



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	BJM GOVERNMENT COLLEGE
Name of the head of the Institution	Dr. Mini N. Rajan
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04762680736
Mobile no.	9746928524
Registered Email	bjmgovtcollege@gmail.com
Alternate Email	iqac@bjmgovtcollege.in
Address	Baby John Memorial Government College
City/Town	Chavara, kollam District
State/UT	Kerala
Pincode	691583

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. M.Udayakumar
Phone no/Alternate Phone no.	04762680736
Mobile no.	9446213235
Registered Email	bjmgovtcollege@gmail.com
Alternate Email	iqac@bjmgovtcollege.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://61.0.248.125/dcekerala/bjmgovtcollege/iqac/
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://61.0.248.125/dcekerala/bjmgovtcollege/wp-content/uploads/sites/30/2020/03/Academic-Calendar-2018-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	2.54	2017	19-Jul-2017	18-Jul-2022

6. Date of Establishment of IQAC	22-Sep-2014
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Meeting to review the activities	28-Feb-2019 1	7

[View File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
BJM Govt. College, ChavaraGrants	Grants	State Government	2018 365	3332524
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

- Completed the Placement process of Teachers on time
- Feedback from all stake holders collected, analysed and used for improvements
- Semester wise internal examinations through CLMC and timely publication of results and uploading of CE marks to University website
- Ensuring regular conduct of seminars/workshops by all the teaching departments of the college
- Supported social service activities through NSS and NCC.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
1 Ensure Quality in all academic and non academic activities	Conducted and completed the courses activities on time as mentioned by the University. Completed the internal

	assessment process on time
2 Complete the Placement Process of Teachers on time	Completed the Placement activities on time as specified by the DCE
3 Support Social Service Activities	Supported the activities of NSS and NCC in various social service activities including the help during Flood time
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
IQAC	02-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
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Date of Visit	19-Jun-2017
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	27-Feb-2020
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17. Does the Institution have Management Information System ?	No
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college has been following the norms of the University of Kerala, which frames and update the curriculum. The action plan for every year is prepared as per the academic calendar published by the University. Since 2010, UG courses in affiliated colleges have been put under Choice Based Credit and Semester System (CBCSS) by the University of Kerala in tune with the changing Educational scenario. The traditional teacher centered education is largely converted into student centered system. This is considered as a major trajectory and the College has successfully initiated steps to integrate itself into the new paradigm. Accordingly the present curriculum involves the emerging areas of knowledge in arts, science and commerce streams. The college is following the mechanism which includes the Department Level Monitoring Committee (DLMC) and College level Monitoring Committee (CLMC) to ensure the effective implementation of the curriculum. These committees address the genuine grievances of the students with regard to the awarding of continuous

evaluation (CE) marks. It also ensures that the number of academic days as stipulated by the syllabi is met by arranging special classes in the event of the loss of regular working days or teachers on leave and other duties. A teacher diary is maintained by each teacher, which is a personal record of the individual timetable, class charge details, tutorial works undertaken, remedial and advanced coaching given, mentoring done, test paper, practical and lab works, seminars and assignments conducted, invigilation, evaluation and practical duties undertaken, students projects monitored etc. In addition to this students' groups are formed and assigned with the task of Project work. The activities of various clubs also have contributed to enrich the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Professional Diploma in Instrumentation and Fire and Safety	01/08/2019	365	Employability	Instrumentation and Fire and Safety
Nil	Professional Diploma in Shipping and Logistics	01/08/2018	365	Employability	Shipping and Logistics

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	Finance	12/07/2018
BSc	Physics	12/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Physics	02/07/2018
MCom	Finance	03/09/2018

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

	Certificate	Diploma Course
Number of Students	Nil	102

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Accounts Executive - Payable Receivables	01/08/2018	29
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCom	Finance	15
BSc	Chemistry	29
BCom	Co-operation & Computer application	98
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>A well designed teaching-learning system must have rooms for evaluation .Unlike the traditional one way evaluation, in our college, we have provisions for evaluating the teaching system. The teaching system includes teacher and related logistics. A student feedback system has been successfully implemented in college. At the end of every academic year, a feedback from students is collected in a prescribed format. Through this, the students are given the chance to evaluate their teaching system on a rating scale. The feedback from the students about each teacher is collected and coded with the help of computer, the results are given to the respective teachers. The system helps teachers to improve their quality of teaching as well as developing a healthy and good relation with the student community.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English	50	Nill	50
BA	Hisory	40	Nill	54
BSc	Chemistry	38	Nill	37
BSc	Maths	50	Nill	57
BSc	Physics	35	Nill	33
BSc	Zoology	34	Nill	37
BCom	Computer Applications	48	Nill	52
BCom	Co-operation	48	Nill	54
MSc	Maths	20	Nill	21

MCom	Finance	15	Nil	15
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1032	56	34	Nil	13

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
47	31	5	18	11	1

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

[View File of E-resources and techniques used](#)

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

Mentoring is conducting along with our teaching hours. Special care is provided by the teachers to alleviate the grievances of the students. Tutorial hours are aimed for reducing the difficulty of backward children. As the college is sitting in a rural area, the teachers are giving utmost care for handling even the personal problems of the students. Some students are brilliant but having economic problems or social backwardness. Such students are identified and given special care. The collegiate education department of Kerala initiated Walk With Scholar programme for enabling the upper level students to achieve the maximum perfection. Internal and external mentors are used for such kind of new initiatives. The scholar support programme is giving values to backward children. The teachers are giving care to brilliant students by assisting them in promoting a healthy and balanced life. Walk With Scholar (WWS) Walk with a scholar scheme proposes to arrange specialized mentoring programme for students in under graduate programmes in Arts, Science, and Commerce and to provide guidance for their future. The scheme introduces the idea of mentoring and builds on the concept of mentor as a 'Guide' and 'Friend'. The mentoring scheme should be planned to identify the opportunities available for the scholars, the areas suitable for them, the manner in which the scholar should proceed before them and evolve ways by which they can be acquired Scholar Support Programme (SSP) : SSP aims at extending personalized additional support to students in chosen subjects of the curriculum, challenging to the student, identified through a systematic result analysis. Tutorials, Study materials, Additional lectures, Question bank and interactive sessions help students to understand subjects in an easy manner. Content in the form of Question banks and videos, generated through the programme will be provided to the students selected to the programme

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
240	30	1 : 8

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	30	Nil	Nil	16

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Gopakaumar G	Assistant Professor	Complementary award for best NSS coordinator, Kerala University
2019	Dr. Krishnakumar G	Assistant Professor	Kerala State Young Scientist award
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	130	6	12/04/2019	25/05/2019
BA	140	6	12/04/2019	25/05/2019
BSc	235	6	12/04/2019	25/05/2019
BSc	220	6	12/04/2019	25/05/2019
BSc	230	6	12/04/2019	25/05/2019
BSc	250	6	12/04/2019	25/05/2019
BCom	159	6	12/04/2019	22/05/2019
MSc	620	4	03/10/2018	22/11/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Evaluation and grading Evaluation of each Course shall be done in percentage score and shall involve continuous evaluation (CE) with a weightage of 20 and End Semester Evaluation (ESE) with a weightage of 80. For PG courses CE weightage is 25 and ESA weightage is 75 Assignments or Seminars Each student shall - be required to do two assignments or one seminar for each Course. Valued assignments shall be returned to the students. The seminars shall be organized by the teacher / teachers in charge or CE and the same shall be assessed by a group of teachers including the teacher / teachers in charge of that course. Tests For each Course there shall be at least two class tests during a semester, grades for the test component in CE shall be awarded on the basis of the average of grades secured for the two class tests. Valued answer scripts shall be made available to the students for perusal Announcement of results of CE. Complaints regarding the award of grades of CE if any, have to be submitted to the Head of the department within 3 working days from the display of results of CE. These complaints shall be examined by the Department committee and the decision arrived at shall be communicated to the student. The statement of grades of the CE of all student shall be approved by the Department Committee, Countersigned by the principal and forwarded to the

controller of Examinations on or before the due date mentioned by the University.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Yes. Every year the Institution will prepare academic calendar which includes the academic calendar of Kerala University as well as the academic calendar prepared for the college including the proposed dates for internal exams and publication of results. Adherence of College academic calendar is monitored by CLMC.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://bjmgovtcollege.ac.in/wp-content/uploads/sites/30/2021/07/programmes-and-outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
620	MSc	Maths	20	16	80
159	BCom	Computer and Co-operation	98	86	87.75
250	BSc	Zoology	33	27	81.8
220	BSc	Maths	50	39	78
235	BSc	Chemistry	29	18	62.06
140	BA	History	43	23	53
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://bjmgovtcollege.ac.in/wp-content/uploads/sites/30/2021/04/Students-satisfaction-Survey-analysis-2018-19.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	Dept. of Science and Technology	24.6	8.5
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative

practices during the year

Title of workshop/seminar	Name of the Dept.	Date
National Seminar on Our Heritage: Indian Mathematics	Mathematics	01/02/2019
Two day National Seminar on Recent Research and Developments in Chemistry	Chemistry	30/10/2018
Time Series analysis and basics of Behavioural finance	Commerce	28/11/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	Nill
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	1	0
International	Mathematics	4	5.41
International	Zoology	5	Nill
National	Commerce	3	Nill
International	Commerce	6	Nill
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	Nill
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Determinant spectrum: A generalization of eigenvalues	Krishnakumar G	Functional Analysis, Approximation and Computation	2018	0	BJM Govt. College, Chavara	Nill
Betweenness centrality in Cartesian product of graphs	Sunil Kumar R, Kannan Balakrishnan	AKCE International Journal of Graphs and Combinatorics, Science Direct	2019	0	BJM Govt. College, Chavara	Nill
Variety of monoid recognizable 1-fuzzy languages	Ajitha Kumari K, Ramesh Kumar P	International Journal of Advanced Research in Engineering and Technology	2019	0	BJM Govt. College, Chavara	Nill
On Monoid Recognizable 1-Fuzzy Languages	Ajitha Kumari K, Archana VP	International Journal of Research in Advent Technology	2018	0	BJM Govt. College, Chavara	Nill
A Paper on Role of Online Market Research in E-Tailing with Special Reference to Social Media Monitoring	Dr. Biju T	Journal of Emerging Technologies and Innovative Research (JETIR)	2019	0	BJM Govt. College, Chavara	Nill
Consumer Satisfaction Survey on Coconut Neera	Dr. Biju T	International Journal of Research and Analytical Reviews	2019	0	BJM Govt. College, Chavara	Nill

		(IJRAR)				
Investigating the Relationship between Cash Saving and Stock Price in F ormative ness in the Companies Listed in Bombay Stock Exchange	Dr. Bijut	Research Review International Journal of Multidisciplinary	2019	0	BJM Govt. College, Chavara	Nill
Knowledge Management Initiatives of Government of Kerala and Beneficiary Satisfaction among MSMEs : An Evaluation	Dr. Bijut	Mirror (Peer Refereed International Research Journal of commerce, Mannagement Social Science	2019	0	BJM Govt. College, Chavara	Nill
Customer Satisfaction, Customer Loyalty and Brand Equity of Pharmaceutical Companies in Kerala	Dr. Bijut	Mirror (Peer Refereed International Research Journal of commerce, Management Social Science	2019	0	BJM Govt. College, Chavara	Nill
Total Quality Management in Banks - An Analysis on Employee Perception about Employee Empowerment , Continous Improvement and	Dr. Bijut	Mirror (Peer Refereed International Research Journal of commerce, Management Social Science	2019	0	BJM Govt. College, Chavara	Nill

Customer Focus						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	Nill	Nill	NIL
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	32	Nill	Nill
Presented papers	Nill	1	Nill	Nill
Resource persons	Nill	2	Nill	Nill
Attended/Seminars/Workshops	Nill	Nill	2	Nill
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
ABHAYAM	NSS	2	200
BOOK COLLECTION	NSS	2	200
LAKE CLEANING	NSS	2	200
GREEN HARVESTING	NSS	2	200
KRIPAKIRANAM	NSS	2	200
CYCLE RALLY - GREEN PROTOCOL	NSS	2	200
PUZHAYODOPPAM	NSS	2	200
KOYTHULSAVAM	NSS	2	200
PADAVUKAL	NSS	2	200
PADANATHEERAM	NSS	2	200
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
"SWACHATHA	Second Prize	Central	200

PAKWADA" A PROJECT BY CENTRAL GOVERNMENT.		Government	
Best NSS unit	Award	Kerala University	200
Best NSS Volunteer	Award	Kerala University	1
Best NSS Programme Officer (Comp-lementary)	Award	Kerala University	1
CM Kerala Best CDT	Scholarship	Kerala Govt.	1
Best CDT in ATC	Award	NCC	1
Best Firer	Award	NCC	1
Judo	Winners	Inter University	3
Roll Ball	Winners	Inter University	3
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
"SWACHATHA PAKWADA" A PROJECT BY CENTRAL GOVERNMENT.	Central Govt.	Project	2	200
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research	Dr. Najidha S.	Nil	730
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Project work	Less hazardous bromination of salicylic acid	Govt. College, Madappally	02/07/2018	28/06/2019	PG Students
Project work	Synthesis and	Govt. College,	02/07/2018	28/06/2019	PG Students

	applications of thiol based compounds	Madappally			
Project work	Metalion detectors	Govt. College, Madappally	02/07/2018	28/06/2019	PG Students
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4432659	3338524

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Video Centre	Nil
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LIBSOFT	Fully	4.1	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17658	5380500	2718	875000	20376	6255500
Reference	739	369500	100	125000	839	494500

Books						
CD & Video	35	Nil	Nil	Nil	35	Nil
Library Automation	18840	Nil	Nil	Nil	18840	Nil
Journals	16	Nil	Nil	Nil	16	Nil
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	47	26	36	1	0	9	11	20	0
Added	33	33	0	0	0	0	0	0	0
Total	80	59	36	1	0	9	11	20	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2130000	2123415	20000	20000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The policies regarding creation and enhancement of infrastructure are purely for ensuring effective teaching and learning process. The departments are asked to prepare their requirements for an academic year to make the process of teaching and learning effective and competitive. Based on department-wise requirements, the Staff Council prioritizes the requirements and, resources are

allocated from the development fund provided by the government. As modern education is purely IT- oriented, priority is given to the modernization of infrastructure to ensure the teaching-learning process effective. Purchase of current titles and up-gradation of library resources is the responsibility of the Library Advisory Committee. The Committee prepares the list of books and periodicals to be added annually in consultation with faculty members and heads of the departments. The list of latest books and new editions is prepared with the help of academic peers and scholars from other institutions also. The syllabus modification and restructuring of Under-Graduate and Post-Graduate programme have made library up-gradation a must. The faculty has the freedom to purchase essential books at any time. Each department acquires new books to its library every year.

<http://bjmgovtcollege.ac.in/wp-content/uploads/sites/30/2021/05/Procedures-and-policies-for-maintaining-and-utilizing-facilities.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	1.C H Muhammed Koya 2.Prof.Joseph Mundasser 3.Blind/PH Scholarship 4.Staliment Scholarship 5.SuvarnaJubilee Scholarship 6.Higher Education Scholarship 7.NSP (Post Matrix Central Sector) 8.Snehapoorvam 9.Fisheries Scholarship 10 E grants	926	3231750
b) International	0	Nill	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
ASAP	02/07/2018	25	Kerala Govt. Skill Development Centre
WWS	02/07/2018	90	Directorate of Collegiate Edn.
SSP	02/07/2018	150	Directorate of

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Bank Coaching	48	Nill	Nill	Nill
2019	SSP	150	Nill	Nill	Nill
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nill	Nill	NIL	Nill	Nill
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	10	BA	History	SN College, Kollam	MA
2019	50	BA	English	Various Institutions of Kerala and other states	MA, BEd etc.
2019	26	BCom	Commerce	Various Institutions of Kerala and other states	MCom, MBA, CMA, CA, ACS etc.
2019	78	BSc	Maths	Various Institutions of Kerala	MSc, BEd. etc.

				and other states	
2019	30	BSc	Zoology	Various Institutions of Kerala and other states	MSc, BEd. etc.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cricket, Football, Volley ball, Roll ball, Judo	College level	200
Sports day competitions - Athletics	College level	50
Arts day Competitions	College level	250
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	NIL	NIL
No file uploaded.						

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

Student council members were elected as per the guidelines given by the University. The council includes Chair person, Vice-chairperson, General Secretary, Magazine editor, Arts secretary, Sports secretary, University Union Councillors and various representatives. Students' Union members and other students are included in all the activities of the College. Students nominees are there in all the important committees of the college, like anti ragging committee, anti-drug committee, women's cell etc. Apart from this students are actively involved in various club and committee activities like, NSS, NCC, Movie club, ED club, Science club, Literary club etc. Some of the activities organized by the College Union during the year 2018-19 are: • Union inauguration and Arts club inauguration • Film club inauguration and Film Show • Christmas and New Year celebration . Holi Celebration • Valentine's day celebration • Arts Day • Sports Day • Coordinated Students' participation in University Youth Festival • Women's Day • College Magazine etc.....

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association of BJM Govt. College Chavara, sponsored Rs.3000 to NSS unit of BJM Govt. College, for the training camp of District level leadership training conducted on 6-10-2018. Alumni Association of BJM Govt. College, Chavara contributed Rs.5000 for the special camp, which was organized by NSS unit of BJM Govt. College, Chavara on 23-12-2018. As part of 7 day national camp PUNARJANI 2018 conducted by the NSS unit, Smt S. Suja (Secretary, Alumni Association), Councilor, Govt. hospital, Karunagappally delivered a talk on Teenage Counselling Alumni Association conducted a career guidance seminar among the students of BJM Govt. College, Chavara on 12-3-2019 and 18-3-2019. The former students 1996 to 1999 batch of BSc mathematics awarded Rs. 1999 and memento to Miss Neenu B, who secured highest marks in Mathematics for BSc examination 2018, on merit day 2019 conducted by PTA. The former students of 2012 to 2015 batch gave an award for the student Miss. Aneesa Nizam, who secured highest marks in Arabic exam.

5.4.2 – No. of enrolled Alumni:

180

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

9999

5.4.4 – Meetings/activities organized by Alumni Association :

No. of Meetings: 5 Alumni Association of BJM Govt. College Chavara, sponsored Rs.3000 to NSS unit of BJM Govt. College, for the training camp of District level leadership training conducted on 6-10-2018. Alumni Association of BJM Govt. College, Chavara contributed Rs.5000 for the special camp, which was organized by NSS unit of BJM Govt. College, Chavara on 23-12-2018. As part of 7 day national camp PUNARJANI 2018 conducted by the NSS unit, Smt S. Suja (Secretary, Alumni Association), Councilor, Govt. hospital, Karunagappally delivered a talk on Teenage Counselling Alumni Association conducted a career guidance seminar among the students of BJM Govt. College, Chavara on 12-3-2019 and 18-3-2019. The former students 1996 to 1999 batch of BSc mathematics awarded Rs. 1999 and memento to Miss Neenu B, who secured highest marks in Mathematics for BSc examination 2018, on merit day 2019 conducted by PTA. The former students of 2012 to 2015 batch gave an award for the student Miss. Aneesa Nizam, who secured highest marks in Arabic exam.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Group Tutor System: With a view to comprehensively improving the all round performance of the student and providing greater opportunities for the personal rapport between the teacher and the taught, the tutorial system has been introduced. Students of each class will be under the charge of a teacher of the respective dept. designated as "Group Tutor" Each Group Tutor will regularly monitor the progress and conduct of the students of his group and generally advise them on avenues of academic improvement. Leave of absence of students will be granted only if the applications are recommended and forwarded by the group tutor. No conduct certificate will ordinarily be issued to a student except on the recommendation of the Group Tutor. 2. College Council: The college council consists of the Principal, Heads of all Major and Minor Departments, IQAC Coordinator, NAAC Coordinator and the office superintendent.

It is constituted mainly to advise the Principal on the administrative and academic matters pertaining to the college. It meets once a month and is presided over by the Principal.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission of Students The College is affiliated to University of Kerala. The admission procedure is through centralized admission system of the University
Industry Interaction / Collaboration	Industry Interaction / Collaboration The Career Guidance and Placement Cell conduct seminars, talks, debates, discussions and workshops in which eminent industrialists interact with our students. The students understand the challenges and the demands of the job market. Our students participate in the industry interfaces during their field visits .Industries also conduct job recruitment drives in the campus and provide career seminars in association with the College.
Human Resource Management	Human Resource Management The faculty and administrative staff are appointed by the State Government through Public Service Commission on merit basis. Faculties are remunerated as per UGC package whereas the administrative staffs gets pay scales as fixed by the State Government. Induction training is given to the administrative staff. For the faculty, orientation programmes and refresher courses are arranged in University Academic Staff Colleges across the country. Frequent trainings are also arranged for the faculty at the Institute of Management in Government. Seminars/ Workshops are organized to boost the efficiency and morale of the teaching and non-teaching staff. Seminars are regularly organized for student so as to equip them to meet the challenges, likely are to face in the outside competitive world. The NCC, NSS, WWS, SSP, ASAP programmes and various club activities enhance and inculcate the leadership qualities in the students. The students get a wide exposure through various clubs that function in the college. The

teachers, non-teaching staff and students get a chance to develop their skill by enrolling in various courses conducted by the Continuing Education sub centre. The students and faculty get an opportunity to interact with the social environment through the extension activities undertaken by the departments.

Library, ICT and Physical Infrastructure / Instrumentation

Library, ICT and Physical Infrastructure / Instrumentation The general library is well equipped with good titles. • Easy accessibility, sufficient seating capacity, ample number of books pertaining to various disciplines of study are the hallmark characteristics of the library. • The books are cataloged and the automation process has been started. • All the students who are admitted in an academic year are members of the library. • Apart from printed books, reference texts, magazines, journals, newspapers are available in the library • The e-library (Inflibnet) concept has enabled the students to manipulate and extract latest and modern information and data utilizing e-resources. • The students are provided a learning atmosphere, and are permitted to lend book regulated by the norms of the college library. • However, reference texts are meant to be read and referred within the library. • Yearly addition of new books is an added advantage to maintain and remain in the foray to assimilate knowledge. • The up gradation of library with latest editions of books and reference texts supplements the entire learning process.

Research and Development

Research and Development The Research Committee of the College encourages and motivates the teachers to take up research projects, and fosters a culture of research among students and staff. The committee is also actively involved in facilitating research activities carried out by the members of the faculty by providing relevant information on the availability of funds and their sources. The Research Committee scrutinizes and provides suggestions to the faculty for further improvement of the research proposals before it is forwarded to the Funding agency. Publication of research

findings and presentation of research papers are undertaken by the faculty members. The Faculty have also involved in the interdisciplinary researches and in research which have policy implications.

Examination and Evaluation

Examination and Evaluation The college conducts a full-fledged internal examination at the end of each semester. The question pattern, conduct and evaluation are exactly those of university examinations so that the students get a good opportunity to prepare for their end semester university examination. Printouts of model question papers are provided to students at free of cost. Regular class test are done to assess the comprehensive level of students and to assure their academic progress. Weaker students are supported under SSP. After the internals, the grades of the students are intimated to the students for their betterment. Based on their previous academic grades a profile of each student is maintained in the department and it enable the college for ongoing assessment system

Teaching and Learning

Teaching and Learning The institution focuses on student centered learning. More facility is provided for ICT enabled teaching-learning process. We take utmost care in the implementation of the curriculum. Tutorial system and monitoring are provided to aid the teaching-learning process. In addition to traditional teaching methods, seminars, debates, group discussions, experiential learning, mind mapping etc. are conducted to ensure the participation of maximum number of students in the teaching and learning activity. The College has a well equipped Library with a collection of 17741 books, 739 reference books and 16 periodicals. Each year necessary books are purchased to match with the updation of the syllabus. The digital classification and automation of the library is done every year. More Reference Books and Electronic databases are procured to meet the increasing demands of the students. Along with the General Library more Departmental Libraries will be promoted to encourage reading and research aptitude among the students. College

provides opportunity to the teachers to attend Orientation and Refresher courses to make improvements in teaching. The teaching and learning process is largely done by the faculty using ICT enabled platforms, Broadband internet, INFLIBNET, EDUSAT, LCD Projectors, laptop and computers to keep pace with the information explosion round the world. A Digital Language Lab is set up to improve the language proficiency among teachers and students. The computer centre enhances the IT skills of our students and facilitates better teaching and learning process. Interactive learning takes place through field work, study tours, group discussions, quiz programmes, workshops, and academic seminars. Lectures by eminent academicians are offered to the students. Academic progress of the students is assessed through Continuous Evaluation. The Tutorial System helps students to overcome learning difficulties. Classes handled by experts are also provided through EDUSAT facility available in the College. Students are exposed to emerging areas by organizing seminars/workshops and invited talks. In addition to this, we have new initiatives like Walk With a Scholar programme for outstanding students, Scholar Support Programme for slow learners, Remedial Coaching classes for SC/ST/OBC and other minority students and ASAP, a new venture of the Govt of Kerala to equip the students with new skills.

Curriculum Development

As a catalyst of social change, the college is heading towards the academic excellence in fine tune with its vision and mission. In the backdrop of the well-articulated vision and mission, the college is setting a clear foundation for its academic functions through the explicit terminals like PTA, College Websites, Induction workshops etc., the college is carrying out its regular functioning in tune with the norms and guidelines issued by the parent university. In order to address the traditional issues of academic exercise, the college has vetted with the Choice Based Credit Semester System and has attained incredible results. The college is also

embracing the Continuous Evaluation system to keep a close track of surveillance on the academic development of students. The administration of syllabi is under the regular supervision of HoDs and the academic council. Besides, the college is very sensitive to the academic and social events on a global perspective.

The college ensures a holistic development model for the students through the conduct of various cells and clubs. The highlights include ED club and Nature club. The college is under the supervision of university of Kerala and the Directorate of Collegiate Education. Our teachers are enriched with the regular update of knowledge from the experts of the discipline. From the national agencies too, the college gets enough institutional and financial support. The college has become part of the knowledge highway with necessary bandwidth facilities. The college facilitates FDPs and Minor and Major Research Projects

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	Majority of the communications to the higher authorities (Directorate of Collegiate Education etc.) are through DDFS (Digital Document Filing System)
Student Admission and Support	The College is affiliated to the University of Kerala. So all the admission related process are through Centralized online admission system of the University.
Examination	For Post Graduate Exams, the Question papers are available through online portal of the University. The examination superintendent of the College will download the Question papers on time as specified by the University.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	Nill

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	National Seminar on Our Heritage: Indian Mathematics	-	01/02/2019	01/02/2019	40	Nil
2018	Two day National Seminar on Recent Research and Developments in Chemistry	-	30/10/2018	31/10/2018	43	Nil
2018	Time Series analysis and basics of Behavioural finance	-	28/11/2018	30/11/2018	44	Nil

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
WWS Cluster workshop	1	16/10/2018	16/10/2018	1
Orientation Programme	1	16/01/2019	12/02/2019	28
Orientation Programme	1	20/06/2018	17/07/2018	28
Faculty Development Programme	1	01/01/2018	09/08/2018	730
Refresher Programme in Zoology	2	20/06/2019	03/07/2019	14
Refresher	1	27/07/2018	15/08/2018	20

Course in Commerce				
Faculty Development Programme	1	01/01/2018	07/07/2019	730
Capacity Building Programme	1	05/03/2019	07/03/2019	3
Refresher Course in Environmental Sciences	1	28/11/2018	18/12/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NIL	NIL	Care and Share

6.4 – Financial Management and Resource Mobilization

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

All accounts of the college are to be audited by at least one of the following agency. 1) Auditing by the State Finance Department. 2) Annual auditing by the Department of Collegiate Education. 3) All the audits done above are subjected to external audit by the Office of the Accountant General, Government of Kerala. 4) The utilization of the UGC accounts is audited by the registered Chartered Accountant. 5) Internal audit is done for PTA accounts. Any objections made by the auditors will be cleared in due course.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Directorate of Collegiate Education	Yes	College Level Monitoring Committee and Dept. Level

				Monitoring Committee
Administrative	Yes	AGs Office	Yes	College Level

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

The College PTA collects contributions as an additional source of internal revenue for carrying out the activities of the College PTA of the college supports the departments with minor expenses towards maintenance, repair of furniture, class room accessories etc. Class wise PTA meetings are also conducted to ensure effective and transparent implementation of the curriculum The PTA meetings held regularly enable the teachers to comprehend the learners and identify the corrective methods to be adopted for negating the shortcomings Feedback from parents is collected by conducting Class PTA meetings for each semester and the General PTA meeting.

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

1. To Organize training Programmes as per the requirements 2. To conduct workshops for performing the jobs in an effective manner 3. Training on documentation

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

1. Initiatives for starting new courses 2. Initiatives for the development of Library resources 3. Initiatives for proper documentation of land details of the college and ensuring security through constructing compound wall for the entire campus 4. Development of College ground for Sports activities 5. Development of Infrastructural facilities (Class rooms, Labs, ICTs etc.)

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Induction Programme for First Year UG Students	02/07/2018	02/07/2018	02/07/2018	200
2018	Induction Programme for First Year PG Students	03/09/2018	03/09/2018	03/09/2018	30
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nill	Nill	Nill	Nill

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

Percentage of power requirement of the University met by the renewable energy sources
The College is planning to use solar energy for meeting the entire power requirements of the College. (At present the Principal's office and Library block is utilizing solar energy)

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	19
Ramp/Rails	Yes	19
Rest Rooms	Yes	19
Scribes for examination	Yes	10

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nill	Nill	Nill	Nill	Nill	NIL	NIL	Nill
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nill	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Fourteen Activities by NSS.1.ABHAYAM 2018 2 BOOK COLLECTION FOR REBUILDING FLOOD AFFECTED LIBRARY 3 LAKE CLEANING - SASTHAMKOTTA 4 GREEN HARVESTING - SUPPORT TO FARMERS 5 KRIPAKIRANAM 2018 - PENSION DISTRIBUTION 6 CYCLE RALLY - PROMOTING GREEN	02/07/2018	30/06/2019	200

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

• **Energy Conservation** The college is ensuring minimal energy consumption through various measures of energy conservation. All the classrooms are well ventilated and having enough natural light. Hence the use of fans and lights are at the minimal level. Continuous awareness is been given to students on the need for energy conservation. The class leaders are given charge to verify whether lights and fans are switched off when not in need. Sign boards on energy conservation have been displayed in various parts of the college premises. The staff members are also advised to reduce energy consumption. The students are made conscious of the solar energy source to use it in their homes and the community at large. The college office and Principal's room are powered by solar energy. The college canteen functions with the aid of biogas plant and agricultural need of the campus is met with the slurry from biogas plant. The college hosts regular programmes to instill the messages on the need and importance of nonconventional energy sources. The college is keen on educating the students regarding the harmful effects of plastic. The college has also declared as a 'plastic free zone'.

• **Efforts for reducing the use of paper** Use of electronic forms is promoted in order to reduce the use of paper. Students are advised to submit the draft copies of projects in soft format in order to reduce paper consumption. The governance of the college is transformed to an electronic mode. All the communications are made through this operating system. The broad aim of college administration in the short run is to make the office as paper free as possible, and a paper free zone in the long run. The latest technology has been implemented on the campus and it is made available to the student community in supervised ambiance, hence the campus tends to use relatively less volumes of paper.

• **Water conservation** Even though being a state which receives an average rainfall of 3000 millimetre per year, Kerala is facing severe water scarcity in summer season. The college is taking appropriate measures for water conservation. Students are made aware of the need of conserving water. The NSS units of the college take a lead role in this regard. Boards are displayed nearby all water taps to reduce the use of water. It is also proposed to install water harvesting facility in the college campus. The message is being given to students regarding the importance of water conservation. The natural pond water in the campus is properly used for gardening and agricultural purposes. Efforts are taken to spread the messages on the importance of water conservation and the college celebrates the World Water Day on 22nd March every year. The college intends to create a generation of students who are ecologically responsible.

• **Plastic-free campus:** The campus is declared as 'plastic-free'. Use of plastic is strictly restricted on the campus. Students are advised not to bring plastic carry bags into the

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Care and Share As a college where most of the students belong to the poor socio economic background, it was felt by the teachers and staff that at least some of these students are provided with financial support. By way of e-grants and scholarships the government already provides financial assistance to the economically poor and meritorious students. Unfortunately much of these financial assistance is distributed very late and some even after the completion of the course. There are also students who are in real need of help but are not covered by e-grants or scholarships. A new endeavor 'Care and Share' is envisaged by the College and a project proposal for the Scheme was prepared and submitted to the Directorate of Collegiate Education and got it approved. An initial fund of Rs. 80000 was mobilised for this purpose through

voluntary donation from teachers and non teaching staff. The Care and Share programme has been formally inaugurated by Sri M. Nanda Kumar IAS, Director, Department of Collegiate Education, Government of Kerala. A Committee is constituted under the chairmanship of the Principal to go ahead with its registration and selection of beneficiaries. Selection process Urgency and genuineness of need are the twin criteria for selection of the beneficiary. The selection process should not put the student under any kind of mental agony. If needed, the selection shall be based on a site inspection by a team of at least three members of the Executive committee. Transparency and accountability The 'Care and Share' fund should have proper accountability. 'Care and Share' to be registered under the Thiru Kochi Scientific, literary and charitable Societies Registration Act 1955 with a well formulated bye-law with provision for audit of accounts with a Chartered Accountant. The annual accounts are to be published and distributed to all stake holders.. Elder-Care Old-Age Care and the allied issues are perturbing the state for the last few decades. The responsible younger generation need to be sensitive to this burning issue. In this direction the college has designed an intelligent intervention. The college has understood the importance of new generation and their role in old age caring in the near future. If our students are trained or made aware of this issue, there can be a positive change in our society by caring the older generation. The purpose of this very programme is to address this issue in a systematic and scientific manner. The fragmentalised old age groups are purposively grouped in to three sections. Viz. the old age category with terminal immobility, old age category with slight or minor physical issues, and old category but capable of normal functions. These groups are engaged regularly with our peer groups from college and members of NGO (kudumbashree, prominent NGO in Kerala). As a first step in this practice we have conducted a comprehensive survey of the selected three local self government bodies and the data base has made in to the form of directory. Kudumbashree, being the prominent NGO, which has been selected as the nodal agency of National Rural Livelihood Mission (NRLM), has consented to undertake this project in the selected three panchayaths in the Chavara constituency due to the able guidance of the then MLA and Minister for Labour and Skills Shri.Shibu Babyjohn. To deliberate the issues on old age care, a meeting has been summoned. As result of this deliberation, a project report was prepared with the technical support of our students. Considering the social gravity of this issue, the State Rural Livelihood Mission has approved the entire project. Subsequently the project was taken up by the NRLM with the recommendations of the state government. The NRLM has sanctioned a lucrative sum of 30 lakhs per local body. Finally the project has got a flag off by the then Minister for Social Justice Dr.M.K.Muneer. As a part of the social extension activity, the students are conducting a social audit to evaluate the socio- economic - psycho effects of this programme among the elderly community as a beneficiary.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://bjmgovtcollege.ac.in/wp-content/uploads/sites/30/2021/05/Successful-Best-Practices.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Old-Age Care and the allied issues are perturbing the state for the last few decades. The responsible younger generation need to be sensitive to this burning issue. In this direction the college has designed an intelligent intervention. The college has understood the importance of new generation and their role in old age caring in the near future. If our students are trained or

made aware of this issue, there can be a positive change in our society by caring the older generation. The purpose of this very programme is to address this issue in a systematic and scientific manner. The fragmentalised old age groups are purposively grouped in to three sections. Viz. the old age category with terminal immobility, old age category with slight or minor physical issues, and old category but capable of normal functions. These groups are engaged regularly with our peer groups from college and members of NGO (kudumbashree, prominent NGO in Kerala). As a first step in this practice we have conducted a comprehensive survey of the selected three local self government bodies and the data base has made in to the form of directory. Kudumbashree, being the prominent NGO, which has been selected as the nodal agency of National Rural Livelihood Mission (NRLM), has consented to undertake this project in the selected three panchayaths in the Chavara constituency due to the able guidance of the then MLA and Minister for Labour and Skills Shri.Shibu Babyjohn. To deliberate the issues on old age care, a meeting has been summoned. As result of this deliberation, a project report was prepared with the technical support of our students. Considering the social gravity of this issue, the State Rural Livelihood Mission has approved the entire project. Subsequently the project was taken up by the NRLM with the recommendations of the state government. The NRLM has sanctioned a lucrative sum of 30 lakhs per local body. Finally the project has got a flag off by the then Minister for Social Justice Dr.M.K.Muneer. As a part of the social extension activity, the students are conducting a social audit to evaluate the socio- economic - psycho effects of this programme among the elderly community as a beneficiary.

Provide the weblink of the institution

<http://bjmgovtcollege.ac.in/wp-content/uploads/sites/30/2021/05/Performance-in-distinctive-area.pdf>

8.Future Plans of Actions for Next Academic Year

Future Plans of action for next academic year A broad outline of the future course of actions is given below: 1. The college aims to take steps to start more courses in the college. To provide more opportunity to the aspirants of education, the college plans to get the number of seats in the present courses increased. The college would like to apply for a number of new PG and UG courses to the University and the Government. 2. To actively participate in curricular design, we are planning to encourage more faculty members from the college to participate in the syllabus designing workshops and meetings. Also the IQAC is planning to be in touch with the nearby college IQACs to share various resources to make the transactions efficient. The college IQAC also intended to check out chances to link the academic programs with Professional Institutions. 3. Students will be encouraged to participate in exams like NET, SET, and GATE. Various Coaching programs in that respect would be encouraged under the initiative of various departments, Alumni and PTA. 4. Encourage the teaching Departments to start new add-on courses beneficial to students. 5. The college would like to conduct seminars and workshops by all the Departments and IQAC for the development of faculty and Non teaching staffs. In these seminars, eminent academicians would be invited to interact with the college faculty. Also more teachers would be encouraged to participate in academic development programmes. Teachers without Ph.D degree would be encouraged to do research for the same. 6. To strengthen the research activities in the college, teachers would be encouraged to take up research projects with the funding of agencies like UGC, DST etc. The existing projects have to be finished within the stipulated timeframe. The science departments would be asked to prepare proposals for getting funding from DST. 7. As a part of providing services to the community, the much appreciated programmes of our college such as Elder Care and Karuthal should be continued. The help of NSS, NCC and Alumni should also be encouraged to enrich the program. 8. To improve the library services, the ongoing

digitalization process of the library should be completed and more books and journals would be added to the library in the coming years. 9. The system enabled Student feedback would be intensified. The results would be discussed with the faculty and relevant facts would be passed to various agencies like the University. Feedback from parents and alumni also would be collected and actions would be taken on it. 10. The Centralised Attendance system need to be initiated, discussion on the same should be completed. 11. Infrastructural development planned: (a) Using solar energy for meeting the power requirements of the College. (At present the Principal's office and Library block is utilizing solar energy) (b) Bio-gas plant for processing food waste would be installed. This would also help the canteen to get cooking gas free of cost and food items can be supplied to the students at reduced rates. (c) Reading room for the library would be set up with computers to search the library database, and internet resources. (d) Internet connectivity would be given to all the students using the existing labs. Free Wifi is already provided to the students. (e) Construction of New Academic buildings and Labs (f) Leveling of College Play Ground (g) Compound wall for the College land 12. The activities of Alumni association would be enriched, and their suggestions would be sought for improving the facilities in the college. 13. A fully fledged guidance and counseling unit would be made operational. Companies would be invited for offering campus placements to students. 14. The new students of the college should give induction programs on general as well as specific topics. 15. Conduct internal audit at the end of every academic year for academic and administrative activities. 16. To review the plan of action, IQAC meeting with the faculty, staff, and students would be held regularly. 17. Preparations for NAAC reaccreditation activities. -----

