



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

BASELIUS COLLEGE

- Name of the Head of the institution **Dr BIJU THOMAS**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **04812565958**
- Mobile no **9447214457**
- Registered e-mail **principal@baselius.ac.in**
- Alternate e-mail **bijuthomas@baselius.ac.in**
- Address **K K ROAD**
- City/Town **KOTTAYAM**
- State/UT **KERALA**
- Pin Code **686001**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **Mahatma Gandhi University,
Kottayam**
- Name of the IQAC Coordinator **Dr. MANOJ NARAYANAN K S**
- Phone No. **04812582002**
- Alternate phone No. **00**
- Mobile **9447110212**
- IQAC e-mail address **iqac@baselius.ac.in**
- Alternate Email address **manojnarayanank@baselius.ac.in**

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

<https://baselius.ac.in/wp-content/uploads/2017/01/AQAR-2019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://baselius.ac.in/wp-content/uploads/2021/03/Academic-Calendar-2020-21.pdf>

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|----------|-------------|-----------------------|-------------------|-------------------|
| Cycle 3 | A | 3.11 | 2015 | 01/05/2015 | 30/04/2020 |

6. Date of Establishment of IQAC

01/06/2000

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 |
|-----------------------------------|--------------------|------------------------|-----------------------------|------------------|
| Institution | RUSA Scheme | RUSA-Government | 2020-21 | 80,00,000 |

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? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

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)

- Additional Internet and Wifi facilities made available on the campus

- Ensured maximum participation of teachers in FDPs/Workshops/Orientation Programmes etc. -

- MOODLE based LMS made operational

-Conduct of FDPs

- Conduct of International Webinars

Participation in ARIAA

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 |
|---|---|
| Improvement of internet connectivity | New ISP added with additional internet speed; wifi routers installed |
| Encourage teachers to participate in FDPS and Orientations/Refreshers | more than 60 teachers participated in around 114 programmes including training in new technology based teaching |
| Improvement of e-teaching e-learning experience | MOODLE based LMS made operational, teachers provided in house training, teachers attended workshops and FDPS for the same |
| Participation in AISHE and NIRF | Uploaded required data in a timely manner, placed in 150-200 Rank in NIRF |
| Participated in ARIIA 2020-21 | Recognised under the band beginner |
| Conducting FDPS | Organised Internal FDPS and also FDPS in association with reputed institution for outside faculty members too |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|--|--------------------|
| IQAC, Local Management Committee and College Council | 25/05/2022 |

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

| | |
|--|--|
| 1.Name of the Institution | BASELIUS COLLEGE |
| • Name of the Head of the institution | Dr BIJU THOMAS |
| • Designation | PRINCIPAL |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 04812565958 |
| • Mobile no | 9447214457 |
| • Registered e-mail | principal@baselius.ac.in |
| • Alternate e-mail | bijuthomas@baselius.ac.in |
| • Address | K K ROAD |
| • City/Town | KOTTAYAM |
| • State/UT | KERALA |
| • Pin Code | 686001 |
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| • Affiliated /Constituent | Affiliated |
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| • Location | Urban |
| • Financial Status | Grants-in aid |
| • Name of the Affiliating University | Mahatma Gandhi University, Kottayam |
| • Name of the IQAC Coordinator | Dr. MANOJ NARAYANAN K S |

| | | | | | |
|--|---|-----------------|-----------------------------|---------------|-------------|
| • Phone No. | 04812582002 | | | | |
| • Alternate phone No. | 00 | | | | |
| • Mobile | 9447110212 | | | | |
| • IQAC e-mail address | iqac@baselius.ac.in | | | | |
| • Alternate Email address | manojnarayananks@baselius.ac.in | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year)) | https://baselius.ac.in/wp-content/uploads/2017/01/AQAR-2019-20.pdf | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://baselius.ac.in/wp-content/uploads/2021/03/Academic-Calendar-2020-21.pdf | | | | |
| 5.Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 3 | A | 3.11 | 2015 | 01/05/2015 | 30/04/2020 |
| 6.Date of Establishment of IQAC | | | 01/06/2000 | | |
| 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 | |
| Institution | RUSA Scheme | RUSA-Government | 2020-21 | 80,00,000 | |
| 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) | | | Yes | | |

| | | |
|--|------------------|--|
| and compliance to the decisions have been uploaded on the institutional website? | | |
| <ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded | |
| 10. Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| <ul style="list-style-type: none"> If yes, mention the amount | | |
| 11. Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| - Additional Internet and Wifi facilities made available on the campus | | |
| - Ensured maximum participation of teachers in FDPs/Workshops/Orientation Programmes etc. - | | |
| - MOODLE based LMS made operational | | |
| - Conduct of FDPs | | |
| - Conduct of International Webinars | | |
| Participation in ARIAA | | |
| 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 |
| Improvement of internet connectivity | New ISP added with additional internet speed; wifi routers installed |
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| Participated in ARIIA 2020-21 | Recognised under the band beginner |
| Conducting FDPS | Organised Internal FDPS and also FDPS in association with reputed institution for outside faculty members too |
| 13. Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> Name of the statutory body | |
| Name | Date of meeting(s) |
| IQAC, Local Management Committee and College Council | 25/05/2022 |
| 14. Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| 2020-21 | 27/02/2021 |
| 15. Multidisciplinary / interdisciplinary | |

As an affiliated college of MG University, the college follows the curriculum and syllabus of the university. The choice of open courses as part of UG Programmes and electives as part of PG programmes enable interdisciplinary discourses.

Inter/multidisciplinary approaches are made possible by the various curricular and co-curricular seminars and workshops through interdepartmental participation. The college has already initiated collaborative projects, seminars, workshops etc. of Inter disciplinary nature. Language departments collaborate to organise Literary Programmes. Similarly, Life Science departments jointly organize lectures and activities. All departments offer one Open Course at Graduation level for students of other streams. Projects are undertaken with the help of Statistics department. Within the limited flexibility, the college has been trying to promote a multidisciplinary approach in research and activities. The college has a multidisciplinary journal titled Baselius Researcher where in original research articles from various disciplines are published.

16.Academic bank of credits (ABC):

Since the college is an affiliated institution only, the initiative of becoming a part of Academic Bank of Credits has to be initiated by the University. Students are being given awareness regarding the Bank of Credit and its uses. Encouragement is given to students to register in the National Academic Depository also. Many of our students have primarily registered in NAD. The institution aims to be part of the Academic Bank of Credits once the institution gets autonomy status thereby securing the right to award Degrees.

17.Skill development:

Skill development of the learner is a major component of the teaching -learning process. The college has only limited scope for introducing skill components into the main curriculum. Apart from the regular programmes which are directed at specific learning outcomes, add on courses, certificate courses and workshops are organized for the skill development of the learner. The College has been offering Diploma approved by National Council of Vocational Research Training and also by the Centre for Continuing Education Kerala. The skill training programme and courses offered by Additional Skill Acquisition Programme (ASAP) has also been successfully undertaken at the college. The college intends to add more Skill Programmes to the curriculum and provide a platform for meaningful

development of the students by combining the components of knowledge and skill. The artistic and sports programmes and other club and association activities are directed at developing Life skills along with the co-curricular and extra -curricular ones.

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

The Indian Knowledge system and tradition is given utmost importance at the institution .The integration of Indian knowledge system is done through curricular and extracurricular activities. The choice of Sanskrit as a UG common course, the option of Indian Poetic Tradition as an elective of PG Programme in English, the inculcation of Indian values through regular activities, have all been part of this integration. It is one of the limited institutions which offers Sanskrit as a language of study for Undergraduate Programmes. The syllabi of B A English and B A Malayalam focus very much on Cultural Studies. Visits to culturally important places and festivals by way of field trip have been a routine practice in the institution. Seminars and Certificate Programme on Vedic Mathematics have been offered to students to get awareness on the traditional knowledge system prevailing in India. To make learning interesting, teachers provide e-contents in local language also. To uphold the Indian culture and tradition, the Baselian Community celebrates important festivals and commemorates important days of National Importance. The prayer songs in different Indian languages including Hindi and Sanskrit are also indicative of the importance given to Indian language and culture by the Institution.

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

Though OBE has not been introduced by MG University, the college has, within its limited flexibility, taken initiatives to move towards an outcome based education system. Programme Outcomes, Course Outcomes and Programme Specific Outcomes have been incorporated into the teaching-learning process and are let known to the students by way of Orientation and also by publishing it in the website. Efforts are made to ascertain the learning outcomes through specific modes. The attainment of outcome is monitored by way of the mechanism developed by the college. Further efforts are being undertaken by the IQAC to revamp the entire procedure so as to ensure that the outcome attainment and further actions can be monitored in a more scientific way

20.Distance education/online education:

Online education and the possibilities it offers have been encouraged since the lock down in the wake of the pandemic. Students have been encouraged to join MOOC courses and many students have joined online courses in consultation with the faculty members and successfully completed the same. Teachers also pursue online courses available in the SWAYAM platform. Many teachers have undergone training in the development of MOOC quadrants and some teachers have successfully contributed to its development. The college plans to develop MOOC courses of its own and offer the same through the LMS platform. International and National seminars have been organized in the online mode facilitating wide spectrum knowledge exchange. Many faculty members have attended Faculty Development Programmes in the online mode. Video lectures, Podcasts, PowerPoint presentations with voice over have all been made use of. The virtual platform witnessed a full-fledged Arts fest too. The college is ready to take on the online world and use it to enrich the offline education scenario too.

Extended Profile**1.Programme**

| | |
|--|-----|
| 1.1 | 388 |
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

| | |
|------------------------------------|------|
| 2.1 | 1631 |
| Number of students during the year | |

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

| | |
|---|-----|
| 2.2 | 192 |
| Number of seats earmarked for reserved category as per GOI/ | |

| | | |
|---|---------------------------|-----------|
| State Govt. rule during the year | | |
| File Description | | Documents |
| Data Template | View File | |
| 2.3 | | 564 |
| Number of outgoing/ final year students during the year | | |
| File Description | | Documents |
| Data Template | View File | |
| 3.Academic | | |
| 3.1 | | 82 |
| Number of full time teachers during the year | | |
| File Description | | Documents |
| Data Template | View File | |
| 3.2 | | 82 |
| Number of sanctioned posts during the year | | |
| File Description | | Documents |
| Data Template | View File | |
| 4.Institution | | |
| 4.1 | | 56 |
| Total number of Classrooms and Seminar halls | | |
| 4.2 | | 157.56045 |
| Total expenditure excluding salary during the year (INR in lakhs) | | |
| 4.3 | | 195 |
| 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 department council meets before the commencement of each academic year and allocates the courses to teachers based on their interest and expertise. A curriculum plan is developed according to which the teachers prepare a teaching plan on how they intend to deliver the curriculum and communicate the course outcomes to the students at the commencement of each semester. A report of the details of classes engaged by each teacher is submitted to the Head of the Department every month. The Head of the department consolidates the reports and submits a monthly report which is verified by the Principal and IQAC coordinator. Besides, the Department Council meetings and College Staff Council meetings also discuss the various aspects of curriculum delivery process and follow up is made based on feedbacks. Audio-visual resources, role plays etc. are also used in certain subject areas. On the Job Training, Internship are also undertaken as per the guidelines of the University. Practical sessions are arranged for students of science stream in a planned manner so that each student gets the opportunity to understand the concepts through proper practice. Despite being affected by the pandemic, the college ensured that the curriculum delivery remained effective.

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

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

The academic year of the college commences in June every year and the University publishes the academic calendar prescribing the date of commencement and closure of classes and the end semester exams for both odd and even semesters.. The activities of the college are planned in tune with the University schedules for classes and examinations. The departments will submit a plan of activities for the year to the IQAC in advance. The IQAC and College Council hold meetings to finalise the Institutional Academic Calendar, incorporating suggestions from the stakeholders. The Academic Calendar comprehensively covers all academic activities including curricular, co-curricular and extra-

curricular activities. Detailed timetable for the internal examinations are published in the Notice Board in advance. Usually, all seminars, assignments etc. are completed at least two weeks before the commencement of the examinations. The college also ensures that the number of working days prescribed by the University for each semester is available for academic activities. Whenever, there are changes in the schedules which are necessitated by the modifications made in the University Academic schedules and Examinations schedules, the college brings the corresponding changes in its schedule.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://baselius.ac.in/all-academic-calendar/ |

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

A. All of the above

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

21

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

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

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

8

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

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

234

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

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

Environment and Sustainability:

Sustainability is the most sensitive issue that demands immediate attention. Sustainable Development is one of the challenges humanity faces today. Core courses offered by different programmes address the environmental issues and suggest solutions for

sustainable practices. The Environment and Human Rights course proposed by the UGC has been incorporated into the curriculum of all UG programmes.

Gender

Gender Sensitization/ Empowerment programmes are organized by various departments regularly. Department of English offers core papers on Gender studies and Women's literature highlighting concepts like gender equality, feminism etc,

Professional Ethics:

Ethics in profession is to be taught invariably as a part of the curriculum. The concept of professional ethics for students is communicated through seminars, workshops and lectures by eminent scholars and also activities like mock interview, group discussions, quiz competitions etc.

Human Values:

Core courses in literature programmes and core papers in social sciences give much importance to Human values and sustainable development enhancing the sense of responsibility and social concern. Organizations like NCC, NSS etc. develop an understanding of Human values

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

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

32

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

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

587

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

| | |
|--|---------------------|
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | A. All of the above |
|--|---------------------|

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://baselius.ac.in/%f0%9d%90%85%f0%9d%90%9e%f0%9d%90%9e%f0%9d%90%9d%f0%9d%90%9b%f0%9d%90%9a%f0%9d%90%9c%f0%9d%90%a4-%f0%9d%90%92%f0%9d%90%ad%f0%9d%90%ae%f0%9d%90%9d%f0%9d%90%9e%f0%9d%90%a7%f0%9d%90%ad-%f0%9d%90%92/ |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

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 | View File |
| URL for feedback report | https://baselius.ac.in/%f0%9d%90%85%f0%9d%90%9e%f0%9d%90%9e%f0%9d%90%9d%f0%9d%90%9b%f0%9d%90%9a%f0%9d%90%9c%f0%9d%90%a4-%f0%9d%90%92%f0%9d%90%ad%f0%9d%90%ae%f0%9d%90%9d%f0%9d%90%9e%f0%9d%90%a7%f0%9d%90%ad-%f0%9d%90%92/ |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

600

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

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

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

155

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

2.2 - Catering to Student Diversity

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

The institution is committed to develop, chisel and motivate the learning capabilities of the students. The student bio-data form filled up at the time of admission, is the primary data that helps the mentors and the tutor to have an understanding on the previous academic performance and background of the student. The tutor in charge of the students acquaint the students with the internal and external assessment criteria and modes of evaluation. The performance in various initial assignments, seminars, presentations, quizzes and tests are considered to find out the learning levels of the particular student who joins the institution. The IQAC arranges special motivation sessions by external experts for both the advanced and slow learners. The college runs two schemes- Walk with the Scholar which concentrates on Advanced Learners and Scholar Support Programme - which focus on slow learners at Undergraduate levels. Separate internal mentors are arranged to motivate and guide the students towards successful career and academics. External mentors are experts drawn from different fields with proven expertise which will help the mentees to get an insight into the various avenues. Tutors and Subject Association co-ordinators provide essential guidelines regarding techniques to grasp the modals of the subject.

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

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

| | |
|--------------------|--------------------|
| Number of Students | Number of Teachers |
| 1631 | 82 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

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

Student centric learning methods are constantly made use of in the teaching learning process. The class room becomes the comprehensive vantage point where students get access to real time knowledge when they take up the role of instructor. This is made possible through the seminars presented by each student and thus becomes the most effective means of "learning by doing" in addition to building team spirit and enhancing communication skills. Direct experiences are also provided through field visits, on the job training, industrial visits, mock interviews and extension activities wherein the students' social and personal skills are enhanced. Reflection, critical analysis and synthesis form the basic principles of the procedures. Role play and management games are included in the pedagogy of Commerce and Management departments. Student Seminars organized by the departments equip learners with opportunities to directly meet professional connoisseurs thereby providing a platform to improve their learning quotient. The subject associations conduct inter-collegiate and intra-collegiate academic fests to encourage participatory skills, social skills, time management, finance management and crisis management skills. This provides a room for participative learning

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | Nil |

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

Information Technology is the need of the era, hence such means are employed in the dissemination and transfer of teaching and learning materials. Powerpoint presentations help in gathering the full attention and participation of the learners. The facilitators present slides stating the main aspect of the study material. It helps in completing the specified topic within the time period and alongside assures that the learners have been able to relearn and revive their interest in the topic under focus. ICT enabled learning process take place on a systematic basis and varies from one department to the other. Projects and research papers of the teachers are sent to their wards via email.

Given below are the various means by which the teaching -learning transaction occurs:

- Learner Management System.
- Google class rooms are also made use of.
- YouTube channels
- Audio notes
- Broadcast technologies
- Student -teacher Whatsapp and Telegram groups
- Short time online courses are promoted through word of mouth.
- Specific software training in Latex, CPP Lab, Excel, Python,
- Online platforms like Google meet, Zoom, etc.
- Resources from INFLIBNET, e-PG Pathshala, Shodhganga, mguthesis.in etc.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

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

82

| File Description | Documents |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

82

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

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

40

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

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

2.4.3.1 - Total experience of full-time teachers

757

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

2.5 - Evaluation Process and Reforms

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

Internal Assessment is an integral part of student assessment and grading for both UG and PG programmes. For UG programmes, Internal Evaluation constitutes 20 % of the total score and for PG Programmes, it is 25 %. The components of internal assessment and the regulations are clearly laid down in the syllabus documents. The students are given proper awareness regarding internal assessment at the time of their induction and initial orientation programmes itself. The schedules of internal assessment components such as test papers, seminars, assignments, and viva voce etc. are also made known to the students in advance. A teacher is assigned for each course who will be responsible for the evaluation of various components of the assessment process. Assignments and seminars are evaluated by the course teacher and the performances are discussed with the students. Regarding the test papers, after the scores are published, the performances of the students are discussed, and re-examinations are offered if needed. The Internal Assessment scores and grades are published for the student verification by the course -in-charge before the commencement of the end-semester examinations. The students verify and give their nod if they are satisfied by signing the document.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

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

The Internal Evaluation process is designed in such a manner that it is transparent and error free to the extent possible. Multi-layer verification is done to ensure fairness in evaluation. Students who are not satisfied are permitted to discuss the issue with the concerned teacher-in-charge and get the issues settled. There is a three-level grievance redressal mechanism, and a student can approach the higher levels if not satisfied with the decision of a lower level.

The first level of redressal is at the department itself by a committee consisting of the Head of the department, Department coordinator, faculty advisor and the course-in-charge. The next level is the college level committee with the principal as chairman, college coordinator, Head of the concerned department and the department coordinator. If the student is still not satisfied with the decision, he can approach the University level committee. The process is very transparent and as the college has a software package which helps in this process, the chances of errors are minimum. No major complaint or grievance has been received from the students during the year.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

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

As an affiliated college, the institution offers undergraduate (UG) and postgraduate (PG) programmes, the syllabi and curriculum of which is designed by the University. Though the Programme Outcomes (PO) and Course outcomes (CO) are not mentioned in the syllabus documents by the university, the college has defined and communicated the same.

The POs and PSOs are finalized by an academic committee constituted by the IQAC with representatives from all the departments. The course outcomes should be linked with POs and PSOs. The COs is decided by the Department Level Faculty Council in consultation with the External Expert in the QACs supplemented by detailed discussions in the common staff meetings.

At the beginning of the academic year, the COs are clearly communicated to the staff members and students. Course outcomes are displayed in respective class rooms. In the orientation programmes conducted by the college and the departments, the expected graduation attributes are communicated to the students in their respective disciplines. Tutors and course-in-charges hold discussions on these aspects with their students during the interactive sessions. The details of outcomes have been uploaded in the institutional website along with the syllabus.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://baselius.ac.in/all-programmes/ |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

The college has designed the course outcomes, programme outcomes and programme specific outcomes. As the college has no autonomy to design its own syllabus and the University has not developed an outcome-based syllabus, the department level QACs and academic committees are entrusted to formulate the outcomes based on multilevel discussions. The OBE system was initiated in the year 2019 based on the discussions at various levels.

The measurement of the attainment of outcomes is based on the two assessments - Internal Assessment (CIE) and End Semester Assessment (ESA). Currently, the overall course outcome is measured by considering a proportion of 1:4 for CIE and ESA for UG and 1:3 for P G. The level of attainment of outcome is measured by calculating the number of students who secure at least 50 % of the score for their overall assessment.

PSO and PO Outcomes- UG

The attainment of PSO is measured by considering the Weighted Cumulative Average scores as indicated by the grades. Regarding PO, 10 % weight for performance in extra curricular activities and 10 % score for Skills as evidenced by participation in programmes or certificates, is assigned. Remaining 80 % is for the scores obtained in the PSO attainment

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

2.6.3 - Pass percentage of Students during the year

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

468

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| 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://baselius.ac.in/feedback/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

15

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

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

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

0

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | https://www.ugc.ac.in/ |

3.2 - Innovation Ecosystem

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

The College has an amiable ecosystem that promotes research and innovations and takes initiative in the creation and dissemination

of knowledge and follows various innovative practices. The Research Promotion Council (later renamed as Research Assessment and Promotion Committee) takes active interest in promoting research on the campus. The college has been successfully publishing a Peer Reviewed Journal 'Baselius Researcher' (ISSN 0975-8658) for over two decades. Entrepreneurship Development Club arranges interactive sessions with successful entrepreneurs helping the students to get an overview on the real-life situation.. Students have participated in the Young Innovators Programme (YIP) by KDISC and presented their ideas. The Department of chemistry follows 'Microscale Experimental Chemistry', to minimize the use of chemicals and to save time and energy.

Various other initiatives are taken by the Departments and Subject Associations for the creation and dissemination of knowledge. Inviting eminent resource persons from various domains for various lectures/talks etc. also contribute a lot to the knowledge building process. The success of such initiatives is evident from the high level of participation of students, especially PG students who present research papers in various conferences and publish articles in reputed journals.

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

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

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

20

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

| | |
|--|---|
| 3.3 - Research Publications and Awards | |
| 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year | |
| 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year | |
| 10 | |
| File Description | Documents |
| URL to the research page on HEI website | https://baselius.ac.in/research-at-a-glance/ |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | View File |
| 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year | |
| 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year | |
| 26 | |
| File Description | Documents |
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |
| 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year | |
| 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year | |
| 24 | |
| File Description | Documents |
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.4 - Extension Activities

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

Extension and outreach programmes organised by the institution assist the students to develop social values, realize their responsibilities and to ensure awareness on societal issues and problems by involving them in the activities of the community. Such programmes are taken care of and managed by different Clubs and Subject Association. NSS, NCC, Red Ribbon Club, UBA etc. organize such programmes in collaboration with various government and public agencies and NGOs. The college organizes various programmes like Blood Donation Camps, programmes for environmental protection, health awareness campaigns, academic extension programmes and charity programmes. The institution supports the effective implementation of government policies by conducting surveys, collecting data and by participating in the activities of Swachh Bharat Abhiyan etc. Regular support is rendered at Old age homes, Palliative care centres, schools for the differently abled and orphanages. Programmes were also organised in connection with road safety, nutrition promotion, franchise rights, etc. During the year, the students have served as volunteers to support the government in the fight against the pandemic. Many students have acted as Student Cadets during the Local Body elections and Legislative Assembly Election.

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

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

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

0

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

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

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

44

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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

1124

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

| | |
|--|---------------------------|
| 3.5 - Collaboration | |
| 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year | |
| 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year | |
| 10 | |
| File Description | Documents |
| e-copies of related Document | View File |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |
| 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year | |
| 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year | |
| 1 | |
| File Description | Documents |
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |
| INFRASTRUCTURE AND LEARNING RESOURCES | |
| 4.1 - Physical Facilities | |
| 4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc. | |
| The College has ample infrastructural facilities such as classrooms, laboratories, seminar halls, library, computers, and other academic resources to support the Teaching Learning Process. | |

The College has 53 classrooms of which 26 are ICT enabled. Besides, there are 3 ICT enabled seminar halls which serve as a venue for seminars, workshops, interactions with eminent resource persons, paper presentations etc. Class rooms are adequately furnished with white/black boards, notice boards etc.

The college has adequate lab facilities to serve the needs of its Undergraduate and Postgraduate programmes. Adequate computer facilities with internet connections are available in all departments which are made accessible for the students and teachers alike. The college library is also equipped with computers and reprographic facilities. The College has established UGC-Network Resource Centre with internet connectivity to create awareness and exposure among the staff and students about the use of computer in various activities like learning, research activities, software training etc. The college provides a MOODLE based LMS that has paved the way for blended learning opportunities too. During the year, a notable addition was the installation of an alumni sponsored smart board in the Department of Commerce.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://baselius.ac.in/%f0%9d%90%82%f0%9d%90%a5%f0%9d%90%9a%f0%9d%90%ac%f0%9d%90%ac-%f0%9d%90%ab%f0%9d%90%a8%f0%9d%90%a8%f0%9d%90%a6%f0%9d%90%ac-%f0%9d%90%88%f0%9d%90%82%f0%9d%90%93/ |

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

The college has adequate facilities to accommodate these activities and programmes. The expansive and well-maintained college ground, spreading over 7960 square feet, can accommodate all types of games. Adequate sports facilities and equipments are available in the college with a separate basketball court. Proper training is given to the college teams by reputed sports coaches. Considering the facilities available at the college, the Sports Council of Kerala has approved the college as a recognized centre for football training and supports the activities. College teams have been bagging trophies in various competitions. Intramural competitions are arranged for games like cricket, kabbadi,

volleyball etc. The gymnasium of the college now functioning at a building near the college ground, was established in 2014 with UGC assistance. It is equipped with Strength Training Equipment, Tread Mill, Elliptical Trainer etc. Yoga training is organized every year.

The college has a rich legacy of cultural activities too and provides facilities for the performances, training, and practice of the events. The spacious college auditorium is spread over 810 square metre and can accommodate around 1000 people at a time with a well-equipped stage of 79 square feet.

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

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

29

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://baselius.ac.in/%f0%9d%90%82%f0%9d%90%a5%f0%9d%90%9a%f0%9d%90%ac%f0%9d%90%ac-%f0%9d%90%ab%f0%9d%90%a8%f0%9d%90%a8%f0%9d%90%a6%f0%9d%90%ac-%f0%9d%90%88%f0%9d%90%82%f0%9d%90%93/ |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

94.76435

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

4.2 - Library as a Learning Resource

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

Baselius College Library has a seating capacity of 200 and mezzanine flooring for stacking books. The Library has a good collection of periodicals, journals, CDs, newspapers, bound volume of old journals. Study materials for Competitive Examinations including NET and PSC, Maps, Student Projects, Thesis, Audio Video facility are available in the library. Separate institutional repository is maintained.

Books and students' identity cards are barcoded for automated circulation. CCTV surveillance is in place to ensure safety.

Online Public Access Catalogue (OPAC) is available for the users to access the library resources. Materials can be searched by entering details such as title, author etc. The library follows the open access system. Online journals and INFLIBNET are available for the benefit of research scholars and students. For remote accessing UGC INFLIBNET-N-LIST resources, For making E-resource facilities available for users, 8 computers are installed in the main library.

KOHA was installed in 2017 with modules for acquisition system, cataloguing system, circulating system and Online Public Access Catalogue. E- Gate and Web-OPAC facilities were also installed recently to complete the process of automation. LAN connected D-space Digital Repository facility which includes e-books, thesis, questionnaire, student projects has also been installed.

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

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

A. Any 4 or more of the above

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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

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

0.91357

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

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

205

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

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

The college recognises the importance of ICT facilities along with other infrastructural facilities. Accordingly, plans are made and executed for the upgradation of ICT facilities available on the campus. There has been an increase in the number of computers as well as in the use of internet facilities and customized software. The college has 195 computers in various departments for academic purposes.

The college has been steadily increasing its internet connectivity over the past few years. The college initially had a BSNL VPN connection with 40 mbps speed. Additionally, an Asianet internet connection with a speed of 200mbps and 2TB bandwidth as well as a Rail wire Connection with 125 mbps speed have also been installed. Thus currently, three dedicated internet connections are active in the college with a total speed of more than 400mbps with an unlimited data per month. Wi-Fi routers and switches have been set up all over the campus.

All departments including the college office is equipped with Wi-Fi. The routers are future-ready with 5 GHz Wi-Fi capability in addition to the regular 2.4GHz, so that the upgradation to the next-level of Wi-Fi will be hassle-free.

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

4.3.2 - Number of Computers

195

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

44.22469

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

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

The college has ample academic and infrastructural resources which are upgraded regularly with well established policies and procedures which are displayed on the college website. A committee comprising of the Principal, Bursar, IQAC Coordinator, Faculty Member and a technician supervises its utilisation, maintenance, and upgradation.

The Heads of Department and other in-charges shall forward their suggestions regarding maintenance works to be done at their departments. The computer systems are maintained under the supervision of a full-time technical staff .

There are adequate laboratory assistants in the Science Departments to maintain the equipment and laboratories.

Air conditioners, computers and network facilities shall be maintained either by Annual Maintenance Contract (AMC) or serviced by technicians or by agencies/manufacturers as and when need arises..

The classroom facilities such as whiteboards, blackboards, electrical fittings and furniture, etc. shall be regularly cleaned and maintained.

The Librarian, and the team of support staff, shall look after the maintenance of the library books, journals, periodicals, furniture, electronic equipment, computers and software.

The Physical Education Department is entrusted with the proper maintenance of ground and gymnasium.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://baselius.ac.in/infrastructure-policy/ |

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

711

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

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

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

255

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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 | https://baselius.ac.in/wp-content/uploads/2022/01/capacity-building-2020-21.pdf |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

| 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | |
|---|----------------------------|
| 892 | |
| 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | |
| 892 | |
| File Description | Documents |
| Any additional information | View File |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File |
| 5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees | A. All of the above |
| File Description | Documents |
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |
| 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 | |

21

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | View File |

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

171

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

16

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

5.3 - Student Participation and Activities

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

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

40

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

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

The College aims to provide resources that develop positive student leaders who will enhance the institutional quality and actively contribute to community environment. Student representatives elected through parliamentary form of election constitute the College Union. This promotes and develops democracy as a way of life on the campus. On account of the pandemic, the University , however did not conduct the elections for the year 2020-21. As such, the class leaders elected performed the various roles as and when deemed necessary.

The representation of students in Internal Quality Assurance Cell (IQAC) gives them opportunities for experiencing quality assurance and encourages student-faculty-community relation. The department level quality assurance cells (DQACs) also have student representations. The student grievance redressal committee too has student representation for encouraging positive student involvement in problem solving. The student representation in various task forces, documentation committees and other key bodies provide students with the opportunity to be part of the various aspects of governance which aids in the formation of responsible citizenship and progressive leadership. There is student

representation in the RUSA Project Monitoring Unit also. Students are well represented in the College Co-operative Society Board of Directors.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://baselius.ac.in/activities/college-union/ |
| Upload any additional information | View File |

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

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

125

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

5.4 - Alumni Engagement

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

The College has an active Alumni Association named WE BASELIAN which was established formally in 2002 and got registered on 19.12.2018 The Principal is the Patron of the Alumni Association. The affairs of the Alumni Association are managed by an Executive Committee elected from the general body meetings usually scheduled on October 2nd for a period of two years. A staff member nominated by the Principal serves as the faculty in charge of the Alumni Association.

The Alumni Association arranged platforms for UG and PG students

to know various job opportunities in both private and public sectors. The alumni of Commerce Department provided assistance for the installation of a Smart Board in the department.

The association has instituted scholarships for the needy and meritorious students of first years and timely financial supports are given to others in need.

We Baselian volunteers are always in the forefront to dispense their social commitment. instrumental in the construction of house for a needy student. The alumni batches also sponsor food and other provisions to orphanages, old age homes etc.

There is an annual get-together of the Alumni Association on October 2nd every year. The gathering was done in online mode during the year.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://baselius.ac.in/alumni-association/ |
| Upload any additional information | View File |

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

C. 3 Lakhs - 4Lakhs

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The academic services offered by the college are in tune with the Vision and Mission statements of the institution and cover basic as well as specialized knowledge. The institution is committed to empower the students to intervene effectively in the problems of the society for which holistic education must be provided to the seekers without any discrimination or bias. The administration and governance are also planned and directed accordingly.

The institution recognises the importance of a concerted effort on

the part of all stakeholders to provide quality education and to make steady improvement. The administration is done on a democratic manner and the policies are formulated through constant interactions and discussions with the stakeholders. The annual plans and strategic plans are all drawn in line with the institutional objectives. The Management Governing Council of the College approves the strategic plans based on the proposals and feedback from the stakeholders.

The college has established several Committees and Cells of various stakeholder groups to ensure that the activities are planned and executed in a transparent manner leading to the fulfilment of the vision and mission of the college in accordance with the objectives of its establishment.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://baselius.ac.in/wp-content/uploads/2021/12/6.1.1-Governance.pdf |
| Upload any additional information | View File |

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

The Principal has the academic and administrative freedom to fulfil the vision and mission of the institution. As the Head of the institution, the principal has always been the leader who is primarily responsible for the smooth functioning of academic and administrative activities of the college. Every major decision contributing to academic progress is taken after discussion in IQAC, College Council and in the general staff meeting. Through such a decentralised mechanism, the college has been successfully implementing its quality plans. The different committees formed at the institutional level and the department level function properly with routine formal and informal meetings and interactions. These committees also review the progress of activities and take necessary timely action accordingly for ensuring excellence in respective areas. The responsibilities entrusted to various staff members are communicated through regular staff meetings. Various co-curricular and extra-curricular activities are conducted through student committees with a teacher-in-charge. The participative decision-making ensures total involvement of all the people concerned. Thus, the institution follows a democratic and participatory mode of governance with all stakeholders

participating actively in its administration. The institutional practice of decentralisation and participatory management is evident in the establishment and functioning of the various committees.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://baselius.ac.in/wp-content/uploads/2021/12/6.1.2-Decentralisation.pdf |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college develops its strategic plans after discussions held in the IQAC meetings and meetings of the Management Council. As both these bodies have adequate stakeholder representation, all long-term plans, after fruitful and elaborate discussion in these bodies, are discussed in the college level bodies and finalized after incorporating suggestions and opinions. Adequate taskforces are set up in the college for the successful implementation. Among the strategic plans that have been successfully implemented during the last five years period, an Infrastructural development project with the aim of providing better academic facilities and student housing amenities is worth mentioning. Considering the requirement for additional classrooms, the college has strategically planned the construction of a new building called Students' Amenity Centre. Therecommendations/ suggestions of the NAAC Peer team relating to the provision of additional accommodation facilities and other facilities to improve academic ambience, at the time of the 3rd cycle visit acted as a catalyst. A Smart room cum computer lab was established during the year with the assistance from the MLA fund. The college has furthe rplans to establish an amphi theatre, an educational theatre and complete the constructions under RUSA scheme during the coming years.

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

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

The College functions under the Corporate Management of Malankara Orthodox Colleges. The Management Committee has two levels- one is the Central Management Committee also known as the Governing Board of MOC Colleges consisting of the Educational Agency, the Corporate Manager, Secretary to the Board and various elected members. This body oversees the overall functioning of all colleges under the management. Besides, there is a Local Management Committee which consists of a local manager and management representatives from the locality where the college is situated, and this committee is responsible for the management of financial resources and infrastructural development.

The College Staff Council consisting of Department Heads, Head of the Administrative Section, Librarian, IQAC Co-ordinator, Physical Education Director and two elected representatives of teaching staff, form the advisory body of the Principal and the day-to-day activities are executed with the help of this body. The IQAC ensures the overall quality through measures taken for performance enhancement of the college and through the conduct of academic and administrative audit. Board of Governors and Project Monitoring Unit help in the successful implementation of RUSA projects, other statutory bodies like Anti-Ragging Cell, Grievances Cell, Internal Complaints Cell function effectively in their respective domains.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://baselius.ac.in/%f0%9d%90%92%f0%9d%90%9e%f0%9d%90%ab%f0%9d%90%af%f0%9d%90%a2%f0%9d%90%9c%f0%9d%90%9e-%f0%9d%90%91%f0%9d%90%ae%f0%9d%90%a5%f0%9d%90%9e%f0%9d%90%ac-%f0%9d%90%91%f0%9d%90%9e%f0%9d%90%a0%f0%9d%90%ae/ |
| Link to Organogram of the institution webpage | https://baselius.ac.in/organogram/ |
| Upload any additional information | View File |

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

A. All of the above

| File Description | Documents |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document | View File |
| Screen shots of user inter faces | View File |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

6.3 - Faculty Empowerment Strategies

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

The college realizes the need for contented staff which would impact the institution positively. In view of this, the college has initiated staff welfare schemes and measures, both financial and material.

1. Welfare Associations - There are two welfare associations functioning on the campus for the benefit of staff members

(i) Staff Club - The institution has an active Teaching Staff Club for staff welfare.

(ii) NTSA- Non-Teaching Staff Association is a forum for the welfare of Administrative and other nonteaching staff members.

2. Staff co-operative Society- There is a co-operative society functioning on the campus with teaching and non-Teaching staff as members. The society provides loan facilities to members at soft and liberal terms.

3. Co-operative Store: A co-operative store functioning on the campus provides various consumer goods/ grocery to the members at lower rates. Rebates and instalment facilities are available.

4. Other Welfare Initiatives include:

- Group insurance and Group Accident Insurance
- ESI facility for management staff
- Salary advance
- Provident Fund and arrangement of PF Loans.
- Gratuities, Pension and all other such Government approved schemes
- Festival Allowance
- Leave benefits
- Financial assistance for participation in conferences and membership in professional bodies

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

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

12

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

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

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

4

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

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

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

52

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

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

The institution assesses the performance of its staff members, and the outcome is communicated with the concerned member for improvements. Performance Appraisal is undertaken at several levels and periodically.

Performance Appraisal of Teachers

The Institution has different mechanisms for evaluating the performance of the teachers.

Routine Verification and Review of Work

The teachers usually maintain a Daily Work Diary verified by the Head of department to ensure that the work assigned has been properly discharged.

Monthly performance Statements are also submitted in a prescribed format by each teacher to the Head of the Department. This document is verified and forwarded to the IQAC Office.

Performance Based Appraisal System

Every teacher prepares an Annual performance Based Appraisal system which contains different sections covering Teaching Learning Evaluation Process, Participation in administrative and co-curricular activities, research activities etc. The performance in each category is graded.

Student feedback

The Head of the Department and the Principal collect feedback from students regarding the performance of teachers. The grades obtained are communicated to the teacher and suggestions are also provided based on the feedback.

Performance Appraisal of Non-Teaching Staff

The Principal evaluates the performance of each Non-teaching Staff member with the help of the Office Superintendent.

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

6.4 - Financial Management and Resource Mobilization

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

a. External Financial Audit of Government Fund

External financial audits pertaining to the utilization of funds is done by specialized team from the Office of Deputy Director of Collegiate Education. The team visits the college office, verifies all documents, ensures the procedural formalities, raises queries, and finalises the report of the audit conducted.

b. External Financial Audit of Management Fund

Accounts in college management office are also externally audited by a qualified Chartered Accountant. The audit covers all the funds received from non-government sources and the utilization of the same. The auditor verifies the assets, compliance to formalities and standards etc.in addition to the accounts. A report is submitted to the corporate office for consolidation purposes. Separate audit of the accounts of College Hostel, PTA Funds and Self-Financing Section are also done by the Chartered Accountant. It is also ensured that the tax compliance is fulfilled. Arrangements have been made with an external organization for looking after the tax related matters such as TDS, TDS returns, generation of Form 16 etc.

e. Financial Audit of Individual Departments

The departments are sanctioned funds for utilization for book banks, repairs, and maintenance, conduct of seminars, student benefit schemes etc.

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

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)

19.12140

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

The Institution has a well-planned mechanism and policy for raising of funds and utilization of the same. Being a grant-in-aid institution, a considerable portion of the funds of the college received from the State Government is used for the disbursement of staff salary. The fees from the students of Self Financing section is utilized for the development activities of the college after remitting the required portion to the University. The Management funding is in the form of grants and loans if in exigency. The funds are utilized for both day to day activities and infrastructural development. Alumni Association, PTA, well-wishers, philanthropists contribute funds for specific activities like scholarships, freeship or for infrastructural development. Project proposals are submitted to the funding agencies like UGC and RUSA for various projects like General assistance for UG and PG, Research Promotion, Infrastructural development, Promotion of Sports activities, construction of hostel etc. A share of research

project funding is allocated to the college as overhead share. Funds are generated from outsourcing of infrastructural facilities to the outside agencies for the conduct of examinations, exhibition, conferences etc.

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

6.5 - Internal Quality Assurance System

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

The IQAC has evolved comprehensive strategies for the overall improvement of the functioning of the institution. Two practices which have been institutionalised are given below:

Annual Academic and Administrative Audit

The IQAC has been successful in the implementation of an annual academic and administrative audit in the institution. The process is done by a team of external experts who have clear idea and involvement in accreditation activities. The audit process is done just like the NAAC accreditation process. The team visits departments, office, sections, facilities etc., verifies the documentary proofs and interacts with the staff members at the time of presentations. NAAC criterion based formats are circulated to the departments and other sections for compiling data for the year concerned,

Stakeholder Feedback

Feedbacks have become a regular and routine affair in the institution. Feedback is taken periodically from several stakeholder groups like alumni, parents and even employers and mainly from the staff and students. The student feedback is at several level- Teachers' feedback collected by individual teacher, feedback of teachers collected by the HoD, Feedback of Curriculum by IQAC, Student Satisfaction Survey of Teaching Learning Process and so also facilities and Infrastructure available which again is conducted by the IQAC.

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

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

Student Performance Review Mechanism and Enrichment Programmes.

A continuous and comprehensive mechanism has been evolved to assess the performance of a student. Once the learning levels of student is assessed, efforts are taken for the improvement based on their learning levels. A proper academic record of each student is maintained which presents the performance from the first to the last semester. The tutor discusses the special methodology to be followed for a particular course. The mentor identifies the strengths and the weaknesses of the student through constant interaction. The IQAC arranges special motivational programmes for advanced learners and slow learners. Experiential learning such as field visits and studies, as well as On the Job training programmes are organised.

ICT Application and Upgradation

The IQAC has realised the growing importance of technology in the field of education and has taken regular steps in the adoption of ICT in the process and upgradation of ICT facilities on the campus. The online mode has been facilitated by the use of platforms like Zoom, Google Meet etc. The college introduced a Moodle based Learner Management System (LMS). Students support software has also been introduced which helps the student to get the certificates quickly

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

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

A. All of the above

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

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://baselius.ac.in/igac-annual-reports/ |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution has taken various measures towards gender equity and sensitization of students in this direction. Gender equity implies equal access to opportunities, equal participation in decision making, etc. regardless of gender. The college does not discriminate students at any point of their academic lives, right from admission onwards, based on gender. The college always promotes gender equity.. Students irrespective of gender differences act as Office bearers or in charges of various Clubs, Associations, NSS, NCC etc. Gender sensitization programmes organized orient students to follow an approach of empathy regarding one's view on own gender and the other genders. The mentoring and counselling sessions are arranged with this objective in view. The college has an Equal Opportunity Cell to ensure that there is no discrimination on any grounds on the access to resources. Men's Forum and Women's Forum function under this cell arranging special programmes related to issues of Gender. Gender sensitization programmes extend to the teaching and Non-Teaching staff members.

The institution has established various statutory committees for the wellbeing of girl students. Internal Complaints Committee has been constituted. The aim of the College is to see that girls and boys are treated equally and given equal opportunities.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://baselius.ac.in/wp-content/uploads/2022/01/7.1.1-Plan-final.pdf |
| 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 | https://baselius.ac.in/wp-content/uploads/2022/01/7.1.1.-supporting-final.pdf |

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

C. Any 2 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

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

The College has facilities and mechanisms for the disposal and management of solid and liquid waste.

i) Solid waste management

Housekeeping staff have been appointed by the management for ensuring campus cleanliness and waste management supervision. Separate dustbins are provided in all departments, class rooms, common places etc. to collect the solid waste including paper waste. Common incinerators have been established at the college as part of waste management.

ii) Liquid waste management

The underlying principle governing the prudent handling of laboratory wastes is that no activity should begin unless a plan for the safe disposal of the same has been formulated. For handling hazardous and nonhazardous wastes, separately labelled disposal units have been established in the laboratories. Both wastes are safely disposed through PVC pipes to separate landfills.

iii) E-waste management

E-waste or electronic waste is created when an electronic product is discarded after the end of its useful life.

iv) Hazardous chemicals and Radioactive waste management

The most effective way is to reduce the quantity of hazardous wastes produced and recycling some of them through distillation and boiling which are carried out in our labs. Neutralization is done in labs.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | View File |

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

A. Any 4 or all of the above

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

7.1.5 - Green campus initiatives include

| <p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping | <p>A. Any 4 or All of the above</p> | | | | | | | | | | |
|---|--|------------------|-----------|---|---------------------------|--|---------------------------|-------------------------------------|---------------------------|--------------------------------|---------------------------|
| <table border="1"> <thead> <tr> <th data-bbox="86 566 539 633">File Description</th> <th data-bbox="539 566 1436 633">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 633 539 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 633 1436 734" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 734 539 880">Various policy documents / decisions circulated for implementation</td> <td data-bbox="539 734 1436 880" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 880 539 947">Any other relevant documents</td> <td data-bbox="539 880 1436 947" style="text-align: center;">View File</td> </tr> </tbody> </table> | | File Description | Documents | Geo tagged photos / videos of the facilities | View File | Various policy documents / decisions circulated for implementation | View File | Any other relevant documents | View File | | |
| File Description | Documents | | | | | | | | | | |
| Geo tagged photos / videos of the facilities | View File | | | | | | | | | | |
| Various policy documents / decisions circulated for implementation | View File | | | | | | | | | | |
| Any other relevant documents | View File | | | | | | | | | | |
| <p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p> | | | | | | | | | | | |
| <p>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</p> | <p>A. Any 4 or all of the above</p> | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th data-bbox="86 1317 539 1384">File Description</th> <th data-bbox="539 1317 1436 1384">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1384 539 1518">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 1384 1436 1518" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1518 539 1619">Certification by the auditing agency</td> <td data-bbox="539 1518 1436 1619" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1619 539 1731">Certificates of the awards received</td> <td data-bbox="539 1619 1436 1731" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1731 539 1798">Any other relevant information</td> <td data-bbox="539 1731 1436 1798" style="text-align: center;">View File</td> </tr> </tbody> </table> | | File Description | Documents | Reports on environment and energy audits submitted by the auditing agency | View File | Certification by the auditing agency | View File | Certificates of the awards received | No File Uploaded | Any other relevant information | View File |
| File Description | Documents | | | | | | | | | | |
| Reports on environment and energy audits submitted by the auditing agency | View File | | | | | | | | | | |
| Certification by the auditing agency | View File | | | | | | | | | | |
| Certificates of the awards received | No File Uploaded | | | | | | | | | | |
| Any other relevant information | View File | | | | | | | | | | |
| <p>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</p> | <p>A. Any 4 or all of the above</p> | | | | | | | | | | |

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

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

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 college has paid keen attention towards the creation of a congenial system that is conducive to harbor all diversities of culture, region, language, community, economy, and society. Due attention is given to instill and foster the same values in the students as well. Exposure to the multifaceted cultural panorama of the country is done through various initiatives such as observance of cultural and regional festivities like Onam, Christmas, Holi, Eid etc.

In addition to English, students have to learn four different languages- Malayalam, Hindi, Sanskrit and Syriac as a second common course- an additional language. Every college day commences with a secular prayer song and prayer songs in four different languages- English, Malayalam, Hindi and Sanskrit- are sung in the college.

The Arts Festival and other cultural fests organized by various departments celebrate the plural art world of India. Programmes undertaken by Ek Bharat Shreshtha Bharat Club such as Cultural evening and webinar conducted on the indigenous people of Himachal Pradesh are again initiatives that tend towards cultural exchange and appreciation. The Equal Opportunity Forum aims at harmonic coexistence of multiplicities and differences.

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

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

The College upholds the constitutional values of liberty, equality, and fraternity in all its aspects. Through various academic programmes and co-curricular activities, the students and staff members are sensitised to the constitutional values and obligations.

Various important constitutional days are duly observed and competitions on the importance of citizen rights, duties and responsibilities are regularly conducted. Gandhi Jayanthi Day is compulsorily observed as a day of Social Service. Legal awareness classes are organised by the college and various courses relevant to the constitution of India are also offered. Talks are organised by resource persons from various walks of life for creating an awareness on the duties, rights, and responsibilities of the citizens.

Vigilance week is also observed in the college. Faculty members take integrity pledge to uphold the highest standards of honesty and integrity in all walks of life. Students are also provided with details of their rights on the campus and warned against any attempt of ragging. Booklets containing the gist of all regulations and legislations against ragging are provided to the students. They are also motivated to take an anti-ragging pledge and register themselves in the anti-ragging site provided by the UGC.

| File Description | Documents |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://baselius.ac.in/wp-content/uploads/2021/12/7.1.9.pdf |
| Any other relevant information | Nil |

| <p>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</p> | <p>A. All of the above</p> | | | | | | | | |
|--|-----------------------------------|-----------|--------------------------------|---------------------------|--|---------------------------|--------------------------------|-------------------------|--|
| <table border="1"> <thead> <tr> <th data-bbox="86 689 529 757">File Description</th> <th data-bbox="529 689 1436 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 757 529 824">Code of ethics policy document</td> <td data-bbox="529 757 1436 824" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 824 529 1115">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</td> <td data-bbox="529 824 1436 1115" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1115 529 1182">Any other relevant information</td> <td data-bbox="529 1115 1436 1182" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table> | File Description | Documents | Code of ethics policy document | View File | Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File | Any other relevant information | No File Uploaded | |
| File Description | Documents | | | | | | | | |
| Code of ethics policy document | View File | | | | | | | | |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File | | | | | | | | |
| Any other relevant information | No File Uploaded | | | | | | | | |
| <p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p> | | | | | | | | | |
| <p>The institution is committed to the promotion of unity, cultural values, ethics for creating an awareness on the various historical and landmark events. Many programmes, events and activities are organised wherein the staff, students and other stakeholders partake enthusiastically. Days of National and International Importance, state festivals, days specific to various disciplines of study, days related to certain diseases so as to create awareness on preventive measures etc. are duly observed and celebrated by different clubs, departments, forum etc. The college also joins with outside agencies or other institutions to organize programmes commemorating major events. As a part of these celebrations, poster making, pamphlet distributions, cultural performances, awareness rallies, competitions, talks, and discussions are all undertaken. The major events organised under each category are listed below:</p> <ul style="list-style-type: none"> • Independence Day- • Republic Day - | | | | | | | | | |

- Constitution Day
- Yoga Day-

- Environmental Day-
- Teachers' Day-
- Kargil Day and Indian Army Day
- Human Rights Day
- Hiroshima Day
- Phulwama Remembrance Day.
- Ozone Day
- Women's Day

- National Science Day
- Pi- Day

- World AIDS day

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| 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.

1. Commemorative Academic Endeavours

The objective is to keep alive the memory of the academic contributions of the former teachers

The best way to acknowledge their contribution at the time of the initial formative years of the institution is by reminiscing them.

The institution has taken impressive strides in etching the memory of the values and the academic contributions of its past teachers.

The success of this best practice is evidenced by the unbroken continuity of these programmes which go on inspiring young minds.

Being an affiliated college, placing these programmes within the tight academic schedules

2. Holistic Development of Students

Developing a healthy body, Fostering necessary Life skills and academic finesse, Developing social commitment in students and fostering responsible citizenship

This practice is identified in the context of fostering the unique individuality of each student and of the formation of a well-structured society.

Efforts are taken for encouraging the students to be a part of value-based learning initiatives

The unbroken continuity of the various initiatives has been indicative of the success of the programmes mentioned above.

Uncertainty in University academic and examination schedules is a major hindrance.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://baselius.ac.in/wp-content/uploads/2021/04/Best-Practice-Supporting-Links.pdf |
| Any other relevant information | Nil |

7.3 - Institutional Distinctiveness

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

Baselius College undertakes various activities in accordance with its objective to empower, enlighten and steer the students to become intellectually mature, morally upright, socially committed and spiritually inspired men and women.

The college has an effective Blood Donor's Forum since 1990. Village adoption is another social responsibility initiative by the institution.

Conscientization through the observance of events and days of national and ethical significance has been another instance of its

social responsibility. Students from various departments make it a habit visiting old age homes, orphanages and schools for the mentally challenged to share moments of their joy and celebration. The college prioritizes to maintain a safe and green environment and envisages a better future for our planet by contributing in best possible ways for the same. The college has also been active promoter and participant of the government schemes like Swachh Bharath Abhiyaan, Open Defecation Free initiative, Unnat Bharat Abhiyan etc. Committed to creating disciplined citizens of tomorrow and to promote the feeling of democracy, the college, in association with the Election Commission, organized various campaigns. And students were assigned the duty of a S.P.O. (Special Police Officer) in connection with the Panchayat election.

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

7.3.2 - Plan of action for the next academic year

Apart from the routine activities, the Plan of Action for 2021-22 include:

- Completion of the construction of buildings under RUSA Scheme
- Establishment of an Open Air Amphitheatre
- Setting up of computer lab using MLA Fund
- Providing hostel facilities for Boys
- Submission of SSR for 4th Cycle of NAAC accreditation
- Provide special support to the needy students at the time of Pandemic

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