Yearly Status Report - 2019-2020

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 own campus	**Yes**
Phone no/Alternate Phone no.	**04812565958**
Mobile no.	**9447214457**
Registered Email	**principal@baselius.ac.in**
Alternate Email	**bijuthomas@baselius.ac.in**
Address	**K K Road, Kottayam**
City/Town	**Kottayam**
State/UT	**Kerala**
Pincode	**686001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Manoj Narayanan K S**
Phone no/Alternate Phone no.	**04812563918**
Mobile no.	**9447110212**
Registered Email	**manojnarayananks@gmail.com**
Alternate Email	**iqac@baselius.ac.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://baselius.ac.in/wp-content/uploads/2017/01/AQAR-2018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://baselius.ac.in/academic-calendar/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	**A**	**3.11**	**2015**	**01-May-2015**	**30-Apr-2020**

6. Date of Establishment of IQAC	**01-Jun-2000**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File

10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File

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

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

New Integrated Student Management Software installed Upgradation of ICT facilities MOODLE based LMS for college Construction work of Extended Library and Office Block with RUSA funding started New MOUs and Certificate Programmes launched

View File

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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
View File	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date

Local Management Committee	24-Mar-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2020

Date of Submission	30-Jun-2020

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The college has a partial MIS and includes modules relating to Student admission and Internal Assessment. Student related documents like TC, CC generation, Attendance Reports, Various student progression reports etc. can be generated using the modules. A new comprehensive student management software was procured and installed during the year. The teachers can mark attendance on an hourly basis and class teachers and teachers can generate daily, monthly, semester wise reports. Grant of attendance for students participating in arts/cultural /extension activities and sanctioned by the Principal based on certificates produced can be recorded by the class teacher and it will reflect on the attendance position of the student. Student wise search of the database is possible. The personal details of the student including parental details, address, phone numbers, email id etc can be accessed. The academic records of the student are also available and the portal has facilities to generate necessary reports that facilitate matriculation process easier. Attendance shortage reports can also be generated which helps in condonation process as the student can find out the days of absence from the reports. The portal has also got provisions for grouping students which is quite helpful for arranging second language classes and open course classes. The allotment of student roll number and id is automatically done by the software

based on preset condition. The preparation of Progress Reports, Internal Evaluation Forms , etc. can be done through the portal. There is provision for adding more modules. Relating to financial aspects, the management accounts are maintained using Tally Software. Further, the college can also access and utilise the modules provided by Government Spark and Gain PF Software for salary , PF related issues and also BIMS for fund disbursement. The Library also is partially automated with KOHA software operational. The issue process is fully recorded automatically and stock position and book status can be easily found out. Barcoded id cards are provided to the students.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college basically follows the syllabus as prescribed by the M.G University, Kottayam from time to time. The syllabus for each of the programme, as prescribed by the university is allocated to the teachers of the department based on their interest and expertise. The teachers are then required prepare a teaching plan on how they are going to deliver the curriculum of the subject allocated to them at the start of each semester. Once the semester proceeds, the plan set by the teachers are subjected to a routine check with the monthly reports submitted by the teachers for the courses handled by them. The syllabus as prescribed by the University is imparted to students by way of regular classroom lectures, assignments, viva and student seminars. Apart from these, in the areas where students require up-to-date knowledge or in-depth knowledge in any subject, then external experts in concerned fields are invited to deliver their expertise. This is further complimented by means of WWS (Walk with Scholar) program for the elite students of every class. The knowledge base acquired by the elite students is made use of, by engaging them in peer teaching sessions either for their co-students or students of lower classes. The presentation skills of students are also made handy in introducing latest concepts and practices in various subject related areas. The college also carries out the SSP (Student Support Program), for those students who need special care and attention in certain subjects where they lack the required knowledge base. Again, with the aim of bringing every student a step head, remedial classes are also taken by the teachers at times. Audio-visual Media, role plays, site visits etc are also used in certain subject areas which require the use of the same for imparting full-fledged knowledge to the student community. The curriculum delivery as done through the above-mentioned measures is subjected to semester wise internal assessment (at college level) and external assessment (at the university level), all of which are properly documented by the concerned teams appointed for the said purpose. The results of students are also analysed at the department level and management level so as to ascertain the effectiveness of the curriculum delivery department wise.

Curriculum enrichment is done by department by way of suggestions of department QAC. Bridge courses, Add on & Skill based courses are also made part of the curriculum delivery and enrichment.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
VEDIC MATHEMATICS	Nil	01/07/2019	30	Nil	MATHEMATICAL AND NUMERICAL SKILLS
CREATIVE WRITING	Nil	16/09/2019	30	IMPROVEMENT OF WRITING SKILLS	Nil
THEATRE STUDIES	Nil	23/09/2019	30	Nil	HISTRIONIC SKILLS
APPLIED ZOOLOGY	Nil	18/09/2019	30	Nil	DEVELOPMENT OF SKILLS IN ZOOLOGICAL APPLICATIONS
FOOD SAFETY AND QUALITY CONTROL	Nil	16/08/2019	90	JOB PROCUREMENT	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PhD or DPhil	Chemistry	01/07/2019
	View File	

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English	01/06/2009
BA	Malayalam	01/06/2009
BA	Economics	01/06/2009
BA	Political Science	01/06/2009
BSc	Mathematics	01/06/2009
BSc	Physics	01/06/2009
BSc	Chemistry	01/06/2009
BSc	Botany	01/06/2009
BSc	Zoology	01/06/2009
BCom	Model 1- Finance and	01/06/2009

	Taxation	
BCom	Model 3- Taxation	01/06/2009
BBA	NA	02/06/2014
MA	English	01/06/2012
MA	Economics	01/06/2012
MSc	Physics	01/06/2012
MSc	Chemistry	01/06/2012
MCom	Finance and Taxation	01/06/2012

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

	Certificate	Diploma Course
Number of Students	248	57

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
APPLIED ZOOLOGY	18/09/2019	31
CREATIVE WRITING	10/09/2019	26
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
[View File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The institution collects structured feedbacks from various stakeholder groups. Collection of feedback from alumni and employers, which had been a difficult task earlier, was made easier with the use of google forms. Feedbacks from parents were collected at the time of PTA meetings or through google forms. Google forms were sent through email and WhatsApp. Feedback from students were collected through structured questionnaires circulated to them. Separate questionnaires were circulated to UG and PG Students. The questionnaire covered different areas including Teaching-Learning Process, Infrastructure, Facilities, Promotion of extra-curricular activities, overall impact of the institution etc. Statements were given to students and their rating or level of satisfaction are marked. The responses are tabulated and analysed with the help

of mean scores. The findings of the survey are analysed during various meetings including IQAC meetings, Council meeting, Special HoD/Class teacher meeting convened etc. Necessary actions are taken based on the feedback. Providing various facilities/amenities to students based on their feedback can ne considered to be one of the major achievements of the entire process. Besides, individual teacher also collects feedback from the students on printed questionnaires circulated to them. The students need not disclose their names in the form. The concerned teacher will go through the responses and takes necessary actions. The level of satisfaction of parents on various aspects of college functioning is also analysed using the feedback mechanism. Students who get placed in various institutions during the year are contacted and both alumni feedback and employer feedback are collected through them. Another mode of feedback includes unstructured feedback collected from students by teachers, class teachers, Department Heads and Principal. Besides, the academic audit team and management team that visits the college also interact with the students and collect feedback.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
View File				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	**1439**	**212**	**28**	**Nill**	**57**

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
85	**85**	**12**	**16**	**3**	**8**
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Mentoring system is constituted with the primary aim of motivating and moulding young minds because the future of the nation lies in the hands of the youth. All the teachers are allotted a specified number of mentees from each class of study, primarily drawn from the departments same department. Language teachers and Phsyical Education teachers also act as mentors of students of various departments. The mentors interact with the mentees, individually and sometimes collectively and discuss with them various aspects including their academic progress, their personal issues, ambitions and potentials etc. Necessary guidance are given regarding the

opportunities relating to employment, higher studies and also the academic opportunities. Mentees are also encouraged in their co-curricular and extra-curricular performances. Details are recorded by the mentors and at the end of the year, a summarized mentee diary is handed over to the Head of the Department for perusal and discussions. As far as possible, the same mentor is given charge of the mentees for the entire currency of Programme. Each department has its own customised mentoring activities too. Mentors also help the mentees in availing professional counselling, if needed. By directing them to the College Counselling centre. The outcome of the mentoring system as a whole is that it bridges the gap between teachers and students. The mentees shed their inhibitions and approach the mentors not just for problem solving but also to get a supporting shoulder to help them bear the stress and strain of peer pressure. The majority of the students fall under the category of late adolescence period, hence mentoring has augmented the proper channelizing of their inherent talents and latent energy for the benefit of the institution and the society. Students are encouraged to participate in club activities that will build their confidence and interpersonal skills

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1651	85	1:19

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
85	85	Nill	10	27

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	Nil	Nill	Nill
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college is affiliated to the University hence the exam conduct and pattern are as per the norms and the academic calendar prepared by the university. As per the directives of the university, the semester evaluation pattern consists of two parts – ISA (In Semester Assessment) and ESA (End Semester Assessment). The college has a centralized ISA coordinator who along with a team of teachers supervise the process of Continuous Internal Assessment. The entire CIE process is transparent. As the University Guidelines do not provide much flexibility, efforts are made to see that the reforms and innovations are within the regulations. The college conducts at least two internal examinations and teachers are free to hold more class tests. The student is given the benefit of the best two test papers considered. As a part of the assignments, they are given individual or group projects. The seminars include PPT presentations and

Group Discussions. Paper presentations are given due consideration. Online assignments are also promoted to encourage the students to remain in touch with the LCT world. While assigning seminars, students are also given the option of presenting on topics of relevance which may not be strictly drawn from the prescribed syllabus alone. Objective type questions, Quiz, MCQs etc. are also considered. The internal examinations conducted by the college strictly follows the University Examination pattern. The students are provided printed booklet in the University Examination pattern. Model examinations are also conducted for practical. Viva Voce is conducted for sixth semester UG and also PG Students. Thus, remaining within the framework provided by the University, the college includes various activities which are covered in the broader headings and conducts the CIE in an efficient and transparent manner. The new comprehensive student management software helped easy and error free preparation of student internal marks and grades. Presentation of Students in Seminars was also given added importance in the evaluation of P G Students

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

The college has a comprehensive academic calendar prepared and approved by the IQAC. It is based on the University Academic Calendar Schedules and is prepared considering the action plan of various departments, clubs and forum. The IQAC consolidates all the proposed plans, discusses and finalizes the schedules. The details are let known to the students through the handbooks, announcements, tutorial sessions etc. The examination details- proposed date for internal examinations and university examinations- are clearly mentioned in the calendar. The various academic, co-curricular activities are also planned and conducted in accordance with the academic calendar. When changes are announced by the University in the examination schedules, the college makes modification in its own schedule by holding discussions with the Staff Council members, Examination and Internal Assessment Committees and student representatives. The major events like Annual Athletic Meet, Tournaments, Arts Festival, Union Programmes etc are all planned based on this academic calendar. The academic calendar and the soft copy of the Handbook are published in the college website too for reference. The handbook clearly states the commencement of classes, holidays, number of working days in a month and semester etc. Thus, the academic calendar prepared and published helps the students and also staff members to plan their activities in a better manner. The weblink for Academic Calendar is https://baselius.ac.in/academic-calendar/

2.6 – Student Performance and Learning Outcomes

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

https://baselius.ac.in/all-programmes/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	Nill	Nill	0	Nill

No file uploaded.

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Entrepreneurial Talk: People, Planet, Profit	ED Club	03/10/2019
Workshop: Aquarium Management for Entrepreneurial Development	Zoology	25/11/2019
National Seminar: Petroleum Conservation in India	Economics	23/01/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	Nill	Nill	Nill	Nill

No file uploaded.

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	Nill	Nill	Nill	Nill	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
English	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			

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

Department	Number of Publication
No Data Entered/Not Applicable !!!	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	Nill	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	Nill	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	19	66	37	114
Presented papers	5	7	1	10
Resource persons	Nill	1	10	30

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood Donation	Certificate of Appreciation	Red Cross Society of India	100

NSS	Certificate of Appreciation	M G University	1
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Research -Internship (english)	4	Aspire Scholarship	30
Mentoring of post graduate students from external institution for improving their project	6	self Funded	90
Survey -Diversity research	3	Self Funded	2
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
National Seminar	Gandhiji in Malayalam Literature	Kendra Sahithya Akademi, New Delhi	Nill	Nill	75
Survey -Diversity research	Vembanad Odonate Survey	Tropical institute of Ecological S ciences,Nong ali Road,Kerala Ph:048125039 88	Nill	Nill	3
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
45	46.09

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Newly Added
Class rooms	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	20.11.02.000	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	39924	Nill	104	Nill	40028	Nill
Reference Books	271	Nill	Nill	Nill	271	Nill
e-Books	3232000	Nill	Nill	Nill	3232000	Nill
e-Journals	18130	Nill	Nill	Nill	18130	Nill
CD & Video	100	Nill	Nill	Nill	100	Nill
Journals	32	Nill	Nill	Nill	32	Nill
No file uploaded.						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content

nil	Nill	Nill	Nill

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	200	6	1	1	2	12	18	42	0
Added	2	0	0	0	0	0	0	158	0
Total	202	6	1	1	2	12	18	200	0

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

200 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
7	7.59	40	39.96

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

Policy on the use of Infrastructure The careful use of the infrastructure facilities and proper maintenance of the same is the combined and common responsibility of the management, staff and the students of the institution • The infrastructure of the institution should be used with care. The institution and its premises are to be kept neat and clean. • Scribbling and graffiti on the walls and furniture are to be avoided. Fine will be levied in case of disfigurement or damage of the building, furniture or other infrastructure. • The campus and its premises cannot be made use for holding political meetings and processions. • Unauthorized use of decorations and posters on the walls are prohibited. • Meetings, conferences and other activities in the college premises require express permission from the principal based on a written request. • The facilities of the college ground, fitness centre and the auditorium can be made of use of by the public on payment of fees, in compliance with stipulated conditions. The facilities will be available only if there are no academic or other college activities arranged in the ground/auditorium/rooms as the case may be. • The use of alcohol, smoking and drugs are strictly prohibited on the college campus. • Infrastructure facilities of the institution will be made available for conducting various external examinations without affecting the routine academic work of the campus. Similarly, infrastructure will also be made available for University

and Government Programmes including valuation camps without disturbing the routine academic work of the college. • The institution is also committed to provide its infrastructure for social causes. • Necessary safety and security measures shall be provided in laboratories and computer labs. The lay out of the computer labs shall be user friendly to the best possible extent. Care must be taken while using computers and other electronic gadgets and timely servicing of the same will be undertaken. • All necessary facilities will be provided in the Ladies' Hostel and Women's Hall. • The college ground will be maintained properly under proper supervision so that it remains suitable for practice and conduct of matches. • Efforts will be taken for the timely maintenance of the infrastructure. Annual repairs and periodical painting will be done. • AMC or service contracts or appointment of technicians will all be considered for effective maintenance of infrastructure. • The beautification committee will be responsible for proposing various changes, modifications etc wherever necessary. • Ragging is strictly prohibited on the college campus. Policy on Green Initiatives and Environment Friendliness • As an institution located at the heart of Kottayam, the institution is bent on maintaining environmental balance. • The campus adopts Green initiatives in the form of planting trees around, keeping the campus plastic free, adopting recycling enterprises and effective waste management. • The institution makes use of rain water harvesting in its efforts to preserve water resources. • Motor vehicles are not permitted beyond a point on the college campus. • The institution promotes public transportation

https://baselius.ac.in/infrastructure-policy/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Various Endowments, Scholarships and Freeships fro Institutional Sources and Well Wishers	203	202990
Financial Support from Other Sources			
a) National	Various Government Schemes	733	983418
b)International	Nill	Nill	Nill
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

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

Year	Name of the	Number of	Number of	Number of	Number of

scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passedin the comp. exam	studentsp placed
No Data Entered/Not Applicable !!!				
View File				

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	**3**	**3**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	**22**
GATE	**2**
CAT	**1**
Any Other	**9**
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for	Number of awards for	Student ID number	Name of the student

			Sports	Cultural		
Nill	NIL	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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

The College aims to provide resources that develop positive student leaders who will promote a quality College and Community environment. Through parliamentary form of election, elected student representatives constitute the College Union. This promotes and develops democracy as a way of life on the campus. The elected student representatives work together with teacher advisor within the framework of a constitution to provide a means for student expression and assistance in the college affairs and activities. The representation of students in Internal Quality Assurance Cell (IQAC) gives them opportunities for experiencing quality assurance and encourages student-faculty-community relation and interaction. The student grievance and redressal committee too has student representation for encouraging positive student involvement in problem solving. The representation in various task forces, documentation committee and other key bodies provide young people with right to speak and gives them the privilege of being heard by authorities. It prepares articulate citizens and leaders for a progressive society. The College hostel committee with student representation from Postgraduate and Graduate levels and so also various Subject Association Committees with elected Secretaries promote opportunities for leadership among students, provide forum for student opinions interest and desires, facilitate platform for reflecting and interpreting student viewpoints. Apart from establishing healthy rapport between students-teachers management-community, such student bodies help to utilize the ideas of students and mobilize their support in solving relevant problems in the college. (The details of activities of College Students Union has been uploaded in the website, the link being: https://baselius.ac.in/activities/college-union/)

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Baselius College, Kottayam has an active Alumni Association named as WE BASELIAN. The Association was established formally on 2002 and got registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Act, 1955 on 19.12.2018 with register no: KTM/TC/493/2018. Since its establishment, the Association has actively involved in various activities directly or indirectly tied with College. Alumni Association arranges a platform for UG and PG students to know various job opportunities in both private and public sectors. The association has instituted scholarships for needy and meritorious students of first years and timely financial supports were arranged for others not coming under the above category. These scholarships are generally distributed during the annual get together on 2nd October. For the regular distribution of scholarships, Association has started accepting fixed deposits. In Collaboration with Malayala Manorama, Association is distributing dailies to MD Seminary Lower Primary School every year. There is an annual get-together arranged by the then executive committee in the college on 2nd October. Besides this, the association also started a get-together of NRI members from various countries, because, they were not in a position to come over during the annual meeting. These NRI meetings are very important to know about possible arenas in the higher education sectors abroad, that will be beneficial to graduate and undergraduate students. We Baselian has two chapters abroad. Departmental alumni meetings are also conducted as per the request of the batches. The

members of the alumni were always present in the major events in the college. We Baselian volunteers are always in forefront to fulfil their social commitment. They provided financial support to build houses for homeless during the 2019 Kerala flood. The alumni took initiatives to arrange a Career Guidance class for the benefit of students in July 2019 , the area being 'Career in Life Insurance'

5.4.2 – No. of enrolled Alumni:

548

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

117500

5.4.4 – Meetings/activities organized by Alumni Association :

Committee meeetings, Annual General Body Meeting, NRI Meeting, Batch-wise Gettogethers organised during the year Activities include Flood Relief activities, Resource persons for Seminars/ Fests conducted by the institution Scholarships provided to students Career Orientation Classes for Students Other socially relevant initiatives

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Designing and implementation of policy is the joint effort by Management, Principal, HODs and Faculty. Faculty and staff members are involved in various committees formed at institution level for smooth and effective functioning of all activities. IQAC cell actively contributes in quality assurance of the institution. In order to ensure academic and administrative improvement, coordination committee are formed that meet regularly to resolve issues if any. The culture of participative management is encouraged in the institution. All decisions related with functioning of the institution are carried out in a decentralized manner. Research Development cell promotes research oriented activities such as workshops, seminars etc. that help the students to enrich knowledge. An initiative towards decentralized and participative management is carried out through DQAC (Departmental Quality Assurance Cell) and College Council, and plays a crucial role in insuring that all the administrative and academic concerns of the institution are dealt with through a process of collective thinking and decision-making. Moreover, various Statutory bodies like ICC, Grievance Cell, SC/ST Cell etc. are constituted in accordance with specifications laid down by the UGC/ Government/ Mahatma Gandhi University, and consist of representatives from the teaching and non-teaching staff, current students, alumni, the Principal, the Management and staff from industry as the case may be. Besides, a number of committees and task forces are established , based on discussions and these bodies are entrusted with the implementation of various programmes and conduct of activities. DQAC (departmental quality assurance cell): The matters deliberated upon at the DQAC meetings are in accordance with the criteria specified for the NAAC accreditation which enable the institution to ensure quality control according to the parameters set by the NAAC to facilitate student-centric activities and an enriched academic environment in the institution. The Committee discusses and evaluates the performance of the department. Implementation of new add on courses and curriculum enrichment programmes are Also based on DQAC recommendations. It also suggests improvements in teaching aids, and makes recommendations to foster academic collaborations and strengthen research. College Council: The College Council with Principal, Department HoDs, elected members from teaching

staff, Head of Administrative Staff and the Librarian provide a platform for systematic deliberations on matters that affect the institution. The College Council contributes to the governance of the College on behalf of the faculty. The college council is formed as per mahatma Gandhi University Statutes. The council is the advisory body to direct or advise the principal in the internal affairs of the college.. The college council regularly meets to discuss and take action on various issues related to academics/campus discipline and/or any other matter of concern.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	Firms/ Institutions/Organisations were approached for establishment of linkages. 5 new MOUs could be signed.
Admission of Students	Student admission was fair and transparent , clearly following the Reservation norms of the government
Library, ICT and Physical Infrastructure / Instrumentation	The KOHA software was updated. Efforts were initiated to complete the automation process of the Library. Institutional D space was developed.
Examination and Evaluation	Teachers participated in the Examination related discussions conducted by the University. Teachers also participated actively in the Question Bank Preparations and Setting of Question Papers of autonomous colleges.
Research and Development	A new Research Centre in Chemistry was sanctioned. Teachers were approved as Research Guides. Many teachers submitted their thesis and a good number of teachers were awarded Ph D. More programmes on Research Methodology was arranged.
Teaching and Learning	Teachers have been motivated to make more frequent use of ICT in education. Special sessions were arranged during the year. LMS based on MOODLE was developed during the year.
Curriculum Development	For curriculum implemetation and enrichment, DQACs have proposed and implemeted new add on courses and skill based courses. Academic Lectrues and Seminars were arranged, especially for P G students where curriculum was revised during the year.

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

E-governace area	Details

Student Admission and Support	A new, Comprehensive Student Management Software was installed and made operative
Finance and Accounts	Accounts preparation based on Tally and a dedicated staff has been entrusted for the same.
Planning and Development	A software to serve as a repository of activities undertaken was installed.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	DR. SINDHU JONES	SWADHESHI SCIENCE CONGRESS	Nill	2500
2020	NIBU B THOMAS	REFESHER COURSE	Nill	1000
2019	TISSY ERUTHICKAL	FDP MOOC DEVELOPMENT	Nill	1750
2019	DR. ANIT M THOMAS	REFRESHER COURSE	Nill	1000
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

| Nill | 10 | Nill | Nill |

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Softloans from the Co operative Bank, Instalment Purchase in the co-operative store, Staff Tour for stress management, Get together and celebrations, Befitting Retirement function to honour retiring teachers	Salary Advance provided, Soft loan, Financial Assistance for tour, recreational Informal Association for recreations and celebrations, ESI for management staff etc	Freeships, Scholarships, Special Care for economically weak students, Divyangjan friendly initiatives, Insurance premium et

6.4 – Financial Management and Resource Mobilization

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

The institution conducts audit of accounts on a regular basis. The audit is done at various levels. The government funds and utilization are initially audited by the officials from audit section of the Deputy Director of Collegiate Education. They conduct the audits on an annual basis and go through the records, utilisation, fulfilment of procedural formalities etc. in an exhaustive audit. The college is required to offer necessary clarifications on the queries raised in the initial reports. The accounts are also audited by the Office of Accountant General. This audit is done periodically. Both these audit teams cover funds from various governmental agencies like UGC , RUSA etc. The Utilization Certificates relating to UGC Funds are forwarded only after a n audit by Qualified Chartered Accountant. Regarding the accounts of management related funds including those of Self Financed Programmes, Hostel etc. the audit is done by Qualified Charetred Accountant who is appointed by the Local Management Committee. Besides the annual external audit, internal audit is also conducted. There is audit for the PTA fund collection and utilisation too. Besides, the college makes it a point to conduct audit of funds collected and utilised by the departments directly, especially relating to conduct of various programmes, fests etc. where funds are raised by way of registration fees, sponsorship etc. The audit team is appointed by the Principal and the team verifies various Stock Registers maintained by the department along with the audit of the accounts

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Well wishers	1500000	General Development
No file uploaded.		

6.4.3 – Total corpus fund generated

8424249

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	Yes	External Expert	Yes	IQAC Team
Administrative	Yes	External Expert	Yes	IQAC Team

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

- Scholarships for Students - Financial Support for renovation of College Ground - Furnishing Womens Centre - Appointing a Professional Counsellor - Conduct of the Programme Prathibha Sangamam for honouring the achievers - Conducting Orientation and Programmes with Value Education for students

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

- Arrangement of Training Programmes in Office and Service Related Matters - Organising get together and Celebrations under the aegis of College and Non Teaching Staff Association - Promoting participation in external training programmes

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

- Activities of the UBA including Surveys, Gandhi Solar Yathra etc. - Participation in NIRF and getting placed in the Rankband 150-200 - Improvement in ICT facilities by way of customised software, LMS, increased bandwidth connection, wifi facilities etc.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women's Forum: Motivational talk: Dr. Muse Mary George (Renowned Writer and Scholar)	30/09/2019	30/09/2019	75	Nill
Women's	27/09/2019	27/09/2019	40	30

Forum, Histrionics Club & Music Club: Lecture on dramatic specialities of Dr. M. Sajitha's one act play- Matsyagandhi Resource Person: Prof. Jithin John				
Men's Forum: Talk on Fitness. Resource Person: Dr Augustine George, Assistant Professor, Government Medical College Kottayam	03/10/2019	03/10/2019	Nill	80
Women's Forum in association with Carithas Hospital: Awareness programme on Breast cancer	15/10/2019	15/10/2019	250	Nill
Women's Forum: Creation of pink booth at the time of college union elections	21/08/2019	21/08/2019	75	45

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

Percentage of power requirement of the University met by the renewable energy sources

Waste management strategies • Common Incinerator for reducing plastic and paper wastes • Two small incinerators placed in girls toilets for managing sanitary pad • Vermicomposting unit for managing wastes especially bio wastes • Rain water harvesting • There is two rain water harvesting units with the capacity of 50000 L and 10000L respectively. • Use of renewable resources • Use of LED bulbs • New building of our college is completely electrified with LED bulbs • Old tube lights of laboratories (old building) were replaced by LED lights Green Practices • Most of our students (>85) make use of public transport systems • Promotion of cloth banners instead of plastic banners • Various Departments and NSS (Bhoomitrasena), NCC units planted several saplings, in and around the campus to make it green • NSS unit extended this green initiative as an outreach to adopted village • • 'Beat the plastic' campaign and 'plastic bottle challenge' were conducted by NSS unit • NSS unit painted the new railway overbridge walls with a message of "No Plastic'' • Green Audit awareness programme conducted • Comprehensive Green audit programme undertaken

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	7
Ramp/Rails	Yes	7
Scribes for examination	Yes	7
Rest Rooms	Yes	7
Braille Software/facilities	No	Nill
Provision for lift	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

View File

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

Title	Date of publication	Follow up(max 100 words)
Stake Holders	03/06/2019	The code of conduct for other stakeholders including management are also published in the website. Review is made on an yearly basis and necessary modifications are done as and when necessary, The implementation of the code is discussed in various meetings.
Code of Conduct for Students	01/07/2019	The Code of Conduct is published in the college website and it is revised as and when situation warrants. Besides, all the students are provided with a printed Handbook which clearly states the Code of Conduct to be followed by the students on the campus, in the library, hostel, while on study tour etc and also the ethics to be followed in public life. The various bodies and forum will supervise whether

		the code of conduct is properly followed. Awareness classes are provided to all students along with general orientation sessions and also by the tutors/mentors. The Ethics Committee observes that the code of conduct is properly followed. The College Discipline Committee ensures that there are no violation.
Teachers and Staff	03/06/2019	The Code of conduct and Professional Ethics to be followed by the teachers and other staff members are clearly communicated by the management and the institutional bodies from time to time. The details are made available in the website and also discussed during the staff meetings and department meetings. Separate and common meetings of teaching and non teaching staff are convened from time to time. The IQAC also makes sure that the code is properly observed on the campus. Training sessions are also arranged by the IQAC.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

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

- Plastic Mortuary for collection and disposal of plastic waste - Wealth out of Waste workshop to promote re-use of materials - Planting of saplings and campus beautification - Energy and Environment Audit - Test for Air Quality - Seminars for Environment Protection - Training in Paper bag making, paper pen making, cloth pouches etc.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Practice No 1- Training and Support for School Children Objectives The institution ensures instilling values and social commitment in the youngsters along with quality education. Innovative practices serve to extend out-of-class

learning opportunities to students and to promote the message of social consciousness among them. Various departments of the college instigate several socially committed programmes and activities to empower the students of the college as well as contribute to students outside the college. The college community actively engages in encouraging the students to be a part of value-based learning initiatives and efforts are taken for quality sustenance as well as quality improvement. Context This best practice displays the active student participation in collective learning ensuring that quality of the education imparted by the college is significant in its educational services. The practice of support to schools was thought of in the context of reaching out to schools, especially where there are not many facilities available on account of different reasons. Again, some schools are selected on the basis of relevance of the training methodology. The programme is conducted under the leadership of students of the college so that school children have a relaxed feeling of interacting with their elder brothers and sisters. The Practice Teaching and Learning Mathematics is generally understood as a difficult task among school students. The Department of Mathematics initiates special training programmes for school students to make learning Mathematics in an easy and relaxed manner. The department develops mathematical concepts through games and puzzles which are introduced to schools by the students of the department. For the same, students with social commitment and teaching skills are identified and trained to serve as tutors. Selected students of II- and III-year BSc Mathematics are grouped into two teams and classes are arranged every Wednesday and Friday from 9 am to 9.45 am. In each session a team of six tutors engage the students. Students of V to X standards of Government Model High School, Kottayam are selected for the special training classes. Students of classes V and VI, VII and VIII and IX and X are combined under the monitoring of two tutors per group. A 15 hour training in Numerical Skill was successfully completed in the school. Students of Political Science Department organised training and Orientation for Higher Secondary Students of GHSS Karapuzha, Holy family School Kanjikuzhy. The areas covered include Human Rights, Legal Awareness, Legal Measures against Sexual Abuse and Right to Information Act. Students of Physics Department performed a play at Govt School Ericadu on Environment Protection . A three- day residential training programme was organised for Higher Secondary Humanities Stream Students at the college. The students were addressed by eminent academicians and they could interact with the resource persons during these sessions. They were given orientation on skills, higher education avenues and options and employability. 60 Higher Secondary Students participated in the training programme. The Postgraduate students of the college acted as Internal mentors for the students. On 4th October 2019, as part of the non-academic extension programme the student representatives and faculties of Commerce and Management Department, Baselius College, Kottayam, visited the Madonna Jyothis School of mentally challenged in Puthupally at 1.30 P M. There are around 60 inmates at the school . A fund collected from the students and teachers of the department was handed over to the Head of the institution. The students also spent some time with the inmates of the centre, motivating them and engaging them in activities. In commemoration of Prof. P. C. Alias [the former HOD of Dept of Economics and Principal, Baselius College], the Economics department organized an All-Kerala Economics Quiz competition for higher secondary students on 16-11-2019. Teams from different parts of Kerala participated in the programme. Moreover, a lecture on the importance and scope of economics as a discipline was also arranged to the Higher Secondary Students as part of the programme. Evidence of Success Most of the schemes have been operational for years. School authorities often welcome this practice and offer all support to the contingent. The enthusiasm shown by the school children and the feedback collected have been indicators of the success of this programme. Problems encountered and resources required The main problem faced is the clash in the academic calendars of schools and colleges. The examination schedules of the

colleges often change and this affects the continuity of the programme. This has also restricted the activity to a few schools only. The students who undertake this training activity do it on a voluntary basis and without any remuneration on account of the financial constraints. Practice 2 – Red Ribbon Club and Blood Donation Objectives Red Ribbon club is a voluntary club in the campus with the intervention of blood donation among youth between the age of 18-25. It also aims at the physical and mental health of the youth and conducting awareness programs among the youngsters. Context Baselius College had identified the importance of blood donation and also the need to create an awareness on the same among the student community. So as early as in 1990's, a forum was formed on the campus under the title 'Blood Donor's Forum'. The forum in association with the Youth red Cross took initiatives for donation of blood and arranging Blood Donation camp. This was at the time when Blood donation forums were not popular at colleges. Later when the initiatives of establishment of Blood Donation Clubs were taken by many institutions, the forum was re-names as 'Red Ribbon Club' in line with the common policy. The role of this forum is very important as many people are not aware about the importance of blood donation and many are not willing to donate blood even if they are perfectly healthy. In order to remove the stigma centred around blood donation and to impart proper awareness among students the Red Ribbon Club was started in the college. Practice Our volunteers arrange blood donors needed for the patients in various hospitals who contact our RRC club. The data is then monitored and filed in the register for future references. The blood group details and contact number of the students are also included. Blood donation camps are organized inside the campus so as to benefit the students in avoiding the long journey. Blood donation camps are regularly conducted in the college to create awareness among students on the necessity of saving lives by donating blood. Blood Donation Day is celebrated and awareness programmes are conducted. During the year two mega blood donation camps were organsied. The camp organised on 17-07-2019 in association with Medical College witnessed a participation of 155 students and teachers and 65 units of blood was donated. On 13-02-2020 , another camp was organised in association with Rotary Club and 94 units of blood was donated. Evidence of Success The evidence of success is clear from the number of calls received by the students for donating blood both at the time of emergency and otherwise. It can be undoubtedly said that students of Baselius college have helped many patients and the needy by donating blood and undertaking this as a service to the mankind. Problems encountered and resources required Lack of awareness about blood donation is one of the major issues faced. Proper monitoring and data handling is very essential for the activities of this club. One of the major issues faced is that some hospitals do not provide a blood donation receipt of ticket to the students and this limits the evidences of donation. Another issue observed is that the genuineness of some request cannot be verified. The main requirement at present is the need for a portal which manages the data and requirements.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://baselius.ac.in/wp-content/uploads/2021/04/bpr-2019-20-1.pdf

7.3 – Institutional Distinctiveness

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

Baselius College was established in 1964 in the hallowed name of a great visionary, His Holiness Baselios Geevarghese II, who pioneered the dissemination of knowledge by founding several education institutions in the then under developed parts of Keral. The college, founded to perpetuate the noble vision and mission of His Holiness, aims to inculcate a sense of

discipline, social responsibility and community service in the youth. The motto of the College "Learn, Labour and Love' is in tune with the objectives of its establishment. The college undertakes various activities in the campus to empower, enlighten and steer the students to become intellectually mature, morally upright, socially committed and spiritually inspired men and women. The rich diversity of the scholastic community reflects the heterogeneity of the geographical, cultural and socio-economic atmosphere maintained on the campus. With the prime objective of reaching out to the society, the college hosts various events to instil in students a sense of social responsibility and community well being. Several programmes and activities of the college are organised in tune with fulfilment of the Institutional Social Responsibility. The IQAC of the college has kept in place several mechanisms in the form clubs, Subject Associations, Forum etc. to see that the students are made aware of the developments in the society and trained to take leadership roles with their active involvement in various issues. Baselius College stands out in the area of discharging its social obligations and responsibilities and it is not regarded as a one-time affair. From being a best practice, Institutional Social Responsibility has become an area of distinctiveness. During the year 2019-20, the college initiated several programmes and activities in this connection. Student volunteers actively participated the Swachh Bharat initiative by becoming part of various cleaning endeavours. The students actively involved in cleaning of the premises of Railway Station on 17-09-2019 and also various places in the adopted village. Cleaning campaign were organised in selected wards also. A water stream was also cleaned by NSS volunteers. On 28-09-2019, the students joined hands with the team for the efforts taken in the protection of Meenachil river. The main theme for the year was discourage the use of plastics. A good number of initiatives were taken to discourage the use of plastic and careless disposal of plastic waste. Litter free campaigns were initiated on the campus, selected parts of the adopted villages and also in selected wards of the town. Several awareness campaigns including conduct of seminars, rallies, distribution of leaflets and even flying of kites with messages were initiated during various days. Survey was undertaken in villages to get an understanding on the waste disposal practices prevalent. The students also actively involved in spreading the message of Litter free and Plastic free places. A 'Plastic Mortuary' was created on the campus for the plastic waste disposal. "Wealth out of Waste' campaign was organised. Initiatives like 'Punarjani' in association with Haritha Kerala Mission (on 18-01-2020) , release of documentary (on 24-09-2019) , plastic bottle collection and recycling

Provide the weblink of the institution
https://baselius.ac.in/wp-content/uploads/2021/04/distintiveness-2019-20.pdf

8.Future Plans of Actions for Next Academic Year

The Institution has the objective of not only striving for academic excellence, but also to develop the potentialities of the students that results in a holistic development. The institution prepares plans for the next academic year in consultation with stakeholders, after considering the feedback received. The plans are finalized after thorough discussions and deliberation in various fora and at various levels. The management and the IQAC are committed to develop the plans that helps the institution in its journey towards excellence. The major plans for the academic year 2020-21 include • Full-fledged implementation of MOODLE based LMS after proper training • Completing the Renovation of College Playground • Setting up of smart class rooms and ICT enabled rooms • Provide necessary assistance to students and society suffering from the pandemic • Upgrading the wifi and internet facilities • Construction works of Library Extension and Office Block Extension and laying roof(truss work) over the silver jubilee block with RUSA grants and management funds. • Promotion of Research by

way of arranging workshops and encouraging teachers to take guideship