

Annual Quality Assurance Report

2012 - 13

submitted to

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

National Assessment and Accreditation Council



St Berchmans College
Founded 1922

AUTONOMOUS College with Potential for Excellence | Reaccredited by NAAC with A Grade

Affiliated to Mahatma Gandhi University, Kottayam, Kerala

Changanassery, Kottayam, Kerala, India-686101

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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 Padinjareveetil

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	1 st Cycle	Five Star	-	2000	2000 - 2005
2	2 nd Cycle	A ⁺	91.00	2006	2006 - 2012
3	3 rd Cycle	A	3.37	2012	2012 - 2017

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

1.7 AQAR for the year : 2012-13

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

Last accreditation in 2012.



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: Computer Science

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: NA

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 Faculty
 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. International National State Institution Level

(ii) Themes: Internationalisation of Higher Education

2.14 Significant Activities and contributions made by IQAC

- IQAC of the college has monitored all quality related activities in the campus.
- 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.
- The committee has made recommendation to the governing council to prepare the institution for getting autonomous status.
- 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
1. Organise an orientation programme for the newly recruited teachers.	1. Organised the orientation programme in the academic year itself. 54 teachers participated in the programme.
2. Establish a Research Committee to monitor the research activities in the campus.	2. Established the committee with Dr K V Saban as the co-ordinator and one member from each department.



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	2	0	0
MPhil	1	1	2	0
PG	17	0	4	0
UG	13	2	5	2
PG Diploma				
Advanced Diploma				
Diploma	2			
Certificate	1			
Others				
Total	42	5	11	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	32
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.

We are under affiliating system and no syllabus revision was done by the University in 2012-13.

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

Department of Computer Science

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
98	41	57	0	

2.2 No. of permanent faculty with PhD : 45

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
16	16	Nil	Nil	Nil	Nil	Nil	Nil	9	Nil

2.4 No. of Guest faculty : 3

Visiting faculty : Nil

Temporary faculty : 25

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International Level	National Level	State Level
Attended Seminars/Workshops	30	35	17
Presented papers	25	18	7
Resource Persons	Nil	8	30

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

- 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

We are under affiliating system. Reforms were done by the University.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus

development as member of Board of Study/Faculty/Curriculum Development workshop

30	30	30
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2.10 Average percentage of attendance of students : 81

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	1200	11	63	6		82
PG	965	13	69	5		90
MPhil	10					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.
- 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 and weaknesses 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	13
UGC – Faculty Improvement Programme	6
HRD programmes	75
Orientation programmes	8
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	4
Summer/Winter schools, Workshops, etc.	15
Others	20

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	21	0	0	0
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- 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	Nil	3	2	
Outlay in Rs. Lakhs		3985000	2117000	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	6	4	
Outlay in Rs. Lakhs	314000	646000	480000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	27	3	
Non-Peer Review Journals		4	
e-Journals			
Conference proceedings	25		

3.5 Details on Impact factor of publications:

Range : 1 – 3.5

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	3	UGC, KSCSTE	2117000	1617000
Minor Projects	2	UGC	480000	280000
Interdisciplinary Projects				
Industry sponsored	1	Teirra Foods Pvt. Ltd.	100000	100000
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)				
Any other(Specify)				
Total			2697000	2087000

3.7 No. of books published

- i) With ISBN No. : 3
 ii) Chapters in Edited Books : 4
 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	2	9		3	2
Sponsoring agencies	UGC	UGC		Mahatma Gandhi University	St Berchmans College



3.12 No. of faculty served as experts, chairpersons or resource persons: 21

3.13 No. of collaborations:

International : Nil

National : 2

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 : 2500000

From Management/University/College : 500000

Total : 3000000

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
2		2				

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

No of students registered under them : 70

3.19 No. of Ph.D. awarded by faculty from the Institution : 4

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

JRF : 2

SRF : Nil

Project Fellows : 3

Any other : 3

3.21 No. of students Participated in NSS events:



University level	: 25
State level	: 3
National level	: 1
International level	:

3.22 No. of students participated in NCC events:

University level	: 100
State level	: 28
National level	: 6
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	: 1
College forum	: 5
NCC	: Nil
NSS	: 2
Any other	: Nil

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

- Science Aptitude Developer Programme (SADP) organised jointly by the science departments invites students from various schools to improve their science aptitude by participating in a yearlong programme. Teachers from the college and experts from other institutions talk to the students on latest developments in science and technology and the opportunities in this field. The students are given special priority for interacting with the experts visiting the campus.



- Organised a training programme for the Headmasters of Upper Primary and Lower Primary Schools by the Management department of the college (November 16).
- Department of Management Studies organised a training programme for Head Masters of High Schools and Principals of Higher Secondary Schools (November 23).
- English Training programme for school students under the aegis of Department of English.
- Adopted a ward in Vazhappally Gram Panchayat in Changanassery. A household survey regarding their socio economic aspects and literacy was organised.
- A stay in programme for the villagers were organised to ensure college - community linkage.
- Study classes regarding cleanliness, financial literacy and control of epidemics were organised for the villagers.

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	15	3	UGC, KSCSTE	5 lakhs
Value of the equipment purchased during the year (Rs. in Lakhs)	11 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	1,11,338		2577		113915	
Reference Books	12613		174		12787	
e-Books						
Journals	124		3		127	
e-Journals	321		50		371	
Digital Database	1		-		1	
CD & Video	792		48		840	
Others (specify)						
Periodicals	124		50		174	
Bound Volumes	12427		127		12555	
Hindi Directorate	89		89		89	
Thesis	6		-		6	

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	392	7	375	2	2	12	150	230
Added	10	Nil	10	Nil	Nil	Nil	Nil	10
Total	402	7	385	2	2	12	150	240

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:

- ICT : 5.75
- Campus Infrastructure and facilities : 40



iii. Equipment	: 6.5
iv. Others	: 2.3
Total	: 54.55

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 advises 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. The Cell has organised a seminar on ‘the Career Concepts of Marginalised Groups’.
- 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	: 1621
PG	: 683
PhD	: 70
Others	: 8

b) No. of students outside the state	: 56
c) No. of international students	: Nil



	No.	%
Men	1237	63
Women	727	37

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1964	167	20	75	9	2235	2063	178	15	110	6	2372

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 Coaching for Bank Test.
- Department of Commerce, Chemistry, Mathematics and English 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.
- 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.
- Management studies department has provided placement training for the MBA students at Technopark Thiruvananthapuram.

No. of students beneficiaries : 800

5.5 No. of students qualified in these examinations

NET : 47

SET/SLET : 63

GATE :

CAT : 18



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 4 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 7 different students training programmes in the campus and are given a three day placement training at Technopark, Thiruvananthapuram.
- Department level career guidance programmes were organised by 3 departments.

No. of students benefitted : 800

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organisations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
16	370	94	-

5.8 Details of gender sensitization programmes

Women cell of the college in association with the equal opportunity cell has organised a career orientation programme for girl students belonging to marginalised communities. Talk on women empowerment and gender sensitisation were organised by the Women cell. The cell also celebrated women’s day where study classes, debate and cultural programmes were organised.

5.9 Students Activities

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

State/University level : 80



National level : 14

International level :

No. of students participated in cultural events

State/University level : 38

National level : 5

International level :

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

Sports:

State/University level : 10

National level : 4

International level :

Cultural:

State/University level : 14

National level : 3

International level :

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	110	500,000
Financial support from government	751	2583443
Financial support from other sources	40	210,000
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 : 2

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

- Curriculum development is vested with the university. Our senior faculty members serving as BOS chairmen/members of the university try their best to make the curriculum up to date.
- 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

- ICT enabled teaching is followed in all departments. Peer learning and Collaborative learning system is followed to make the teaching learning process more enjoyable to students.
- Faculty members from internationally reputed institutions visited and interacted with the students in the department of English, Physics Zoology, Microbiology and Management Studies.
- Department of Zoology has organised an international conference on Wild Life encounter. Faculty members and students got the opportunity interact with experts in this field.



- Department of Botany has organised an international conference on Biosystematics where the staff and students got the opportunity to listen to Professors of international universities regarding the latest developments in this area.
- 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

- End semester examinations are designed and conducted by the university. Internal evaluation is also done according to the directions of the university.
- 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

- While selecting new faculty members, the research experience and output of the candidate is duly considered.
- The College has constituted a Research Committee to monitor the research activities of the college. The 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.
- 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

- Computerisation work of the library has been completed. Subscribed EBSCO Host
- Digital library with INFLIB NET and EBSCO Host facility is operational.
- 12 more class rooms were upgraded to ICT enabled class rooms.
- Added new instruments in common instrumentation centre
- Smart classrooms were made operational.
- Construction work of a new building for self-financing division has begun.
- An amount of Rs. 1000,000 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 and staff council which formulates plans for all major activities undertaken by the college. The staff 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 and UAE exchange for providing hands on specialised training on payroll management, sales management and foreign exchange management.

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	4

6.5 Total corpus fund generated: 12 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. The college has no role in designing and implementing examination reforms.



6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

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.
- Scholarships are instituted by alumnus for best performing students in different disciplines.
- 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.

6.12 Activities and support from the Parent – Teacher Association.

- PTA meetings are held every semester to evaluate the performance of students.
- Annual mega PTA meeting was conducted in January 2013.
- PTA in collaboration with the St. Vincent de Paul Society, organise an annual fund raising programme for scholarships to economically backward students.

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.
- 25 new fruit trees are planted jointly by the Nature club, Bhoomithra sena and Botany department.



- 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.

A new own book is published by the value education department of the college called 'Jeevithanandam' and internal evaluation system for the value education course has been introduced.

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

- An orientation programme for newly recruited teachers was organised in January 2013. 52 young teachers have participated in the programme. Dr Skaria Zacharia, Sree Sankara Sanskrit University, Kalady and Dr B Ekbal, a famous educationalist and social activist, lead the sessions.
- 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.
- Constituted a Research Committee under the chairmanship of Dr KV Saban, to manage and guide the research activities in the campus.
- Organised one full time and one part time batch of course work for research Scholars.
- 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 organising of 3 international seminars, 9 national level seminars and 3 state level seminars during this academic year. 2 major and 4 minor research projects were awarded during the year. Faculty members have published 27 research papers in international journals and 3 papers in national journals.



- One day seminar on Student mentoring was organised to ensure effective mentoring of students.
- Feed-back given by the IQAC regarding autonomy was placed before the Governing Council of the College and decided to place application for it as soon as the government invites application for the same.
- Berchmans Extension Centre has undertaken Clean Changanassery project.
- HR department of the college has provided separate training sessions for the UG and PG students on resume preparation, group discussion and interview technique.

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.
- 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

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.

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. Science centre of the college, with the support of all science departments, organised exhibitions and arranged interaction with eminent scientists. The management of the college with the support of the IQAC has conducted a SWOC analysis of the college.

8. Plans of institution for next year

- File application to the Government of Kerala for getting autonomous status.
- Commence MSW programme, MSc Computer Science and add new batches for BCom (Finance and Taxation) under Self Financing Scheme.
- Study about academic autonomy and its consequences. For this, a team under the leadership of the manager of the college is expected to visit some excellent autonomous colleges in south India.



- Create awareness among the staff and students regarding the need for academic autonomy. For this a seminar on academic autonomy is planned to be organised.
- Strengthen the campus to community programme to ensure that the capabilities of the college are shared with the local community.
- Propagate awareness about the evil effects of using plastic and the need to plant and maintain trees.
- Plan to improve the performance of students in NET/SET/CAT/MAT.
- Organise international, national and state level seminars/workshops on emerging areas.
- Invite renowned professors and practitioners to the campus to share their knowledge, experience and expertise in their fields with the students and teachers.
- Improve student support programmes and to strengthen the mentoring system.
- Invite companies to the campus for campus placement and give soft skill straining to the students for getting placed.
- Organise research paper presentation competitions on subject basis for students to stimulate their research aptitude.
- Create awareness among students regarding civil services, identify the aspirants and give them proper training.
- Attract more school students to the science aptitude developer programme.
- Organise intercollegiate competitions to students to improve their skills in organising, team building, creative thinking and interpersonal relationships.
- Add more class rooms for the new courses.
- Establish a new lab for MSc microbiology and modernise the existing science labs.
- Inaugurate the women's hostel in the beginning of the next academic year itself.
- Commence the modernisation work of football ground.
- Commence the construction of indoor stadium.

Name: Dr Antony Joseph K

Signature of the Coordinator, IQAC

Name: Rev Dr Tomy Joseph

Signature of the Chairperson, IQAC



**Principal
St. Berchmans' College
Changanacherry-Kerala**