

Annual Quality Assurance Report

2013 - 14

submitted to

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

National Assessment and Accreditation Council

St. Berchmans College

College with Potential for Excellence

NAAC Reaccredited A Grade College

Changanassery

Kerala - 686101

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www.sbcollege.ac.in





The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1 Details of the Institution

1.1 Name of the Institution : St. Berchmans College

1.2 Address : Changanassery
College Road

City/Town : Changanassery

State : Kerala

Pin Code : 686101

Institution e-mail address: sbc@sbcollege.org

Contact Nos. : 0481-2420025

Name of the Head of the Institution: Rev. Dr. Tomy Padinjareveetil

Tel. No. with STD Code: 0481-2420025

Mobile : 9446120751

Name of the IQAC Co-ordinator: Dr. Antony Joseph K

Mobile : 9961239114

IQAC e-mail address : iqac@sbcollege.ac.in

1.3 NAAC Track ID : St Berchmans College, Changanassery

1.4 Website address : www.sbcollege.ac.in

Web-link of the AQAR : <http://sbcollege.ac.in/wp-content/uploads/2016/11/AQAR-13-14.pdf>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Five Star	-	2000	2000 - 2005
2	2 nd Cycle	A ⁺	91.00	2006	2006 - 2012
3	3 rd Cycle	A	3.37	2012	2012 - 2017

1.6 Date of Establishment of IQAC: 09/06/2004

1.7 AQAR for the year : 2013-14

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

2012 -13: 11 November 2016



1.9 Institutional Status

University State Central Deemed Private
Affiliated College Yes No
Constituent College Yes No
Autonomous college of UGC Yes No
Regulatory Agency approved Institution Yes No
Type of Institution Co-education Men Women
Urban Rural Tribal
Financial Status Grant-in-aid UGC 2(f) UGC 12B
Grant-in-aid+Self-financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)
TEI (Edu) Engineering Health Science Management
Others: Social work

1.11 Name of the Affiliating University: Mahatma Gandhi University, Kottayam, Kerala

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

Autonomy by State/Central Government/University: NA

University with Potential for Excellence UGC-CPE
DST Star Scheme UGC-CE
UGC-Special Assistance Programme DST-FIST
UGC-Innovative PG programmes Any other
UGC-COP Programmes

2 IQAC Composition and Activities

2.1 No. of Teachers : 12
2.2 No. of Administrative/Technical staff : 4
2.3 No. of students : Nil
2.4 No. of Management representatives : 1
2.5 No. of Alumni : Nil



2.6 No. of any other stakeholder and community representatives: 1

2.7 No. of Employers/Industrialists : Nil

2.8 No. of other External Experts : Nil

2.9 Total No. of members : 18

2.10 No. of IQAC meetings held : 20

2.11 No. of meetings with various stakeholders Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount: Rs. 300000/-

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes: Autonomy for Colleges in Kerala

Curriculum development workshop

2.14 Significant Activities and contributions made by IQAC

- IQAC of the college has played the leading role in preparing and submitting application for getting autonomous status for the college.
- Conducted a study regarding academic autonomy for colleges by organising a visit to autonomous colleges in South India.
- Conducted a survey on the apprehensions of staff regarding academic autonomy.
- Organised a state level seminar on 'Autonomy of Colleges in Kerala', where Dr. N R Madhavamenon, Chairman Committee on college autonomy, Kerala State Higher Education Council lead the discussion.
- Co-ordinated CBCSS university level workshop on Hridayakumari Committee Report.
- Organised orientation programme for the newly recruited teaching staff.
- Along with the research committee, the IQAC has coordinated PhD course work in all research departments.
- Monitored the submission of major research projects with different funding agencies.
- Conducted academic audit of all departments.
- Action plan of the college is prepared, implemented and reviewed.
- Organised curriculum development workshop, where Dr. Sukumaran Nair, former Vice Chancellor, MG University lead the sessions.



2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
File application to the Government of Kerala for getting autonomous status.	Government of Kerala has invited applications for granting autonomy and the application has been filed before the Kerala Government and UGC.
Commence MSW programme, MSc Computer Science and add new batches for BCom (Finance and Taxation) under Self Financing Scheme.	Commenced two new PG programmes, MSW and MSc Computer Science during the year.
Study about academic autonomy and its consequences. For this, a team under the leadership of the Manager of the college is expected to visit some excellent autonomous colleges in south India	A team consisting of Manager, Principal, Coordinator of IQAC and four other senior professors have visited some reputed autonomous colleges in South India. Autonomy implementation committee studied the performance of autonomous colleges and reviewed literature regarding academic autonomy to identify the best practices and procedures.
Create awareness among the staff and students regarding the need for academic autonomy. For this a seminar on academic autonomy is planned to be organised.	A state level seminar on 'Academic autonomy for colleges in Kerala' have been organised by IQAC. Dr. NR Madhava Menon, Chairman, Committee on college autonomy, KSHEC and Fr. Lesli Moras, Principal, St. Philominas College, Mysore led the sessions.
Strengthen the campus to community programme to ensure that the capabilities of the college are shared with the local community.	Organised Sastrapadam Camp 'Energy Insight 2013' for high school and higher secondary school students. Undertook 'Clean Changanassery Project' along with the Changanassery Vikasana Samithi. Public institutions and public places were cleaned by the students.



	<p>Awareness programme for the public also was organised.</p> <p>NSS Unit of the college has organised a medical camp at Govt. School Changanassery. The programme has been sponsored by the Union Labour Ministry.</p>
<p>Propagate awareness about the evil effects of using plastic and the need to plant and maintain trees.</p>	<p>Nature club has developed a fruit orchard behind the Mathematics department.</p> <p>Organised an awareness programme about the evil effects of Drugs and Alcohol by the NSS unit in collaboration with the State Youth Welfare Board.</p> <p>Organised a seminar on the need to avoid plastic.</p>
<p>Plan to improve the performance of students in NET/SET/CAT/MAT</p>	<p>Department of Chemistry, Mathematics, English, Economics and Commerce have organised training for UGC NET. Career Orientation centre of the college has offered a programme on MAT.</p>
<p>Organise international, national and state level seminars/workshops on emerging areas.</p>	<p>Organised 1 International, 8 National Level, 5 State Level Seminars and 6 workshops by different departments of the college</p>
<p>Invite renowned professors and practitioners to the campus to share their knowledge, experience and expertise in their fields with the students and teachers.</p>	<p>Dr. Geetha Ganapathy and Cicile Oumhani from Paris University, Dr. Kuruvilla Joseph IIST Thiruvananthapuram, Dr. RE Asher from Edinborough University, Dr. N Thampan Nair (IIT Chennai), Dr. VN Rajashekhara Pillai(KSCTE), Dr.S.Manjula (RGCB, TVM), KP Fabian IFS, Sheela Thomas IAS, Dr. MM Shijumon(IISER, TVM) Prof. G Onakkur, Dr.Raju Antony(JNTBRI, TVM), Akeel</p>



	<p>Bilgrami, Carol Rovane (Columbia University), David Bromwich (Yale University) etc. came to the campus and interacted with the students of different departments.</p>
<p>Improve student support programmes and to strengthen the mentoring system.</p>	<p>A seminar on mentoring was organised for the mentor teachers.</p> <p>PTA has initiated to mobilise Rs. 300000 for distributing among poor students as scholarships,</p> <p>CSM unit of the college has extended its free noon meal facility for 70 students in all working days during the year,</p> <p>Student counsellors were made available in all working days,</p> <p>HRD department of the college has given special placement training to all final year PG and UG students.</p>
<p>Invite companies to the campus for campus placement and give soft skill training to the students for getting placed.</p>	<p>HR department and Placement Cell of the Management Studies Dept. invited several companies for campus placement. 14 companies have visited the college and some other companies have arranged pool drive in other convenient institutions. 68 students are placed with such companies.</p>
<p>Organise research paper presentation competitions on subject basis for students to stimulate their research aptitude.</p>	<p>Department of Management studies, Department of Commerce and the department of physics have organised National Paper Presentation Competition. Many of our PG students have participated in paper presentation competitions in other institutions and bagged prizes.</p>
<p>Create awareness among students regarding</p>	<p>Students got the opportunity to interact</p>



Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added/Career Oriented programmes
PhD	8	2	0	0
MPhil	2	0	2	0
PG	17	2	5	0
UG	15	0	6	0
PG Diploma				
Advanced Diploma				
Diploma	2			
Certificate	1			
Others				
Total	42	5	11	2

Interdisciplinary	12			
Innovative				

1.2(i) Flexibility of the Curriculum: CBCSS/Core/Elective option/Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	34
Trimester	Nil
Annual	2

1.3 Feedback from stakeholders: Alumni Parents Employers Students

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



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

We are under affiliating system and no syllabus revision was done by the University in 2013-14. Assessment system is modified by incorporating the suggestions of Hridayakumari Committee report.

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

Department of Social Work

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
114	66	48	0	

2.2 No. of permanent faculty with PhD : 54

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

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
9	9	Nil	Nil	Nil	Nil	Nil	Nil	9	Nil

2.4 No. of Guest faculty : 3

Visiting faculty : Nil

Temporary faculty : 36

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International Level	National Level	State Level
Attended Seminars/Workshops	22	31	15
Presented papers	16	31	10
Resource Persons	Nil	6	22

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

- Advanced Learners Programme is an initiative to support students with advanced learning intention to achieve high end dreams. Teachers in all the departments



identify such category of students and suggest advanced reference materials, clarify the doubts and sustain the level of motivation.

- Learning by experience is yet another innovation, where the department organise some activities very closely related to the subject under study. This helps the students experience what they have learned in the class room. This makes learning an interesting activity.
- Collaborative learning process has been adopted by many departments, where teachers and students identify some specialist and emerging areas and form a group and everyone in the group contribute his knowledge and the teacher will act as a facilitator/mentor so that the learning process become simple and enjoyable to students.
- Peer learning system is also adopted in many departments. Students having better understanding in the subject are assigned with the task of teaching others.
- Students are given the opportunity to listen to national and international experts/scientists and interact with them.
- Practical oriented assignments and seminars are given to students and thereby students get hands on experience in recent developments in their subjects.
- Students are motivated to participate in paper presentation competitions and appreciated best performers.

2.7 Total No. of actual teaching days during this academic year : 193

2.8 Examination/Evaluation Reforms initiated by the Institution

We are under affiliating system. Reforms were done by the University.

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

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

30 30 30

2.10 Average percentage of attendance of students : 86.3

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	477	11	61.5	9.5		82
PG	368	15	71	4		90
MPhil	20					90



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

- IQAC makes a detailed plan at the beginning of the year covering all major activities of the college.
- Formulates action plan for monitoring and evaluate the continuous evaluation of the students
- Monthly meetings of the IQAC discuss major issues related to teaching, learning and evaluation and propose our suggestions to the principal, which will be discussed in the staff council and accordingly better decisions, are taken.
- Decides in advance the internal exams, evaluation and publication of results.
- Give targets to the departments for organising seminars and workshops for updating knowledge.
- Ensure the conduct of semester wise PTA meetings to get the feed-back regarding the teaching learning processes.
- Conduct internal as well as external academic audit to identify the strength and weaknesses of all departments in teaching learning and evaluation process.

2.13 Initiatives undertaken towards faculty development

Faculty/Staff Development Programmes	Number of faculty benefitted
Refresher courses	11
UGC – Faculty Improvement Programme	3
HRD programmes	80
Orientation programmes	8
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	5
Summer/Winter schools, Workshops, etc.	15
Others	20

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	42	0	0	0
Technical Staff	3	0	0	0



Criterion – III

3. Research, Consultancy and Extension

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

- IQAC support the teaching staff in the submission of research proposal. Before submission of the proposals, it is presented before the research committee, which is a sub unit of the IQAC.
- Research promotion activities of the college are done by the Research Committee. It is headed by an IQAC member.
- Detailed discussions regarding the research promotion initiatives are done in the IQAC meetings and the decisions are conveyed to the Research Committee, which in turn will introduce new programmes.
- Course work for research scholars is planned, organised and executed by the Research Committee and the IQAC.
- Research committee, with the support of the IQAC, informs the staff members regarding the notifications regarding research projects of various agencies and FDP facility.
- During the Annual academic audit, research output of the staff is carefully evaluated and best performers are motivated to come up with better results.
- The college has published two research journals titled SB Academic Review, one specialising in science and the other in social science.
- The IQAC motivates the staff to publish their research papers in journals with high impact factor.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	3	Nil	Nil
Outlay in Rs. Lakhs		2751000		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	6	12	2
Outlay in Rs. Lakhs	274000	841000	1781000	165000



3.4 Details on research publications

	International	National	Others
Peer Review Journals	20	15	
Non-Peer Review Journals		13	
e-Journals			
Conference proceedings	30		

3.5 Details on Impact factor of publications:

Range : 1 – 3.5

Average : 2.1

h-index :

Nos. in SCOPUS :

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration (Years)	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil			
Minor Projects	2	UGC	1781000	338500
Interdisciplinary Projects				
Industry sponsored	1	Paragon Chappals	100000	100000
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			1881000	4385000

3.7 No. of books published

i) With ISBN No. : 3

ii) Chapters in Edited Books : 6

ii) Without ISBN No. : 8



3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy: Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	7	5	1	2
Sponsoring agencies	UGC & Higher Education Council	UGC		Mahatma Gandhi University	St Berchmans College

3.12 No. of faculty served as experts, chairpersons or resource persons: 18

3.13 No. of collaborations:

International : Nil

National : 2

Any other : Nil

3.14 No. of linkages created during this year: Nil

3.15 Total budget for research for current year in lakhs:

From funding agency : 3000000

From Management/University/College : 500000

Total : 3500000

3.16 No. of patents received this year

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

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

Total	International	National	State	University	District	College
Nil						



3.18 No. of faculty from the Institution who are PhD Guides	: 30
No of students registered under them	: 80
3.19 No. of PhD awarded by faculty from the Institution	: 2
3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)	
JRF	: 2
SRF	: Nil
Project Fellows	: 3
Any other	: 3
3.21 No. of students Participated in NSS events:	
University level	: 30
State level	: 7
National level	: 1
International level	:
3.22 No. of students participated in NCC events:	
University level	: 100
State level	: 32
National level	: 6
International level	:
3.23 No. of Awards won in NSS:	
University level	: Nil
State level	: Nil
National level	: Nil
International level	: Nil
3.24 No. of Awards won in NCC:	
University level	: 3
State level	: Nil
National level	: Nil
International level	: Nil
3.25 No. of Extension activities organized:	
University forum	: 2
College forum	: 7
NCC	: Nil
NSS	: 2
Any other	: Nil



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

- NSS unit of the college along with the NSS MG University and State Youth Welfare Board has organised awareness programme against the use of drugs and alcohol.
- Dept. of Commerce has organised a National Seminar on Financial Empowerment and Sustainable development. A special session was arranged for women members of Self Help Groups in Vazhappally Gram Panchayat.
- Gandhian Studies of the college and Changanacherry Social Service Society has jointly organised an exhibition of Khadi products.
- Organised a computer awareness programme for men and women above 45 years at Paral, an under developed place in Changanassery.
- Science Aptitude Developer Programme (SADP) organised jointly by the science departments invites students from various schools to improve their science aptitude by participating in a yearlong programme. Teachers from the college and experts from other institutions talk to the students on latest developments in science and technology and the opportunities in this field. The students are given special priority for interacting with the experts visiting the campus.
- National Service Scheme of the college in collaboration with the Changanacherry Vikasana Samithi, undertook Clean Changanacherry Project.
- The College Union and the NSS Unit of the College has organised ‘an Organ Donation Awareness Programme’. Rev. Fr. David Chiramel spoke to the students.
- English Training programme for school students under the aegis of Department of English.
- On November 23, NCC Army wing of the college, as part of NCC Day, has organised a Marathon for popularising Blood Donation. 40 cadets have contributed blood to Pushpagiri Medical College, Thiruvalla
- NSS Unit of the college, in collaboration with the Union Labour Ministry, organised a medical Camp at Government Higher Secondary School Changanassery. .
- Extension Cell of the college, as part of the Campus to Community Programme, has invited students from Paral, a nearby place, to spend one day at SB Campus. 100 students spent a full day in the campus (December 7).
- National Service Scheme Unit of the College has donated books to ‘Akashaparavakal’



- Extension Cell in collaboration with the department of physical education has organised a basketball coaching camp for school students. 30 students from various schools have participated in the camp.
- Organised a film festival in collaboration with the Kerala Chalachitra Academy.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20 acres	Nil	NA	20 acres
Class rooms	90	Nil	NA	90
Laboratories	24	Nil	NA	24
Seminar Halls	10	Nil	NA	10
No. of important equipment purchased (\geq 1-0 lakh)during the current year	18	3	UGC, KSCSTE	21
Value of the equipment purchased during the year (Rs. in Lakhs)		6 lakhs		6 lakhs
Others				

4.2 Computerization of administration and library

The existing facilities in the Administrative office and the library were modernised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1,13915		786		114701	
Reference Books	12787		50		12837	
e-Books						
Journals	127		2		129	
e-Journals	371		1000		1371	
Digital Database	1		-		1	
CD & Video	840		10		850	
Others (specify)						
Periodicals	174		15		189	
Bound Volumes	12555		425		12970	
Hindi Directorate	89		0		89	
Thesis	6		2		8	



4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	402	7	385	2	2	12	150	240
Added	15	Nil	5	Nil	Nil	Nil	Nil	10
Total	417	7	390	2	2	12	150	250

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

- Administrative office and library are fully computerised.
- The College is having more than 400 computers in the campus.
- All the departments have free internet connection. Individual departments have their own computer labs with internet facility, where students and staff have free access.
- Department of Management Studies have a full-fledged lab with 50 computers.
- The College is also having a centralised Computer Lab, Berchnet, with 50 computers. Training programmes for students, teachers and the staff are organised in this lab.
- Management has appointed specially trained staff to manage the lab.

4.6 Amount spent on maintenance in lakhs:

i. ICT	: 3
ii. Campus Infrastructure and facilities	: 7
iii. Equipment	: 9.7
iv. Others	: 4.8
Total	: 24.5

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Different committees were formed for Student Support Services. Joint meeting of student representatives and teacher co-ordinators were organised.
- IQAC advises all departments to organise career development programmes and ensure that the information regarding the programme reaches all the students
- Equal Opportunity Cell of the college, functioning according to the directions of the IQAC, ensures support to all, especially students belonging to socially and economically backward communities.



- HRD department of the college is directed to publish all information regarding student's training, seminars, competitions and placement in their notice board and on the web site of the college.
- IQAC members of the department will make necessary arrangements in their departments to ensure that information regarding student support programmes reaches the concerned students and the students are benefitted out of it.

5.2 Efforts made by the institution for tracking the progression

- Aspiration of students are recorded in the mentor's file and motivate them achieve their dreams.
- Feedback is collected from the students regarding their progression.
- Interaction with students in alumni meetings.
- Informal contacts with teachers.

5.3 (a) Total Number of students

UG : 1651

PG : 697

PhD : 93

Others : 18

b) No. of students outside the state : 56

c) No. of international students : Nil

	No.	%
Men	1600	65.8
Women	831	34.2

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2063	178	15	110	6	2372	1528	219	15	659	10	2431

Demand ratio : 9.5

Dropout % : 1.2

5.4 Details of student support mechanism for coaching for competitive examinations

- The college is having a Career Orientation Centre, which organised coaching classes for CAT, MAT and Bank Test.



- Department of Commerce, Chemistry, Mathematics, English and Economics have organised special coaching programmes for NET/GATE.
- Department of Mathematics is offering an Add on Programme on Numerical Skills and Logical Reasoning.
- HRD department give special training on Group Discussion and Interview to final year UG and PG students.
- The HRD department has organised a special training programme on written examination to students who have applied for Campus selection in different banks.
- Special training sessions were organised by the HRD department to students who have qualified the preliminary selection procedure of banks.
- Management studies department has a full time placement officer and a soft skill trainer. The department has organised placement training programme for their students.

No. of students beneficiaries : 510

5.5 No. of students qualified in these examinations

NET	: 30
SET/SLET	: 70
GATE	:
CAT	: 17
IAS/IPS etc	:
State PSC	:
UPSC	:
Others	:

5.6 Details of student counselling and career guidance

- We have a full-fledged counselling centre with two full time counsellors. All the students of the college will meet the counsellors at least twice during their programme tenure.
- Special cases identified during normal counselling and those referred by the mentors are given detailed counselling.
- HRD department of the college has organised 6 career guidance programmes for UG and PG students separately.
- Department of management studies is having a placement training team and full time placement officer. They have provided 8 different student's training programmes in the campus and are given a three days placement training utilising external professional trainers.



- Department level career guidance programmes were organised by 3 departments.

No. of students benefitted : 800

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organisations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
16	370	94	-

5.8 Details of gender sensitization programmes

Women cell of the college in association with the equal opportunity cell has organised a career orientation programme for girl students belonging to marginalised communities. Talk on women empowerment and gender sensitisation were organised by the Women cell. The cell also celebrated women’s day where study classes, debate and cultural programmes were organised.

5.9 Students Activities

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

State/University level : 78
 National level : 15
 International level : 2

No. of students participated in cultural events

State/University level : 42
 National level : 6
 International level :

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

Sports:

State/University level : 17
 National level : 4
 International level : 1

Cultural:

State/University level : 14
 National level : 3
 International level :



5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	120	550,000
Financial support from government	809	2951453
Financial support from other sources	75	700000
Number of students who received International/ National recognitions		

5.11 Student organised/initiatives:

Fairs:

State/University level : 4

National level : 2

International level :

Exhibition:

State/University level : 2

National level :

International level :

5.12 No. of social initiatives undertaken by the students: 9

5.13 Major grievances of students (if any) redressed: No major grievances reported

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To be internationally recognised as a premier institution for learning and research.

True to the vision of Christian charity, this college is committed to inspiring its students to attain nobility through compassion, strength of character, and dedication to the service of their fellow human beings; and achievement of excellence in all walks of life.

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development



- Curriculum development is vested with the university. Our senior faculty members serving as BOS chairmen/members of the university try their best to make the curriculum up to date.
- Gaps identified in the curriculum are bridged by organising guest talks, seminars by the faculty and by organising workshops.
- Faculty members regularly attend international conferences to get ideas about the latest developments and it is used in the curriculum development of programmes.
- Researchers and faculty members having experience with institutions of national eminence and of international institutions are invited to the institution and the students are allowed to interact with them.

6.3.2 Teaching and Learning

- Implemented advanced learners programme for students with high level of motivation.
- Dept. of Physics of the College has organised a national level refresher course for physics teachers, sponsored by National Science Academies.
- Organised Swadeshi Science Congress workshop on Science Communication through folk media, organised in collaboration with Kerala Swadeshi Science Movement and DST.
- Mr. R.E. Asher, renowned linguist from Edinburgh University, UK, Prof. Arjun Appadurai, Goddard Professor of Media, New York University visited the Department of English, talked about emerging areas of study in their respective areas and interacted with the students and teachers.
- ICT enabled teaching is followed in all departments. Peer learning and Collaborative learning system are followed to make the teaching learning process more enjoyable to students.
- Dept. of English has organised an International Seminar on ‘Translation and Comparative Literature: East –West Interaction’. Corinne Alexander, Geetha Ganapathy, Cicile Oumhani etc from Paris University delivered lectures.
- Slow learners are given special care and training. Remedial coaching is given to them to improve their confidence and academic performance.
- Many departments have organised special talks on latest developments in the discipline. Students are given the opportunity to interact with the experts to clarify their doubts.
- Workshops are organised by department of Zoology, Physics, Economics and Oriental Languages to give hands on experience in some emerging areas.



- Postgraduate students in the departments of Physics, Chemistry and Management Studies have visited premier institutions/industrial units to acquire practical knowledge related to their areas of study.

6.3.3 Examination and Evaluation

- End semester examinations are designed and conducted by the university. Internal evaluation is also done according to the directions of the university.
- As a part of the internal evaluation, seminars on latest developments were organised with the direction of teachers having expertise in the field.
- Practical oriented assignments are given to students and concerned faculty members are guiding the students to improve creative thinking.

6.3.4 Research and Development

- Established a new lab for Microbiology and modernised the existing science labs
- Organised workshops to improve the research capability of the research scholars and teachers. Dept. of Economics has organised two workshops (7 days each) on econometric model building.
- While selecting new faculty members, the research experience and output of the candidate is duly considered.
- The research committee headed by an experienced faculty, with the support of IQAC, informs the faculty members regarding the opportunity to undertake funded projects. Guidance for the preparation of research proposals is given to the faculty members.
- Applications for research proposals are evaluated by the research committee and suggestions are given to improve the quality of the proposals. 4 proposals for major research projects were submitted to UGC.
- Research papers published by the faculty members with high impact factor are exhibited in the notice board of the IQAC.

6.3.5 Library, ICT and physical infrastructure/instrumentation

- Inaugurated a Science Centre to stimulate interest in basic science
- Computerisation work of the library has been completed. Subscribed EBSCO Host
- Digital library with INFLIBNET and EBSCO Host facility is operational.
- 8 more class rooms were upgraded to ICT enabled class rooms.
- Added new instruments in common instrumentation centre
- Smart classrooms were made operational.
- Added 8 new class rooms for self financing division



- An amount of Rs. 15,00,000 has been spent for adding more instruments and facilities in the common instrumentation centre and science labs.

6.3.6 Human Resource Management

- HRM activities of the college consist of three segments. Segment one include the faculty related activities, which is done by the Manager and the Principal of the college.
- Induction programme for new teachers is organised to give a clear picture regarding the history of the college, its culture, moral values.
- Meeting of teaching and non-teaching staff were organised every month to inform the staff regarding the upcoming activities and mobilise their opinion. They are motivated to give feed-back regarding the activities organised in the campus.
- The college has a governing council and staff council which formulates plans for all major activities undertaken by the college. The staff council consist of the principal, head of the administrative section, the librarian, heads of all the departments, two elected representatives of the teaching staff, the President and Secretary of the Staff Association. Issues affecting the staff and students of the college are discussed in the staff meeting.
- The college is managed according to the modern principles of management where authority is decentralised. Different committees are formed for various activities like discipline, internal evaluation, sports, arts, anti-ragging etc. Teachers and non-teaching staff get enough opportunity to deal with different tasks related to their field and their managerial capability is improved.

6.3.7 Faculty and Staff recruitment

Recruitment is made according to the concurrence granted by the state government. The management has given special emphasis on recruiting teachers with excellent background in teaching and research. Majority of the newly recruited teachers have PhD and some of them have Post-Doctoral experience with international institutions.

6.3.8 Industry Interaction/Collaboration

Department of Management Studies under its Berchmans Industry Interface (BII) programme has MoU's with Vodafone, Hycon India Ltd, V Guard and Hedge Equities for providing hands on specialised training on payroll management, B2B Marketing and Capital Market.



6.3.9 Admission of Students

Students are admitted to various courses strictly on the basis of the admission guidelines provided by the parent university. 50% of the seats are allotted on merit basis, 20% seats are allotted to SC/ST students, 10% seats are allotted on community merit and the rest 20% seats are allotted to students recommended by the management. Allotment out of management quota is made after considering the merit and the financial background of the applicants.

6.4 Welfare schemes for

Teaching	1
Non-teaching	3
Students	4

6.5 Total corpus fund generated: 16 lakhs

6.6 Whether annual financial audit has been done: Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓		✓	
Administrative				

6.8 Does the University/Autonomous College declare results within 30 days?

For UG Programmes : Yes No

For PG Programmes : Yes No

6.9 What efforts are made by the University/Autonomous College for examination reforms?

Semester wise examination system has been implemented by the university. For courses like MLISc open book examination has been adopted. The college has no role in designing and implementing examination reforms.

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

Proposal for granting autonomy has been invited by the Government of Kerala. A team representing MG University visited the campus for inspection.

6.11 Activities and support from the Alumni Association

- Alumni Chapter meetings are organised in state level, national level and international level.



- Alumni Association Meeting at the college level was organised on January 26 every year. Senior alumni who were identified as role models and brand ambassadors of the college are felicitated in the meeting.
- Berchmans Best College Teacher Award sponsored by the Kuwait Alumni Association.
- Scholarships are instituted by alumnus for best performing students in different disciplines.
- Former students are supporting many financially weak students to continue their studies.
- Former students of the department of Commerce have sponsored some events of the intercollegiate competitions organised by the commerce association.

6.12 Activities and support from the Parent – Teacher Association.

- PTA in collaboration with the St. Vincent de Paul Society, organise an annual fund raising programme '*AGAPE*'. Around Rs. 2,50,000 has been mobilised for granting scholarships to poor students.
- Instituted some means cum merit scholarships for poor students
- PTA meetings are held every semester to evaluate the performance of students.
- Annual mega PTA meeting was conducted in January 2014.

6.13 Development programmes for support staff

- Training on computer application is provided to the administrative staff.
- Educational Scholarships are instituted for the children of administrative staff of the college.
- Educational Scholarships are instituted for the children of the library staff of the college.

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

- Campus follows the three R's principle, Reduce, Recycle and Reuse.
- The college maintains a Botanical garden of 1.5 acres having a rich collection of rare, endangered and threatened plant species and medicinal plants.
- 25 new fruit trees are planted jointly by the Nature club, Bhoomithra sena and Botany department.
- National Service Scheme of the college has planted trees in different parts of the college.
- Vermi compost unit of the college is converting biodegradable waste into vermi compost.



Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

A science centre is inaugurated to create interest in basic sciences among students.

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

- One day seminar on Autonomy for colleges in Kerala has been organised to clarify the doubts regarding academic autonomy.
- Application for sanctioning autonomy has been submitted to the UGC. Three teams representing the UGC, Government of Kerala and MG University visited the campus for inspection and decided to grant autonomy.
- An autonomy implementation committee has been constituted to study about the feasibility of the shifting to autonomous status from the coming academic year itself.
- Initiated action plan for constituting various statutory bodies like Board of Studies, Academic Council and Governing Council.
- The committee has organised a curriculum design workshop for the whole college.
- An orientation programme for newly recruited teachers was organised in June 2014. 58 young teachers have participated in the programme. Dr Skaria Zacharia, Sree Sankara Sanskrit University, Kalady Dr. Kuruvilla Joseph (IIST TVM) and Dr. PC Aniyankunju. Principal SA College, led the sessions.
- Ulahannan Mappila centre has organised a researcher's meet, where researchers in Malayalam language from different parts of Kerala presented their papers and a panel of experts are invited to communicate the latest developments in the focus areas.
- Research Committee organised one full time and one part time batch of course work for research Scholars.
- Various departments have organised one international conference, and 7 national conferences.
- Five civil service officers have visited the campus and interacted with the students.
- 43 students from different schools have participated in Science Aptitude Developer Programme of the College.
- Organised a Career Mela with the support of Union Labour Ministry.



- Undertook Clean Changanacherry Project, Financial Literacy Programme, Blood donation Campaign and Organ Donation Campaign.
- Organised a medical camp in association with the Union Labour Ministry
- Inaugurated a new Women's Hostel with the support of UGC
- Added a new block for the self-financing division
- Convened a meeting of the staff council and the Principal stressed the need for improving the research output. The Heads of various departments communicated the issue in the department level meeting and departments framed their action plan for research activities. This resulted in the organising of 1 international seminars, 7 national level seminars and 5 state level seminars during this academic year. 7 minor research projects were awarded during the year. Faculty members have published 20 research papers in international journals and 15 papers in national journals.
- One day seminar on Student mentoring was organised to ensure effective mentoring of students.
- Organised a Refresher Course for Science Teachers in Collaboration with the National Science Academies.
- Four proposals for major Research Projects has been submitted
- HR department of the college has provided separate training sessions for the UG and PG students on resume preparation, group discussion and interview technique.

7.3 Give two Best Practices of the institution

- i. '**AGAPE**' a programme organised by PTA in collaboration with the St. Vincent de Paul Society for mobilising funds for granting scholarships to poor students.
- ii. Catholic Students Movement of the College, with the support of the staff of the college, is providing free noon meal to around 70 students on all working days.

7.4 Contribution to environmental awareness/protection

Nature club and Bhoomitra sena organised nature camp.

A botanical garden is maintained in the campus.

New trees are planted to make the campus green.

Organised an awareness programme against the use of plastic.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add.

The management studies department of the college has instituted a best entrepreneur award for emerging entrepreneurs of Kerala. Science centre of the college, with the



support of all science departments, organised exhibitions and arranged interaction with eminent scientists. The management of the college with the support of the IQAC has conducted a SWOC analysis of the college.

8. Plans of institution for next year

- i. Since academic autonomy is granted by the UGC and the Govt. of Kerala, statutory bodies like Board of Studies, Academic Council and Governing Council of the college must be organised.
- ii. To frame own admission procedures and admit students to various courses without delay.
- iii. Design own curriculum for various UG and PG programmes for implementation from 2015 – 16.
- iv. Prepare and implement own academic calendar.
- v. Establish the office for the Controller of Examinations.
- vi. Prepare an examination manual and introduce reforms in evaluation system.
- vii. Construct a new administrative block.
- viii. Strengthen the campus to community programme to ensure that the capabilities of the college are shared with the local community.
- ix. Acquire new software incorporating all activities of the college and strengthen the IT infrastructure.
- x. Ensure that teachers have teaching plans for all the courses and the teaching process is as per the plan.
- xi. To strengthen the internal evaluation process and ensure that all components of evaluation are designed in advance and executed according to the academic calendar.
- xii. Propagate awareness about the evil effects of using plastic and the need to plant and maintain trees.
- xiii. Plan to improve the performance of students in NET/SET/CAT/MAT.
- xiv. Organise international, national and state level seminars/workshops on emerging areas.
- xv. Invite renowned professors and practitioners to the campus to share their knowledge, experience and expertise in their fields with the students and teachers.
- xvi. Improve student support programmes and to strengthen the mentoring system.
- xvii. Invite companies to the campus for campus placement and give soft skill straining to the students for getting placed.



- xviii. Organise research paper presentation competitions on subject basis for students to stimulate their research aptitude.
- xix. Attract more school students to the science aptitude developer programme.
- xx. Organise intercollegiate competitions to students to improve their skills in organising, team building, creative thinking and interpersonal relationships.
- xxi. Add more class rooms for the new courses.
- xxii. Complete the modernisation work of football ground.
- xxiii. Commence the construction of indoor stadium.

Name: Dr Antony Joseph K

Signature of the Coordinator, IQAC

Name: Rev Dr Tomy Joseph

Signature of the Chairperson, IQAC



Principal
St. Berchmans' College
Changanacherry-Kerala