



Yearly Status Report - 2019-2020

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	bkcamaia@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%202018-2019.pdf
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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=%27119%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

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
IQAC of BK College, Amalagiri, in association with IIT Bombay organised a National level FDP on MOODLE LMS	09-Nov-2020 5	40
External Academic & Administrative Audit	17-Dec-2020 1	73
Talk by Dr. Jose James on Quality Enhancement in the Post-Accreditation Scenario	16-Aug-2019 1	68
Two new courses in the aided stream - M. Sc. Geology and Water Management and M. Com Management	25-May-2020 1	12
Applications were submitted to UGC/MHRD for 5 new courses in the B. K. Community College. This included 3 Diploma Courses and 2 Certificate Courses	25-May-2020 1	12
Internal Academic & Administrative Audit	14-Dec-2020 2	70
Applied for NIRF Ranking for 2020	14-Dec-2019 1	12
IQAC organized a Webinar on Online Teaching Platforms-A Novel Approach to Effective Teaching	02-Jun-2020 1	61
Meeting to congratulate Team IQAC for obtaining A+ Grade in the presence of College Manager	16-Jul-2019 1	70
Planning and Preparatory Works for the NAAC Peer Team Visit	03-Jun-2019 1	65
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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	RUSA	MHRD	2019 365	2500000
Bhoomithrasena Club	Recurring Grant	Directorate of Environment and	2019 365	10000

		Climate Change, Govt. of Kerala		
Institution	Subsidy for equipment	Kerala State Cooperative Society	2019 365	10000
NSS Unit	Recurring Grant	Ministry of Youth Affairs and Sports	2019 365	45000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
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Upload latest notification of formation of IQAC	View File
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10. Number of IQAC meetings held during the year :	9
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The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
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Upload the minutes of meeting and action taken report	View File
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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

Applied for NIRF ranking 2020 and secured 80th position

Applied for two new courses in the aided stream : M. Sc. Geology and Master of Commerce and Management
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Conducted National and International webinars on Research Methodology and other relevant topics

Organised a National level online FDP on MOODLE LMS in association with IIT Bombay
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Applied to UGC/MHRD for 5 new courses in the B. K. Community College - 3 Diploma Courses and 2 Certificate Courses
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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
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Plan of Action	Achievements/Outcomes
To apply for more courses	Started two new courses in the aided stream : M. Sc. Geology and Master of Commerce and Management
To apply for NIRF ranking 2020	Applied for NIRF ranking 2020 and secured 80th position
To conduct student satisfaction survey in a more effective manner	Conducted SSS using google form
To conduct more quality programmes for students	Conducted curricular and co-curricular activities
Further promotion of research culture	Conducted webinars on Research Methodology and new academic culture
Encourage faculty members and students to participate in seminars and conference	Many faculty members and students attended Seminars and presented papers
To start more certificate and value added courses	Applied to UGC/MHRD for 3 Diploma Courses and 2 Certificate Courses in the B. K. Community College.
To conduct internal and external academic audits	Conducted 2 internal and one external academic and administrative audits
To organize professional development programmes for teaching and non teaching staff	Organised a National level online FDP on MOODLE LMS in association with IIT Bombay for faculty members and other Orientation programmes for teaching and non-teaching staff
To organize National/International Seminars and Workshops	Organised National and International Webinars
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	06-Feb-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	28-Feb-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Bishop Kurialacherry College for Women has a well equipped Management Information System in place that gathers and analyzes data to aid the process of decision making. CampusNET™ ERP, which is a trademark software, is used for this purpose. The following modules are currently in operation.

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 customized 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 centralized 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 centralized 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 (LMS) : 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 day wise time table for each course 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

2. 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. Employability and entrepreneurship are enhanced for the student community through the various 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 and enables the students to realize their potential in a variety of settings beyond the classrooms. The Open Courses, which are Electives, offer further scope for student quality improvement. The institution has a well structured system 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. The academic calendar is drafted and published in the handbook of the institution under the auspices of the IQAC. 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 both internal and external evaluations. 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. Specialized mentoring programmes like 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 Classroom, 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 report is 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 to meet objectives.

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
Nil	Nil	Nil	00	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	Commerce and Management	11/02/2021
MSc	Geology	11/02/2021
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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
MSc	Geology	11/02/2021
MCom	Commerce and Management	11/02/2021

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	47	91

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
Microsoft Office Professional	03/06/2019	10
AOC (Diploma in Administrative Office Computing)	03/06/2019	15
Tax concepts	03/06/2019	46
Computer Concepts	03/06/2019	39
Yoga and Meditation	03/06/2019	15
Good Manners, Etiquettes and Social Graces	03/06/2019	50
CINEMATES-Fundamentals of Film Studies	03/06/2019	29
DISASTER MANAGEMENT	03/06/2019	29
Typesetting with Latex	03/06/2019	20
Baking and Confectionary	03/06/2019	26

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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	ECONOMICS	51
MA	ECONOMICS	19
BSc	GEOLOGY AND WATER MANAGEMENT	36
BSc	CHEMISTRY	18
MSc	CHEMISTRY	24
BSc	BOTANY	27
BA	ENGLISH	29
MA	ENGLISH	6
BCom	COMPUTER APPLICATION	46

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

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 collected by the IQAC from the students, parents and the alumni about the various aspects of the courses available, and also of 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 has helped a lot 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 effectively contribute to the teaching learning process in a positive way. About 30.4 percentage of students strongly agreed that the syllabus improved their domain knowledge, while 14.4 percent strongly agreed that the syllabus content improved employability. Around 26.1 percent felt that the courses were updated and relevant to suit the needs of the times.

About 31.9 percent rated the syllabus as excellent and on par with that of other universities/colleges. Feedback from parents is also taken and most of them (49.2 percent) felt that the outcome achieved from the course 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 44.2 percent of students rated the combatability of the syllabus with its applicability as good. The feedback of alumni was also collected and 53.8 percent felt that the course content is compatible with industry standards and real life situations.

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	143	19
MA	English	30	101	24
BCom	Computer Applications	60	170	31
BA	Malayalam	30	167	26
BA	English	30	170	28
BA	Economics	51	380	50
BSc	Geology and Water Management	32	170	18
BSc	Botany	30	183	26
BSc	Chemistry	20	150	19
BSc	Mathematics	40	193	23

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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
2019	833	182	36	20	14

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
70	70	43	14	1	37

[View File of ICT Tools and resources](#)

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

4. 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
1015	70	1:15

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
70	70	Nill	Nill	21

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Ambili P.	Assistant Professor	PhD
2019	Dr. Suja Chacko	Assistant Professor	PhD

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

MCom	CM	Semester 4	28/02/2020	31/12/2020
BSc	GW	Semester 6	09/07/2020	12/10/2020
BSc	MM	Semester 6	09/07/2020	12/10/2020
BSc	CH	Semester 6	09/07/2020	12/10/2020
BSc	BO	Semester 6	09/07/2020	12/10/2020
BCom	BC	Semester 6	09/07/2020	12/10/2020
BCom	BC	Semester 6	09/07/2020	12/10/2020
BA	BM	Semester 6	09/07/2020	12/10/2020
BA	EC	Semester 6	09/07/2020	12/10/2020
BA	EN	Semester 6	09/07/2020	12/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

5. The institution strictly follows the norms and policies of continuous evaluation prescribed by the Mahatma Gandhi University. In UG and 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 examination 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 mark scoring rate. The Internal marks scored by the students are displayed on the department notice boards for the students to verify 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)

6. The institution complies with the exam schedules charted by Mahatma Gandhi 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 the smooth conduct of exams. Question Banks are uploaded on the University websites, prepared by the faculty-board. The

question banks are made available to the students by use of common platforms like student groups and other online platforms. The college website is also made use of in the question setting process. The question banks prepared by our students are used for setting question papers 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 per paper and the best two performances are considered for calculating the Internal Marks. The Internal marks are scrutinized 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, followed by their display on the noticeboards so as to give the students a chance to verify their marks and to raise objections/ask for clarifications if any. The signature of the students on the internal mark lists 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)

<http://www.bkcollege.ac.in/Department.aspx?id=%271%27&sid=%270%27>

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
CH	BSc	Chemistry	18	16	89
GW	BSc	Geology and Water Management	30	26	86
FM	MSc	Food and Industrial Microbiology	13	11	85
EC	MA	Economics	19	18	98
MM	BSc	Mathematics	31	28	90
BC	BCom	Computer Applications	46	37	81
BC	BCom	Finance and Taxation	39	27	70
BM	BA	Malayalam	25	23	92
EC	BA	Economics	51	36	72
EN	BA	English	29	25	86

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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
Any Other (Specify)	00	Nil	0	0
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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 Life Skills and Presentation Skills	WWS Unit of the college	21/12/2019
Know your Rights-Lecture series on Intellectual Property Rights	Department of Malayalam	28/06/2019
Workshop on "YONO SBI" to familiarize the students with SBI YONO App	Department of Commerce and Department of Economics	23/01/2020
Industrial Visit to KMML, Kollam	Department of Chemistry	16/07/2019
KEEMS - SACE (Science/Arts/ Cultural Exhibition)	Department of Geology and Water Management	17/11/2019
One day Orientation Programme, KASE - Kerala Academy for Skills Excellence	Department of Commerce	26/06/2019
Training on SAP - EME Power user programme	Department of Commerce	27/06/2019
Seminar on How to use SPSS and carryout statistical analysis when a data is given	Department of Commerce	03/03/2020
ENE-EXPLORE THE NATURE WITH AN EXPERT with SHIBIN JOHN, ASSOCIATE MANAGER, Vedanta group of Mines, Chithradurga	Department of Geology and Water Management	29/12/2019
MINE VISIT, organized for students of Geology	Department of Geology and Water Management	31/12/2019
ENE-EXPLORE THE NATURE WITH AN EXPERT-with LEKSHMI S., GEOLOGIST	Department of Geology and Water Management	30/12/2019

Webinar on : An introduction to new methods in teaching	Department of Economics	20/05/2020
TRACING HISTORY - The students of NSS unit traced local history of Athirampuzha and nearby places	NSS Unit	22/12/2019

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	Nil	Nil	Nil	Nil
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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
Incubation Centre on Green Economy	Green Economy	B. K. College Management	Green Economy - an initiative	An initiative to create paper bags, paper pen, cloth bags, pouches etc and exchange in order to spread the message of keeping the environment clean and to enhance entrepreneurial skill	15/01/2020
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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
Nil	Nil

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	English	1	6.2
International	Malayalam	1	Nil

National	Malayalam	4	Nil
International	Geology and Water Management	1	Nil
International	Economics	4	Nil
National	Commerce	2	Nil
View File			

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
Malayalam	6
View File	

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	Nil	Nil	2019	0	Nil	Nil
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	Nil	Nil	2019	Nil	Nil	Nil
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	22	61	24	3
Presented papers	6	1	Nil	Nil
Resource persons	2	1	1	2
View File				

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/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Flood relief materials collected and given to the state department :	State Disaster Management Cell NSS Unit, B. K.College, Amalagiri	5	1000

The NSS unit collected food, durables, toileteries, cloth, blankets and bedsheets			
Donated 50 Onam kits for the blinds : The unit collected and distributed 250 kg of rice and other essentials	NSS Unit, B. K.College, Amalagiri and Blind federation	10	250
Charity Work at Navajeevan - serving at Navajeevan Charitable Trust, Gandhinagar, Kottayam	NSS Unit, B. K.College, Amalagiri and Department of Economics	4	50
Observation of HUMAN RIGHTS DAY	NSS Unit, B. K.College, Amalagiri and Lourde School, Kottayam	5	10
ONLINE TUTION FOR BLIND	NSS Unit, B. K.College, Amalagiri	5	10
Distribution of 200 tree saplings in association with Forest Department, Kottayam Division	Forest Department, Kottayam Division and NSS Unit, B. K.College, Amalagiri	5	200
Visit to flood affected areas and distribution of relief material	Urava (NGO) and NSS Unit, B. K.College, Amalagiri	6	100
SWACHH BHARATH activities : Road cleaning	NSS Unit, B. K.College, Amalagiri	4	100
Cleaning of garbage in Kiliroor village	NSS Unit, B. K.College, Amalagiri	5	10
DISTRIBUTION OF SANITIZERS AND MASKS to Kottayam Medical College,Ath irampuzha PHC and other hospitals	NSS Unit, B. K.College, Amalagiri	2	100

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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
Nil	Nil	Nil	Nil
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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
Awareness	NSS Unit, B. K.College, Amalagiri	CLEANING IN VILLAGE : collected garbage in Kiliroor village and also spread the message of litter free area	5	10
Extension activity	State Disaster Management Cell and NSS Unit, B. K.College, Amalagiri	Flood relief : The unit collected food, durables, toilet eries, clothes, blankets and bedsheets for distribution to the affected people	5	1000
Extension activity	NSS Unit, B. K.College, Amalagiri	FINANCIAL SUPPORT TO ALUMNI FOR KIDNEY TRANSPLANTATION	5	1025
AIDS Awareness	RED RIBBION CLUB and NSS Unit, B. K.College, Amalagiri	Observation of AIDS Day : Poster presentation and display	5	100
Extension activity	NSS Unit, B. K.College, Amalagiri	ONLINE TUITION FOR BLIND STUDENTS	5	10
Swachh Bharath	NSS Unit, B. K.College, Amalagiri	SWACHH BHARATH activities : Road cleaning	4	100
Swachh Bharath	ICH, Kottayam and NSS Unit, B. K.College, Amalagiri	Gandhi Jayanthi Varacharanam - Cleaning programme at ICH	4	100

Awareness	WWS unit, B. K. college, Amalagiri and Office of New Initiatives, Department of Higher education, Government of Kerala	Awareness talk on Gender Sensitization	4	30
Swachh Bharath	Department of Chemistry	Go Green Practice - Plastic Free Environment	12	1010
Extension activity	NSS Unit, B. K.College, Amalagiri	FOOD FOR BLIND : Financial support to the Blind Federation	5	100
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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
Nil	Nil	Nil	0
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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
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	16/12/2019	16/12/2019	Final year Students of B. Sc. Botany
Training Programme	Organic Farming	Regional Agricultural Technology Training Centre Kozha	22/11/2019	23/11/2019	28 students of B.K Community College
Project Work	Water Analysis and Pollution	Agriculture Office,	27/01/2020	27/01/2020	Students of Department

	study	Kuttanad Development Sub-Division Arpookara ,Kottayam.			of Geology Water Management
Walk with a Scholar Programme (WWS)	For coordinating activities of WWS Programme	Office of the New Initiatives in Higher Education, Govt. of Kerala	08/07/2019	28/02/2020	30 students each of Students of Ist, IInd and III year BA/B.Sc. Programmes
Project Work	For carrying out M. Sc. Project	State Institute for Animal Diseases, Animal Husbandry Department, Govt. of Kerala, Palode	04/03/2020	28/07/2020	Student of final year M. Sc.Food and Industrial Microbiology, Department of Botany
Student awareness programmes	Organizing awareness on antibiotic resistance in bacteria and relevant topics in medical sciences and research	ASPIC Club Network of ReAct Asia Pacific	04/06/2019	31/03/2020	UG and PG Students of Department of Botany
Project Work	For carrying out M. Sc. Project	Rubber Research Institute of India,Kottayam	01/04/2019	30/06/2019	Students of Department of Chemistry
Training Programme	Organic Farming	Regional Agricultural Technology Training Centre Kozha	22/11/2019	23/11/2019	28 students of B.K Community College
Training Workshop	To familiarize the students with SBI YONO App, YONO SBI	SBI, Ammancherry Branch	23/01/2020	23/01/2020	Students of Departments of Commerce and Economics
Scholar Support Programme	For coordinating activities of SSP Programme	Office of the New Initiatives in Higher Education, Govt. of	08/07/2019	28/02/2020	Students of BA/BSc Programmes

Kerala

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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
Peermade Development Society (PDS), Idukki	01/07/2019	Training to students of BK Community College	27
Kerala State Nirmiti Kendra, Pala	07/11/2019	Constructing classrooms and renovation works for the physical and academic developmet of B. K. College, Amalagiri	1106

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
75	76.33

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	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing

No file uploaded.

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 patially)	Version	Year of automation
SOUL	Partially	1.0	2007

KOHA	Fully	19.11.02.000	2019
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	50970	10109837	1434	195320	52404
Reference Books	1245	4184000	30	92500	1275	4276500
e-Books	3135000	Nill	Nill	5900	3135000	5900
Journals	60	105620	1	5000	61	110620
e-Journals	6000	Nill	Nill	5900	6000	5900
Digital Database	1	Nill	Nill	5900	1	5900
CD & Video	230	Nill	10	Nill	240	Nill
Library Automation	1	Nill	Nill	Nill	1	Nill
Weeding (hard & soft)	Nill	Nill	113	2500	113	2500
Others(s pecify)	Nill	Nill	1	Nill	1	Nill

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	01/06/2019

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	146	63	146	28	12	13	25	100	5
Added	5	2	5	0	0	1	2	100	0
Total	151	65	151	28	12	14	27	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	NA

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
25	28.08	50	48.25

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 equipment 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 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 and 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 and 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	Institution Freeship	29	199000

Financial Support from Other Sources			
a) National	Scholarships	77	571125
b) International	Nil	Nil	0
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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 implementation	Number of students enrolled	Agencies involved
Personal counselling	03/06/2019	1015	All Departments of the college
Knowing the Greats	29/01/2020	29	Department of English
Mentoring	03/06/2019	1015	All Departments of the college
BK Luminae	27/01/2020	100	Department of English
Soap making	04/06/2019	57	Department of Chemistry
Remedial coaching	03/06/2019	154	All Departments of the college
Bridge Course	03/06/2019	242	Departments of Chemistry, Mathematics, Geology, Botany and Commerce
Soft skill development	30/07/2019	85	Department of Geology
Grip on Grammar	19/08/2019	200	Department of English
Beginning Theory and Literature	09/02/2020	29	Department of English
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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
2019	TIME - Coaching for Competitive exams	200	200	Nil	Nil
2019	Guiders - Coaching for Competitive exams -	200	200	Nil	Nil

	Coaching for Competitive exams				
2019	Speed Wings - Coaching for Competitive exams	200	Nill	Nill	Nill
2019	CAN Approve - Immigration Consultancy	Nill	200	Nill	Nill
2019	IELTS PLUS	48	48	Nill	Nill
2019	Orientation program about "Career facus and Knoledge grabbing oppurtunities during cariculam"	Nill	80	Nill	Nill
2019	SAP-EME Power user programme, organized training on SAP product	Nill	81	Nill	Nill
2019	Logic School of Management has taken a session on Professional courses in commerce for BCom Students	Nill	81	Nill	Nill
2020	Hedge School of Applied Science conducted orientation program on Capital Market on 09-01-2020	Nill	81	Nill	Nill
2019	Momentum Academic, Kottayam - Guidance on CA, CMA	81	81	Nill	Nill

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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
3	3	7

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
WESPO	50	14	St Thomas College, Pala: Job Fair at KE College, Mannanam	37	2

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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
2020	1	BA	English	Central University, Kasaragod	MA English
2020	4	BA	English	Bharathiyar University	MA English
2020	1	BA	English	MG University	MA Library Science
2020	1	BA	English	Pondichery University	MA English
2020	2	BSc	Mathematics	Devamatha College, Kuravilangadu	MSc Mathematics
2020	4	BSc	Mathematics	D B College Thal ayolaparambu	MSc Mathematics
2020	5	BSc	Mathematics	BCM College, Kottayam	MSc Mathematics
2020	2	BSc	Botany	S B College, Changanacherry	MSc Botany
2020	1	BSc	Botany	N S S College,	MSc Botany

				Vazhoor	
2020	3	BSc	Botany	St Marys College, Thiruvalla	MSc Microbiology
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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	1
Any Other	3
GMAT	10
CAT	5
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
B K Luminae	Institutional	100
Vayalar anusmaranam	Institutional	78
Pathummaudae adu Drama Performance	Institutional	12
Book fair in association with National Book Stall, Kottayam - by Department of Malayalam	Institutional	1015
Best Book Review Competition	Institutional	120
Anti Drug Day Celebration	Institutional	200
Essay Competition on Narcotics	Institutional	150
Mother Mary Xavier Malayalam Extempore Competition	Intercollegiate	15
Intercollegiate Game fest Euctectic-2k20	Intercollegiate	300
Competitions and cultural programs as part of Onam Celebration	Institutional	1015
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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
2019	Second	Internat	Null	1	SF 1748	Amritha

Prize for"
AXIA 2K19"
-Internati
onal Dance
Fest

ional

Ashok

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

8. The college has a statutory Students 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 Councilors 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 Students 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 experiences, 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 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:

40919

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

99000

5.4.4 – Meetings/activities organized by Alumni Association :

General annual meeting held on 26.01.2019 FN • Alumni meet of Department of Chemistry held on 26.12.2020 • Two alumnae meets by the Department of Commerce, on 28-12-2020 and 15-12-2020 • Department of Mathematics conducted two Alumni Meetings - 26.12.2019 and 22.08.2020 • Department of English also conducted two alumni meetings • Geoforum meet on 14.01.2020 • Alumni meet of Department of Malayalam and Botany held on 01.05.2020 and 07.07.2020, respectively.

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)

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. 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. This endeavor 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. The academic and administrative audits for the academic year 2019-20 have been a platform wherein the active presence and participation of the diverse units of the institutional hierarchy could be discerned. New heads for seven criteria teams were selected in the IQAC meeting held on 17.08.20 and all the faculty members were members of one of the seven teams. The Governing body, the Managing board, the present and former teaching and non-teaching staff, the students and the alumni, the PTA executive body and the panel of external experts actively participated in various stages of the audit procedure. The audit reports and AQAR 2019-20 were placed before the Governing body of the college on 28.02.2021 and evaluations done. Another example of participative management strategy in the planning and execution of institutionally relevant initiatives is the conduct of college Union election. The management, the principal, the college union advisor, staff council, teaching and non teaching staff and students actively takes parts in various stages of the election. The top Management encourages a democratic and participative style of functioning. Delegation of responsibility and decentralization of power accounts for the amount of goodwill this Management always succeeds in generating. The Management is not a removed and separate entity it is an integral part of the College Community and ever in the forefront to strengthen, support and direct all concerned, and an integral component of the stakeholders' web.

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, 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 SSP or 'Student Support Program'. Remedial coaching, peer teaching, group discussions and 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

	<p>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.</p>
<p>Research and Development</p>	<ul style="list-style-type: none"> • 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 ebooks 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.
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<ul style="list-style-type: none"> • 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.
<p>Human Resource Management</p>	<ul style="list-style-type: none"> • 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 nonteaching staff. Staff tours also carve a particular niche in the college calendar which acts 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 are allotted for UG courses through the Single Window process practiced by the University, they 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
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<p>Administration</p>	<p>To achieve the target of paperless IQAC, committee members adopted 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 basis and ensures the transparency in students' attendance. The college campus is equipped with CCTV Cameras installed at various places of need. Social media platforms like Whatsapp, Insatgram, Facebook are channels used to engage and interact with the student community and share information. The finance and accounts section of the college is e-governed fully by the CampusNet ERP.</p>
<p>Planning and Development</p>	<p>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.</p>
<p>Finance and Accounts</p>	<p>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. The finance and accounts section of the college is e-governed fully by the CampusNet ERP. All kinds of Fee are 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.</p>

Student Admission and Support	Student detail 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 be availed from this module, especially all kinds of 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.

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. Leena Mathew	Principals Conference	Nil	1000
2019	Sr Aji Joseph	Two days International workshop on outcome based education and ICT Enabled Teaching Learning	Nil	1000
2019	Dr. Jinita Varughese	IV th International Conference on Science, Engineering, Technology and Social sciences (ICSETS-2020)	Nil	1250
2019	Dr. Sr. Mercy Nedumpuram and Sr. Renimol Joseph	Seminar on NEP, POC Kochi	Nil	3000
2019	Sr. Lilly Rose and Sr. Renimol Joseph	Seminar on Research, RUSA, CUSAT	Nil	1000

2019	Dr. Leena Mathew, Principal	Nil	Principals council	10000
2019	Dr. Leena Mathew, Principal	Nil	AIACHE	1000
2019	Dr. Leena Mathew, Principal	Nil	Xavier Board	5000
2019	Dr. Mini Thomas, Dr. Lincy sara Varghese, Dr. Sr.Manju Jacob, Sr. Aji Joseph	Seminar on Outcome based Education at Marian College, Kuttikanam	Nil	7280
2019	Dr. Mini Thomas	Seminar on NIRF	Nil	2000
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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	Talk on Benchmarking Quality Enhancement Initiatives through Innovative Practices by Dr. Rekha Mathews	Nil	11/07/2019	11/07/2019	63	Nil
2019	Talk on "Good Health for Better Living (Physical, Mental and Emotional) " by Dr. Sr. Jyothi Kodikulam SABS	Nil	21/08/2019	21/08/2019	61	Nil
2019	Workshop on " Under	Nil	22/10/2019	22/10/2019	67	Nil

	standing the New Framework of NAAC" by Dr Jose James					
2019	Nil	Talk on "Developing Life skills" by Dr. Sr. Jossy Maria SABS	16/11/2019	16/11/2019	Nil	20
2020	National online Faculty Development Program on MOODLE LMS in association with Bombay IIT Spoken tutorial	Nil	09/11/2020	13/11/2020	40	Nil
2020	A Talk on "Online Teaching-Learning in Exceptional Times" by Dr. Leena Mathew, Principal	Nil	12/06/2020	12/06/2020	64	Nil
2020	Faculty Training for Online Teaching by Dr. Jinita Varghese, IQAC Co-ordinator	Nil	10/07/2020	10/07/2020	62	Nil
2020	Training on "Online Teaching: Accessibility and Inclusive Learning" by IQAC Core Team	Nil	14/10/2020	14/10/2020	63	Nil
2020	Nil	Talk on "Emotional well-being During	06/11/2020	06/11/2020	Nil	17

Covid
Pandemic"
by Sr.
Ancy SABS

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Outcome Based Education and ICT Enabled Teaching Learning at Marian College, Kuttikkanam	4	24/01/2020	25/01/2020	2
Refresher Course in Life Sciences at UGC, HRDC, University of Kerala	1	11/07/2019	24/07/2019	14
Orientation Programme at UGC, HRDC, University of Kerala	1	03/01/2020	23/01/2020	22
NPTEL Online Certification in "Effective writing" from IIT, Roorkee	1	20/01/2020	10/02/2020	22
Refresher Course in Malayalam Language and Literature	1	07/12/2019	20/12/2019	14
FDP Programme on Spoken Tutorial Free Open Source Software (FOSS)	1	04/05/2020	10/05/2020	7
NPTEL Online Certification in Developing Soft Skills and Personality	1	05/08/2019	23/08/2019	15
FDP on MOODLE LMS	6	09/11/2020	13/11/2020	5
UGC Sponsored Orientation	1	13/06/2019	03/07/2019	7

Programme conducted by the UGC-Human Resource Development Centre, University of Kerala, Kariavattom, Trivandrum				
Refresher course on Life Sciences organized by the UGC Human Resource Development centre, University of Hyderabad, Hyderabad	1	13/11/2019	26/11/2019	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
20	50	13	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1.Free use of college infrastructure for individual research 2. Motivational Capability enhancement Programmes arranged periodically for knowledge updation 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 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</p>	<p>1. Support for education of children of non- teaching staff 2. Fee concession for the 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 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.</p>	<p>1.Canteen, Health Club, Rest Room 2. Financial help given by the management in case of emergencies 3. Monthly mentoring programmes 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 Facilities 9. Grievance Redressal Cell 10. Annual retreat and counselling sessions for all students</p>

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.

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.

6.4 – Financial Management and Resource Mobilization

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

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 are 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 for 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
Narmada Silks	10000	To coduct Intercollegiate Game fest Euctectic-2k20
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6.4.3 – Total corpus fund generated

150000

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

1. Financial support by means of PTA funds 2. Participation in the quality enhancement initiatives in association with IQAC 3. Timely feed backs and suggestions, regular PTA meetings

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

1. Financial support to attend professional development programmes 2. Faculty development programme on MOODLE LMS in collaboration with IIT Bombay spoken tutorial and other training programmes 3. Annual three-day orientation courses and motivation programmes along with counselling and family welfare sessions.

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

1. Started two new courses in the aided stream - M. Sc. Geology and Master of Commerce and Management 2. Started 3 Diploma Courses and 2 Certificate Courses in B. K. Community College. 3. Applied for NIRF ranking 2020 and secured 80th position

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
2019	Orientation Talk on SSR given by Dr. Rekha Mathews, IQAC Co-ordinator	03/06/2019	04/06/2019	04/06/2019	70
2019	Meeting to congratulate Team IQAC for obtaining A Grade in the presence of College Manager	16/07/2019	16/07/2019	16/07/2019	70
2019	Talk by Dr. Jose James on Quality Enhancement in the Post-Accreditatio	16/07/2019	16/08/2019	16/08/2019	68

	n Scenario				
2019	Regular meeting of IQAC	11/11/2019	11/11/2019	11/11/2019	14
2020	Internal Academic Administrative Audit	26/02/2020	07/03/2020	07/03/2020	65
2020	Two new courses in the aided stream - M. Sc. Geology and Water Management and M. Com Management - were applied	25/05/2020	25/05/2020	25/05/2020	12
2020	Applications were submitted to UGC/MHRD for 5 new Courses - 3 Diploma Courses and 2 Certificate Courses - in the B. K. Community College	25/05/2020	25/05/2020	25/05/2020	12
2020	Applied for NIRF ranking for 2020	11/11/2019	14/12/2019	14/12/2019	12
2020	IQAC organized a Webinar on 'Online Teaching Platforms	25/05/2020	02/06/2020	02/06/2020	61
2020	IQAC of BK College, in association with IIT Bombay organised a National level FDP on MOODLE LMS	02/11/2020	09/11/2020	13/11/2020	40

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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
Awareness on gender equality, Human rights and Women rights. (Talk on gender sensitization)	04/01/2020	04/01/2020	30	Nil
Awareness talk on understanding the constitution and Democratic values in a women perspective	18/01/2020	18/01/2020	30	Nil

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

Percentage of power requirement of the University met by the renewable energy sources

1

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	4
Scribes for examination	Yes	3
Physical facilities	Yes	1

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
2019	1	1	22/08/2019	1	Donation of books to students of Santhwanam, a home for destitute women and	Lack of knowledge resources	93

					children		
2019	1	1	17/01/2020	1	Class on Innovative Banking App	Lack of Technical Knowledge	9
2019	1	1	08/10/2019	1	Kerala Flood relief	Help Kerala Tide over Deluge and Devastation	30
2019	1	1	08/11/2019	130	Empowering English	Teaching the Women in the local community the basics of English Language and communication	23
2019	Nill	1	23/12/2019	1	Collection of plastic waste at Kiliroor and campaign to keep the village clean	to reduce plastic waste	102
2019	Nill	1	23/12/2019	4	Cleaning campus of SNDP HSS KILIROOR	cleanliness of campus	102
2019	1	Nill	12/12/2019	1	POSHAN ABHIYAN at St. Josephs LP School, Ottakkappilimavu	JOINED THE FLAGSHIP progamme by Govt. of India	52
2020	Nill	1	27/01/2020	1	Cleaning road from Amalagiri to Ammanchery	Waste management	55

2020	1	Null	15/02/2020	1	Visit to Navajevan	Palliative care	54
2019	1	1	09/07/2019	1	Essay Competition- Chemical and side effect of Narcotics	Drug Abuse	60
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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	03/06/2019	<p>Principal carries out the duties of her office efficiently without bias towards any individual.</p> <p>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, nonteaching staff or students avoiding bias on the basis of gender, caste or economic backgrounds.</p>
CODE OF CONDUCT FOR TEACHERS	03/06/2019	<p>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.</p> <p>Teachers should treat teaching in college as their sole profession and should not engage in any other external paid jobs. Teachers should wilfully</p>

		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	03/06/2019	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	03/06/2019	Administrative staff should be cordial and friendly in dealing with teachers, students and other stakeholders of the Institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Heartfulness Essay Event-2019	13/08/2019	17/08/2019	150
Certificate Course in Good Manners, Etiquettes and Social Graces	27/08/2019	07/11/2020	50
Onam kit for the blind	23/07/2019	23/07/2019	200
Visit to Navajeevan	15/02/2020	15/02/2020	50
Gender Budgetting	26/07/2019	26/07/2019	50
Litter free campus and surroundings	01/08/2019	15/08/2019	200
Solid waste management	06/10/2019	31/05/2020	200
Water conservation	22/03/2020	22/03/2020	200
Flood relief at Thiruvarppu	01/07/2019	30/07/2019	1000
Fund raising for kidney transplantation	03/06/2019	31/12/2019	1106

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

Litter free campus-LFCP (Anthropogenic litter free campus)

Formation of clean campus squad

Organized World Environment Day celebration in accordance with the theme - 'Air pollution' and conducted awareness programs

Campaign to stop open burning of plastic, garbage and agricultural wastes

Finding the lost stream-PUNERJANI

VANAMAHOTHSAVAM on 01/07/2019

Plant a tree-nurture a life campaign

Initiated the use of paper pen instead of plastic pen

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, but also gaining sufficient expertise in online transactions is 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 and the like 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 and E-cheque. Privacy and security issues in social media, cybercrimes, dangers of social networking and the like were addressed. 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.

2. 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 session 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.

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 that 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 aptitudes 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 the 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 the 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 session 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

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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

1. Prepare for next cycle of NAAC Accreditation 2. Infrastructure addition 3. Introduce Learning Management System 4. Introduction of new courses in U.G. and P.G. 5. Promote research culture among faculty and students 6. Organize National/International Seminars and Workshops 7. Organize programmes for skill development and entrepreneurship for students 8.Introduce more programmes for community service