



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		BISHOP KURIALACHERRY COLLEGE FOR WOMEN
Name of the head of the Institution		Dr. Leena Mathew
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0481-2597384
Mobile no.		9947152070
Registered Email		bkcamala@yahoo.com
Alternate Email		principalbkcamala@gmail.com
Address		Amalagiri P.O., Kottayam - 686561
City/Town		Kottayam
State/UT		Kerala
Pincode		686561
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Jinita Varughese
Phone no/Alternate Phone no.	04812597384
Mobile no.	8547810753
Registered Email	bkcama1a@yahoo.com
Alternate Email	iqac@bkcollege.ac.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.bkcollege.ac.in/AQAR/AQAR%20%202017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.bkcollege.ac.in/common.aspx?mid=%279%27&sid=%2797%27

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	Three Star	65-70	2000	07-Feb-2000	06-Feb-2005
2	B++	805	2007	31-Mar-2007	30-Mar-2012
3	A	3.04	2014	21-Feb-2014	20-Feb-2019
4	A+	3.41	2019	15-Jul-2019	14-Jul-2024

6. Date of Establishment of IQAC	02-Jun-2001
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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
Regular meeting of IQAC	21-Jun-2018 1	13
Internal Academic & Administrative Audit	23-Oct-2018 1	69
External Academic & Administrative Audit	31-Dec-2018 1	75
Talk on The Role of Internal Quality Assurance Cell in Improving the Academic and Administrative Audit	13-Aug-2018 1	58
Workshop on Student centric Learning Apart from Chalk and Talk	15-Sep-2018 1	61
Counseling and behavioural training for staff and students - Daily Practices for Spiritual, Mental, Emotional and Physical Well Being	27-Sep-2018 3	1137
Workshop on Teaching, Learning and Evaluation: Shifting Protocols in Pedagogical Dynamics	10-Oct-2018 1	62
Talk on Time management and Team Work	13-Nov-2018 1	23
Applied for NIRF Ranking 2019	30-Nov-2018 1	1137
Submission of AQAR for the academic year 2017-18	21-Dec-2018 1	1137
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8. Provide the list of funds 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
Institution	WWS	Directorate of Collegiate Education, Govt. of Kerala	2018 365	194400
Institution	SSP	Directorate of Collegiate Education, Govt. of Kerala	2018 365	85500
Bhoomithrasena Club	Recurring grant	Directorate of Environment and Climate Change,	2018 365	10000

		Govt. of Kerala		
Institution	RUSA	MHRD	2018 365	1000000
Institution	Construction of Building	UGC	2018 365	1344658
Institution	Community College	MHRD UGC	2018 365	3103447
Department of Mathematics	Celebration of National Mathematics Day	KSCSTE	2018 1	10000
Dr Asha S Mathew	One-day Awareness Programme for Women on Health and Hygiene	KSCSTE	2018 1	30000
NSS Unit	Recurring grant	Ministry of Youth Affairs and Sports	2018 365	65250
Smt. Mariya Jacob	SPYTiS Project	KSCSTE	2019 365	9000
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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 :	17
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?	Yes
If yes, mention the amount	215000
Year	2019
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
Applied for NIRF Ranking 2019 and secured rank between 100 to 150 bandwidth	

Women-Centered Development through GEMS (Grooming Empowering and Mentoring Sessions)

100% IT literacy among students through E - Shakthi (IT hour)

Organised Quality Improvement Workshops /Seminars/ Talks for faculty members and non- teaching staff

Conducted two Internal and three External Academic and Administrative audits and follow up action taken

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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 prepare for the process of NAAC assessment and accreditation fourth cycle	Accredited with CGPA 3.41 at A grade
To apply for NIRF Ranking 2019	Applied and secured rank between 100-150 bandwidth
To start more Value added courses	All departments started more certificate and value added courses
Student Satisfaction Survey on institutional performance	SSS conducted and results analysed department wise
IPR lectures to be conducted	Conducted
100 % IT literacy among students	Achieved through E- Shakthi
Academic and Administrative Audits(AAA) to be conducted	Conducted two internal and three external AAA
Faculty Development Programmes and quality improvement workshops to be conducted	Conducted
Encourage faculty members and students to participate in seminars and conferences	Many faculty members and students attended Regional, National and International Seminars and presented papers
Encourage students to participate in intercollegiate competitions and events	Many students participated in quiz competitions, dance fests and literary competitions and secured prizes.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Governing Body	01-Oct-2020
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	11-Jun-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	28-Feb-2019
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>Bishop Kurialacherry College for Women has a Management Information System in place, equipped to gather and analyze data to aid the process of decision making. CampusNET™ ERP, which is a trade mark software, is used for this purpose. The following modules are currently in operation.</p> <ol style="list-style-type: none"> 1. Students Admission Management All the details regarding each student of the college is collected through the student information system supported by the automation software (CampusNet ERP). The software also enables advanced and customised search option for more than 250 fields about a student. All the necessary reports for the University and diverse Government agencies can be generated from this module especially the SC/ST/OBC statements as on date. 2. Fee Management System All stipulated Fees can be collected through this centralised software with the integration of accounts system. The required reports as on date or of a particular period can be availed in addition to the consolidated reports. 3. Accounts System It is also a centralised Accounts system which is integrated with FEE and other modules. 4. Examination System This module is a centralized cloud based solution for Students' internal and University Examination Management. The internal marks of each student is documented and updated by the software which is

displayed at the end of every semester. All the fundamental aspects regarding the examinations like exam registration, exam fee collection, question paper setting and downloading are electronically governed. 5. Library Management System (ILMS) Fully automated library management system with barcode solution for both books and students' card . 6. Library Information KIOSK System Fully functional touch screen library information KIOSK with OPAC facility is integrated in the library. Library attendance is also enhanced for automated library usage statistics. 7. Time Table Management System The time table is available in the system 8. Attendance System Teachers can update attendance online and the students or parents can see it from anywhere. 9. Internal mark Entry Teachers can enter the marks of internal evaluation and the internal mark for attendance is automatically generated. It can be converted to reports in the required format.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Bishop Kurialacherry College for Women, Amalagiri is affiliated to Mahatma Gandhi University, Kottayam and thus the curricula of the Programmes offered are governed by the Regulations of the university. Besides to these programmes, Employability and entrepreneurship are enhanced through the certificate/diploma courses and 13 value added courses offered by various departments. The syllabi of these courses are developed by the College and approved by the UGC or the respective Boards of Studies. The Enrichment programmes offered by each department enhance learning skills of students. The Open Courses which are Electives offer further scope for student quality improvement. The institution has a well structured process of effective curriculum delivery process which it has been following systematically. In the beginning of the academic year, the General body of the institution convenes a meeting to prepare an academic calendar for the college in tune with the academic calendar of the university. IQAC draft the academic calendar and publish it in the handbook of the institution. Faculty members prepare teaching plans in accordance with the academic calendar before the beginning of each semester. Each department prepares a year plan. Based on the academic calendar, the courses are completed on time. An awareness of specific student needs led to the Orientation/Induction programmes held jointly for students and parents at entry point. This enables the learners to adapt comfortably to the curriculum and its demands. The college follows the Continuous Comprehensive Evaluation pattern which consists of internal and external evaluation. Internal evaluation is done

through test papers, assignments, seminars and projects. In addition to test papers, the institution conducts a mid- semester internal examination and a model examination towards the end of each semester. External evaluation is the end -semester examination conducted by the university. The record of assessments based on logical reasoning exercises, linguistic talent tests, weekly reviews, class discussions and debates are maintained in each department. WWS for the advanced learners and SSP for the slow learners are employed effectively. All faculty members use ICT enabled teaching methods for the effective delivery of curriculum. Peer teaching, discussions and field trips are implemented to employ cognitive teaching .Online platforms like Google Class Room, Google meet, WhatsApp media and YouTube are also used to introduce innovation in teaching. Students are motivated to use E-resources -INFLIBNET N-List and E-books available in the library. In order to achieve the programme outcomes and to make the learning student centric; quizzes, discussions, seminars and workshops have been organised on a regular basis. IQAC focus on outcome based education. In the end of each academic year, an analysis of POs, PSOs and COs is done by each department and reports submitted to IQAC. The institution employs a feedback mechanism that reflects the level of satisfaction of students regarding the teaching and learning methods. The Feedback from stakeholders are collected and analyzed systematically and the suggestions for improvement are discussed and action taken appropriately

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Diploma	Diploma in Horticulture and nursery Management	04/06/2018	365	Employability	Nursery Management
Certificate in organic farming	Certificate	04/06/2018	365	Entrepreneurship	Farm management

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	No course sanctioned.	04/06/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English	04/06/2018
BSc	Mathematics	04/06/2018
BA	Economics	04/06/2018
BA	Malayalam	04/06/2018
BSc	Botany	04/06/2018
BSc	Chemistry	04/06/2018
BSc	Geology and Water Management	04/06/2018

MSc	Food and Industrial Microbiology	04/06/2018
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1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	30	22

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
Typesetting with Latex	04/06/2018	17
Social Graces and Etiquettes and Good Manners	04/06/2018	43
Fundamentals of Film studies	04/06/2018	29
Entrepreneurship and skill development	04/06/2018	51
Disaster management-causes , types	04/06/2018	29
Baking and confectionery	04/06/2018	24
Certification in computer concepts	04/06/2018	42
Certificate in tax concepts	04/06/2018	53
Microsoft office professional	04/06/2018	119
Administrative office certification	04/06/2018	30
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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	Malayalam	28
BA	English	29
BA	Economics	51
BSc	Botany	28
BSc	Chemistry	23
BSc	Geology and Water Management	53
BCom	Finance and Taxation	42
BCom	Computer Application	52
MSc	Food and Industrial Microbiology	16
MA	Economics	19

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

The institution has a structured mechanism to collect feedback from all stakeholders namely, students, parents, employers, alumni and teachers. The feedback is collected online through the college website using Google form link. The statistical analysis of the responses is automatically generated. A feedback was taken by the IQAC from students, parents, alumni about different aspects of the course, and the infrastructure available in college. The implementation part of the syllabus is evaluated using various parameters, such as, library facilities, laboratory facilities, ICT facilities, internal assessment, etc. In the previous academic year, the details of the student feedback were discussed in the College Council. The council entrusted the IQAC to look into the aspects that needed improvement and to suggest necessary corrective measures. The IQAC suggested to improve the library and ICT facilities. The centralization of the internal assessments helped to increase the satisfaction level of the students Course wise regular student feedback is collected on teaching and learning and is communicated to the respective faculty members so as to assess themselves to improve and contribute to teaching learning process in a positive way. About 22.7 students strongly agreed that the syllabus improved their domain knowledge, while 23.6 strongly agreed that the syllabus content improved employability. Around 21.3 felt that the courses were updated and relevant to suit the needs of the times. About 26 rated the syllabus as excellent and on par with that of other universities /colleges. Feedback from parents is also taken and most of them (88.6) felt that the infrastructure in the college is good. Majority of the parents were satisfied with the guidance provided by the faculty and the support extended by the office. The teachers were assessed on the different criteria and 81.9 students rated the teaching ability and subject knowledge of the faculty as excellent. The feedback of alumni was also collected and 96.1 felt that the course content helped them to become proficient in their area of interest.

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	19	123	19
BCom	Finance and Taxation	50	412	49
BCom	Computer Applications	60	161	36

BA	Malayalam	30	142	30
BA	English	30	173	30
BA	Economics	51	348	50
BSc	Geology and Water Management	32	195	29
BSc	Botany	30	173	29
BSc	Chemistry	20	165	19
BSc	Mathematics	40	184	34
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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	907	162	35	15	16

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
68	63	43	14	1	37

[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)

The institution gives utmost impetus to the positive development and self-actualization of the students and thus has implemented an effective mentoring system to cater to the diverse needs of our student community. Mentors provide guidance, advice, feedback, and support to the mentee, serving variously as role model, teacher, counselor, advisor, sponsor, advocate, and ally, depending on the specific goals and objectives negotiated with the mentee. The class teachers act as academic/comprehensive mentors and suggest measures for improvement continually. The mentor commits to meeting with the mentee on a regular basis bimonthly, one hour per session personally or in a group. The mentoring sessions have provided wide ranging benefits to the students especially increased self-esteem, improved problem-solving skills, better decision-making and better general life skills. The teachers in the college as mentors prepare the list of students allotted to them as a mentee. Each teacher in all departments is assigned with the task of mentoring a maximum of 25 students. The mentor collects all personal and educational information and establishes consistent communication and closely monitors the growth of the students. The mentor creates a communication bridge between the parents and the management with regular updates about the student performance. The various responsibilities undertaken by the mentors are

- Active listening to the problems faced by the mentee.
- Assist the mentee in identifying conflicts in personal and professional growth.
- Increasing approachability by creating a friendly and trustworthy atmosphere.
- Keep an open mind and acknowledge the efforts of the mentee.
- Help them to set goals for the next stages in learning.
- Help them to think critically, problem solve and communicate effectively.
- Being tactful and empathetic in conversation.
- Maintain confidentiality.
- Review long term goals.
- Provide honest, frank, constructive feedback.
- Inform the head of the department about the mentoring activities.

Our mentors have demonstrated that they are reliable, accountable, and transparent in their relationship with their respective

mentees. The well- structured mentor- mentee system developed by the college is a useful contribution to the college and development of young people.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1069	68	16

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
68	68	0	0	17

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
2018	Diya Philip	Assistant Professor	Best Program Officer, NSS, M G University
2018	Diya Philip	Assistant Professor	Contingent Leader of MG University Team

[View File](#)

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
BSc	CH	6th Semester	28/03/2019	29/04/2019
BSc	BO	6th Semester	05/04/2019	29/04/2019
BA	EN	6th Semester	04/04/2019	29/04/2019
BA	BM	6th Semester	28/03/2019	29/04/2019
BCom	BC	6th Semester	04/04/2019	29/04/2019
BCom	BC	6th Semester	27/03/2019	29/04/2019
BSc	MM	6th Semester	05/04/2019	29/04/2019
BSc	GW	6th Semester	03/04/2019	29/04/2019
MCom	CM	4th Semester	16/05/2019	29/09/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution strictly follows the norms and policies of continuous evaluation prescribe by the Mahatma Gandhi University. In UG programme, the CIE components are attendance, test papers and assignment/seminars. In PG programme, the CIE components are attendance, test papers, assignments and

seminars. After the adoption of CBCS regulations, the college has adopted new strategies for the effective conduct of internal evaluation. In addition to test papers, the institution conducts a mid-semester internal examination and a model examination towards the end of each semester. Internal examination question papers are modeled on university question paper so as to make students familiar with the question paper pattern. In this context, the prominent reform worth mentioning is the question bank preparation by the students. The student-groups of each class upload the question-answer bunches in the common groups, which are corrected and edited by the faculty-in-charge and these are used to prepare the internal examination question papers which ensures enhanced marking rate. The Internal marks scored by the students are displayed on notice boards for the students to see and redress grievances, if they point out any, before the marks are sent to the University. Fairness is ensured at every step. The institution has taken special care to informally and continuously evaluate its students depending on their curricular, co-curricular and extracurricular activities. In this evaluation, mentors play a crucial role. Quality circles and peer groups are formed in classes and they are given special activities which provide advanced learners to a platform to enhance their capabilities and slow learners to improve themselves. The record of assessments based on subject related quizzes, weekly reviews, class discussions and debates are maintained in each department.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Since this institution is affiliated to Mahatma Gandhi University, the exam framework broadly follows the schedules charted by the University. In the beginning of the academic year, the General body of the institution convenes a meeting to prepare an academic calendar for the college in tune with the academic calendar of the university. IQAC drafts the academic calendar and publish it in the handbook of the institution. Faculty members prepare teaching plans in accordance with the academic calendar before the beginning of each semester. Each department prepares a year plan. Based on the academic calendar, the courses are completed on time. The Dates of the Internal Exams are announced in such a manner that the students get adequate time to prepare for the exams. The Examination Cell makes sure that the Question Papers are ready before schedule to ensure smooth conduct of exams. Question Banks uploaded on the University websites, prepared by the faculty-board and made available to all by common platforms like student groups and the website are made use of in the question setting process. The question banks prepared by our students are used for internal examinations. The invigilation schedules are systematically prepared by the Examination Cell. The scripts are valued and distributed in a week. More than two test papers are always given and the best two performances are considered for Internal Marks. The Internal marks are scrutinised by the Heads of the Departments in consultation with the mentors in charge of the particular class and then consolidated. The Examination Coordinator checks every entry and approves the Internal Mark lists. Then they are displayed on the noticeboards to give the students a chance to raise objections/ask for clarifications if any. Their signatures on the marklists is ample evidence that the process is student-friendly and transparent. The marks are then uploaded in the University Portal at the specified time. Thus the schedule charted by the affiliating University is strictly adhered to. If classes are lost due to some unavoidable circumstances, college academic committee regulates the work by scheduling extra classes on Saturdays. It is also ensured that all activities of the college are conducted systematically as per the academic calendar

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)

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
CM	MCom	Finance	10	6	60
GW	BSc	Geology and Water Management	29	25	86
MM	BSc	Mathematics	38	31	81.57
CH	BSc	Chemistry	19	18	94.73
BO	BSc	Botany	27	14	51.85
BC	BCom	Computer Applications	52	41	78.84
BC	BCom	Finance and Taxation	42	33	78.57
BM	BA	Malayalam	29	27	93.10
EC	BA	Economics	48	26	54.16
EN	BA	English	29	26	89.65

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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://www.bkcollege.ac.in/common.aspx?mid=%274%27&sid=%27115%27>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – 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
Students Research Projects (Other than compulsory by the University)	365	KSCSTE	0.09	0.09

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3.2 – Innovation Ecosystem

3.2.1 – 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
Seminar on Copyright	Malayalam	05/10/2018
Workshop on 'Intellectual	Commerce	19/12/2018

Property Rights'		
Seminar on 'Entrepreneurial Leadership Characteristics'	WWS Unit	15/11/2018
Seminar on 'Self Motivation and Optimism- The key to Entrepreneurial Success'	WWS Unit	30/11/2018
Seminar on Goals and Objectives of Entrepreneurship Education	WWS Unit	01/12/2018
Industrial Visit to Kitex-Anna for students of Commerce Department	Commerce	10/08/2018
Visit to the Herbarium Collection at Botanical Survey of India, Coimbatore, by students of Department of Botany	Botany	13/12/2018
Seminar on 'Intellectual Property Rights - Copyright'	Malayalam	09/10/2018
Visit to Geology Western and Southern Monuments and Rock Gardens	Geology	30/12/2018
Visit to Underground Coal Mine, Singereni, Telangana	Geology	30/12/2018

3.2.2 – 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
Nil	Not applicable	Not applicable	04/06/2019	Not applicable
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3.2.3 – 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
Nil	Not applicable	Not applicable	Not applicable	Not applicable	04/06/2018
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded

Not applicable	0
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3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany	1	1.83
International	Chemistry	3	5.75
International	English	2	2.88
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	2
Malayalam	2
No file uploaded.	

3.3.5 – 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
Nil	Not applicable	Not applicable	2018	0	Not applicable	0
View File						

3.3.6 – 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
Nil	Not applicable	Not applicable	2018	0	0	Not applicable
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	13	14	9	9
Presented papers	8	5	3	0
Resource persons	0	2	0	1
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3.4 – Extension Activities

3.4.1 – 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/	Number of teachers	Number of students
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	collaborating agency	participated in such activities	participated in such activities
Cleaning of 10 households of flood affected people	NSS Unit in association with flood relief workers	3	25
Free tuition for children at Santhwanam (A home for destitute women and children)	Department of Mathematics Santhwanam	4	14
Observed World Environment Day: Beat Plastic Pollution	NSS unit of the college, Nature Club, Bhoomithrasena Club, ARWA	10	1037
Medical Checkup and Free Health Camp	NSS Unit in collaboration with Muthoot Health	4	1110
Free Eye testing camp	NSS unit in association with Amalagiri Residents Welfare Association (ARWA)	4	1085
Vimukthi club -A drive against drug usage to support the drug addicted people and house holds	NSS unit of the college in association with Excise Department of Kottayam	4	150
Observed World Blood Donor day on June 14th. Focus theme was Blood Connects us All. The Day has the slogan Share Life, Give Blood	NSS unit of the college	4	1015
Oru Kai, Oru Pothi : Distribution Food Packets to the patients of Medical College every Tuesday	NSS Unit of B. K. College Navajeevan Trust, Gandhinagar	7	250
Donation to Cancer Patients of Kottayam Medical College : donated clothes, Bed sheets, toiletries	NSS Unit of the College and Govt. Medical college, Kottayam	4	300
Awareness campaign on Polycystic Ovary Syndrome, participated in	NSS unit and Decathlon, the complete sports shop	4	10

Walkathon

[View File](#)

3.4.2 – 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
Cooperation to M. G. University for providing infrastructural facilities for conduct of University Level NSS Volunteer Secretaries Training Camps, Pre RD parade Selection camps several times as a selfless service	Certificate of Appreciation	Mahatma Gandhi University	150
NSS Activities	Best Program Officer, NSS	Mahatma Gandhi University	150
Adventure Camp at Manali	Contingent Leader of MG University Team	Ministry of Youth Affairs and Sports	0

[View File](#)

3.4.3 – 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
Aids Awareness	NSS Unit, B. K. College	Aids Day Observation - Awareness talk	4	300
Oru Kai Oru Pothi	NSS Unit, Jesus Youth and Navajevan Trust, Kottayam	Food packet distribution	7	270
Swachh Bharath	NSS Unit , B. K. College , Nature Club, Bhoomithrasena Club Amalagiri Residents Welfare Association (ARWA)	Observation of World Environment day :Plastic Free Amalagiri collecting plastic waste in the campus, awareness talk, collection of plastic waste	10	1037
Awareness on Gender Equality, Human	WWS Unit of the college	Talk on Indian Constitution, Human Rights	3	60

Rights and Women Rights		and Gender Equality by Mr. Abraham Kurian IPS		
2018 Kerala Flood relief activities	NSS Unit, B. K. College, students of various departments of the college and Flood Relief activists	Distribution of needy items to flood victims in the relief camps at Arpookkara Panchayath	5	500
Extension with NGO	NSS unit in association with Amalagiri Residents Welfare Association (ARWA)	Eye testing Camp	4	1200
Extension with NGO	NSS Unit in collaboration with Muthoot Health	Medical Checkup and Free Health Camp : information regarding diet, exercise and weight control	4	1200
Flood Relief activity - Extension	NSS unit in association with Flood Relied workers	Cleaning of 10 households of Flood affected people	3	25
Extension with GO	NSS Unit of the College and Govt. Medical College, Kottayam	Donation to Cancer Patients of Kottayam Medical College : donated clothes, Bed sheets, toiletries	4	300
Awareness	NSS Unit, BK College	Observation of day against child abuse and labour	4	100
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Student Exchange Programme of M. G. University Kottayam	Mwangi Wanjiki Grace - The first International Student from Kenya pursuing for her Graduation in Economics at B.K.	Personal	365

3.5.2 – 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
Project Work	For carrying out M. Sc. Project	IIFPT, Thanjavur	01/03/2019	31/05/2019	Students of final year MSc Food and Industrial Microbiology, Department of Botany
Walk with a Scholar Programme (WWS)	For coordinating activities of WWS Programme	Office of the New Initiatives in Higher Education, Govt. of Kerala	24/09/2018	28/02/2019	Students of Ist, IInd and III year BA/B.Sc. Programmes
Project Work	For carrying out M. Sc. Project	SAIL-SCL Kerala Ltd, Kollathara, Kozhikode	02/02/2019	16/02/2019	Students of Ist year M. Sc. Chemistry
Project Work	For carrying out M. Sc. Project	CUSAT, Kochi	01/04/2019	31/05/2019	Students of Ist year M. Sc. Chemistry
On-the-Job Training	Training programme on milk products for students of BSc. Botany for the Vocational Programme: Food Microbiology	Dairy Training Centre, Erayilkadavu, Kottayam	23/01/2019	04/02/2019	Students of IInd year B. Sc. Botany
Visit to institution	Visit to the Herbaria collection of the Institute as part of the educational tour of Dept of Botany	Botanical Survey of India, Coimbatore	13/12/2018	15/12/2018	Students of IIIrd year B. Sc. Botany
On-the-Job Training	Training for Printing	Learners Press	02/04/2019	12/04/2019	II semester Students of

	Books for students of Model II Malayalam for the Vocational Programme Copy Editing	Kottayam			BA Malayalam
Scholar Support Programme (SSP)	For coordinating activities of SSP Programme	Office of the New Initiatives in Higher Education, Govt. of Kerala	24/10/2018	28/02/2019	Students of Ist, IInd and III year BA/B.Sc. Programmes
Project Work	For carrying out M. Sc. Project	The Cashew Export Promotion Council of India, Kollam	01/03/2019	31/05/2019	Students of final year M. Sc. Food and Industrial Microbiology, Department of Botany
Visit to institution	Visits to Reputed Institutions and laboratories for familiarization of techniques, understanding the principle and working of various equipments	Geological Survey of India, Chithradurga	30/12/2018	13/01/2019	III year Students of B. Sc. Geology and Water Management
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
ENBRIDG	26/07/2018	Certify Students of Commerce Department in Microsoft Office Specialist	130
Peerumedu Development Society Idukki	07/01/2019	Training for Organic Farming, Training for Agricultural Practices, Training for Value Added Products	30

RUSA	12/02/2019	Financially assist the college for the physical and academic development	1137
View File			

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
125	139.99

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
View File	

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
SOUL	Partially	1.0	2007
KOHA	Fully	19.11.02.000	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	49750	9950000	647	79837	50397	10029837
Reference Books	1220	4100000	25	84000	1245	4184000
e-Books	3135000	0	0	5900	3135000	5900
Journals	60	105620	2	5000	62	110620
e-Journals	6000	0	0	5900	6000	5900

Digital Database	1	0	0	5900	1	5900
CD & Video	210	0	20	0	230	0
Library Automation	1	0	1	0	2	0
Weeding (hard & soft)	0	0	306	3000	306	3000
View File						

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
Nil	Not applicable	Not applicable	04/06/2018
View File			

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	138	60	138	25	12	12	24	100	5
Added	8	3	8	3	0	1	1	100	0
Total	146	63	146	28	12	13	25	200	5

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

100 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
Nil	Not applicable

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
28	28.76	19	19.1

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, provide link)

The institution has an established procedure for maintaining and utilizing equipments and infrastructure. The Bursar and the committee in charge takes care of the infrastructure like the classrooms, administrative sections,

laboratories, sports facilities, library, and other support facilities and essential services like Power and Water supply. The College has a dedicated team of technical and support employees under the civil, technical, electrical and mechanical categories. The Heads of Departments Report to the Bursar in case of problems with Infrastructure or equipment which is recorded in the Register maintained for the purpose. The whole year round the maintenance of the buildings, other infrastructural amenities, the premises etc. are taken care of by competent people entrusted with this responsibility. The Library is taken care of by the Library Committee and functions as per the Policy drawn up for the Library. The Maintenance and improvement of infrastructure, procuring of books for the various subjects and disciplines were in response to the demand placed by the various departments. Computers, Labs and Equipment are maintained in excellent condition. There are contracts drawn up with the firms who install devices for check-up and maintenance too. Calibration and allied precision measures for sensitive equipment are regularly and systematically done to ensure smooth and efficient performance. The heads of departments inform the authorities regarding the state of the instruments and the equipment. Power supply, water supply, generators, back up provisions constitutes the Sensitive equipment. Separate rooms for support equipment ensure safety and smooth functioning - UPS room, Generator Rooms, Motor Room. Solar water Heater, Lights, Fans and Bio Gas Plant are installed in hostels and residences to reduce power consumption. The Governing Body takes direct initiative in the maintenance and upkeep of infrastructure and support facilities in consultation with the IQAC. The Manager, Bursar, Administrator and the Office Superintendent monitor the quality of maintenance of infrastructure and equipment. The custodians of the equipment frequently examine them for timely maintenance and repairs to ensure optimum performance and accuracy.

<http://www.bkcollege.ac.in/message.aspx?id=%2727%27>

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 from institution	Scholarships Freeships	53	438000
Financial Support from Other Sources			
a) National	Scholarships	114	560775
b) International	Not Applicable	0	0
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
Knowing the Greats	05/11/2018	29	Department of English
Spelling Bee	07/01/2019	150	Department of English
Soft skill development	30/07/2018	85	Department of Geology

BK Luminae	10/07/2018	100	Department of English
Mentoring	04/06/2018	1069	All Departments of the college
Personal counselling	04/06/2018	1069	All Departments of the college
Soap making	04/06/2018	68	Department of Chemistry
Remedial coaching	04/06/2018	193	All Departments of the college
Remedial coaching - Scholar Support Programme	24/10/2018	40	Office of New Initiatives in Higher Education, Directorate of Collegiate Education, Govt. of Kerala
Bridge Course	04/06/2018	254	Departments of Chemistry, Mathematics, Geology, Botany and Commerce
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	Globesta Auditors - Get Ready for Work for students of Commerce Department	0	95	0	0
2018	Ceza Blaze Technology - " Internship Program" for students of Commerce Department	0	95	0	0
2018	Commodity online institute of Financial Training - Financial	0	95	0	0

	Market Products for students of Commerce Department				
2018	Zion IT Company- "How to Overcome intensive competition in Commerce field" for students of Commerce Department	0	53	0	0
2018	Logic School of Management -" ACCA, CMA,CS," for students of Commerce Department	0	95	0	0
2018	Momentum Accademic, Kottayam - "Guidance on CA, CMA" for students of Commerce Department	0	95	0	0
2018	Level 3 EduTech , Th ripunithara, Kochin- "Career Guidance on Internation Professional Cources-CFA, FRM,CIA" for students of Commerce Department	0	95	0	0
2018	Lakshya CA Campus, Kottayam -career orientation programme for "CA,CS,A CCA,CMA" for students of Commerce Department	0	95	0	0

2018	AFP Business School, Kottayam - "Future Career Options" for students of Commerce Department	0	95	0	0
2018	Girideepam Business School, Kottayam - Career Guidance for students of Department of Commerce	0	95	0	0

[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
0	0	0

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
Nil	0	0	Various Government and Private Organisations	79	48

[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
2019	1	MA Economics	Economics	College for Teacher Education, Vaikom	B Ed
2019	1	BA Malayalam	Malayalam	Devaswom Board College, Thalayolaparambu	MA Malayalam

2019	3	B. Sc. Geology & Water Management	Geology	S.N. College, Varkala	M. Sc. Geology
2019	1	B.A. Economics	Economics	Govt. Colleg e,Calicut	MA Economics
2019	1	BA English	English	SB College, Changanacher ry	MA English
2019	1	B. Sc. Mathematics	Mathematics	SVR NSS COLLEGE, VAZHOOR	M. Sc. Mathematics
2019	1	B.Com Finance & Taxation	Commerce	BCM College, Kottayam	M. Com
2019	1	B.Com Computer Application	Commerce	Ettumanoorap pan College	M. Com
2019	3	BSc Botany	Botany	Devamatha College , Ku ravilangadu	M. Sc. Botany
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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	6
SET	2
SLET	2
GATE	2
Any Other	21
View File	

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

Activity	Level	Number of Participants
Musical drama	Departmental	22
Spelling Bee	Interdepartmental	150
BK Luminae	Interdepartmental	100
Quiz competition on 'THINKBOTZ' as part of National Youth Day, in association with C.L.B.D.E STEPZ, Kottayam	Institutional	255
"Silver Bells" Mercantus Club Best Practice Exhibition	Institutional	255
Chemi story	Departmental	102
Manuscript by students	Institutional	18

Crescita 2K18, Science Exhibition	Intercollegiate	400
Element a day	Departmental	102
Science this Month	Departmental	102
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	0	National	0	0	0	Not applicable
2018	0	Internatio nal	0	0	0	Not applicable

[View File](#)

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

The college has a statutory Student Union, and the members are democratically elected in the presidential manner, according to University Statutes. Every student on the rolls has the right to vote in the process of election of class representatives. The Student Union thus elected has no political affiliation, and comprises Chairperson, Vice Chairperson, General Secretary, Joint Secretary, Arts Club Secretary, General Captain, Student Editor and two University Union Councillors who function as the representatives of the students of this college in the University. The objective of the Union is to train the students in the duties and rights of citizenship. It promotes opportunities for the development of their character, leadership abilities, efficiency and spirit of service through various cultural activities. Every important committees/cells/bodies (IQAC, Research Committee, College Union, Arts Club, Library Committee, Magazine Committee, College Cooperative Society, Discipline Committee, Anti- Ragging Cell, Ethics Cell, Department Associations, Hostel Council) has student representation. The various activities organized under the leadership of the Student union during the academic year include Arts fest, Sports meet, literary events, exhibitions, quiz competitions, BK Luminae Personality contest, Spelling Bee and observance of days of national importance. There is active participation of students in extension and outreach programmes through NSS, CSM and various clubs. The institution, in keeping with its Vision and Mission provides a value based two level educational experience, one that develops the innate potential of the student and the other that promotes social responsibility and nation building.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institution has a registered Alumnae Association. The general annual meeting is usually held once a year, on 26 January, and when special occasions demand they get together more than once. Under the aegis of this main alumni association, the department alumni associations too function as sub-units and come together more frequently. The alumnae are a strong pillar of support to the institution. Representation in IQAC ensures the participation of alumni in

the quality enhancement initiatives of the college. Alumnae contributed more than one lakh rupees to support the various activities conducted by the Departments. Chapters of BK Alumni Association function actively in countries like the U.S. and the U.A.E and they also work based on the bylaws and policies of the association. The department-wise gatherings contribute immensely for the qualitative improvement as useful and pointed discussion on issues related to all aspects of the curriculum come to the fore.

5.4.2 – No. of enrolled Alumni:

40538

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

144000

5.4.4 – Meetings/activities organized by Alumni Association :

- General annual meeting held on 26.01.2019 FN
- Alumni meet Department of Chemistry- Convergence on 26.12.2018
- Meeting of B.K. Commerce Dubai Chapter "MITALI" 27.12.2018
- Koode For Ever – Meeting of Alumni Association Department of Commerce on 03.02.2019
- Department of Mathematics Alumni Meeting 25.05.2019
- Department of English -Homecoming(UG Alumni meet) on 23.04.2019 and Nostos (PG Alumni meet) on 05.05.2019
- Geoforum meet on 22.12.2018
- All other Department Alumni meeting held on 26.01.2019 AN

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)

An innovative and revolutionary approach by the SABS management, BK College foresees a life-oriented education that inspires students to respond proactively to social and cultural issues and moulds them into well-balanced personae. The College provides an adequate ambiance for the academic, professional, emotional, social and political evolution of the students and also abets the faculties to achieve career advancement and professional satisfaction during their period of service at the college. This endeavour for holistic excellence has never been a single-handed campaign by the management, but the result of cohesive teaming and sincere cooperation among the various bodies that support the functioning of the institution. The inclusivity practiced by the top management of the College ensures up-down and down-up communication which is the life-line that unites the stakeholders. Every single activity of the college– curricular and non-curricular– authenticates this approach of the management. NAAC Orientation Meetings of the year 2018-19 has been a platform wherein the active presence and participation of each and every single member from the diverse units of the institutional hierarchy could be discerned. The managing body, the administrative body, the present teaching and non-teaching staff, the former members of the teaching and the non-teaching staff, the students and the alumni, the PTA executive body and the panel of external advisors attended the various meetings organised on various dates. The NAAC orientation programme included awareness classes regarding the different criteria concerning the functioning of the College to be studied and analysed in detail. As such, the teaching staff, the non-teaching staff, the students, the PTA and other executive body members were divided into various committees and were assigned with different tasks which were scrutinized on a regular basis by an external expert. The various Committees had the autonomy to function for the success of the year-long endeavour. The Organising Committee constituting the IQAC ably supported by various supporting committees: Governance, leadership and management, curricular aspects, research innovation

and extension, infrastructure and learning resources and others. The committees constituted members from the diverse units of the institutional hierarchy. A proper communication between the different committees was also ensured by the IQAC. Internal assessment of the students, which includes assignments, seminars, monthly tests and a model examination at the end of each semester, is carried out in a transparent manner by the College. University assessment policies and procedures are regularly conveyed to the faculty members from time to time during staff council meetings. A brief overview regarding the examination and evaluation patterns is given by the administrator to the students and parents on their joining day in the college. The monthly tests given by the teachers for their respective papers are conducted with a prior notice from the principal. The results are announced within a week or twice and the answer sheets are returned to the students for scrutiny. The College deems it necessary to ensure that students, parents and teachers are thoroughly aware of the evaluation process. A class-wise PTA meeting is held every semester and a feedback regarding

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
Curriculum Development	The curriculum development programs are done in tune with the curricular aspects set by the university. A bridge course is provided to every first semester students at the very onset of their course so as to get an overall idea regarding their subject. Add-on programs are conducted by various departments of the college for the students of the first and second year degree courses. A certificate course that acts as an orientation for specialized higher education is provided for the third year students for which an online exam is conducted at the end of the 6th semester and a certificate is provided.
Teaching and Learning	As a further impetus to the academic performance of the bright students, a WWS, or 'Walk with a Scholar' program is given for those students who are constantly securing higher and admirable grades for their internal and external examinations. Students who give poor performances in the exams are given a special coaching at the end of every week as part of the 'Student Support Program'. Remedial coaching, peer teaching, group discussions, ICT enabled presentations are also part of the teaching strategies adopted by the College to encourage the learning habits of the students. Quality of

teaching is ensured by systematic feedback from all stakeholders. The management provides modern ICT facilities for imparting curriculum. Apart from classroom interaction, meaningful learning is initiated through guided teaching, workshops, seminars, case study, industrial visit, study tour and fieldwork. Peer teaching, group discussions and remedial coaching are also various strategies adopted to facilitate the learning process among students.

Examination and Evaluation

Monthly internal assessments continue to be the most commonly practiced way of evaluating students by the Departments. ICT enabled seminar presentations and assignments conducted in every semester are other aspects of the internal marking system. The marks are given as per the University rules and regulations. The answer sheets are given back to the students after the evaluation by the subject teachers. Teachers collect feedback regarding their teaching strategies from the students at the end of every semester in the feedback form issued by the departments. A student progression graph is maintained by the department heads which are updated when the results of every semester examination are published by the University.

Research and Development

Major and minor research projects as part of the faculty development program and that of the curriculum are supported by the departments. The minor projects are published by individual departments in their research journals which are released at the end of every academic year. Also teachers from various departments publish at least one research article in UGC approved journals every year. The college library is a subscriber of NLIST facility through which e-journals and e-books are made available to the researchers (both students and staff). Laboratories are well equipped and hence sophisticated instruments and equipment are available for strengthening research capabilities.

Library, ICT and Physical Infrastructure / Instrumentation

The library is automated using Integrated Library Management System. Library has created Google groups to communicate educational related activities with staff and students. The

College is a member of the INFLIBNET N-List Digital Library consortium. The N- list programme provides access to full text e- resources from Academic societies, commercial publishers and aggregators. The Software that is in vogue here is SOUL, Version: 1.0.OPAC is the main tool to provide access to the library collection. The College has three well-equipped computer labs with internet facility and a Language lab for technology enabled language training. The college has 120 computers and the Wi-Fi connection is made available in all the classrooms, seminar hall and the auditorium. Physical Infrastructure/Instrumentation includes Audio Visual Classrooms, Generator backup system, laboratories that have latest instruments along with well equipped Gymnasium and Auditorium with modern facilities

Human Resource Management

The College management values the immense human resource of the college as their greatest asset and does its maximum for the optimal development and utilization of the resource. Annual orientation class, motivational lectures and value education courses are provided to the teaching and non-teaching staff. Staff tours also carve a particular niche in the college calendar which act as a major stress buster for both the teaching and the non-teaching staff. Annual training in relevant skills given to the teachers, students as well as the non-teaching staff enhances their confidence and also ensures quality output. Grievance Redressal Cell is active not just for students but for the College staff too. Financial aid is provided for renovation construction of houses for supporting staff - financial Aid is given by the management for emergency situations also.

Industry Interaction / Collaboration

Students, basically from the UG and PG departments of Chemistry, Physics, B.Com and Geology are encouraged to visit the labs in various industries and colleges as part of their project works. The PG students from the department of Chemistry visited FACT while the students from the department of Botany are taken for a study tour to visit the Herbaria Collection of the Botanical Survey of India, Coimbatore.

	B.Com department has undertaken collaborative activities with famous industries such as Milma Ernakulam, Anna Aluminium and Kitex.
Admission of Students	Student admission is carried out as per the University norms in a very strict manner. Admission process is Online as well as all details of admissions are regularly updated on website. The students allotted for UG courses through the Single Window process practiced by the University are required to submit their 10th and 12th grades' certificates along with other demanded certificates. The PG courses also follow a similar pattern unless that the applicants are also to submit their UG course certificate on or before the deadline. The process of admission is fully transparent as there is a clear directive from the University.

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

E-governance area	Details
Planning and Development	College website is systematically updated with all the information required for admission, scheduling time table, exam dates, attendance wind up dates for calculating attendance monthly and the like. The library is fully automated. Also Fully functional Touch Screen Library Information KIOSK with OPAC facility is integrated in the Library. Library e-Gate for students' library attendance is also enhanced for Automated Library Usage statistics
Administration	To achieve the target of paperless IQAC, committee members of it started using Google facilities like Google sheet :- For data collection from Various Departments, Google Docs :- To prepare notices and activity reports, Google Forms :- To prepare Feedback forms and get Online feedbacks of Students and Parents, Google Drives :- To keep all department wise proofs. The departments also keep online attendance registers which enables attendance marking on an hourly base and ensures the transparency in students' attendance. The college campus is equipped with CCTV Cameras installed at various places of need. WhatsApp Group helps to provide the brief notices of any event to be happened on college. WhatsApp Groups are also used for

	awareness and of smooth functioning of the same.
Finance and Accounts	The finance and accounts section of the college is e-governed fully by the CampusNet ERP. All kinds of Fee is collected through this centralised software with the integration of accounts system. The college conducts regular audit of annual books of accounts. The Administrative Office maintains the Books of Accounts properly which helps in auditing procedure.
Student Admission and Support	All the details regarding each student of the college is collected through the student information system supported by the automation software (CampusNet ERP). The software also enables advanced and customised search option for more than 250 fields about a student. All kind of reports for Universities and Government can avail from this module especially all kind SC/ST/OBC statements as on date.
Examination	All the exam details are displayed on the college website. The software helps in hourly attendance updating. Also the internal marks of each student is documented and updated by the software which is displayed at the end of every semester. All the fundamental aspects regarding the examinations like exam registration, exam fee collection, question paper setting and downloading are electronically governed. To manage financial resources of the college in a very effective and transparent manner, following measures are followed: A budget is formulated at the beginning of every financial year Double entry system is followed to maintain the accounts. There are three types of accounts: Receipts and Payments Accounts, Income and Expenditure Accounts, Balance Sheets. Each and every transaction is supported by vouchers.

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
2019	Dr. Jinita	International	Nil	1250

	Varughese	conference on Science, Engineering, Technology Social Sciences		
2019	Dr. Mini Thomas	State level Two day Training Programme for PFMS-EAT DBT Module	Nil	2000
2019	Nisha Mathew	International Conference on Advances in Applied Probability and Stochastic Processes	Nil	2000
2018	Dr. Mini Thomas	One day workshop on New Methodology of NAAC Accreditation	Nil	300
2018	Dr. Rekha Mathews	One day workshop on New Methodology of NAAC Accreditation	Nil	300
2018	Dr. Manu Mariam Thomas	One day workshop on New Methodology of NAAC Accreditation	Nil	300
2018	Sr. Manju Jacob	One Day Awareness Workshop on NIRF Ranking	Nil	3000
2018	Dr. Mini Thomas	One Day Awareness Workshop on NIRF Ranking	Nil	3000
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6.3.2 – Number of professional development / administrative training programmes organized by the College 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)
2019	Accreditation, Ranking	Nil	19/01/2019	19/01/2019	65	0

	and Quality: A Paradigm Shift for Strategic Enhancement of Higher Education in India" by IQAC Core team					
2019	Nil	Talk on "Creativity and Work Ethics" by Dr. Aniamma Kuriakose	02/02/2019	02/02/2019	0	25
2019	Workshop 3: "The Challenges and Remedies in Higher Educational Institutions of Rural Areas" by Dr. Manoj Narayanan	Nil	16/03/2019	16/03/2019	63	0
2018	Talk on "Documentation and E-Report Preparation for New NAAC Methodology" by Dr. Tessy Kurian	Nil	23/06/2018	23/06/2018	64	0
2018	Nil	Talk on "Together Towards Excellence" by Dr. Sr. Mercy Nedumpuram	21/07/2018	21/07/2018	0	25
2018	Talk on "The Role of Internal Quality Assurance Cell in	Nil	13/08/2018	13/08/2018	58	0

	Improving the Academic and Administrative Audit" by Dr. Rekha Mathews					
2018	Workshop 1 : "Student Centric Learning Apart from Chalk and Talk" by Dr. Jose James	Nil	15/09/2018	15/09/2018	61	0
2018	Fr. Jose Karingodan OFM Cap and team: Daily Practices for Spiritual, Mental, Emotional and Physical Well Being	Fr. Jose Karingodan OFM Cap and team: Daily Practices for Spiritual, Mental, Emotional and Physical Well Being	27/09/2018	27/09/2018	61	24
2018	Workshop 2: "Teaching, Learning and Evaluation: Shifting Protocols in Pedagogical Dynamics" by Dr. Jose James	Nil	10/10/2018	10/10/2018	62	0
2018	Nil	Talk on "Time Management and Team Work" by Dr. Sr. Jossy Maria SABS	13/11/2018	13/11/2018	0	23
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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	Number of teachers	From Date	To date	Duration
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professional development programme	who attended			
Refresher Course in Disaster Management, organized by UGC, HRDC, Guru Nanak Dev University, Amritsar	1	14/11/2018	04/12/2018	21
Orientation Programme, Kannur University	1	14/01/2019	09/02/2019	27
NPTEL Online Course in Introduction to R Software	1	01/08/2018	21/09/2018	56
Refresher Course in Statistics and Research Methods	1	24/05/2018	13/06/2018	21
Refresher Course in Chemistry, Hyderabad University	1	05/09/2018	25/12/2019	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	31	4	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Motivational Capability enhancement Programmes arranged periodically for knowledge updation 2. Free use of college infrastructure for individual research 3. Advance payment of salary for teaching staff on request 4. Noon meal facility at hostel on demand 5. Parking Facility 6. Annual Staff tour 7. Admission	1. Fee concession for the children of non-teaching staff. 2. Support for education of children of non-teaching staff 3. Financial support to the Non-teaching staff for construction and repair of house 4. Financial support for medical treatment of family members of non-teaching staff 5. Free food and accommodation for watchmen 6. Free	1. Financial help given by the management in case of emergencies 2. Free use of college infrastructure for individual research 3. Canteen, Health Club, Rest Room 4. Noon meal facility at hostel on demand 5. Parking Facility 6. Study tour 7. B.K. College Cooperative Society– Necessary goods available at competitive rates 8. Free IT Lab

reservation to any course for children and wards of the employees 8. B.K. College Cooperative Society 9. Free IT Lab Facility for all 10. Leave granted to teaching staff to attend professional development programmes /participate/present papers in seminars 11. Free use of sports and infrastructure facilities for children of teaching staff 12. The retiring staff members are honoured at farewell meetings wherein the Manager, and the whole staff fraternity, both retired and serving gather.

accommodation for outstation last grade staff 7. Classes on service rules for non-teaching staff 8. Advance payment of salary for non-teaching staff on request 9. Noon meal facility at hostel on demand 10. Admission reservation to any course for children and wards of the employees 11. B.K. College Cooperative Society 12. Leave granted to non-teaching staff to attend professional development programmes /participate/present papers in seminars 13. Free use of sports and infrastructure facilities for children of non-teaching staff 14. The retiring staff members are honoured at farewell meetings wherein the Manager, and the whole staff fraternity, both retired and serving gather.

Facilities 9. Grievance Redressal Cell 10. Annual retreat and counselling sessions for all students 11. Monthly mentoring programmes

6.4 – Financial Management and Resource Mobilization

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

1. Internal Audit by the Chartered Accountant appointed for the purpose 2. External Audit by the Deputy Director of Collegiate Education Department. 3. External Audit by the Accountant General of Kerala. The audits are conducted at regular intervals. The internal audit is done every year and reports maintained. The Chartered Accountant of the college does the audits every year systematically and the reports are maintained in the Office. Every transaction is carefully registered, each amount recorded and accounted for. There were no serious audit objections in the last cycle and all the queries raised were answered satisfactorily.

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
NGOs and well wishers of the institution	312500	To organise competitions, exhibitions and other programmes
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6.4.3 – Total corpus fund generated

312500

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	IQAC and External experts	Yes	IQAC
Administrative	Yes	IQAC and External experts	Yes	IQAC

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

1. PTA Meetings, both general and departmental, provide occasions for interaction with parents and also for collecting feedback from parents on syllabus, facilities, teaching-learning and allied components 2.PTA funds 3. Parents are part of the IQAC and their suggestions and opinions are given due consideration in the quality initiative programmes undertaken.

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

Annual three-day orientation courses and motivation programmes along with counselling and family welfare sessions.The formal Welfare schemes available for teaching and non-teaching staff include: Medical reimbursement, Encashment of surrender leave, Medical leave and half pay leave, loan facilities, festival advance for NGO employees, FDP for eligible candidates as per the UGC guidelines, affiliating university and the State Government norms, granting of commuted/ medical leave, loans from Provident fund, sanctioning of leave for Faculty Improvement Programme

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

1. Environmental Initiatives: as part of the management's efforts to cultivate an eco-friendly life among the students, more cycles are introduced in the campus which can be used by all the students freely. 2. New Library Hall inaugurated on 14th August 2018. 3. Seminar/workshops/ training programmes /popular lectures are conducted by various departments at National and International Level as planned at the beginning of the academic year. 4. Life Skills development courses are being implemented more effectively from UG to PG levels on a weekly basis. 5. Evaluation and Feedback have become more systematised. The latest is the web feedback facility. Structured questionnaires help us collect and analyse feedback and improve step by step.

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	Internal Academic Administrative	23/10/2018	23/10/2018	23/10/2018	69

	Audit				
2019	External Academic Administrative Audit	15/05/2019	15/05/2019	15/05/2019	76
2018	Applied for NIRF Ranking 2019	30/11/2018	30/11/2018	30/11/2019	1137
2018	Submission of AQAR for the academic year 2017-18	21/12/2018	21/12/2018	21/12/2019	1137
2018	Talk on "The Role of Internal Quality Assurance Cell in Improving the Academic and Administrative Audit" by Dr. Rekha Mathews	13/08/2018	13/08/2018	13/08/2018	58
2018	Counseling and behavioural training for staff and students - Daily Practices for Spiritual, Mental, Emotional and Physical Well Being by Fr. Jose Karingodan OFM Cap and team	27/09/2018	27/09/2018	29/09/2018	1138
2018	Talk on "Time management and Team Work" by Dr. Sr. Jossy Maria SABS	13/11/2018	13/11/2018	13/11/2018	23
2019	Talk on "Creativity and Work Ethics" by Dr. Aniamma	07/02/2019	07/02/2019	07/02/2019	25

	Kuriakose				
2019	Workshop 3 "The Challenges and Remedies in Higher Educational Institutions of Rural Areas "Dr. Manoj Narayanan	16/03/2019	16/03/2019	16/03/2019	63
2019	"Soft Skill Training" by Info Weavers Team	09/04/2019	09/04/2019	09/04/2019	22
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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
One day Awareness programme for Women on health and Hygiene	10/01/2019	10/01/2019	100	0
Talk on 'Women in Mathematics' by Dr Jinitha Varughese, Head, Dept.of Mathematics	10/01/2019	10/01/2019	95	0
Talk on "Women in Science" as part of International day for Women and Girls in Science by Professor Dr.Indulekha ,HOD,School of pure and Applied physics ,M.G University , kottayam	11/02/2019	11/02/2019	110	2
Documentary on life of "Madam curie" was	11/02/2019	11/02/2019	110	2

displayed				
"Accendere Lumen" 2 day residential programme for outgoing batch to empower them for the challenges of life.	22/02/2019	23/02/2019	270	0
Discussion on gender budgeting for UG and PG students	02/02/2019	02/02/2019	65	0
Paper presentation on 'Women, Gender, Literature' by final year BA English students.	15/01/2019	15/01/2019	29	0
Musical Drama on Women Empowerment by second year BA English students	22/02/2019	22/02/2019	28	0
Training on Coconut Climbing organized for students of the college by NSS unit	05/10/2018	05/10/2018	10	0

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

1

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1137
Provision for lift	No	0
Ramp/Rails	Yes	1137
Braille Software/facilities	No	0
Rest Rooms	Yes	1137
Scribes for examination	Yes	3
Special skill development for differently abled students	No	0

Any other similar facility	No	0
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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
2018	1	0	28/09/2018	1	Donation of books to students of Santhwanam	Knowledge resources	68
2018	0	1	17/11/2018	1	Palliative Care	Psychological and Spiritual support for the patients and their families	31
2018	0	1	06/10/2018	1	Free Eye testing camp	Improve access to eye health care services	1085
2018	0	1	18/08/2018	3	2018 Kerala Flood relief activities	Availability of dress materials, bed sheets, sanitizers, groceries, sanitary napkins, other household items in the relief camps at Arpookkara Panchayath	508
2018	0	1	25/08/2018	1	2018 Kerala Flood relief ac	Cleaning of 10 households of Flood	28

					activities	affected people	
2018	0	1	22/08/2018	1	2018 Kerala Flood relief activities	Construction of a dilapidated house of a student	8
2018	0	1	05/06/2018	20	Oru kai Oru pothi - Food packet distribution	Distribution of food packets to the patients of Medical College every Tuesday	250
2019	1	0	21/03/2019	1	Training programme on various composting methods	Promotion of organic farming	22
2019	1	0	24/03/2019	1	Workshop on mushroom cultivation	Generation of employment opportunities in the locality	27
2019	0	1	02/11/2018	1	Donation to cancer patients	Availability of clothes, bed sheets and toiletries for Cancer Patients of Kottayam Medical College	304

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
CODE OF CONDUCT FOR PRINCIPAL	04/06/2018	Principal carries out the duties of her office efficiently without bias towards any individual. The dignity of the official status is always maintained. In dealing

		with issues, if any, with differences of opinion among stakeholders behaves in a composed manner without compromising the ethos and core values of the Institution. Ensures equality when dealing with teachers, non-teaching staff or students avoiding bias on the basis of gender, caste or economic backgrounds
CODE OF CONDUCT FOR TEACHERS	04/06/2018	Teachers should always update themselves of the recent developments in their subjects Impartial attitude towards all students should be maintained Always give priority to instill the spirit of cleanliness and basic human values such as love, kindness and consideration of fellow beings Research aptitude should be nurtured Teachers should treat teaching in college as their sole profession and should not engage in any other external paid jobs. Teachers should wilfully engage in the regular extension activities and outreach programs of the college which are directly linked to the society and local public
CODE OF CONDUCT FOR STUDENTS	04/06/2018	Students should be honest in their academic and extracurricular activities Should wear uniform as stipulated in the college handbook Should give due respect to teachers and elders Should always behave in a decent manner that suits the core values of the college.
CODE OF CONDUCT FOR ADMINISTRATIVE STAFF	04/06/2018	Administrative staff should be cordial and friendly in dealing with teachers, students and

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Seminar on value based education by Dr. Ancy Joseph	04/12/2018	04/12/2018	94
Seminar on Environment Ethics for a Modern Age by Prof. S. Sivadas, Former HOD, Chemistry, CMS College, Kottayam Chief Editor, Labour India, Renowned writer	05/06/2018	05/06/2018	650
Certificate Course in Good Manners, Etiquettes and Social Graces	04/06/2018	28/02/2019	43
GEOFORUM -An association of students of Department of Geology and Water Management conducted debates, group discussions etc. for promotion of Universal Values and Ethics	04/06/2018	28/02/2019	85
Moral Education Classes organized by the CSM on every Thursdays	07/06/2018	21/02/2019	907
"Accendere Lumen" 2 day residential programme for outgoing batch to teach them moral values and to empower them for the challenges of life	22/02/2019	23/02/2019	270
Oru Kai, Oru Pothi' : Distribution of Food Packets to the patients of Medical College every Tuesday	05/06/2018	26/02/2019	250
Talk on "Creativity and Work Ethics" by	02/02/2019	02/02/2019	25

Dr. Aniamma Kuriakose			
Counselling and behavioural training for staff and students - Daily Practices for Spiritual, Mental, Emotional and Physical Well Being by Fr. Jose Karingodan OFM Cap and team	27/09/2018	29/09/2018	1137
Talk on "Overall Excellence through Individual Excellence" by Dr. Leena Mathew	28/05/2019	28/05/2019	65
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Rain pits by Bhoomithrasena Club • Planted tree saplings in the campus • feeding birds, campus cleaning, • distribution of saplings, as part of NSS • Cleaning university premises, ICH PREMISES and road from Ammencherry to Amalagiri • Initiation of green campus • Waste management campaign • Promotion of paper pens, and use of eco-friendly carry bags for which an exhibition was conducted • Botanical garden is maintained in the campus • Planted medicinal plants in the botanic garden and maintained these plants with proper care • Maintains an area within the campus for natural formation of forest and for conserving flora and fauna especially for birds and butterflies. • Monitoring Rainwater harvesting methods • Bicycle promotion program • Walk With Nature" Programme an initiative by the Dept. of Geology to nurture nature friendliness in students and to enrich their love for nature through various programmes for conserving nature

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. E -Sakthi : All the members of teaching and non-teaching staff along with the entire students were given sufficient training in IT skills as part of the E sakthi programme. The need of the hour is to be empowered in electronic platforms. Not only in sending or receiving emails, gaining sufficient expertise in online transactions are very much needed. Our students mostly hailing from weaker economic sections cannot dream of a computer access at home or affordable internet connection. In these circumstances getting access and expert guided training as part of the IT hour at college was a dream come true for majority of students. A working timetable was framed and students from all the batches and programmes of study were given IT hours. This was a major achievement for us as our students were equipped to meet the demands of the emerging e- global scenario. E-payment of university fees, applying for competitive online exams are an easy task for students now. They do not have to depend upon others for most of the online transactions. The IT hour as part of the E- Sakthi programme was utilized to cover the adopted syllabus which included E-commerce and E-payment systems, internet, networks, payment cards, debit cards, smart cards, charge cards, E-wallets, E-cash E-cheque. Privacy and security issues in social media, cybercrimes, dangers of social networking and the like. We are happy that this best practice of our institution adopted in

2017-2018 has proved successful and is enthusiastically welcomed by the first year students as well. The well-equipped computer lab and the dedicated teaching staff of computer science has offered their expertise and wholehearted support in making this venture a grant success. 2.SPEC: Spiritual/Social, Physical, and Environmental Cleanliness: Yet another best practice of our College is its emphasis on cleanliness in all aspects of life. We are dedicated in our efforts to instill this core value of our Institution in the major stakeholders, the student community. Cleanliness in all walks of life: Spiritual, Physical and Environmental cleanliness as envisaged by the practice of SPEC is incorporated into the minds of all students. This is made effective through constant intentional efforts of teachers at all times when students are in the campus. Spiritual cleanliness aims at creating individuals who are clean in heart, mind and thoughts, which is the most conducive state for initiating meaningful learning. In a broader context cleanliness in thoughts, words and deeds are very much essential in our strife towards maintaining Swachh Bharath as envisioned by the great minds who framed the Constitution of India. The first cornerstone of the SPEC programme of our college is an attempt to mould young women mostly from this rural environment into matured citizens of tomorrow who are strong in character

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

<http://www.bkcollege.ac.in/common.aspx?mid=%273%27&sid=%27117%27>

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

Grooming Empowering Mentoring Programme (GEM) :This is a unique Initiative to cater to the needs of each and every student to achieve the greater goal of building a successful career. Students of second year and final year continued in the groups they enrolled in the previous year. The first year students were given the opportunity to select the group according to their aptitude and preferences for career selection. The GEM sessions enabled the students to acquire enough awareness to attain the requisites of their choices in career. Faculty members were allotted with charges of the various groups into which students enrolled. They systematically analysed the outcome of the sessions. Majority of the students enrolled in the group of government sector jobs. Teaching was the most preferred profession. The GEM sessions were conducted on the first Tuesday of every month. The one month gap between the sessions gave ample time for students to pursue the instructions they received in the previous month. This also helped teachers in charge of each session to effectively monitor the progress and growth of the students in the right direction. The platform provided students an unmatched opportunity to hone their skills keeping in focus their selection of an appropriate career. The entire GEM sessions was an experience of guided self-discovery towards focused future attainment of personal goal. The interdisciplinary and inter batch grouping of students on the basis of their genuine interests provided students ample opportunity to have fruitful deliberations among like-minded peers. Since faculty who were having interest and expertise in various field guided students in each session the sessions became meaningful. We are proud that the GEM sessions were helpful in moulding confident and focused young women. This is yet another step in the direction of the vision of the Heavenly patron of our college Venerable Mar Thomas Kurialacherry ie, to empower women to empower the society.

Provide the weblink of the institution

<http://www.bkcollege.ac.in/common.aspx?mid=%273%27&sid=%27116%27>

8.Future Plans of Actions for Next Academic Year

- To start more certificate and value added courses
- To apply for more courses
- To strengthen industry-academia linkages
- To organize professional development programmes for teaching and non teaching staff
- To conduct internal and external academic audits
- To apply for NIRF ranking 2020
- To conduct student satisfaction survey in a more effective way
- To increase the number of ICT enabled classrooms
- To conduct more quality programmes for students
- To organize National Seminars and workshops
- Further promotion of research culture