

Annual Quality Assurance Report 2015 - 16

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-15-16.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 :2015-16

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



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 : 12

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:

2.14 Significant Activities and contributions made by IQAC

- Undertook a survey among the Post Graduate students regarding the problems encountered by them and the benefits enjoyed by them due to implementation of autonomy.
- Provided an action plan for introducing extra credit programme for UG students
- Suggestions are given to frame the regulations for extra credit.
- Framed strategies for the conduct of Board of Studies meetings.
- Provided suggestions to improve the evaluation of the performance of students in the end semester examinations.
- Prepared academic calendar and presented it before the staff council and general body.
- Suggestions are made to make the continuous evaluation more effective.
- 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.
- 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
Inaugurate the Erudite Lecture Series	First Berchmans Erudite Lecture Series was inaugurated by Ei – Chi Negishi (Nobel Laureate in Chemistry, 2010)
Organise ‘Academic Planning Day’ to think about the academic programmes to be organised by the college.	On 24 th April 2015, 157 teaching staff, both from aided and self financing, sat together for a day and discussed the academic programmes to be implemented during 2015 - 2016
Prepare academic calendar and present it before the staff for getting the feed-back about it	Academic calendar for the year is prepared and presented if before the staff for their feed-back.
Submission of the modified Academic Calendar before the Staff Council for approval	Submitted the Calendar before the Staff Council and approved for implementation
Prepare common guidelines for the preparation of syllabus for different UG and PG programmes.	A sub-committee of the Academic Council, prepared the common guidelines to be followed by all the departments in the designing of curriculum.
Monitoring of Academic Calendar	Monthly meetings of the IQAC discussed the progress, and ensured that activities are moving in accordance with the plan.
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.
Track the publication of internal evaluation marks and ensure that the mark lists published by the departments are accessible to all students	A committee under the chairmanship of a Vice Principal is formulated to monitor and manage continuous evaluation. The committee insisted timely publication of continuous evaluation marks.
Motivate the faculty members to plan curriculum enrichment programme.	Curriculum enrichment programmes like guest talks, seminars, workshops, discussions and



	debates were organised.
Attract more school students to the Science Aptitude Developer Programme.	SADP programme for the year 2015 – 16 was inaugurated by Dr. JG Ray. 52 students have participated in the SADP programme during this academic year
Strengthen extension and out-reach programmes to ensure that the capabilities of the college are shared with the local community.	National Service Scheme, in association with Medical College, Kottayam and HDFC Bank, organised a blood donation camp at our college. 103 students have donated blood. SB Extension Centre in collaboration with KSEB, has organised a seminar on ‘How to Save electricity and reduce electricity bill’ at Valummelchira, our adopted village. Management Studies Dept. of the college has organised an Inter Collegiate Entrepreneurship Camp on 21 – 23 rd January 2016. Social work dept. in collaboration with the NSS unit of the college has undertaken a health survey of Kuttanadu Taluk in February 2016. SB Extension Centre in association with the KIMS Hospital Kottayam has organised Pulmonary disease diagnosis camp at Valummelchira, our adopted village.
Plan to improve the performance of students in NET/SET/CAT/MAT	Department of Mathematics, English, Malayalam, 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 1 International Seminars, 6 National Level, 9 State Level Seminars 5 workshops and 24 invited guest talks 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.	Eminent professors visited the Berchmans campus include, Dr. Prabhat Patnaik (JNU), Dr. Ajith Kembhavi (Director, IUCAA, Pune), Dr. AV Vijayakumar (Prof. CUSAT),



	<p>Dr. Thomas Mathew (University of Southern California), Justice KT Thomas, Mr. Surajith Mazumdar (JNU), Dr. Stephen Bair (UK), Dr. KN Ninan (VSSC), Dr. Joseph Poonoly(USA), Dr. Sunil Mathew 9NIIT, Calicut), Rajesh Prakash Srivastava (IMD, Delhi), Prof. Nikolas Kompridis and Prof. Alison Weir (Catholic University, Australia), Dr. CS Biju (CPRACISIS), Dr. Thomas J. Kolocot (USA), Dr. Ibnu Saud (MG University), Prof. Albert Frons (Germany), Dr. L. Godfray (Former VC CUSAT), Dr. GM Nair (Central University of Kerala), Dr. V Ramakrishnan (Director, IISER, TVM),</p>
<p>Improve student support programmes and to strengthen the mentoring system.</p>	<p>A seminar on mentoring was organised for the mentor teachers.</p> <p>PTA has initiated to mobilise Rs. 4,00,000 for distributing among poor students as scholarships.</p> <p>Introduced a mutual aid scheme ‘Care and Share’ for supporting parents and students not able to join the courses due to shortage of money. An amount of Rs. 25000 was distributed among poor students.</p> <p>Group insurance for all students was arranged for meeting the health care expenses of students.</p> <p>CSM unit of the college has extended its free noon meal facility for 70 students in all working days during the year.</p> <p>Student counsellors were made available in all working days.</p> <p>HRD department of the college has given special placement training to all final year PG and UG students.</p>
<p>Invite companies to the campus for campus placement and give soft skill training to the</p>	<p>HR department and Placement Cell of the Management Studies Dept. invited several</p>



students for getting placed.	companies for campus placement. 15 companies have visited the college and some other companies have arranged pool drive in other convenient institutions. 112 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 prizes.
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. KP Fabian IFS, MR. Mathew Melezhakam IES, Mr. KS Moni IAS, Ms. Merin Joseph IPS etc. Foundation programme for civil service is being organised in collaboration with Civil Service Academy Palai.
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.
Plans to improve the performance students in Sports	Basket ball team college became the winners of MG University Inter Zone Championship and many other inter collegiate competitions. Athletics team of the college got third place in MG University Athletic Meet (Men's Division) In shuttle badminton we got third position.
Commence the construction of indoor stadium.	Construction work of the Indoor stadium has begun. Estimated cost is 8.25 Crores
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 feedback.
- The governing Council has suggested to revise the curriculum immediately on completion of 3 years period.
- The council has recommended to bring esteemed professors and scientists from reputed institutions to enrich the curriculum.

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	10	0	0	0
MPhil	3	0	3	0
PG	21	0	4	0
UG	15	0	5	2
PG Diploma				
Advanced Diploma				
Diploma	2			
Certificate	1			
Others: Add on courses	3			
Total	55	0	12	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.

All UG and PG programmes curriculum has been updated during 15 -16

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
109	71	38	0	

2.2 No. of permanent faculty with PhD : 50

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
9	3	Nil	Nil	Nil	Nil	Nil	Nil	9	3

2.4 No. of Guest faculty : 3

Visiting faculty : Nil

Temporary faculty : 38



2.5 Faculty participation in conferences and symposia:

No. of Faculty	International Level	National Level	State Level
Attended Seminars/Workshops	31	39	22
Presented papers	25	25	15
Resource Persons	Nil	12	28

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

- Farmer student interface programme designed by the department of Botany gives a new experience to students and farmers. In this programme, the students B.Sc Botany get an opportunity to interact with the farmers, can visit the fields and can experience the innovative techniques adopted by the farmers. This real experience of farmers help a lot in reshaping the knowledge of the students and their attitude towards cultivation.
- 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 : 190

2.8 Examination/Evaluation Reforms initiated by the Institution

New examination policy was implemented last year. Hence, no reform is planned during this year.

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

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

23	9	30
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2.10 Average percentage of attendance of students : 81.3

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	510	5	54	11		70
PG	360	16	72	4		92
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	16
UGC – Faculty Improvement Programme	3
HRD programmes	80
Orientation programmes	9
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	4
Summer/Winter schools, Workshops, etc.	18
Others	23

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	35	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	1	4	0	
Outlay in Rs. Lakhs	2731000	6600000	0	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	5	4	
Outlay in Rs. Lakhs	425000	800000	1450000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	10	
Non-Peer Review Journals		16	
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			0	0
Minor Projects	2	UGC	1450000	100000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	1	KSCSTE	12000	12000
Any other(Specify)				
Total			1462000	1012000

3.7 No. of books published

- i) With ISBN No. : 2
 ii) Chapters in Edited Books : 6
 ii) Without ISBN No. : 8

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: Rs. 47500

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	8	4	3	12
Sponsoring agencies	State higher education council	UGC		Mahatma Gandhi University	St Berchmans College

3.12 No. of faculty served as experts, chairpersons or resource persons: 26



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 : 1450000

From Management/University/College : 500000

Total : 1950000

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 : 32

No of students registered under them : 75

3.19 No. of PhD awarded by faculty from the Institution : 2

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 : 110
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

- SB Extension Centre and KIMS hospital Kottayam organised a Pulmonary disease diagnosis camp at Valummelchira, our adopted village
- 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.
- NSS and State AIDS Control Society jointly organised an AIDS awareness programme.



- NSS, MSW department and Athmantha Kendram jointly conducted a health survey at Kuttanadu Taluk.
- Inaugurated a Paper Carry Bag making training centre at Valummelchira.(12th Sept. 2015).
- 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 in association with Medical College, Kottayam and HDFC Bank has organised a blood donation camp on 11th Dec. 2015. 84 students have contributed blood.
- Organised a film festival in collaboration with the Kerala Chalachitra Academy.
- SB Extension Centre and KSEB has jointly organised a seminar on Methods of reducing electricity bill by Consumers’ at Valummelchira.(Dec. 13).
- Department of Management Studies has organised an inter collegiate entrepreneurship awareness camp from Jan 21 – 23rd, 2017.



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			
Value of the equipment purchased during the year (Rs. in Lakhs)	5 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		2000		115915	
Reference Books	12787		125		12912	
e-Books						
Journals	127		3		130	
e-Journals	371		100		471	
Digital Database	1		-		1	
CD & Video	840		52		892	
Others (specify)						
Periodicals	174		10		184	
Bound Volumes	12555		0		12555	
Hindi Directorate	89		0		89	
Thesis	6		2		8	



4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	412	346	395	2	2	16	31	7
Added	7	3	7	Nil	Nil	1	2	1
Total	419	349	402	2	2	17	33	8

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	: 6.75
ii. Campus Infrastructure and facilities	: 75
iii. Equipment	: 5.5
iv. Others	: 4
Total	: 91.25

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	: 1671
PG	: 680
PhD	: 72
Others	: 30

b) No. of students outside the state : 21

c) No. of international students : Nil

	No.	%
Men	1545	63
Women	908	37

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2063	178	15	110	6	2372	2035	80	5	327	6	2453

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, Mathematics English, Malayalam 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.
- Spoken English training programme training programme was given to first year MBA students.
- 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 : 900

5.5 No. of students qualified in these examinations

NET	: 25
SET/SLET	: 35
GATE	: 2
CAT	: 28
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 5 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 : 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
23	380	105	200

5.8 Details of gender sensitization programmes

Women cell of the college has celebrated the International Women’s Day on 6th March 2016.

5.9 Students Activities

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

- State/University level : 85
- National level : 12
- International level : 1

No. of students participated in cultural events

- State/University level : 32
- National level : 3
- International level :

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

Sports:

- State/University level : 13
- National level : 4
- International level :

Cultural:

- State/University level : 12



National level : 2

International level :

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	140	550,000
Financial support from government	786	3196682
Financial support from other sources	40	240,000
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

- Revised curriculum has been adopted from the beginning of this year.
- 11 Senior Faculty members of our college are serving as members of Board of Studies of MG University and other universities in Kerala
- 15 of our faculty members are acting as Board of Studies Members of other Autonomous Colleges in Kerala.
- Constituted Board of Studies in all disciplines and conducted their meeting for finalising the curriculum design.
- Departmental expert committees are constituted to study in detail the extent of changes required in curriculum and evaluation.
- 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. Thomas J Colocot, winner of American Chemical Society Award, Dr. Ajith Kembhavi, (Director, IUCAA, Pune), Dr. Thomas Mathew (University of Southern California, USA), Dr. Prabhat Patnaik (JNU, Delhi), Dr. Stephen Baier (UK), Dr. KN Ninan (VSSC, TVM), Dr. Nikolas Kompridis and Prof. Allison Weir (Catholic University, Australia), Dr. CS Biju (CAPRACISIS), Mr. Joseph Poonoly (USA), Dr. Sunil Mathew (NIT, Calicut), Rakesh Prakash Srivastava (IMD, Delhi), Prof. Albrt



Frons(Germany), Dr. L. Godfray (Former VC, CUSAT), Dr. GM Nair (Central University of Kerala).

- 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

- 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

- Prof. Ei-Chi Nigeshi, Nobel laureate in Chemistry (2010), interacted with research scholars, faculty members and students.
- Organised a workshop on ‘Establishment of open access online journal’ supported by International Centre for Free and Open Source Software, Govt. of Kerala and Academic Review.
- Botany Department of the College has signed a MoU with BIPHA, for student research and resource sharing.



- 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.
- 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.
- Added new instruments in common instrumentation centre
- Smart classrooms were made operational.
- Added 5 new class rooms for self financing division
- An amount of Rs. 12,00,000 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	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 college for all courses other than MLISc and BLISc. Double valuation is followed for all courses, where one valuation is done by the concerned faculty and the other is done by an external valuer.. A special committee is monitoring the continuous evaluation system.

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 has contributed more than Rs. 25, 00,000 as corpus fund for giving merit cum means scholarships to students.
- 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.
- 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. 5,00,000 has been mobilised for granting scholarships to poor students.
- Introduced '*mutual aid scheme*' for extending financial support to students undergoing medical treatment.
- Inaugurated a '*Care and share Scheme*', which facilitates financial assistance to students at the time of admission.
- 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 2015.

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.



Care and Share scheme for extending financial support at the time of admission. Through this noble venture of the PTA, 14 students got financial support at the time of admission. The entire amount used by this scheme is contributed by the PTA.

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

- First Berchmans Erudite Lecture Series was inaugurated by Ei – Chi Negishi (Nobel Laureate in Chemistry, 2010)
- Board of Studies meetings were organised for all disciplines and completed the curriculum design process. The new curriculum is implemented.
- 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 8 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.
- Faculty members have published 17 research papers in international journals and 10 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

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 35 saplings of mango trees along the Changanassery bypass road.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add.

An MoU has been entered into with Sofia University for student Exchange Programme.

The PTA of the college has distributed more than Rs. 5,00,000 to economically backward students through its 3 different schemes. 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. Think about the next curriculum revision and collect feed-back from students, alumni and teachers regarding the expected changes in curriculum.
2. Groom the institution for the 4th cycle of accreditation.
3. Add more units of solar panels to reduce the use of conventional source of energy.
4. Strengthen the campus to community programme to ensure that the capabilities of the college are shared with the local community.
5. Ensure that teachers have teaching plans for all the courses and the teaching process is as per the plan.
6. To strengthen the internal evaluation process and ensure that all components of evaluation are designed in advance and executed according to the academic calendar.
7. Collect student feed back on teacher performance
8. Collect student feed back on student support mechanism.
9. Plan to improve the performance of students in NET/SET/CAT/MAT.
10. Organise international, national and state level seminars/workshops on emerging areas.



11. Invite renowned professors and practitioners to the campus to share their knowledge, experience and expertise in their fields with the students and teachers.
12. Invite companies to the campus for campus placement and give soft skill straining to the students for getting placed.
13. Organise research paper presentation competitions on subject basis for students to stimulate their research aptitude.
14. Attract more school students to the science aptitude developer programme.
15. Organise intercollegiate competitions to students to improve their skills in organising, team building, creative thinking and interpersonal relationships.
16. Add more class rooms for the new courses.
17. Complete the construction of the indoor stadium
18. Complete the construction of new Administrative block.
19. Add more class rooms to accommodate the new batches of students

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