



## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

**AQAR for the year (for example 2013-14)**

2017-18

#### 1. Details of the Institution

1.1 Name of the Institution

Bishop Kurialacherry College for Women

1.2 Address Line 1

Amalagiri P.O, Kottayam

Address Line 2

Kerala- 686561

City/Town

Kottayam

State

Kerala

Pin Code

686561

Institution e-mail address

bkcama@yahoo.com

Contact Nos.

0481- 2597384

Name of the Head of the Institution:

Dr. Leena Mathew

Tel. No. with STD Code:

0481- 2597384



Mobile:

9947152070

Name of the IQAC Co-ordinator:

Dr. Rekha Mathews

Mobile:

9847986866

IQAC e-mail address:

bkcamala@yahoo.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN10034

**OR**

1.4 NAAC Executive Committee No. & Date:

EC/66/RAR/133 dated-21-2-2014

(For Example EC/32/A&A/143 dated 3-5-2004.

*This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

1.5 Website address:

www.bkcollege.ac.in

Web-link of the AQAR:

<http://www.bkcollege.ac.in/AQAR/AQAR2017-18.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	Three star	65-70	07/02/2000	Five years
2	2 <sup>nd</sup> Cycle	B++	805	31/03/2007	Five years
3	3 <sup>rd</sup> Cycle	A	3.04	21/02/2014	Five years
4	4 <sup>th</sup> Cycle				



1.7 Date of Establishment of IQAC:

DD/MM/YYYY

2-6-2001

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i AQAR 08/10/2015 (2013-14) (DD/MM/YYYY)
- ii AQAR 22/06/2017 (2014-15) (DD/MM/YYYY)
- iii AQAR 03/04/2018 (2015-16) (DD/MM/YYYY)
- iv AQAR 31/08/2018 (2016-17) (DD/MM/YYYY)
- v AQAR 21/12/2018 (2017-18) (DD/MM/YYYY)

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

(eg. AICTE, BCI, MCI, PCI, NCI)

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 (Specify)

Research Leading to Ph.D.



1.11 Name of the Affiliating University (*for the Colleges*)

Mahatma Gandhi University

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

Autonomy by State/Central Govt. / 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 (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

2

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and community representatives

2

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2

2.9 Total No. of members

20

2.10 No. of IQAC meetings held

4



2.11 No. of meetings with various stakeholders: No.  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

Documentation: The Lifeline of Quality Augmentation-Technological Advancements for Greater Efficiency-*Accendere Lumen*: Creating a better self-Value Addition and the Changing Educational Scenario - Local History Writing Initiatives- Empowerment of Women: Issues and Challenges-

2.14 Significant Activities and contributions made by IQAC

- Visits to the departments for making sure that quality initiatives are under way; SSR Preparation the main focus.
- Rejuvenation programmes for staff and students
- Regular staff meetings and upkeep and maintenance of all departmental records
- Monthly progress reports, copies of proposals submitted to various statutory bodies and all other college activity reports are maintained by IQAC. A copy of the same sent to Manager and the IQAC.
- Sensitization programmes on environmental issues especially organic farming was the key focus of the year.
- Seminars on relevant Themes on Institutional/ Departmental Basis
- Certificate Courses launched by various departments to fill the gaps in the new CBCS curriculum and in response to the syllabus feedback of the stakeholders
- The Audits conducted by the IQAC in the previous year and the analysis of the feedback helped chart the current year action plan.
- Organised Quality Improvement Workshops / Seminars/ Talks for faculty members, non-teaching staff and students
- Research and Publication was encouraged and palpable difference noted
- IQAC could make a felt improvement in the institution by the introduction of quality assurance strategies and processes by its interventions and suggestions in all facets of activity.



## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Outcome
Library Building to be completed and blessed	Started functioning
Certificate Courses number to be increased	Courses offered by all the departments
IPR Lectures to conducted	Underway
Extension Initiatives to be strengthened	All departments enthusiastically engaged in such activities
Value Added Programmes to be devised for greater student quality	The college offers such programmes
ED Club activities to be made more focused- Monetary benefit to be shared with student beneficiaries	The students get skill training and earning opportunities
College to apply for NIRF Ranking Procedure	Procedure started
Get RNI number for the Journal of the College	Procedure underway
Increase the number of publications by Faculty	More than double the number than the previous year
Encourage students to attend more seminars out of the campus and to present papers	Many students participated in National, International and Regional Seminars and Paper presentation competitions & got prizes on many occasions.
Apply for more courses	Applied for MSc Maths
Explore funding Options	Underway
Awareness on Environmental Initiatives/Organic Farming	Jaivam-2017 was taken up extensively. Training programmes were organised for members of the local community.
Swachh Bharat to be taken up as an Integral Value	College joined in significantly in this initiative
Power Needs to be met from sources within	Transformer started functioning for the purpose
Comprehensive grooming programme for the students of all batches	GEM Sessions started systematically including all students of all batches

\* Attach the Academic Calendar of the year as Annexure.



2.16 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Staff Council

Provide the details of the action taken

Statutory bodies approved the AQAR



## 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	1	-	-	PhD COURSE Work : 1
PG	5	-	3	-
UG	9	-	3	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1(DCA) 1(DHNM)	-	-	-
Certificate	1	12	-	-
Others	open courses: 9 Add On: 3			
<b>Total</b>	<b>30</b>	12	6	1
Interdisciplinary				
Innovative	1 (PG)			

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options (Being affiliated to M.G. University, no freedom to change curriculum)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14 (P.G: 5, U.G :9)
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parent  Employers  Students   
(On all aspects)

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

*\*Please provide an analysis of the feedback in the Annexure*

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

Yes .Through Board of studies of the affiliated – Mahatma Gandhi University

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

Nil





## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	24	15	9	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

10

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	4	Nil	-	Nil	-	Nil	-	Nil	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

36

1

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	16	13	8
Presented papers	14	17	-
Resource Persons	1	2	8

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

- The efficient Mentor- Mentee system
- The Visit to reputed research institutions and industrial establishments related to their area of study as an integral part of the scheme of study in addition to the compulsory internship which the curriculum demands.
- In-house Seminars to develop research aptitude, thinking prowess and confidence WWS (Walk With a Scholar) and SSP (Scholar Support Programme) introduced for students with varying abilities
- Interactive Sessions with Experts and Resource Persons
- Each-One-Teach-One/ Buddy System/Peer Learning
- Academic Excellence Committee to monitor teaching and student performance
- Seminar presentations, discussions, open forums, power point presentations
- Assignments and Regular Test Papers for all students
- Timely evaluation of all scripts and discussion of answer sheets with the students to point out flaws.
- Movie Screening/ Discussion
- Extension Activities/ Club/Association Activities
- Research projects for UG and PG
- Research Methodology Classes for UG and PG students
- On-the-job training and internships providing hands-on practical training in specialized areas
- ICT- possibility explored for newer methodologies



- Introducing students to classic films as part of the Certificate Program and otherwise and documentaries on relevant topics and encouraging them to watch plays being performed and to participate in plays.
- Student participation in National and international Seminars
- Student participation in research paper reading/presentation competitions
- Local History Writing Initiative commenced by Department of Malayalam

2.7 Total No. of actual teaching days during this academic year 180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Valuation Double Valuation

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

3	2	11
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2.10 Average percentage of attendance of students UG 95% PG 97%

2.11 Course/Programme wise -distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
<b>UG</b> Maths	35	11	10	5	4	86
Chemistry	23	3	8	9	1	91
Botany	26	-	20	-	-	77
Economics	50	-	5	12	24	82
English	29	5	10	10		93
B.Com.Comp.	47	-	38	-	2	81
B.Com. Fin.Tax.	17	-	15	-	-	88
Malayalam	26	-	11	-	-	85
Geology & WM	31	6	14	8	1	94
<b>PG</b> Economics	15	-	9	-	-	80
Chemistry	21	-	16	-	-	76
English	9	-	6	2	-	89
M.Sc. Food & Industrial Microbiology	19	-	19	-	-	100
M.Com	9	-	-	-	-	78



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

- The IQAC monitors and evaluates the quality of teacher and student performance. A concentrated effort is taken to plan things in advance, improve and maintain teaching quality. In addition to appointing qualified and committed teachers, an evaluation of the quality of teaching, teaching methodology, classroom ambience and interaction with students is periodically conducted.
- The Monthly Performance Report which is a comprehensive and systematic evaluation process ensures effective curriculum delivery and monitoring
- Self- evaluation through a Personal Work Diary that becomes the Self-Appraisal report/ Daily Activities register is maintained. Each faculty member enters the details regarding their all their activities. This affords a chance to keep track of one's input. The HOD and the Principal evaluate and counter sign this personal input-output data.
- Student evaluation of teachers conducted annually by the IQAC on their performance. Confidentiality is maintained by the Principal in offering feedback and corrections to the faculty
- Students have direct access to the Principal and the Administrator and the Student Grievance Cell to raise their grievances
- Evaluation of the teaching-learning environment/transactions in the classroom by the HODs at the department meetings
- Review of academic environment at the end of each semester by the faculty members
- Regular Open Houses and Parent-Teacher interactions which form a platform for students and parents to discuss their respective wards.
- A proactive PTA has always been a healthy practice of the College. This component contributes immensely to the teaching-learning-evaluation process at BKC.
- ICT enabled teaching and learning is encouraged and ensured. Google classroom, You tube, WhatsApp and such other useful applications are employed.
- Student projects involving designing and creation of content providing them with the opportunity to explore their creativity and to develop skills is encouraged by the IQAC.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	1
HRD programmes	53
Orientation programmes	4
Faculty exchange programme (from Russia)	1
Staff training conducted by the university	5
Staff training conducted by other institutions	54
Summer / Winter schools, Workshops, etc.	3
Others	7



#### 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	14	5	Nil	6
Technical Staff	Nil	Nil	Nil	3



### Criterion – III

### 3. Research, Consultancy and Extension

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

- Research Methodology Seminars were organised for the Students.
- IPR Lecture Series Conducted
- Pre-PhD Presentations were conducted in the Research Centre
- The Research Centre of Economics has two research guides and eight research scholars and two were awarded PhDs
- One teacher was awarded PhD from the Dept of Mathematics
- One teacher from the Dept of English is on FDP.
- One teacher from the Dept of Botany is about to submit her Thesis.
- Many students presented papers & secured prizes in Research paper presentation competitions.
- Faculty members attended/presented/published papers- International/National/State Seminars, Conferences.
- Consultancy Assistance given by faculty members of almost all departments
- One faculty member is a reviewer of an International Journal
- Lyceum Lumina- BKC Research Journal: Applied for RNI.
- In-house Seminars/ Lectures conducted. Publications by Departments

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	15,22,400/-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	14	-
Non-Peer Review Journals	-	18	-
e-Journals	-	-	-
Conference proceedings	1	7	-

#### 3.5 Details on Impact factor of publications:

Range  Average  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 Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)		KSCSTE DoECC KSWDC		59,000/- 50,000/- 25,000/-
Total				1,34,000/-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

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)

\* Department of Botany UGC Innovative –Rs 4,00,000/-

3.10 Revenue generated through consultancy : Jaldasree Harithasala Lab- Department of Geology

Level	International	National	State	University	College
Number	1				35
Sponsoring agencies	KSHEC				UGC, PTA, Mgt, Alumni

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

3.13 No. of collaborations: International  National  Any other

3.14 No. of linkages created during this year



3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
7	6	-	1	-	-	-

- \* Dr. Leena Mathew, the Principal was nominated as Member Academic Council, MG University
- \* Certificate of Appreciation for Dr Beena George for a Paper published in an International Journal
- \* Dr Lincy Varghese appointed as Reviewer for three Reputed International Journals
- \* Dr Beena George Selected for the Women Empowerment Prize “PennDrive”
- \* Dr Rekha Mathews honoured with a Certificate of Appreciation by the Chicago Diocese for the support extended in drafting and translating documents.
- \*Two students of III BA English selected for International Writers Workshop

3.18 No. of faculty from the Institution

who are Ph. D. Guides

and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level



3.22 No. of students participated in NCC events: University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- Voice Bank for the Blind
- Jaivam 2017
- Environment Initiatives- Clean Earth- Green Earth- Awareness/Activity
- Blood Donors Forum Constituted
- Anti Drugs Campaign- Say No to Drugs on Anti-Drugs Day
- World population day observance was organized to acknowledge the power of human resource
- Legal awareness classes. Students also conducted a survey and visited the houses in the adopted village to spread the awareness.
- Seminar on Anti-Corruption Day
- Swaach Bharath Pakwada
- Green campus mission was undertaken. A Clean Campus Squad was formed .Students took oath to keep the campus clean, green and also plastic free.
- World Youth Day was celebrated. Poster designing and slogan writing competitions were conducted
- World Heart Day observed.
- Observed Rashtriya Ekatha Diwas
- Seminar on Organic Farming.
- Aids Awareness Day.





- A seminar was conducted in association with ED CLUB on Entrepreneurial Development.
- Seminar on Environment Protection Initiatives.
- Philanthropic assistance to inmates of destitute homes
- World Environment Day celebration and distribution of saplings
- Distribution of books/study materials to poor students
- Training Programmes for Elderly Women
- Elders Day Celebration, Women's Day Celebration
- Seminars on Gender Awareness, Women's Rights, Health Care, Family Budget, Emotional health to students and women of the locality
- Awareness Programmes on Drug Abuse, Human Rights Education and Monitoring, Palliative Care, Pollution Problems, Health, Hygiene and Nutrition.
- Medical Camps
- CSM activities- meaningful forum of ISR
- Bhoomitrasena Club – Spreads environmental consciousness through multifarious activities
- Entrepreneurial Development Club- aims at instilling entrepreneurship skills in students and the community
- Community College- functions as an extension centre of meaningful college-community interaction
- Dept. of Computer Science - orientation and training to Computer illiterate girls and women
- Health club: Health, Fitness & Yoga Programmes for all.



## 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	28.190	-	-	28.190
Class rooms	60	-	-	60
Laboratories	13	-	-	13
Seminar Halls	3	-	-	3
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	36	-	-	36
Value of the equipment purchased during the year (Rs. in Lakhs)	98.72	2.7	Mgt & UGC	101.42
Others -Building, furniture (Rs. in Lakhs)	416.95	57.6	Mgt & UGC	474.55

#### 4.2 Computerization of administration and library

New library building constructed and blessed- Free internet to all departments, library, computer lab, IT lab and language lab.- full fledged data centre- Hosting web server in our premises- Cloud computing and clustering technology- OPAC available for students- SOUL. INFLIBNET – N’list for all.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (lakhs)	No.	Value	No.	Value
Text Books	50662	109.1	308	2.3	50970	111.4
Reference Books						
e-Books	75000	0.05			3135000	0.05
Journals	43	0.92	12	.06	55	0.98
E-Journals, periodicals	3000	0.05			6000	0.05
Digital Database			1		1	
CD & Video	75		15		90	
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	148	4	13	6	1	3	8	
Added	-28	-	-	-	-	1	-	
Total	120	4	13	6	1	4	8	



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

- Examination Reforms – online distribution of question papers (PG)
- Training sessions for teaching and nonteaching staff members
- Office automation
- Library fully automated
- Online attendance portal

4.6 Amount spent on maintenance in lakhs :

i) ICT	5.2
ii) Campus Infrastructure and facilities	52.4
iii) Equipments	2.7
iv) Others	41.3
<b>Total :</b>	<b>101.6</b>



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services :

- At the beginning of the year, the Principal and the Heads of Departments regularly conduct an Orientation Programme for the newly admitted students to familiarize them with the college, its activities, infrastructure and learning resources and services offered to students, the various clubs and cells and student support programmes. Similarly at the end of the year, the final year students were given a Life Guidance programme to equip them for life.
- The Public Address System and the Student Notice Board are used effectively to inform students and give awareness about student support services
- Mentors identify the outstanding students from the various classes of the first year UG batch to be mentored across three years by internal faculty and external resource persons as part of the Walk With a Scholar (WWS) Programme, a Govt. of Kerala initiative.
- Similarly also the weak students from the various classes of the first year UG batch to be mentored across one year by internal faculty members as part of the Student Support Programme (SSP), a Govt. of Kerala initiative.
- The Principal, the Staff Council and the IQAC join hands to see that all teachers in charge of student welfare and activities send in reports to ensure that remedial classes, mentoring and tutorial sessions are conducted regularly. The Principal signs the records to ensure transparency. The Iqac and the Manager receive the reports of activities via e-mail.
- **Prospectus** of the college is distributed along with the application form which gives essential details about the institution.
- The **Institutional Website** provides information about all parameters.
- **The Handbook** is prepared and updated every year. It contains the vision, mission, details of courses offered, eligibility, and facilities available. It is distributed to every student and staff member at the beginning of the academic year. It contains all the information required by the students for a smooth and effective life on the campus and all transactions related to curricular, extra and co-curricular activities.
- UGC and institutional support is available to the college for organizing coaching classes for competitive exams and skill development (spoken English, computer literacy, coaching for competitive exams etc.). Remedial coaching for slow learners is also provided by the college.

#### 5.2 Efforts made by the institution for tracking the progression :

##### Entry level assessment

- Tutorial system, remedial coaching.
- Continuous evaluation through internal examinations.
- Proper recording of attendance.
- Regular department meetings to analyse the progression of students
- Orientation for new students
- Coaching for competitive exams
- Collecting data of various achievements of students.



- Analysis of the results of UG & PG programmes
- Conduct of career seminars and campus recruitment drives
- Placement Initiatives
- Regular conduct of internal and semester exams
- Valuation of answer scripts- discussions-reviews
- The Student Profile Book that the class teachers maintain for each student, which includes personal details with the photograph. The Comprehensive Register helps us keep track of all the other details like academic and extra-curricular involvement. These are updated regularly and kept in the department to track student progression and academic growth. The placement details and later achievements are entered here.
- A minimum of two PTA meetings are conducted, in addition to the general body meeting of the PTA.
- Parents are involved in all decisions regarding the student as the mentor keeps regularly in touch with the parents over phone
- We keep track of our alumni and the alumni database is updated regularly.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1023	158	9	1190

(b) No. of students from outside the state

-
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(c) No. of international students

1
---

Men

No	%

Women

No	%
1	.09

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged/ others	Total	General	SC	ST	OBC	Physically Challenged/others	Total
685	70	9	278	1	1043	1069	31	2	84	4	1190

Dropout UG: .85%, P.G: 0.35%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Career and Placement Cell organises coaching schedules for various competitive exams, especially final year UG and PG students
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No. of students beneficiaries

338
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### 5.5 No. of students qualified in these examinations

NET	9	SET/SLET	8	GATE	-	CAT	8
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	31

### 5.6 Details of student counselling and career guidance

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
9	120	3	42

### 5.8 Details of gender sensitization programmes:

- ***Accendere Lumen***- Talks on Women-related Issues for final year students in their Life-Guidance Seminar.- ( Every year)
- Classes related to the theme of gender, rights of women and women empowerment were taken for students across the college by all the class teachers during the Value Education classes.- (Every year)
- The Women’s Cell Activities aim to sensitize the girls to the various social issues around them and to challenge them to work towards social responsibilities concerning women.
- Various Programmes aiming at Personality Development and Empowerment were conducted. The activities were framed in such a way that it helped girls to realize their inner strengths and to understand that their innate strength will see them through.
- Family & Personal Budgeting, Banking practices, E-payments and such e-empowerment training.
- Legal Literacy Programme
- Women’s Rights Awareness Talks
- Talk on “ Cyber Crimes/ Cyber-literacy”
- Gender Sensitivity/Acceptance of Gender-Roles Talks

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level



### 5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	72	8,00,000
Financial support from government	60	3,30,000
Financial support from other sources	45	50,000
Number of students who received International/ National recognitions	02	2000 (International Writers Workshop)

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

### 5.12 No. of social initiatives undertaken by the students

- Mission Sunday activities- Fund Raising Initiatives for contributing to noble causes
- Palliative Activities
- Noon Meal Packets for Hospices/Hospitals
- Visits to Health Centres, Destitute Homes, Old age homes
- Active participation in Jaivam 2017
- Celebration on important days
- Planting/raising of medicinal plants
- Free tuitions for the needy

### 5.13 Major grievances of students (if any) redressed:

The grievances raised by students were discussed. The following are some of the grievances that were redressed.

1. Space for Academic discussions, seminars and presentations for staff and students in the new library
2. Access to more online resources via INFLIBNET - N'list
3. Wi-fi quality improved
4. IT Lab accessibility augmented.
5. More motivational/training programmes
6. More placement drives conducted



## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

Motto “ *Accendere lumen*- To Kindle the Light

Mission – Change the world, build a congenial atmosphere to live in, by imparting value based quality education to the students, aimed at developing character, scholarship and leadership in them. Educate young women to be physically equipped, mentally stable, morally upright, socially committed, intellectually motivated, and spiritually enlightened to contribute positively to family community and nation.

VISION: Education of a whole generation by education and holistic development of women. Formation of a girl student into a well balanced person capable of transforming lives and serving the society  
Making qualitative improvement and renewal in the society through women`s education.

#### 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 programmes:

- The limitations of being an Affiliated College is circumvented by supplementing the curriculum with Add on and Certificate Programs.
- The curriculum is enriched through seminars and workshops to make students globally competent and academically empowered.
- Industrial experts and Subject experts are consulted and feedback from the various stakeholders taken for quality sustenance and enhancement leading to effective development of the curriculum.
- Student needs are kept in mind as we design programs that we have the liberty to run in addition to the traditional programmes.
- Experts from industry and the civil society visit the students for interface at the departmental level in order to update them of recent developments and emerging trends.





### 6.3.2 Teaching and Learning:

- ICT based teaching coupled with the traditional lecture method is followed as the classes are heterogeneous in nature.
- Question Banks prepared regularly
- Continuous support and follow up for advanced and slow learners.
- Group discussions, debates, panel discussions, quiz competitions and exhibitions
- Motivational talks, invited lectures, career guidance seminars, and workshops.
- Visits to various universities, libraries, scientific institutions, hospitals, stock exchanges, Industries and Govt. institutions.
- Role-plays and skits.
- Awareness talks by eminent personalities on Significant Days/Occasions.
- Besides the scheduled internals exams, class tests, surprise tests conducted.
- The Librarian works in close association with the teaching faculty to ensure that the library resources augment the teaching-learning process and to impart orientation and training in accessing appropriate learning resources.
- Important Days are observed to convey the serious message across to the student community.
- Book exhibitions, Book Review competitions in the Reading Week every year
- Organised Seminars, Invited Lectures and paper presentations every year
- Ongoing training is provided to the students on e-learning resources. The IT Hour for the whole College to facilitate e-utility was a revolutionary step.
- Coaching for soft skill training, Career coaching like NET/SET, PSC, Bank Exams.
- Offering open courses to promote interdisciplinary knowledge sharing among the students.
- Individual assignments and records are submitted by students for core and complementary courses.
- Academic Council Meetings are conducted to formulate plans regarding teaching and learning process.
- Department heads meetings are held regularly to make the teaching –learning process effective and quality oriented.
- Teachers Record of Activity checked regularly, Feedback taken, analysed and action taken immediately to ensure quality sustenance.

### 6.3.3 Examination and Evaluation :

- College has an Internal Exams Coordinator.
- Faculty members participated in the Board Meetings/workshops to plan the conduct of the Exams
- Active Faculty participation for the Centralised Paper Valuation Camp as Chairpersons, Chief Examiners and Additional Examination for various semesters.
- Conducted mock viva for UG and PG students. (every year)
- Conducted pre-Ph.D presentations.
- Display of the attendance and internal marks on the notice board for verification.
- Question papers and schemes are prepared for Autonomous colleges and Universities.
- Questions Banks prepared with students support/previous years' questions discussed for familiarising the students with the pattern.



#### 6.3.4 Research and Development

- Paper publications in leading journals by faculty members and students.
- Paper presentations in international and National Seminars.
- Research oriented projects for students

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

New spacious library building with all modern amenities, seminar halls, wi-fi.

- Wi-Fi connection is made available in the departments and library.
- Students are trained in the library book arrangement and a prize is issued every year for the Best Performers.
- Best User Award is given to the student who uses the library resources to the maximum.
- New books, journals and theses are added to the library stock every year.
- Up gradation of e-resources is done regularly.\
- Regular orientation programmes are conducted by the Librarian for the students to make use of the library resources effectively.
- Spacious and airy classrooms and all amenities/playgrounds/auditorium/chapel/common room etc
- Digital Display Board/Notice Boards/PA System
- Well equipped Audio-Visual room, Seminar Hall and Conference Hall.
- Computer Labs/IT Labs/language lab with internet connection.
- Staff as well as faculty make use of the internet facility continually.
- Power needs met with the Transformer/generators installed for the purpose
- Health Club and augmented sports facilities including a Lawn Tennis Court and an Indoor Table tennis court.
- Indoor Stadium
- Facilities for Cycling
- Tracks/ Ground
- Green clean campus with well-maintained Botanical/ Herbal Garden.
- Rain water harvesting and drinking water facilities.



### 6.3.6 Human Resource Management:

- ✓ There is a Staff Associations 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 and contribute one's best to the institution, thus to the society and the nation.
- ✓ Orientation programmes to the newly inducted staff is regular a healthy practice.
- ✓ Training and development programmes are conducted 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.
- ✓ The Manager tries to present at Staff Meetings and IQAC meetings at least on important occasions to guide and motivate us.
- ✓ Orientation classes are arranged for students under the aegis of the various bodies.
- ✓ Students Union meetings are held on a regular basis, and valid suggestions are favourably considered.
- ✓ Faculty & Staff encouraged to attend training programmes, orientation & refresher courses and faculty development programmes.
- ✓ Every faculty member assigned extra / Co-curricular duties
- ✓ Involvement of Faculty, Staff & Students ensured in all activities of the college and is highly appreciated by the PTA & the public.
- ✓ Several welfare schemes launched for the benefit of students and staff.
- ✓ Meetings of IQAC, Staff council, and various committees and associations held regularly
- ✓ The dropout rate is nominal which speaks of a satisfied population on campus.
- ✓ An active and dynamic cell involved in placement drives and career – guidance
- ✓ Though selected for jobs, most of the UG students prefer to go for higher studies. Majority go for further studies.

### 6.3.7 Faculty and Staff recruitment

- ✓ Staff and faculty recruitment are done in accordance with the State Government and University norms.
- ✓ Advertisement is given leading Newspapers.
- ✓ Selection Committee constitutes Government Nominee, Subject Experts, Management Representatives, Principal, and Heads of the Department.
- ✓ Selection criterion is merit and quality of the candidate.
- ✓ Vacant posts are filled promptly.
- ✓ Guest Lecturers are appointed in the posts which are not approved by the Government.



### 6.3.8 Industry Interaction / Collaboration:

- Industry experts/representatives are invited to be members of the Boards of Studies, of the Governing Council and the IQAC. Their guidance is sought and their inputs and suggestions are welcomed and often implemented. Such interaction serves to enhance job opportunities and facilitate the introduction of programmes with industry collaboration.
- Industry visits and on the job training provide hands on experience and exposure and platforms for industry interaction/collaboration.
- Seminars, workshops and talks with experts from industry as resource persons are organised by the departments. In addition some departments employ guest faculty from industry and conduct guest lectures by industry experts.
- Industry and field visits are mandatory for some programmes, and internship programmes for some, are part of the curriculum in several departments such as Botany, Geology, Malayalam etc. Departments like Commerce offer industry oriented subjects which requires industry exposure and training.
- The Entrepreneurship Development Club is instrumental in motivating and developing entrepreneurship skills in the students. The club conducted skill enhancing workshops and arranged talks for the students by prominent entrepreneurs. There are active Department Collaborations with various centres to where visits are arranged annually. District Industry Centre is a Partner Institute.
- The Institution conducts industrial visits and factory visits for the students especially for students of Programmes with vocational courses.
- Annual visits are arranged to *Kitex, Anna Aluminium, Milma, Jive, MPI*

### 6.3.9 Admission of Students

- Online admission process is followed as per the rules and regulations of the University.
- Community and Management Quota Admission is done by the College in compliance with the University norms.
- Admission procedure is transparent, accounted, and audited.
- Vacant seats filled through spot admission as per norms laid down by the University.



6.4 Welfare schemes for

Teaching	<p>Co-operative society Single Hostel Accommodation for teachers Staff Association for general support</p> <p>Casual Leave</p> <p>Duty Leave</p> <p>Earned Leave</p> <p>Commuted Leave</p> <p>Half Pay Leave</p> <p>Maternity Leave</p> <p>PF Loan</p>
Non teaching	<p>Skill and Efficiency Training Offered for easy adaptability when job rotation happens Providing of personal loan by management in case of emergencies Deposit and Loan facility from Cooperative society</p> <p>Casual Leave</p> <p>Duty Leave</p> <p>Earned Leave</p> <p>Commuted Leave</p> <p>Half Pay Leave</p> <p>Maternity Leave</p> <p>PF Loan</p>
Students	<p>Various Scholarships by Government, Management, PTA and Endowments by well-wishers are available. Free Internet facility is available to the students in the working hours of the College. Canteen provides food at moderate rate. Cooperative Society provides necessary articles at reasonable rate. Thebooks purchased under SSP are issued to such students for longer period.</p>

6.5 Total corpus fund generated

1,75,00,000/-



6.6 Whether annual financial audit has been done    Yes     No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	University	Yes	manager
Administrative	yes	CA	Yes	manager

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?

Since the college is not autonomous and is affiliated to Mahatma Gandhi University; the university reviews examination patterns and has made recommendations for time bound declaration of university results both U.G and P.G

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

Many of the teachers are members of board of studies both U.G and P.G which enable them to participate in syllabus revision of the academic curriculum.

6.11 Activities and support from the Alumni Association

Every year Departmental & general Alumnae gathering conducted  
Alumnae offer advice and support in the successful running of the College

6.12 Activities and support from the Parent – Teacher Association

Great Support for the efficient functioning of the college and offers financial support , advice when disciplinary issues need to be tackled and guidance whenever necessary



### 6.13 Development programmes for support staff

The Management and the IQAC systematically plan and organise professional development programmes for the non-teaching staff.

- Professional /personal development and capability enhancement programmes, IT training programmes regularly given .
- Cooperative society functions effectively for the Welfare of support staff
- Financial Aid for renovation & construction of houses for supporting staff
- Financial Aid is provided by the Management in contingencies. situations
- Motivational talks

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

- Promoting Zero plastic green campus
- Planting of Saplings on various occasions
- Herbal garden
- Butterfly garden
- Planting of Fruit trees
- Vegetable Garden
- Rain water harvesting
- Biogas, Vermicompost, Recharging of water resources
- Green Audit
- Pollution Awareness Programmes
- Fostering of Biodiversity
- Instilling respect for nature in the college community
- Systematic waste disposal
- Energy Audit and conservation awareness
- Awareness on renewable sources of energy



## Criterion – VII

### 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.

- Research culture among the faculty members and students augmented by active participation in seminars, workshops etc. Association activities undertaken with total involvement. One Paper- a- semester by a faculty member was the norm for publication and presentation. Joint ventures were also taken up.
- Vimukthi Club, Nirbhaya project, Bhoomitrasena, ED Club initiatives etc active on the campus
- Community – oriented Extension Programmes undertaken with zeal and commitment
- Quality enhancement initiatives taken up enthusiastically by all departments.
- Various initiatives undertaken to promote awareness on environmental issues and to spread the message of greening and cleaning
- Women’s Cell actively works on the campus to promote gender sensitisation and awareness
- Students’ health check up, counselling, mentoring etc done efficiently and effectively.
- PTA and Alumni Associations offer very positive support and cooperation to the smooth and efficient functioning of the institution
- Training and Placement Cell get the students ready to face the challenges posed by this globalised scenario.
- Walk With the Scholar (WWS) and Scholar Support Programme (SSP) initiatives carried out in the college
- Power needs met by new transformer
- Jaivam 2017 done with zeal
- Community college actively engaged in Earth initiatives
- Certificate Programmes offered by all departments
- Alumni engagement fruitful and more active
- IT Hour for all the students to make all comfortable with e-payments and online transactions as even the University changed to the e-mode- E Shakthi
- Swacch Bharath Initiative taken up zealously
- Total and Comprehensive Cleanliness Mission taken up with passion and commitment.
- GEM and SPEC for greater efficiency and effectiveness





7.2. The major responsibility of the IQAC was quality augmentation initiatives and the preparation of the SSR, thus gearing up for accreditation in the 4th cycle.

- The IQAC took the lead role formulating a plan of action for the preparation of the Self Study Report for the post accreditation period of 5 years - Academic Years- 2013-14 to 2017-18.
- A senior Faculty Member took charge as the IQAC Coordinator this academic year. Various committees were formed with senior teachers and members of the IQAC in charge of the seven criteria to work on the compilation of data and preparation of the rough draft of the SSR.
- As part of the preparations, numerous workshops on the new format of the Assessment and Accreditation Procedure and the Academic Audit were conducted during the course of the academic year.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

**The IT Hour- E-Sakthi**

**SPEC- Spiritual/Social, Physical, Environmental Cleanliness**

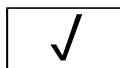
*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

**The Earth Initiatives**

**Active and Enthusiastic Involvement in Jaivam 2017**

7.5 Whether environmental audit was conducted? Yes



No





7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

### **Strengths**

- ✓ A pioneer institution for women's education in Kerala.
- ✓ Honest feedback mechanism from all stakeholders and the Monthly Performance Report
- ✓ Strong mentoring and student support system
- ✓ Supportive management with a progressive vision
- ✓ Transparency in staff recruitment based purely on merit.
- ✓ Qualified and Committed Faculty
- ✓ Each core course programme enriched with specially designed components in the form of Add-on/certificate course
- ✓ Thrust on value education has always been a focus.
- ✓ ICT enabled interactive and student centered curriculum delivery
- ✓ Research Centre in Economics
- ✓ Campus- Community Extension Activities useful to the society around
- ✓ Dynamic student community with high potential for development
- ✓ Highly committed and responsible PTA
- ✓ Excellent student support system
- ✓ Multitude of opportunities in curricular/ co- curricular activities and sports
- ✓ Excellent infrastructure with well-equipped laboratories and a state of the art Library which is any student's dream.
- ✓ Ideal ambience for scholarly pursuits.

### **Weaknesses**

- ✓ Affiliated College, hence limited freedom in altering syllabus
- ✓ Challenging backgrounds of Students sometimes pose problems
- ✓ Lack of funds for development projects

### **Opportunities**

- ✓ Fuller and Better utilization of the infrastructure
- ✓ Could become a centre for interdisciplinary and community oriented research, especially with the support of the departments from M G University. The proximity can be utilised.
- ✓ More Value-Added Courses can be offered to augment student quality
- ✓ Research needs to be strengthened
- ✓ Patent possibilities need to be explored

### **Challenges**

- ✓ Funding possibilities need to be explored
- ✓ Inadequacy of infrastructure for more specific needs like media facilities  
Sports facilities need to be augmented
- ✓ The problem of lack of proficiency in English needs to be more effectively addressed.
- ✓ Industry-Academia Interface needs to be strengthened
- ✓ More MoUs which will benefit the academic community to be entered into.



## 8 Plans of institution for next year

More Courses  
Aggressive Skill Development Programmes for Students  
Research Initiatives to be Augmented  
Sports and Games facilities to be Revamped  
Extension Activities of all Departments to be strengthened  
Palliative Unit Activities to be strengthened  
Necessary infrastructural improvements for more efficient curriculum delivery.

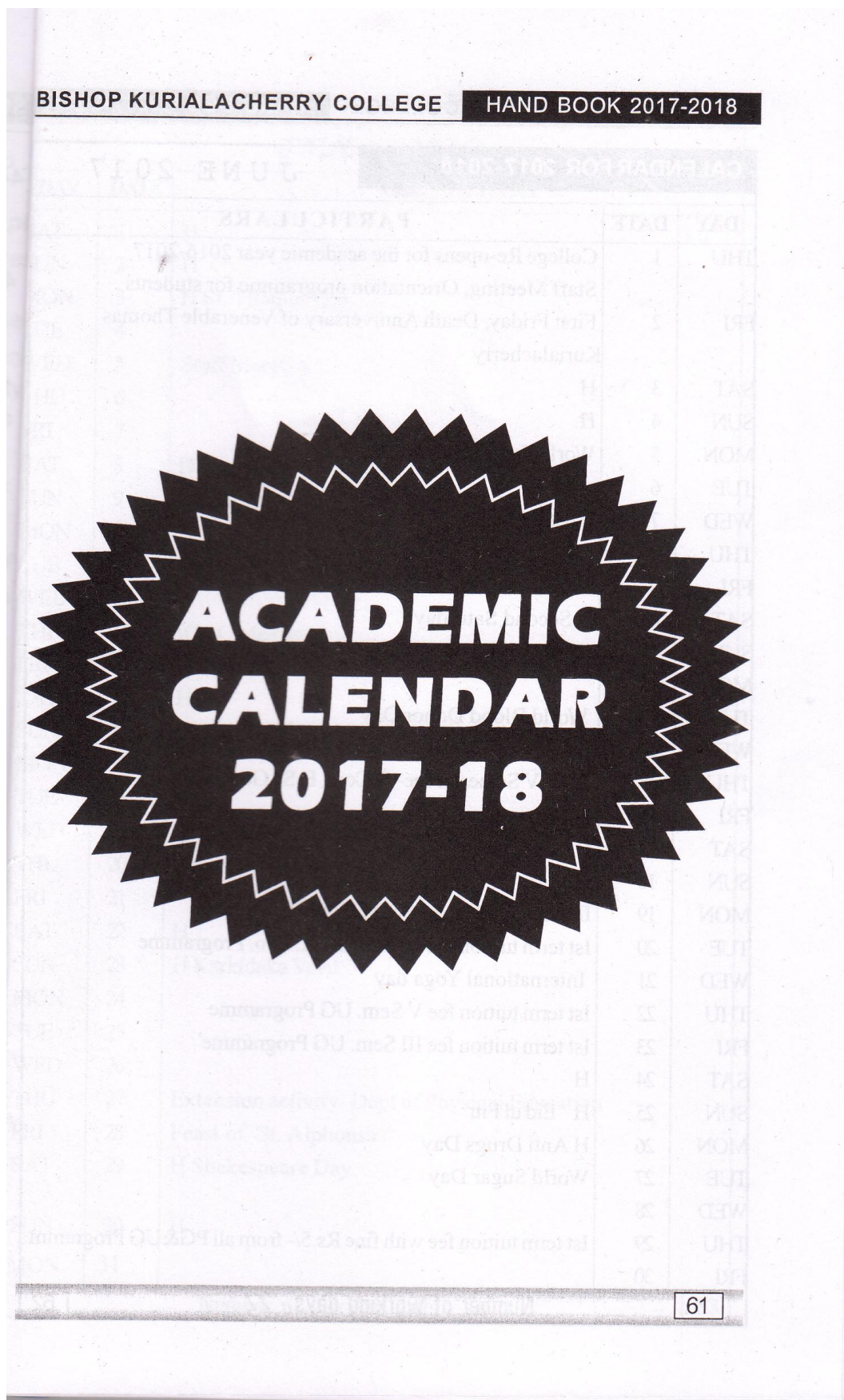
Name : *Dr. Rekha Mathews*

*Signature of the Coordinator, IQAC*

Name: *Dr. Leena Mathew*

*Signature of the Chairperson, IQAC*

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**BISHOP KURIALACHERRY COLLEGE** **HAND BOOK 2017-2018**

<b>CALENDAR FOR 2017-2018</b>		<b>JUNE 2017</b>
<b>DAY</b>	<b>DATE</b>	<b>PARTICULARS</b>
THU	1	College Re-opens for the academic year 2016-2017 Staff Meeting, Orientation programme for students
FRI	2	First Friday, Death Anniversary of Venerable Thomas Kurialacherry
SAT	3	H
SUN	4	H
MON	5	World Environment Day
TUE	6	
WED	7	IQAC meeting,
THU	8	
FRI	9	II year fee MSc FDIM
SAT	10	H Second Saturday
SUN	11	H
MON	12	
TUE	13	World Blood Donor Day
WED	14	
THU	15	III & V Semester fee- B.Com, B.Sc Geo. & WM
FRI	16	
SAT	17	H
SUN	18	H
MON	19	II Sem. fee M.A./M.Sc./M.Com. (SF)
TUE	20	Ist term tuition fee III Sem. M.A. Eco. Programme
WED	21	International Yoga day
THU	22	Ist term tuition fee V Sem. UG Programme
FRI	23	Ist term tuition fee III Sem. UG Programme
SAT	24	H
SUN	25	H Eid ul Fitr
MON	26	H Anti Drugs Day
TUE	27	World Sugar Day
WED	28	
THU	29	Ist term tuition fee with fine Rs.5/- from all PG&UG Programme
FRI	30	
<b>Number of working days - 22</b>		<b>62</b>



<b>JULY 2017</b>		
<b>DAY</b>	<b>DATE</b>	<b>PARTICULARS</b>
SAT	1	H
SUN	2	H
MON	3	H St. Thomas Day
TUE	4	
WED	5	Staff Meeting
THU	6	
FRI	7	
SAT	8	H Second Saturday
SUN	9	H Sunday
MON	10	
TUE	11	World Population Day
WED	12	
THU	13	IQAC Meeting
FRI	14	
SAT	15	H
SUN	16	H
MON	17	
TUE	18	
WED	19	Ist term tuition fee all classes (PG & UG)
THU	20	
FRI	21	
SAT	22	H
SUN	23	H Karkidaka Vavu
MON	24	
TUE	25	
WED	26	
THU	27	Extension activity- Dept of Physical Education
FRI	28	Feast of St. Alphonsa
SAT	29	H Shakespeare Day
SUN	30	H
MON	31	
<b>Number of working days - 21</b>		<b>63</b>

**BISHOP KURIALACHERY COLLEGE** **HAND BOOK 2017-2018****AUGUST - 2017**

DAY	DATE	PARTICULARS
TUE	1	
WED	2	
THU	3	Extension Activity -Dept. of Botany
FRI	4	First Friday
SAT	5	H
SUN	6	H
MON	7	
TUE	8	Ist term tuition fee with fine Rs.5/- from all classes
WED	9	
THU	10	Extension Activity-Dept. of Mathematics
FRI	11	IQAC meeting
SAT	12	H Second Saturday, International Youth Day
SUN	13	H
MON	14	
TUE	15	H Independence Day
WED	16	Ist term tuition fee with fine Rs.10/- from all classes
THU	17	Extension Activity - Geology & W.M.
FRI	18	
SAT	19	H
SUN	20	H
MON	21	
TUE	22	
WED	23	
THU	24	H Sreekrishna Jayanthi
FRI	25	
SAT	26	H
SUN	27	H
MON	28	H Ayyankali Jayanthi
TUE	29	National Sports Day
WED	30	
THU	31	College closes for Onam Holidays

**Number of working days - 21** **64**

**BISHOP KURIALACHERRY COLLEGE****HAND BOOK 2017-2018****SEPTEMBER - 2017**

DAY	DATE	PARTICULARS
FRI	1	H Bakrid
SAT	2	H
SUN	3	H First Onam
MON	4	Thiruvonam
TUE	5	Third Onam, Teacher's Day
WED	6	
THU	7	IQAC Meeting
FRI	8	World Literacy Day
SAT	9	H Second Saturday
SUN	10	H
MON	11	H College Re-opens after Onam holidays
TUE	12	H Sreekrishna Jayanthi
WED	13	
THU	14	
FRI	15	
SAT	16	H, World Ozone Day, Sree Narayana Guru Jayanthi
SUN	17	H
MON	18	
TUE	19	
WED	20	
THU	21	H Sree Narayana Guru Samidhi Day
FRI	22	
SAT	23	H
SUN	24	H NSS Day
MON	25	
TUE	26	
WED	27	
THU	28	Extension Activity -Dept. of Botany,
FRI	29	H Mahanavami, World Heart Day
SAT	30	H Vijayadasami

**Number of working days - 12****65**





<b>OCTOBER - 2017</b>		
<b>DAY</b>	<b>DATE</b>	<b>PARTICULARS</b>
SUN	1	H
MON	2	H Gandhi Jayanthi,
TUE	3	#
WED	4	
THU	5	Staff Meeting
FRI	6	First Friday
SAT	7	H
SUN	8	H
MON	9	
TUE	10	
WED	11	
THU	12	
FRI	13	
SAT	14	H Second Saturday
SUN	15	H World Students Day
MON	16	World Food Day
TUE	17	
WED	18	H Deepavali
THU	19	
FRI	20	
SAT	21	H
SUN	22	H
MON	23	
TUE	24	
WED	25	
THU	26	III Sem. fee M.A./M.Sc./M.Com (SF)
FRI	27	
SAT	28	H
SUN	29	H
MON	30	
TUE	31	
<b>Number of working days - 20</b>		<b>66</b>



<b>NOVEMBER - 2017</b>		
<b>DAY</b>	<b>DATE</b>	<b>PARTICULARS</b>
WED	1	Keralapiravi day
THU	2	IQAC meeting
FRI	3	First Friday
SAT	4	H
SUN	5	H
MON	6	
TUE	7	
WED	8	
THU	9	Extension Activity - Mathematics
FRI	10	
SAT	11	H Second Saturday, Alumni day
SUN	12	H
MON	13	
TUE	14	Children's Day
WED	15	
THU	16	Extension Activity - Dept. of English
FRI	17	
SAT	18	H
SUN	19	H
MON	20	
TUE	21	
WED	22	
THU	23	
FRI	24	
SAT	25	H
SUN	26	H
MON	27	
TUE	28	
WED	29	
THU	30	
		<b>Number of working days - 22</b>
		<b>67</b>



**BISHOP KURIALACHERRY COLLEGE** **HAND BOOK 2017-2018**

**DECEMBER - 2017**

DAY	DATE	
FRI	1	First Friday
SAT	2	H Milad-I-Sherif (Nabidinam)
SUN	3	H
MON	4	Sr. Mary Xavier Speech Competition
TUE	5	
WED	6	IQAC Meeting, Association activity - Commerce
THU	7	Flag Day
FRI	8	II Term tuition fee with fine Rs. 5/- from all UG Programme
SAT	9	H Second Saturday, Human Rights Day
SUN	10	
MON	11	
TUE	12	
WED	13	
THU	14	IV & VI Sem Fee B.Com, & BSc Geo & WM
FRI	15	Association activity - Malayalam
SAT	16	H
SUN	17	H
MON	18	
TUE	19	
WED	20	
THU	21	
FRI	22	College closes for Christmas Holidays
SAT	23	H
SUN	24	H
MON	25	H Christmas
TUE	26	
WED	27	
THU	28	
FRI	29	
SAT	30	H
SUN	31	H
<b>Number of working days - 16</b>		<b>68</b>



**BISHOP KURIALACHERRY COLLEGE**      **HAND BOOK 2017-2018**

<b>JANUARY - 2018</b>		
<b>DAY</b>	<b>DATE</b>	<b>PARTICULARS</b>
MON	1	College re-opens after Christmas Holidays
TUE	2	H Mannam Jayanthi
WED	3	
THU	4	IQAC meeting
FRI	5	First Friday, II Term Tuition fee all classes
SAT	6	H
SUN	7	H
MON	8	
TUE	9	Association activity - English
WED	10	
THU	11	
FRI	12	II Term Tuition fee with fine Rs. 5/- from all classes.
SAT	13	H Second Saturday,
SUN	14	H Birth day of Our Heavenly Patron Venerable Mar Thomas Kurialacherry
MON	15	
TUE	16	
WED	17	
THU	18	II Sem fee B Com & BSc Geo & WM
FRI	19	II Term Tuition fee with fine Rs. 10/- from all classes.
SAT	20	H
SUN	21	H
MON	22	
TUE	23	
WED	24	
THU	25	H Feast of St. Sebastian - Athirampuzha
FRI	26	H Republic Day
SAT	27	H
SUN	28	H
MON	29	
TUE	30	Martyr's Day
WED	31	Extension activity Dept. of Commerce
<b>Number of working days - 20</b>		<b>69</b>

**BISHOP KURIALACHERRY COLLEGE** **HAND BOOK 2017-2018****FEBRUARY - 2018**

DAY	DATE	PARTICULARS
THU	1	
FRI	2	First Friday
SAT	3	H
SUN	4	H
MON	5	Association activity - Botany
TUE	6	II Sem fee M.Sc. Che, M.A. Eng, M.Com.
WED	7	
THU	8	
FRI	9	IQAC Meeting
SAT	10	H Second Saturday
SUN	11	H
MON	12	
TUE	13	
WED	14	Extension activity dept. of Mathematics
THU	15	
FRI	16	Extension activity dept of Economics
SAT	17	H
SUN	18	H
MON	19	
TUE	20	
WED	21	IV sem fee MSc Chem, MA Eng, M.Com.
THU	22	
FRI	23	Extension activity Dept of Geology
SAT	24	H Maha Shivaratri
SUN	25	H
MON	26	
TUE	27	
WED	28	
<b>Number of working days - 20</b>		<b>70</b>

**MARCH - 2018**

<b>DAY</b>	<b>DATE</b>	<b>PARTICULARS</b>
THU	1	Extension activity dept. of Chemistry
FRI	2	First Friday
SAT	3	H
SUN	4	H
MON	5	
TUE	6	
WED	7	
THU	8	International Women's Day
FRI	9	IQAC Meeting
SAT	10	H Second Saturday
SUN	11	H
MON	12	
TUE	13	
WED	14	
THU	15	
FRI	16	Extension activity dept. of Economics
SAT	17	H
SUN	18	H
MON	19	
TUE	20	
WED	21	
THU	22	World Water day
FRI	23	Extension activity dept of Malayalam
SAT	24	H
SUN	25	H
MON	26	
TUE	27	
WED	28	
THU	29	H Maundy Thursday
FRI	30	H Good Friday
SAT	31	H
<b>Number of working days - 22</b>		<b>71</b>

**BISHOP KURIALACHERRY COLLEGE** **HAND BOOK 2017-2018****APRIL - 2018**

DAY	DATE	PARTICULARS
SUN	1	H Easter
MON	2	
TUE	3	
WED	4	
THU	5	
FRI	6	
SAT	7	H
SUN	8	H
MON	9	
TUE	10	
WED	11	
THU	12	
FRI	13	
SAT	14	H Second Saturday
SUN	15	H Vishu
MON	16	
TUE	17	
WED	18	
THU	19	
FRI	20	
SAT	21	H
SUN	22	H
MON	23	
TUE	24	
WED	25	
THU	26	
FRI	27	
SAT	28	H
SUN	29	H
MON	30	

**BISHOP KURIALACHERRY COLLEGE** **HAND BOOK 2017-2018****MAY - 2018**

DAY	DATE	PARTICULARS
TUE	1	H May Day
WED	2	
THU	3	
FRI	4	
SAT	5	H
SUN	6	H
MON	7	
TUE	8	
WED	9	
THU	10	
FRI	11	
SAT	12	H Second Saturday
SUN	13	H
MON	14	
TUE	15	
WED	16	
THU	17	
FRI	18	
SAT	19	H
SUN	20	H
MON	21	
TUE	22	
WED	23	
THU	24	
FRI	25	
SAT	26	H
SUN	27	H
MON	28	
TUE	29	
WED	30	
THU	31	





### 7.3 Best Practices

#### 1. The IT Hour- E-Sakthi

#### 2. SPEC - Spiritual/Social, Physical, Environmental Cleanliness

##### 1. The IT Hour- E-Sakthi

**Context:** E-literacy is the need of the hour. Ours is an institution which is situated in a rural/semi-urban locality and a sizeable number of students hails from families who cannot even dream of a computer of its own or internet connectivity. Hence this drive to make them completely e-literate. This is the time of e-payments. The University has switched over to e-payments and e-transactions and all fees related to examinations need to be paid online. This considered best practice will help them be self-reliant and empowered to a large measure in this techno-imperative scenario.

**Goal:**

1. To make the students equipped in e-transactions
2. To enable them to pay their various fees online
3. To empower them to face the challenges of a digitalised educational world
4. To boost their confidence

**Practice:** The well-equipped IT Lab in the College provides the environment for this massive drive. Each student is given training. No student is left out. Care is taken by the IQAC that each batch is trained in the lab as part of this E-Sakthi campaign. Experts give them training in e-payments so that they are well-versed in the art. Every student in the College gets at least an hour in the Lab for this specific purpose. Hence the name IT-Hour. Since it empowers, the explanatory piece- E-Sakthi.

##### 2. SPEC- Spiritual/Social, Physical, Environmental Cleanliness

**Context:** Cleanliness is next to Godliness—This value has been so integrated into our total value system that it has been inseparable from the ethos of the institution ever since its inception. The environment and the buildings will speak for this. The Nation also lays stress on Swachh Bharat and the five year period is to end with the next academic year. So with this focus in mind and also with a wider perspective we adopted SPEC, a total Cleanliness Drive which is at the same time personal and societal, professional and cultural in its ramifications. SPEC would make the students better disposed to take up their curricular responsibilities in a healthier and more balanced manner. This is the vision behind the initiative.

**Goal:**

1. To make the students aware of the relevance of various levels of cleanliness
2. To make them nobler human beings who would be strong enough to build a corruption-free tomorrow
3. To leave the spaces they inhabit cleaner than they find it



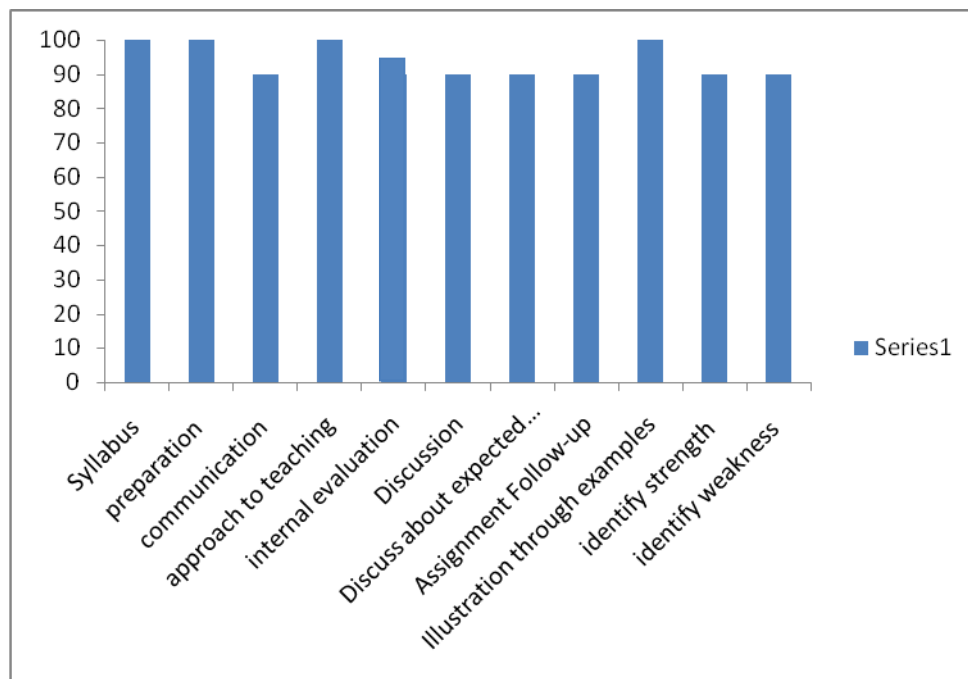
4. To think of Environmental and Societal cleanliness as their responsibility
5. To imbue their minds with positive energy to make them better equipped for their academic pursuits.

**Practice:** The College, the surroundings, the classrooms, the hostels, the amenities for students, for that matter, everything on the campus is maintained in excellent condition with a high degree of cleanliness always. Cleanliness is a virtue that is followed as part of the code of conduct in the institution and the students are trained to follow this. They are given awareness sessions as to how they should leave the Campus and the facilities as they find it on their entry and how it is important to use it neatly to be handed over to the next generation learners. They are trained not to litter, to use the dustbins, to keep the classrooms, the common room, the facilities, the restrooms etc clean. The hostel in this respect is a real home where total training is given. Emotional, Spiritual, Psychological cleanliness is also stressed and formation given to make the personality of the students balanced. This assures better academic performance. **SPEC** targeted each student this academic year and made sure that the message reached them loud and clear. A 'clean' generation is sure to build a clean tomorrow. Hence this best practice this year. We intend to continue this into the next year too in committed accompaniment of Swachh Bharat.



### 1.3 Consolidated Analysis of Feedback

Sl no.	Evaluation criteria	Percentage
1.	Syllabus covered	100
2.	Teachers' preparation for the class	100
3.	Teachers' communication level	90
4.	Teachers' approach to teaching	100
5.	Fairness of internal evaluation	95
6.	Assignment Discussion	90
7.	Discuss about expected competencies, strengths	90
8.	Assignment Follow-up	90
9.	Illustration through examples	100
10.	Teachers identify strength of the students	90
11.	Teachers identify weakness of the students	90





The feedback collected from all stakeholders is analysed periodically. Parental feedback is collected when they assemble for the PTA meetings. Specific formats are made for this purpose. Parameters like syllabus, course content, facilities, employability, soft skills, teaching strategies and the like are included in the format. In the Employer feedback form the skill and knowledge aspect are stressed. The alumni give useful feedback on all aspects of teaching-learning, infrastructure, best practices and such all-inclusive components. The consolidated feedback helps improve the quality of the College. The essentials are taken into account seriously and communicated to the concerned groups.