SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

HENRY BAKER COLLEGE, MELUKAVU

HENRY BAKER COLLEGE, MELUKAVU MELUKAVUMATTOM P.O
KOTTAYAM KERALA PIN 686652
686652
www.henrybakercollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

December 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Henry Baker College, Melukavu is a Post-graduate, Christian, minority educational institution established in 1981, approved by the National Minority Commission, Government of India and managed by CSI East Kerala Diocese. It is a Government-Aided Arts and Science College affiliated to Mahatma Gandhi University, Kottayam (Kerala), approved by UGC under 2(f) and 12(B) and is an ISO Certified Institution. The College is a member of AICHE, ICHE and HLACT (UK) and has partnership with Albert-Schweitzer-Schule Alsfeld (Germany).

Laid out in 16 acres of land, in an eco-friendly environment, the institution provides a constructive learning experience. The institution, offering 6 UG Programmes, 2 PG programmes, 2 diploma and 25 certificate programmes, has 7 buildings with 23 smart-classrooms, two science laboratories, Language lab, one State-of-the-art Computer lab, UGC Network Resource Centre, AC Auditorium, Seminar Hall, Gymnasium etc. Herbal Garden, Butterfly Garden, *Nakshatravanam*, Green Audit and plantation drive under HBC Cloud exhibit our commitment to environment. Registered Alumni Association and Registered Co-operative Society function in the College. The fully automated library with high-speed broadband connection, INFLIBNET and WEB OPAC, digital library for students, has a collection of rare books.

The larger enrolment of SC, ST, OBC and OEC students (71%), girls (65%) and minorities (20%) authenticate our commitment towards equity and inclusion. The College is known for its contribution to marginalised sections, especially tribals. The College bagged many awards and accolades for excellence including Haritha Kerala Mission Award from State Government and best eco-friendly campus award from Universal Records Forum.

Vision

To be a centre of higher education imparting qualitatively high, socially relevant and holistic education to all without discriminating anyone on the grounds of caste, religion or gender.

Henry Baker College, Melukavu is a living monument to Rev. Henry Baker Jr., the pioneering CMS Missionary, known as the "Apostle of Hills". He enlightened the natives of the region, especially TRIBES and channelized them from the darkness of ignorance to the light of knowledge. Adhering to its Motto, **"From Darkness into Marvellous Light"**, the college strives to disseminate the light of knowledge to the young minds in order to accomplish the vision of its founding fathers: enlightening the **marginalized and minorities** by providing them quality education. What makes Henry Baker College unique from other colleges is that, **91% of the students are from marginalized communities (SC, ST, OBC, OEC) and minorities**. The college gives prime importance to the education of the students belonging to the weaker section of society, especially Schedule Tribes and Schedule Caste (who come to about 25%) and thus enables them to be part and parcel of mainstream. Through various Campus-Community programmes, our college reaches out to the society, thereby bringing out a positive change in the society. The institution fosters the spirit of eco-consciousness and sustainable development by carefully wrought environmental projects. As an equal opportunity college, it visualizes a pattern of education founded on Christian values and secular principles. The Curricular and co-curricular activities are also in tune with the vision of the college.

Mission

To liberate young men and women from the darkness of ignorance to the dawn of knowledge and wisdom through value-based education.

Henry Baker College, Melukavu upholds the great mission of providing value-based quality education to its students. As knowledge is essentially freedom from ignorance, our institution stands as a key to unlock the door of liberation for the marginalized communities and minorities. Our institution acts as a catalyst whetting the skills and talents and chiselling them out into dedicated citizens of the nation. Thus, the college significantly contributes to nation building. It facilitates creative thinking in students and thereby equips them to face the socio-economic challenges. It provides the students an opportunity to learn in a multicultural environment through its international linkage programmes. Apart from the academic focus, the college also moulds the artistic talents of the students by providing them sufficient opportunities to display their skills in the arts festival and other cultural programmes. With a view to developing physical fitness and well-being among the students of diligent training in sports and games is also provided. The curricular, extra-curricular, co-curricular and extension activities are well directed to the defined mission of the college. To equip the graduates and postgraduates of our institution, so that they can overcome the hazards of the competitive job market, we give them structured training in communication skills, soft skills, interview skills and coaching in competitive examinations conducted by UGC, UPSC, Kerala PSC and BSRB.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Very vibrant and rich 40-year-old Christian Institution for upgrading Marginalized and Minorities
- Plastic free, litter free, green, eco-friendly and carbon neutral campus.
- ISO 9001: 2015 Certified Institution
- College is run by Tribal Community and has Large Tribal Population, both Teachers and Students
- Inclusive education evidenced by larger enrolment of SC, ST, OEC and OBC students (71%)
- Adequate infrastructural and instructional facilities
- Committed Management with far-sighted vision for excellence.
- College is fully powered by Solar
- Ample state-of -the-art, 100% smart class rooms, language lab, well maintained computer lab, HBC Radio, free high-speed campus WiFi with 100 mbps
- Fully Automated Library & Digital Library with E-resources - N-LIST, INFLIBNET, D-Link, British Library etc.
- Well maintained sports infrastructure and Gymnasium
- Approved center of CCEK, WWS, SSP, SAP, YIP, Folklore Academy etc
- College is a local chapter of SWAYAM NTPL with 30 per cent student enrolment in MOOCs
- Effective Mentoring System with ideal mentor-mentee ratio.
- Productive and dynamic PTA and Registered Alumni Association
- College has Weather Monitoring Station, Rainwater Harvesting, Open Well Recharge, Plastics Crushing Unit
- HBC Cloud is a rich green initiative in/outside campus.
- Membership in UK HLACT and Albert Schweitzer Schule Alsfeld, Germany.
- Social Entrepreneurship, Swachhta, & Rural Engagement Cell (SES REC) Action Plan Institution of

MHRD, GOI.

- Office Automation using TCS
- Ample scholarships and freeships
- Rich Tribal Development initiatives.
- First Graduate and First Young Poet from Kurathikudy Tribal Settlement are from our college.
- Haritha Kerala Mission Award from State Government and Best Eco-friendly campus award from Universal Records Forum.

Institutional Weakness

- Situated in a RURAL AND TRIBAL area and College is run by Scheduled Tribe Community *Malayrayas* in the central Kerala
- Shortage of Permanent Faculty
- No separate Transportation Facility for the college
- No funding from UGC etc for want of accreditation
- Lack of Financial Resources for infrastructural augmentation
- No hostel facility for boys and no sports hostel
- Limited UG and PG programmes and Low student's strength with limited research facility
- Limited MOUs and collaborations
- Lack of foreign students and Foreign collaboration
- Social backwardness of students
- Limited self-financing and vocational courses.
- Lack of funded projects
- Students have poor input status
- Limited industry-institute linkages
- Lack of academic flexibility and limited role in redesigning curriculum
- Currently no doctoral students pursuing doctoral studies.
- Limited job-oriented government aided programmes to benefit poor students.
- Weak social and economic background of the students hinders their studies
- Undue delay caused by the government approval to faculty vacancies.
- Government curtailment of postings, resulting in insufficiency of hands to man the college academic and administrative functions.
- Inordinate delay in sanctioning permanent positions by the government.
- The faculty are yet to provide consultancy services and earn consultancy income.
- The ICT capabilities of non-teaching staff are not the best.
- Institutional tie up with industries are limited

Institutional Opportunity

- Adequate land for future expansion of the college.
- College can be elevated as a Tribal Research Centre
- Scope for starting new innovative courses
- Encourage staff and students to apply more ICT in teaching learning process
- Start sports hostel for boys and girls
- Networking with other Tribal Research Institutions, KIRTARDS etc. in broad-basing tribal research
- Possibility to grab more funds from UGC, ICSSR and other research funding agencies

- Opportunity of raising funds from active alumni for developmental needs
- Opportunity of students/faculty exchange with other Universities/Institutions
- Opportunity of attracting foreign students.
- More e-content development by teachers
- Starting a Ph. D Research Centre in History is an opportunity to strengthen research in the discipline.
- Introduction of more career-oriented Diploma/ Certification Programmes
- Exploring National/ International Faculty/Student Exchanges is possible.
- International collaboration may be fostered to attract foreign students and resource sharing
- More equipped Electronic Media Production Centre (EMPC) can be created to expand the functions of E-learning center.
- Entrepreneurial activities can be fostered through collaborations with Kerala Start Up Mission.
- The research output can be enhanced through funded research projects and quality publications in refereed journals.
- College can enter into more foreign collaborations and obtain membership/accreditation from international agencies.
- More invited lectures and international conferences can be conducted with financial assistance from funding agencies.
- Construction of a separate block for Tribal Research.
- Opportunity for institutional tie-up – industry linkages for strengthening teaching learning and also for field exposure to the students/faculty
- Research output of the faculty can be improved by providing various supportive mechanisms.

Institutional Challenge

- Mobilization of Financial resources
- Empowerment of students from rural and tribal areas-socially and educationally
- Poor language proficiency of students
- Goal Orientation among students coming from ordinary and orthodox backgrounds
- Lack of international networks of students/teachers/institutions
- Lack of dreams and disinterest to studies especially for tribes
- Reluctance from MNCs and DCs to participate in job fairs and it is a rural/tribal area.
- Challenge for student's progression especially in Higher Studies
- Transforming higher proportion of slow learners to main stream advanced learners is a significant challenge.
- Reducing Drop out Ratio is a big challenge especially among girls and tribal students.
- Starting more UG and PG Programmes
- Boosting research contribution of teachers in terms of projects, publications and patents
- Broaden and deepen remedial programmes to improve results at UG level
- Building more campus infrastructure in terms of class rooms, smart rooms, AV rooms, etc.
- More academic linkages with outside institutions
- Undue delay in sanction from Government to fill permanent teaching and NTS posts is a serious challenge.
- With limited infrastructure, it is difficult to attract companies, foreign students, resources to campus.
- Traditional graduate programmes need to be upgraded improve employability and competence
- Effecting International Institutional tie-ups, Student Exchange Programs
- Timely revision of curriculum
- Delay in sanctioning of teaching and administrative positions by the authorities is another hurdle.

- Lack of time to run diploma, add on and certificate programmes
- The actual potential of Alumni is yet to be explored.
- The students coming from rural areas lack proper communication skills.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college makes conscious efforts for the effective curriculum delivery through a well- planned process.

- Academic Calendar, Strategic Plan and Course Plans
- Time Tables, Teacher's Diary, Daily Worksheet, Prefect's Dossier and *Jyothirgamaya*
- Orientation programmes for freshers, entry level test, bridge course, Certificate Courses, Online Attendance for effective curriculum delivery.
- WWS and SSP are offered for advanced learners and slow learners.
- Invited Talks, Exhibitions, Heritage Walk and Film Shows for experiential learning.
- For all the programmes, Choice Based Course System/elective course system is followed as per University regulations.
- 60 certificate courses were offered during 2015– 2020.
- Seven teachers are members of BoS and Academic Council of University and autonomous colleges
- Ten teachers were Question Paper Setters of the University and autonomous colleges from 2015 to 2020.
- Two teachers of the History participated in design and development of syllabus revision.
- B Com (Computer) and B Voc in Tourism were introduced in 2015 and 2018 respectively.
- Forty teachers have participated in the evaluation/assessment process of the university.
- There are 72 courses which address cross-cutting issues like gender, human values, professional ethics environment and sustainability in a vehement manner. Programmes on environment, gender and human values are conducted by the varied cells, cubs, NSS, YRC and the departments.
- A course on environment and human rights is compulsorily included in all the programmes.
- All students are exposed to experiential learning through projects/field visits/destination visits or internship.
- Feedback forms are collected, analyzed and feedback report is displayed on the college website.

Teaching-learning and Evaluation

- The admission of students is through CAP of the University following prescribed reservation policies.
- Average Enrolment is 87.37% of which 91% of the students belonging to SC, ST, OBC, OEC and minority.
- 97.53 % of the reserved seats were filled during the last five years.
- The college assess the learning levels of newly admitted students and orientation classes, entry level exam and bridge course.
- Remedial Coaching, Peer Teaching and SSP are designed for slow learners, whereas, WWS, MOOCs, NET coaching etc. targets advanced learners.
- Student-Full time teacher ratio is 12:1.
- Oral history archives, invited talks and seminars, visit to centers of academic excellence, intercollegiate fests, various club activities etc.. promote experiential learning.

- All teachers effectively use Google Classroom, Moodle, Edmodo, Quizizz and Google forms, for curriculum delivery and assessment process. 100% smart classrooms foster opportunities for blended learning.
- Out of 40 full-time teachers, 10 are Ph. Ds and 2 submitted Ph. D thesis.
- An effective mentoring system with mentor/mentee ratio 1:13.
- Average percentage of full-time teachers against sanctioned posts during last five years is 98.39 with an average teaching experience of 7.43 years.
- Internal Examination Cell co-ordinates the exams and grievances are resolved through a three-level grievance redressal mechanism.
- Attainment of PO and CO is made possible by *immediate techniques* such as tests, seminar, field trip and viva & *Circuitous techniques* such as feedback collected in structured formats from students and relevant bodies as directed by IQAC.
- Average pass percentage is 69.11 during the last five years.

Research, Innovations and Extension

- An active research committee moulds and directs the research ecosystem.
- 2 UGC minor research projects were undertaken by teachers.
- The faculty has published works in books and journals besides presenting papers in national and international conferences.32 research papers in UGC listed Journals and 79 publications-books, chapters in books/proceedings.
- P.G students have presented 8 research papers in National seminars.
- The college has an ecosystem to promote the entrepreneurial skills of the students. Oral history archives, DOTS Holidays, HBC FM Radio, Students App and ED club enrich knowledge.
- To instill curiosity, students were exposed to knowledge hubs like KCHR, Kerala State Archives, ISRO, historical sites, and various industries.
- 17 Workshops on IPRs, research methodology and entrepreneurship.
- Campus reaches the community through various philanthropic activities, awareness campaigns, green initiatives like HBC Cloud and *Pathumaram padhathi,* manufacturing and supply of masks and sanitizer, flood relief activities and support to various tribal centers.
- The college fraternity contributed Rupees 7.11 lakhs for CMDRF towards flood relief. The NSS unit helped people in flood affected areas. YRC extended support to charitable institutions in the neighborhood.
- The dedication of the college to the local community has been recognized 26 times. College received the Universal Records Forum Award for Outstanding Eco-friendly Campus and NSS unit received *Pachathuruth* award by Haritha Kerala Mission.
- College is an ISO Certified Institution.
- 16 collaborations with industry for internships and other academic endeavors
- 13 MoUs signed with institutions of repute to promote faculty, student and resource exchange, training and student interactions.

Infrastructure and Learning Resources

The physical facilities of the college are enormous to support teaching-learning activities.

- The college is situated on a sixteen-acre campus.

- The college has 23 well-lit, well-furnished, ICT enabled class room with Wi-fi.
- Two laboratories, one for physics (including electronics lab) and the other for chemistry.
- A/C Auditorium with 137 seats, a seminar hall with 90 seats and an auditorium to seat entire students
- Well-furnished and automated office with dedicated staff to help students
- Water purifiers are attached to water coolers, quality of water is tested in government labs.
- Ramps are there in every block and in library to ensure accessibility for the differently-abled.
- Sports ground has four tracks of hundred-meters. The ground also has a long jump and high jump pit.
- A clay court is there for volleyball as per the prescribed standards.
- A multipurpose indoor ground with wooden flooring is used for indoor games like shuttle badminton, table tennis, and for practicing wrestling.
- Wrestling mats for practicing is there in the indoor ground.
- We also have a health club cum gymnasium for our wrestlers and weight lifters.
- The well-furnished, automated library has a collection of 16002 books. Five desktops are provided exclusively for digital library.
- Wi-fi campus with broadband connections of 100 Mbps speed.
- The college campus has two dedicated computer centers, a computer lab and UGC Network Resource Centre, with a total strength of 52 desktops.
- There is a registered co-operative store in the campus.

Student Support and Progression

- **Bridge Courses** are organized to familiarize new students with curriculum and campus.
- **A fully automated library** along with a digital library having adequate E resources
- Apart from classroom interactions, **tutorial support, workshops, field studies, seminars and internships** are integral components.
- Presence of an **active Student Union** & representation of students in **various committees** is reflective of active participation.
- Marginalized and differently-abled friendly campus.
- **Career Guidance Cell** conducts counselling sessions and conducts Job fair.
- Average percentage of students benefited by guidance for **competitive examinations and career counselling** offered during the last five years is 23.08%.
- The Institution provides **scholarships and free ships** to meritorious students, EWS and/or differently-abled.
- The Institution **sponsors students** for state level sports events, cultural events and conferences.
- The sports and **cultural activities/ competitions participation of students** per year is 49.6% on an average.
- A **well-maintained website** acts as spokesperson of the college.
- The institution has a **transparent mechanism for timely redressal** of student grievances including sexual harassment and ragging cases. Facility of **online grievance submission** is available in website.
- **Participation and involvement** of students in all cells/clubs including statutory committees such as ICC, Grievance cell, ante ragging cell etc
- A **Registered Alumni Association** contributes through financial and non-financial means during the last five years.
- A **Registered Co-operative Store** is fully functional.
- Subsidized food from Canteen, Free Group Insurance, reprographic facilities, free wifi, free mobile recharge, safe drinking water, safety measures, pedestrian pathways, well organized health club, campus radio, skill-oriented training, post box etc.

Governance, Leadership and Management

- The College is governed and managed by Henry Baker College Educational Society of CSI East Kerala Diocese. The College visualizes Christian values and secular principles.
- The college has a well-organized management structure led by college governing body under the leadership of College Manager.
- Through decentralization and participatory management, the college strives hard realize its mission, vision, objectives and core values in academic, administrative and nonacademic matters.
- The College Governing Body, Staff Council and IQAC in consultation with the departments and various bodies chalk out the strategic plan and policies.
- All statutory and non-statutory bodies, clubs and cells function with defined objectives.
- College implements several welfare measures and Faculty Empowerment strategies. Management conducts Academic Retreats (FDP) at the onset of every Academic Year and Orientation Programs for new teachers and students.
- During the last five years, the college has organized 26 professional development courses for teaching and non-teaching staff.
- The college implements e-governance in areas of administration, finance and accounts, student admission, attendance, TC and examination.
- The college follows a Performance Appraisal System for TS and NTS.
- Daily Work Sheet and Teachers Diary are used for registering academic and non- academic matters. For non-teaching staff, apart from the Performance Appraisal System, Duty Register is maintained.
- College upholds financial transparency in all transactions through external and internal audit.
- The IQAC of the college meets regularly to monitor and evaluate all the quality enhancement initiatives of the institution.

Institutional Values and Best Practices

The college promotes **gender equity** and sensitivity through various **gender equity promotion programmes** as per **Gender Sensitization Action Plan**. **Safety and Security of Women** is assured through constant care and vigilance. **Security Personnel, CCTV cameras** and regulated entry into the campus after checking the ID cards are measures for the safety of women. The **Internal Complaints Committee** and **Anti-Sexual Harassment Cell** are fully functional.

Environmental consciousness has been an integrated component and the college adopts the policy of keeping the environment unhampered. A **natural landscape** with a **rich biodiversity** prevails the campus. We depend on **renewable energy** sources, especially **solar energy**. The institution has installed **solar lamps** and have replaced all lighting fixtures with **LED lights**.

The college functions strictly according to the **Green Protocol** and manages **waste reduction and disposal** in such a way that it is never allowed to be a pollutant. A **plastic crusher unit** is diligently used to **recycle plastic waste**. The college periodically conducts **Green Audit**, **Energy Audit** and **Water Audit** with the help of competent agencies to assure **carbon neutral environment** and the availability of **safe drinking water**.

Several activities are conducted for the promotion of **Human values** and **professional ethics**. The college also provides **facilities for the differently-abled**. Through the **celebration of National days and festivals**, the college inculcates **constitutional values**, **communal harmony** and a feeling of **togetherness**.

Our Best Practices focus on **Tribal Development Initiatives** and ventures for **Environment Preservation and fortification**.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HENRY BAKER COLLEGE, MELUKAVU
Address	HENRY BAKER COLLEGE, MELUKAVU MELUKAVUMATTOM P.O KOTTAYAM KERALA PIN 686652
City	KOTTAYAM
State	Kerala
Pin	686652
Website	www.henrybakercollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	GIREESH KUMAR G S	4822-295064	9447070018	4822-219014	principal@henrybakercollege.edu.in
IQAC / CIQA coordinator	SANTO JOSE	4822-295059	9446494672	4822-295057	drsanto@henrybakercollege.edu.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes minority certificate-converted.pdf
If Yes, Specify minority status	
Religious	Yes
Linguistic	
Any Other	

Establishment Details	
Date of establishment of the college	07-12-1981

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Kerala	Mahatma Gandhi University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	15-02-2000	View Document
12B of UGC	15-02-2000	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	HENRY BAKER COLLEGE, MELUKAVU MELUKAVUMATTOM P.O KOTTAYAM KERALA PIN 686652	Rural	16	50000

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	Plus Two	English	32	32
UG	BCom,Commerce	36	Plus Twio	English	40	30
UG	BA,History	36	Plus Two	English	40	39
UG	BA,English	36	Plus Two	English	30	26
UG	BSc,Physics	36	Plus Two	English	24	13
UG	BVoc,Tourism	36	Plus Two	English	50	35
PG	MCom,Commerce	24	UG	English	15	15
PG	MA,History	24	UG	English	19	17

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				8				14
Recruited	0	0	0	0	4	4	0	8	5	6	0	11
Yet to Recruit				0				0				3
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				21
Recruited	0	0	0	0	0	0	0	0	6	15	0	21
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	8	1	0	9
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	3	1	0	4
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	0	0	0	0
Yet to Recruit				1

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	2	0	1	2	0	8
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	1	2	0	4	3	0	10

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	13	0	19

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	7	0	0	0	7
	Female	58	0	0	0	58
	Others	0	0	0	0	0
UG	Male	209	0	0	0	209
	Female	220	0	0	0	220
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	23	28	28	24
	Female	24	16	15	18
	Others	0	0	0	0
ST	Male	30	29	24	22
	Female	32	29	20	28
	Others	0	0	0	0
OBC	Male	72	66	49	45
	Female	108	88	81	85
	Others	0	0	0	0
General	Male	71	73	71	74
	Female	75	68	67	63
	Others	0	0	0	0
Others	Male	20	17	11	8
	Female	39	38	50	46
	Others	0	0	0	0
Total		494	452	416	413

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
244	232	220	207	194
File Description			Document	
Institutional data prescribed format			View Document	

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
8	8	8	8	8

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
494	452	416	413	394
File Description			Document	
Institutional data in prescribed format			View Document	

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
55	55	46	46	46

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
124	142	140	112	132
File Description		Document		
Institutional data in prescribed format		View Document		

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
39	39	36	33	33
File Description		Document		
Institutional data in prescribed format		View Document		

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
40	40	37	36	34
File Description		Document		
Institutional data in prescribed format		View Document		

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 25

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
114.18	60.80	34.50	18.63	54.34

4.3

Number of Computers

Response: 52

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Planning

- **An Academic Calendar** is prepared by the IQAC every year scheduling time-bound implementation of CIE, various activities of the clubs, observance of important days and other programmes - academic, co-curricular and extra-curricular.
- **A Three–Year Strategic Plan** is charted by the IQAC in order to plan the curricular and co-curricular activities for three years.
- **Course Plans.** *Outcome-based* course plans developed by all teachers outline module, date, duration of the course, learning activities etc.

Implementation and Delivery

- **Time Table.** A Master Time Table and Department Time Tables are prepared at the commencement of every academic year under the supervision of the Principal and the IQAC.
- **Teacher's Diary**. Each teacher maintains a teacher's diary which is a record of classes, leave availed and the programmes conducted.
- **Daily Worksheet** is furnished by the heads of all departments to the Principal for evaluation.
- *Jyothirgamaya* is a record of mentoring sessions.
- **Prefect's Dossier**. The prefects of the Commerce Department furnish a written record of the lectures delivered each day.
- **A Log Book** is maintained by History and English departments.

Initiatives for effective Implementation

- **An Orientation Programme** for the freshers and **Orientation Session** for the parents are arranged.
- **An Entry Level Test** helps to temporarily identify the slow and advanced learners. A final classification is done only after the first internal examination.
- **A Bridge Course** conducted for the freshers aims at bridging the gulf between the higher secondary and UG syllabus.
- **Certificate Courses** are offered by all the departments to widen the knowledge horizon of students.
- **Online Attendance.** From 2019 onwards, attendance is marked using a centralized TCS software.

Other Supporting Initiatives

- **College Library** is a fully automated one with *Koha*. The central library is equipped with 16002 books, 11 newspapers, 35 manuscripts, 24 periodicals, 12 print journals, 551 reference books, digital library and E- Resources like N-LIST, DELNET, NDLI and access to British Library and

other online sources like INFLIBNET etc. *Henry Baker Collection* (840 rare books**), *A Shelf for Melukavu* and *Tribal Study Corner* are the highlights.

- **SWAYAM NPTEL.** The College is a local chapter with more than 145 registrations.

- **SSP** for slow learners and **WWS** for advanced learners are offered.
- **Career Orientation** for the outgoing students provide them with a panoramic view of the job opportunities. A **Mega Job Fair** was conducted in December 2019.
- M.A History students **presented papers** in Kerala History Congress.
- **Peer Teaching** and **Cross Age Teaching** are conducted by advanced learners to help the slow ones.
- **Daily Mirror** is a wall magazine by the first year B Com students.
- **Knowledge Album,** an album on a particular topic, is an initiative of the Commerce department.
- *Historica* is a thematic annual manuscript magazine of the Department of History
- **A Word a Day** is the display of an English/Hindi/Malayalam word with its meaning and phonetic realization.
- **Exhibitions, Film Shows, Industrial/Field Visits, Study Tours, Internships, Academic Projects and Heritage Walk** provide experiential learning.
- **Expert Lectures/Invited Talks** are conducted on a regular basis.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The college is affiliated to MG University and adheres to the regulations of the university in conducting CIE and End Semester Examinations. Student evaluation and assessment is based on CBCS introduced by the university.

- **Academic Calendar:** At the beginning, an Academic Calendar, in line with the University, is charted out and scheduled by the Staff Council and IQAC. This schedules the time-bound completion of the continuous evaluation as well.
- **Course Plans:** Teachers prepare course plans along with a detailing of the
- Course Outcome in each module.
- **Awareness on the Internal Evaluation** is provided to the first year students and parents during their orientation programme. The syllabus and the question paper pattern are given to the students at the onset of each semester.

Out of total marks, 20% is ear-marked for internal evaluation which is done on the basis of:

- **Assignments:** Students have to submit assignments relevant to their courses in line with the

university rules.

- **Seminars:** Course related topics are assigned to students for seminars to improve their knowledge.
- **Internal Examinations**. The schedule for conducting internal examinations, valuation of answer scripts, publishing of results and PTA meeting is intimated to the teachers and students one week before the commencement of the examinations. The internal examinations are conducted in a centralized manner by the Internal Examination Cell, headed by the Coordinator. Two internal examinations are conducted as per the university guidelines for every course in each semester.
- **Phonetic Transcription:** Once the IV semester B A English students become familiar with the phonemes, they are given transcription exercises regularly to facilitate a better and faster learning of the phonemes. This helps them stand in good stead in the university examination.
- **Internal Examination on Research Methodology:** The final year UG students have to undertake an internal examination on research methodology which helps them in preparing their Project report.
- **Project Report and External Viva:** The final semester UG and PG students have to submit a project report. A mock-viva conducted at the college level seeks to boost self-confidence in the students and thereby grooms them for the external viva. The evaluation of the projects is conducted externally and the students appear for a viva-voce soon after their end semester examination.

Other Initiatives of the College

- **Monthly Tests** are conducted by the end of every month. It is a one-hour test paper based on a limited syllabus. As an encouragement, most of the teachers give prizes to those who bag the first three positions. **Instant objective type test papers** are also conducted.

- **Progress Report**: A parents' meeting is organized by the end of each semester for discussing the students' performance in the internal examination. The parents get a vivid picture of their child's progress through such meetings. **A progress report** is prepared by the class teacher and signed by the parent.

IQAC ensures adherence to the academic calendar in respect of the conduct of CIE. Any deviation identified is analysed and discussed in relevant bodies for its resolution.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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 last five years

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

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

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

Response: 100

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

Response: 8

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 34

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
19	3	3	0	9

File Description	Document
List of Add on /Certificate programs	[View Document](#)
Brochure or any other document relating to Add on /Certificate programs	[View Document](#)
Any additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 61.5

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
494	219	220	211	217

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

Environment and sustainability

- The pristine beauty of our college is a haven to birds and butterflies. The second year BA English classroom has been nestling the *narayanakkili,* a particular species of bird.
- **Physics department** observes *Ozone Day* every year through KSCSTE sponsored Intercollegiate Quiz and Power Point presentation competitions.
- **Tourism and Hospitality Management Department** placed water pots in campus for birds on the 3rd of March 2020 as part of *World Wildlife Day* celebrations.
- **HBC *Cloud*** has the initiative of planting saplings inside and outside the campus.
- Our college campus has been awarded with best *Eco-Friendly Campus* by Universal Record Forum.

- **Nature club** conducts a mélange of programs like photography competitions, *Papilio*, an exhibition of the photos of butterflies, trekking and visits to natural beauty spots.
- Participated in **Cauvery Calling** Programme of Isha Foundation.
- The **NSS** organizes several programmes sensitizing students to environment. *Swachh Bharat Abhiyan* is a cleanliness drive to maintain a hygienic environment. Every year *World Environment Day* is observed by planting saplings and cleaning the campus. *Ini Njaan Ozhukatte* (**Let me flow**) project for cleaning the Meenachil river, *Pathu Maram Padhathi (planting* 3000 saplings outside the campus) were a few. Under *Haritha Keralam Mission*, the NSS implemented the *Pachathuruthu* scheme and a biodiversity park set up in M.D.C.M.S School in Erumapramattom. In association with Melukavu Grama Panchayath, drives like *Beat Plastic Pollution* and *Beat Air Pollution* also conducted.

Human Values

- *Thy need is greater than mine:* Student's Union introduced *Padheyam* to collect and distribute lunch to the disadvantaged.
- Students/staff **contribute to flood relief fund, Chief Minister's Relief fund** and for kidney transplantation
- **NSS** distributed essentials at **flood relief camps** soon after the floods.
- **Covid cell** manufactured and supplied Hand Sanitizers and masks to students, govt offices and public. Interview with doctor, stress relief sessions etc also conducted.
- Blood donation camps by **NSS**, homes visit for the destitute with **clothes and other necessities** by YRC and Armed Forces Flag Day stamp collection inculcate human values.
- Making contributions to **Indian Association for the Blind** for their welfare.
- Common courses address secularism, Gandhian ideals, gender, human rights, globalization, non-violence, humanitarian concerns, weather changes, global warming and environment for all students.

Gender

- The **College Union** 2017-18 conducted a signature campaign against women abuse.
- **The Women Cell** of the college addresses gender issues .
- **Legal Awareness and cyber awareness** are provided through invited lectures.
- **Self-defence and yoga Programmes** are offered by Women's Cell.
- **Skill Development Programmes** are conducted by experts.
- **Invited Lectures** by eminent woman personalities like renowned social activist Daya Bai was organised.
- VI semester BA English offers core course on **women's writing** which emphasises exploitation and double discrimination of women. IV Semester BA English Complementary course discusses feminism with special reference to queer theory.
- **History department** offered an **open course** on *Gender Studies*. Every U.G. programme includes course on *Environmental Studies and Human Rights.*
- Cross-cutting issues like **professional ethics, etiquette, societal values and business ethics** are included in the **B Com** syllabus.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 3.24

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	7	6	6

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 24.7

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 122

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 87.32

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
207	214	145	177	166

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
250	259	172	188	179

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 83.45

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
42	44	40	41	39

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

17-04-2021 11:12:29

2.2 Catering to Student Diversity

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

Response:

The college implements effective measures to monitor the learning level of the students.

Orientation and Assessment Methods

- **Orientation Programme** is arranged for the first year students and parents to facilitate academic preparedness and to equip them to cope up with the changing trends in education system.
- **Entry level tests** are conducted for the first year students to measure their level of knowledge and appropriate skills
- **One-to-one Counseling** is arranged to have a better understanding of the students; to know about their strength and weaknesses.
- A **bridge course** is conducted for the UG and PG students in the beginning of every academic year to bridge the gap between the subjects at pre-university level and the subjects they will study during graduation. The syllabus for the course is framed in such a way that they get a general awareness on the syllabus, pattern of examination, semester system, scope and application and the expected outcome.
- Advanced and Slow Learners were identified and categorized by each department based on plus two marks, entry level exam, one-to-one-counseling during the bridge course and CIE.

Measures for advanced learners:

- **Enrichment Programmes** Advanced learners are encouraged to participate in Talent Search Examinations, Inter-Collegiate/University competitions like management meets, debates, quizzes etc. to develop critical thinking, problem solving abilities and presentation skills. Students are motivated to **attend and present papers in national seminars and conferences** which boosted up their confidence and updated knowledge. **Interaction with eminent personalities** help widen their vistas of knowledge.

- Advanced learners are motivated to attend **Massive Online Open Courses** that enrich their academic pursuits.
- **NET coaching** facility is provided by PG departments, and Commerce department prepared texts for the preparation of NET exam. In total, 11 PG students qualified NET exam.
- **Walk with a Scholar** programme, an initiative of Government of Kerala, provide necessary guidance and motivation to the students through internal and external Mentoring sessions.
- **Endowments** are instituted by the institution to motivate the bright and diligent students to maintain their scholastic excellence.

Measures for slow learners:

- **Remedial Teaching** is conducted by each department to reduce the knowledge gap between slow

learners and advanced learners.

- **Peer learning** is implemented where advanced learners assist slow learners in their studies and teaching skill is acquired for advanced learners.
- **Scholar Support Programme**is an initiative by state government to encourage the slow learners. It envisages extending support to students with timely assistance through internal and external mentoring sessions.

Measures for all Students

- The institution offers an effective **mentoring system** in which the mentors help the mentees in reducing stress and to bring them up to the mainstream.
- A dynamic **Career Guidance System** assists the students in choosing right career path. Orientation for higher education and soft skill development programmes are arranged.
- **Young Innovators Programme (YIP)** is another initiative for exposing the students to the cycle of innovation and to empower them to meet the emerging requirements.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 12:1

File Description	Document
Any additional information	View Document

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

Response:

Experiential Learning

- **Invited talks and seminars** on topics of core subjects, recent technologies and research areas besides career orientation to elevate the learning experience of the students.
- **Visit to centers of academic excellence**: Students of Department of History visited the **Kerala Council for Historical Research** and attended the **Public Interface Programme.** Interactions with renowned historians enlightened and widened their horizon of knowledge. The Students were given training on use of Archives and preservation of archival documents.
- **Fests:**The Intercollegiate Tourism Fests **PIONERO 2K20 & PIONERO 2K19** organized by

B.Voc(THM) has been a platform to identify the entrepreneurial and managerial skills of future professionals. Science exhibition **'SPEED 2K17'**of Physics department in association with ISRO has been a platform to exhibit their creativity and scientific temper. History Department organized 2- day fest **"Curios 2017**", an antique exhibition and a poster exhibition on industrial revolution.

- Department of History organized **Tribal visits,Heritage Walk and visits to Archeological and Megalithic Sites** to imprint the nuances of history in the minds of students.
- **Industrial visits/study tours, field visits and destination visits** were arranged toequip the students with firsthand experience, knowledge and exposure in their chosen fields.
- Stage performances on traditional art forms,**Kalaripayattu and Thamper**by Department of History and**Kaviarangu** by Department of Malayalam augment the experience of the students beyond the classroom.
- **Oral History Archives**is an initiative of the History to collect, record, and preserve the history of the nameless, marginalized and down trodden**,** who has never been part of the recorded or written history.

Participative learning

- **Quiz club, Debate Club and Women Cell**of the college organizes various programmes to mould the reasoning and verbal skills of the students through **participation in Quizzes, Debates and discussions.**
- **Manuscript Magazines**: Annual release of '**Historica**' by History department, **'Vaikhareeyam'** by the Malayalam department and **'Lightning Circuit'** a handbook that records the scenic beauty of the nearby tourist spots in Melukavu by Tourism department intensified the social perspectives students.
- **Knowledge Sharing Programmes**to Higher Secondary Students, Inter-collegiate as well as Inter-school quiz and PowerPoint presentation competitions conducted by the Physics department offered ample opportunity in participative learning.
- **Language Lab and Cultural Exchange Programmes**in which delegates from foreign countries interact with the students,enable the students to fine tune their communication skills.**'A Word a Day'** programme is initiated by the Department of English/Malayalam/Hindi to enrich the vocabulary of students.

Problem Solving Methodology

- The Institution nurtures critical thinking through book reviews by **reading club** and **Film club** activities**.** *Readathon*was an initiative of History department to reinforce the need of reading skill by spending an entire day on reading on national reading day.
- **HBC Radio o**ffers a platform `to enhance the vocational skills of the students by discussing, analyzing and evaluating the relevant issues that matter in a non-confrontational style.
- **HBC Cloud**, yet another initiative of planting trees in and outside campus, aims to develop environmental awareness and sensitivity.

- Under **Young Innovators Programme**, many of our students submitted their innovative projects.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The institution practices ICT enabled-teaching for networking and resource sharing. We follow a blended teaching-learning strategy with a combination of offline and online learning in which one compliments the other. We use ICT to support, enhance and optimize the delivery of information.

Course Content Delivery

- All the faculty use ICT to facilitate the teaching learning process. In addition, to offline mode, classes are offered through **LMS** like Moodle, Google Classroom, Edmodo and HBC YouTube channel.
- **Recorded Video Lectures** are offered through LMS and HBC YouTube channel so as to make the students capable of accessing it anytime and anywhere.
- **Video Conferencing Platforms** like Zoom, Webex, Google Meet etc. are used to facilitate effective communication and collaborations in the virtual classroom.
- YouTube lectures by experts and Film shows are provided for effective self-learning and better comprehension of the concepts.
- Tools like **Prezi, Edupuzzle and PPT** are utilized by the faculty to create interactive contents.

Assessment methods

- Teachers are using **online assessment tools** like **Google Forms**, **Quizizz and Edupuzzle** for quick evaluation and results. Through LMS platforms, online assignments and exams are effectively conducted. Assignments and Project works are submitted online and immediate rectification is noted. This method is convenient as it allows quick transmission despite geographical barriers. The grading process is transparent as the students can view the progress of their assignment.
- Interactive Applets/Simulations like **Virtual labs, Geogebra** foster real time interaction with users.
- Measures like, **PowerPoint Presentation Competitions** on World Ozone day, National Science day, Online Seminars etc. are adopted to ensure that our students stay ahead in this technological era.
- **Mobile App** developed by our student provides an interface to different resources provided by the college.

Virtual Training

- Teachers are well **trained on ICT enabled teaching techniques**.
- Faculty Development Programme on **Academic Excellence in Digital Era** hosted by the institution offered training on digital instructional methods. Many of our faculty had successfully completed various MHRD assisted FDPs on ICT enabled teaching for a rigorous personal and professional development.

- An **Orientation Programme** on LMS was conducted for first year UG students in order to familiarize them with the online teaching scenario.
- Our institution is a **Local Chapter of NPTEL** and many of our faculty and students successfully completed NPTEL's online certification courses and received their certificates.
- **Campus wide net connectivity** and the Digital library and E-resources like **N-LIST, DELNET, NDLI and access to British Library** and other online resources like **INFLIBNET** facility ensure access to e-resources. College library is fully automated with **Koha.**
- A well-equipped browsing centre and computer centre having a bandwidth of **100 mbps** are functioning effectively.
- Each Department is equipped with **computers and LCD projectors**.
- **G Suit** facilitates safe and secure use of Google tools in a reliable and compatible manner
- **23 (100%) Smart Classrooms** foster opportunities for blended learning
- **Advanced video conferencing facility** using interactive boards
- **Online Attendance System** through TCS to ensure reliability and accuracy.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 13:1

2.3.3.1 Number of mentors

Response: 38

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 98.39

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 25.09

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
10	8	10	9	8

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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

Response: 7.62

2.4.3.1 **Total experience of full-time teachers**

Response: 297

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The College strictly adheres to the prescribed guidelines of the Mahatma Gandhi University with regard to internal assessment evaluation. The continuous internal evaluation is based on four components- **internal examinations, attendance, assignments/seminar/viva voce,** with fixed weightages to each component.

Transparency

- The internal examinations are conducted by **Internal Examination Cell (IEC) headed by a Co-ordinator.** *Planning the time table, allotting class rooms, collection and sorting of question papers, valuation and the publishing of consolidated mark lists* come under the responsibility of this Cell.
- Monthly examinations and **two internal examinations** are conducted in each semester.
- **Question papers** for the internal exams are set at the department level according to the **pattern of University examination** and handed over to the IEC. The **venue** and the **date of the internal exam** will be **announced one week prior** to the exam.
- The **invigilation duty** for the teachers is allotted by the IEC
- The **answer scripts are valued on time and distributed** to students to ensure **transparency**.
- The distribution of valued answer scripts together with the discussion of question papers, enable the students to verify the fairness of valuation.
- Parents are informed about the performance of their wards through PTAs which are held after the internal exam.
- **CCTV Surveillance** in the examination halls ensures utmost transparency.
- **Assignment/seminar/viva-voce:** The University advocates one assignment for each course from I to IV Semester, seminars in V Semester and individual project and viva voce in the VI semester for every UG programme. **Assignment/seminar topics** are for each course is **given in advance and evaluated assignments are returned** with proper suggestions and grading.
- Each student is assigned with a project supervisor to give the necessary guidance and support.
- Online recording of attendance is implemented with the help of software **Total Campus Solutions (TCS)**. Monthly attendance statements and consolidated statement at the end of the semester are displayed on the department notice board.
- **Uploading internal marks to University portal:** Internal mark sheets of each course, **Form A** and consolidated internal mark sheets **Form B are published** in the notice board. The students are given provision to verify the internal marks and submit grievances. Online grievances submission form is available in the website.
- The verified marks are **uploaded to the university website** within the stipulated time after the three-tier process of verification at the faculty, HOD and Principal levels.

Robustness

- Internal examinations as per university pattern are held centrally under the invigilation of faculties with one invigilator to 30 students.
- To prevent malpractices, examinations are conducted under CCTV surveillance.

- The examination halls are opened only 15 minutes before the examinations.
- Invigilators are given proper instructions to monitor the examination process.
- The consolidated internal assessment marks are displayed in the department notice board.
- The students are given supplementary internal examination if they fail to attend the examination or if they want to improve their scores.
- Scribes are provided for differently abled students.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The College takes effective measures in identifying and resolving the difficulties and grievances faced by the students related to examination. A **three-level Grievance Redressal mechanism** is implemented in the institution to address the grievances of students, at **Department Level, College level and University level.** If the grievance is not resolved at the lower level, a student can approach the upper level.

Transparent and time bound completion

- Grievance redressal application form is available in the website for any time access.
- Students can also put complaints in complaint box outside the camera surveillance.

Department Level

- At the **Department** level, grievances are resolved by the HOD and concerned faculty.
- **Grievances** related to inability to attend examination on specified dates can be first presented to the HOD who directs it to the concerned teacher or department.
- Grievance regarding valuation are brought to the notice of the concerned teacher at the time of distribution of **valued answer scripts**. The discussion of question papers at the time of distribution of valued answer scripts offers a first chance for the student to **scrutinize their answer scripts in presence of faculty**. Grievances, if any, can be resolved at this stage.
- Slow learners are given chances of **supplementary examination**.
- In addition to this, **a progress report of internal examinations** is given to the parents in the class wise PTA. At this stage too students can raise their grievance, if any.
- Display of internal mark sheets of each course, **form A** and consolidated internal marks, **Form B** in the notice board gives provision for the students to verify their internal marks and ensures transparency.

College level

- Grievances are resolved through a **committee** constituting principal as chairman, internal examination cell coordinator and HOD of concerned department. The grievances which are not resolved at level one are redressed by a college level committee.
- If the grievance is not resolved at the lower levels, a student can approach the **University level**.

University level

- A **Committee** is constituted by the **Vice-Chancellor** as Chairman, **Pro-Vice-Chancellor, Convener - Syndicate Standing Committee** on Students Discipline and Welfare, **Chairman-Board of Examinations** as members and the **Controller of Examinations** as member-secretary.
- In response to a grievance, **a formal enquiry** will be conducted by a **duly constituted committee** and report thereon is submitted to University for redressal.
- Grievances are usually addressed and decisions are taken **within a week** at the primary level itself.
- The final documentation of the marks is done only after **hearing the grievances** from the students.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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.

Response:

As per the instructions of IQAC, each department in the College prepares Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (CO) in accordance with the prescribed syllabi and general outline published by the Mahatma Gandhi University, Kottayam.

Communication of POs, PSOs and COs to teachers

- IQAC organizes **brain storming sessions on outcome based education** to introduce the basics of preparing POs, PSOs and COs.
- **The college website** shares POs, PSOs and COs of all the UG and PG programmes offered by the college.
- They are also displayed on the Department **Notice Boards and College Calendar** issued every year.
- **Department meetings** are held at the beginning of every academic year to allocate courses and communicate POs, PSOs and COs to each of the faculty members.
- Besides, majority of teachers attended **Webinars on Outcome based Education** which helped them to know different learning outcomes such as knowledge and skills

Communication of POs, PSOs and COs to students

- POs, PSOs and COs of all the UG and PG programmes offered by the College are communicated through **Websites, College Calendar and Department Notice Boards**.
- The College organizes **Orientation Programmes and Bridge Courses** for the first year students at the onset of each academic year. The details of the programme such as nature, scope and application, syllabus, pattern of examination, expected outcome, PO, PSO and COs are communicated to the students through this platform.
- The **faculty members** communicate **POs, PSOs and COs** to the students and clarify their doubts while introducing topics in every Semester.
- **Curricular and Co-Curricular Programmes** are planned by the faculty to attain the expected PO
- **Exhibition** of PO and PSO of every programme **in front of each respective department.**
- **COs** of each course are **displayed inside the classroom** for better communication and understanding.
- The tests, assignments, seminars, projects and learning activities are **aligned to incorporate the attainment of COs and PSOs** envisaged in the Course plans and properly communicated to them.
- Each department has **published a handbook** of POs, PSOs and COs and they are communicated to the students through 'Google classroom' and Moodle.
- **Handbook of POs, PSOs and COs** is available on the table of Head of the Department.
- POs, PSOs and COs are displayed on the **website.**

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Past link for Additional information	[View Document](#)

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

Response:

The college designs and deploys POs and PSOs for all programmes and COs for each course. As per the instructions of IQAC Course plans (CO) are made by the faculty in charge in consultation with the HoD. Course plans facilitate learning and evaluation process by providing different Learning Activities for each module. Learning Activities including test papers are conducted so as to evaluate the attainment of the course outcome envisaged. The POs, PSOs and COs are evaluated through immediate and circuitous techniques.

Immediate Technique

The college gathers information on learning outcome through ceaseless evaluation methods like:

- Class tests for estimating COs
- Seminar introductions and classroom discussions
- Participation in field trips
- Performance in viva

- Involvement of students in club and support cell activities

The course plan additionally incorporates estimating scale of the learning activity. The accomplishment of every one of the PSOs and COs is done through a planning lattice technique through assessments, learning exercises and tasks. The matrix is made by figuring the degree to which a CO contributes towards a PSO. The inquiries for the assessments and tasks are outlined in accordance with course outcome and the achievement is surveyed from the appropriate response contents. The accomplishment of every CO is determined by the exhibition in the tests and assigned exercises. The general Course Outcome is determined by taking normal of rate achievement of appraisal and tasks. Registering all CO achievement empowers the appraisal of CO fulfilment.

Circuitous techniques

- Feedback collected from stakeholders every year through a structured format prepared by IQAC on CO and PSO attainment strategies.
- Analysis of feedback is conducted at IQAC level and subjected detailed discussion.
- The analysis output is referred to the College Council where the same is discussed in detail at the apex level. Based on the discussions, pragmatic suggestions are advanced to IQAC from where it is transmitted to respective departments for generating a new action plan for succeeding year for attainment of proposed learning outcomes,

The success rate is witnessed by the gradual increase in results obtained in each semester examination, placements and upward mobility of graduates.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 69.11

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
55	96	113	77	88

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
89	142	140	112	132

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View Document]
Upload any additional information	[View Document]
Paste link for the annual report	[View Document]

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.89

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document]
Upload any additional information	[View Document]

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 2

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	2	0

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

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

Response: 5.13

3.1.2.1 **Number of teachers recognized as research guides**

Response: 2

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 3.7

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	1	0

3.1.3.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
6	6	5	5	5

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

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

Response:

Realizing the need to provide an innovation ecosystem, college has initiated following activities to create an environment that encourages creation, dissemination and utilization of the knowledge.

- **Academic** expertise, exposure and research are promoted by encouraging faculty to publish research papers and books and to take up research projects.
- For **Oral History Archives**, interviews are conducted to collect and preserve local knowledge. Trainings are given through workshops on local and oral history and certificate course in **Theory and Practice of Oral History.**
- **DOTS Holidays** is a travel agency for tour operations initiated by B.Voc students.
- **HBC FM Radio** is an excellent platform to gain hands-on experience in radio broadcasting and to create their own shows and unique programmes.
- **HBC Students App,** developed by Jithin Johnson of III B.Com, is a smart-phone based mobile application that provides a mobile interface to different resources provided by the college.
- **Interface with Kerala Council for Historical Research, Visit to Kerala State Archives, Tribal settlements, Field Visits, Visits to Historical sites, Visit to TERLS, ISRO, Priyadarshini Planetarium and Heritage walks** expose students to the knowledge hubs, so as to instil curiosity, research mentality and practical skills.
- **Exhibitions** are organized by departments and cells. Antique exhibitions, Poster exhibitions on Constitutional Day, Gandhian thoughts and pictures, Space walk, Exhibiting science experiments , Arts and crafts exhibitions and Rural India Exhibitions were all hands-on experience to students.
- **Students initiatives** to expose their knowledge and talents come out through manuscript magazines like **Historica, Vaikhareeyam, Knowledge Album** and **Commerce Folio.**
- **Heritage Museum** maintained by Department of History is a treasure trove of traditional antiques.

- Optimum utilization of the lab facilities of the Departments of Physics and Chemistry are obtained through the making of **LED bulbs** (HBC lights), **Sanitizer and exhibitions.**
- **YIP**- Henry Baker College is a part this program from 2019 with institution ID.15621.
- **College has a registered Entrepreneurship Development Club** (E.D. Club). Club initiates the participation in the workshops on Personal Entrepreneurial Characteristics by KIED and Digital India Workshop by M. G. University. **Industrial visits** to the training units of Yamaha Royal Enfield at Kanjirappally, Kitex , Coir factory Alappuzha and Titanium Ltd. Thiruvanathapuram were conducted. **Excellentia 2017- Young Entrepreneurs Meet and the Cooperative Meet 2018** provide the opportunity to interact with successful entrepreneurs.
- **Skill Development Workshops by ED club, Women cell and Crafts club** on flower making, bouquet making, training in Cloth Painting and Tie Die making, cake making, vegetable carving and up cycling of bottles are conducted to enhance the skills, creativity and entrepreneurial capacity of students. Women cell facilitated girl students to **obtain driving licenses.**
- Organization of department level fests like **PIONERO 2K19, PIONERO 2K20**.**Curios, Speed 2k17,** Destination visits to various tourist centres, tour service internships, participation in Guiders Trade Mart and Best manager contest helped to enhance the managerial skills.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 17

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

2019-20	2018-19	2017-18	2016-17	2015-16
7	1	4	2	3

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during last 5 years	[View Document](#)
Any additional information	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 4

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 4

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 1

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

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.87

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
17	7	5	2	1

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 2.16

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 last five years

2019-20	2018-19	2017-18	2016-17	2015-16
15	12	19	10	23

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

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 last five years.

Response:

The college's initiative to provide resources and support to the neighbourhood communities and to maintain its social cohesiveness is imparted through various campus community connect programmes.

- To inform, educate and make people aware, campaigns like **Cyclothon, Monsoon Marathon, Anti-drug and anti- tobacco awareness rallies, Organ donation proclamation rally, Exhibitions,** *Amrutham Arogyam* **campaign on Life style diseases, Breast Cancer and Cyber safe awareness programme** were conducted. COTPA day and World Population day, Ozone Day, World Environmental Day, World Wild Life Day etc were also observed.
- **HBC CARE** reaches the community through the philanthropic activities of YRC, NSS and College Union. Frequent **visit to old age homes**, celebration of Christmas and new year with the sick and aged, providing money for one time and one day meal, *Padheyam a* programme to distribute mid-day meals to orphanage, support to **IndianBlind Association and Indian Red Cross Society**, providing study materials and cloths to the needy students of nearby schools are initiatives of the college. **Blood donation camps** and **Paliative Kudumba Sangamam** were organized in association with various agencies.
- The Green initiatives of the college fraternity is carried out through NSS in association with Melukavu Gramapanchayath, Kudumbasree unit, PHC Edamaruku and Haritha Kerala Mission. **3000** saplings were planted under **Pathumaram Padhathi . Mass tree plantations** in the premises of public places, Jaivam 17 and Suvarnam camps were conducted**. Bio Diversity Park** constructed at MDCMS School was a novel step admired by *Haritha Kerala Mission*.
- **HBC Cloud** is a novel initiative to carry our environment drive beyond the campus by planting and supplying trees outside the campus.
- Services of electric wiring and maintenance were rendered to households in **seven wards** of the Gramapanchayath. **Ward 12 of the Gramapanchayath** is adopted to ensure plastic free healthy environment and to promote responsible tourism. Construction of roads and houses were also undertaken in the locality.
- College extended services to flood hit areas in cash, kind and service. College fraternity has paid

Rs.7, 11,720 to CMDRF flood relief. Provisions, cloths and other necessaries collected through the collection centre, *Shoonyathayilekk Orukaisahaym,*were distributed and houses destructed during flood were renovated at Cheruthony.

- To reach the unreached, college fraternity provided food, blankets and dress materials to **Njandukulam tribal settlement**. A **library** has also been set up at **Kurathikudy tribal settlement**.
- **Hand Sanitazer and Masks** were produced and distributed to the public. **Covid Cell** initiated awareness quiz, short films, interview with a doctor and a video on mask making.
- **Knowledge was extended to public** through the workshops, exhibitions and intercollegiate programmes.
- **Job fair** was organized.
- **Unnath Bharath Abhiyan,** Organic farming and literacy awareness survey and ANERT survey were conducted.
- College responds to the national cleaning drive through **Swachh Bharath Abhiyan and Swatchhat Pakhwada. NSS took the initiative** of cleaning the Meenachil river bed project *Ininjan Ozhukatte*.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 2

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
2	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
e-copy of the award letters	[View Document](#)
Any additional information	[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 116

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
48	25	12	13	18

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 100

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 last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
494	452	416	413	394

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)
Any additional information	[View Document](#)

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 1

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	0	0

File Description	Document
e-copies of related Document	[View Document](#)
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document](#)
Any additional information	[View Document](#)

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 13

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

2019-20	2018-19	2017-18	2016-17	2015-16
8	3	0	0	2

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 4 - 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.

Response:

The Campus

College occupies 16 acres of campus. Only a portion of land is utilized considering further expansion plans.

Classrooms

There are 23 classrooms with Wi-Fi facility. All the classrooms have the basic amenities for an academic environment.

Auditorium/Seminar Hall

We have an A/C Auditorium with 137 seats and a Seminar hall with a seating capacity of 90 persons, equipped with audio-video facility.

Laboratories

The physics lab has a specialized electronics lab attached to it. The chemistry lab is well equipped for undergraduate studies.

Language lab.

We have a well-equipped language lab for with all the facilities are working in the college computer centre.

Computer lab

A well-equipped computer lab with 32 systems is there for the use of students. This lab is equipped with printers and photocopier.

Network Resource Centre

UGC Network resource centre has 20 desktops and a printer. It is Wi-Fi enabled and is for the exclusive use of students.

Heritage Museum

It is treasure trove of antique collections.

Commerce Laboratory

In order to provide commerce students with experiential learning, we have set up a commerce lab.

SMART Classrooms

We have 23 classrooms and all are equipped with LCD, out of these 9 have multimedia projectors and can be used as smart class rooms.

Wi-fi enabled campus.

Internet is available throughout the campus. Four broadband connections with a speed of 100 Mbps with multiple service providers are there on the campus

Library.

A fully automated library with KOHA version 19, have 318.31 square meters and 16,002 books. Besides, there are reference books, digital library, access to E journals, a book shelf relating to tribal studies and history of Melukavu, Henry baker collection (19th century). There is kiosk to search books, a printer, photocopier and 5 PCs. The PG students have separate area for reference.

Parlour.

A fully furnished and air-conditioned parlour can seat 22 people. There is an Android smart panel of 73 inches, a high-definition wide-angle web camera and microphones for video conferencing.

College office

A well-furnished automated office with cubicles caters to the requirements of students. A dedicated staff available for all informational requirements of students.

Care for "differently-abled"

The campus is differently-abled friendly with ramps to access the library and classrooms and the campus boasts of a dedicated toilet with wheelchair access.

Safe drinking water

The water coolers connected to water purifiers provide safe drinking water. Water purity is tested in government laboratories.

Safety of students

There are required number of fire extinguishers in each block for ensuring the safety of the students. Hand rails are affixed where ever necessary and campus is under CCTV surveillance.

Co-operative Store.

We have a co-operative store where students can purchase textbooks, notebooks and stationery at reduced price.

Reprographic facility.

We have the photocopying facility in each block.

Canteen.

A well-furnished canteen can accommodate 70 students in the campus.

Dedicated Parking space

There is a dedicated parking space for staff and students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Sports, games and cultural activities are an integral part of the development of students. We have all provisions for sports and arts. For sports and games, we have a football ground which can play sevens football. On the same ground, we do have a hundred-meter track for athletic events. We have a long jump and high jump pit.

- **College Sports ground**.

We have 4 track 100 meters ground for athletic events. Along with this, we have a long jump and high jump pits. We are conducting field events like javelin throw, discus throw, and shot-put in this ground. This ground is used by our teams for practicing cricket and football. The sports ground is used by Melukavu panchayath for panchayath level sports programs and for football tournaments.

- **Multipurpose Indoor Stadium**

We have an indoor court constructed with UGC Financial assistance. It does have wooden flooring which can be used for playing shuttle badminton. At the far end of the indoor court, we have a facility for playing table tennis. We have one standard table tennis board. We are providing a training facility for wrestling for our wrestlers with the required mats and other equipment for wrestling.

- **Yoga training**

For the past two years, we impart yoga training for boys and girls to develop discipline and inner strength. The multipurpose indoor hall and auditorium are used for this.

- **Gymnasium and Health club**

We have a well-equipped gymnasium for our weight lifters, wrestlers, athletes and other students. The gymnasium has multi-gym machines, barbells, and different weights.

- **Volleyball ground**.

We have an outdoor clay volleyball court as per standards for our volleyball players. The court is used by the volleyball team as well as the casual game enthusiasts.

- **Cultural activities.**

We have a full-fledged auditorium that can seat around 350 students. All the major functions and cultural activities are taken care of in the auditorium. During the college annual cultural competitions, other venues like the seminar hall and few classrooms are used. The open area in front of the auditorium is used for flash mobs and other programs that require an open area.

- **Teams for sports competitions at the university level**

The college sends teams for sports competitions at the university level. The college team participates in intercollegiate volleyball, cricket, and wrestling, and weightlifting championships for consecutive years. Our wrestlers and weightlifters have won in different categories in intercollegiate championships. We also represent at the intercollegiate arts festival conducted by Mahatma Gandhi University, Kottayam.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 25

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

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 3.71

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
6.45	2.04	0.60	0.52	2.72

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The college follows a centralized library system and has more than sixteen thousand books and journals from different subjects including reference texts. The Henry Baker collection contributed by Henry Baker family from United Kingdom has some rare magazines and books from 19th century. The books are not limited to the subjects taught in the college, but it ranges from theology to philosophy. To keep up modern times, the library is fully digitalized except for entry gate register. The students can have access to electronic journal's and electronic books through digital library. The library functions from 9 am to 4.30 pm from Monday to Saturday. Saturdays are considered to be maintenance days. The digital library can be accessed by staff and students anywhere from the campus.

Area of library	Seating capacity in reading room.	Books	Journals subscribed	Magazines	Newspapers	Reference books	Software
318.31 sq meter	80	16002	12	24	11	551	KOHA V

Facilities provided by the library

INFLIBNET/IUC Facilities

- N-list facility available
- Books in reference section (551)
- Service provided to public on request
- D LINK, British Library membership

Reprography

- One station functioning during all working hours

Information deployment and notification

- Display of new books in new arrivals rack

Digital Library

- 5 computers with internet connectivity
- Used free of cost by staff and students during working hours
- The digital library can be accessed by staff and students anywhere from the campus.

Printing

- 1 printer. Nominal charge for printing per page from students

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	[View Document]
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document]

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.41

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
1.89	0.00	0.059	0.058	0.057

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document]
Audited statements of accounts	[View Document]
Any additional information	[View Document]

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 8.24

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

Response: 44

File Description	Document
Details of library usage by teachers and students	[View Document]
Any additional information	[View Document]

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

- The campus is Wi-Fi enabled campus. All the departments can access the internet which is helpful for teachers and students to enhance their knowledge at their convenience.
- We have Twenty-three classrooms with LCD projectors. Out of these, nine are interactive classrooms where lectures can be recorded.
- There are two seminar halls, one airconditioned with LCD projector and audio equipment which can seat 137 persons and the other non-airconditioned with wide-angle projector and audio equipment's and e podium facility. This auditorium can seat 90 persons.
- The institution has a well-maintained website that gives complete information about the events that are happening in the college.
- The student's attendance is also taken using an attendance management system through mobile phones. Reports can also be made through this system and SMS alerts are sent to parents about the absence of students in the class on first hour itself.
- We have four broadband connections with a speed of 100 Mbps, with multiple service providers.
- We have a well-established computer centre with 32 computers with a licensed version of Microsoft products.
- The college is an authorized testing centre of Microsoft office specialist CERTPORT
- The computer centre provides training to students on Tally, Microsoft office, and web designing. The computer centre has a broadband connection with 100 Mbps speed.
- The students can use the facilities of the computer centre from 9 am to 4.30 pm every working day.

- There are a photocopier and printer facility for students. This facility is free of cost for all students. Two staff members are responsible to run the computer centre.
- Network Resource Centre funded by UGC is also having 15 systems with printer facility for the use of students.
- In this, we have15 fully functioning desktops with a broadband connection of 100 Mbps. We also provide a printer in case the students want to take a print out.
- The library is fully automated with KOHA version 19. There are 5 desktops for digital access to electronic resources. There is also a kiosk for searching books in the library and bar code readers.
- The College has automated office operation. The attendance system and the communications to teachers are given through emails and other electronic media
- There are different WhatsApp group for teachers and students so that the head of the institution, the teachers, and the students are in constant touch.
- We also have a generator with a capacity of, with 25 KW which can power the entire college. College is fully powered by solar energy.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 10:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 4.22

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

2019-20	2018-19	2017-18	2016-17	2015-16
4.30	0.67	0.30	0.20	7.76

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

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.

17-04-2021 11:12:47

Response:

- There are established systems and procedures for maintaining and utilizing physical, academic, and support facilities – laboratories, sports complex, computer classrooms, etc.
- The college management ensures the campus is spic and span round the year.
- The Management appointed two cleaning staff on daily wages to clean and maintain the campus. The entire campus, classrooms and toilets are cleaned every day by them. The Kirby garden and the lawn are mowed once a month.
- The office annexure is taken care of by office staff as they vacuum the entire annexure daily. Water Tanks are cleaned every month. To support the cleaning staff, dustbins are placed in every nook and corner. so that littering the campus is not allowed under any circumstances.
  - Two sanitary napkin incinerators are also attached to the girl's toilets.
  - Tri-coloured waste bins are used to segregate and manage waste.
  - A *thumboormuzhy model* of waste plant is installed in the campus.
- To protect the campus, management appointed a Security on a monthly wage's basis. Closed-circuit cameras are installed for surveillance of campus 24/7. The solar-powered lamps will light up the campus during the night.
- The electrical Gadgets like the water filter, water cooler, photocopier, LCD projectors, and generator are under annual maintenance contract (AMC). Electrical and plumbing needs are taken care of on a need basis.
- The furniture and fixtures are routinely checked by the staff and repaired during the semester break.
- The buildings including the auditorium and seminar hall undergo routine check-ups and maintenance during the annual summer break.
- Computers are under Annual Maintenance Contract (AMC) and software are updated regularly. The entire work is co-ordinated in the college office.
- The library advisory committee will take decisions about the purchase of books and prepare the budget. The committee also takes decisions about fees and fines in tune with the general policy guidelines of the college. The reading area of the library is cleaned regularly by the cleaning staff. The books are vacuumed every week by the library assistant. Damaged books are repaired, if repairable on an annual basis. The 5 computers and photocopier in the library are also under AMC.
- The needs of the various departments are prepared annually and submit to the principal and the principal in consultation with the planning board approves and purchases the goods required by the various departments.
- The college canteen is also under contract. The canteen is run by two lady staff, which is a positive thing. On the one hand, we could provide homely food and on the other, this helps the ladies to get a regular income.
- The college volleyball court, sports ground and indoor stadium are cleaned routinely. Moreover, the volleyball court and college sports ground are prepared during the annual sports matches.
- The overall cleanliness of the institution is taken care of by the support staff with the collective effort from staff and students

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 68.61

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
274	279	303	308	309

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 3.5

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
18	19	19	19	2

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

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

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 23.08

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
199	82	72	79	81

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 11.31

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	8	26	15	25

File Description	Document
Upload any additional information	[View Document](#)
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years (Data Template)	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 88.71

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 110

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 26.9

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations*, etc.)***) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	2	5

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
15	14	13	10	10

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

counted as one) during the last five years.

Response: 11

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) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
4	7	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

Henry Baker College, Melukavu has a well-organized Student Council elected through the parliamentary mode as stipulated by Lyngdoh Commission and guidelines of Mahatma Gandhi University, Kottayam. An Election Committee formed for the purpose conduct the election under the close monitoring of the Discipline Committee.

The institution has a mechanism for constituting a Students' Union every year.

- The dates for filing the nominations and the day of election are declared by the University.
- The college authorities ensure strict adherence to ethical practices during the entire process of the election in the parliamentary system.
- In the first phase, two class representatives are elected from each undergraduate class and one from each postgraduate class.
- In the second phase, these class representatives elect the office bearers for the College Union.
- The College Union has a Chairperson, Vice-Chairperson (exclusively reserved for female students), General Secretary, Magazine Editor, two University Union Councillors, two Lady Representatives and Arts Club Secretary besides the degree representatives for each year and a PG representative.
- The Principal administers the oath to the elected members. The Principal act as President of the College Union and one member from the faculty is nominated by the College Council as staff

advisor to monltor the activities of the College Union

.

The College Union kick off after the oath taking and elected body nominates representatives to the Students' Grievance Redressal Cell Sports Committee and the IQAC etc. The Students' Union and Sports Committee are active in conducting arts and sports festivals. They also play an active role in coaxing students towards participating in intercollegiate fests, University, State and National level cultural and sports events.

The IQAC ensures that there is students partcipation in all the decision making/implementing bodies. .

- The students union is in constant interaction with the teachers and the Principal. Students parriplation is ensured in all committees like Anti Narcotic Cell, Anti Ragging Cell, Internal Compliance Cell, Discipline Committee etc.
- Students hold key posts of Volunteers in NSS.
- The College Magazine is an initiative of the College Union to showcase all talents of the students.
- Students are the Co-ordinators and active members in all the clubs,cells and other supporting bodies.

Open House

The Student Forum, consisting of Council Members, Secretaries of Clubs and Class representatives is held twice a semester and the students have the opportunity to openly express their views, needs and requirements.

Representatives in Academic and Administrative Bodies

The Students have representation in many ad-hoc committees. The feedback given by the students in academic and administrative aspects has been incorporated in the teaching-learning process.

Leadership Training

As an IQAC initiative, it is an institutional practice to train student leaders for effective leadership and management.

Roles and responsibilities

The Students frequently meet the Principal and Staff Advisor on all matters regarding College activities. The College Union assists in maintaining campus discipline, organizing general assemblies, planning and execution of college events and various celebrations.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 12.4

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
20	11	14	09	08

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)

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

Response:

Henry Baker College Association is registered under the *Societies' Registration Act*. Its mission is 'to build a Society/ network of Henry Baker Alumni and to contribute to the personal and career development of the present and passed out students'.

The Alumni Association of the college functions at the College level and at the Departmental level. At the college level, the association is called **OSA** (Old Students' Association). All the departments have their own alumni groups. OSA is an active and functional body which involves itself proactively in the activities of the college. Besides, the **annual meeting** scheduled on the 26th of January is attended by a large number of members

The alumni **regularly visit the college** to interact with the present students to share their experiences, successes and failures. The department alumni associations meet regularly. There are other associate alumni sponsors. During the **flood relief camp**, the alumni actively involved themselves in service, coordination and donation of cash and provision. They organize **farewell programmes for retiring teachers** and **pay homage to the departed members** of the College community by attending funeral

services, placing wreaths, conducting memorial meetings etc.

The alumni extend their generosity and support to their Alma Mater both **financially and non-financially**. Alumni Sponsored/Supported Heritage Museum-the functioning of the Heritage Museum of the College is **fully sponsored by the HBC History Alumni Association**. Our alumni also render their expertise as **resource persons for Seminars/Conferences** and Association meetings. The Alumni Association has initiated various Scholarships for Students

The significant highlight of the Association is the **Kirby Garden– which was fully sponsored** by an alumnus of Commerce department.As part of the outreach activities, the alumni have **conducted various sessions for the students of rural schools** on language proficiency, employability skills like basics of computer, healthy food habits, personal hygiene, arts and crafts.The subscription amount from Association and the Corpus Fund/Endowment fund is utilized for **scholarship to the poor and first generation learners**.The college values the **feedback of alumni** on its academic function. It is a regular practice to collect feedback on curriculum, teaching methodology and support services.

- Throughout the period, alumni association took initiatives to conduct a wide variety of **career orientation** classes, life skill trainings etc.
- The prominent alumni visit the college as **resource persons** in both academic and non-academic matters.
- A **get together of families** are conducted every year to strengthen the bond of relations.
- During the **flood relief** camp, the alumni actively involved themselves in service, coordination and donation of cash and provision
- Alumni Sponsored **Heritage Museum** of the College is fully sponsored by the HBC History Alumni Association.
- Our alumni also render their expertise as **resource persons for Seminars/Conferences** and Association meetings.
- The significant highlight of the HBC Alumni Association is the **Kirby Garden**– which was fully sponsored by an alumnus of Commerce department
- Every year Alumni sponsors students and provides **freeships and scholarships** for deserving students. These are distributed on the merit day of the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 6 - 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

Response:

MOTTO: FROM DARKNESS INTO MARVELLOUS LIGHT

The College aims at imparting education so that people may be liberated from the darkness of ignorance to the dawn of knowledge.

VISION:

To be a centre of higher education imparting qualitatively high, socially relevant and holistic education to all without discriminating anyone on the grounds of caste, religion or gender.

MISSION :

To liberate young men and women from the darkness of ignorance to the dawn of knowledge and wisdom through value-based education.

- Towards realizing the vision of holistic education, the college upholds Christian values and secular principles. Under a democratic leadership, the college strives hard to live out its commitments by strategic initiatives in tune with its vision and mission.
- Admission is open to all irrespective of their caste, religion, region and economic strata.
- Ample opportunity is provided to Christian Minority students and marginalized communities, to infuse in them a spirit of urge for knowledge and social commitment.
- Special consideration is given to SC and ST's in the surrounding places to prepare them physically, mentally and spiritually.
- The institution motivates the students to avail the best higher education opportunity leading to research, social welfare and nation building.
- The Manager of the College, the College Governing Body, the Principal, Staff Council, IQAC and various statutory and non-statutory committees endorse the Democratic leadership by participative decision making. They formulate broad policies and plans for the college.
- The Principal ensures smooth functioning of the college, with the support of the Staff Council.
- The institution endorses participative management by delegating the staff and students in several clubs/forums formed under the headship of teachers. Students are delegated as joint coordinators of all clubs and cells as well as other curricular/ co-curricular activities of the college.
- The management provides **Orientation Programmes** for the new teachers and students at the onset of every academic year to infuse in them the core values and objectives envisioned by the institution.
- **Remedial Coaching and NET Coaching** for the students, especially those belonging to SC/ ST /OBC and minorities are commendable.
- NSS, YRC, Students' Union and other clubs organize several **Campus- Community** programmes to mould the students socially responsible.

- The institution provides the students an opportunity to learn in a multicultural context and respect all cultures, through the **International Linkage Programme, with Albert Schweitzer School, Alsfeld, Germany and English Volunteer Service by Birch Hall Centre for Learning, Kirby, England.**
- For the holistic development of the students, the institution devised a plan- **Aspire 2K20,** to ensure the active participation in Sports and Arts events at the University level.
- To promote sustainable development and preserve the nature IQAC instigates a cluster of initiatives named **Green Campus Drive.** It includes Green initiatives like **HBC Cloud, Green Audit, Tri-Colour Bin, Biodegradable Waste Plant, Plastic Crushing Unit, Solar Panel, Rainwater Harvesting and Well Recharging** along with **Vegetable garden, Herbal Garden, Nakshatra Vanam and Butterfly Garden.**

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The institution endorses a successful, decentralized and participative management mechanism as all the activities are planned and executed with proper discussion with all the stakeholders.

Case Study:

Aspire 2K20 is a collective effort taken by various stakeholders to realize the goal **The Active Participation of Students' in Sports and Arts events at the University level**. The participation in arts and sports events was less before 2017-18. The Student's Union expressed their desire to participate in the University competitions. The PTA meeting also raised concerns and they suggested to provide fine training and opportunities to those who excelled in School Level Arts and Sports events. The Principal directed IQAC to chalk out a **plan** for enhancing the student participation in the University level arts and sports events. The IQAC initiated a **Talent Hunt** for the first-year students, identified gifted students and provided special coaching. Along with it, the IQAC devised a plan to develop the infrastructure for physical training, wrestling, weightlifting, table tennis, football, badminton and chess. The Principal discussed the plan with Staff Council, approved it and forwarded to the Governing Body for implementation. The Governing Body, being very keen and vigilant in the academic as well as the non-academic activities of the college, thoroughly examined the plan and approved it. The Management disbursed the financial support and a new faculty was appointed in the Department of Physical Education. One of our Alumni gave special physical training to students. For the effective execution of the plan, teacher co-ordinators and student co-ordinators were selected. As a result, the participation of the students in Arts and Sports Events in the college significantly increased in the last two years. More than 60% of the students actively partook in college Arts and Sports Festival. The toppers in various events were selected for the University Youth Festival and Sports Meet. In Sports, the students participated in tournaments and

games at district and state levels and also in University and Intercollegiate Athletic Meets.

In 2018-19:

- **Four gold, one silver and one bronze** in *Under 23* District and Senior State Wrestling Championship and Junior District and State Wrestling Championships.
- **Silver and bronze in M G University Intercollegiate Wrestling championship**
- **Silver** in the Body Building Championship
- **Gold and silver in Senior District and State weightlifting Championship**.
- Bronze and silver in Power Lifting and Weightlifting
- M G University Youth festival, participated in 22 individual items and 4 group items.

In 2019-20:

- Five gold and one bronze in Senior and Junior District & State wrestling
- Two Bronze in weightlifting Senior State/District
- First prize in M G University Weight lifting and silver in the District level Body Building.
- Participated in games and tournaments outside the campus
- Won Ever Rolling Volleyball Trophy during the academic year 2018-19 and 2019-20 besides participation in sponsored tournaments.
- 43 students from our college participated in various events at the University Arts festival and bagged 4 A grades. Thus, **Aspire 2K20** illustrates how various stakeholders of the institution will work together to realize its goals.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

A Strategic Plan is prepared for every three years under the supervision of a Strategic Plan Committee constituted by the Staff Council. It delineates the detailed plan of action cutting across different sub-units of the college, highlighting various key result areas under seven criteria of accreditation. College has a proven system to plan, implement and monitor our green initiatives. One of the activities which was successfully implemented in the campus based on the strategic plan is the implementation of **Green Campus Drive.**

Henry Baker College, Melukavu is situated in a captivating landscape of 16 acres. The enchanting green Campus bestows an ideal ambience for the students to pursue their studies. For preserving its nature and resources, the IQAC instigates "**Green Campus Drive,**" a cluster of initiatives and innovations taken by

the institution to sustain an eco- friendly campus.

H B C Cloud is a tree plantation drive launched on 16th October 2019, which upholds the noble mission of making our nature green and serene. Its activities include planting saplings of trees inside the campus as well as outside the campus. There are a significant number of tree planting events organized under the drive during the year. Henry Baker College, in collaboration with Tropical Institute of Ecological Sciences conducted a **Green Audit** during the academic year 2019-20. It evaluates water, energy, waste management and bio-diversity components in the campus. For **Conservation of Energy**, the college switched over to LED bulbs. College has installed solar panel and is fully powered by solar energy. **Tri-Color Bin**: The concept of the Zero - Waste Campus is realized with the implementation of Tri- color Bin. Tri colored bins are placed in different places on the campus for collecting waste. The green colored bin is used to collect biodegradable waste. The blue colored bin is used to collect dry or recyclable left over. It includes waste like plastic covers, bottles, boxes or chocolate wrapper and paper waste. Black bin is used to dump hazardous wastes like blades, bandages, CFL, tube light, batteries, etc. This initiative encourages the students to keep their campus clean by dumping waste in the appropriate bin. We have a **Thumboormuzhy** model compost plant in campus in which biodegradable waste is converted into manure. **Plastic crushing unit** in the college is used for crushing the plastic wastes collected from the college and also from the houses of Melukavu Panchayath. **Rainwater Harvesting and Water Recharging** are powerful initiatives taken by our college for conserving and storing rain water for later use. **Bird Water Feeders** are placed in different places on the campus. Moreover, the institution encourages **Organic Farming** and every available bit of land is used for Green initiatives like **Herbal Garden, Nakshatra Vanam and Butterfly Garden.** As a result of the Green Initiatives, the college received Universal Records Forum. **Global Award for "Eco Friendly Campus.** " The Eco-friendly campus grants an institution the opportunity to unite education and ecofriendly culture in order to develop new paradigms of sustainable living.

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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.

Response:

College has a clear-cut hierarchical structure with Governing Body as apex forum for realizing the vision and mission.

- **The Manager**

The governance and management of Henry Baker College, Melukavu, which is a minority Educational Institution, are anchored by Henry Baker Educational Society of the C.S.I East Kerala Diocese. The Bishop

of CSI East Kerala Diocese Rt. Rev. V S Francis is the present Manager. The Manager, the appointing authority of the college, takes keen interest in the administrative and academic actions of the institution. He ensures that all strategic plans and policy decisions of the college are well aligned with the stated mission of the institution.

- **College Governing Body**

Under the effective leadership of the Manager, the institution is governed by College Governing Body consisting of 8 members including the Principal and Bursar of the college. It is the policy making apex forum of the institution. The Governing Body convenes regularly to make decisions in tune with the timely needs of the institution. It designs and develops quality policies and plans to comply with the guidelines issued by the University and Government from time to time. It also develops the action plans of the institution through need analysis.

- **Principal**

The Principal, the Chief Executive and the Chief Academic Officer of the college, manages the major administrative tasks and supervises all students and teachers. He ensures whether all the action plans are implemented to meet the timely needs of the college and various stakeholders.

- **Staff Council**

The Staff Council is constituted for the academic year as per the Statute (Chapter 23, item 20) of Mahatma Gandhi University. The Staff council consists of the Principal, all Heads of Departments, IQAC Co-ordinator and two nominated members from the faculty and representative of non-teaching staff. The Staff Council supports the Principal in the day-to-day administration of the institution and co-ordinates diverse co-curricular and extra-curricular activities in association with the College Union.

- **IQAC**

The IQAC is formed under the chairmanship of Principal to bring a quality culture in the institution. IQAC convenes meeting every month for discussing quality related issues and suggest strategies for improvement. IQAC has a general co-ordinator supported by one representative from each department.

- **Heads of Departments**

Heads of Departments monitor the academic progress of the Department. Class tutors are assigned for all classes to ensure the curricular and co-curricular growth of the students.

- **PTA:**

PTA consisting of teachers and parents, endorse a healthy rapport to ensure a conducive academic environment in the college.

- **Statutory Committees and Cells**
    - SC/ ST Cell
    - Minority Cell
    - Grievance Redressal Cell

- ○ Internal Complaints Committee
- ○ Anti- Ragging Cell
- ○ OBC Cell
- ○ Right to Information

- • **Other Committees and Cells**
  - ○ NSS
  - ○ School Protection Group
  - ○ Anti- Narcotic Cell
  - ○ Ethics Committee
  - ○ Electoral Literacy Cell
  - ○ Mentoring and Counselling Cell
- • **Service Rules and Procedures**

We strictly follow the service rules in accordance with the UGC/ State Government/ University norms. Appointments are carried out in accordance with the norms of the UGC and the State Service Rules.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

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

Provide the list of existing welfare measures for teaching and non-teaching staff within a maximum of 500 words

The college provides the following welfare schemes for the staff:

- **One Day Academic Retreat:** The management organizes one day Academic Retreat (FDP) for the teaching and non-teaching staff of the college at the beginning of every academic year.
- **Library facilities:**

  ○ Concrete suggestions of teachers are duly considered while selecting and purchasing/ subscribing books/ journals for the college library.
  ○ Separate Section for Teachers in the College Library.
  ○ Reference Books can be borrowed for overnight reference.

- **Financial aid** is provided to the needy teachers for participating in Academic Retreats/Orientation/Refresher/ Workshops /Seminars.
- Free **Medical Health Check Up** for Teachers
- Two-wheeler and Four- Wheeler **driving classes** are provided for the staff members.
- A well-equipped **Staff Recreation Room**
- Well maintained **Staff Rest Room**
- **Separate washrooms** are provided in all blocks for teachers.
- **Separate vehicle parking facility** is available for the staff members.
- **Residential facility** is available for lady staff in the girls' hostel.
- The teachers who make outstanding academic and non-academic achievements are honored duly in the **Excellence Day Celebrations.**
- The **UGC Network Resource Centre**, established in the college caters the faculty for furthering their capacities in the use of multimedia learning activity.
- **Computer and internet facility** are provided in the departments for the teachers.
- The **co-operative store** provides study materials and stationery materials to the teachers as and when needed.
- The **college canteen** provides healthy and delicious food for staff and students at affordable prices in a hygienic atmosphere.
- **Quality of water** is tested in the government lab and safe drinking water is provided to teachers and students.
- **Fitness Centre**: The department of physical education maintains a well-equipped Fitness Centre for the teachers and students. It also provides opportunities for recreation, sports and games.
- **Indoor Stadium**: Staff Members can use the facilities of indoor stadium for recreational games and sports like football 3's, table tennis, indoor cricket, badminton etc.
- **Staff Association** ensures the welfare of all staff members of the college.

  ○ The Staff Association organizes occasional tours for the teaching and non-teaching staff.
  ○ The Staff members are honored with memento at the time of retirement.
  ○ Get together of staff members and retired staff members is facilitated during the Onam/Christmas

celebrations.

- The college installed **CCTV cameras** for ensuring safety and security of staff and students in the campus.
- The entire staff is covered under **Group Insurance Scheme**.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 99.44

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
40	39	35	34	34

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 5.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
7	6	4	4	5

File Description	Document
Upload any additional information	[View Document](#)
Reports of Academic Staff College or similar centers	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 9.13

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

2019-20	2018-19	2017-18	2016-17	2015-16
8	3	3	1	2

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

Institution has a systematic approach to performance appraisal of both teaching and non-teaching staff. The exercise is fruitful in monitoring and assessment of the performance based on prescribed criteria concerning different facets of performance. This system being a corrective process offers opportunities to increase the threshold level of employees by identifying, analyzing and overcoming problem areas if any.

Self-Appraisal form for teachers

- A self-appraisal form which provides annual performance of teachers is collected yearly in the prescribed format of UGC.
- It comprises profile, curricular, co-curricular, and extracurricular as well as research activities of the teacher.
- It is verified and attested by the Head of the Department and the Principal.
- Principal holds confidential meetings with the teachers and provides suggestions for the academic enhancement.

Annual Confidential Report:

- As directed by the Manager, an annual confidential report is prepared by the Principal in the prescribed format and submitted to the Manager.

Teachers Diary:

- Teachers Diary is maintained by all teachers to record their academic activities as well as curricular and co-curricular activities.

Daily Work Sheet:

- Daily Work Sheet is prepared by the Department as per the directions of IQAC. It registers the daily duty engagements of the teachers.

Self-Appraisal form for non-teaching staff:

- A Self-appraisal form of Non-teaching staff, which documents their activities, is collected annually.
- Principal reviews their performance and conducts personal meetings for assessment and provides suggestions for the improvement.

Duty Register of non-Teaching staff:

- The Head of the administrative section of the college maintains a **Duty Register** for the non-teaching staff to document their assigned duties.
- The Principal regularly checks the duty register and offers necessary suggestions.
- There is a duty register for the cleaning staff also, which is duly checked by the Principal.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institution conducts **internal and external financial audits** regularly.

The prime financial sources of the college are funds from The Government of Kerala , Grants and special funds from the UGC, Project funds from the UGC, University Funds for conducting examinations, Seminar Grant, PTA, Alumni, Endowments and Scholarships for the students, Fines collected from the staff and students, Tuition Fee and Hostel Fee collected from students, Development Grant from the Management, Govt. Grants for NSS/WWS/SSP, Financial assistance from MP/MLA and contribution from teachers used for common special needs of staff and students.

Financial Audit of all Funds: HBC's five levels of audit of accounts are:

Audit by External Chartered Accountant: The accounts are audited by a Chartered Account at the closure of every financial year. The audit report issued by the auditor with utilization certificate and all the accounts which have been approved are submitted before the Staff Council of the college and Diocesan Executive Council.

Audit by Directorate of Collegiate Education: Every year, The Directorate of Collegiate Education, Trivandrum through the Audit Team of Deputy Directorate of Collegiate Education, Kottayam conducts periodical audit of books of accounts of the Institution.

Audit by Accountants General, Kerala: The Accountants General, Kerala also conducts their periodic audit of the Institution. Their suggestions and directions are also incorporated for the utilization of the funds.

Audit of HBC Co-operative Society by DCA: The Auditor of Directorate of Co-operative Audit (DCA), comes under Assistant Registrar (Co-operation), Pala conducts Audit of "The Melukavu HBC Co-operative Society" after the closure of every financial year.

Internal Audit: The Internal Auditor, appointed by the Treasurer of CSI EKD in consultation with the Diocesan Executive Council is entrusted to examine the effectiveness of all levels of management resources in compliance with established plans and policies

Audit Review Meeting and Settling Audit Objections

An audit review meeting is conducted at closure of every audit. In the Audit Review Meeting HBC Staff members and the Audit Team discusses the pros and cons of the accounts audited and adequate measures will be taken for settling audit objections if any.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

HBC's Resource Mobilization Policy serves to realize different means of financial resources available for various programs, for the efficient utilization and management of funds. The policy facilitates to widen our resource base for the attainment of our long-term and short-term goals adhering to our strategic plan. The following are the procedures for the efficient collection and utilization of funds.

- The Staff Council is assigned to manage the optimal utilization of the funds for the smooth functioning of the Institution.
- The Diocesean Treasurer (a member of the college Management) in consultation with the Diocesan Executive Council monitors the management of funds contributed by the Management and thereby ensures transparency in the process.
- The Internal and External Auditors are appointed by the Manager of the institution.
- The management of all funds would be as per the recommendations of College Staff Council, Campus Planning and Building Committee (CPBC) and UGC Committee Coordinator (if applicable)
- Necessary funds are granted to meet the infrastructure development of the institution.
- The management provides financial support for seminars/ /expert talks/ /Faculty Development programmes.
- The college shall provide Scholarships and other complimentaries to the deserving students
- Provident fund (PF) and Employee State Insurance (ESI) benefits shall be provided to HBC staff.

The major sources of income of the college are the following.

- Funds and Grants from UGC: UGC is one of the major sources of funding for the developmental activities of the institution. It provides grants for the infrastructural development of the college, Minor Research projects, Faculty Development Programmes and new courses.
- Fees from the Self-financing course is used for employee cost, daily overhead expenditure and maintenance.
- PTA funds are utilized for conducting internal examinations and conducting excellence day celebrations. It is also used for providing medical aid, free meals and uniform for the needy students. The expenditure for participating in the cultural activities and sports events are also paid from the PTA fund. A share is provided to all departments and clubs for their activities. In short, the entire amount has been used for the wider benefit of the student community.
- From the government of Kerala, the college receives grant in aid for salary.
- Endowments and Scholarships instituted by the retired teachers and alumni are awarded to the meritorious students.
- Grant in aid from KSCSTE for conducting seminars.
- Tuition fee collected from the students
- Hostel Fee collected from the students
- College Development Fund
- Alumni contribution for several projects of the college.
- Govt. Grants for NSS/WWS/SSP etc.
- University funding for College Union and College Magazine
- Contribution from teachers is used for common needs of staff and students

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Three Tier Quality Enhancement Program and HBC Chronicle are the two practices of IQAC that in turn align the activities of the departments.

3 Tier Quality Enhancement System

The 3-tier system unfolds the quality agenda of our institution from 2017 to the present. It is a system of quality assurance for quality enhancement going beyond curriculum. We implemented a number of student-centric projects/approved programmes of government. Moreover, we also rejuvenated the activities of Career Guidance and Placement Cell and Entrepreneurship Development Club by demanding these units to conduct student-oriented information/skill enhancing additional programs.

Tier 1: Student-centric Capacity Building Projects: The College is instrumental for the implementation of various student-oriented projects like SSP, WWS, CCEK, NPTEL-SWAYAM, YIP, YRC, NSS, SAP, etc. A large number of students benefited from these programs. In 2019-20 when HBC became the local chapter of NPTEL SWAYAM, 30% of students and 15% of staff joined for various courses and most of them secured certificates. Moreover, HBC is an authorized Testing Centre of Microsoft Office Specialist and Centre of Continuing Education which enhances the student's skills for future academic opportunities. A Linkage has also been made between HBC and Skills India, Thrissur to provide training to our students for enhancing their employability and excellence in various skills.

Tier 2: Entrepreneurship Development Club: The IQAC of our institution in association with ED club organized a number of programs for the students like Entrepreneurial Meet and Workshops so as to interact with the entrepreneurs and learn the intricacies of entrepreneurship. Our students conducted a home-*based micro business exhibition cum sale counters* on the campus under the banner 'Rural India Exhibition'. As a takeaway of Workshops organized by ED Club, our students developed *mobile apps* which give the user resources and information of college at their fingertips; they also got skills on cloth printing, vegetable carving, and LED bulb manufacturing.

Tier 3: Career Guidance and Placement Cell: Our Career guidance and Placement cell provides orientation programmes to students regarding various higher education programs. In addition, it also bridges the gap between academic performance and industry needs as the HBC campus opened doors for a mega job fair. Moreover, between 2015- 16 and 2019-20 academic year, 11 students secured UGC NET through HBC NET Coaching Centre.

Chronicle

An annual publication, "HBC Chronicle", is a transparent medium for the presentation, scrutiny and analysis of performance of the institution in each academic year and it is the vital initiative of IQAC from 2015 academic year onwards. It is a proceeding of kaleidoscopic academic and non-academic events collected from departments, associations, clubs and cells. In addition to reflect the achievements of students and staff, it also reflects the ethos and pathos of the institution.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

As teachers and students are the heart of the learning process, the institution constantly reviews its teaching learning process, the operational methodologies and course outcomes and incorporates novel teaching learning methods. Accordingly, cent percent of our classrooms are smart classrooms which facilitates the ICT enabled teaching learning environment. Institutional Reviews are mainly carried out through Outcome based Course Plan and Result Analysis.

Outcome based Course Plan

A course plan, in addition to reflecting the timeline for transacting the syllabus, also provides details regarding learning activities and learning outcomes. The course plans are prepared for Common, Core and Complementary courses. The contents are Module/Units, number of hours required to transact the content, and the outcome such as critical thinking skills, intellectual curiosity, analytical reasoning, problem-solving and reflective judgment; effective communication; leadership and teamwork skills; research and inquiry skills. Various learning activities assigned to attain the course outcome are also included in the course plan. Further, the course plan outlines the evaluation pattern and measuring scales.

To attain the outcome, each department aligned their learning activities into Program Specific Outcomes (PSO) and Course Outcomes (CO). To make an integrated learning environment to the students, the student attributes were connected to teaching-learning activities and course outcomes. This kind of pattern maps the attainment of student attributes.

Result Analysis:

In order to strengthen the outcome of the curriculum, IQAC initiated result analysis. To overcome the variations in the students' academic performance, a detailed and compressive result analysis was felt essential. 90.45% of our students belonging to marginalized and downtrodden communities are deprived of adequate learning facilities. As the college is committed to uplift the students belonging to marginalized and minority communities, the weak students were identified and given special care and attention. After the implementation of result analysis, during the academic year 2015-16, the result was 66.66%. In the academic year 2016-17 it was raised to 68.75% and further raised to 80.71% in 2017-18. However, we face a marginal decrease in our overall result of 67.7% to 61.80% (from 2018-19 to 2019-20), as the P G results were not included. But the results were at par and above the university average. In order to boost the results further, we are taking adequate measures like student mentoring and feedback analysis. The number of certificate courses are increased and students are motivated to join NPTEL-SWAYAM Courses. To lift the confidence of the students, they are encouraged to attend skill enhancing workshops and seminars. We expect increase in the results in the ensuing years.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Upload any additional information	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - 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 last five years.

Response:

Gender equity and sensitivity are displayed in the routine activities of the college and are endorsed through gender equity promotion programmes. The college keeps all students on a par, irrespective of gender. Specific programmes are organised to promote a sensitivity to gender equity. Girl students are encouraged to take part in the academic and cultural activities along with boys, without any reluctance, thus highlighting their agency in the community. In the teaching of the modules on gender issues which are part of many courses in different programmes, we emphasize equity of gender and make students aware of the need to subvert the gender stereotypes in the society and media images. Through classroom discussions and structured programmes, the students are urged to view sexual minorities and the transgender community as norm, not abnormal. In 2017-18, Seethal Shyam, renowned transgender activist inaugurated the College Union.

Safety and Security of Women: We assure the safety and security of women through relentless care, vigilance and surveillance.

- **Security Personnel**: A security guard is posted at the Main Gate
- **CCTV Surveillance**: 43 CCTV cameras are installed at various points, ensuring safety

Redressal of Grievances: The Internal Complaints Committee (ICC) is concerned with any grievance, especially sexual harassment, that may arise

- The Anti-Sexual Harassment Cell (AHC) functions in the college
- The ICC and AHC address any complaint and take necessary action
- The College adopts a zero-tolerance policy towards any such transgression
- The college provides a secure and conducive environment to students
- The college is extremely alert to matters pertaining to any kind of harassment and gender sensitivity
- The Women's Cell monitors all activities and training programmes related to safety and security of women
- Experts are invited to conduct workshops and various sessions related to women's safety like self-defence, cyber-crime, police training etc.
- Two of our students, Ann Maria Joseph and Alfiya Ellias, who have secured Blackbelt in Karate offer lessons in self-defence to girl students

Vigilance against Ragging: Anti-ragging Committee is formed as per the U.G.C. guidelines

- On admission, students sign an affidavit about non- involvement in ragging activities
- The Anti-ragging Committee assures that there are no instances of ragging in the girls' hostel or anywhere in the campus
- Anti-ragging posters are prominently displayed at all different places within the campus
- The Women's Hostel provides the students a safe and comfortable environment and is a Zero

ragging space.

Mentoring and Counselling

- Well-regulated Mentoring system for regular academic and personal counselling
- Every student is assigned a faculty as her mentor who meet the mentees, providing constant care and support
- The service of a professional psychologist is also provided to students
- Adolescent issues, management of stress and tension, and individual problems that cause distress and tension to students, hampering their wholesome development are resolved

Common Rooms

- There are three common rooms for girl students with the following facilities
- Bed for the sick to recline and relax
- Medicine chest and First Aid Box
- Incinerators and Sanitary Napkin kiosk
- Special Toilets for differently-abled girl students

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Waste is a palpable pollutant, contributing to landfills and toxins which are harmful to air, earth and water. Keeping this in mind, the waste materials in the campus are classified and dealt with in a carefully controlled, systematic manner. The institution follows a policy of waste-free campus. It has a well-structured method of waste management. Plastic being the greatest threat to the ecosystem and environmental sustainability, the college has taken specific measures to manage plastic waste. The college has been declared plastic free and collect plastic waste from nearby villages and tourist spots periodically. The plastic waste thus collected is safely crushed and handed over to centres where it is recycled and put to use without allowing it to accumulate and be harmful to the environment. For this purpose, we have installed Plastic waste collection kiosks at various points and have a fully functional **Plastic Crusher Unit** which is specifically used to deal with this threat.

- Waste is segregated into biodegradable and non-biodegradable wastes, and as toxic and non-toxic wastes
- Organic farming is done in the campus by the NSS volunteers to sensitize students on sustainable agricultural practices
- Students and staff are encouraged to adopt organic modes of farming and gardening.

Solid Waste Management

- Biodegradable materials are collected separately and disposed of in pits earmarked for the purpose
- Materials which can be converted into bio-manure are specially processed and put to productive use
- Food waste is transformed into vermicompost and is used in organic farming
- Equipment are put to maximum use through maintenance
- Equipment damaged beyond repair are disposed of with utmost care so that they won't pollute the environment
- Fluorescent bulbs are not used as they are a potential threat to the environment
- Adopted hundred per cent use of LED bulbs
- The Plastic Waste Crushing Unit is effectively used to overcome the threat of plastic waste
- Plastic waste from the neighbouring community is periodically collected and processed

Liquid Waste Management

- Liquid waste is managed with special care
- Liquid waste is drained through proper sewers into covered pits
- Liquid waste from the chemistry laboratory is channeled through pipes and collected in tanks which prevent contact of such chemical waste with the soil

E-waste Management

- Damaged computers and peripherals are repaired and reused
- Optimum use of all electronic equipment through repair
- The policy of 'Repair and Reuse' ensures to keep e-waste to the minimum
- Tie up with a government approved agency for managing e-waste as per safety norms

Treatment of hazardous Chemicals

- Chemistry department has trained teaching and non-teaching staff aware of the hazards of chemicals
- Chemicals are handled carefully and disposed of, following proper standard procedures
- During the first practical session of every semester, the students are taught to follow the safety measures needed in handling the chemicals
- The teachers instruct the students about the precautions to be taken while handling chemicals
- Indiscriminate use of chemicals is discouraged during practical classes
- The college does not use radioactive substances in its laboratories

File Description	Document
Any other relevant information	[View Document](#)
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways

4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document]()
Geotagged photos / videos of the facilities	[View Document]()
Any other relevant documents	[View Document]()

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document]()
Certification by the auditing agency	[View Document]()
Certificates of the awards received	[View Document]()
Any other relevant information	[View Document]()

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **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**

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

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 500 words).

Response:

The college is a hub of cultural and social diversity where students from varied backdrops harmoniously engage in academic and extra-curricular activities. The college has adopted a policy of inclusiveness accepting students from all communities. We don't privilege any religion, caste or class and function on the basis on perfect equality and an abiding tolerance. Majority of the students (90.45 %) belong to Marginalised and Minority communities. The college is dedicated to the upliftment and development of such students. Students with Tamil as their mother tongue have well-mingled with the cultural scenario of the institution. One of them was the College Union Chairperson during the academic year 2016-17.

Policy of Inclusiveness and Tolerance

- The college has adopted a policy of inclusiveness
- The college is a cross-section of the multicultural society
- The college approves and accepts all sorts of social and cultural diversities
- Does not privilege or discriminate anyone on the basis of class, religion or caste
- The college functions on the basis of perfect equality and abiding tolerance

Harmony and Amity

- Assures a harmonious existence of students from diverse regions, classes, religions, castes, and social and cultural backdrops
- Students from all communities live together in amity and harmony
- Students from many districts are enrolled in our academic programmes

Caring for the Minorities

- **Social Minorities**: 90.45 % of the students belong to Marginalised and Minority Communities

The college is dedicated to the upliftment and overall development of MMC

Special care and attention for weaker sections of the society like tribals

- **Linguistic Minorities**: Students with Tamil as their mother tongue have well-mingled with the cultural scenario of the institution

No linguistic barriers in achieving and being part of the campus activities.

A Tamil girl was the Chairperson of the College Union in 2016-17

- **Sexual Minorities**: Follows perfect equity in case of gender

Takes special care to inculcate the notion that sexual minorities and transgenders are norm, not aberration

In 2017-18 the college union was inaugurated by Seethal Shyam, transgender and activist

Opportunities for students to interact with transgenders

Debates on the issues the sexual minorities face in society

Imparting the message of oneness through celebrating various festivals

- The college celebrates festivals of all communities
- Regional and religious differences are no bar in celebrating these festivals in perfect harmony
- The following festivals are celebrated every academic year:

Onam

Christmas

Ramadan

Holi

Catering to the needs of the immediate society

The college being situated in a rural area, the needs of the community and providing them with necessary information to face their livelihood challenges. With this aim, we have engaged in the following initiatives:

- Outside the campus environmental initiatives like cleaning the premises and water bodies
- Awareness programmes on Organic Farming
- Tree planting drives in nearby villages
- Established a biodiversity park in a nearby school, winning accolades from the State government's Haritha Keralam Mission
- Providing the facility for computer literacy and IT based education for the youth around
- Science Exhibitions and Quiz competitions for school students
- Workshops for Higher Secondary students

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Imparting Humane Values:

- To mould students into responsible citizens of whom the nation will be proud of, the college is vigilant to inculcate values, and a sense of social responsibility in the students
- Imparting values through extracurricular and academic endeavours
- Celebration of National days invariably brings in a sense of pride in being Indians and to be dedicated individuals eager to serve the nation
- The activities of the NSS and Youth Red Cross highlight social responsibility and commitment to the underprivileged sections of the society
- The members of the Youth Red Cross in collaboration with the College Union has been organizing a programme entitled "Padheyam"
- Students bring packed meals to be supplied to Old Age Homes and other houses for the destitute.
- Blood donation drives are a regular practice of the institution.

Flood Relief Activities: The service mentality thus shaped became naturally evident during the wearisome occasion of the floods that shocked and shattered Kerala. With great pride we record that our students took the first initiative in helping the people in distress.

- With unprecedented enthusiasm our students took part in the rescue operations
- Engaged in the post-flood cleaning and rehabilitation drives
- Under the leadership of the NSS Unit, basic amenities needed for the victims of flood were gathered by opening a collection centre at Melukavu
- The diverse articles thus collected were handed over to the needy and deserving through appropriate channels
- Contributed Rs. 711720/- to Chief Minister's Distress Relief Fund on the Wake of the flood

Imparting Social Responsibility:

- The student community of the college is made conscious of their rights and social responsibilities
- Enables the students to function at dire times with an inherent drive and evident agency for doing the right thing at the right moment
- They are free to express their opinions and dissent if any
- The social responsibility and dedication to values are evident through their whole-hearted participation in community service programmes
- Students engage in:

- ○ cleaning missions of Swachh Bharath Abhiyan
- ○ programmes that focus on the upliftment of the marginalized sections of the society activities that promote the preservation of clean environment

Imparting Constitutional Values:

- The college envisions our students as responsible and dedicated citizens of the nation
- Constitutional responsibilities and values are conveyed to the students through structured programmes
- NSS Unit takes the lead in imparting constitutional values
- National days like the Independence Day, the Republic Day, and National Constitution Day are celebrated
- Commemorates the architects of India and the watersheds of Indian history
- Celebrates birthdays of the makers of India like Mahatma Gandhi, Jawaharlal Nehru, Dr. B. R. Ambedkar, Dr. S Radhakrishnan and Vallabhbhai Patel
- The value of citizenship is conveyed to the students
- Special drives by the Electoral Literacy Club in collaboration with the local bodies to register the names of first year students in the voters' list
- Students who have not taken election identity cards are provided the facilities to avail them The teaching and non-teaching staff function as officials for conducting Central, State, and Local Body elections

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: C. 2 of the above

File Description	Document
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 Document]()
Code of ethics policy document	[View Document]()
Any other relevant information	[View Document]()

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college is devoted to national integration and the dissemination of the essential qualities that make true citizens. We uphold the constitutional values displayed in the Preamble with unfailing commitment.

- The college celebrates the national festivals like the Independence Day and the Republic Day with great zeal
- Birth anniversaries and memorials of the makers of India like Mahatma Gandhi, Pandit Jawaharlal Nehru, Dr. Ambedkar, Dr. S Radhakrishnan, Lal Bahadur Shastri, Sardar Vallabhbhai Patel etc. are also celebrated with great enthusiasm
- Organizes cleanliness drives under Swachh Bharat Abhiyan in association with Gandhi Jayanthi celebrations, cleaning the campus, roads, rivers and the nearby villages
- On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great fervour
- NSS Day is regularly celebrated in which the various events are organized in the college
- International days like the World Environmental Day are celebrated with appropriate programmes to sensitize the students and the community at large
- The birth anniversary of Rev. Henry Baker Jr. is commemorated with an annual lecture series in which eminent personalities address the gathering on topics of contemporary relevance.

Celebration of National Days: The celebration of national days aims at commemorating historic days and the great luminaries who moulded and unified the Indian nation as well as at instilling the values associated with the making of India and the governance of this multicultural nation.

- Celebration of National days provide a message of service and social commitment
- On many such occasions like Gandhi Jayanti programmes are initiated to clean the campus and nearby villages as well as cleaning waterbodies and roads
- In case of science related commemorative days, programmes are organized to augment scientific temper and to enhance an unprejudiced, objective view of the world

National Days Celebrated:

- Independence Day
- Republic Day
- Gandhi Jayanthi

- Constitution Day
- Quit India Day
- National Rededication Day
- Teacher's Day
- National Mathematics Day
- National Science Day
- Yoga day
- Hindi Day

Celebration of International Days: The celebration of International days aims at integrating the individual with the wider perspective of the humanity at large. They create among the students a broader sense of responsible human beings, committed to the glaring issues that threaten peaceful existence in the world and the precautions to be adhered in keeping a sustainable environment.

International Days celebrated:

- World Population Day
- Commemoration of Hiroshima-Nagasaki day
- World ozone day
- World Environment Day
- International Women's Day

Regional and Religious Festivals

- Festivals like Onam, Christmas, Ramadan and Holy are also celebrated with great enthusiasm
- These celebrations bring in a spirit of oneness and harmony
- We make it a point that such celebrations convey a message national integration and communal harmony
- Through such festive events a respect for the beliefs and customs of all religions is cultivated in the young minds so that they become unprejudiced, impartial citizens of India
- They also enhance an awareness about the multicultural social fabric of the nation

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for Geotagged photographs of some of the events	View Document
Link for any other relevant information	View Document

7.2 Best Practices

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

Response:

Best Practice 1

Title: Tribal Empowerment Initiatives

Objectives

- To secure the livelihood of the tribal community of various tribal settlements through education, training and keeping the web of forest life intact;
- To empower the women of the tribal community of various tribal settlements by opening avenues of education and gainful employment;
- To ensure quality education, moulding the children and youth of the tribal settlements though systematic training and providing resources and basic amenities
- To provide members of the tribal community of various tribal settlements primary medical care and awareness of healthy habits and modes of life

The context

Students from various Tribal settlements have been enrolled in various courses offered at our college off and on. Intrigued by the way they kept aloof from the mainstream student life, the Programme Officers of the NSS visited these tribal villages. The seeds of this practice were sown in 2013 when teachers and students from the college visited settlements of Mannan and Muthuvan tribes of Thalumkandam. Interaction with the villagers made us realise that the older generation yielded to their fate and resisted any idea of change. The women seemed diffident and the youth, aimless and dejected. The college, having a high percentage of SC & ST students, felt it imperative to uplift this community and devised this mission with an ardent passion to effect a positive change in society which would enlighten these marginalized strata of the social fabric through an assortment of targeted action and ingeniously designed programmes.

The Practice

- **Empowerment through Education**

It is our mission to provide basic education to tribal students. We conducted a survey to find the number of tribal children refraining from going to school. After this survey, our students visited these settlements to teach school children. In the tribal hostels around the college too we send our best students to give tuition for school children. As a result, many of them have enrolled in our college for higher studies.

- **Inculcating the Need for Sustainable Development**

Tribal life is intimately linked with environment. Damage to nature adversely affects the tribals. So, we gave them awareness classes on the significance of preserving nature around their settlements.

- **Providing Basic Amenities**

The tribals lack basic needs like secure homes, clean water and nutritious food. Their life becomes especially difficult during the rainy season. We provide them provisions and clothing in times of need. The NSS volunteers teach them methods of preserving the ground water level through making rain pits and

constructing bunds in the rivulets.

- **Strengthening the Economic Base and Avoiding Exploitation**

Lack of saving habits and exploitation by outsiders make life miserable for tribals. We convince them of the need to save for future and to refrain from wasteful spending, consuming liquor and drugs. We made them aware of the need to resist economic exploitation by denying them rightful wages and prices for their products.

- **Inculcating Healthy Habits**

The college organizes awareness programmes about healthy living habits, the dangers of drugs, physical and mental health, and how to nurture healthy children.

- **Women Empowerment**

Women empowerment is imperative for tribal development. Among some tribes child marriage was customary. We created awareness against this practice through counselling sessions and legal awareness classes.

- **Providing a Footing to Tackle Employment Opportunities**

Educated tribal youth in remote areas do not get information about job opportunities. They lack the skills and resources to tackle competitive exams. The college conducts programmes for developing communication and interview skills. We established a **library at Kurathikudy tribal settlement** to cater to the needs of different age groups and to equip tribal youth for competitive exams.

- **Research on Tribal communities**

The college promotes research and studies on tribals. We conduct regular field visits, seminars, extension lectures and invited talks about tribal issues. Student projects of the Dept of History focus on tribal issues. Our Library has a tribal studies corner.

Evidence of Success

Among the students of these tribal settlements the percentage of students completing school education has considerably increased. It was less than thirty percent in 2014-15. But now it shows a marked increase to ninety-three per cent. Due to our rigorous counselling and awareness campaigns, as well as educational efforts, the people of Kurathikudy tribal settlement have done away with the practice of child marriage. **The first graduate from Kurathikudy Tribal settlement, Mr. Snthosh Kunjumon, was our student**. **Young tribal poet Christy Elakkannan is our current student**. Tribals of the Njandukulam settlement were residing within the forest and were endangered by wild animals and exploited by non-tribes. They were reluctant to come out of the forest. Fortunately, their Mooppan, Mr. George was staying nearby and after convincing him we persuaded these forest dwellers to come out. Mr. George was instrumental in this as he offered them land to cultivate and construct homes. Many students from the tribal settlements have successfully completed various undergraduate courses at Henry Baker College and some of them are already employed. Dr. Nisha Joseph, Assistant Professor of History has completed a Minor Research Project entitled *"Tribal Development Policies: Issues and Strategies in the Implementation."*

Problems Encountered and Resources Required

In the initial stages of our association with the people of tribal settlements their **reticence** itself was a problem for us. But through repeated visits we mingled with the communities and soon they began to share their problems with us. Another problem was the **reluctance of children** from attending schools and the increasing number of dropouts among the students who joined school, especially among the **Urali community at Valppara settlement**. The distance from the settlements to the schools was an impediment. By 2017 we trained a group of youth in the settlement who would accompany the children to school and help them with daily lessons. Now the **dropout rate has reduced** remarkably. We encouraged many students to join the Model Residential schools for tribes. Educated tribal youth need resources to face the challenges of securing jobs. **The Library established at Kurathikudy** is a significant step to resolve this issue.

Notes

The best practice of "Tribal Empowerment Initiatives" is in tune with the sublime vision of Rev. Henry Baker Junior, the wellspring who inspired the motto of our college "From Darkness into Marvellous Light." The highlights of the practice are:

- Dedication to the underprivileged sections of the society
- Extension of the educative function of the college to the tribals
- Upliftment and empowerment of tribals
- Special focus on tribal women empowerment
- Providing basic amenities for the tribals
- Heightening the social responsibility of the institution
- Conveying the message of inclusiveness to students
- Providing resources and skills for educated tribal youth
- The library established at Kurathikudy contains books worth Rs. 150000/-
- The first graduate from the Muthuvan tribe at Kurathikudy is an alumna of the college
- Learning through extension by research on tribal community
- A Minor Research Project and a many UG and PG projects on tribal culture and issues faced by tribal communities

Best Practice 2: Environmental Preservation Initiatives

Objectives

- To make the students aware of the need to preserve the natural environment.
- To recognize the need for preserving rain water and raising the level of ground water.
- To counter the threat of plastic waste through creating awareness and through practical modes of avoiding the use of plastic.
- To reduce the pollution of air, earth and water through conscientious efforts and carefully thought-out strategies
- To keep the campus, the waterbodies, and the immediate locality clean and to spread the mission of protecting the environment through visible action

The context

The pristine landscape of the campus seems to have created a feeling that we are immune to the destructive effects of pollution and environmental problems. So, a laidback attitude to environment has been developing as if nature is something to be taken for granted. The profuse vegetation in the campus seems to have made a feeling that everything regarding nature is perfect here, but the keen eye could discern the disappearance of certain seasonal species of plants which once grew luxuriously in the campus. There was scarcity of water in the campus, especially during the height of summer. We felt that it was high time we turned our attention to environmental issues that were looming large in the campus. Thus, we turned attention to programmes and activities that would promote and protect nature, sensitizing the students and the community at large, so that the web of life would remain intact.

The Practice

This practice integrates **environmental consciousness** with everyday activities. Following the **Green Protocol** and the **Green Campus Policy**, we preserve a **natural landscape with rich biodiversity**. We rely on **renewable solar energy** and have installed **solar lamps**. We have replaced all lighting fixtures with **LED lights,** offsetting harmful emissions. We responsibly engage in **green initiatives**, fulfilling our mission of imparting service, knowledge and information to society. The **open well recharge mechanism** heightens **percolation of water** into the soil, thereby **raising underground water level**. To raise the ground water level, rain pits are made before the monsoon and other seasonal rainfalls. **Rain water harvesting** is done with a huge tank with a capacity of 50000 liters. The college building is so structured to enable **natural light and high roofs** for cooling. **Natural ventilation and lighting** conserve energy. High-speed internet Wi-fi facility reduces the use of paper. More than 80% of the students and staff **commute by public vehicles**. Only about 30 students use individual vehicles; the rest avail public conveyance. The staff residing in the same area **pool in cars to reach the campus**. The campus is declared **plastic free** and is also a **non-smoking zone**. The campus teems with **trees and other vegetation**. A continuous monitoring of the biodiversity is carried out by the Nature Club. Abundance of trees improve the quality of air and alleviate pollution. The **rich variety of plants** and a profuse body of **medicinal plants** create an **eco-friendly, carbon neutral environment**. Green Audit and Energy Audit are done regularly. Distributing and **planting saplings** inside and outside the campus is a regular practice. The college has a natural **Butterfly park**. The environmental protection activities in the campus extend to the community at large. The major initiatives in this regard are:

- Cleanliness drives which are part of the Swachh Bharat Abhiyan
- Tree planting missions like "Pathumaram Padhathi" planting 3000 plants
- Cleaning waterbodies and rivers
- Awareness programmes on sustainable environment and the celebration of World Environmental Day, Ozone Day and World Wildlife Day
- The Plastic waste eradication programmes, collection of plastic waste from nearby villages and processing plastic waste using Plastic Crusher Unit
- Disseminating the need of afforestation through **HBC Cloud**, a global project involving citizens of seven nations, planting trees inside and outside the campus.
- Raising the ground water level through, open well recharge, rain pits and bunds constructed in rivulets

Evidence of Success

Even a cursory glance at the campus with its greenery and cool air would now attest the success of our green initiatives. Students themselves have realised the need to protect the flora and fauna of the campus.

During last summer, without being prompted by anyone they began providing water for birds at different sites. The clean campus itself is a mark of students being aware of the need to keep waste apart. Biodegradable waste in the campus, chiefly food waste is processed into organic manure and the NSS unit uses it for organic farming. The scarcity of water in the summer season has been effectively redressed through rainwater harvesting. Even the college building seems to have blended with the natural landscape so that a peculiar kind of bird has started making nests within the rooms with clay, where they nurture their offspring. The college has been given the **Eco-Friendly Campus Award** by the World Record Forum for our environmental preservation activities. Our tree-planting mission and efforts at cleaning waterbodies have been **recognized by Cauvery Calling Project.** The college has also been **appreciated by Haritha Keralam Mission** for creating a Biodiversity Park at a nearby school

Problems Encountered and Resources Required

Initially, we felt a kind of indifference and a few years back it was customary to litter waste paper around. But soon we started keeping waste bins at different places. Gradually the habit of putting waste in the bins developed. Managing plastic waste was not so easy, especially plastic bottles. Most felt that it was quite natural to bring water in plastic bottles and were unaware of, or conveniently ignored the threat posed by them. Then in early 2017 the members Nature Club collected plastic bottles from the campus and strung them on strands across the Volleyball Court, which remained hanging there for many days. The sight of the huge number of plastic bottles retrieved from the campus served as an eye opener to the threat of accumulating plastic waste. Technical support of trained personnel was needed to deal with plastic waste.

Note

The practice, "Environmental Preservation Initiatives" is both a tribute and an evidence of our ardent desire to protect the ecosystem. Realizing the need to keep the web of life intact, this practice has as its highlight:

- Reduction, management and conversion of waste into useful material that is not harmful to nature
- Aerobic Waste Management system in association with Kerala Suchitwa Mission and Melukavu Gramapanchayat
- Water preservation measures including rainwater harvesting, raising ground water level and water recharge
- Cleaning water bodies and rivers-outside the campus
- Recourse to renewable solar energy sources
- Massive tree plantation drives like Pathumaram Padhathi [Ten Trees per Household] in the villages around
- Going global in preserving environment with HBC Cloud, involving people from seven nations
- Biodiversity Park "Pachathuruthu" [Islet of Greenery] set up at MDCMS High School, Chalamattom, in association with Haritha Keralam Mission
- Accolades for Green Initiatives from the State Government, NGOs, Local Bodies

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

In accordance with the lofty vision and mission, Henry Baker College is dedicated to the bring light of wisdom to the marginalized and socially backward sections. Majority of the students belong to the minority and marginalized groups. For the past five years the overall percentage of students belonging to **Marginalised and Minority Communities (MMC)** is **90.45**. We have put a great effort and special care to the academic and personal development this major slice of our student community. Their performance in academic and co-curricular activities bear witness to the consistent effort of the college.

Students belonging to MMC

Academic Year	Total No of Students	No of MMC Students	Percentage	SC	ST	OEC	OBC	C M
2015-16	394	353	89.59	39	61	50	117	86
2016-17	413	371	89.83	42	50	54	130	95
2017-18	416	372	89.42	43	44	61	130	94
2018-19	452	417	92.25	44	58	55	154	10
2019-20	494	449	91.07	47	62	58	180	10
Total	2169	1962	90.45	215	275	278	711	48

Academic Performance of Marginalised & Minority Communities

The following table shows the results of the students belonging to MMC. The percentage of pass is higher than the university average.

Consolidated Results of Students belonging to MMC

Year	2016	2017	2018	2019	202
No of Students Appeared	119	101	123	125	82
No of Students Passed	78	67	99	82	53
Percentage of Pass	65.54	66.33	80.48	65.6	64.6

The special attention and care given to the socially and economically backward sections is evident in their

performance in examinations. The academic excellence of the students of the MMC is evident in the Ranks they have secured in University examinations. During the last five years students of Henry Baker College have bagged 16 Ranks in various University examinations. Of these **15 Ranks belong to the Marginalized and Minority Communities**. Of them one belongs to ST (III Rank) seven belong to OBC (including I and II Ranks) and the remaining seven belong to Christian minorities.

Rank Holders belonging to MMC

Sl. No	Year	Class	Name	Rank	Category
1	2016	M. Com	Aparna Merin Mathew	III	Christian Minority
2	2016	M. A. History	Ragi K. R.	V	0BC
3	2017	B. Com	Vidya Vijayan	I	OBC
4	2017	B. A. English	Annie V. M.	VI	OBC
5	2017	B. A. English	Manuel Tomy	VII	Christian Minority
6	2017	B. A. English	Lekshmipriya M	VIII	OBC
7	2018	B. Com	Rifna V Subair	II	OBC
8	2018	B. Com	Muhammed Anwar	IV	OBC
9	2018	B. A. English	Princy Mathew	III	ST
10	2019	B. Com	Sunila Sunny	III	Christian Minority
11	2019	B. Com	Sruthy S	V	OBC
12	2019	B. Com	Renjana Suresh	VIII	OBC
13	2019	B. A. English	Shilpa N Thomas	VII	Christian

| 14 | 2020 | B. Com | Alphy Jacob | IV | Minority Christian Minority |
| 15 | 2020 | B. Com | Litty Josh | V | Christian Minorit |

During the last five years, eleven of our students passed the UGC NET examination in Commerce and History. All of them belong to the MMC. Of them, 2 belong to Scheduled Tribes, 1 belongs to Scheduled Castes, 4 belong to the OBC and 4 belong to Christian minorities.

UGC NET Holders Belonging to MMC

Sl. No	Year	Month	Name	Subject	Category
1	2015	June	Anumol Sam	Commerce	ST
2	2015	December	Binduja S	Commerce	OBC
3	2015	December	Sabitha M Mohammed	Commerce	OBC
4	2015	December	Chippy K Raj	Commerce	OBC
5	2016	December	Vinsha P Sam	Commerce	ST
6	2017	December	Aparna Merin Mathew	Commerce	Christian
7	2017	December	Binu Kurian	Commerce	Christian
8	2019	December	Sherin Joseph	Commerce	Christian
9	2019	December	Rifna V Subair	Commerce	OBC
10	2019	December	Vasundhara K. V	History	SC
11	2019	December	Albin Jose	History	Christian

17-04-2021 11:13:07

The college has not bestowed attention only on the academic performance of the MMC students. We have been keen on moulding them into confident youth, ready to face the challenges of the competitive world. The congenial atmosphere of the college fostered their leadership qualities. This is evident from the following list of the Members of the College Union Executive during the last five academic years. During 2015-16, 2016-17 and 2019-20 all the elected members belonged to the Marginalised and Minority Communities. They managed the affairs of the college union in a commendable manner.

College Union Members Belonging to MMC

Academic Year	Total No of Elected Members	No of Elected Members belonging to MMC	Percentage	ST	SC	OBC	OEC
2015-16	11	11	100	1	1	7	0
2016-17	12	12	100	3	2	5	0
2017-18	12	11	91.67	1	2	2	2
2018-19	13	11	84.61	0	3	7	1
2019-20	12	12	100	1	1	5	2

The college has been keen on the overall development of the students belonging to MMC. Our efforts to whet their talents in arts and sports is evident in their scintillating performance in the Arts and sports competitions as shown in the two following tables. To ensure accuracy in the development of individual talents, the performance in group items is not included here.

Prize Share of MMC Students in Arts Competitions

Academic Year	Total No of Prizes	SC	ST	OEC	OBC	Christian Minority	No of Prizes Won by MMC	Percentage
2019-20	44	6	6	9	9	12	42	93.75
2018-19	44	2	6	4	18	10	40	91.89
2017-18	48	9	5	5	13	8	40	90.80
2016-17	44	7	5	4	9	12	37	88.57
2015-16	44	5	8	6	11	8	38	89.04

Prize Share of MMC Students in Sports and Games

Academic Year	Total No of Prizes	SC	ST	OEC	OBC	Christian Minority	No of Prizes Won by MMC	Percentage
2019-20	80	2	12	15	33	13	75	93.75
2018-19	74	4	10	12	22	20	68	91.89

2017-18	87	7	16	14	25	17	79	**90.80**
2016-17	70	5	12	12	18	15	62	**88.57**
2015-16	73	5	11	12	21	16	65	**89.04**

File Description	Document
Link for any other relevant information	[View Document](#)
Link for appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

College, situated in a rural and TRIBAL backdrop, opens its doors to the students of the under-privileged, downtrodden sections of the society. College has high proportion of SC, ST, OBC and OEC students with more than 70 % and minorities and marginalized together make up 91 % of the student population.

The IQAC drafts a Three-year Strategic Plan and the faculty chart out course plans before commencement of each semester.

Meritorious students/teachers with remarkable academic achievements are honoured on *Excellence Day*. Henry Baker Memorial Lecture is delivered by eminent personalities. The students are urged to achieve excellence through certificate courses/value-added/diploma courses. Oral History Archives, DOTS holidays, HBC FM Radio and HBC Students' App give students an opportunity for knowledge creation. The college library is fully automated and is equipped with 16,002 books, 10 newspapers, 35 manuscripts and 24 magazines. The college also has digital library with e-journals and e-books.

All programmes offer a course on environment and human rights, the students are sensitized to the cross-cutting issues like gender, human values, professional ethics, environment and sustainability through 72 courses. College fraternity has contributed Rupees 7.11lakhs for CMDRF towards flood relief. The College Union introduced *Padheyam* to collect and distribute lunch to the disadvantaged. NSS conducted blood donation camps and distributed essentials at flood relief camps. Hand sanitizers were manufactured by the Chemistry department and distributed, along with Masks, by the Covid Cell. The YRC of the college visit homes for the destitute with clothes and other basic necessities.

Concluding Remarks :

College was established in 1981 to impart value-based education to all without discrimination on grounds of caste, religion or gender. The institution immortalizes the hallowed memory of Henry Baker Jr., 'The Apostle of Hills' by inculcating a pattern of education founded on Christian values and secular principles. True to its motto, 'From Darkness into Marvellous Light', the institution is committed to liberate young men and women from the darkness of ignorance to the dawn of knowledge.

College is run by TRIBAL COMMUNITY and has rich tribal population, both teachers and students. More than 90 % students belong to SC, ST, OBC, OEC and minorities. College has rich extension activities for the holistic development of tribal communities including establishing Library at Kurathikudy tribal settlement, providing goods and services to needy, coaching for tribal students, legal awareness, empowering them in diverse ways are some of the activities.

Through participatory management the college strives to ensure the implementation of its vision, mission, objectives and core values. Moreover, we give special care and concern to the educational aspirations of socially, educationally and economically marginalized sections of a rural population especially tribal and other marginalized ones.

The college upholds gender equity and sensitivity and empower girls by instilling in them self-reliance. The

college functions adhering to the Green Protocol. Green Audit, Energy Audit and Water Audit conducted periodically. The college is an arbour for students with lush greenery and a natural butterfly park. An eco-consciousness is instilled in them to protect the natural resources.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
25	9	9	8	9 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
19	3	3	0	9	 Remark : Certificate courses only on its year of introduction are counted.
1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year** 1.3.3.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 123 Answer after DVV Verification: 122 Remark : As given in the template
2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)** 2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
52	56	46	45	43 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
42	44	40	41	39	 Remark : Counted only those seats filled against the quota

2.4.2	**Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**
	2.4.2.1. Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
10	8	10	9	8

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
10	8	10	9	8

2.4.3	**Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**
	2.4.3.1. Total experience of full-time teachers Answer before DVV Verification : 297 Answer after DVV Verification: 297

3.1.1	**Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**
	3.1.1.1. Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	2	1.75

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	2	0

3.1.2	**Percentage of teachers recognized as research guides (latest completed academic year)**
	3.1.2.1. Number of teachers recognized as research guides Answer before DVV Verification : 2 Answer after DVV Verification: 2

3.1.3	**Percentage of departments having Research projects funded by government and non government agencies during the last five years**

	3.1.3.1. Number of departments having Research projects funded by government and non-government agencies during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	1	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	1	0

3.1.3.2. Number of departments offering academic programes

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

3.3.1	**Number of Ph.Ds registered per eligible teacher during the last five years** **3.3.1.1. How many Ph.Ds registered per eligible teacher within last five years** Answer before DVV Verification : 12 Answer after DVV Verification: 4 **3.3.1.2. Number of teachers recognized as guides during the last five years** Answer before DVV Verification : 3 Answer after DVV Verification: 1 Remark : Considered data only during the Assessment period.
3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years** **3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	7	2	3	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	0	0	0	0

Remark : Only awards considered, certificate of appreciation will not be considered

3.5.1	**Number of Collaborative activities for research, Faculty exchange, Student exchange/**

internship per year

3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
9	5	2	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	0	0

Remark : Certificates issued by external agencies to students/Faculty for research/Faculty exchange/Student exchange/ internship cannot be the proof for having collaboration with the external agency.

4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)** 4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
40.30866	.732730	2.47860	1.5298	13.22708 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
6.45	2.04	0.60	0.52	2.72 | Remark : Revised considering the expenses for infrastructure augmentation only as per the expenditure statement attached.
-------	-------
4.2.2	**The institution has subscription for the following e-resources** 1. **e-journals** 2. **e-ShodhSindhu** 3. **Shodhganga Membership** 4. **e-books** 5. **Databases** 6. **Remote access to e-resources** Answer before DVV Verification : A. Any 4 or more of the above Answer After DVV Verification: C. Any 2 of the above

Remark : Serial nos. 1 & 4 are accepted on the basis of NLIST subscription.

4.2.3	**Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1.89	0	.059	.059	.059

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1.89	0.00	0.059	0.058	0.057

Remark : Revised as per the attached statement.

4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13.93	3.55	2.48	9.12	12.13

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
4.30	0.67	0.30	0.20	7.76

Remark : Revised considering the Repairs & Maintenance as per the expenditure statement.

5.1.2	**Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
20	23	22	20	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
18	19	19	19	2

Remark : Revised as per the supporting documents attached.

5.2.1	**Average percentage of placement of outgoing students during the last five years** **5.2.1.1. Number of outgoing students placed year - wise during the last five years.** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
0	6	13	19	38 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
0	8	26	15	25 | Remark : As per the revised data
---	---
5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.** **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) year-wise during the last five years.** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
7	9	1	0	0 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
4	7	0	0	0 | Remark : Revised as per the valid award letters attached
5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)** **5.3.3.1. Number of sports and cultural events/competitions in which students of the**

Institution participated year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
69	54	43	40	42

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
20	11	14	09	08

Remark : As per the revised counts, considering only the events.

5.4.2	**Alumni contribution during the last five years (INR in lakhs)**

Answer before DVV Verification : D. 1 Lakhs - 3 Lakhs

Answer After DVV Verification: E. <1 Lakhs

Remark : Alumni contribution Rs. 53200 is only considered as per supporting documents. Annual audited statement highlighting the Alumni contribution is not attached.

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
8	3	4	2	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
8	3	3	1	2

Remark : As per the revised data

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

| .18275 | .1755 | .1855 | .0878 | .0416 |

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Neither annual audited statements nor letter indicating the grants are attached. Fixed deposits of the HEI itself are not to be considered.

6.5.3	**Quality assurance initiatives of the institution include:**
	1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
	2. **Collaborative quality intitiatives with other institution(s)**
	3. **Participation in NIRF**
	4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**
	Answer before DVV Verification : A. All of the above
	Answer After DVV Verification: C. 2 of the above
7.1.2	**The Institution has facilities for alternate sources of energy and energy conservation measures**
	1. **Solar energy**
	2. **Biogas plant**
	3. **Wheeling to the Grid**
	4. **Sensor-based energy conservation**
	5. **Use of LED bulbs/ power efficient equipment**
	Answer before DVV Verification : A. 4 or All of the above
	Answer After DVV Verification: B. 3 of the above
	Remark : Considered serial no. 1, 4 & 5
7.1.4	**Water conservation facilities available in the Institution:**
	1. **Rain water harvesting**
	2. **Borewell /Open well recharge**
	3. **Construction of tanks and bunds**
	4. **Waste water recycling**
	5. **Maintenance of water bodies and distribution system in the campus**
	Answer before DVV Verification : A. Any 4 or all of the above
	Answer After DVV Verification: B. 3 of the above
	Remark : Considered serial nos. 1, 2 & 5
7.1.6	**Quality audits on environment and energy regularly undertaken by the Institution and any**

awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: B. 3 of the above

Remark : Serial nos. 1, 4 & 5 are considered.

7.1.7	**The Institution has disabled-friendly, barrier free environment** 1. **Built environment with ramps/lifts for easy access to classrooms.** 2. **Disabled-friendly washrooms** 3. **Signage including tactile path, lights, display boards and signposts** 4. **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** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above
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.** 1. **The Code of Conduct is displayed on the website** 2. **There is a committee to monitor adherence to the Code of Conduct** 3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above Remark : Considered serial no. 1 & 2

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years** Answer before DVV Verification: | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
244	232	220	220	220	 Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
244	232	220	207	194

2.1 **Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
40	39	36	34	34

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
39	39	36	33	33

2.2 **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
40	40	37	35	34

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
40	40	37	36	34

17-04-2021 11:13:10