

**Annual Quality Assurance Report
(AQAR) of the IQAC**

Submitted to
**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL, UNIVERSITY GRANTS COMMISSION**

by
**BISHOP MOORE COLLEGE
MAVELIKARA**

Year of Report: 2015-16

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2015-16

I. Details of the Institution

1.1 Name of the Institution

BISHOP MOORE COLLEGE

1.2 Address Line 1

KALLUMALA P O

Address Line 2

MAVELIKARA

City/Town

ALAPUZHA DISTRICT

State

KERALA

Pin Code

690110

Institution e-mail address

bpmoorecollege@gmail.com

Contact Nos.

0479-2303260, 0479-2303230

Name of the Head of the Institution:

Dr. Sabu George

Tel. No. with STD Code:

0479-2303260

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++		2005	2005-10
2	2 nd Cycle	B	2.81	2010	2010-15
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

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

- i. AQAR_2014-15 (16/11/2015)
- ii. AQAR_2013-14 (09/11/2015)
- iii. AQAR__ 2012-13 (10/12/2013) (DD/MM/YYYY)
- iv. AQAR__ 2011-12 (30/09/2012) (DD/MM/YYYY)
- v. AQAR__2010-11 (30/10/2011) (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

University of Kerala

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

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="Depts. Of Physics & Chemistry are DST-FIST sponsored (Rs. 1 crore)"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	
UGC-COP Programmes	<input type="text" value="Departments of Physics and Chemistry are running UGC-sponsored Add-on courses which are career"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	5

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

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Orientation Programme for first year students.
- Orientation Programme for parents.
- Retreat for teachers
- ‘PADHEYAM’ – Send off and talk by Dr. Cyriac Thomas (Former Vice Chancellor, Mahatma Gandhi University) - for outgoing students.
- Academic Audit by the Manager and external experts.

2.14 Significant Activities and contributions made by IQAC

- Co-ordinated the activities of the institution.
- Published the college newsletter.
- Prepared the Self Study Report for the third cycle of accreditation and submitted the Letter of Intent to NAAC
- Renewed the registration of INFLIBNET facility
- Took initiative to construct ramps and toilet facility for differently abled.
- Re-furbished the wash and toilet facilities for women, renovated the Women’s Centre and placed new incinerators in the women’s centre and ladies’ hostel
- Re-furbished the IQAC room.
- Installed a Bio-gas plant in the Canteen.
- Encouraged the faculty members to pursue research in their respective field of study.
- Encouraged the faculty members to include innovative practices in teaching and learning.
- Created quality consciousness among the staff and students.
- Constructed a new computer lab for B.Com (Computer Applications)
- Constructed a computer lab cum networking centre in the Department of Physics with the aid of UGC-COC and DST-FIST
- One classroom in each Department was provided with permanent LCD projector.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To conduct conferences, seminars and workshops	<p>Talk on ‘Mendeley Software’ was organized on 8th March 2016</p> <p>Talk on “Sthree Suraksha” was delivered by Smt. Prameela Devi (Vanitha Commission Member) on 12 Jan. 2016.</p> <p>National Seminar on ‘Human Rights Perspective on Development and Displacement’ was organized on 22-23 Feb. 2016</p> <p>National Workshop on “SPSS and Research Methodology” was organized on 16-17 Feb. 2016</p> <p>Seminar on ‘Bird Watching’ was organized on 13 Jan. 2016</p> <p>National Seminar on ‘Experimental and Theoretical Approaches to Photonic Materials’ was organized on 6-8 Jan. 2016</p> <p>National Seminar on ‘Evolving Media in Post-Liberalisation India’ was organized on 28-29 December 2015</p> <p>National Seminar on ‘Malayala Vyakarana Padanam Vyathyastha Sameepenangal’ was organized on 9-11 Dec, 2015</p> <p>Science Academies’ Lecture workshop on “Spectroscopic Techniques and Applications” was organized on 11-13 November, 2015</p> <p>Training Workshop on Apiculture was organized on 10 Oct. 2015</p> <p>Training Workshop on “Onam Bird Count” was organized on 12 Aug. 2015</p>
To promote associations in all departments	Nine departmental associations actively functioned during 2015-16
To celebrate important days	<p>Environment day celebration - 5 Jun 2015, NSS</p> <p>Republic Day Celebration – 26 January 2016</p> <p>Ozone Day Celebrations - September 2015, Dept. of Physics</p> <p>National Science Day celebrations, February 2016,</p>

	Science Club
To conduct Endowment lectures	<p>Rev. George Mathen Memorial Talk, 12 February 2016, Dept. of Malayalam</p> <p>Bishop M.M. John memorial Lecture on “Higher Education Reforms in Kerala”, 15 February 2016, Dept. of Economics</p> <p>Rev. Prof. K C Mathew Endowment Lecture on ‘Statistical Mechanics’, March 2016, Dept. of Physics</p>
To complete the procedures for NAAC accreditation	Prepared the Self Study Report and submitted the Letter of Intent to NAAC on 25/05/2016
To organize programmes to nurture the environment	<p>Environment day celebration - 5 Jun 2015, NSS</p> <p>Environmental Awareness camp, 6 June 2015, Environment Club</p> <p>Ozone Day Celebrations - September 2015, Dept. of Physics</p> <p>Beautification of Campus, 24 November 2015, Bhoomithrasena</p> <p>Interdepartment short film competition on ‘Nature and humans’, 1 Feb 2016, Environment Club</p> <p>Environmental Painting Competition, 10 Feb 2016, Bhoomithrasena</p> <p>Environmental Essay Competition, 10 Feb 2016, Bhoomithrasena</p> <p>Inter department Environment Quiz Competition, 12 Feb 2016, Environment Club</p> <p>Environmental trip to Thenmali Ecotourism, 12 Feb 2016, Bhoomithrasena</p>
To conduct academic competitions	<p>Inter Collegiate and Inter department PowerPoint presentation competition on “Ozone – All that is between you and UV”, September 2015, Dept. of Physics</p> <p>Inter Collegiate Mathematics Quiz Competition, 18/03/2016</p>

Academic Calender is annexed. (Annexure I)

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was placed in the Staff Council for approval.

Part – B

Criterion – I

I. 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	2			
PG	4			
UG	11	0		
PG Diploma				
Advanced Diploma				2
Diploma				2
Certificate				3
Others				1
Total	17	0		8
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15
Trimester	
Annual	

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

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

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

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

Syllabus as prescribed by the Kerala University is followed.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	57	37	20		

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	7							3	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	20	10
Presented papers	5	10	-
Resource Persons	-	1	1

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

- Conducted study tours for giving the pupils first-hand experience in their respective disciplines.
- Using language lab to enhance communicative skills.
- ICT enabled teaching -learning process.
- One classroom in each Department was provided with permanent LCD projector.
- Additional Skill Acquisition Programme(ASAP) benefitted students to acquire selfconfidence and better communicative skill to pursue a bright career.
- Project works are given to all final year students.
- Walk With a Scholar Programme and Student Support Programme of the Higher Education Department, Government of Kerala have benefitted the advanced learners and slow learners respectively.

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

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

Examinations are conducted as per University rules.

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

10

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division			
		I %	II %	III %	Pass %
M.Sc. Physics	11				90.91
M.Sc. Chemistry	10				90
M.Sc. Botany	12				83
M.A. English	20				81.25
B.Sc. Physics	33				48.5
B.Sc. Chemistry	29				55
B.Sc. Zoology	23				52.17
B.Sc. Mathematics	33				57.57
B.Sc. Botany	25				84
B.Sc. Botany & Biotechnology	15				94
B.A. English	42				59.52
B.A. Malayalam	38				31.57
B.A. Economics	51				11.76
B.Com (Finance)	63				58.73

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

Department level monitoring committee submits reports to the college level monitoring committee and remedial measures are taken accordingly. Feedback from the students, parents and others are obtained at regular intervals and later IQAC meets to resolve the problems stated if any.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	

HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	4
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	7
Others	5

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	9			
Technical Staff	14	6		5

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC encouraged teachers to take up minor and major research projects from sponsoring agencies. The IQAC also motivated the teachers to increase the number of publications and the quality of publications.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	3	1	
Outlay in Rs. Lakhs	0	59,89,457/-	31,00,000/-	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	10	1	
Outlay in Rs. Lakhs	7,25,000/-	17,92,000/-	3,00,000/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	7	
Non-Peer Review Journals			
e-Journals		1	
Conference proceedings		2	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2015-18	KSCSTE	13,48,160/-
	2014-17	DST-Fast Track	24,96,000/-
	2013-16	CSIR	21,45,297/-
Minor Projects	2016-2018	UGC	3,00,000/-	1,64,500/-
	2015-17	UGC	16,57,000/-	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>			62,000/-	27,000/-
Any other(Specify)				

Total			80,08,457/-	1,91,500/-
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3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences	Level	International	National	State	University	College
	Number	0	6	9		6
organized by the Institution	Sponsoring agencies		UGC, KSHEC, KSCSTE	Management /Endowments		Management

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3

12

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

1

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

JRF 2 SRF 2 Project Fellows 1 Any other RA-1

3.21 No. of students Participated in NSS events:

University level 200 State level 25

National level 3 International level

3.22 No. of students participated in NCC events:

University level 70 State level 6

National level 4 International level

3.23 No. of Awards won in NSS:

University level 1 State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level 1 International level

3.25 No. of Extension activities organized

University forum 2 College forum 10

NCC 5 NSS 8 Any other 5

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

- As part of Ozone Day Celebrations 2015, Inter-Department Power Point Presentation Competition, Inter-collegiate Power Point Presentation Competition, and a talk on “Importance of Protecting the Ozone Layer” were conducted. A documentary and a skit on the importance of protecting the Ozone layer, directed by final year Degree students were shown in two schools.
- Science Awareness Programme for School and College students as part of National Science Day Celebrations
- Blood Donation Camp
- Rain water harvesting

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	19 Acres			
Class rooms	38		Management	38
Laboratories	16	1	Management	17
Seminar Halls	4			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		5	DST-FIST & DST-Fast Track projects	
Value of the equipment purchased during the year (Rs. in Lakhs)		60,00,000/-	DST-FIST & DST-Fast Track projects	
Others				

4.2 Computerization of administration and library

The College office and library are computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	52893	57,16,658/-	150	52,588/-	53,043	57,69,246/-
Reference Books	10,800	5,02,441/-	25	14,000/-	10,825	5,13,266/-
e-Books						
Journals	26	23,275/-	0		26	23,275/-
e-Journals						
Digital Database						
CD & Video						
Others (specify) Newspapers & Magazines	20		4		24	30,012/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	112	28	30		20	14	12	1
Added	25	45						
Total	137	73	30		20	14	12	1

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

All the departments have internet connection. An internet and browsing centre with 25 computers caters to the needs of the students. A computer professional is employed in the computer centre to help the students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	2,58,108/-
ii) Campus Infrastructure and facilities	20,00,000/
iii) Equipments	1,00,000/-
iv) Others	2,00,000/-
Total :	25,58,108

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college website and handbook provide information to students about all the support services available to students. Public address system, notice boards, general meetings and meetings of class prefects are also used to inform students of the services available in the campus. The college newsletter also provides information about the support services.

5.2 Efforts made by the institution for tracking the progression

The mentors keep track of the progression achieved by the students. The PTA and alumni association are also keen in tracking the progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1189	106	8	

(b) No. of students outside the state

2

(c) No. of international students

0

Men	No	%	Women	No	%
	393	30.05		915	69.95

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
926	227	0	90		1243	936	231	0	141		1308

Demand ratio 1:10

Dropout % 5

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

The Career guidance and placement cell equips the students for competitive examinations. The Department of Botany conducts NET coaching classes for PG students.

No. of students beneficiaries

125

5.5 No. of students qualified in these examinations

NET

3

SET/SLET

GATE

3

CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The college has a counselling centre and career guidance and placement cell. Students who are identified by the teachers are given necessary counselling. Orientation on career opportunities and campus recruitment are organized by the career guidance and placement cell.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
7	303	19	45

5.8 Details of gender sensitization programmes

- Equal Opportunity Centre and Women’s Cell organize gender sensitization programmes.
- A Women’s Study Unit functions in the College under the guidance of a lady teacher to create awareness, instill values and develop the personality and leadership quality of women students.
- A talk on “Sthree Suraksha” was delivered by Smt. Prameela Devi (Vanitha Commission Member) on 12/01/2016.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	38	1,35,000/-
Financial support from government	805	64,02,962/-
Financial support from other sources	18	20,000/-
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- More text books were added in the College library as per the suggestions of students.
- Re-furbished the wash and toilet facilities for women, renovated the Women's Centre and placed new incinerators in the women's centre and ladies' hostel
- One classroom in each Department was provided with permanent LCD projector.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To be a centre of excellence and a catalyst in facilitating holistic development of youth with international standards, edified with the sanctity of truth, equipped to serve, grounded on Christian ideals.

Mission: To nurture the enquiring mind to be liberated by truth, empowered by knowledge, committed to service and communal harmony, championing the cause of women and the marginalized and to create a sustainable environment.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

The curriculum recommended by the Kerala University is followed. Two faculty members are members of the University board of studies for the revision of curriculum.

6.3.2 Teaching and Learning

ICT enabled teaching, Peer teaching, seminars, project works, assignments.

6.3.3 Examination and Evaluation

Internal Examinations are conducted as per the instructions of the University.

University Examinations are conducted as per the norms and regulations of the University of Kerala.

Continuous evaluation is done based on the marks for attendance, assignments/seminars and internal exams as per the guidelines of the University of Kerala.

6.3.4 Research and Development

The Physics and Chemistry departments are approved research centres of the University of Kerala, which carry out research leading to Ph.D. The research facilities are being developed under DST-FIST sponsorship. The faculty members are encouraged to do research under FDP of UGC. Major and minor research projects are taken up by faculty members. Student projects are also taken up by the institution.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- New books were added to the college library.
- Laboratory facilities were improved.
- Re-furbished the wash and toilet facilities for women, renovated the Women's Centre and placed new incinerators in the women's centre and ladies' hostel
- One classroom in each Department was provided with permanent LCD projector.
- Re-furbished the IQAC room.
- Installed a Bio-gas plant in the Canteen.
- Constructed a computer lab cum networking centre in the Department of Physics with the aid of UGC-COC and DST-FIST
- Constructed a new computer lab for B.Com (Computer Applications)
- Constructed ramps and toilet facility for differently abled

6.3.6 Human Resource Management

The Principal, assisted by the Vice-principal and advised by the staff council, manages the teaching and support staff of the college. One teacher is given charge for one subject in a class. However, more teachers are entrusted with the responsibility of sharing one paper owing to vast syllabus. Teachers are given additional charges for various extra-curricular and co-curricular activities.

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitments are done as per the rules and regulations of the University of Kerala and vide the statutory orders of the Government of Kerala.

6.3.8 Industry Interaction / Collaboration

There is collaboration with KELTRON which is running an Industry Institute Linkage Training Programme in the campus. Industry visits are also done to the KELTRON campus.

6.3.9 Admission of Students

- Admissions are conducted as per the University norms and government orders.
- Admission for both UG and PG is done by the University. (Online registration).
- Admission to Management and Community seats are also done as per the University norms.
- Strict transparency and admission rules are adhered to by the College.

6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	6

6.5 Total corpus fund generated

1,62,08,906/-

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Examinations are conducted as per the University norms and regulations.

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

N.A.

6.11 Activities and support from the Alumni Association

- The alumni association of the college works hand-in-hand with the PTA and the college management.
- It extends whole hearted support to all the proposals put forward by the college management meant for the development of the institution.

6.12 Activities and support from the Parent – Teacher Association

The PTA is actively involved in the developmental activities of the college. PTA meetings are arranged periodically. The PTA also contributes to the resources for the day to day functioning of the college.

6.13 Development programmes for support staff

Tour programmes, retreats and orientation programmes are arranged for the support staff.

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

Plastic free campus initiative, rain water harvesting, tree planting drive, Solar energy harvesting.

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 student community to update the Malayalam Wikipedia was formed under the supervision of a teacher.
- Walk With a Scholar (WWS) Programme benefits the top students of the college to excel in their fields and prepare for their future plans.
- Additional Skill Acquisition Programme (ASAP) benefits students to acquire self-confidence and better communicative skill to pursue a bright career.
- Scholar Support Programme (SSP) benefits the weak students to prepare for examinations.
- Mentees' Chronicle is maintained by all mentors where all details regarding the student over the semesters are recorded.

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

The plan of action of the IQAC was implemented as per the Academic Calendar attached as Annexure I.

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

- Mentoring System (Annexure II)
- Student Aid Fund (Annexure III)

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

7.4 Contribution to environmental awareness / protection

- Awareness programme about the importance of protecting the Ozone layer
- Camp on Environmental awareness conducted by the Environment club
- Ecogarden was constructed by Bhoomithrasena
- Interdepartment short film competition on 'Nature and humans'

- Rainwater harvesting plant
- Solar energy harvesting
- Plastic free campus
- Greenhouse maintained by the Dept. of Botany
- Bhoomithrasena club functions for protecting the bio-environment in the campus
- Environmental Essay competition and Painting competition by Bhoomithrasena
- Inter-department environment quiz competition
- Environmental trip to Thenmali Ecotourism
- Water Quality Project, Planting Red Palms Project, Helping the Endosulfan victims, Project on Energy Conservation by Bhoomithrasena

7.5 Whether environmental audit was conducted? Yes No

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

SWOT Analysis of the college is done annually.

8. Plans of institution for next year

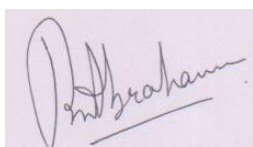
- To complete the procedures for re-accreditation by NAAC
- To renovate the College Canteen
- To add more computers in the library
- To publish the college newsletter
- To promote Association activities in all Departments
- To organise the following seminars/conferences/workshops/academic competitions:
 - KSCSTE sponsored Seminar on “Pulses”, Dept. of Botany and Biotechnology”, July 2016
 - Inauguration of Zoology Association, July 2016
 - Invited lecture on “A few equations that changed the world”, Dept. of Physics, August 2016

- SEBI sponsored Workshop on “Financial Literacy”, Dept. of Economics, September 2016
- Invited Lecture by Prof. Koshy Thalackal, Dept. of Malayalam, September 2016
- KSCSTE sponsored Intercollegiate Quiz Competition, Dept. of Botany and Biotechnology, September 2016
- Physics Talent Search Examination, September 2016
- KSCSTE sponsored Intercollegiate PowerPoint Presentation Competition, Dept. of Physics, September 2016
- Seminar on ‘Pesticides’, Dept. of Zoology, September 2016
- Bishop M M John Memorial Lecture, Dept. of Economics, October 2016
- Science Exhibition – ATOMIA 2016, Dept. of Chemistry, October 2016
- Prof. Elizabeth Mathew Endowment Workshop on “GST Bill”, Dept. of Economics, October 2016
- Science Academies’ Lecture Workshop on “Basics of Relativistic Quantum Mechanics and Field Theory”, Dept. of Physics, November 2016
- Seminar on ‘Apiculture’, Dept. of Zoology, November 2016
- Workshop on “PYTHON Programming”, Dept. of Mathematics, December 2016
- National Seminar on ‘Biomaterials’ – BIOMEET 2016, Dept. of Chemistry, January 2017
- Rev. George Mathen Memorial Lecture, Dept. of Malayalam, January 2017
- Intercollegiate Mathematics Quiz Competition, January 2017
- Prof. Elizabeth Mathew Endowment Intercollegiate Quiz Competition, Dept. of Economics, February 2017
- Talk on ‘Mendeley Software’, Dept. of Chemistry, February 2017
- Budding Economist Contest, Dept. of Economics, February 2017
- Talk on ‘General Chemistry’, Dept. of Chemistry, February 2017
- KSCSTE sponsored seminar on “Taxonomy of Bryophytes”, Dept. of Botany and Biotechnology, February 2017
- National Seminar, Dept. of Botany and Biotechnology, February 2017
- Rev. (Prof.) K C Mathew Endowment Lecture, Dept. of Physics, March 2017

- To organize programmes to nurture the environment
 - Introducing Butterfly park, Dept. of Zoology, June 2016
 - Training workshop on 'Vermiculture', Dept. of Zoology, August 2016
 - Three day Nature Camp, Dept. of Zoology, October 2016
- To celebrate important days
 - Environment day, June 2016
 - Independence Day, August 2016
 - International Youth Day, August 2016
 - World Ozone Day, September 2016
 - World Food Day, October 2016
 - Kerala Piravi, November 2016
 - Republic Day, January 2017
 - National Science Day, February 2017
- To organize Study tours/Industrialvisits/Research station visits in all departments
- Alumni meeting, Dept. of Malayalam, March 2017

Name : Dr. Ranjith Mathew Abraham

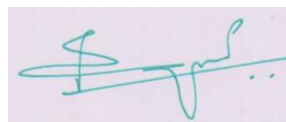
Associate Professor of Economics



Signature of the Coordinator, IQAC

Name: Dr. Sabu George

Principal



Signature of the Chairperson, IQAC

Annexure I

Academic Calendar 2015-16

Academic Calendar 2015-16		
Date	Programme	Department/Club
June 2015		
2	Inauguration of PSC Coaching Classes	NSS
3	Day Observation (Malayalam Poet G Sankara Kurup's Birthday)	NSS
5	Environment day celebration	NSS
6	Environmental Awareness Camp	Environment Club
19	Reading Day Celebration	NSS
20	Inauguration of Haritha Sparsham Project	NSS
26	Anti Drug Day Observation	NSS
27	One day Camp on "Art and Environment"	NSS
28	Orientation Programme for first year students.	College
28	Orientation Programme for parents.	College
July 2015		
13	Camp on Plastic Free Campus	Environment Club
21	Anti Drug Campaign	NSS
August 2015		
6	Retreat for teachers Blessing of the UGC-COC and DST-FIST sponsored computer lab cum networking centre in the Department of Physics	College
12	Training Workshop on Onam Bird Count	Zoology
14	Blessing of the re-furbished the IQAC room and new computer lab for B.Com (Computer Applications)	College
18	Theatre Workshop	English

19	Physics Association Inauguration Talk on “Green Nuclear Energy”	Physics
September 2015		
3	Seminar on “Sculpting Light – Holography and Applications”	Physics
4	Teachers’ Day Celebration	NSS
16-19	Inter-Department Power Point Presentation Competition Inter-collegiate Power Point Presentation Competition Talk on “Importance of Protecting the Ozone Layer” A documentary and a skit on the importance of protecting the Ozone layer, directed by final year Degree students were shown in two schools. (Ozone Day Celebrations)	Physics
18	Invited Lecture on “World Cinema”	English
19-21	Nature Camp at Kottoor Forest Range	NSS
20	Onam Celebration	College
26	Orientation for first year NSS Volunteers	NSS
30	Invited Lecture on “Translation”	English
October 2015		
1	“THANALEKIYAVARKU THANALAKAM” (Observation of International Day of Older Persons)	NSS
2	Observance of Gandhi Jayanthi (Mavelikara court cleaning and bike rally campaign on antidrug usage)	NSS
9	Training Workshop on “Apiculture”	Zoology
9	Observance of World Postal Day (Letter writing Competition)	NSS
9	Inauguration of Zoology Association	Zoology
10	Training Workshop on ‘Apiculture’	October
12-15	Wild Life Week Celebrations	Nature Club
16	World Food Day Celebration (Distribution of 500	NSS

	food packets to the poor and needy)	
31	Legal Studies Class Observance of Rashtriya Ekta Divas (National Unity Day)	NSS
November 2015		
11	Invited Lecture on “How to make English Learning Easy”	English
11-13	Science Academies’ Lecture workshop on “Spectroscopic Techniques and Applications”	Physics
12	Bird Watching Day Celebrations	Nature Club
13	Children’s Day Celebration	NSS
24	Blood Donation Camp	NSS
24	Beautification of Campus	Bhoomithrasena
December 2015		
1	Observance of World AIDS Day	NSS
9-11	National Seminar on ‘Malayala Vyakarana Padanam Vyathyastha Sameepanangal’	Malayalam
16	Observance of Anti Dowry Day	NSS
28-29	National Seminar on ‘Evolving Media in Post-Liberalisation India’	English
January 2016		
4	Invited Talk on “Graph Theory”	Mathematics
6-8	National Seminar on ‘Experimental and Theoretical Approaches to Photonic Materials’	Physics
11-15	National Youth Week Celebration	NSS
12	Talk on “Sthree Suraksha” was delivered by Smt. Prameela Devi (Vanitha Commission Member)	College
13	Seminar on ‘Bird Watching’	Zoology
14	Talk on “Higher Education Opportunities in Germany”	WWS

19	Environmental Essay Competition	Nature Club
26	Republic Day Celebration	College
15	Bishop M.M. John memorial Lecture on “Higher Education Reforms in Kerala”	Economics
16	<i>Oikonomia</i> Day Celebrations	Economics
29	Invited Lecture on “Materials for Renewable Energy”	Chemistry
29	Inauguration of Chemistry Association	Chemistry
February 2016		
1	Interdepartment short film competition on ‘Nature and humans’	Environment Club
10	Environmental Essay and Painting Competition	Bhoomithrasena
12	Rev. George Mathen Memorial Talk	Malayalam
12	Inter department Environment Quiz Competition	Environment Club
12	Environmental trip to Thenmali Ecotourism	Bhoomithrasena
16-17	National Workshop on “SPSS and Research Methodology”	Economics
18-20	Interschool Science Quiz Competition Intercollegiate PowerPoint Presentation Competition (National Science day celebrations)	Science Club
22-23	National Seminar on ‘Human Rights Perspective on Development and Displacement’	Economics, History and Political Science
24-26	KALASARITH – 2016, College Arts Festival	College
March 2016		
2	Annual Sports Meet	College
4-5	Rev. Prof. K C Mathew Endowment Lecture on ‘Statistical Mechanics’	Physics
8	Women’s Day Celebration	Women’s Study Unit

8	Talk on 'Mendeley Software'	Chemistry
18	Inter Collegiate Mathematics Quiz Competition	Mathematics
26	Visit to Thenmala Ecotourism Centre	Nature Club
23	'PADHEYAM' – Send off and talk by Dr. Cyriac Thomas (Former Vice Chancellor, Mahatma Gandhi University) - for outgoing students.	College
29	Academic Audit by the Manager and external experts.	College

Annexure II

Mentoring for holistic growth

- Thirty to fifty students from a Department are placed under the guidance of a teacher who acts as the mentor. There is a Mentees' Chronicle in which the list of the mentees and the personal details of the student are noted. The mentor gets to know each student personally and extends needed support. The increase in rapport with the mentor encourages them to share their issues. The needs and problems of the students, whether curricular, extra-curricular, personal, psychological or social, are identified and dealt with. The students who require specific psycho-social support are referred to professional counsellors. Mentors motivate high achievers to pursue higher studies.
- Parent teacher meetings are held to discuss the progress of the students. The academic progress is monitored by evaluating the continuous assessment of the student.
- The mentor tries to assess the financial situation of each student and is able to refer a student to the Student Aid Fund program if his/ her need is found genuine.
- Training programmes for mentors are conducted by eminent counsellors.
- A unique system of the College is that the mentor remains the same for a student during the whole tenure of his/her program in College. This has been proved effective as the mentor gets to know his mentee quite well and is able to mould the student in all areas of his/her life.

Annexure III

Student Aid Fund

Student Aid Fund Scheme (SAF), Bishop Moore College

Teaching staff members of the college is maintaining a fund from their monthly salary to support financially poor students to meet their noon meal, books, participation of study tour etc. This fund is managed by 'student aid fund (SAF) committee' headed by the college principal. Every academic year, applications are invited from students for financial support. Each application should be recommended by the parent, mentor/faculty advisor and Head of the concerned department. SAF Committee will scrutinize the applications and select the beneficiaries. Total monthly subscription to the SAF is Rs. 9000/-.

Scheme	No. of students availed the scheme
Noon Meal Scheme	22
Breakfastscheme	0
Study tour support	0
Tuition fee	0
Books	0