

## The Annual Quality Assurance Report (AQAR) of the IQAC

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

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution	<b>BASELIUS COLLEGE</b>
1.2 Address Line 1	<b>Baselius College</b>
Address Line 2	<b>K.K.Road</b>
City/Town	<b>Kottayam</b>
State	<b>Kerala</b>
Pin Code	<b>686 001</b>
Institution e-mail address	<b>principal@baselius.ac.in</b>
Contact Nos.	<b>0481-2563918</b>
Name of the Head of the Institution:	<b>PROF.JACOB KURIAN ONATTU</b>
Tel. No. with STD Code:	<b>O:0481-2565958</b>
Mobile:	<b>9447306490</b>

Name of the IQAC Co-ordinator:

**Prof. Manoj Narayanan K.S**

Mobile:

9447110212

IQAC e-mail address:

iqacbaselius@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

KLCOGN10057

1.4 NAAC Executive Committee No. &amp; Date:

1.5 Website address:

**www.baselius.ac.in**

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	3 star		2000	
2	2 <sup>nd</sup> Cycle	B++	81.20	2007	
3	3 <sup>rd</sup> Cycle	Applied for 3 <sup>rd</sup> cycle accreditation			
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

**01/06/2000**

**1.8 AQAR for the year (for example 2010-11)**

2013-14

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

- i. AQAR \_\_\_\_\_2007-08\_\_\_submitted to NAAC on 16/08/2012
- ii. AQAR \_\_\_\_\_2008-09\_\_\_submitted to NAAC on 17/08/2012
- iii. AQAR \_\_\_\_\_2009-10\_\_\_submitted to NAAC on 18/08/2012
- iv. AQAR \_\_\_\_\_2010-11\_\_\_submitted to NAAC on 19/08/2012
- v. AQAR \_\_\_\_\_2011-12\_\_\_submitted to NAAC on 20/08/2012
- vi. AQAR – 2012-13 submitted to NAAC by email in revised format

**1.10 Institutional Status**University State  Central  Deemed  Private Affiliated College Yes  No Constituent College Yes  No Autonomous college of UGC Yes  No Regulatory Agency approved Institution Yes  No Type of Institution Co-education  Men  Women Urban  Rural  Tribal Financial Status Grant-in-aid  UGC 2(f)  UGC 12B Grant-in-aid + Self Financing  Totally Self-financing **1.11 Type of Faculty/Programme**Arts  Science  Commerce  Law  PEI (Phys Edu) TEI (Edu)  Engineering  Health Science  Management 

Others (Specify)

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

Mahatma Gandhi University, Kottayam, Kerala
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1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

3

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
community representatives

1

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

3

2.9 Total No. of members

21

2.10 No. of IQAC meetings held 4

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
-Launch of new academic programmes	-Obtained sanction for BBA wef 2014-15
-Thrust on Arts and Sports performance	-Won prizes at National level for Arts and Sports
-Conduct academic seminars	-Many seminars conducted including National Seminars

2.15 Whether the AQAR was placed in statutory body      Yes    ✓      No

Management          Syndicate          Any other body   

Provide the

-Detailed appraisal of report was done  
-Necessary steps for re-enforcement and correction were initiated

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes as on 31.3.13

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	0	0	-
PG	5	0	0	-
UG	10	0	1	2
PG Diploma	Nil	-	-	-
Advanced Diploma	Nil	-	-	-
Diploma	Nil	-	-	
Certificate	Nil	2	-	4
Others				
<b>Total</b>				
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All 16 programmes(11+5)
Trimester	Nil
Annual	Nil

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

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

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

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

Revision of syllabi for P.G Programmes and direct grading for UG replaced by indirect grading

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

BBA was given sanction, but admission of students would be from 2014-15

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others including
	68	47	20	-	06

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	2	6								

2.4 No. of Guest and Visiting faculty and Temporary faculty

#### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	55	
Presented papers	4	48	-
Resource Persons		5	6

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

<ul style="list-style-type: none"> <li>- Introduced Online assignments</li> <li>- Remedial teaching process augmented</li> </ul>
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2.7 Total No. of actual teaching days   
during this academic year

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

-Indirect grading system introduced for UG

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development



as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

88
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A English	52	13.46	44.23	7.69	21.15	86.54
B.A Malayalam	17	23.53	52.94	5.88	0	82.35
B.A Economics	41	2.44	39.02	17.07	12.20	70.73
B.A Politics	34	11.76	26.47	23.53	14.71	76.47
B.Sc. Physics	20	30	50	0	5	85.00
B.Sc Chemistry	32	15.63	50	21.88	3.13	90.63
B.Sc Maths	36	19.44	52.78	11.11	5.56	88.89
B.Sc Botany	30	13.33	46.67	6.67	6.67	73.33
B.Sc Zoology	33	0	21.21	12.12	3.03	36.36
B.Com Regular	59	47.46	40.68	6.78	3.39	98.31
B.Com Vocational	37	5.41	35.14	16.22	13.51	91.89
Baselius College	383	17.75	41.78	12.27	10.44	83.03

P G results

PG result summary	Total appeared	Passed	Distinction %	I Class %	II Class %	III Class %	% of Class	Remarks
M.A English	21	3	0	14.29	0	0	14.28	
Economics	18	8	5.56	38.88	0	0	44.44	
Physics	12	5	0	41.67	0	0	41.66	
Chemistry	18	9	16.67	27.78	0	0	50	
M.Com	18	15	55.56	27.78	0	0	83.33	University topper with the only A+ in the University

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

Feedback mechanism is strengthened and monthly report system is introduced

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	12
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	
Others	60

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	30	01		01
Technical Staff	01			

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Research promotion council reconstituted and was very active.
- More teachers encouraged to apply for Projects
- Organised more National Seminars and more proposals were submitted.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		15.78		

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2	13	1
Outlay in Rs. Lakhs		2.62	14.1	1.5

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals		25	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	4	48	

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	13	UGC	14.1	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number		4		4	10
	Sponsoring agencies		UGC		Own Fund	Own fund

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

2

[ ]

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

-

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

JRF [ ]      SRF [ ]      Project Fellows [ ]      Any other [ ]

3.21 No. of students Participated in NSS events:

University level [ 76 ]      State level [ 72 ]  
National level [ 3 ]      International level [ ]

3.22 No. of students participated in NCC events:

University level [ 7 ]      State level [ 12 ]  
National level [ 13 ]      International level [ 1 ]

3.23 No. of Awards won in NSS:

University level [ 5 ]      State level [ 2 ]  
National level [ ]      International level [ ]

3.24 No. of Awards won in NCC:

University level [ 2 ]      State level [ ]  
National level [ 4 ]      International level [ ]

3.25. No. of Extension activities organized

University forum [ ]      College forum [ ]  
NCC [ ]      NSS [ 6 ]      Any other [ 12 ]

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

Provided technical support and lab facilities for research work for B.Pharm and M.Pharm

Imparted free of companies, classes outside the college as a part of social responsibility

Assistance for cancer patients

Organised Dental and Homeopathy camps

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.15 hect			6.15 hect
Class rooms	41	1	Management Fund	42
Laboratories	10	02	Management fund	12
Seminar Halls	03	nil		03
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)			Management Fund	Rs 3.4 lakhs
Furniture			Management Fund	Rs 6.58 lakhs

#### 4.2 Computerization of administration and library

Bar coded system of book issued is in operation
Provided more number of e-journals

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	37142		684	259494		
Reference Books	100		6		106	
e-Books	93809		3091		97000	Through inflibnet
Journals	28		-		28	
e-Journals	4137		1993		6130	Through inflibnet
Digital Database						
CD & Video	100				100	
Others (specify)						

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	160	2	Available	Available	1	10		
Added	6				1	1		
Total	166	4			2	11	18	

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

<ul style="list-style-type: none"> <li>-Network resource centre established</li> <li>- Training in computer was provided for students</li> <li>-Certificate Programmes in Computerised Accounting was started</li> </ul>
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## 4.6 Amount spent on maintenance in lakhs :

i) ICT	1.2
ii) Campus Infrastructure and facilities	9.52
iii) Equipments	0.84
iv) Others	2
<b>Total:</b>	<b>13.56</b>



**Criterion – V****5. Student Support and Progression**

## 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Frequent meetings with Subject Association secretaries were held
- IQAC student representatives were given stronger roles
- Initiated the launch of Additional Skills Acquisition Programme
- Career guidance and placement made more active

## 5.2 Efforts made by the institution for tracking the progression

Follow up measures are taken by collecting feedback as well as constant monitoring and interaction

## 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1375	192	-	-

## (b) No. of students outside the state

2

## (c) No. of international students

0

Men	No	%	Women	No	%
	622	39.69		945	60.31

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1080	204	12	149	3	1435	1224	210	25	108	6	1567

Demand ratio 12 times

Dropout % 1.59

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

- Coaching for entry into banking services
- PSC/NET coaching were initiated by the Departments

No. of students beneficiaries

460

## 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

## 5.6 Details of student counselling and career guidance

-Career Guidance and placement cell was made more active  
 -Personal counselling provided by professional counsellors  
 -Soft Skill training/Industrial visits were conducted

No. of students benefitted

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	180	22	01

## 5.8 Details of gender sensitization programmes

Women's forum organised talks and orientation programmes

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level Cultural: State/ University level  National level  International level 

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	15	109335
Financial support from government	15	167276
Financial support from other sources	83	196801
Number of students who received International/ National recognitions	-	-

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level Exhibition: State/ University level  National level  International level 5.12 No. of social initiatives undertaken by the students 

5.13 Major grievances of students (if any) redressed: \_\_\_Minor Grievances were reported and settled

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

Vision :

To be a premier temple of higher learning, imparting quality holistic education to all seekers, irrespective of caste, creed and gender.

Mission:

To dispel the darkness of ignorance and elevate youngsters to the pedestal of wisdom by fostering spirituality, knowledge and skill, thereby empowering them to deal with real life situations and equipping them to build a fruitful future for themselves and the society at large.

#### 6.2 Does the Institution has a management Information System

The management information system of the college has been strengthened by addition of computers.

Separate staff has been recruited for various aspects of MIS

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

##### 6.3.1 Curriculum Development

- Launch of new programmes was initiated
- U.G CBCSS was converted into indirect grading. Teachers attended workshops in this connection.

##### 6.3.2 Teaching and Learning

- More thrust given for ICT based learning
- Remedial teaching given more importance

##### 6.3.3 Examination and Evaluation

- Two internal examinations per semester conducted
- Feedback and evaluation process strengthened

#### 6.3.4 Research and Development

- Research promotion cell was reconstituted
- Departments motivated to organised seminars/workshops

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Computerisation of library completed with full fledged barcode system in vogue
- e-journals /e-book made available

#### 6.3.6 Human Resource Management

- Training programmes were organised for staff members
- Organised staff tours

#### 6.3.7 Faculty and Staff recruitment

- New staff members were recruited in place of retirees
- Guest lectures were appointed in lieu of teachers who went on leave on various grounds

#### 6.3.8 Industry Interaction / Collaboration

- Collaboration for undertaking Green Audit , Projects , Certificate Programmes etc with outside agencies

#### 6.3.9 Admission of Students

- Admission is purely based on university and government norms
- Centralised admission process (Online) System is followed.

6.4 Welfare schemes for	Teaching	Advance salary, Loans given for needy
	Non teaching	Loan facilities for staff members
	Students	Free ships , non-meal scheme etc.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC, Management peer team
Administrative			Yes	IQAC, Management peer team ,College council

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

-Indirect grading was introduced  
-Cut off marks for pass in UG programmes was raised

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

Efforts were taken by university for granting autonomy to affiliated colleges

#### 6.11 Activities and support from the Alumni Association

-Strong support from alumni was evident in the form charity ventures , scholarships etc.

#### 6.12 Activities and support from the Parent – Teacher Association

-Parents feedbacks on institution was collected and analysed  
-PTA took initiative for installation of sound system (Public Announcement System) in the college

#### 6.13 Development programmes for support staff

Organised training Programmes for the support staff so that they also become a more motivated lot and also get insight into the various service related matters.

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

-Green audit process was continued  
-Save energy campaign was launched  
-Exhibition and Poster display by many clubs and associations.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Strengthening of documentation of activities with Diary system , daily record and master register implemented

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

Detailed report of activities were called for evaluation and corrective measures were taken

7.3 Give two Best Practices of the institution

- Orientation & Guidance to P.G students for paper presentation and publication, thereby directing them to research
- Pledge and consent for Organ donation by students and staff members

7.4 Contribution to environmental awareness / protection

- World environment day was celebrated with talks, exhibitions, planting of trees, awareness programmes , quiz etc .
- Energy audit suggestion were implemented to the extent possible

7.5 Whether environmental audit was conducted? Yes  No



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

- With a new orientation in research as well as soft skills, there was a flurry of projects sanctioned by UGC .
- Good number of campus placement .
- Principal Prof Jacob Kurian Onattu was adjudged the Best Principal 2012-13 and he received the coveted Dr M V Pylee award instituted by Kerala Higher Education Trust, Kochi on September 5<sup>th</sup>, 2013.
- Prizes at National Level for Football and also Group Song.

### **8. Plans of institution for next year**

- Successful completion of Golden Jubilee with academic , cultural and other programmes
- To get NAAC accreditation (3<sup>rd</sup> cycle) process over.
- To launch more academic programmes and also to enhance the sanctioned strength

*Name Manoj Narayanan K S*

*Name Prof Jacob Kurian Onattu.*

*Coordinator, IQAC*

*Chairperson, IQAC*

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