



# **YEARLY STATUS REPORT - 2022-2023**

## **Part A**

### **Data of the Institution**

#### **1.Name of the Institution**

**BABY JOHN MEMORIAL GOVERNMENT  
COLLEGE, CHAVARA**

- Name of the Head of the institution **Dr. Anitha P**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **04762680736**
- Mobile No: **9497768094**
- Registered e-mail **bjmgovtcollege@gmail.com**
- Alternate e-mail **iqacbjm@gmail.com**
- Address **Baby John Memorial Government  
College**
- City/Town **Chavara**
- State/UT **Kerala**
- Pin Code **691583**

#### **2.Institutional status**

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **University of Kerala**
- Name of the IQAC Coordinator **Dr. Sajith S**
- Phone No. **04762680736**
- Alternate phone No. **04762680736**
- Mobile **9447766236**
- IQAC e-mail address **iqacbjm@gmail.com**
- Alternate e-mail address **bjmgovtcollege@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

[https://bjmgovtcollege.ac.in/?page\\_id=2614](https://bjmgovtcollege.ac.in/?page_id=2614)

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[https://bjmgovtcollege.ac.in/?page\\_id=134](https://bjmgovtcollege.ac.in/?page_id=134)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>2.54</b>	<b>2017</b>	<b>19/07/2017</b>	<b>18/07/2022</b>

**6. Date of Establishment of IQAC**

**22/09/2014**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>BJM Government College, Chavara</b>	<b>RUSA 2.0, Infrastructure Development</b>	<b>RUSA</b>	<b>2018</b>	<b>500000</b>
<b>BJM Government College, Chavara</b>	<b>Grants</b>	<b>State Government</b>	<b>2022</b>	<b>11116163</b>

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

1. IQAC focus on organizing International, National and State level seminars, workshops and Faculty Development Programs which ensure the participation of renowned academicians, Scientists, Research Scholars and faculties from the country and abroad which benefitted the student cum teacher community 2. Continuous focus on improving teaching-learning infrastructure and ICT equipments and their maintenance for quality enhancement 3. IQAC always ensure the inculcation of values in our students and is also constantly trying to develop student mentoring system, conduct Student Induction Programmes, taking systematic and concerted effort for entrepreneurship, promoting environmental consciousness and Green campus campaign. 4. Support NSS, NCC and various clubs to promote student's participation in co-curricular and other activities that impart leadership training and universal values. 5. Provided support to academic activity by developing a learning Management System elearn@bjm which provides a platform for online learning.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
<p>1. Student Induction Program            2. To conduct National and International seminars            3. To promote ICT enabled teaching-learning process</p>	<p>1. Orientation programmes for newly admitted students were organized by IQAC. The students were informed about the College facilities, Opportunities and activities. They were motivated and the rules of discipline were explained.            2. Departments conducted various workshops with renowned scientists and academicians as the resource persons.            3. More computers were purchased and properly maintained LMS platform elearn@bjm.</p>

**13. Whether the AQAR was placed before statutory body?** **Yes**

- Name of the statutory body

Name	Date of meeting(s)
IQAC	22/02/2024

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	BABY JOHN MEMORIAL GOVERNMENT COLLEGE, CHAVARA
• Name of the Head of the institution	Dr. Anitha P
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04762680736
• Mobile No:	9497768094
• Registered e-mail	bjmgovtcollege@gmail.com
• Alternate e-mail	iqacbjm@gmail.com
• Address	Baby John Memorial Government College
• City/Town	Chavara
• State/UT	Kerala
• Pin Code	691583
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Kerala
• Name of the IQAC Coordinator	Dr. Sajith S

• Phone No.	04762680736				
• Alternate phone No.	04762680736				
• Mobile	9447766236				
• IQAC e-mail address	iqacbjm@gmail.com				
• Alternate e-mail address	bjmgovtcollege@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://bjmgovtcollege.ac.in/?page_id=2614">https://bjmgovtcollege.ac.in/?page_id=2614</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://bjmgovtcollege.ac.in/?page_id=134">https://bjmgovtcollege.ac.in/?page_id=134</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.54	2017	19/07/2017	18/07/2022
<b>6.Date of Establishment of IQAC</b>			22/09/2014		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
BJM Government College, Chavara	RUSA 2.0, Infrastructure Development	RUSA	2018	500000	
BJM Government College, Chavara	Grants	State Government	2022	11116163	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	4	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	No	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. IQAC focus on organizing International, National and State level seminars, workshops and Faculty Development Programs which ensure the participation of renowned academicians, Scientists, Research Scholars and faculties from the country and abroad which benefitted the student cum teacher community 2. Continuous focus on improving teaching-learning infrastructure and ICT equipments and their maintainance for quality enhancement 3. IQAC always ensure the inculcation of values in our students and is also constantly trying to develop student mentoring system, conduct Student Induction Programmes, taking systematic and concerted effort for entrepreneurship, promoting environmental consciousness and Green campus campaign. 4. Support NSS, NCC and various clubs to promote student's participation in co-curricular and other activities that impart leadership training and universal values. 5. Provided support to academic activity by developing a learning Management System elearn@bjm which provides a platform for online learning.</p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
<p>1. Student Induction Program 2. To conduct National and International seminars 3. To promote ICT enabled teaching-learning process</p>	<p>1. Orientation programmes for newly admitted students were organized by IQAC. The students were informed about the College facilities, Opportunities and activities. They were motivated and the rules of discipline were explained. 2. Departments conducted various workshops with renowned scientists and academicians as the resource persons. 3. More computers were purchased and properly maintained LMS platform elearn@bjm.</p>
<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p>Yes</p>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<p>Name</p>	<p>Date of meeting(s)</p>
<p>IQAC</p>	<p>22/02/2024</p>
<p><b>14. Whether institutional data submitted to AISHE</b></p>	
<p>Year</p>	<p>Date of Submission</p>
<p>2022-23</p>	<p>28/02/2024</p>
<p><b>15. Multidisciplinary / interdisciplinary</b></p>	
<p>BJM Government College provides a holistic multidisciplinary educational environment with a vision to equip the students with an overall knowledge on allied fields apart from their core subjects. Some of the good practices implemented by the College to promote multidisciplinary are promotion of sustainable environment, social commitment and community outreach. Credit based course on Environmental education is a part of the curriculum. community engagement and social service are undertaken by students through distribution of necessary accessories to orphanages and old age homes, blood donation camps, educating women on health and hygiene etc. Webinars,</p>	



seminars and workshops are conducted by different departments and committees, which are of multidisciplinary nature. The new generation courses sanctioned/proposed are multidisciplinary.

#### **16.Academic bank of credits (ABC):**

The academic curriculum is designed by the University and faculty members have been involved in the preparation of course content as a subject expert in the committee of courses constituted by the respective departments. faculty members use different curricular and pedagogical tools and approaches for teaching-learning activities. To promote hybrid learning, our college has provided a learning Management System elearn@bjm where reading materials, assignments, question papers and other relevant study materials are also regularly uploaded by the faculties. Students are encouraged to search and read recent research published articles to prepare assignments. Encouraged students to participate in various competitions held by other universities and institutions to gave them an awarness about blended learning mode.

#### **17.Skill development:**

Our college organizes various workshops, events and activities aimed to develop technical and soft skills among students, to encourage entrepreneurial endeavours and nurture their employability quotient. The institution facilitates students in administrative/accounts work. Experts from the industry/professionals are invited regularly by various departments such as Chemistry, Physics, Zoology, Commerce etc. to hone the technical skills of the learners.

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

The institution is committed to preserve and promote the Indian knowledge system in all possible ways. In addition to our traditional language, Malayalam, our college offers Hindi as an additional language. Subjects like Political science, History, Economics etc. are also offered in order to inculcate the sense of national integration, culture, and civic sense among the student community. Our students are trained in traditional art forms and participate in various Cultural and Heritage Youth Festivals organized by the college as well as University. Our College commemorates Hindi Divas, Kerala Piravi, Tourism Day and Yoga Day as an act of reverence towards Indian languages and culture.

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

BJM Government College is affiliated to University of Kerala and the curriculum provided by the University for all UG and PG programmes clearly states Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO). Every faculty explains the course outcomes of each course before the commencement of the same. Our college organizes several academic events such as webinars/seminars/panel discussions and workshops to provide interactive platform for knowledge acquisition. Apart from the regular internal, external as well as practical examinations, faculties adopt Experiential learning techniques like debates, group discussion and seminars which proved to be effective tools for assessing the cognitive levels of students, namely remembering, understanding, applying, analyzing, evaluating and creating. Assessment of PO, PSO and CO are also done for all core courses and adequate measures are taken as per analysis report.

**20.Distance education/online education:**

To improve the process of learning new skills and increase the speed and reach required to deliver well-structured training,our college has introduced a Learning Management System elearn@bjm which provide online access to educational materials for students to learn from anywhere, at any time. Interactive elements such as quizzes, knowledge checks, discussion boards, and multimedia content are also provided which enhance the learning experience. Virtual mode of teaching through various applications viz ZOOM, Google Classroom, Google meet etc are also being conducted in our college.

**Extended Profile****1.Programme**

1.1 405

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1 320

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 203

Number of seats earmarked for reserved category as per GOI/  
State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 378

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 42

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 42

Number of Sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>405</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>320</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>203</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>378</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>42</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	42
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	30
Total number of Classrooms and Seminar halls	
4.2	85.89
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	99
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college has been adhering to the norms set by the University of Kerala for curriculum framing and updates, with an action plan prepared according to the University's academic calendar. Since 2010, undergraduate courses in affiliated colleges have been placed under the Choice Based Credit and Semester System (CBCSS), reflecting the changing educational landscape towards a more student-centered approach. The college has successfully adapted to this new paradigm by incorporating emerging areas of knowledge into the arts, science, and commerce streams, and establishing the Department Level Monitoring Committee (DLMC) and College Level Monitoring Committee (CLMC) to ensure effective implementation of the curriculum. These committees address student grievances regarding continuous evaluation (CE) marks and ensure that the syllabi's academic days are met, arranging special classes if necessary due to regular working days loss, teacher absences, and other duties. Every teacher maintains a personal record in a teacher diary of their

timetable, class charges, tutorial work, remedial and advanced coaching, mentoring, tests, practical and lab work, seminars and assignments, invigilation, evaluation, and practical duties, all while monitoring student projects. In addition, student groups are formed and assigned project work, and the activities of various clubs contribute to enriching the curriculum.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://docs.google.com/document/d/1dJBr1JAXN7rae4Rw00k9GOSP8X2fiMY/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1dJBr1JAXN7rae4Rw00k9GOSP8X2fiMY/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true</a>

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

Every year, the institution prepares an academic calendar that encompasses the academic schedule of Kerala University and the college's specific academic calendar, indicating the proposed dates for internal exams and publication of results. The adherence to the college's academic calendar is monitored by CLMC.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://bjmgovtcollege.ac.in/?page_id=134">https://bjmgovtcollege.ac.in/?page_id=134</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs

**during the year**

0

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

**1.3 - Curriculum Enrichment**

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

The course named Environmental Chemistry is offered by chemistry department as open course to all the fifth semester students who prefer to study this course which incorporates Environmental issues for the students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

11



File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

15

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://bjmgovtcollege.ac.in/?page_id=530">https://bjmgovtcollege.ac.in/?page_id=530</a> <a href="#">1</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

410

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

165

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The learning levels of the students differ. No two individuals are alike. The institution organises various special programmes for the students belonging to the gifted and slow learners.

Programmes for gifted students

1. Treating students as individuals
2. Giving autonomy to students to explore their passions
3. Infusing enrichment into activities
4. Embracing creative questioning
5. Encouraging self directed learning with students
6. Asking high order thinking questions

Programmes for slow learners

- Programmed texts
- Computer aided instruction
- Compensatory teaching
- Incorporating individualised learning material
- Incorporating audio and visual materials
- Providing Peer Tutors for Students needing remediation
- Encouraging Oral Expression Instead of Written Reports
- Preparing different learning exercises
- Appreciating the achievements of learners
- Providing homework and continuously monitoring their activities

File Description	Documents
Link for additional Information	<a href="http://bjmgovtcollege.ac.in/?page_id=5373">http://bjmgovtcollege.ac.in/?page_id=5373</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
357	42

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

Learning experience is the spectrum of activities, interactions and environments through which students acquire knowledge, skills and attitudes. Student centric methods are practiced by the institution for providing learning experience to the students.

Experiential Learning is a student centric method which is the process of learning by doing. By engaging students in hands-on experiences and reflection, they are better able to connect theories and knowledge learned in the classroom to real-world situations.

Participatory Learning Technique (PLT) is a way of organizing the classroom that motivates learners to participate in the act of teaching, a peer-based learning process. In this way, learning is focused on increased student participation, so it is basically student centered. The students are also made a part and parcel of the teaching learning process by engaging them in group discussions and by conducting seminars.

Problem solving -When students practice problem solving consistently, they can develop better social and situational awareness. They will also learn to manage time properly and develop patience. Students who learn to solve problems from childhood are curious, resourceful, and determined. The institution enhances the problem solving skills of students. The students are given problems and asked to find solutions for the same.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3517">http://bjmgovtcollege.ac.in/?page_id=3517</a>

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

The institution makes use of the following ICT enabled tools for imparting effective and quality teaching.

- Smart classrooms
- Google classrooms- During the pandemic , the teachers employed google classrooms to upload their instructional material and students also made use of google classrooms to upload their assignments. They also employed google classrooms to write tests and also posed their feedback on instruction.
- Digital Library- The institution has a digital library which caters to the requirements of all the students. It is user and environmental friendly.
- Google forms- These were immensely employed by students as well as teachers for collecting data relating to the projects, feedback on quality of online teaching.
- Projectors- These are used to conduct classes mostly by all departments.
- To improve the online teaching-learning process and quality of faculty, webinar series, workshop or training sessions were organized by the institution
- To teach courses dealing with problems the following were adopted by the institution: interactive pads/boards , problems were worked out on paper with webcam focusing on it.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://bjmgovtcollege.ac.in/?page_id=3197">http://bjmgovtcollege.ac.in/?page_id=3197</a>

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

latest completed academic year )

### 2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

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

42

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

17

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

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

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

190

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. Unit tests are conducted regularly as per the schedule given in academic calendar. The weightage for the unit tests varies as per the concerned faculty. The performance of the students is displayed on the notice board and communicated to the students.

For transparent and robust for internal assessment, the following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting by outside examiners
- Conduct of Examination
- Result display
- Interaction with students regarding their internal assesement.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=5394">http://bjmgovtcollege.ac.in/?page_id=5394</a>

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

The institution has devised an efficient mechanism to deal with examination related grievances which is transparent, efficient and time bound. The college follows strictly the guidelines and rules issued by the Kerala University while conducting internals. An examination committee, comprising of a senior teacher as convener and other teaching staff as members, is constituted to handle the issues regarding evaluation process. The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned. All such representations are taken positively and are reassessed by the examination committee if necessary. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams due to genuine reason.

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

BJM Government College is affiliated to University of Kerala. The curriculum offered by the University for all Under graduate and Post graduate courses clearly conveys the Programme Outcome (PO) and Course Outcome (CO). Programme outcomes, Programme specific outcomes and course outcomes for all Programme offered by the institution are stated and displayed on website and



communicated to teachers and students. The CO and PO are communicated to students through tutorial sessions and the importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Council meetings. The achievement of learning outcomes are evaluated in department level and necessary measures are taken. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students Workshops have also been conducted for developing the Programme Educational Objectives and Learning outcomes at college level.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=132">http://bjmgovtcollege.ac.in/?page_id=132</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The college offers under graduate, post graduate and Research programs and courses under the Faculty of Arts, Commerce and Science. For these programs and courses, the institution follows the curriculum designed by the Kerala University. The programme outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board.

The institution has taken care of the attainment to measure the programme outcomes and course outcomes and implemented the mechanism as follows:-

- The institution has followed the Academic Calendar of Kerala University.
- All the subject teachers maintained Academic Diary in every academic year.
- All the subject teachers prepared Semester-Wise evaluation Reports.
- Internal examination committee analyzed evaluation reports of results.
- Institute considered feedback from the stakeholders for the attainment of programme outcomes and course outcomes

- Placement committee took the review of the Students' Progression to Higher Studies and their placement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://bjmgovtcollege.ac.in/">http://bjmgovtcollege.ac.in/</a>

### 2.6.3 - Pass percentage of Students during the year

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

229

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

[https://bjmgovtcollege.ac.in/?page\\_id=5301](https://bjmgovtcollege.ac.in/?page_id=5301)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

0

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

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

3

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

KARUTHAL is the extension activity organised by commerce Department under which the department provides social support to nearby elder people and school students. The department arranges pilgrim tours for old aged people and also computer awareness program for LP school students. Chemistry Department has made arrangement for Water Analysis for the Society whereby nearby people came and utilised the facility of checking the water which they were using for home consumption. History Department has made awareness class and quiz competition for public by which they impart knowledge of constitution and also the legal aspects. The NSS and NCC units organized various community

outreach programmes for the general public. Blood Donation and Medical Camps, Cloth Distribution, Food Donation, Environment Cleanliness & Awareness Drives, Tree Plantation, School Cleaning, Tobacco awareness and several Gender sensitisation programs These activities have helped our students to recognize the need to carry forward social work on their own. Students with Project SEVANA have taught the economically marginalized the process of production, marketing and advertising dish washes. Furthermore, after the 'Cleanliness Drive', students have learned to cultivate the habit of utilizing dust-bin and keeping their surroundings free of waste pollution. Students have also pledged to conduct follow-up programmes to sustain the awareness their work have created.

File Description	Documents
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=2665">http://bjmgovtcollege.ac.in/?page_id=2665</a>
Upload any additional information	<a href="#">View File</a>

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

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

163

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

307

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The 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.

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

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

The institution conducts Arts day competitions in College Level and the winners are sent to university level. The students participate in different competitions offered by university and other institutions. In sports, the college is offering coaching for Cricket, Football, Volley ball, Roll ball, Judo, Atheletics, Waterpolo, Kabaddi, Softball, Aquatics and Weight lifting . The students has got achievements in this items and gained medals in university level. College Level Sports day is organised every year and competitions are conducted. The college is providing a mini gymnasium for the students and teachers. Yoga day is celebrated every year by thef NSS Units.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3203">http://bjmgovtcollege.ac.in/?page_id=3203</a>

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

13

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

13



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3197">http://bjmgovtcollege.ac.in/?page_id=3197</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

85,89,000/--

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

1. Name of the ILMS software - LIBSOFT Server Version 5.1, LIBSOFT Web OPAC and LIBSOFT Android Mobile App.

Inoice No 60 Dated 02/11/2022.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="http://bjmgovtcollege.ac.in/?page_id=3188">http://bjmgovtcollege.ac.in/?page_id=3188</a>

##### 4.2.2 - The institution has subscription for D. Any 1 of the above

**the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**Rs 5900/**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

**7705**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

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

Institution frequently updates its IT facilities including WI-Fi based on usage. New internet connections are given to all Departments and to enhance the speed, the college updates the Wi-Fi facility. New computers are purchased for academic purpose.

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

#### 4.3.2 - Number of Computers

99

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

85,89,000/--

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3203">http://bjmgovtcollege.ac.in/?page_id=3203</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

138

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

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

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

0

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

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

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="http://bjmgovtcollege.ac.in/?page_id=2665">http://bjmgovtcollege.ac.in/?page_id=2665</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

203

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

203

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

9

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

131

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

**government examinations) during the year**

15

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

10

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

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

The student council comprises of Chairperson, Vice-chairperson, General Secretary, Magazine editor, Arts secretary, Sports secretary, University union councilors and various representatives. These members were elected as per the guidelines given by the University of Kerala. The student council plays a major role in involving all the students in various programmes. Students representatives are present in all the important committees of the college, like anti ragging committee, anti-drug committee, women's cell etc. Apart from this, students are involved in the functioning of various clubs



and committees such as NSS, NCC, Film club, ED club, Science club, Literary club etc. The College Union organized various programmes during the year 2022-23 which includes: Union inauguration and Arts club inauguration, Christmas and New year celebration, Holi celebration, Arts day, Sports day, Women's day and Coordinated students participation in University youth festival.

File Description	Documents
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3062">http://bjmgovtcollege.ac.in/?page_id=3062</a>
Upload any additional information	<a href="#">View File</a>

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

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

63

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

## 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

Baby John Memorial Government College has a registered Alumni Association functioning by giving contributions to college. Every year, the members arrange a get together. The concept of Alumni Association evolved for needs from both the ends ie academicians and professionals in the aim of building a bridge between college life and career life, so that the fresher graduates are made proactive to face the current challenges of

competitive professional fields. The secretary of the Alumni Association is Smt. S. Sujamol. The alumni consists of about 220 members. Alumni day was conducted on 11-12-2022, notable alumni members are honoured and gave prizes to student toppers on the occasion.

File Description	Documents
Paste link for additional information	<a href="https://bjmgovtcollege.ac.in/?page_id=310">https://bjmgovtcollege.ac.in/?page_id=310</a> <u>1</u>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	No File Uploaded

### 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

##### Vision and Mission of the Institution

**Motto: Meditating the Absolute Truth**

##### Vision

To make the students internally enlightened, emotionally sound and practically efficient to become more socially responsible and contribute constructively towards nation building.

##### Mission

- To impart value-based education to students in fulfilling their career goals and social commitments.
- To make the students exposed to latest developments so as to stay competitive in the job market.
- To uplift the costal and rural community by facilitating quality education to their younger generations.

## Methods of communicating the vision and mission of the college

- Stating the vision and mission of the institution in the college calendar.
- Displaying a board in front of the institution stating the vision and mission of the college
- Through website and college magazine.
- Introductory power point presentation in every seminar / workshop or other such programmes organized by the college
- By conducting of induction class at the beginning of each year.

File Description	Documents
Paste link for additional information	<a href="https://bjmgovtcollege.ac.in/?page_id=61">https://bjmgovtcollege.ac.in/?page_id=61</a>
Upload any additional information	No File Uploaded

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

- The College is managed by the Department of Collegiate Education, Government of Kerala. Principal, the academic and administrative head of the institution, facilitates overall development of the students and faculty.
- The Principal of the College is assisted in discharging the duties by the Vice Principal and the Staff Council having due representation of the Heads of the Departments.
- All the major decisions and policy changes are implemented in consultation with the staff council.
- The staff co-ordinators of various committees and Clubs convene meeting regularly to inform and disseminate various academic and administrative quality assurance schemes launched by our regulatory bodies.
- PTA is very proactive towards various issues related to the discipline and the day-to-day administration of the college.
- The College Development Council with due representation of the elected members/staff and bureaucrats devise plans for the effective utilization of the CDC funds.
- The examinations of the college and by the University are conducted as per the strict schedules of University.
- The semester examinations are conducted by a system headed

by Chief Superintendent of examination and assistant superintendents.

- The democratically elected Students' union also plays an important role in the efficient implementation of the programmes devised for promotion of teaching and learning

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1mxkrn6Bq1MB-n8q8axI794JzHSdDVLnr/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1mxkrn6Bq1MB-n8q8axI794JzHSdDVLnr/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional activities for the year are carried out based on the action plan drawn up at the beginning of the academic year.

- The institution functions with a determination to achieve its stated mission. The IQAC, Staff Council and College Development Council meet regularly to review the policies and if necessary to reformulate them. The various Cells and Clubs of the conduct review meeting and chart out programmes for the year ahead. The CE Cell and Career Guidance and Counseling Cell prepare an outline of the activities to be carried out.
- The College provides the students to access the internet and computer facilities like EDUSAT, INFLIBNET etc. for to enhance ICT enabled teaching and learning.
- The College Council has elected a faculty as nodal officer of Scholarships who updates the students on the various scholarships available with the help of the administrative staff.
- The different committees of the faculty co-ordinate academic and co curricular activities, propose projects, programmes and action plans for the welfare of the students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3080">http://bjmgovtcollege.ac.in/?page_id=3080</a>
Upload any additional information	<a href="#">View File</a>

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

The organizational structure ensures smooth functioning of the institution. The Governing Council as the apex body formulates the academic and administrative policies keeping in tune with the mission and the vision of the college. The Institution is directly under the control of Government of Kerala and the Director of Collegiate Education monitors the overall development in pursuing excellence in every aspect. The Vice Principal supports Principal in academic matters. Below this level Heads of the Department and Administration wings are functioning. The faculty of the respective departments come next. The non-teaching staff comprises of the office staff with one Senior Superintendent, the Head Accountant, clerks and attendants. The library staff are also the integral parts of the organization.

Besides the above, following committees and cells are constituted at the Institutional level for ensuring efficient and effective decision making:

1. College Development Committee
2. College Staff Council
3. IQAC
4. Planning Committee
5. Admission committee
6. Library advisory committee
7. Research Committee

8. Building Committee
9. Purchase Committee
10. UGC committee
11. Discipline Committee
12. Grievance redressal cell
13. PTA
14. Women cell
15. College union
16. Anti-ragging committee
17. Alumni Association

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://bjmgovtcollege.ac.in/?page_id=431">http://bjmgovtcollege.ac.in/?page_id=431</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**      A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The college offers various welfare schemes to benefit teaching and non teaching staff. These include annual casual leave of 15 days for teaching staff and 20 days for non teaching staff along with other leaves as per government rules. The welfare schemes for teaching staff and non teaching staff includes GPF, State life insurance, Group insurance, Group personal accidental insurance schemes, medical insurance. festival allowance and festival advances are given during the festival month of onam to cater the needs of the staffs

The college takes necessary steps for the improvement of the staff. College provides facility for the faculty members to attend Orientation and Refresher programmes. Faculty members are permitted to attend seminars and paper presentations inside and outside India. The teachers of the college are motivated to pursue Doctoral Fellowship. Similarly the non-teaching staffs are also given short term training courses in IMG and Computer proficiency training programmes Non-teaching staffs are given proper training in administration and management The faculty are encouraged to apply for Minor and Major Projects of various funding agencies.

Staff club coordinates various staff activities The staff club regularly conducts cultural activities on festive occasions like Onam, Christmas and New Year. This provides a platform for cultivating the talents of the staff as well as to create a sense of homeliness among the staff. Retiring staffs are honoured by organising activities.

Staff club also acts as a support system The staff club provides financial and emotional support to the staff as well as students in need.

File Description	Documents
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3104">http://bjmgovtcollege.ac.in/?page_id=3104</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

2

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

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

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



year

9

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

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

The performance of the teaching faculty is determined by the student's evaluation report and on the basis of his/her academic and non academic achievements. In our Institution Performance Appraisal system is executed on the basis of the guidelines of UGC. The student's evaluation report is prepared on the basis of the data collected by the Statistical cell with the help of teachers and is analyzed by a team of teachers headed by IQAC cocoordinator. As part of the performance evaluation, department meetings, Staff Council and the college Governing Council (CLMC) evaluate the achievement of targets regarding completion of syllabus, conduct of internal evaluation, timely publication of internal examination results etc. by the teacher. Student evaluation of teachers is also prepared. This evaluation helps each teacher to upgrade his/her teaching methodology.

The Head of the Institution/Dept reviews the strength and weakness of each staff and is communicated to the individual concerned. This helps to take steps to improve the professional qualities of each staff. For keeping a healthy relationship between parents and teachers each department conducts PTA meeting for each class. Self appraisal report is also prepared by the teaching staff each year and counter signed by the Principal.

File Description	Documents
Paste link for additional information	<a href="https://bjmgovtcollege.ac.in/?page_id=530">https://bjmgovtcollege.ac.in/?page_id=530</a> <u>1</u>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

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.

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

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

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

0

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

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

Plan fund of state government, UGC fund, CDC fund and PTA fund are the main sources of income. College council monitors the effective implementation of various projects by utilizing these funds. IQAC committee chart out necessary requirements of the college in the order of preference after discussions with the heads of the departments and administrative sections of the office. Once a fund was sanctioned the same is discussed at college council and asked the respective committees to implement the projects as per preference

The approved proposal is placed before the Purchase committee for implementation. The fund is disbursed from the office only on the basis of the certification of the work by the respective conveners. The Plan and Non-Plan fund utilization is made according to the direct monitoring by the Principal For the utilization of PTA fund, approval of PTA Executive Committee is a pre-requisite. The proposals placed before the PTA /Principal are evaluated and discussed in the College Council to ensure that the expenditure is only for the developmental activities of the College and the welfare of the students. The utilization of CDC fund is made according to the approval of the College Development Council headed by the District Collector.

File Description	Documents
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3098">http://bjmgovtcollege.ac.in/?page_id=3098</a>
Upload any additional information	<a href="#">View File</a>

### 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

- The IQAC plays a crucial role in connecting and coordinating the various bodies in this institute especially in the matters related to the teaching - learning process. It functions as a central body engaging and interacting with all other systems in materializing its goals and objectives. The IQAC took a lead role in the preparation of the Self Study Report for Accreditation and will also assist the Institution for managing the Peer Team Visit.
- The IQAC acts as a change agent of the Institution. Promoting quality initiatives by motivating the Departments, organizing training programmes, encouraging faculty in participating in National/International academic programmes and helping the Institution in maintaining a favorable learning environment are the prime functions undertaken by the IQAC.
- IQAC decides to give prime concern for the following matters at the beginning of an academic year in the areas of teaching learning and give directions to implement these programmes effectively. Workshops, Training Programmes, etc. aimed at quality enhancement which motivated the students and the faculty. Decisions made by the IQAC regarding teaching learning and evaluation were submitted to the Staff Council and the Governing Council. These suggestions were accepted and implemented by the college authorities

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1wHsRv0HQhkvK1WBbVmmvkym3M1FEimua/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1wHsRv0HQhkvK1WBbVmmvkym3M1FEimua/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

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

The teaching-learning process is reviewed through feedback from students collected by Statistical cell and departments and

analyzed by IQAC. Copies of semester plan prepared by individual teachers are forwarded to the IQAC through the Department Heads and the committee closely monitors the progress of the plan. IQAC also keeps track of the timely and committed coverage of the lessons. Besides this, the Head of the Institution collects informal feedback from students. Staff Council meetings are convened especially for the review of the internal examination results. All teachers have to submit their score sheets to the HOD before the commencement of the meeting. During the meeting, results of each Department are discussed and comparisons with the external results are made. Deliberations during the meetings are implemented at institution level for betterment of the teaching learning process.

Parent Teacher Meetings are convened at the Department level to analyze the results of their wards. The modifications in the teaching learning process are conveyed to the parents and their suggestions and complaints, if any, are also taken into consideration by the teachers. Necessary directions are given to the students and parents for the improvement of the student. With the adoption of this mechanism, the improvement in results was clearly visible in the institution.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1YAKv18AnX3gBdrY4amk-6puWDoygdjKg/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1YAKv18AnX3gBdrY4amk-6puWDoygdjKg/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://drive.google.com/file/d/1xziyLAR2RMoM44vM1VTyyz2dXcIo7tps/view?usp=sharing">https://drive.google.com/file/d/1xziyLAR2RMoM44vM1VTyyz2dXcIo7tps/view?usp=sharing</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Specific facilities provided for women in terms of :

a.Safety and Security - 1.Women Cell-To create safe and comfortable environment for women in the campus

2. Grievance Redressal Committee\_ This committee monitors the measures against sexual harassment in the campus anddeals with the problems faced by the women in the campus

3. Anti Sexual Harassment Committee

4.Cameras installed at various locations on the campus and monitoring of CCTV Cameras

5. Invited lectures on Women's safety were organized

b.Counseling - Jeevani; Mentoring system in each department

c.Common Rooms- Girls' Rest Room Measures initiated by the institution for the promotion of gender equity during the year Various activities have been organized by the institution to promote gender equity.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://bjmgovtcollege.ac.in/?page_id=306">https://bjmgovtcollege.ac.in/?page_id=306</a> <u>5</u>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Solid waste management facility Solid waste such as paper, cardboard etc are collected and disposed by flaming without causing pollution. The campus is plastic free. We dispose biodegradable waste biologically. A biogas plant unit is installed in the college campus for biological waste processing. It is installed close to the canteen so that the gas can be used for cooking purposes there by reducing the dependency on the petroleum gas products. An incinerator for disposing napkins is installed at the ladies' rest room in the college.**

**Waste water management**

**With the help of proper sewage and drainage system the waste water is channeled to underground tanks.**

**e-waste The college always endeavors to reduce the volume of e-waste in the college premises. It is kept in a single room and will be disposed according to government procedure.**

**Hazardous chemical waste management**

From the laboratories the acid and bases waste are neutralized. Chemical waste are collected in tanks provided and neutralized. Laboratories have a well drained system.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

**C. Any 2 of the above**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**



File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**

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

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

**B. Any 3 of the above**

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

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

The staff club regularly conducts activities and other programmes on festive occasions like Onam, Christmas and New Year. This provides a platform for cultivating the talents of staff as well as to create a sense of homeliness among the staff. Institution conducts arts festival. College union provides a platform to exhibit the talents of the students through arts festival and talent shows. The cultural talent of students are fostered by the fine arts club of the college. As most of the students in our college belong to poor socio economic background, it was felt by the teachers and staff that atleast some of these students should be provided with financial support. Care and share stands for this. The institution promotes democratic decentralized participatory governance at all levels through vertical and horizontal communication. Committees comprising of teachers from different Departments co-ordinate and conduct various activities and events in the College. The administration is decentralized for all academic activities. This paves the way for the sharing of duties and responsibilities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The college ensures its neighbourhood community connectivity through National Service Scheme (NSS), National Cadet Corps (NCC), Women Cell, Continuing Education Cell and other clubs. With the active participation of students, the NSS, NCC and Women Cell conduct numerous activities like socio-economic surveys, programs on community health and hygiene, agricultural promotional campaigns, emergency services during natural calamities etc. benefitting the society. All these programmes along with various classes on topics like motivation, personality etc. will lead to the overall development of the students as well. It is mandatory for students to participate in the club and social activities to complete their course successfully. The NSS, NCC, Clubs and other forums in the college conduct various social activities and maintain the attendance record of participation. NCC cadets and NSS volunteers are assigned with the duties like student trafficpolicing, election-related duties at polling stations, enumeration works, rescue operation etc. Students are advised to take up their projects on socially relevant issues

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

#### NATIONAL DAYS CELEBRATED 2022-23

**INDEPENDENCE DAY 2022**The NCC unit of BJM Govt. College, Chavara celebrated the 76th Independence Day on August 15th, 2022. The programme starts with flag hoisting by Principal Dr. P.Anitha. The guard team gives a national salute followed by national anthem. Then principal gave the Independence Day message.

#### REPUBLIC DAY 2023

The NCC unit of BJM Govt. College, Chavara celebrated the 73rd Republic Day on January 26th, 2022. The programme starts with flag hoisting by Principal Dr. P.Anitha. The guard team gives a national salute followed by national anthem. Then principal gave the Republic Day message. As a part of the Republic Day celebrations a Rally was conducted from chavara junction to Sankaramangalam. A cleaning drive was conducted in the Thattaserry market by the cadets. The cadets also hand over medicines and other essentials materials to pain and palliative trust, Kollam.

#### National Science Day 2023

Department of Chemistry observed National Science Day by organizing a seminar on 'Fascinating World of Space Science'. Dr. Satheesh Kumar B, Scientist, Vikram Sarabhai Space Centre was the resource person.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### BEST PRACTICE - 1 Title: Community Outreach and Growth

The Objective of this Practice is to instill values of social and national importance and to generate awareness of community responsibilities amongst students. To implement these objectives BJM Govt. College had organized several cleaning campaigns and palliative help to society. The NSS volunteers also visited the nearby KSRTC Bus Station for cleaning to promote the culture of community care.

### BEST PRACTICE - 2 Title: Promotion of Inclusivity by GK awareness

The Objective of this Practice is to promote practices of inclusivity in learning processes besides excellence in academics by instructing students to write and by heart 20 GK questions each day, thereby helping to excel in competitive job oriented exams for marginalized students. In this direction, the College through its various social work and outreach forums such as National Service Scheme (NSS), Centre for the Promotion of Inclusivity (CFPI), Remedial Cell, Women Development Cell (WDC), Equal Opportunity Cell (EOC) promotes inclusivity at all levels. The college organizes programmes to create awareness amongst students towards different forms of challenges and opportunities.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

The culture of diversity, spirit of inclusivity, and mutual respect is inculcated through various initiatives by the College Committees like NSS, NCC WOMEN CELL and GRIEVANCE REDRESSAL Cell. The College has been implementing the following practices: The COLLEGE works towards informing students about social exclusions and the need for promoting inclusive practices through campaigns, workshops and seminars. The NSS unit educates students about the importance of community outreach. Scholarships and fee concessions are provided to differently-abled and students from economically weaker sections. The College through IT lab provides software facilities for all students. To facilitate better mobility tactile pathways, walking ramps/rails are present within the college. The Remedial Cell provides an inclusive environment of learning through their peer study program.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college has been adhering to the norms set by the University of Kerala for curriculum framing and updates, with an action plan prepared according to the University's academic calendar. Since 2010, undergraduate courses in affiliated colleges have been placed under the Choice Based Credit and Semester System (CBCSS), reflecting the changing educational landscape towards a more student-centered approach. The college has successfully adapted to this new paradigm by incorporating emerging areas of knowledge into the arts, science, and commerce streams, and establishing the Department Level Monitoring Committee (DLMC) and College Level Monitoring Committee (CLMC) to ensure effective implementation of the curriculum. These committees address student grievances regarding continuous evaluation (CE) marks and ensure that the syllabi's academic days are met, arranging special classes if necessary due to regular working days loss, teacher absences, and other duties. Every teacher maintains a personal record in a teacher diary of their timetable, class charges, tutorial work, remedial and advanced coaching, mentoring, tests, practical and lab work, seminars and assignments, invigilation, evaluation, and practical duties, all while monitoring student projects. In addition, student groups are formed and assigned project work, and the activities of various clubs contribute to enriching the curriculum.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://docs.google.com/document/d/1dJB_r_1JAXN7rae4Rw00k9GOSP8X2fiMY/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1dJB_r_1JAXN7rae4Rw00k9GOSP8X2fiMY/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true</a>

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

Every year, the institution prepares an academic calendar that encompasses the academic schedule of Kerala University and the college's specific academic calendar, indicating the proposed dates for internal exams and publication of results. The adherence to the college's academic calendar is monitored by CLMC.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://bjmgovtcollege.ac.in/?page_id=134">https://bjmgovtcollege.ac.in/?page_id=134</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

## **1.2 - Academic Flexibility**

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

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

**11**



File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

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

### 1.3 - Curriculum Enrichment

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

The course named Environmental Chemistry is offered by

chemistry department as open course to all the fifth semester students who prefer to study this course which incorporates Environmental issues for the students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

11

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

15

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

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

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<b>No File Uploaded</b>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<a href="https://bjmgovtcollege.ac.in/?page_id=5301">https://bjmgovtcollege.ac.in/?page_id=5301</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

410

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

165

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity****2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners**

The learning levels of the students differ. No two individuals are alike. The institution organises various special programmes for the students belonging to the gifted and slow learners.

**Programmes for gifted students**

1. Treating students as individuals
2. Giving autonomy to students to explore their passions
3. Infusing enrichment into activities
4. Embracing creative questioning
5. Encouraging self directed learning with students
6. Asking high order thinking questions

**Programmes for slow learners**

- Prgrammed texts

- Computer aided instruction
- Compensatory teaching
- Incorporating individualised learning material
- Incorporating audio and visual materials
- Providing Peer Tutors for Students needing remediation
- Encouraging Oral Expression Instead of Written Reports
- Preparing different learning exercises
- Appreciating the achievements of learners
- Providing homework and continuously monitoring their activities

File Description	Documents
Link for additional Information	<a href="http://bjmgovtcollege.ac.in/?page_id=5373">http://bjmgovtcollege.ac.in/?page_id=5373</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
357	42

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Learning experience is the spectrum of activities, interactions and environments through which students acquire knowledge, skills and attitudes. Student centric methods are practiced by the institution for providing learning experience to the students.

Experiential Learning is a student centric method which is the process of learning by doing. By engaging students in hands-on experiences and reflection, they are better able to connect theories and knowledge learned in the classroom to real-world situations.

Participatory Learning Technique (PLT) is a way of organizing

the classroom that motivates learners to participate in the act of teaching, a peer-based learning process. In this way, learning is focused on increased student participation, so it is basically student centered. The students are also made a part and parcel of the teaching learning process by engaging them in group discussions and by conducting seminars.

Problem solving -When students practice problem solving consistently, they can develop better social and situational awareness. They will also learn to manage time properly and develop patience. Students who learn to solve problems from childhood are curious, resourceful, and determined. The institution enhances the problem solving skills of students students . The students are given problems and asked to find solutionsf or the same.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3517">http://bjmgovtcollege.ac.in/?page_id=3517</a>

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

The institution makes use of the following ICT enabled tools for imparting effective and quality teaching.

- Smart classrooms
- Google classrooms- During the pandemic , the teachers employed google classrooms to upload their instructional material and students also made use of google classrooms to upload their assignments. They also employed google classrooms to write tests and also posed their feedback on instruction.
- Digital Library- The institution has a digital library which ctaers to the requirements of all the students. It is user and environmental friendlilly.
- Google forms- These were immensely employed by students as well as teachers for collecting data relating to the projects, feedback on quality of online teaching.
- Projectors- These are used to conduct classes mostly by all departments.
- To improve the online teaching-learning process and

quality of faculty, webinar series, workshop or training sessions were organized by the institution

- To teach courses dealing with problems the following were adopted by the institution: interactive pads/boards , problems were worked out on paper with webcam focusing on it.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://bjmgovtcollege.ac.in/?page_id=3197">http://bjmgovtcollege.ac.in/?page_id=3197</a>

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

#### 2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

42

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

17

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

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

190

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. Unit tests are conducted regularly as per the schedule given in academic



calendar. The weightage for the unit tests varies as per the concerned faculty. The performance of the students is displayed on the notice board and communicated to the students.

For transparent and robust for internal assessment, the following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting by outside examiners
- Conduct of Examination
- Result display
- Interaction with students regarding their internal assesement.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=5394">http://bjmgovtcollege.ac.in/?page_id=5394</a>

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

The institution has devised an efficient mechanism to deal with examination related grievances which is transparent, efficient and time bound. The college follows strictly the guidelines and rules issued by the Kerala University while conducting internals. An examination committee, comprising of a senior teacher as convener and other teaching staff as members, is constituted to handle the issues regarding evaluation process. The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned. All such representations are taken positively and are reassessed by the examination committee if necessary. Retest for the Internal Assessment are conducted for Students

who remain absent for internal exams due to genuine reason.

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

BJM Government College is affiliated to University of Kerala. The curriculum offered by the University for all Under graduate and Post graduate courses clearly conveys the Programme Outcome (PO) and Course Outcome (CO). Programme outcomes, Programme specific outcomes and course outcomes for all Programme offered by the institution are stated and displayed on website and communicated to teachers and students. The CO and PO are communicated to students through tutorial sessions and the importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Council meetings. The achievement of learning outcomes are evaluated in department level and necessary measures are taken. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students Workshops have also been conducted for developing the Programme Educational Objectives and Learning outcomes at college level.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=132">http://bjmgovtcollege.ac.in/?page_id=132</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The college offers under graduate, post graduate and Research programs and courses under the Faculty of Arts, Commerce and Science. For these programs and courses, the institution

follows the curriculum designed by the Kerala University. The programme outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board.

The institution has taken care of the attainment to measure the programme outcomes and course outcomes and implemented the mechanism as follows:-

- The institution has followed the Academic Calendar of Kerala University.
- All the subject teachers maintained Academic Diary in every academic year.
- All the subject teachers prepared Semester-Wise evaluation Reports.
- Internal examination committee analyzed evaluation reports of results.
- Institute considered feedback from the stakeholders for the attainment of programme outcomes and course outcomes.
- Placement committee took the review of the Students' Progression to Higher Studies and their placement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://bjmgovtcollege.ac.in/">http://bjmgovtcollege.ac.in/</a>

### 2.6.3 - Pass percentage of Students during the year

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

229

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

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

[https://bjmgovtcollege.ac.in/?page\\_id=5301](https://bjmgovtcollege.ac.in/?page_id=5301)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

**NIL**

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

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

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

0

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

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

3

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

KARUTHAL is the extension activity organised by commerce Department under which the department provides social support to nearby elder people and school students. The department arranges pilgrim tours for old aged people and also computer awareness program for LP school students. Chemistry Department has made arrangement for Water Analysis for the Society whereby nearby people came and utilised the facility of checking the water which they were using for home consumption. History Department has made awareness class and quiz competition for public by which they impart knowledge of constitution and also the legal aspects. The NSS and NCC units organized various community outreach programmes for the general public. Blood Donation and Medical Camps, Cloth Distribution, Food Donation, Environment Cleanliness & Awareness Drives, Tree Plantation, School Cleaning, Tobacco awareness and several Gender sensitisation programs. These activities have helped our students to recognize the need to carry forward social work on their own. Students with Project SEVANA have taught the economically marginalized the process of production, marketing and advertising dish washes. Furthermore, after the 'Cleanliness Drive', students have learned to cultivate the habit of utilizing dust-bin and keeping their surroundings free of waste pollution. Students have also pledged to conduct follow-up programmes to sustain the awareness their work have created.

File Description	Documents
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=2665">http://bjmgovtcollege.ac.in/?page_id=2665</a>
Upload any additional information	<a href="#">View File</a>

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

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

163

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

307

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0



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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The 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.

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

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

The institution conducts Arts day competitions in College Level and the winners are sent to university level. The students participate in different competitions offered by university and other institutions. In sports, the college is offering coaching for Cricket, Football, Volley ball, Roll ball, Judo, Athletics, Water polo, Kabaddi, Softball, Aquatics and Weight lifting. The students have got achievements in these items and gained medals in university level. College Level Sports day is organised every year and competitions are conducted. The college is providing a mini gymnasium for the students and teachers. Yoga day is celebrated every year by the NSS Units.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3203">http://bjmgovtcollege.ac.in/?page_id=3203</a>

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

13

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

13

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3197">http://bjmgovtcollege.ac.in/?page_id=3197</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

85,89,000/--

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

1. Name of the ILMS software - LIBSOFT Server Version 5.1, LIBSOFT Web OPAC and LIBSOFT Android Mobile App.

Inoice No 60 Dated 02/11/2022.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="http://bjmgovtcollege.ac.in/?page_id=3188">http://bjmgovtcollege.ac.in/?page_id=3188</a>

<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>D. Any 1 of the above</b>								
<table border="1"> <thead> <tr> <th data-bbox="102 400 520 465">File Description</th> <th data-bbox="520 400 1356 465">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 465 520 566">Upload any additional information</td> <td data-bbox="520 465 1356 566" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="102 566 520 745">Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td> <td data-bbox="520 566 1356 745" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	<b>No File Uploaded</b>	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>			
File Description	Documents								
Upload any additional information	<b>No File Uploaded</b>								
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>								
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>									
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>									
<b>Rs 5900/</b>									
<table border="1"> <thead> <tr> <th data-bbox="102 1061 520 1126">File Description</th> <th data-bbox="520 1061 1356 1126">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 1126 520 1193">Any additional information</td> <td data-bbox="520 1126 1356 1193" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="102 1193 520 1294">Audited statements of accounts</td> <td data-bbox="520 1193 1356 1294" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="102 1294 520 1518">Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td> <td data-bbox="520 1294 1356 1518" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<b>No File Uploaded</b>	Audited statements of accounts	<b>No File Uploaded</b>	Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>	
File Description	Documents								
Any additional information	<b>No File Uploaded</b>								
Audited statements of accounts	<b>No File Uploaded</b>								
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>								
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>									
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>									
<b>7705</b>									
<table border="1"> <thead> <tr> <th data-bbox="102 1778 520 1843">File Description</th> <th data-bbox="520 1778 1356 1843">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 1843 520 1910">Any additional information</td> <td data-bbox="520 1843 1356 1910" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="102 1910 520 2022">Details of library usage by teachers and students</td> <td data-bbox="520 1910 1356 2022" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<b>No File Uploaded</b>	Details of library usage by teachers and students	<a href="#">View File</a>			
File Description	Documents								
Any additional information	<b>No File Uploaded</b>								
Details of library usage by teachers and students	<a href="#">View File</a>								

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

Institution frequently updates its IT facilities including WI-Fi based on usage. New internet connections are given to all Departments and to enhance the speed, the college updates the Wi-Fi facility. New computers are purchased for academic purpose.

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

**4.3.2 - Number of Computers**

99

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

85,89,000/--

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3203">http://bjmgovtcollege.ac.in/?page_id=3203</a>

STUDENT SUPPORT AND PROGRESSION	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
138	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health</b>	<b>A. All of the above</b>

<b>and hygiene) ICT/computing skills</b>	
File Description	Documents
Link to institutional website	<a href="http://bjmgovtcollege.ac.in/?page_id=2665">http://bjmgovtcollege.ac.in/?page_id=2665</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
203	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
203	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>



File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

9

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

131

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil

**Services/ State government examinations) during the year**

15

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

10

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

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

The student council comprises of Chairperson, Vice-chairperson, General Secretary, Magazine editor, Arts secretary, Sports secretary, University union councilors and various representatives. These members were elected as per the guidelines given by the University of Kerala. The student council plays a major role in involving all the students in various programmes. Students representatives are present in all the important committees of the college, like anti ragging committee, anti-drug committee, women's cell etc. Apart from this, students are involved in the functioning of

various clubs and committees such as NSS, NCC, Film club, ED club, Science club, Literary club etc. The College Union organized various programmes during the year 2022-23 which includes: Union inauguration and Arts club inauguration, Christmas and New year celebration, Holi celebration, Arts day, Sports day, Women's day and Coordinated students participation in University youth festival.

File Description	Documents
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3062">http://bjmgovtcollege.ac.in/?page_id=3062</a>
Upload any additional information	<a href="#">View File</a>

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

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

63

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

### 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

Baby John Memorial Government College has a registered Alumni Association functioning by giving contributions to college. Every year, the members arrange a get together. The concept of Alumni Association evolved for needs from both the ends ie academicians and professionals in the aim of building a bridge between college life and career life, so that the

fresher graduates are made proactive to face the current challenges of competitive professional fields. The secretary of the Alumni Association is Smt. S. Sujamol. The alumni consists of about 220 members. Alumni day was conducted on 11-12-2022, notable alumni members are honoured and gave prizes to student toppers on the occasion.

File Description	Documents
Paste link for additional information	<a href="https://bjmgovtcollege.ac.in/?page_id=3101">https://bjmgovtcollege.ac.in/?page_id=3101</a>
Upload any additional information	<a href="#">View File</a>

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

## **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

#### **Vision and Mission of the Institution**

**Motto: Meditating the Absolute Truth**

#### **Vision**

To make the students internally enlightened, emotionally sound and practically efficient to become more socially responsible and contribute constructively towards nation building.

#### **Mission**

- To impart value-based education to students in fulfilling their career goals and social commitments.
- To make the students exposed to latest developments so as to stay competitive in the job market.
- To uplift the costal and rural community by

facilitating quality education to their younger generations.

Methods of communicating the vision and mission of the college

- Stating the vision and mission of the institution in the college calendar.
- Displaying a board in front of the institution stating the vision and mission of the college
- Through website and college magazine.
- Introductory power point presentation in every seminar / workshop or other such programmes organized by the college
- By conducting of induction class at the beginning of each year.

File Description	Documents
Paste link for additional information	<a href="https://bjmgovtcollege.ac.in/?page_id=61">https://bjmgovtcollege.ac.in/?page_id=61</a>
Upload any additional information	No File Uploaded

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

- The College is managed by the Department of Collegiate Education, Government of Kerala. Principal, the academic and administrative head of the institution, facilitates overall development of the students and faculty.
- The Principal of the College is assisted in discharging the duties by the Vice Principal and the Staff Council having due representation of the Heads of the Departments.
- All the major decisions and policy changes are implemented in consultation with the staff council.
- The staff co-ordinators of various committees and Clubs convene meeting regularly to inform and disseminate various academic and administrative quality assurance schemes launched by our regulatory bodies.
- PTA is very proactive towards various issues related to the discipline and the day-to-day administration of the

college.

- The College Development Council with due representation of the elected members/staff and bureaucrats devise plans for the effective utilization of the CDC funds.
- The examinations of the college and by the University are conducted as per the strict schedules of University.
- The semester examinations are conducted by a system headed by Chief Superintendent of examination and assistant superintendents.
- The democratically elected Students' union also plays an important role in the efficient implementation of the programmes devised for promotion of teaching and learning

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1mxk rn6Bq1MB-n8q8axI794JzHSdDVLnr/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1mxk rn6Bq1MB-n8q8axI794JzHSdDVLnr/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional activities for the year are carried out based on the action plan drawn up at the beginning of the academic year.

- The institution functions with a determination to achieve its stated mission. The IQAC, Staff Council and College Development Council meet regularly to review the policies and if necessary to reformulate them. The various Cells and Clubs of the conduct review meeting and chart out programmes for the year ahead. The CE Cell and Career Guidance and Counseling Cell prepare an outline of the activities to be carried out.
- The College provides the students to access the internet and computer facilities like EDUSAT, INFLIBNET etc. for to enhance ICT enabled teaching and learning.
- The College Council has elected a faculty as nodal officer of Scholarships who updates the students on the various scholarships available with the help of the

administrative staff.

- The different committees of the faculty co-ordinate academic and co curricular activities, propose projects, programmes and action plans for the welfare of the students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3080">http://bjmgovtcollege.ac.in/?page_id=3080</a>
Upload any additional information	<a href="#">View File</a>

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

The organizational structure ensures smooth functioning of the institution. The Governing Council as the apex body formulates the academic and administrative policies keeping in tune with the mission and the vision of the college. The Institution is directly under the control of Government of Kerala and the Director of Collegiate Education monitors the overall development in pursuing excellence in every aspect. The Vice Principal supports Principal in academic matters. Below this level Heads of the Department and Administration wings are functioning. The faculty of the respective departments come next. The non-teaching staff comprises of the office staff with one Senior Superintendent, the Head Accountant, clerks and attendants. The library staff are also the integral parts of the organization.

Besides the above, following committees and cells are constituted at the Institutional level for ensuring efficient and effective decision making:

1. College Development Committee
2. College Staff Council
3. IQAC
4. Planning Committee

5. Admission committee
6. Library advisory committee
7. Research Committee
8. Building Committee
9. Purchase Committee
10. UGC committee
11. Discipline Committee
12. Grievance redressal cell
13. PTA
14. Women cell
15. College union
16. Anti-ragging committee
17. Alumni Association

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://bjmgovtcollege.ac.in/?page_id=43">http://bjmgovtcollege.ac.in/?page_id=43</a> <u>1</u>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above



File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The college offers various welfare schemes to benefit teaching and non teaching staff. These include annual casual leave of 15 days for teaching staff and 20 days for non teaching staff along with other leaves as per government rules. The welfare schemes for teaching staff and non teaching staff includes GPF, State life insurance, Group insurance, Group personal accidental insurance schemes, medical insurance. Festival allowance and festival advances are given during the festival month of onam to cater the needs of the staffs

The college takes necessary steps for the improvement of the staff. College provides facility for the faculty members to attend Orientation and Refresher programmes. Faculty members are permitted to attend seminars and paper presentations inside and outside India. The teachers of the college are motivated to pursue Doctoral Fellowship. Similarly the non-teaching staffs are also given short term training courses in IMG and Computer proficiency training programmes Non-teaching staffs are given proper training in administration and management The faculty are encouraged to apply for Minor and Major Projects of various funding agencies.

Staff club coordinates various staff activities The staff club regularly conducts cultural activities on festive occasions like Onam, Christmas and New Year. This provides a platform for cultivating the talents of the staff as well as to create a sense of homeliness among the staff. Retiring staffs are honoured by organising activities.

Staff club also acts as a support system The staff club provides financial and emotional support to the staff as well as students in need.

File Description	Documents
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3104">http://bjmgovtcollege.ac.in/?page_id=3104</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

2

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

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

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

9

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

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

The performance of the teaching faculty is determined by the student's evaluation report and on the basis of his/her academic and non academic achievements. In our Institution

Performance Appraisal system is executed on the basis of the guidelines of UGC. The student's evaluation report is prepared on the basis of the data collected by the Statistical cell with the help of teachers and is analyzed by a team of teachers headed by IQAC cocoordinator. As part of the performance evaluation, department meetings, Staff Council and the college Governing Council (CLMC) evaluate the achievement of targets regarding completion of syllabus, conduct of internal evaluation, timely publication of internal examination results etc. by the teacher. Student evaluation of teachers is also prepared. This evaluation helps each teacher to upgrade his/her teaching methodology.

The Head of the Institution/Dept reviews the strength and weakness of each staff and is communicated to the individual concerned. This helps to take steps to improve the professional qualities of each staff. For keeping a healthy relationship between parents and teachers each department conducts PTA meeting for each class. Self appraisal report is also prepared by the teaching staff each year and counter signed by the Principal.

File Description	Documents
Paste link for additional information	<a href="https://bjmgovtcollege.ac.in/?page_id=5301">https://bjmgovtcollege.ac.in/?page_id=5301</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

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.

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

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

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

0

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

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

Plan fund of state government, UGC fund, CDC fund and PTA fund are the main sources of income. College council monitors the effective implementation of various projects by utilizing these funds. IQAC committee chart out necessary requirements of the college in the order of preference after discussions with the heads of the departments and administrative sections of the office. Once a fund was sanctioned the same is discussed at college council and asked the respective committees to implement the projects as per preference

The approved proposal is placed before the Purchase committee for implementation. The fund is disbursed from the office only on the basis of the certification of the work by the respective conveners. The Plan and Non-Plan fund utilization is made according to the direct monitoring by the Principal For the utilization of PTA fund, approval of PTA Executive

Committee is a pre-requisite. The proposals placed before the PTA /Principal are evaluated and discussed in the College Council to ensure that the expenditure is only for the developmental activities of the College and the welfare of the students. The utilization of CDC fund is made according to the approval of the College Development Council headed by the District Collector.

File Description	Documents
Paste link for additional information	<a href="http://bjmgovtcollege.ac.in/?page_id=3098">http://bjmgovtcollege.ac.in/?page_id=3098</a>
Upload any additional information	<a href="#">View File</a>

## 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

- The IQAC plays a crucial role in connecting and coordinating the various bodies in this institute especially in the matters related to the teaching - learning process. It functions as a central body engaging and interacting with all other systems in materializing its goals and objectives. The IQAC took a lead role in the preparation of the Self Study Report for Accreditation and will also assist the Institution for managing the Peer Team Visit.
- The IQAC acts as a change agent of the Institution. Promoting quality initiatives by motivating the Departments, organizing training programmes, encouraging faculty in participating in National/International academic programmes and helping the Institution in maintaining a favorable learning environment are the prime functions undertaken by the IQAC.
- IQAC decides to give prime concern for the following matters at the beginning of an academic year in the areas of teaching learning and give directions to implement these programmes effectively. Workshops, Training Programmes, etc. aimed at quality enhancement which motivated the students and the faculty. Decisions made by the IQAC regarding teaching learning and

evaluation were submitted to the Staff Council and the Governing Council. These suggestions were accepted and implemented by the college authorities

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1wHsRv0HQhkvK1WBbVmmvkym3M1FEimua/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1wHsRv0HQhkvK1WBbVmmvkym3M1FEimua/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

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

The teaching-learning process is reviewed through feedback from students collected by Statistical cell and departments and analyzed by IQAC. Copies of semester plan prepared by individual teachers are forwarded to the IQAC through the Department Heads and the committee closely monitors the progress of the plan. IQAC also keeps track of the timely and committed coverage of the lessons. Besides this, the Head of the Institution collects informal feedback from students. Staff Council meetings are convened especially for the review of the internal examination results. All teachers have to submit their score sheets to the HOD before the commencement of the meeting. During the meeting, results of each Department are discussed and comparisons with the external results are made. Deliberations during the meetings are implemented at institution level for betterment of the teaching learning process.

Parent Teacher Meetings are convened at the Department level to analyze the results of their wards. The modifications in the teaching learning process are conveyed to the parents and their suggestions and complaints, if any, are also taken into consideration by the teachers. Necessary directions are given to the students and parents for the improvement of the student. With the adoption of this mechanism, the improvement in results was clearly visible in the institution.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1YAKv18AnX3gBdrY4amk-6puWDoyqdjKg/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1YAKv18AnX3gBdrY4amk-6puWDoyqdjKg/edit?usp=sharing&amp;oid=115176580442929215576&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://drive.google.com/file/d/1xziyLAR2RMoM44vM1VTyyz2dXcIo7tps/view?usp=sharing">https://drive.google.com/file/d/1xziyLAR2RMoM44vM1VTyyz2dXcIo7tps/view?usp=sharing</a>
Upload e-copies of the accreditations and certifications	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

**Specific facilities provided for women in terms of :**

**a.Safety and Security - 1.Women Cell-To create safe and**



comfortable environment for women in the campus

2. Grievance Redressal Committee\_ This committee monitors the measures against sexual harassment in the campus and deals with the problems faced by the women in the campus

3. Anti Sexual Harassment Committee

4. Cameras installed at various locations on the campus and monitoring of CCTV Cameras

5. Invited lectures on Women's safety were organized

b. Counseling - Jeevani; Mentoring system in each department

c. Common Rooms- Girls' Rest Room Measures initiated by the institution for the promotion of gender equity during the year Various activities have been organized by the institution to promote gender equity.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://bjmgovtcollege.ac.in/?page_id=3065">https://bjmgovtcollege.ac.in/?page_id=3065</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Solid waste management facility** Solid waste such as paper, cardboard etc are collected and disposed by flaming without causing pollution. The campus is plastic free. We dispose biodegradable waste biologically. A biogas plant unit is installed in the college campus for biological waste processing. It is installed close to the canteen so that the gas can be used for cooking purposes there by reducing the dependency on the petroleum gas products. An incinerator for disposing napkins is installed at the ladies' rest room in the college.

**Waste water management**

With the help of proper sewage and drainage system the waste water is channeled to underground tanks.

**e-waste** The college always endeavors to reduce the volume of e-waste in the college premises. It is kept in a single room and will be disposed according to government procedure.

**Hazardous chemical waste management**

From the laboratories the acid and bases waste are neutralized. Chemical waste are collected in tanks provided and neutralized. Laboratories have a well drained system.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste**

**B. Any 3 of the above**

<b>water recycling Maintenance of water bodies and distribution system in the campus</b>	
<b>File Description</b>	<b>Documents</b>
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <b>1. Restricted entry of automobiles</b> <b>2. Use of Bicycles/ Battery powered vehicles</b> <b>3. Pedestrian Friendly pathways</b> <b>4. Ban on use of Plastic</b> <b>5. landscaping with trees and plants</b>	<b>C. Any 2 of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>D. Any 1 of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

**B. Any 3 of the above**

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

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

**The staff club regularly conducts activities and other**

programmes on festive occasions like Onam, Christmas and New Year. This provides a platform for cultivating the talents of staff as well as to create a sense of homeliness among the staff. Institution conducts arts festival. College union provides a platform to exhibit the talents of the students through arts festival and talent shows. The cultural talent of students are fostered by the fine arts club of the college. As most of the students in our college belong to poor socio economic background, it was felt by the teachers and staff that atleast some of these students should be provided with financial support. Care and share stands for this. The institution promotes democratic decentralized participatory governance at all levels through vertical and horizontal communication. Committees comprising of teachers from different Departments co-ordinate and conduct various activities and events in the College. The administration is decentralized for all academic activities. This paves the way for the sharing of duties and responsibilities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The college ensures its neighbourhood community connectivity through National Service Scheme (NSS), National Cadet Corps (NCC), Women Cell, Continuing Education Cell and other clubs. With the active participation of students, the NSS, NCC and Women Cell conduct numerous activities like socio-economic surveys, programs on community health and hygiene, agricultural promotional campaigns, emergency services during natural calamities etc. benefitting the society. All these programmes along with various classes on topics like motivation, personality etc. will lead to the overall development of the students as well. It is mandatory for students to participate in the club and social activities to complete their course successfully. The NSS, NCC, Clubs and other forums in the college conduct various social activities and maintain the attendance record of participation. NCC

cadets and NSS volunteers are assigned with the duties like student trafficpolicing, election-related duties at polling stations, enumeration works, rescue operation etc. Students are advised to take up their projects on socially relevant issues

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

**NATIONAL DAYS CELEBRATED 2022-23**

**INDEPENDENCE DAY 2022**The NCC unit of BJM Govt. College, Chavara celebrated the 76th Independence Day on August 15th, 2022. The programme starts with flag hoisting by Principal Dr. P.Anitha. The guard team gives a national salute followed by national anthem. Then principal gave the Independence Day message.

### REPUBLIC DAY 2023

The NCC unit of BJM Govt. College, Chavara celebrated the 73rd Republic Day on January 26th, 2022. The programme starts with flag hoisting by Principal Dr. P.Anitha. The guard team gives a national salute followed by national anthem. Then principal gave the Republic Day message. As a part of the Republic Day celebrations a Rally was conducted from chavara junction to Sankaramangalam. A cleaning drive was conducted in the Thattaserry market by the cadets. The cadets also hand over medicines and other essentials materials to pain and palliative trust, Kollam.

### National Science Day 2023

Department of Chemistry observed National Science Day by organizing a seminar on 'Fascinating World of Space Science'. Dr. Satheesh Kumar B, Scientist, Vikram Sarabhai Space Centre was the resource person.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### BEST PRACTICE - 1 Title: Community Outreach and Growth

The Objective of this Practice is to instill values of social and national importance and to generate awareness of

community responsibilities amongst students. To implement these objectives BJM Govt. College had organized several cleaning campaigns and palliative help to society. The NSS volunteers also visited the nearby KSRTC Bus Station for cleaning to promote the culture of community care.

**BEST PRACTICE - 2 Title: Promotion of Inclusivity by GK awareness**

The Objective of this Practice is to promote practices of inclusivity in learning processes besides excellence in academics by instructing students to write and by heart 20 GK questions each day, thereby helping to excel in competitive job oriented exams for marginalized students. In this direction, the College through its various social work and outreach forums such as National Service Scheme (NSS), Centre for the Promotion of Inclusivity (CFPI), Remedial Cell, Women Development Cell (WDC), Equal Opportunity Cell (EOC) promotes inclusivity at all levels. The college organizes programmes to create awareness amongst students towards different forms of challenges and opportunities.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

The culture of diversity, spirit of inclusivity, and mutual respect is inculcated through various initiatives by the College Committees like NSS, NCC WOMEN CELL and GRIEVANCE REDRESSAL Cell. The College has been implementing the following practices: The COLLEGE works towards informing students about social exclusions and the need for promoting inclusive practices through campaigns, workshops and seminars. The NSS unit educates students about the importance of community outreach. Scholarships and fee concessions are provided to differently-abled and students from economically weaker sections. The College through IT lab provides software facilities for all students. To facilitate better mobility tactile pathways, walking ramps/rails are present within the



college. The Remedial Cell provides an inclusive environment of learning through their peer study program.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

#### Proposal of Action-Plan for 2023-2024:

- To organise professional development programmes
- To encourage the E-learning Cell and the Remedial Cell to organise skill-development programmes such as communication skills and soft skills
- To support departments and societies to conduct capacity building programmes (soft skills, research skills, vocational skills, etc) for students
- To initiate and encourage programmes and collaborations among Departments of Humanities and Sciences to foreground and promote interdisciplinary/multidisciplinary relationship
- To support the Research and Innovation Cell to promote interdisciplinary/multidisciplinary research projects (with topics) among students under the guidance of teachers
- To facilitate more measures for energy conservation on campus. Installing concrete steps such as installing motion based lighting system in the premises.
- To strengthen alumni relations and to provide platforms to accomplished alumni to support the students
- To support all the departments to start Certificate courses
- Take initiatives to make our institution as the local chapter for NPTEL