improve creative thinking.

6.3.4 Research and Development

- Centre for Heritage Studies and the Department of Oriental Languages have jointly organised a heritage survey in Kuttanadu Taluk in Alapuzha District.

- Organised workshops to improve the research capability of the research scholars and teachers. Dept. of Economics has organised a workshop (7 days) on econometric model building.

- While selecting new faculty members, the research experience and output of the candidate is duly considered.

- The research committee headed by an experienced faculty, with the support of IQAC, informs the faculty members regarding the opportunity to undertake funded projects. Guidance for the preparation of research proposals is given to the faculty members.

- Applications for research proposals are evaluated by the research committee and suggestions are given to improve the quality of the proposals. 4 proposals for major research projects were submitted to the UGC and two them were funded to the extent of Rs. 24,00,000.

- Research papers published by the faculty members with high impact factor are exhibited in the notice board of the IQAC.

6.3.5 Library, ICT and physical infrastructure/instrumentation

- Inaugurated a Science Centre to stimulate interest in basic science

- Computerisation work of the library has been completed. Subscribed EBSCO Host

- Digital library with INFLIB NET and EBSCO Host facility is operational.

- 8 more class rooms were upgraded to ICT enabled class rooms.

- Added new instruments in common instrumentation centre

- Smart classrooms were made operational.

- Added 8 new class rooms for self financing division

- An amount of Rs. 15,00,000 has been spent for adding more instruments and facilities in the common instrumentation centre and science labs.

6.3.6 Human Resource Management

- HRM activities of the college consist of three segments. Segment one include the faculty related activities, which is done by the Manager and the Principal of the college.

- Induction programme for new teachers is organised to give a clear picture regarding the history of the college, its culture, moral values.

- Meeting of teaching and non-teaching staff were organised every month to inform the staff regarding the upcoming activities and mobilise their opinion. They are motivated to give feed-back regarding the activities organised in the campus.

- The college has a governing council, Academic Council and Board of Studies for all disciplines. Staff council is supporting the Principal in framing policies regarding the day to day management of the college. The Council consist of the principal, head of the administrative section, the librarian, heads of all the departments, two elected representatives of the teaching staff, the President and Secretary of the Staff Association. Issues affecting the staff and students of the college are discussed in the staff meeting.

- The college is managed according to the modern principles of management where authority is decentralised. Different committees are formed for various activities like discipline, internal evaluation, sports, arts, anti-ragging etc. Teachers and non-teaching staff get enough opportunity to deal with different tasks related to their field and their managerial capability is improved.

6.3.7 Faculty and Staff recruitment

Recruitment is made according to the concurrence granted by the state government. The management has given special emphasis on recruiting teachers with excellent background in teaching and research. Majority of the newly recruited teachers have PhD and some of them have Post-Doctoral experience with international institutions.

6.3.8 Industry Interaction/Collaboration

Department of Management Studies under its Berchmans Industry Interface (BII) programme has MoU's with Vodafone, Hycon India Ltd, V Guard and Hedge Equities for providing hands on specialised training on payroll management, B2B Marketing and Capital Market.

6.3.9 Admission of Students

Students are admitted to various courses strictly on the basis of the admission guidelines provided by the parent university. 50% of the seats are allotted on merit basis, 20% seats are allotted to SC/ST students, 10% seats are allotted on community merit and the rest 20% seats are allotted to students recommended by the management. Allotment out of management quota is made after considering the merit and the financial background of the applicants.

6.4 Welfare schemes for

Teaching	1
Non-teaching	3
Students	5

6.5 Total corpus fund generated: 30 lakhs

6.6 Whether annual financial audit has been done: Yes ☑   No ☐

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓		✓	
Administrative				

6.8 Does the University/Autonomous College declare results within 30 days?

     For UG Programmes : Yes☐   No ☑

     For PG Programmes : Yes☐   No ☑

6.9 What efforts are made by the University/Autonomous College for examination reforms?

Semester wise examination system has been implemented by the university. For courses like MLISc open book examination has been adopted. Since the college is declared as autonomous, a separate section under the leadership of the Controller of examination has been created. A special committee was appointed to monitor the continuous evaluation system. It is also decided to implement double valuation system for all UG and PG programmes. One valuation will be done by the internal faculty and the other one will be done by an external faculty.

6.10 What efforts are made by the University to promote autonomy in the

    affiliated/constituent colleges?

    University has given No objection Certificate to declare the College as autonomous.

6.11 Activities and support from the Alumni Association

- Alumni Chapter meetings are organised in state level, national level and international level.

- Alumni Association Meeting at the college level was organised on January 26 every year. Senior alumni who were identified as role models and brand ambassadors of the college are felicitated in the meeting.

- Berchmans Best College Teacher Award sponsored by the Kuwait Alumni Association.

- Alumni of the department of Commerce, Mathematics and Botany have instituted scholarship on merit cum means basis. During 2014 – 15 they have deposited Rs. 12, 50,000 towards scholarship fund of the departments.

- Former College Union Office Bearers Forum of the college has sponsored a soft skill training programme for final year students of the college.

- Former students are supporting many financially weak students to continue their studies.

- Former students of the department of Commerce have sponsored some events of the intercollegiate competitions organised by the commerce association.

- Alumni of the department of Economics, Botany and Oriental Languages have sponsored invited talks organised by the department.

6.12 Activities and support from the Parent – Teacher Association.

- PTA in collaboration with the St. Vincent de Paul Society, SB College Unit, organised an annual fund raising programme titled '*AGAPE*'. Around Rs. 3,75,000 has been mobilised for granting scholarships to poor students.

- Instituted some means cum merit scholarships for poor students

- PTA meetings are held every semester to evaluate the performance of students.

- Annual mega PTA meeting was conducted in January 2013.

6.13 Development programmes for support staff

- Training on computer application is provided to the administrative staff.

- Educational Scholarships are instituted for the children of administrative staff of the college.

- Educational Scholarships are instituted for the children of the library staff of the college.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Campus follows the three R's principle, Reduce, Recycle and Reuse.

- The college maintains a Botanical garden of 1.5 acres having a rich collection of rare, endangered and threatened plant species and medicinal plants.
- The Nature club, Bhoomithra sena and Department of Botany has jointly maintained the fruit tree garden of the college.
- National Service Scheme of the college has planted trees in different parts of the college.
- Vermi compost unit of the college is converting biodegradable waste into vermi compost.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Best Entrepreneur Award is instituted by the Berchmans Institute of Management Studies to stimulate entrepreneurship development in Kerala.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Constituted Governing Body, Academic Council, and Board of Studies to facilitate the smooth governance of the institution.
- Board of Studies meetings were organised for all disciplines to begin the curriculum design process. Expert committees were constituted in all departments to make a detailed study and plan the curriculum design.
- Ulahannan Mappila centre has organised a researcher's meet, where researchers in Malayalam language from different parts of Kerala presented their papers and a panel of experts are invited to communicate the latest developments in the focus areas.
- Research Committee has Organised one full time and one part time batch of course work for research Scholars.
- Various departments have organised 6 national conferences two national workshops and 14 guest talks/memorial lectures during the year.
- Three civil service officers have visited the campus and interacted with the students.
- 52 students from different schools have participated in Science Aptitude Developer Programme of the College.

- Undertook Clean Changanacherry Project, Financial Literacy Programme, Blood donation Campaign and Organ Donation Campaign.

- Convened a meeting of the staff council and the Principal stressed the need for improving the research output. The Heads of various departments communicated the issue in the department level meeting and departments framed their action plan for research activities. This resulted in the submission of proposals for 4 major and 10 minor research projects. 2 major projects and 6 minor projects were awarded during the year. Faculty members have published 24 research papers in international journals and 18 papers in national journals.

- One day seminar on Student mentoring was organised to ensure effective mentoring of students.

- HR department of the college has provided separate training sessions for the UG and PG students on soft skill development. For this the services of an external professional agency was utilised.

- HRD department has provided two sessions of training to all final year UG students in resume preparation, group discussion and interview techniques.

- Management department of the college has organised four days special placement training programme to their students with the support of an external professional agency.

- Berchmans Institute of Management has provided an English fluency programme to their first year students.

7.3 Give two Best Practices of the institution

i. Student mentoring system is practised to enhance healthy student-teacher relationship and for ensuring timely student support. Batch wise detailed report about all the students is maintained in book form.

ii. Catholic Students Movement of the College, with the support of the staff of the college, is providing free noon meal to around 70 students on all working days.

7.4 Contribution to environmental awareness/protection

A Seminar on Small islands and climate change was organised by the Botany Dept.

Nature club and Bhoomitra sena organised nature camp.

A botanical garden is maintained in the campus.

New trees are planted to make the campus green.

Planted more than 100 saplings along the Nalukody – Thengana bypass road.

7.5 Whether environmental audit was conducted? Yes☐   No ☑

7.6 Any other relevant information the institution wishes to add.

The management studies department of the college has instituted a best entrepreneur award for emerging entrepreneurs of Kerala.

8. Plans of institution for next year

1. Design new curriculum and syllabi for all UG and PG programmes with effect from 2015 -16 onwards.

2. Develop an online admission portal and admit students through the portal.

3. Establish an independent examination office for the Controller of Examinations of the College.

4. Establish a valuation office as a sub unit of the office of the Controller of Examination.

5. Prepare and implement own academic calendar.

6. Strengthen the campus to community programme to ensure that the capabilities of the college are shared with the local community.

7. Acquire a new software incorporating all activities of the college and strengthen the IT infrastructure.

8. Ensure that teachers have teaching plans for all the courses and the teaching process is as per the plan.

9. To strengthen the internal evaluation process and ensure that all components of evaluation are designed in advance and executed according to the academic calendar.

10. Plan to improve the performance of students in NET/SET/CAT/MAT.

11. Organise international, national and state level seminars/workshops on emerging areas.

12. Invite renowned professors and practitioners to the campus to share their knowledge, experience and expertise in their fields with the students and teachers.

13. Introduce some new schemes to support poor students

14. Invite companies to the campus for campus placement and give soft skill straining to the students for getting placed.

15. Organise research paper presentation competitions on subject basis for students to stimulate their research aptitude.

16. Attract more school students to the science aptitude developer programme.

17. Organise intercollegiate competitions to students to improve their skills in organising, team building, creative thinking and interpersonal relationships.

18. Add more class rooms for the new courses.

19. Complete the construction of the indoor stadium

20. Commence the construction of New Administrative block.

21. Add more class rooms to accommodate the new batches of students

Name: Dr Antony Joseph K   *Name: Rev Dr Tomy Joseph*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Principal
St. Berchmans' College
Changanacherry-Kerala