



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		ST BERCHMANS COLLEGE
Name of the head of the Institution		FR. JOHN JOSEPH MULLENPARACKAL
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04812420025
Mobile no.		9037525051
Registered Email		sbc@sbcollege.ac.in
Alternate Email		jojomsb@gmail.com
Address		ST. BERCHMANS COLLEGE (AUTONOMOUS), CHANGANACHERRY ,KOTTAYAM(DIST) KERALA 686101
City/Town		CHANGANASSERY
State/UT		Kerala
Pincode		686101

2. Institutional Status					
Autonomous Status (Provide date of Conformant of Autonomous Status)			01-Jun-2014		
Type of Institution			Co-education		
Location			Semi-urban		
Financial Status			central		
Name of the IQAC co-ordinator/Director			DR. TOMLAL JOSE E		
Phone no/Alternate Phone no.			04812426420		
Mobile no.			9447145098		
Registered Email			iqac@sbcollege.ac.in		
Alternate Email			tomlalj@gmail.com		
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)			http://iqac.sbcollege.ac.in/wp-content/uploads/2021/12/AQAR-2017-18.pdf		
4. Whether Academic Calendar prepared during the year			Yes		
if yes,whether it is uploaded in the institutional website: Weblink :			http://sbcollege.ac.in/wp-content/uploads/2020/02/St-Berchmans-College-Academic-Calenndar-2018-19.pdf		
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	A	3.37	2012	10-Mar-2012	09-Mar-2017
4	A	3.41	2017	30-Oct-2017	29-Oct-2022
6. Date of Establishment of IQAC			09-Jun-2004		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Seminar on IPR by KSCSTE	21-Jun-2018 1	120
FDP on MOOC and MOODLE	03-Aug-2018 1	60
External Academic Audit	08-Aug-2018 2	15
NAAC Sponsored National Seminar on Curriculum Designing and Student Centred Learning Methods.	10-Jan-2019 2	80
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

- Organised One day professional development training programme on MOOC and MOODLE

- Surveys were organised to collect the feedback of students, alumni, parents, employers and teachers and Conducted external academic and administrative audit

- Committees were constituted and plan of action was formulated in connection with the implementation of Unnat Bharat Abhiyan on the campus

- IQAC delegate participated in a One Week Academic Leadership training jointly organised by MHRD and Aligarh Muslim University

- Meeting with delegates of Sophia University for student exchange

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To involve in the curriculum revision with a thrust on OBE	IQAC delegates participated in curriculum revision committees and conducted a national seminar on OBE
Prepare academic calendar of 2018-19	Drafted it and monitored its effectiveness
Conduct student satisfaction survey	Drafted a questionnaire, conducted survey, analysed and placed in bodies
Draft research and consultancy policies and promote them	Drafted them and organised meetings to hear the grievances of research supervisors
Facilitate incubation, innovation and patents	Established cells for them and organised national seminar on IPR
To provide remote access to library	Started digital library network and academic information portal
To organise professional development programmes	Conducted FDP on MOOC and MOODLE
Promote government programmes and policies	Participated in SWACHH/ARIIA ranking and established Unnat Bharat Abhiyan/Innovation cells
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
The college Academic Council	29-Jul-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to

Yes

AISHE:	
Year of Submission	2020
Date of Submission	10-Mar-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>'Acado' software provides a web based solution to the institution. Nirmal OPAC Plus is used for library automation works. The college also implemented Academic Service Portal for the remote access of Digital Library Facility The software centre of the college has developed 'College Information Management System' and it provides all information to the college community. The college has also developed software for office automation and accounting. The software 'KnowledgePro' is used for general academic and administration purposes. The application for examinations, generation of hall tickets, uploading of internal marks, application for scrutiny and revaluation, result publication, feedback collection etc are done using software. In 2018 2019 the college introduced the software Qn Smart 6.5.1. for question bank and to generate questions for end semester examination. The departments collect their regular data by sharing the soft copy of 'Master Register', which is drafted by IQAC based on AQAR and SSR, among the faculty members. IQAC collects the soft copies of relevant documents and certificates for documentation. Many faculty members use MOODLE platform for teaching and evaluation purposes.</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
MSc	MMM	MATHEMATICS	27/02/2019
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
MSc	BOTANY	02/06/2014	PLANT TISSUE CULTURE AND MICROBIAL BIOTECHNOLOGY AMBO4E01	01/06/2018
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
COURSE ON PLANT TISSUE CULTURE	01/06/2010	10
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	ENGLISH - MODEL II	18
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Student feedback survey about curricular aspect is carried out in a systematic

way. The feedback survey assessed student's opinion in the following areas: • Organisation of the syllabus • Course/programme objectives • Effectiveness of courses to prepare for higher studies/job • The relevance of suggested reference books • Coverage of modern advanced topics • Reflection of course objectives in the curriculum. Feedbacks of teachers and parents on the existing curriculum were also taken. The outcomes of those surveys indicated that improvements are required in certain areas of curriculum (e.g. teaching hours, content flow, inclusion of advanced topics etc.). The summary and specific comments of feedback survey are communicated to departments/BoS/curriculum committee. Based on these, detailed discussions are arranged in various departments and administrative committees. The necessary actions are taken while revising the syllabus. After syllabus revision, IQAC reviewed the actions taken by various departments and concluded that feedback survey brought out substantial changes in curriculum.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	ECONOMICS	25	105	24
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2120	919	12	21	176

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
176	163	273	42	10	15
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Steven Spielberg once said that “the delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves.” Mentors keep students' best interests, abilities, skills and talents in mind, giving them the influence and guidance they need to reach their highest potential.

Keeping in mind these, a scientifically designed mentoring system works at St Berchmans College. This programme is conducted at two levels group and personal. The mentoring policy of the college aims at assuring the students with the support where the students or the mentees are offered a mentor who is bestowed with the responsibility of mentoring and guiding them. The cardinal aims of the mentoring programme of the college include: • To know clearly each and every student on the campus. • To know in detail the financial and family

back ground of the students • To have a SWOC (Strengths, Weaknesses, Opportunities and Challenges) analysis of every student and thereby help him/ her to develop his/her inborn qualities by overcoming the challenges and threats. • To give timely advice and corrections to the mentees so as to equip them to fulfil their ambitions. • Assist the students to make effective use of their potential. • Ensure a better relation between teachers and students, which is vital for creating a peaceful environment in the campus. • Create an environment where the wellbeing of the students is assured. Mentoring process @sbc Each teacher in all departments is assigned with the task of mentoring 25 students/mentees. All teachers (mentors) conduct at least three group level interviews of his group every year. The personal level interviews with the students are also conducted periodically. All the mentors keep confidential data sheets in book format for the group of students allotted to them, named -“mentors assessment of students” which records a report of mentoring done by the teachers. These reports are periodically evaluated by a team of teachers selected from each department. The mentoring programme is monitored by a committee consisting of the Principal, Vice Principal and a band of experienced faculty.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3039	176	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
176	169	7	Nil	68

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr.Ajith James Jose	Assistant Professor	FLAIR Fellowship
2018	Mr.Nithin Vargheese	Assistant Professor	UGC - IUC Associate
2019	Dr. Jolly K James	Assistant Professor	Women's Day Award from St. John's School, Anchal, Kollam District, for the contribution in the field of Women Empowerment
2018	Dr. Cris Abraham Kochukalam	Assistant Professor	ICBM-AMP Academic Excellence Award
2018	Dr. Jolly K James	Assistant Professor	Best Well-wisher Award for Inclusive Development of Intellectually disabled children by Alan T 21 Welfare Trust, Changanassery
2018	Dr.Binny Mathew	Assistant Professor	FLAIR Fellowship

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	BMEC	4	02/04/2019	01/07/2019
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nil	1107	0

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://sbcollege.ac.in/programmes_syllabus1-taxonomy/2019/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BBEC	BA	ECONOMICS	54	36	66.67
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://igac.sbcollege.ac.in/wp-content/uploads/2021/09/IOAC-Student-Satisfaction-Survey-2018-19-1.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

Yes
Name of the teacher getting seed money
JEENA M JOHN
View File

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
International	DR AJITH JAMES JOSE	FLAIR FELLOW SHIP	01/01/2019	COLLEGIATE EDUCATION DEPT KERALA
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3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
International Projects	1460	INTERNATIONAL ATOMIC ENERGY AGENCY	14	3.7
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0.011

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NATIONAL SEMINAR	IQAC	10/01/2019
View File		

3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Economics	2
Zoology	1
Botany	3
Research PG Dept of Commerce	3

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	CHEMISTRY	18	Nill
View File			

3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chemistry	7
Malayalam	8
Physics	7
Zoology	3
Commerce	1
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
IMPACT OF STRATOSPHERIC SUDDEN WARMING ON THE OCCURANCE OF THE EQUATORIAL SPREAD-F	JOSE	JOURNAL OF GEO PHYSICAL RESEARCH -PHYSICS	2018	Nill	ST BERCHMANS COLLEGE	5
View File						

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
IMPACT OF STRATOSPHERIC SUDDEN WARMING ON THE OCCURANCE	JOSE	JOURNAL OF GEO PHYSICAL RESEARCH -PHYSICS	2018	Nill	5	ST BERCHMANS COLLEGE

OF THE EQUATORIAL SPREAD-F					
View File					

3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	36	20	8	8
Presented papers	3	6	Nil	Nil
Resource persons	1	5	1	1
No file uploaded.				

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
ZOOLOGY	VERMY COMPOST MANUFACTURING	DEPARTMENT	1300
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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
Dept social work	SPSS	Affiliated Colleges	26000	205
Dept social work	Training on Gender based research studies	Kerala Social Service Forum	25000	210
No file uploaded.				

3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
TALENT HUNT-SASTHRAJALAKAM	SIET- GENERAL EDUCATION DEPT- GOVT KERALA	2	35
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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited

Women Empowerment Programmes	Women's Day Award	St. John's School, Anchal, Kollam District	30
Inclusive Development of Intellectually disabled children	Best Well-wisher Award	Alan T 21 Welfare Trust, Changanassery	35
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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
HOUSE MAINTENANCE	INDIAN SOCIAL WORKERS ASSOCIATION ST BERCHMANS EDUCATION AND CHARITABLE TRUST	HOUSE MAINTENANCE	2	28
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
IAEA VIENNA INTERNATIONAL CENTRE	DR SINU MATHEW	INTERNATIONAL	1260
View File			

3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
200	284.4

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Others	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIRMAL BOOK WORMS UPGRADED VERSION	Fully	2017.1.1 UPGRADED VERSION	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	139388	Nil	1555	Nil	140943	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Justin John	THE KRONIG PENNY MODEL	SWAYAM	05/12/2018
Justin John	SOLID STATE PHYSICS- BLOCH THEOREM AND KRONIG -PENNY MODEL -1	SWAYAM	05/12/2018
Justin John	DIGITAL ELECTRONICS-	SWAYAM	05/12/2018

	INTRODUCTION TO FLIPFLOPS - SR AND CLOCKED SR FLIPFLOPS		
Justin John	DIGITAL ELECTRONICS-COMBINATIONAL AND SEQUENTIAL LOGIC CIRCUITS	SWAYAM	05/12/2018
Dr.Benny Thomas	PERICYCLIC REACTIONS	SWAYAM	12/07/2018
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	390	125	390	30	15	27	184	130	9
Added	0	0	0	0	0	0	0	0	0
Total	390	125	390	30	15	27	184	130	9

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

130 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Electronic Multi Media Research Centre, University of Calicut	https://youtu.be/qKm73kH_GtE
Electronic Multi Media Research Centre, University of Calicut	https://youtu.be/ioqlIG_TfIk
Electronic Multi Media Research Centre, University of Calicut	https://youtu.be/q1VFDtT09To
Electronic Multi Media Research Centre, University of Calicut	https://youtu.be/MyFaF5cNVCw
Electronic Multi Media Research Centre, University of Calicut	https://www.youtube.com/embed/9Rxf8EgFoYA https://www.youtube.com/embed/u4ZIOpgJOZo
Electronic Multi Media Research Centre, University of Calicut	https://www.youtube.com/embed/u4ZIOpgJOZo
Electronic Multi Media Research Centre, University of Calicut	https://www.youtube.com/embed/m93a_z3D7sq
Electronic Multi Media Research Centre, University of Calicut	https://www.youtube.com/embed/VNgiJWf5Iso

BTV Academics, ST Berchmans College, Changanassery	https://www.youtube.com/watch?v=7HFil9eEDFA
e-content developed for EMMRC, Calicut University by Benny Thomas. (2018)	Pericyclic reactions.(MP4)

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
80	87.87	35	37.65

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

St Berchmans College has a well-established systems and procedures for maintaining and utilizing physical, academic and other support facilities. Principal is the over all in charge of all facilities and work is delegated to heads of departments, faculty, and non-teaching staff etc. The bursar of the college takes care of all assets of the college as well as of maintenance and he employs adequate number of support staff including Supervisors, Gardner, Electrician, Plumber, security staff, service staff etc. There are contract staffs to clean the premises and toilets. Heads of each department is in charge of the department furniture, chemicals, teaching tools, records and laboratory and keep the stock register. There are attendants in charge of laboratories who maintain instruments and equipment. College library is managed by the Librarian and five other staff. Nirmal Bookworms is the ILMS software used for Library automation. All technical activities, catalogue and circulation are automated. Digital Library of the college provides access to a wide array of e-resources like N List, EBSCO Host, PROWESS, CAPITALONLINE etc. College is a part of INFLIBNET facility of UGC. Besides the routine services, the library extends its services to support research activities of the college, awareness programmes for accessing digital information. The library committee monitors the activities of the library. The college has enough number of play grounds which are utilised by students especially sports students to the maximum. The faculty and coaches of the physical education department ensures that the facilities are properly maintained by students/staff. The indoor stadium is also under construction. The computer labs like BERCHNET are available to staff and students. Internet /intranet/LAN facilities are also fully functional and are properly maintained and monitored. The college has enough class rooms/seminar halls and the same are used fully. Class rooms are opened, closed and cleaned daily by support staff. Any furniture repairs needed are done immediately by the carpenter. The proper and optimal use of electric lights/fans/projectors etc is ensured.

<http://iqac.sbcollege.ac.in/wp-content/uploads/2021/12/Policy-Document-2018-19-final.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support	ST VINCENT DE	79	424450

from institution	PAUL SCHOLARSHIP		
Financial Support from Other Sources			
a) National	E GRANTZ	721	527000
b)International	Nil	Nil	Nil
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
BRIDGE COURSE -ENGLISH	18/06/2018	65	OWN FACULTY
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	CERTIFICATE COURSE IN US TAXATION	103	Nil	11	11
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
8	8	14

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
CATHOLIC SYRIAN BANK	8	3	EY	14	2
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	BSC BOTANY	DEPT OF BI	KRISTHJAY	MSC BIOTEC

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	47
SET	2
GATE	8
Any Other	17
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
PC ALL KERALA BASKET BALL TOURNAMENT	STATE	96
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIS	National	1	Nil	Nil	MIDHUN MURALI
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Activity of Student Council: The student council comprised of the Chairman, Vice Chairperson, General Secretary, University Union Councillors, Magazine Editor, Arts Club Secretary and one representative each from all the UG and PG classes. The students council is an independent body which works under the supervision and guidance of Union Advisors (Teachers) The council conducted regular meetings to chalk out the activities for the year. The major programs conducted by the students' union during the year 2018-2019 are the following:

(1) Inauguration of the college union and arts club followed by cultural performances of the students. (2) Thanalkkoottam- a gathering under the tree shade for the students to flaunt their talents. (3) 'Kadals'(meaning paper) a campus newspaper carrying articles by the faculty and the students. (4) Nadakakkalari- a three-day drama workshop conducted in association with SB theatre. (5) College youth festival - LAYAM'19 which comprised of 56 events. (6) A seminar and interactive session by the research scholars from the universities of Orissa in association with the Economics department. (7) Inter-department games (football, cricket, volleyball, badminton, chess). (8) Prem Nazir international film festival organized in association with film club. (9) BERCH FIESTA'19 a grand fest with various cultural and brainstorming events and games. (10) Prem Nazir inter department drama competition conducted in collaboration with SB theatre. (11) PT Chacko memorial All-Kerala debate

competition. (12) College day celebrations - VISMAYAM'19 - followed by the cultural programmes performed by the students. Representation of students on academic administrative bodies/committees of the institution: • Anti-ragging Committee • Students' grievance Committee /Grievance cell • Hostel Committee • NSS Advisory Board • RUSA Project Monitoring Committee • IQAC (UG and PG representatives nominated by the Principal based on academic performance) • Placement Committee • Women's cell • Canteen Committee • Youth Parliament • SC/St cell

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

485

5.4.3 – Alumni contribution during the year (in Rupees) :

150000

5.4.4 – Meetings/activities organized by Alumni Association :

2018-19 academic year the following meetings were conducted. Executive meeting -6 (10 members per meeting) Grand alumni-1 January 26, 2019 (participants 450) Meetings held in chapters-10

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

This College is an autonomous college under mahatma Gandhi University, Kottayam, Kerala. The College ensures autonomy and decentralization for various activities to the diverse Departments on the campus and integrates properly to excel in its academic output. 1) Internal examination was conducted in department wise and the marks were uploaded individually by the teachers concerned. Each department was responsible for the conduct of internal examinations. A separate internal examination In-charge was also there for each department for the smooth and effective conduct of the internal examinations. This professional approach helps the college to conduct the internal examinations effectively and is a good practice of decentralization. 2) A separate and fully decentralized Board of Studies constituted for each department for upgrading the curriculum and is responsible for framing the scheme and syllabus. The Board of Studies comprises of Chairman and members from reputed industries, academics and the teachers of each course. It is the duty of each department to ensure the conduct of Board of study meeting, up gradation and revision of syllabus on a regular and systemic manner. The advice and expertise of various members from different fields were utilized for designing the latest curriculum. Each department is authorized to conduct Add on courses to their respective areas of requirements in association with the industries. It is a fully decentralized mechanism where the Departments have the full autonomy to choose and offer this course. This course helps the UG and PG students to get a diversified and industrial approach to the various areas of their subjects under study.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<p>a) Online admission process is followed by the college in its own portal as per the rules and regulations of the University and the government.</p> <p>b) Community and Management Quota Admission is done by the College in compliance with the University and Government norms. c) Admission procedure is transparent, accounted, and audited. d) Vacant seats filled through spot admission as per norms laid down by both the University and the Government.</p>
Industry Interaction / Collaboration	<p>a) Industry experts/representatives are invited to be the members of the Boards of Studies, and the Governing Council for their valuable suggestions.</p> <p>b) Industry visits and on-the-job training provided to the students on a regular basis. Students conduct internship and projects in various corporate to gain hands on experience and exposure. This is included in the curriculum because it is a platform for industry interaction/collaboration. c) National and international Seminars, workshops and talks by experts from industry as resource persons are organized by different Departments. d) In addition, some departments conduct add-on courses/ Certification Courses in association with reputed companies. For this the company employ guest faculty from industry and conduct guest lectures. Industry and field visits and internship are made mandatory for some programmes. e) To gain employability for the students various Departments frame their curriculum industry friendly and maintain a good industry relationship</p>
Human Resource Management	<p>a) A dedicated HRD with a full-time officer was established in the college for taking care the well being of students and enhancing the skills and competencies of the students. This Department actively takes care of the placement drives of the college for various Departments. The Department conducts various skill development programmes and contacts various</p>

companies for placements. b) A Placement officer was appointed in the Department of Management Studies to take care of all the placement activities and placement training for the Students. c) A full-time corporate skill development faculty was also appointed to sharpen the skills of students in various Departments. This faculty is responsible for imparting soft skill to the students. d) There is a Staff Association for the teaching and non-teaching staff, under the aegis of which cultural programmes, celebration of festivals, valedictory functions, annual staff picnic, etc. are conducted to build loving atmosphere to work. The manager addresses the staff on all special occasions. e) Training and development programmes are conducted by the college for the up-gradation of skills and abilities of the teaching, non-teaching and ministerial staff, to motivate them and equip them for enhanced performance. f) Students Union meetings are held on a regular basis and valid suggestions are favorably considered. Meetings of IQAC, Staff council, and various committees and associations held regularly. g) College has a strong alumni association. Alumni participation is ensured on a regular basis for the major activities of the college. College also ensures a regular meeting of alumni every year.

Library, ICT and Physical
Infrastructure / Instrumentation

a) A well-established spacious 4 storied central library building in the campus with all modern amenities, with wi-fi enabled. b) Wi-Fi connection was made available in the Departments and library. c) Separate Library exclusively for all major Departments. d) New books, journals and theses are added to the library stock every year. e) Up gradation of e-resources is done regularly. EBSCO, PROWESS, INFLIBNET, J store, and other e resources were made available in the campus Library. Geogebra Software, LaTeX, Physio Ex Lab simulations, bio molecular simulations were also used in the Library. f) College has a digital library, PowerPoint Presentations and a collection of various E books. E Resources includes: Nlist E journals - 6293 Ebooks - 160809 EBSCO E-journals - 4000 Ebooks - 12000 PROWESS IQ g)

Digital Display Board/Notice Boards/PA System. h) Well equipped Administrative block with Audio-Visual room, Seminar Hall and Conference Hall. i) Fully furnished Computer Labs/IT Labs/language lab with internet connection. j) Infrastructure also includes Indoor Stadium, 2 basketball courts, Football ground, Hockey Ground, Church and a large auditorium which can accommodate 3000 students, Mini theatre, Volley ball stadium, Gallery, Shuttle court, and Gymnasium. k) Green and clean campus with well-maintained Botanical/ Herbal Garden. l) Rain water harvesting and drinking water facilities. Solar power plant. m) A Dedicated block exclusively for Research

Research and Development

a) Paper publications in leading journals by faculty members and students on a regular basis. b) Paper presentations in international and National Seminars by both faculty and students. c) The teachers in the college are actively engaged the research. Majority teachers are Ph D holders and the remaining teachers are doing the PhD program in reputed universities. d) The curriculum is designed in such a manner to create research awareness. To enrich the research aptitude many Departments organized various programs on SPSS, Higher learning of Excel, Research methodology etc... for both teachers and students. e) Innovation club was also established to generate a research outlook among the students. f) Research oriented projects were given to students for creating a flair in research among students.

Examination and Evaluation

a) The College has established the office of the Controller of Examinations for conducting the entire examination system in the college. b) All the faculty members participated in the Board Meetings/workshops to plan and the conduct of Exams. Every Department has an Internal Exams Coordinator. c) A continuous evaluation system is followed in the Departments to ensure a constant learning for the students. d) Question Bank system was established in the controller of examinations office for the smooth conduct of the end semester

examinations. Dedicated software is also established for generating the question papers. e) Active Faculty participation for Centralized Paper Valuation Camp with Chairpersons, Chief examiners and Additional Examiners were appointed for various semesters. f) Conducted viva for UG and PG students on a regular basis for better evaluation. g) Students can get information about their attendance status and examination details through student portal. h) A proper display of the attendance and internal marks were also published on the notice board for verification i) Schemes are prepared for examinations and double valuation is followed for the end semester examinations.

Teaching and Learning

a) ICT enabled learning in the class rooms. b) The college implements advanced learners programme for students with high level of motivation. c) Peer learning is practiced as a very effective measure to support weak students. d) All departments conduct memorial/endowment talks and invite experts from international and national institutions to interact with students and teachers. e) Remedial coaching is given to slow learners to improve their confidence and academic performance. f) Conducted mock viva for UG and PG students on a regular basis for enhancing their learning. g) Workshops are organised to give hands on experience in many of the emerging areas in science, technology, commerce and management. h) Students visit premier institutions/industrial units in India and abroad to acquire practical knowledge related to their areas of study. i) A well-established central library and department library for enabling higher and quality learning for students. j) College follows a continuous assessment and learning system for each course offered in various Departments. k) Learner centred teaching and learning practiced in the college where students gave more opportunity to learn through seminar, assessment and discussions. l) Departments prepare the course plan to make the learning effective and more systematic.

Curriculum Development

a) All faculty members are members of

Boards of Studies of the college since the college is autonomous. b) Board of Studies in all disciplines meet regularly for the evaluate curricular aspects. c) A few of the members of the faculty of the college are acting as members of the Boards of studies of other autonomous colleges and Universities. d) Opinion is collected from various experts in industry, academics and alumni for enriching and designing the curriculum. e) Feedback is collected from all stakeholders and analysed for curriculum development. f) Departments organise guest talks, seminars and workshops for transferring new knowledge to the students and teachers , on a regular manner. g) Various Departments signed MoU with reputed organisations for research, industry interactions and knowledge sharing. h) The curriculum is enriched by latest and updated content which is learner centred using seminars and workshops for students. i) Curriculum envisages regular Industry interface for fine tuning the students with industry exposure.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Admission Procedure was completely done in the admission portal.
Administration	A separate portal was established for the office administration. 'SB Digital' was used for the file digitalization in the office. For all purchasing a separate 'E-tender 'portal was created for all the tender proceedings.
Finance and Accounts	A separate software is used for all finance and accounts management in the college.
Student Admission and Support	The entire student admission and support system is done through the college admission web portal. This module furnishes details of the students such as name and number, town/village, name of the parent or guardian, residential address and contact number, date of birth, nationality, religion, caste, community, and email address. Process like admission, admission register, students list, category wise list and promotion list is easily handled through this portal.

Examination	<p>Process like admission, admission register, students list, category wise list and promotion list are easily handled through the Controller of Examinations' portal. This page gives access to information and notification from the Controller's Office, exam related activities, course code, course name, course type, course order, internal external mark ratio, rules of conversion and exam date setting, question paper setting, question bank setting, question paper scrutiny, question paper selection and printing, hall ticket publishing, conducting exam, pseudo code generation, valuation, mark entry, pass board meeting etc.</p>
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6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Sijo Sebastian	XXX IUPAP Conference on Computational Physics, CCP2018 July 29 - August 2, 2018University of California, Davis USA	Nill	4000
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Erudite Scholar in Residence Programme 2018 Lecture Series and National Seminar on Growth Vs	Nill	31/07/2018	01/08/2018	17	192

Equity:
India in
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
National conference on 'changing landscape of higher education in India and impending challenges' (Botany)	1	22/09/2018	23/09/2018	2

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
6	5	41

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal and external financial audit were done on yearly basis. The college conducts a systematic internal and external audit every year to monitor its financial aspects relating to academic and non-academic activities. An internal committee was constituted for the proper checking financial bills and payments. At the end of the year a registered agency conduct the external financial audit and submit the returns to the authorities concerned

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

1080000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	UGC NAAC PEER TEAM	Yes	IQAC
Administrative	Yes	Deputy DCE Kottayam	Yes	Finance Committee

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. We have several scholarships instituted purely by PTA. 2. PTA in association with the St Vincent DePaul Society of the college organises a Mega food Fest - AGAPE- every year to raise funds for the charitable activities of the St Vincent De Paul Society. 3 Representatives of PTA actively involved in various committees for infrastructure development, academic and quality enhancement. 4. PTA provides Support for extension and outreach activities for industry collaboration.

6.5.3 – Development programmes for support staff (at least three)

1. Training programmes on service matters and work are arranged regularly for the supporting staff to enhance their capability. 2. Annual Retreat is conducted for the support staff for their spiritual growth. 3. Scholarships from staff co-operative society of the College are given to the children of Administrative staff, who excelled in their SSLC and Higher Secondary examinations.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Admission process was completely made online. A portal was exclusively opened for the same. 2. A Full-fledged Administrative Block was constructed for the efficient management of the college. 3. Question Bank system for End semester examinations started and separate software for the same is furnished for effective operation.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Seminar on Intellectual Property Rights by KSCSTE	21/06/2018	Nil	Nil	120

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lecture on women empowerment	08/03/2019	08/03/2019	200	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
A major portion of the power requirements of the college are met by through renewable energy sources. An on-grid solar-units on the campus produces an average of 5000 units monthly. In addition the college phasing out the old tubes with energy efficient LED lights. The food waste from hostel mess is used in the biogas plant and used for cooking in the hostel mess.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	12
Braille Software/facilities	Yes	Nil
Provision for lift	No	Nil
Scribes for examination	Yes	12
Ramp/Rails	Yes	12
Rest Rooms	Yes	12
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Jeevithanantham	01/07/2018	The books were revised as per need.
kudumbajeevithanantham	16/08/2019	The books were revised as per need.
samoohajeevithanantham	17/07/2019	The books were revised as per need.
VachanaJeevithanantham	17/07/2019	The books were revised

as per need.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Visit to orphanage	Nil	10/12/2018	60
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

We have taken several steps to make the campus eco-friendly. More trees were planted in the campus and a botanical garden with a rich collection of trees is maintained by the college. The food waste from hostel is successfully used for the generation of biogas. The use biodegradable materials is promoted and the use of plastic materials is reduced. Awareness on the hazards of plastics is created among students use of plastics materials are not promoted in the college.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The conservation of water bodies is important in a time when all the resources are getting polluted. The college is situated near Kuttanadu region, which is abundant in small and large bodies of water. Recognizing the significance of water resource preservation, the college took the lead in the eco-restoration and ongoing maintenance of the Poovakkatuchira pond in collaboration with Changanassery Municipality. The pond is a 9.5 acre freshwater body located near the college. The Changanassery Municipality has entrusted the college with the regular maintenance of the pond and the monitoring of floral and faunal changes. On a weekly basis, teams of faculty and students patrol the lake to ensure its cleanliness. The motto of the college is "Charity is true nobility". The college rose to the occasion during the floods. Flood Relief Camps were an urgent necessity following the devastating floods of August 2018, which left teeming thousands homeless and helpless in Kerala. St Berchmans College, Changanassery, could help the people of Kuttanad by acting as a collection and distribution center for materials to nearly 60 camps in Kuttanad and Changanassery, as well as by opening its classrooms to set up a camp for 500 people. The relief camp at SB was benevolently supported by various organisations and individuals. 3611 people from the flood hit areas in Kuttanad and Changanacherry registered at SB College Relief Centre. 167 families with a total strength of 473 members camped at SB from 18 August 2018 to 26 August 2018. Food was served to 700 people every day. 2000 kits which contained food and cleaning materials were distributed to the needy. 60 other camps in Kuttanad and Changanacherry were supported from the resources received at SB College. Throughout the camp, nearly 150 student volunteers from the National Service Scheme, National Cadet Corps, Social Work, and other departments were present to assist college administrators and faculty members in organizing many activities for the camp inmates. Student volunteers assisted faculty members in collecting, sorting, and distributing relief materials from various charitable organizations and individuals. Initially, the control room could also arrange for the distribution of meals to various camps in the Changanacherry area. The food was prepared and supplied by the hostel mess. The centre also received materials from six other states, including Tamil Nadu, Karnataka, Maharashtra, Gujarat, Uttar Pradesh, and Andhra Pradesh. Apart from the Collection and Distribution Centre, which acted as the Control Room of all relief activities, two separate stores were opened for the easy and proper distribution of essential materials to the camp inmates. The service of various medical teams and individual volunteer doctors was made available in the campus. Doctors from

Medical College, Kottayam, Sree Chithra Trivandrum, and other institutions were among those who visited. A medical centre with essential medicines was also opened in the Amaravati block for the camp inmates. Based on the recommendation of the Medical College Team who visited the campus, a separate team of NSS volunteers was constituted to ensure proper cleanliness and hygiene in and around the rooms and camps during the stay of flood affected people. Once in each day, the team went around the campus, created awareness among the people and cleaned the observed unhygienic condition themselves. NSS volunteers, Social Work department and other students of SB College formed teams and prepared lotion that could be used for cleaning the post flood debris. This lotion was included in the kit that was provided to the inmates as they left the camp. Cleaning and food grains kits were distributed to about 2000 families (the college camp inmates as well as people who stayed in their relatives homes in Changanacherry). Also, under the direct supervision of the control room, clothes, cleaning materials and food materials were distributed to various areas in Kuttanad. In addition, the college made available its facilities for storing and distributing relief materials to government officials. The National Disaster Response Force (NDRF) base camp was also set up on the SB campus. 44 members of the force were in the camp. During the disaster, the college provided all available facilities, and the SB family was at the forefront of reaching out to those in need.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://igac.sbcollege.ac.in/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The mission and vision of the college aim at the holistic development of its students through value based education. The activities undertaken by St Berchmans College during and after the devastating Kerala floods of August 2018 acted as real life learning experiences for emergency and disaster management and proved the institution's capacity for initiatives and commitment to the society. Flood relief camps were the need of the hour after the floods which left teeming thousands homeless and helpless. The affected people included SB's students and their families. The students, faculty members and administrative staff of the college were in the forefront of the relief activities for people evacuated from Kuttanad. St Berchmans College, Changanassery could extend a firm helping hand to the people of Kuttanad by acting as a Collection and Distribution Centre of materials to nearly 60 camps in Kuttanad and Changanassery and also by opening its classrooms to set up a camp which could accommodate about 500 people. Throughout the camp, student volunteers of National Service Scheme, National Cadet Corps, Social Work and other departments were present and they could help the college administrators and faculty members in organising many activities planned for the camp inmates. The activities included a control room and help desk as part of the Collection and Distribution Centre in the college. The student volunteers helped the faculty members in the collection, sorting and distribution of relief materials from various benevolent organisations and individuals. In the initial days, the control room could also arrange the distribution of meals to various camps in the vicinity of Changanacherry. The food was prepared and supplied from the hostel mess. The centre received materials from six other states such as Tamil Nadu, Karnataka, Maharashtra, Gujarat, Uttar Pradesh and Andhra Pradesh. The centre distributed 2000 kits containing food supply, gloves, emergency medicines, soap and cleaning lotion. Also, the centre could supply relief materials to nearby relief camps. The medical facility started at the college

provided medicines to the inmates. Doctors voluntarily provided their service to the inmates. The students actively participated in the post flood activities also conducted by the college. The volunteers of National Service Scheme led the post flood cleaning activities at Eara, a nearby village. A post flood situational analysis survey in the Kuttanadu area was conducted by the Social Work Department and National Service Scheme and a report was submitted to the government. The college raised funds for building houses to those who lost houses during the flood. The college also supported the relief activities of the government by providing its facilities. The college also served as the base camp for the NDRF team.

Provide the weblink of the institution

<http://iqac.sbcollege.ac.in/distinctiveness/>

8.Future Plans of Actions for Next Academic Year

1. Start the new academic year with the new syllabus, the second revised, after getting autonomy to all UG and PG courses.
2. Innovation cell is to be started for the college with the intention of developing new creative entrepreneurs from the students.
3. Modify the college website so that it ensures the proper functioning of the management information system.
4. Encourage more departments to start students centred programmes and inter collegiate competitions so as to develop the leadership qualities and organising abilities of the students.
5. Promote departments for Overseas MOUs for faculty exchange and student exchanges.
6. Collect the feedback from all the stake holders including employers with respect to the suitability of curriculum, in future also.
7. Establish MOUs the different organisations for student project and internship and for further placement
8. Accelerate the programmes of Berchmans' Consultancy Services for generating revenue.
9. Ensure and encourage more performance of the students in university and state level cultural /sports activities.
10. Increase the amount of campus placements.
11. Improve the performance of conduct of examination and ensure a dedicated examination hall to incorporate more number of students at the top floor of administrative block.
12. Promote the departments to conduct various national level seminars with eminent speakers.
13. Ensure departments are conducting Faculty Development Programmes (FDP) and Management Development Programmes (MDP)
14. Ensure that all the departments have become research centres of the institution.
15. Organise research paper competition department wise
16. To centralise the internal evaluation process so that each component of evaluation is uploaded by the faculty immediately after the even and in semester examinations so as to avoid student grievances.
17. Continue the process of adoption of villages for the transfer of knowledge and their social development.
18. Conduct workshops to teachers so as to enable them to develop e-content and video presentations.
19. Promote faculty visit to employer organisations so as to learn about the modifications required in the curriculum.
20. Equip faculty members with the competency of online classes and you tube presentations with respect to their teaching areas as part of capacity building