



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Baselios Poullose II Catholicos College
• Name of the Head of the institution	Tiji Zacharia
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04852243474
• Mobile no	984737898
• Registered e-mail	principal@bpccollege.ac.in
• Alternate e-mail	principalbpccollege@gmail.com
• Address	Mulakkulam North P O
• City/Town	Piravom
• State/UT	Kerala
• Pin Code	686664
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)																		
• Name of the Affiliating University	Mahatma Gandhi University Kottayam																		
• Name of the IQAC Coordinator	Sindhu Thomas																		
• Phone No.	04852243474																		
• Alternate phone No.	09447609106																		
• Mobile	09447609106																		
• IQAC e-mail address	iqac@bpccollege.ac.in																		
• Alternate Email address	iqacbpc@gmail.com																		
3.Website address (Web link of the AQAR (Previous Academic Year))	https://bpccollege.ac.in/uploads/2023/08/AQAR-2019-20.pdf																		
4.Whether Academic Calendar prepared during the year?	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	https://bpccollege.ac.in/wp-content/uploads/2023/08/Academic-Calendar-20-21.pdf																		
5.Accreditation Details																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>A</td> <td>3.14</td> <td>2013</td> <td>23/03/2013</td> <td>22/03/2018</td> </tr> <tr> <td>Cycle 2</td> <td>A</td> <td>3.01</td> <td>2019</td> <td>15/07/2019</td> <td>14/07/2024</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	A	3.14	2013	23/03/2013	22/03/2018	Cycle 2	A	3.01	2019	15/07/2019	14/07/2024
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to														
Cycle 1	A	3.14	2013	23/03/2013	22/03/2018														
Cycle 2	A	3.01	2019	15/07/2019	14/07/2024														
6.Date of Establishment of IQAC	11/09/2010																		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																			
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>nil</td> <td>na</td> <td>na</td> <td>na</td> <td>0</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	nil	na	na	na	0								
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount															
nil	na	na	na	0															
8.Whether composition of IQAC as per latest NAAC guidelines	Yes																		
• Upload latest notification of formation of	View File																		

IQAC		
9.No. of IQAC meetings held during the year	6	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>IQAC Took initiative to support the faculty and students for the online teaching learning. Organised hands on training programme on "New Platforms for Online Teaching Learning and Evaluation. Organised online academic programmes including webinars workshops and extension activities. Conducted Result Analysis and Academic and Administrative Audit . Formation of the Criteria wise Committee for the next cycle of NAAC Accreditation. Enhancement of WiFi Connectivity in the campus. Participation in NIRF</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
<p>Initiatives to familiarize and equip the faculty for online teaching learning process.</p>	<p>Organised a workshop cum training programme for faculty members. Provided G Suit ID for all staff members including guest faculty for creating Google Classrooms and for developing E Materials.</p>	
<p>Organising Online Academic programmes</p>	<p>A sub-committee was formed for organising and providing technical support for the online</p>	

	programmes. Conducted One Day Webinar on Introduction To Mutual Fund and Financial Planning, One Day Webinar on Opportunities and Career Prospects- CMA US, One Day Webinar on Data Science for Machine Learning and Artificial Intelligence, One Day Webinar on Data Mining and Applications and, One Day National Webinar on Citizenship and Theatre.
Participation in online academic programmes	Faculty members attended online Orientation/Refresher courses, FDPs and Webinars
E Content Development	Recorded classes, creation of e materials are monitored and documented in the department level.
Result Analysis and Academic and Administrative Audit	Department wise Result Analysis, Academic and Administrative Audit was conducted on 22-25 September 2020
First year students Induction Programme	Online Induction Programme was conducted on 28-10-2020 generally, and department wise sessions from 02-11-2020 - 04-11-2020,
Covid relief	Covid Relief activities were lead by NCC and NSS Units and Staff Association
Support for online learning	gadgets were made available for the needy students of the college and school going students of the nearby communities under the auspices of the Staff Association, Departments, Alumni etc.
Participation in NIRF	Data for NIRF was submitted
Enhancement of Infrastructure	Took initiative to enhance the WiFi Connectivity in the campus

13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Staff Council</td> <td>09/08/2022</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Staff Council	09/08/2022
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Staff Council	09/08/2022				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td>25/02/2022</td> </tr> </tbody> </table>		Year	Date of Submission	2020-21	25/02/2022
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2020-21	25/02/2022				
15. Multidisciplinary / interdisciplinary					
<p>BPC College is affiliated to Mahatma Gandhi University and follows the CBCS curriculum structured by the university. Out of the 5 UG Programmes and 3 PG programmes, there is one vocational model II UG programme. It is mandatory for the UG students to opt for an open course offered by other departments which provide interdisciplinary learning experience. The departments offer Certificate and Add-On course which provide opportunity for the students to get exposure to other fields of knowledge. Apart from the mandatory projects, students are encouraged to do on-the-job training and internships and also organise industry/ media visits. Extension programmes, participation in workshops/seminars/conferences/invited talks provide opportunity to interact with experts from different walks of life. The college is a local chapter of NPTEL and students are encouraged to join online course in SWAYAM portal, MOOCS etc.</p>					
16. Academic bank of credits (ABC):					
<p>The college is preparing to embrace the changes in the higher education sector. Faculty members are encouraged to attend seminars and workshops on NEP, ABC etc. Focus is given in developing e-content, substituting assignments with other academic tasks like seminar participation/ presentation, organising awareness programme for students etc.</p>					
17. Skill development:					
<p>The institution takes initiatives for strengthen the vocational education and softskills of students in alignment with National Skills Qualifications Framework. The college offers one vocational model II programme. Certificate/ Add-on courses are conducted for</p>					

developing vocational skills, personality and communication abilities. organises workshops/seminars hands on training programmes to equip the students with vocational skills. it has been made mandatory for students to undergo a MOOC course of vocational skill development. Students are encouraged to join skill development courses offered by ASAP. Linkage with industries and organisations are established for promoting students projects/ on-th-job-training and internships. The college has a systematised value education program which inculcate the development of humanistic, ethical, constitutional and universal human values. Student centric learning through experiential and participatory learning, and problem solving are brought out through various activities of NCC, NSS, Cells and forums.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

the curriculum of UG programmes include common courses of which regional languages are an integral part. Rashtrabhasha Hindi and Regional language Malayalam are the Second language courses. Apart from this, Literary clubs and readers forum organise programmes like "book review", 'Readers week celebration' etc to encourage and nurture reading in regional languages. Observation of Hindi Divas and other days of national importance promote Indian traditional knowledge, Indian art, culture and traditions

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institution has taken initiatives to comply with the Outcome Based Education envisaged by NEP. In view of the implementation of NEP 2020, the institution is encouraging the faculty members to attend seminars and workshops to be keep themselves updated about the emerging innovations in higher education. the institution follows the currulum set by the university. The POs, PSOs and COS as structured by the university is communicated to the studenta and are published in the college handbook and website.

20.Distance education/online education:

Since the institution is an affiliated college, the prospects for conducting distance education programmes are limited. However the departments adopt blended learning where the online platforms are incorporated for knowledge transfer. A number of online certificate courses are offered by departments. Online sessions are conducted for the activities of departments, cells and forums.

Extended Profile

1.Programme	
1.1	146
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	274
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	135
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	181
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	36
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	36

Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	26
4.2 Total expenditure excluding salary during the year (INR in lakhs)	11.27369
4.3 Total number of computers on campus for academic purposes	186

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The academic plan for the year 2020-21 was prepared by the IQAC and discussed in the general staff meeting as is the usual institutional practice. This was followed by the Department level meeting of the individual departments to discuss lesson plan of individual teachers at the department level. The institution ensures that sufficient academic flexibility is included in the lesson plan in the further monthly review discussions and corrective measures taken at the department level as well as halfyearly general meetings.

This year round classes were held completely in the online mode initially and hence teachers' monthly meetings were conducted on Google meet. The teachers were assigned online classes as per timetable with around three online sessions for each class per day. It is to be noted that teachers took individual interest to see that no student was left out of the learning process due to lack of learning devices or learning materials. Teachers uploaded soft form of texts to ensure the availability of learning materials to students. The students were also mandated to join at least two MOOC courses to supplement her/his learning.

Periodical reviews of the coverage of the syllabus and the regularity of the students is usually assessed. However, this time round the periodical assessments were also conducted online.

As per the regulation of the affiliating university assessment is conducted in two modes; Internal Exams and External Exams. In the year 2020-2021 we conducted two internal exams online, first one after eight weeks of online teaching and the second one at the end of the semester. Attendance was not made compulsory during this year though, usually attendance is a significant part of the internal assessment of the student. Mark distribution is in the proportion of 20: 80 respectively for the internal and external exams.

External semester exams, though delayed were conducted offline by the end of the semesters.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The College ensures effective curriculum delivery through a well planned and transparent mechanism which takes into account the suggestions from the parents as well.

The College follows the academic calendar issued by the affiliating university and also integrates the university academic calendar into the College academic calendar.. The continuous evaluation process is ensured and this time it was done online and teachers- in-charge of various classes took special care to reach out to each and every student. Those who were digitally challenged due to net connectivity problem were contacted over the phone. Teachers ensured that they were not left out of the learning process due to nonavailability of learning resources.

Teaching Plan and Teachers Dairy are maintained and this academic year teachers maintained an extensive note of each student to ensure that no student was left out. Our teacher, via telephonic conversations and explaining the syllabus content through video calls to students who could not attend online classes ensured that the dropout rate of students due to reasons beyond their control was

minimised. There were periodic assessment of online sessions at the IQAC and HOD level meetings.

Usually students are encouraged to make use of the Library and Laboratory facilities, but this year since the physical presence of students on the campus was very minimum teachers provided pdf materials to students on their Google Classroom. The three month period when they were available on campus was made use of to familiarize them with the practical applications in the Laboratory.

All the activities are documented at the department level, and also duplicated at the IQAC level to maintain a common data pool.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

**Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

6

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

148

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional Ethics and Environmental Sustainability in the Curriculum: This academic year (2020-2021) we conducted two Certificate Courses in cross-cutting areas. Keep your Campus Clean initiative was launched in association with the college NSS Unit.

This course was a 30 hour theoretical training and experiential learning program launched as part of instilling in the entire college community the need for keeping the college clean and plastic free. During the theory hours the participants and almost the entire faculty watched documentaries and movies on the hazards of plastic and toxic wastes and the need for environmental protection. This initiative that began in January extended through February and March and went into a CollegeNSS Unit supervised drive to clean up the campus of plastic and such other toxic wastes. This drive was highly successful for the participation of the entire faculty and students from across disciplines in the initiative. The College NSS Unit also set up waste bins for segregated waste collection throughout the campus.

This is in addition to and also partly inspired by the Environment Sustainability course included in Semester V of the curriculum as part of all academic programs under MG University. The MG University has also chartered a MOOC (Massive Open Online Course) on Organic Farming as part of which the first year students (2020 intake) are shown a movie on Organic farming and are also mandated to do a project and practical training on organic farming.

The college is committed to instilling clean habits and environment friendly values in the future generation.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

209

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may

be classified as follows

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year**

274

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution has a well-defined strategy for identifying the knowledge and grasping levels of the students. At the commencement of each program, the class in charge conducts an entry-level test for all new students joined. The questions for the same are contributed by the teachers offering various courses based on the

minimum requirements for the smooth comprehension of the specific course. During the pandemic, a google form quiz link is shared with the students. The responses were analyzed and the slow and advanced learners were identified keeping confidentiality. The next step is to form groups of less than 10 members from both categories. The groups are allotted time slots apart from regular class hours for interaction during which the advanced learners support and guide the slow learners in whichever portions they seem to struggle. Advanced learners are encouraged to conduct quiz programs and paper presentations during class hours so that they get encouraged to explore their areas of interest and at the same time the other students get an opportunity to become aware of the latest developments happening in different fields of the subject. The lack of basic academic orientation and the increasing number of unemployed graduates are challenges yet to be addressed.

File Description	Documents
Paste link for additional information	https://forms.gle/XWT5bon3ySuGnzK39
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
780	43

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Teachers of BPC College follow a learner centric teaching method which includes workshops, assignments, seminars, projects, practical, field visits, debates, group discussions, and quiz. Alumni and experts from the industry lead interactive sessions and workshops for students. This helps to bridge the gap between the academia and industry. College connects industry leaders to empower the students' knowledge about the sectors in practical sense and

also the students doing their academic projects on this basis. Students' conducts inter departmental seminar series programme which promotes collaborative learning. Inter-college Techno fest organized are both led by students and teachers. The participating teachers and students are from the same department or from the other department and various other colleges. It provides a platform for everyone to learn and develop their personality, technical and organizational skills. Teachers ask questions every day to evaluate students' performance related to the subject taught. Departments have e-groups and phone groups to inform and update students of their assignments, internals, projects and research. Study materials are provided through e-groups. Dissertation works done by the students are usually related to real world problems or basic science concepts

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- The ICT tools used challenges the students intellectually; for learning in a variety of different ways, Formative mastering assessments, individualized instruction, getting access to on-line resources, and for fostering pupil interplay and collaboration.
- PG departments are using G-Suites(Google classroom) where students can login and access notes, presentations, curriculum schedules and even test their own knowledge through built in quizzes. Departments have e-groups and phone groups to inform and update students of their assignments, internals, projects and research. Study materials are provided through e-groups.
- Student seminars and group presentations on current topics are organized. Projects, research and surveys are organized to help students to develop skills to collect, analyze data and make presentations using ICT.
- Additional learning resources like e-books and e-journals are recommended for better learning.
- Classrooms are equipped with white board/black board and speakers. Some rooms have mounted LCDs. Laptops and projectors are made available to teachers to take classes effectively.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

36

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

670

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

At the beginning of the year, an Academic Calendar (Annual Academic Plan) is prepared with the support IQAC. University Academic Calendar and Departmental Academic Plans are the baseline documents for the preparations of the annual academic plan. The academic calendar ensures that adequate instructional hours to facilitate the teachers to deliver their courses effectively. The academic calendar is prepared in tune with the conduct of examinations. The academic calendar also ensures ample time for the extracurricular performance of students. Various students forums and clubs conduct extracurricular activities. These programmes are planned in advance to save the class hours of students. The academic conferences and workshops are also planned in advance and the course calendars are also prepared considering these programmes to save the class hours.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institution follows the directions of the Mahatma Gandhi University for both the Continuous Internal Evaluation (CIE) and the End Semester Examination (ESE). Attendance, internal Assessment Examinations and assignments/seminars are the CIE components in both the UG programme and the PG programmes. The College has an examination office headed by the Chief Superintendent of Examinations. This office has 2 computers, one color printer, one photocopier machine and associated accessories. The pattern of question papers and answer sheets are with the external examination pattern the tentative dates of internal examinations are planned well in advance by the College Council. The time table is displayed the notice boards, college website After each class, the teacher concerned will mark the attendance on the computer system The internal mark sheet is generated by the teachers concerned and published in the college notice board. The students can check his/internal marks before uploading in the university portal. Each class is under the direct control of the class teacher closely observes the punctuality of students in attending classes. The class teacher concerned will enquire about the reason for absent and take supportive steps to sort out the reason for absent

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College offers instruction in five Undergraduate Programmes and two Postgraduate Programmes. B.C.A., B.B.A., B.Sc. Electronics, B.A.Journalism and B.Com. with Computer Applications are UG programmes and M.Sc. Computer Science and M.Sc. Electronics are PG programmes. All UG programmes have an average of 36 Courses with credits ranging through 4, 3 and 2. Usually the core courses will

have 4, complementary courses will have 3 and lab courses will have 2 credits. Total credits is 120 with an average of 20 credits per semester. Total credit for PG programme is 80 with an average 20 credits per semester. All these courses are designed with outcomes defined by the University to facilitate the employability of learners. These are very well explained during the first few lectures on each course and are also displayed along with the syllabus in the website. It is also briefed to parents and students during the orientation class usually held in the beginning of the programme. The list of programme offered along with their courses and the course outcome is available at www.bpccollege.ac.in.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of programme and course outcomes are regularly evaluated through various mechanisms. Formative as well as summative assessments are employed. Formative assessment includes class tests, interaction in the classroom, assignments, periodical test papers, viva voce and laboratory sessions. Two internal examinations are also conducted in general for all students in each semester. The scores obtained by the students in these assessments show the degree of attainment of the outcomes. The score (Maximum 100) for each course has two components. External mark (Maximum 80) and internal mark (Maximum 20). External component is the result of summative assessment and internal component is calculated from the formative assessments based on their attendance and performance in the classroom interaction, tests, assignments etc.. The good number of students enrolled for higher education, good placement records also testimonials for the attainment of programme outcome.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year**

138

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://bpccollege.ac.in/wp-content/uploads/2023/08/Student-Satisfaction-Survey-20-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The faculty members are empowered to take up research activities utilizing the infrastructure and other associated supporting facilities. The college Research and Development Cell monitor and address the issues of research. The cell encourages teachers and PG students to take up research works leading to PhD degree by circulating useful notifications in that direction and call for papers to various conferences. Key Goals of the Research Committee: Creation of research culture among faculty members and students. Motivation to undertake minor and major research projects from various funding agencies. Identification and assistance for finance obtainment from Management as well as funding agencies like KSCSTE and DST. Guidance given for publication of papers/articles in reputed journals. Promotion and funding of innovative ideas propounded by students Functions and Recommendations: Recommend the

faculty members to increase their number of research publications
Ignite research aptitude to continue research activities even after successful completion of PhD works. Recommend undertaking minor and major research projects from various funding agencies. Recommend funds for research from various funding agencies. Recommend organizing more number of seminars, conferences and workshops.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In 2020-21, under Divyasparsham the faculty, the NSS, the NCC, and College Union extended support to the nearby community by distributing electronic gadgets to the students of this college who belong to poor financial background and also extended the same to a number of students in the nearby area. Apart from this, initiatives were taken for sanitization process, distributed masks and essential materials for day to day life.

- BPC College NCC Unit installed automatic hand sanitizer dispensers at Piravom Municipality, Piravom Taluk Hospital and BPC College, Piravom.
- The NSS Unit 64 of BPC College, Piravom organized a webinar and online workshop on sanitizer making, mask making and the

volunteers made masks, and sanitizers and distributed in the neighborhood. A survey has also conducted to collect Covid related details from in 1000 families

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

21

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

829

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college attributes top priority in ensuring adequate availability and optimal utilization of physical infrastructure for the effective teaching-learning process. The college management / governing council is very keen in improving the facilities as per the demand of the staff/student community arising time to time.

The college is maintaining a total of 26 classrooms for regular theory classes among which, 18 classrooms can accommodate 40 students with a build up area of 54 sq. mtrs and 8 classrooms can accommodate 60 students with a build up area of 90 sq. mtrs. For the effective delivery of the lecturing sections all classrooms have black/green/white board facility, audio visual facility comprising projector/LED TV and public addressing system.

The department of Computer Application and Department of Electronics are maintaining adequate lab facilities with LAN connectivity and internet to meet its laboratory requirements. The department of computer application is maintaining 3 computer labs, 2 for UG courses and 1 for PG course. The Department of Electronics maintains 2 computer labs, one each for PG and UG courses. Apart from computer labs, the department is having adequate facility for the electronics laboratory with all the required equipments in order to meet the demand of curriculum.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Physical Education department of the college is maintaining adequate facilities for grooming the young talents in sports and games. The college is maintaining a play ground covering a land area of 3 acres, suitable for Cricket, Kho-Kho, Football and all athletic events. The college is having a Volleyball team, undergoing regular training under the former Kerala Sports Council Coach, appointed by the college. An indoor stadium with a buildup area of 512 Sq. Mtr started functioning in the year 2018, which is suitable for the Volleyball and Shuttle Badminton matches.

The college has established a well equipped basket ball court of area 278 sq.mtrs. In order to improve the physical and mental health of the students as well as the staff community, the college maintains a Gymnasium with an area of 56 sq.mtrs and a yoga centre with size 100 sq. Mtr. The college facilitates for the practice of the martial art Taekwondo.

The college has adequate facilities for cultural activities. College maintains two seminar halls, equipped with audio visual facility. Open air auditorium with a build up area of 278 sq.mtrs is well maintained for the stage performances of Arts Fest, Carol Night and College Day functions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.65

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college library is computerized to smoothen its functioning. Students and Staff are permitted to enter the library only after registering their names through the computerized gate register. Library has established conducive atmosphere with provision of sufficient tables and chairs for reading within a good ventilated reading room for the students. Library has been established OPAC (Online Public Accessing Catalogue) facility to access the books easily in the rack. Every year library advisory committee is constituted to strengthen its activity. The library is fully automated and digitalized. Different sections are allotted in the library for reference, journals, magazines and newspapers. Library provides e-resources like INFLIBNET for academic enrichment. The library has a total number of 24558 books, 10 Journal and Periodicals, Newspaper, competitive examinations materials,

employment news, women's magazines for the enrichment of the students and teachers. To improve the reading habits of students and staff members a Reader's Forum has been constituted under the supervision of the library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.07644

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

19

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Computer and other related IT facilities such as software packages and physical connectivity are updated to keep abreast with changing technology and massive improvement in speed and efficiency over the time. All departments of the institution have internet facility and Wi-Fi connectivity inside the campus. The institution adopts ICT enabled teaching learning process through Wi-Fi enabled LCD projectors and LCD TV. A well equipped Network Resource Center with high speed Internet connection meets the IT needs of students and faculty members. Computer laboratories are well equipped with advanced software like NET, MATLAB, PYTHON etc. In order to promote open source softwares, Linux is installed in machines allotted to students in dull booting mode. Contacts with computer hardware firms are in place for the maintenances and upgrading of IT infrastructure. All the Departments, Office, Exam cell and Library are provided with well equipped Internet connections through Wi-Fi. Computerized Academic Management Processing System software has been installed in the college office for office automation. Library is equipped with Internet, OPAC and INFLIBNET services. The college has Optical fiber connectivity with a speed of more than 40 MPBS, which serves remarkably well in providing high speed external interface to servers that host the data

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

186

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

11.27369

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

All computers in the college are maintained under an AMC. Verification such as electrical lab instruments, library books, stationary, furniture, sport equipments are done once in a year. The instruments are calibrated by available electrician, technician and mechanic when it is required. Instrument supplier is maintaining the instruments and equipments whenever there is requirement. The college has a generator to ensure the power supply all the time,

Voltage fluctuations are avoided by uninterrupted power supply in the laboratory and office. The voltage and power supply is regularly checked by the appointed electricians. The arrangement of battery, backup and inverters protect computer accessories by providing constant power supply. Purified drinking water is made available in the campus all the times. The library has a total number of 24558 books, 10 Journal and Periodicals, Newspaper, competitive examinations materials, employment news, women's magazines for the enrichment of the students and teachers. Sports room, Gym and Play Ground are maintained by attendants under the supervision of the Physical Education department. The Cleaning service is done by appointed non-teaching staff and ayahs. All class rooms, washrooms, college premises and the infrastructural materials are maintained properly by the nonteaching staff designated for that task.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

290

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

43

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

43

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

41

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

63

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

5

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one)

during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college persistently strives to instill democratic culture and practices among the learners. The institution assures that proper weightage is given to the suggestions of the student community while devising institutional policies and practices. Students are given opportunity to involve in administrative, co-curricular and extracurricular activities by including them as members of the committees. They are represented in various committees such as IQAC, Reader's Forum, Library Advisory committee, Women Cell, Grievance Redressal Committee etc. Association Secretaries of all departments are also elected and appointed to lead department activities, which includes curricular and extra-curricular programs. The department Associations hosts various events specific to the department. All such programs are controlled and monitored by the elected student representatives with support of an Association president from the respective department. Various sports and games competitions are conducted under the coordination of sports secretary, with support from the faculty of Physical Education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

13

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

No Registered Alumni Association

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Nature of Governance: The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration.

The management holds the authority and responsibility for fulfilling the institution's vision and mission. The strategic decisions related to mobilization of the resources for infrastructural and instructional facilities come under the direct perusal of the Management.

- The management Body delegates authority to the Principal, to lead the college towards the fulfillment of the vision and mission.
- The College Council supports the Principal in the administration of the institution
- The IQAC supports the Principal in coordinating quality-related activities
- The HODs coordinate the activities of respective departments.

Perspective/Strategic Plan: The institution has developed a well-thought-out systematic Perspective/Strategic Plan aimed at the development of the institution in a phased manner.

- Application for grants from government and non-government sources.
- Extension of available area through vertical expansion.
- Improvement of the Scope and Profile of the Teaching-Learning experience through ICT and other innovative means.
- Application for more substantive posts from the State Government.
- Application for Post-Graduate Courses.

Participation of Teachers in Decision Making Bodies: Teachers take active roles in various committees formed at department and institutional level and thus play a crucial role in formulating the

larger institution policy.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College management is all-inclusive, participative and ensures decentralised administration in every sphere as all departments, bodies or cells functions as a sub-unit, in conceiving and implementing student-centric programmes and activities.

Case Study: Introduction of new Course - Master of Commerce and Management

The principal forwarded the proposal for starting a post graduate programme to the Management for consideration. After a detailed discussion, the Management decided to accept the proposal and entrusted the Principal to take necessary steps in this regard. As per the decision taken in the department meeting under the leadership of the Principal, immediate steps were initiated for the introduction of the new programme. Another meeting of the concerned departments was held for deciding the course prospects and curriculum. The application with the supportive documents was submitted to the Mahatma Gandhi University on 10/06/2020. Based on the joint effort made by the college community as a whole, the Government and the University accorded sanctions to start a new postgraduate programme in Commerce and Management from the academic year 2020-21 onwards.

All these testify to the participative management of all stakeholders in taking an idea and making it a reality.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategic Development plan sets out a framework of priorities for the Institution, its divisions and Departments. The institution has a well-thought-out systematic Perspective/Strategic Plan aimed at the development of the institution in a phased manner. The College management prioritizes the projects and plans for materializing them in the perfect way possible.

Case Study: Campus Wi-Fi Project

The Strategic Development plan strengthens the institution's effort to grow into a centre of excellence and quality. Effective deployment of the Strategic Plan is manifested in the Campus Wi-Fi Project launched in 2021 envisaging the ICT based teaching-learning process and the commencement of online classes from the college campus.

The Management Committee entrusted the Principal to implement this project. The Principal convened a meeting of the IQAC and constituted a planning committee for short listing and selecting the appropriate enterprise for executing the project. Accordingly, the Principal invited quotations from various companies for the installations of wi-fi connectivity on the campus. Out of the 3 quotations received the committee selected MVS Glob Soft Solutions Pvt Ltd to implement the project. The project was completed within 15 days and the Wi-Fi connectivity was made available on the campus from 28th March 2021.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution is managed in accordance with rules and regulations of the government and affiliating university. The management gives due importance to the stated vision and mission of the institution.

College Governing Council

As a collective body, the members of the Governing Council, the office bearers of the MJSCET Trust and the Executive Committee hold the authority and responsibility for fulfilling the institution's vision and mission. The strategic decisions related to mobilization of the resources for infrastructural and instructional facilities come under this body

Academic Head of the Institution

The Management empowers Principal, to lead the college towards the fulfillment of the vision and mission. He takes care of the daily administration of the college and executes all the university and academic requirements. The Principal provides effective leadership and valuable guidance to the teaching and administrative staff members.

College Council

The college council, IQAC, Heads & Coordinators strive to regularize all the academic and non-academic activities by placing systematic procedures for processes that ensure high quality outcome.

Various Committees are headed by a co-coordinator and a team of committee members comprising teachers and students.

Administrative Staff assure continuous workflow by facilitating all background requirements needed for the faculty and students.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

BPC College has effective welfare measures in place for its teaching and non-teaching staff. Care is taken to ensure their wellness and enable them to optimize their true potential. The various welfare schemes are as follows:

- • Concessional transport for staff
- • Employees co-operative society
- • State life insurance
- • Group insurance
- • Group accident insurances
- • General provident fund
- • Subsidized food from canteen
- • Retirement gratuity
- • Medical reimbursement for staff
- • Lunch room
- • Annual family get-together
- • Free internet and Wi-Fi in campus
- • Training programs and enrichment programs
- • Annual Onam, New year and Christmas eve celebrations hosted by the management
- • Staff recreation club
- • One day trips and outings for tranquility
- • Can avail loan from provident fund.
- • Duty Leave for academic benefit of the faculty
- • Maternity and Paternity benefits as per norms
- • Medical leave
- • Incentives for achievements and outstanding research (teaching Staff)
- • Opportunities for international exposure as per norms(teaching staff)

- • Email addresses using the domain name of the institution are provided to the staff members
- • Hostel accommodation for staff
- • Jobs on compassionate grounds given to family members of the non-teaching staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

7

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

BPC College strictly follows the UGC Regulations on Measures for the Maintenance of Standards in Higher Education

The performance of each employee is assessed annually.

Teaching Staff

a) All teaching faculties are assessed through confidential students' feedback reports of each semester and annual performance appraisal.

b) The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).

c) Promotions are based on the PBAS Performa for UGC Career Advancement Scheme (CAS) that is based on the API score.

d)The Institute accords appropriate weightage for theactivities contributions for which faculty members are assigned in their overall assessment.

Non-Teaching Staff

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

The various parameters for staff members are assessed under different categories-Punctuality, Accuracy, Agility, tidiness, sense of responsibility etc.

The comprehensive Annual Confidential Report is graded on a five-point scale, i.e., Excellent, Very Good, Good, Satisfactory and Poor.

The Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Response:

The guiding principle of the audit committee is to ensure greater accountability and independence in terms of verifying the adoption of proper financial practices. College educational department conducts external audit on a regular basis and the report is forwarded to Accounts General (AG). In addition to this, in every financial year, college conducts internal audit through internal auditors appointed by the management. While verifying entries, if any mistakes/ short comings are noticed, the same could be returned for rectification. After rectifications, the report would be resubmitted for approval in such cases.

MJSCET, the registered charitable trust that governs the B.P.C College spearheads all discussions pertaining to the financial aspects and necessary budgeting is earmarked for uninterrupted functioning of the institution. Financial Audit by registered Chartered Accountant is strictly enforced for all funds received from external agencies. This year, the college has officially engaged Grandmark Associates, Kochi to audit the accounts to ensure financial transparency. In addition a board of internal auditors is nominated to verify the expenditure accounts of bodies such as staff associations, department association, labs purchases etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.045

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Response:

All funds received by the College through various sources are used for the educational, infrastructure and technology development, facilities enhancement and student support services of the institution.

The following are the channels through which the College is securing funding:

- Fees collected from self-financing courses.
- Financial assistance from Management
- PTA funds Contribution from teachers towards charity fund.
- Endowments and Scholarships UGC/KSCSTE funds
- Assistance from philanthropists
- Funding from various Government Departments like Forest, Excise, Tourism and Health. Commissions, Higher Education Department, etc.
- Central/State Government funding for NSS and NCC unit.

To monitor the disbursement of funds (solicited and unsolicited), received for each body, separate advisory or monitoring committees are constituted. The mishandling or misappropriation of funds is prohibited and utilization of the fund is restricted to the purpose for which the fund was sanctioned. Following are the few heads through which the funds are utilized.

- UGC/KSCSTE funds are utilized for conducting the programmes sanctioned and are utilized as per the guidelines.
- PTA, Alumni funds are utilized mainly for instituting scholarships and endowments for meritorious students.
- Contribution from teachers are provided to support students who are financially weak and socially backward
- Social Welfare Programme such as medical and financial aid distribution to the poor and needy.
- Financial assistance from people's representatives are utilized adhering to the Government norms.
- Endowment for Award Distributions recognizing Academic Excellence.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC is responsible for planning and coordinating the departmental activities. Departments are motivated to plan for the year right at the beginning of the academic year. Plan of action is framed and suggests measures for achieving excellence. IQAC meetings are conducted occasionally with the HODs of various Departments and other cells offering suggestions for excellence. Sometimes this is followed by meetings with the Management to ensure budget allocation for proper implementation. IQAC coordinator acts as the head for College Academic Committee that takes initiatives in designing new courses. New academic courses and certificate courses are introduced based on current demands and trends.

Other Contributions of IQAC

Annual Academic and Administrative Audit

Organizes Alumni meet every year

Website updation and monitoring of various contents presented

Student Feedback on Institutional Performance, Teaching Effectiveness, Curriculum Delivery, Library Resources, Hostel and other amenities and analysis

Organization of National level and State level seminars and conferences

Orientation programmes for staff and students

Workshops for hand-on training

Ensuring the availability of e-resources and study materials in college website

Proposals drafted for Infrastructure development

Documentation of reports on various college activities

Initiation of best practices and policies.

Preparation of AQAR submission to NAAC

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Institution reviews its teaching learning process and learning outcomes at regular intervals under the supervision of IQAC. IQAC ensures that as soon as the results are published by the university, the results reaches the hands of the teacher concerned . The teachers then have to perform result analysis of their subject to analyse and figure out the overall performance of the students in previous semester examination. They are further instructed to report to the IQAC if any unprecedented deviation in result are observed compared to previous year. The IQAC, in such cases initiates remedial actions for eliminating future declines and non-performances. IQAC also insists all departments to maintain student's curriculum-vitae that record student progress in each semester. The department heads consolidate their results and is presented during the IQAC meeting and also during the annual academic audit. In addition to this, IQAC under takes the following as a part of reviving and strengthening the teaching learning processes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of

B. Any 3 of the above

**Internal Quality Assurance Cell (IQAC);
Feedback collected, analyzed and used for
improvements Collaborative quality initiatives
with other institution(s) Participation in NIRF
any other quality audit recognized by state,
national or international agencies (ISO
Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution develops and deploys regular gender equity programmes every year. Cells such as NSS, NCC, Women cell etc. organize various campaigns, lectures and skill training sessions through which changing perspectives on gender is highlighted. Orientation programs are conducted on relevant issues of gender equity and its understanding for the benefit of all students. Equal opportunities are provided to all students irrespective of gender to take part in national and international camps. The college has an efficient and just system that provides students with the space to register gender based discrimination. In terms of safety and security, the institution has Anti-Sexual Harassment committee, Anti Ragging Committee and Student Grievance Redressal cell in order to ensure parity at governance level. The institution has reserved separate waiting cum rest rooms for girl students. The counseling cell of the college provides emotional and psychological support to the students of the college with respect to various issues of which gender related issues are a substantial part

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste generation and management is an unavoidable part of every organization's day to-day operations. Various college cells, such as NCC, NSS, and the nature club, are also committed to minimizing trash creation and the disposal and recycling of created garbage. The following are the measures addressed by college for waste materials:

By prohibiting the use of plastic materials on campus, the college is maintained as a "plastic-free zone." Separate containers for degradable/biodegradable, recyclable, and other solid garbage are placed in prominent locations in the campus. In order to reduce the amount of waste paper and plastic, the institution requires students to carry their food in lunch boxes, lowering trash output. We also employ environmentally friendly materials for decor that are reusable during the college's programmes. Another notion we have institutionalized is the paperless office. Emails are used to send circulars. Plastic and paper waste are also sold to scrap merchants for recycling rather than burned. Collaboration with the

municipality for the collection of non-biodegradable garbage aids us in preventing waste accumulation. There are enough washrooms and toilets for students and workers. Drainage pipes transport water to leech pits that are adequately sealed to prevent mosquito breeding.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **C. Any 2 of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution has conducted several programs for providing an inclusive environment. As per the nation-wide jurisdiction of the university, the students from diverse regional and cultural backgrounds have been benefitting. For the promotion of unity in diversity, NSS and NCC Cells of college organizes various programs like unarvu 2021, 7 days camp, essay competition, Lecture on the present day relevance of Gandhian visions, and covid pledge, During camp all days began with Yoga session and the digital paper presentation. Different cultural programs and events are performed which aim at highlighting the constitutional spirit of liberty equality justice and fraternity. Cells organized webinar and online workshop on courtyard farming, career motivation, sanitizer making, road safety, mask making were the major agenda of the camp and the volunteers have done their offline activities based on their learning from online sessions. Volunteers developed courtyard farms, produced masks, crafted beautiful art pieces from plastic waste and disseminated their learning to the neighborhood. A survey has been conducted to collect Covidn related details from in 1000 families during the camp days.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Institution organizes various programs from time to time for the promotion of Constitutional values, rights, duties, and responsibilities of citizens. Our college designs various activities to create awareness about the national identity and symbols. Moreover, these are aimed to familiarize its stakeholders about Fundamental Duties and Rights. B.P.C College celebrates Independence Day on the 15th of August every year. The day marks the importance of freedom, on this day, Flag hoisting ceremony is organized followed by recitation of the National Anthem. Several plays with themes based on freedom fighters are staged to familiarize stakeholders about their struggle and sacrifice these freedom fighters gave for the nation. Moreover, parades and patriotic song

competitions are also organized among students to spur the love for the motherland. In addition to this, special programs like Azadi 70 Zara Yaad Karo Kurbania are also organized by NSS volunteers to brief students about the freedom struggle. Every year on 26th January, B.P.C. College celebrates Republic Day with great gratification to honour the date on which the constitution of India came into effect. Many other activities like Slogan writing, Poster competition, Paintings are exercised to create awareness about the constitution of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution celebrates national and international events in

every year like Independence day, Republic Day, International Yoga Day. Students of the institution participated in the, Kargil Vijay Diwas Drawing Competition, Tree Plantation Pakhwada, Kargil Vijay Divas Song Competition, AthmaNirbhar Bharath , Cancer Awareness Programme, Swachhta Abhiyan, Corona Awareness Programme, Freedom Run Programme , Nation Building Poem competition, Swachhta Essay Writing Competition, National Integration Programme, Road Safety Week awareness programme Social Service Activities, Swachhta Painting Competition and Covid Mega Vaccination drive for senior citizens The institution organized an awareness programme on Drug abuse and IllicitTrafficking, a webinar on Fit India, an all India quiz competition on Indian constitution. Institution released a short video prepared by our NCC cadets about International Day of Yoga

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1

Divyaspasham - The Divine Hands

Divyaspasham is a non-profit charity programme with a vision to create and promote social commitment in our students. Under this programme, we organize various campaigns and disburse aids for the needy community and the impoverished.

Objectives

- To create a sense of belongingness towards the nation amongst the students.
- To help the less advantageous sections of the society
- To create a link between society and the institution.
- To make our students socially committed, morally upright and spiritually inspired citizens

Context:At the outbreak of covid 19 pandemic

Practice

Covid relief activities:

- Installation of automatic hand sanitizer dispensers, organising workshop on sanitizer making, mask making, Conducting survey setc by BPC College NCC and NSS Units

Gadget donation drive

- All departments of BPC College roped in support with gadgets to the needy students of the college and school going students in and around Piravom and Pampkuda

Activities done by the staff association:

- the Staff association extended various sort of support for the Covid affected community in Piravom municipality.

Donated Rs. 50000/- towards the treatment of a student's parent.

Evidence of success:The various funds donated by the institution were fruitfully utilized by the Piravom municipality for covid relief activities.

File Description	Documents
Best practices in the Institutional website	https://bpccollege.ac.in/wp-content/uploads/2023/08/Best-Practices-20-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The vision of the college aims in imparting relevant, value based education to the rural youth through various programs

1. Tutorial System:Ensures individual attention to explore their

ideas directly with teachers

2. Value education: Impart values and modesty in attitudes and to contribute it to the society through good citizenship and ethics.

3. Orientation Programs: Conducted by the departments to get better insights in terms of knowledge and skills of the students

4. Counseling Cell: Psychological well being and ethical values of the students are maintained through expert counselors.

5. Certificate Courses: Helps in enhancing the confidence level of the students to perform real world job responsibilities.

6. Online Courses (NPTEL): The students can study at their convenience with an e-Resource page

7. ASAP: Equips an individual with skills through training by professional and well trained executives.

8. Walk With a Scholar: Opening up avenues for achieving competitiveness and growth that enable them to make practical judgments

9. Student Support Program: Supports the under achievers of all sections to achieve academic and personal success

10. VINGS - Career Support Cell (Placement cell): Continued counseling with regard to career aspirations and potential companies are extended invitations for participating in the placement drives.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The academic plan for the year 2020-21 was prepared by the IQAC and discussed in the general staff meeting as is the usual institutional practice. This was followed by the Department level meeting of the individual departments to discuss lesson plan of individual teachers at the department level. The institution ensures that sufficient academic flexibility is included in the lesson plan in the further monthly review discussions and corrective measures taken at the department level as well as halfyearly general meetings.

This year round classes were held completely in the online mode initially and hence teachers' monthly meetings were conducted on Google meet. The teachers were assigned online classes as per timetable with around three online sessions for each class per day. It is to be noted that teachers took individual interest to see that no student was left out of the learning process due to lack of learning devices or learning materials. Teachers uploaded soft form of texts to ensure the availability of learning materials to students. The students were also mandated to join at least two MOOC courses to supplement her/his learning.

Periodical reviews of the coverage of the syllabus and the regularity of the students is usually assessed. However, this time round the periodical assessments were also conducted online.

As per the regulation of the affiliating university assessment is conducted in two modes; Internal Exams and External Exams. In the year 2020-2021 we conducted two internal exams online, first one after eight weeks of online teaching and the second one at the end of the semester. Attendance was not made compulsory during this year though, usually attendance is a significant part of the internal assessment of the student. Mark distribution is in the proportion of 20: 80 respectively for the internal and external exams.

External semester exams, though delayed were conducted offline by the end of the semesters.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The College ensures effective curriculum delivery through a well planned and transparent mechanism which takes into account the suggestions from the parents as well.

The College follows the academic calendar issued by the affiliating university and also integrates the university academic calendar into the College academic calendar.. The continuous evaluation process is ensured and this time it was done online and teachers- in-charge of various classes took special care to reach out to each and every student. Those who were digitally challenged due to net connectivity problem were contacted over the phone. Teachers ensured that they were not left out of the learning process due to nonavailability of learning resources.

Teaching Plan and Teachers Dairy are maintained and this academic year teachers maintained an extensive note of each student to ensure that no student was left out. Our teacher, via telephonic conversations and explaining the syllabus content through video calls to students who could not attend online classes ensured that the dropout rate of students due to reasons beyond their control was minimised. There were periodic assessment of online sessions at the IQAC and HOD level meetings.

Usually students are encouraged to make use of the Library and Laboratory facilities, but this year since the physical presence of students on the campus was very minimum teachers provided pdf materials to students on their Google Classroom. The three month period when they were available on campus was made use of to familiarize them with the practical applications in the Laboratory.

All the activities are documented at the department level, and also duplicated at the IQAC level to maintain a common data pool.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

6

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

148

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional Ethics and Environmental Sustainability in the Curriculum: This academic year (2020-2021) we conducted two Certificate Courses in cross-cutting areas. Keep your Campus Clean initiative was launched in association with the college NSS Unit. This course was a 30 hour theoretical training and experiential learning program launched as part of instilling in the entire college community the need for keeping the college clean and plastic free. During the theory hours the participants and almost the entire faculty watched documentaries and movies on the hazards of plastic and toxic wastes and the need for environmental protection. This initiative that began in January extended through February and March and went into a College NSS Unit supervised drive to clean up the campus of plastic and such other toxic wastes. This drive was highly successful for the participation of the entire faculty and students from across disciplines in the initiative. The College NSS Unit also set up waste bins for segregated waste collection throughout the campus.

This is in addition to and also partly inspired by the Environment Sustainability course included in Semester V of the curriculum as part of all academic programs under MG University. The MG University has also chartered a MOOC (Massive Open Online Course) on Organic Farming as part of which the first year students (2020 intake) are shown a movie on Organic farming and are also mandated to do a project and practical training on organic farming.

The college is committed to instilling clean habits and environment friendly values in the future generation.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

209	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
274	

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution has a well-defined strategy for identifying the knowledge and grasping levels of the students. At the commencement of each program, the class in charge conducts an entry-level test for all new students joined. The questions for the same are contributed by the teachers offering various courses based on the minimum requirements for the smooth comprehension of the specific course. During the pandemic, a google form quiz link is shared with the students. The responses were analyzed and the slow and advanced learners were identified keeping confidentiality. The next step is to form groups of less than 10 members from both categories. The groups are allotted time slots apart from regular class hours for interaction during which the advanced learners support and guide the slow learners in whichever portions they seem to struggle. Advanced learners are encouraged to conduct quiz programs and paper presentations during class hours so that they get encouraged to explore their areas of interest and at the same time the other students get an opportunity to become aware of the latest developments happening in different fields of the subject. The lack of basic academic orientation and the increasing number of unemployed graduates are challenges yet to be addressed.

File Description	Documents
Paste link for additional information	https://forms.gle/XWT5bon3ySuGnzK39
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
780	43

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Teachers of BPC College follow a learner centric teaching method which includes workshops, assignments, seminars, projects, practical, field visits, debates, group discussions, and quiz. Alumni and experts from the industry lead interactive sessions and workshops for students. This helps to bridge the gap between the academia and industry. College connects industry leaders to empower the students' knowledge about the sectors in practical sense and also the students doing their academic projects on this basis. Students' conducts inter departmental seminar series programme which promotes collaborative learning. Inter-college Techno fest organized are both led by students and teachers. The participating teachers and students are from the same department or from the other department and various other colleges. It provides a platform for everyone to learn and develop their personality, technical and organizational skills. Teachers ask questions every day to evaluate students' performance related to the subject taught. Departments have e-groups and phone groups to inform and update students of their assignments, internals, projects and research. Study materials are provided through e-groups. Dissertation works done by the students are usually related to real world problems or basic science concepts

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- The ICT tools used challenges the students intellectually; for learning in a variety of different ways, Formative mastering assessments, individualized instruction, getting access to on-line resources, and for fostering pupil interplay and collaboration.
- PG departments are using G-Suites(Google classroom) where students can login and access notes, presentations, curriculum schedules and even test their own knowledge through built in quizzes. Departments have e-groups and phone groups to inform and update students of their assignments, internals, projects and research. Study materials are provided through e-groups.
- Student seminars and group presentations on current topics are organized. Projects, research and surveys are organized to help students to develop skills to collect, analyze data and make presentations using ICT.
- Additional learning resources like e-books and e-journals are recommended for better learning.
- Classrooms are equipped with white board/black board and speakers. Some rooms have mounted LCDs. Laptops and projectors are made available to teachers to take classes effectively.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

36	
File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

36	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

670

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

At the beginning of the year, an Academic Calendar (Annual Academic Plan) is prepared with the support IQAC. University Academic Calendar and Departmental Academic Plans are the baseline documents for the preparations of the annual academic plan. The academic calendar ensures that adequate instructional hours to facilitate the teachers to deliver their courses effectively. The academic calendar is prepared in tune with the conduct of examinations. The academic calendar also ensures ample time for the extracurricular performance of students. Various students forums and clubs conduct extracurricular activities. These programmes are planned in advance to save the class hours of students. The academic conferences and workshops are also planned in advance and the course calendars are also prepared considering these programmes to save the class hours.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The institution follows the directions of the Mahatma Gandhi University for both the Continuous Internal Evaluation (CIE) and the End Semester Examination (ESE). Attendance, internal Assessment Examinations and assignments/seminars are the CIE components in both the UG programme and the PG programmes. The College has an examination office headed by the Chief

Superintendent of Examinations. This office has 2 computers, one color printer, one photocopier machine and associated accessories. The pattern of question papers and answer sheets are with the external examination pattern the tentative dates of internal examinations are planned well in advance by the College Council. The time table is displayed the notice boards, college website After each class, the teacher concerned will mark the attendance on the computer system The internal mark sheet is generated by the teachers concerned and published in the college notice board. The students can check his/internal marks before uploading in the university portal. Each class is under the direct control of the class teacher closely observes the punctuality of students in attending classes. The class teacher concerned will enquire about the reason for absent and take supportive steps to sort out the reason for absent

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College offers instruction in five Undergraduate Programmes and two Postgraduate Programmes. B.C.A., B.B.A., B.Sc. Electronics, B.A.Journalism and B.Com. with Computer Applications are UG programmes and M.Sc. Computer Science and M.Sc. Electronics are PG programmes. All UG programmes have an average of 36 Courses with credits ranging through 4, 3 and 2. Usually the core courses will have 4, complementary courses will have 3 and lab courses will have 2 credits. Total credits is 120 with an average of 20 credits per semester. Total credit for PG programme is 80 with an average 20 credits per semester. All these courses are designed with outcomes defined by the University to facilitate the employability of learners. These are very well explained during the first few lectures on each course and are also displayed along with the syllabus in the website. It is also briefed to parents and students during the orientation class usually held in the beginning of the programme. The list of programme offered along with their courses and the course outcome is available at www.bpccollege.ac.in.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of programme and course outcomes are regularly evaluated through various mechanisms. Formative as well as summative assessments are employed. Formative assessment includes class tests, interaction in the classroom, assignments, periodical test papers, viva voce and laboratory sessions. Two internal examinations are also conducted in general for all students in each semester. The scores obtained by the students in these assessments show the degree of attainment of the outcomes. The score (Maximum 100) for each course has two components. External mark (Maximum 80) and internal mark (Maximum 20). External component is the result of summative assessment and internal component is calculated from the formative assessments based on their attendance and performance in the classroom interaction, tests, assignments etc.. The good number of students enrolled for higher education, good placement records also testimonials for the attainment of programme outcome.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

138

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://bpccollege.ac.in/wp-content/uploads/2023/08/Student-Satisfaction-Survey-20-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The faculty members are empowered to take up research activities utilizing the infrastructure and other associated supporting facilities. The college Research and Development Cell monitor and address the issues of research. The cell encourages teachers and PG students to take up research works leading to PhD degree by circulating useful notifications in that direction and call for papers to various conferences. Key Goals of the Research Committee: Creation of research culture among faculty members and students. Motivation to undertake minor and major research projects from various funding agencies. Identification and assistance for finance obtainment from Management as well as funding agencies like KSCSTE and DST. Guidance given for publication of papers/articles in reputed journals. Promotion and funding of innovative ideas propounded by students Functions and Recommendations: Recommend the faculty members to increase their number of research publications Ignite research aptitude to continue research activities even after successful completion of

PhD works. Recommend undertaking minor and major research projects from various funding agencies. Recommend funds for research from various funding agencies. Recommend organizing more number of seminars, conferences and workshops.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website

during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In 2020-21, under Divyaspasham the faculty, the NSS, the NCC, and College Union extended support to the nearby community by distributing electronic gadgets to the students of this college who belong to poor financial background and also extended the same to a number of students in the nearby area. Apart from this, initiatives were taken for sanitization process, distributed masks and essential materials for day to day life.

- BPC College NCC Unit installed automatic hand sanitizer dispensers at Piravom Municipality, Piravom Taluk Hospital and BPC College, Piravom.
- The NSS Unit 64 of BPC College, Piravom organized a webinar and online workshop on sanitizer making, mask making and the volunteers made masks, and sanitizers and distributed

in the neighborhood. A survey has also conducted to collect Covid related details from in 1000 families

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

21

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

829

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college attributes top priority in ensuring adequate availability and optimal utilization of physical infrastructure for the effective teaching-learning process. The college management / governing council is very keen in improving the facilities as per the demand of the staff/student community arising time to time.

The college is maintaining a total of 26 classrooms for regular theory classes among which, 18 classrooms can accommodate 40 students with a build up area of 54 sq. mtrs and 8 classrooms can accommodate 60 students with a build up area of 90 sq. mtrs. For the effective delivery of the lecturing sections all classrooms have black/green/white board facility, audio visual facility comprising projector/LED TV and public addressing system.

The department of Computer Application and Department of Electronics are maintaining adequate lab facilities with LAN connectivity and internet to meet its laboratory requirements. The department of computer application is maintaining 3 computer labs, 2 for UG courses and 1 for PG course. The Department of Electronics maintains 2 computer labs, one each for PG and UG courses. Apart from computer labs, the department is having adequate facility for the electronics laboratory with all the required equipments in order to meet the demand of curriculum.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Physical Education department of the college is maintaining adequate facilities for grooming the young talents in sports and games. The college is maintaining a play ground covering a land area of 3 acres, suitable for Cricket, Kho-Kho, Football and all athletic events. The college is having a Volleyball team, undergoing regular training under the former Kerala Sports Council Coach, appointed by the college. An indoor stadium with a buildup area of 512 Sq. Mtr started functioning in the year 2018, which is suitable for the Volleyball and Shuttle Badminton matches.

The college has established a well equipped basket ball court of area 278 sq.mtrs. In order to improve the physical and mental health of the students as well as the staff community, the college maintains a Gymnasium with an area of 56 sq.mtrs and a yoga centre with size 100 sq. Mtr. The college facilitates for the practice of the martial art Taekwondo.

The college has adequate facilities for cultural activities. College maintains two seminar halls, equipped with audio visual facility. Open air auditorium with a build up area of 278 sq.mtrs is well maintained for the stage performances of Arts Fest, Carol Night and College Day functions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.65

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college library is computerized to smoothen its functioning. Students and Staff are permitted to enter the library only after registering their names through the computerized gate register. Library has established conducive atmosphere with provision of sufficient tables and chairs for reading within a good ventilated reading room for the students. Library has been established OPAC (Online Public Accessing Catalogue) facility to access the books easily in the rack. Every year library advisory committee is constituted to strengthen its activity. The library is fully automated and digitalized. Different sections are allotted in the library for reference, journals, magazines and newspapers. Library provides e-resources like INFLIBNET for academic enrichment. The library has a total number of 24558 books, 10 Journal and Periodicals, Newspaper, competitive examinations

materials, employment news, women's magazines for the enrichment of the students and teachers. To improve the reading habits of students and staff members a Reader's Forum has been constituted under the supervision of the library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.07644

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

19

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Computer and other related IT facilities such as software packages and physical connectivity are updated to keep abreast with changing technology and massive improvement in speed and efficiency over the time. All departments of the institution have internet facility and Wi-Fi connectivity inside the campus. The institution adopts ICT enabled teaching learning process through Wi-Fi enabled LCD projectors and LCD TV. A well equipped Network Resource Center with high speed Internet connection meets the IT needs of students and faculty members. Computer laboratories are well equipped with advanced software like NET, MATLAB, PYTHON etc. In order to promote open source softwares, Linux is installed in machines allotted to students in dull booting mode. Contacts with computer hardware firms are in place for the maintenances and upgrading of IT infrastructure. All the Departments, Office, Exam cell and Library are provided with well equipped Internet connections through Wi-Fi. Computerized Academic Management Processing System software has been installed in the college office for office automation. Library is equipped with Internet, OPAC and INFLIBNET services. The college has Optical fiber connectivity with a speed of more than 40 MPBS, which serves remarkably well in providing high speed external interface to servers that host the data

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

186

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

11.27369

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

All computers in the college are maintained under an AMC. Verification such as electrical lab instruments, library books, stationary, furniture, sport equipments are done once in a year. The instruments are calibrated by available electrician, technician and mechanic when it is required. Instrument supplier is maintaining the instruments and equipments whenever there is requirement. The college has a generator to ensure the power

supply all the time, Voltage fluctuations are avoided by uninterrupted power supply in the laboratory and office. The voltage and power supply is regularly checked by the appointed electricians. The arrangement of battery, backup and inverters protect computer accessories by providing constant power supply. Purified drinking water is made available in the campus all the times. The library has a total number of 24558 books, 10 Journal and Periodicals, Newspaper, competitive examinations materials, employment news, women's magazines for the enrichment of the students and teachers. Sports room, Gym and Play Ground are maintained by attendants under the supervision of the Physical Education department. The Cleaning service is done by appointed non-teaching staff and ayahs. All class rooms, washrooms, college premises and the infrastructural materials are maintained properly by the nonteaching staff designated for that task.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

290

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the

institution / non- government agencies during the year**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

43

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

43

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

41

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

63

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

5

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as

one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college persistently strives to instill democratic culture and practices among the learners. The institution assures that proper weightage is given to the suggestions of the student community while devising institutional policies and practices. Students are given opportunity to involve in administrative, co-curricular and extracurricular activities by including them as members of the committees. They are represented in various committees such as IQAC, Reader's Forum, Library Advisory committee, Women Cell, Grievance Redressal Committee etc. Association Secretaries of all departments are also elected and appointed to lead department activities, which includes curricular and extra-curricular programs. The department Associations hosts various events specific to the department. All such programs are controlled and monitored by the elected student representatives with support of an Association president from the respective department. Various sports and games competitions are conducted under the coordination of sports secretary, with support from the faculty of Physical Education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

13

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

No Registered Alumni Association

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Nature of Governance: The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration.

The management holds the authority and responsibility for fulfilling the institution's vision and mission. The strategic decisions related to mobilization of the resources for infrastructural and instructional facilities come under the direct perusal of the Management.

- The management Body delegates authority to the Principal, to lead the college towards the fulfillment of the vision and mission.
- The College Council supports the Principal in the administration of the institution
- The IQAC supports the Principal in coordinating quality-related activities
- The HODs coordinate the activities of respective departments.

Perspective/Strategic Plan: The institution has developed a well-thought-out systematic Perspective/Strategic Plan aimed at the development of the institution in a phased manner.

- Application for grants from government and non-government sources.
- Extension of available area through vertical expansion.
- Improvement of the Scope and Profile of the Teaching-Learning experience through ICT and other innovative means.
- Application for more substantive posts from the State Government.
- Application for Post-Graduate Courses.

Participation of Teachers in Decision Making Bodies: Teachers take active roles in various committees formed at department and

institutional level and thus play a crucial role in formulating the larger institution policy.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College management is all-inclusive, participative and ensures decentralised administration in every sphere as all departments, bodies or cells functions as a sub-unit, in conceiving and implementing student-centric programmes and activities.

Case Study: Introduction of new Course - Master of Commerce and Management

The principal forwarded the proposal for starting a post graduate programme to the Management for consideration. After a detailed discussion, the Management decided to accept the proposal and entrusted the Principal to take necessary steps in this regard. As per the decision taken in the department meeting under the leadership of the Principal, immediate steps were initiated for the introduction of the new programme. Another meeting of the concerned departments was held for deciding the course prospects and curriculum. The application with the supportive documents was submitted to the Mahatma Gandhi University on 10/06/2020. Based on the joint effort made by the college community as a whole, the Government and the University accorded sanctions to start a new postgraduate programme in Commerce and Management from the academic year 2020-21 onwards.

All these testify to the participative management of all stakeholders in taking an idea and making it a reality.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategic Development plan sets out a framework of priorities for the Institution, its divisions and Departments. The institution has a well-thought-out systematic Perspective/Strategic Plan aimed at the development of the institution in a phased manner. The College management prioritizes the projects and plans for materializing them in the perfect way possible.

Case Study: Campus Wi-Fi Project

The Strategic Development plan strengthens the institution's effort to grow into a centre of excellence and quality. Effective deployment of the Strategic Plan is manifested in the Campus Wi-Fi Project launched in 2021 envisaging the ICT based teaching-learning process and the commencement of online classes from the college campus.

The Management Committee entrusted the Principal to implement this project. The Principal convened a meeting of the IQAC and constituted a planning committee for short listing and selecting the appropriate enterprise for executing the project. Accordingly, the Principal invited quotations from various companies for the installations of wi-fi connectivity on the campus. Out of the 3 quotations received the committee selected MVS Glob Soft Solutions Pvt Ltd to implement the project. The project was completed within 15 days and the Wi-Fi connectivity was made available on the campus from 28th March 2021.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution is managed in accordance with rules and regulations of the government and affiliating university. The

management gives due importance to the stated vision and mission of the institution.

College Governing Council

As a collective body, the members of the Governing Council, the office bearers of the MJSCET Trust and the Executive Committee hold the authority and responsibility for fulfilling the institution's vision and mission. The strategic decisions related to mobilization of the resources for infrastructural and instructional facilities come under this body

Academic Head of the Institution

The Management empowers Principal, to lead the college towards the fulfillment of the vision and mission. He takes care of the daily administration of the college and executes all the university and academic requirements. The Principal provides effective leadership and valuable guidance to the teaching and administrative staff members.

College Council

The college council, IQAC, Heads & Coordinators strive to regularize all the academic and non-academic activities by placing systematic procedures for processes that ensure high quality outcome.

Various Committees are headed by a co-coordinator and a team of committee members comprising teachers and students.

Administrative Staff assure continuous workflow by facilitating all background requirements needed for the faculty and students.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>BPC College has effective welfare measures in place for its teaching and non-teaching staff. Care is taken to ensure their wellness and enable them to optimize their true potential. The various welfare schemes are as follows:</p> <ul style="list-style-type: none"> • • Concessional transport for staff • • Employees co-operative society • • State life insurance • • Group insurance • • Group accident insurances • • General provident fund • • Subsidized food from canteen • • Retirement gratuity • • Medical reimbursement for staff • • Lunch room • • Annual family get-together • • Free internet and Wi-Fi in campus • • Training programs and enrichment programs • • Annual Onam, New year and Christmas eve celebrations hosted by the management • • Staff recreation club • • One day trips and outings for tranquility • • Can avail loan from provident fund. • • Duty Leave for academic benefit of the faculty • • Maternity and Paternity benefits as per norms 	

- • Medical leave
- • Incentives for achievements and outstanding research (teaching Staff)
- • Opportunities for international exposure as per norms(teaching staff)
- • Email addresses using the domain name of the institution are provided to the staff members
- • Hostel accommodation for staff
- • Jobs on compassionate grounds given to family members of the non-teaching staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

7

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

BPC College strictly follows the UGC Regulations on Measures for the Maintenance of Standards in Higher Education

The performance of each employee is assessed annually.

Teaching Staff

- a) All teaching faculties are assessed through confidential students' feedback reports of each semester and annual performance appraisal.
- b) The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).
- c) Promotions are based on the PBAS Performa for UGC Career Advancement Scheme (CAS) that is based on the API score.
- d)The Institute accords appropriate weightage for theactivities contributions for which faculty members are assigned in their overall assessment.

Non-Teaching Staff

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

The various parameters for staff members are assessed under different categories-Punctuality, Accuracy, Agility, tidiness, sense of responsibility etc.

The comprehensive Annual Confidential Report is graded on a five-point scale, i.e., Excellent, Very Good, Good, Satisfactory and Poor.

The Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling

audit objections within a maximum of 200 words

Response:

The guiding principle of the audit committee is to ensure greater accountability and independence in terms of verifying the adoption of proper financial practices. College educational department conducts external audit on a regular basis and the report is forwarded to Accounts General (AG). In addition to this, in every financial year, college conducts internal audit through internal auditors appointed by the management. While verifying entries, if any mistakes/ short comings are noticed, the same could be returned for rectification. After rectifications, the report would be resubmitted for approval in such cases.

MJSCET, the registered charitable trust that governs the B.P.C College spearheads all discussions pertaining to the financial aspects and necessary budgeting is earmarked for uninterrupted functioning of the institution. Financial Audit by registered Chartered Accountant is strictly enforced for all funds received from external agencies. This year, the college has officially engaged Grandmark Associates, Kochi to audit the accounts to ensure financial transparency. In addition a board of internal auditors is nominated to verify the expenditure accounts of bodies such as staff associations, department association, labs purchases etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.045

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Response:

All funds received by the College through various sources are used for the educational, infrastructure and technology development, facilities enhancement and student support services of the institution.

The following are the channels through which the College is securing funding:

- Fees collected from self-financing courses.
- Financial assistance from Management
- PTA funds Contribution from teachers towards charity fund.
- Endowments and Scholarships UGC/KSCSTE funds
- Assistance from philanthropists
- Funding from various Government Departments like Forest, Excise, Tourism and Health. Commissions, Higher Education Department, etc.
- Central/State Government funding for NSS and NCC unit.

To monitor the disbursement of funds (solicited and unsolicited), received for each body, separate advisory or monitoring committees are constituted. The mishandling or misappropriation of funds is prohibited and utilization of the fund is restricted to the purpose for which the fund was sanctioned. Following are the few heads through which the funds are utilized.

- UGC/KSCSTE funds are utilized for conducting the programmes sanctioned and are utilized as per the guidelines.
- PTA, Alumni funds are utilized mainly for instituting scholarships and endowments for meritorious students.
- Contribution from teachers are provided to support students who are financially weak and socially backward
- Social Welfare Programme such as medical and financial aid

distribution to the poor and needy.

- Financial assistance from people's representatives are utilized adhering to the Government norms.
- Endowment for Award Distributions recognizing Academic Excellence.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC is responsible for planning and coordinating the departmental activities. Departments are motivated to plan for the year right at the beginning of the academic year. Plan of action is framed and suggests measures for achieving excellence. IQAC meetings are conducted occasionally with the HODs of various Departments and other cells offering suggestions for excellence. Sometimes this is followed by meetings with the Management to ensure budget allocation for proper implementation. IQAC coordinator acts as the head for College Academic Committee that takes initiatives in designing new courses. New academic courses and certificate courses are introduced based on current demands and trends.

Other Contributions of IQAC

Annual Academic and Administrative Audit

Organizes Alumni meet every year

Website updation and monitoring of various contents presented

Student Feedback on Institutional Performance, Teaching Effectiveness, Curriculum Delivery, Library Resources, Hostel and other amenities and analysis

Organization of National level and State level seminars and conferences

Orientation programmes for staff and students

Workshops for hand-on training

Ensuring the availability of e-resources and study materials in college website

Proposals drafted for Infrastructure development

Documentation of reports on various college activities

Initiation of best practices and policies.

Preparation of AQAR submission to NAAC

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Institution reviews its teaching learning process and learning outcomes at regular intervals under the supervision of IQAC. IQAC ensures that as soon as the results are published by the university, the results reaches the hands of the teacher concerned . The teachers then have to perform result analysis of their subject to analyse and figure out the overall performance of the students in previous semester examination. They are further instructed to report to the IQAC if any unprecedented deviation in result are observed compared to previous year. The IQAC, in such cases initiates remedial actions for eliminating future declines and non-performances. IQAC also insists all departments to maintain student's curriculum-vitae that record student progress in each semester. The department heads consolidate their results and is presented during the IQAC meeting and also during the annual academic audit. In addition to this, IQAC under takes the following as a part of reviving and strengthening the teaching learning processes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

<p>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution develops and deploys regular gender equity programmes every year. Cells such as NSS, NCC, Women cell etc. organize various campaigns, lectures and skill training sessions through which changing perspectives on gender is highlighted. Orientation programs are conducted on relevant issues of gender equity and its understanding for the benefit of all students. Equal opportunities are provided to all students irrespective of gender to take part in national and international camps. The college has an efficient and just system that provides students with the space to register gender based discrimination. In terms

of safety and security, the institution has Anti-Sexual Harassment committee, Anti Ragging Committee and Student Grievance Redressal cell in order to ensure parity at governance level. The institution has reserved separate waiting cum rest rooms for girl students. The counseling cell of the college provides emotional and psychological support to the students of the college with respect to various issues of which gender related issues are a substantial part

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste generation and management is an unavoidable part of every organization's day to-day operations. Various college cells, such as NCC, NSS, and the nature club, are also committed to minimizing trash creation and the disposal and recycling of created garbage. The following are the measures addressed by college for waste materials:

By prohibiting the use of plastic materials on campus, the college is maintained as a "plastic-free zone." Separate

containers for degradable/biodegradable, recyclable, and other solid garbage are placed in prominent locations in the campus. In order to reduce the amount of waste paper and plastic, the institution requires students to carry their food in lunch boxes, lowering trash output. We also employ environmentally friendly materials for decor that are reusable during the college's programmes. Another notion we have institutionalized is the paperless office. Emails are used to send circulars. Plastic and paper waste are also sold to scrap merchants for recycling rather than burned. Collaboration with the municipality for the collection of non-biodegradable garbage aids us in preventing waste accumulation. There are enough washrooms and toilets for students and workers. Drainage pipes transport water to leech pits that are adequately sealed to prevent mosquito breeding.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**

C. Any 2 of the above

5. Landscaping	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution has conducted several programs for providing an inclusive environment. As per the nation-wide jurisdiction of the university, the students from diverse regional and cultural backgrounds have been benefitting. For the promotion of unity in diversity, NSS and NCC Cells of college organizes various programs like unarvu 2021, 7 days camp, essay competition, Lecture on the present day relevance of Gandhian visions, and covid pledge, During camp all days began with Yoga session and the digital paper presentation. Different cultural programs and events are performed which aim at highlighting the constitutional spirit of liberty equality justice and fraternity. Cells organized webinar and online workshop on courtyard farming, career motivation, sanitizer making, road safety, mask making were the major agenda of the camp and the volunteers have done their offline activities based on their learning from online sessions. Volunteers developed courtyard farms, produced masks, crafted beautiful art pieces from plastic waste and disseminated their learning to the neighborhood. A survey has been conducted to collect Covidn related details from in 1000 families during the camp days.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Institution organizes various programs from time to time for the promotion of Constitutional values, rights, duties, and responsibilities of citizens. Our college designs various activities to create awareness about the national identity and symbols. Moreover, these are aimed to familiarize its stakeholders about Fundamental Duties and Rights. B.P.C College celebrates Independence Day on the 15th of August every year. The day marks the importance of freedom, on this day, Flag hoisting ceremony is organized followed by recitation of the National Anthem. Several plays with themes based on freedom fighters are staged to familiarize stakeholders about their struggle and sacrifice these freedom fighters gave for the nation. Moreover, parades and patriotic song competitions are also organized among students to spur the love for the motherland. In addition to this, special programs like Azadi 70 Zara Yaad Karo Kurbaniare also organized by NSS volunteers to brief students about the freedom struggle. Every year on 26th January, B.P.C. College celebrates Republic Day with great gratification to honour the date on which the constitution of India came into effect. Many other activities like Slogan writing, Poster competition, Paintings are exercised to create awareness about the constitution of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are

A. All of the above

organized	
File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<p>The institution celebrates national and international events in every year like Independence day, Republic Day, International Yoga Day. Students of the institution participated in the, Kargil Vijay Divas Drawing Competition, Tree Plantation Pakhwada, Kargil Vijay Divas Song Competition, AthmaNirbhar Bharath , Cancer Awareness Programme, Swachhta Abhiyan, Corona Awareness Programme, Freedom Run Programme , Nation Building Poem competition, Swachhta Essay Writing Competition, National Integration Programme, Road Safety Week awareness programme Social Service Activities, Swachhta Painting Competition and Covid Mega Vaccination drive for senior citizens The institution organized an awareness programme on Drug abuse and IllicitTrafficking, a webinar on Fit India, an all India quiz competition on Indian constitution. Institution released a short video prepared by our NCC cadets about International Day of Yoga</p>	
File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded
7.2 - Best Practices	
7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC	

format provided in the Manual.

Best Practice 1

Divyasparsham - The Divine Hands

Divyasparsham is a non-profit charity programme with a vision to create and promote social commitment in our students. Under this programme, we organize various campaigns and disburse aids for the needy community and the impoverished.

Objectives

- To create a sense of belongingness towards the nation amongst the students.
- To help the less advantageous sections of the society
- To create a link between society and the institution.
- To make our students socially committed, morally upright and spiritually inspired citizens

Context:At the outbreak of covid 19 pandemic

Practice

Covid relief activities:

- Installation of automatic hand sanitizer dispensers, organising workshop on sanitizer making, mask making, Conducting survey etc by BPC College NCC and NSS Units

Gadget donation drive

- All departments of BPC College roped in support with gadgets to the needy students of the college and school going students in and around Piravom and Pampkuda

Activities done by the staff association:

- the Staff association extended various sort of support for the Covid affected community in Piravom municipality.

Donated Rs. 50000/- towards the treatment of a student's parent.

Evidence of success:The various funds donated by the institution were fruitfully utilized by the Piravom municipality for covid

relief activities.

File Description	Documents
Best practices in the Institutional website	https://bpccollege.ac.in/wp-content/uploads/2023/08/Best-Practices-20-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The vision of the college aims in imparting relevant, value based education to the rural youth through various programs

1. Tutorial System:Ensures individual attention to explore their ideas directly with teachers
2. Value education:Impart values and modesty in attitudes and to contribute it to the society through good citizenship and ethics.
3. Orientation Programs:Conducted by the departments to get better insights in terms of knowledge and skills of the students
4. Counseling Cell:Psychological well being and ethical values of the students are maintained through expert counselors.
5. Certificate Courses:Helps in enhancing the confidence level of the students to perform real world job responsibilities.
6. Online Courses (NPTEL):The students can study at their convenience with an e-Resource page
7. ASAP:Equips an individual with skills through training by professional and well trained executives.
8. Walk With a Scholar: Opening up avenues for achieving competitiveness and growth that enable them to make practical judgments
9. Student Support Program:Supports the under achievers of all

sections to achieve academic and personal success

10. VINGS - Career Support Cell (Placement cell):Continued counseling with regard to career aspirations and potential companies are extended invitations for participating in the placement drives.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To offer more certificate and add on courses and to motivate students to join more online courses through NPTEL. 2. To apply for projects funded by external agencies of national and international stature. 3. To apply for new UG and PG programmes and B.Voc Courses. 4. To enhance the use of ICT in teaching learning and evaluation. 5. To organize more extension and outreach programmes to contribute to the rural population 6. To strengthen Infrastructure. 7. To organize more value added programmes through the cells and forums of the college. 8. To obtain funds for green initiatives from government agencies. 9. To publish research journals both in the Science and Arts stream. 10. Adding more books and journals to the college library. 11. To develop more e-contents 12. To organize national/international conferences/seminars/workshops/lecture series. 13. To organize training programmes for students for competitive examinations and placements. 14. To establish collaborations and linkages with organizations. 15. To promote media/industrial visits, on-the-job-training programmes and internship 16. Publication of community news paper, newsletters etc. 17. Organising film festivals, exhibitions, Intercollegiate quiz, management fest, commerce fest etc.