



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

DON BOSCO COLLEGE

**DON BOSCO COLLEGE, SULTHAN BATHERY, WAYANAD, KERALA, 673592.
673592**

www.dbcollegebathery.ac.in

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BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

1.1 Executive Summary

Don Bosco College, Sulthan Bathery, affiliated to the Calicut University, was established in 2005 by the Salesians of Don Bosco (SDB), a religious congregation of the Roman Catholic Church. The college began to function as a regular college in the management owned campus in 2005. The college has sustained its noble aim of imparting education to the aspirants. Since its inception 16 years ago, the institution has evolved significantly and has registered phenomenal growth. Now, the college has 9 UG courses, 4 PG courses, 51 teachers and 692 students. With its motto “ Dare and Soar” as the motivator , the college has overcome challenges to provide accessibility to higher education to students of the rural and tribal belts of Wayanad.

Location

The college is located in the serene foothills of Sulthan Bathery town , in the Wayanad district of the state of Kerala. The town of Sulthan Bathery has historical significance as it is regarded as the ammunition battery of Tipu Sulthan’s army in the 1700s. Wayanad means ‘the land of paddy fields’. The town, Sulthan Bathery, is connected by road to neighboring districts- Kozhikode and Mysore and Ooty.

Vision

The college seeks to help the students to be intellectually competent, spiritually mature, morally upright, psychologically integrated, physically fit and socially acceptable persons.

Mission

Socially, we aim to be a proactive element of the society we inhabit and contribute to its well being by addressing its immediate needs.

Spiritually, we aim to inculcate the attitude of peace, positivity and brotherhood among families and thereby the society.

The institution has grown beyond being just an educational institution. It has been a significant presence in the district with its sense of social responsibility and human values. The management, staff members and students unconditionally involve in social outreach activities both in times of well being and in times of distress. The institution has involved in relief activities during the Covid 19 pandemic, the 2019 and 2018 Kerala floods and in larger social issues like wild life intervention, tribal welfare and so on.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Don Bosco College has been committed to provide quality education to students from remote villages. Transcending regional and vernacular limitations and forging them into cosmopolitan intellectuals has been a great challenge. However, achieving this to a great extent has been the strength of the institution.

Introduction of new courses, both at graduate and at the postgraduate level has made the institution a stronger and trusted presence for providing better access to quality higher education to students from rural areas. Since the first cycle of NAAC Accreditation, the college has been granted 5 new Programs by the affiliating university. They are BSW, MSW, MA English, BSc Mathematics and BSc Psychology.

Educative Pastoral Plan (EPP) has been the integrated ideology of the institution. The EPP assimilates physical, intellectual, psychological, spiritual, social and cultural enhancement.

The college has proven its academic merit through the university ranks garnered by the students in various programmes. Students of the college also progress to higher education.

Mentoring is a practice in continuum and every student in the college is provided both mentoring and counselling support. This assures both academic and emotional equilibrium among students.

The college takes feedback from its stake holders to assess transformative requirements. The construction of a new block, extended parking space, enhanced library, gym, sports facilities, full time Physical director, and better canteen facilities were added to the college through the years 2016 to 2021 to bridge the gap between the available facilities and stake holder requirements.

The unprecedented situation heralded by the Covid -19 pandemic did not slow down the academic activities of the college. The faculty members and students shifted to online platforms and there was no lapse in the academic interface. In addition to regular classes, the institution also conducted a significant number of online webinars, quiz competitions, awareness programs, self development camps and alumni meet.

The presence of an active IQAC has enhanced assurance of quality in the imparting education.

The campus has a carbon negative approach. Rain water harvesting and optimal Waste Management has implied an ambient environment.

Institutional Weakness

- The population of the district is low and therefore the percentage of students who aspire graduation is reasonably less when compared to other districts in Kerala
- The presence of established aided colleges is a hurdle as such colleges get government and university privileges. Don Bosco College (DBC) is a self financing college and has financial limitations.
- Lack of government support is also a setback.
- Literacy rate and economic status in the district is primarily low. Most students are first generation graduates.
- The topography of the district is often a limiting factor as it perceived as a backward district. There has been very less state funded infrastructural development. There is no railway or air connectivity. This is perceived as a weakness both by aspiring students and by organizations that have potential for placement.
- Wayanad is predominantly a rural and tribal belt with very slow progress in terms of connectivity,

industries and other employment seeking organizations.

Institutional Opportunity

- Don Bosco College has the potential of being the best self financing college in the district of Wayanad. The College has adequate infrastructure, human resources and academic programs to claim ‘**College with Potential for Excellence**’ status.
- Staff and student exchange programs between institutions need to be explored to achieve greater excellence and innovation. Strengthening of alumni network and linkages with industries will create more possibilities for increasing the percentage of campus placement.
- The College has a potential to excel as an entity for social transformation and progress and to bridge the cultural and geographical gap of rural students.
- Don Bosco College recognizes the need to establish linkages with industries and create more possibilities for increasing the percentage of quality campus placements. There is a long term plan to start an Entrepreneurship Development Cell and Incubation Cell to promote entrepreneurship.
- There is also the opportunity to establish a net work of Don Bosco Institutions to facilitate staff and student exchange programmes.
- Don Bosco College has the potential to bring out better performers in University level sport meets and cultural meets.

Institutional Challenge

- Our geographical location has been a challenging factor. Majority of the students are from the same district as Wayanad is generally perceived as a backward district.
- Providing placement opportunities in established industries, IT organizations is a major challenge due to the rural location.
- External disturbances caused by student political parties result in loss of working days and also the academic atmosphere of the college.
- Though the college has taken honest efforts, development possibilities through its alumni network is at the infancy level.
- Funding research has been a challenge as the college is not funded by State / Central funding agencies for mini / major /research projects.
- The magnitude of career guidance and percentage of placement program are not up to the mark.
- The college has never had a differentially abled student or a differentially abled parent. Yet, it understands its limitation in providing facilities for the differently-abled.
- Limited opportunities for the faculty and the student exchange program have also been a weakness of the college.
- The institution has faced resistance from political outfits as DBC does not encourage student politics in the campus. DBC is ideologically opposed to political propaganda and activities in the campus. In the July 2017, the college was vandalized by political outfits as it took disciplinary against a student who involved in political activities in spite of repeated warnings. The college suffered losses worth lakhs as its infrastructure was brutally destroyed. It also led to severe psychological distress. The college and its stakeholders stood resilient and resumed normal functioning within 11 working days.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Don Bosco College, Sulthan Bathery, is affiliated to Calicut University and thereby follows the curricula framed by the University. The college strictly adheres to the prescribed curriculum. The revisions and recommendations proposed by the university are adapted into the college teaching learning process. The Academic Council monitors the design of the course plan, schedules the teaching plan and facilitates the curriculum implementation in the class rooms.

Academic Flexibility

- All the UG and PG Programs offered by the college follow the Choice Based Credit Systems (CBCS).
- The Extra Disciplinary Courses (Open Course) are offered in UG level. This gives an option to the students to choose the optimal course offered from other departments. This also ensures academic flexibility and horizontal mobility. Elective papers are also offered for each programme.

Curriculum Enrichment

- The college provides add on courses to complement the university prescribed curriculum.
- Efforts are made to ensure that the teaching-learning is student-centric.
- Both UG and PG students are introduced into projects, under the guidance of a faculty.
- In addition to the execution of the Curriculum, the college gives emphasis to impart such knowledge as may be necessary for the all round development of the character of students.
- The college supplements the university's Curriculum by imparting special programmes in Personality Development, Career Oriented Programmes, seminars, conferences, and workshops.
- Lectures by eminent academicians on recent developments are also arranged periodically to aid the students to interact with experts in various fields and enrich and update their subject knowledge.
- College has sufficient infrastructural facilities for delivering the curriculum. This includes spacious class rooms, seminar halls, library with reading area, computer labs, e-library, Audio-Visual Hall and WiFi facility.
- **Experiential learning** is integrated into the curriculum with Internships, Block Placements, Field Work, Industrial Visits, Projects and Rural Camps.
- The **Feedback on curriculum** from Students, Teachers, Employers and Alumni is analyzed, and the recommendations of the stakeholders are kept in mind while proposing curriculum enrichment programmes.

Teaching-learning and Evaluation

The College follows all the norms and conditions of the Government of Kerala, University Grants Commission and Calicut University. The admissions for seats are completed based on the reservation policies and Merit conditions prescribed by the Kerala government and Calicut University.

- The students under merit quota (50%) are allotted by the University as per the Online Single Window System.
- The students under management quota (50%) are taken, only if they have the cut-off marks in the qualifying examination.

Don Bosco College embodies the pluralistic approach of modern education. The institution is located in the

rural and tribal area. The institution offers diverse programs to students from diverse backgrounds and geographical areas.

Teaching-Learning Process

- A holistic approach is followed in the execution of teaching – learning process.
- Orientation programs and Bridge courses are organized for I year students. Bridge course is conducted to enhance the communication skills and attitude of the Students Concepts like Spoken English, Elementary mathematics, Basic computer skills, Personality development and Public speech are dealt with.
- A well- planned course plan, Class Quality Circle (CQC), Group discussions & ICT enabled class room augment the teaching & learning process.
- Slow-learners are identified and adequate support is provided to them in the form of Remedial classes and Peer Support System.
- Experiential, Participative and Problem solving methods of learning have been adopted. These include Academic Projects, Sales-Training, Case studies, Industrial Visit, Internship Software Development, Seminars, Group discussion, Optimization of algorithms, lab experiments and so on.
- **Continuous Internal Assessment (CIA)** I & II, attendance, quiz/assignments and lab sessions are the basis for the internal evaluation of the learners. Two internal tests are conducted for each course in the Semester.
- The college has a Student Grievance Redressal Cell, an Anti-Ragging Cell and a Commission for Empowerment of Women.
- Mentoring and Personal Counselling are also some of the core areas of student support.
- Financially challenged meritorious students are offered fee exemption or fee concession.

Research, Innovations and Extension

The DB Tech and the Entrepreneur Development Club designs various programs to help students in strengthening their entrepreneurial skills effectively. The College gets funded support from the Don Bosco Skill Mission and Directorate of Industries and Commerce to do the training.

Don Bosco College has an integrated ideology of societal service. The students and faculty members from the college actively involved in Community extension activities organized under the aegis of various departments and clubs in the college. The different Departments in the college conduct annual Outreach Programme to benefit Old age Homes, Orphanage Homes, Community Intervention schemes and other service oriented bodies. Over 40 outreach programmes have been organised since 2016- 2017.

- The College adopted a tribal colony located in Kuppady village in the year 2014.
- The College is actively involved in implementing KISMAT , an intervention programme for providing social welfare programmes to the migrant workers in Kerala.
- The college started a short term shelter for the flood-affected tribal community staying near to the college premises.
- The students and faculty members from the Department of Social Work provided psychological first aid (PFA) to the victims.
- Forty two student donated Blood in the blood donation camp organized in the academic year 2019-2020.
- *Punarjani* was the initiative during the floods 2017-2018 to provide flood relief activities.

- Homes were constructed for those who lost their shelters in the devastating floods of 2018.
- One faculty member was awarded PhD in the year 2017 and one in 2018. These were in the fields of Computer Science and Management Studies respectively. Three faculty members are currently pursuing their PhD.
- Six papers have been published by faculty members in research journals.
- There are six MoUs signed by the college with academic and allied organizations.

Infrastructure and Learning Resources

The naturally landscaped campus is spread over an area of over 10 Acres with ambient infrastructure for academic progress. The college has 32 **classrooms**, three staff rooms, **seminar halls**, **audio-visual halls** and **auditorium**.

- Campus is **Wi-Fi enabled**, and all the departments, offices and labs remain connected to LAN. There are 53 **computing systems** for students in the lab, and **10 computers for the teachers** in their e- library and 11 for office use. The laboratories, seminar halls, and all browsing stations are with **200 MBPS high speed** internet connections.
- The entire college campus is under CCTV surveillance.
- **High-power generator** is installed for complete power backup. **UPS connections** are available in all labs, seminar halls, offices, staff rooms, and ICT-enabled classrooms. DBASC is partially powered by **solar energy**.
- College has fully-automated, with Integrated Library Management System Software (**ILMS**), *Book Worms*, since 2014. It is presently working on the 2018 version.
- Library has an area of 8,000 sq. ft. in two floors - Basement floor and Ground floor.
- **OPAC** is available for the ease of all library users to browse through and use the library facility, with 13000 printed books, 15 printed journals, 40 magazine and dailies. Subscription to **N-LIST** provides access to around 31,35,000 e-books, and 60,000 e-journals.
- Library is open from 9 am to 5 pm on all working days.
- Around **8 lakh rupees** have been spent on **buying books** and **1.5 lakh rupees** have been spent for journals, periodicals, and e-subscriptions.
- Additional classrooms, auditorium, administrative office, parking area, and CCTV surveillance have been added to the college over the years.
- Recognizing the infrastructural facilities in the campus, **TCS entrance exam** was held in the college's Computer Lab.
- There are football, volleyball and shuttle badminton courts, and a mini-gymnasium in the campus.
- College has two hostels with the capacity of accommodating **75 boys**.
- It has a canteen that provides hygienic food at subsidized rates.

Student Support and Progression

- In the last five years, 96 **students** received **post metric** from the Government.
- **97 students** were offered **scholarship from the institution, PTA, and Alumni Association**.
- College Management has been **sponsoring around 8 % of the students** from economically backward families every year.
- Mentoring, counselling, peer group support, placement training, Student centric clubs, Entrepreneurial Development Club and COP aim at providing the students support and skill acquisition beyond the

classroom.

- ICT and computing skills of students are enhanced making the best use of the online platforms.
- Don Bosco Colleges in India have official policy mechanism for the timely redressal of student grievances including sexual harassment (Books: '**Don Bosco Youth Policy**' and '**Child/Youth Safeguarding Policy: Don Bosco Colleges & Skill Training Centres**').
- Campus recruitment and placement drives are being conducted every year with the leading software companies like *TCS*, and *Wipro*.
- DBC has been hosting intercollegiate campus fests with several innovative competitions:

Emblazon by the Department of Commerce and Management, Literary Fest, **Virtuoso**, by the Department of English, **Blitz** by the Department of Computer Science, **Zohar** by the Department of Social Work.

- Don Bosco College Past Pupil's Association (DBCPPA) is a registered Alumni Association which plays a vital role in helping to shape the future of our college. DBCPPA of Don Bosco College Sulthan Bathery is affiliated to the provincial federation of the past pupils of the Salesian Province of Bangalore.
- The various academic and administrative committees and clubs formed in the college provide ample representation to students. These bodies include Student Welfare and Grievance Redressal Committee, Women Cell, Library Committee and various student centric clubs.
- The College Student Union plays a vital role in conducting the various activities of the College. The major student celebrations like Onam (festival of Kerala), Arts – Day, Sports day and College Day is organized by the Student Union. They also bring out college Students' magazine where the talents of the students are expressed.
- Students of the college have got university ranks at both UG and PG levels.

Governance, Leadership and Management

The institutional leadership has a democratic and inclusive approach. The Management Council, faculty members and non-teaching staff work in collaboration. The Governing Body communicates with all stakeholders to ensure the systematic management of all academic and administrative affairs.

- The Management Council members are nominated by the Provincial. The Management Council, headed by the Secretary/Rector, is entrusted with the responsibility of immediate and ordinary administration and management of the affairs of the college. The Management Council includes the Principal, Vice Principal, Administrator and other council members.
- The Principal, appointed by the Provincial, is the head of the institution and plays a leading role in all academic and non-academic matters of the college.
- The Manager, Principal, Vice Principal and Administrator ensure accountability in the execution of their responsibilities.
- The college has an integrated and holistic system for planning of activities for the whole institution. It is termed as Educative Pastoral Plan (EPP). Annual plan for every department and for the College is made through the Educative Pastoral Plan (EPP).
- Management committees like Planning and Evaluation, Grievance Redressal, Student Welfare, Examination Committee, Library Committee and Sports Committee meet regularly to discuss issues and areas of improvement.
- The management ensures quality in teaching by appraising the performance of the faculty members.
- The IQAC plays a significant role in institutionalizing quality assurance through decentralization of roles, quality check mechanisms and participatory management.

- The shift to online classes due to the Covid-19 pandemic in 2020-2021 was a smooth transition due to the involvement of the Principal, IQAC and HoDs. A workshop was conducted in June 2020 for all the faculty members to prepare them for the online shift.
- Webinars, e-quizzes and student centric programmes on digital platforms ensured an activity based academic year even during the pandemic.
- Result analysis at the end of each semester ensures the amelioration of lapses in the teaching learning process.
- Institution conducts internal and external financial audits regularly, with the preparation of the annual budget.

Institutional Values and Best Practices

Don Bosco College values and promotes gender equity and this ideology is reflected in admissions, appointment of staff members, provision of facilities, membership in committees and conduct of activities- both academic and co- curricular. Majority of the HoDs in the college are women.

Campus has a clean, green and a pollution-free environment providing an ambient setting for academic endeavours.

- The National Service Scheme of the college plays a pivotal role in ensuring green initiatives and promoting a carbon negative environment.
- There is an efficient waste management system and every possible step is taken to inculcate being ecological ethics.
- More than fifty percent of the students and staff members use public transport vehicles to commute to college. The eco- friendly practice of car-pooling has been adopted by faculty members to do their bit in reducing the carbon footprint.
- The campus has been declared as a plastic-free campus. The students and staff are encouraged not to use one-use plastic materials in the campus.
- Through the Nature club, and NSS college has organized activities such as plantation drives, cleaning drives and so on.
- The College has constructed a rainwater harvesting system in the campus by which all the runoff water is collected and stored in a large pond in the College campus resulting in raising the groundwater table.
- Don Bosco institutions have a **national youth policy document**, with a prescribed mode of operation for staff and students, and a **code of ethics**.
- Days of national significance like Independence Day, Republic day and Gandhi Jayanthi are observed in the college. International Women's day, Environment Day, Earth day, Tourism day and Management day are celebrated with campaigns, lectures, tree planting and cultural programmes.

The two best practices of DBC are:

1. **Social Outreach programs-** Sensitize the students on social causes and issues and thereby instil a strong culture of social responsibility.
2. **Daily Assembly -**To instil in the student community belief in the grace of God, ethical values and personal ideologies and principles.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DON BOSCO COLLEGE
Address	Don Bosco College, Sulthan Bathery, Wayanad,Kerala,673592.
City	SULTHAN BATHERY
State	Kerala
Pin	673592
Website	www.dbcollegebathery.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Joy Ullattil	04936-223017	9744981233	-	naacdbc@gmail.com
IQAC / CIQA coordinator	Karthick K	04936-222107	9600549539	04936-22508 7	karthickkdv@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes minority certificate.pdf
If Yes, Specify minority status	
Religious	Christian
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	26-07-2005			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Kerala	University Of Calicut	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	02-06-2016	View Document		
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Don Bosco College, Sulthan Bathery, Wayanad,Kerala,673592.	Rural	9.61	129597.4

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	PLUS TWO	English	40	24
UG	BSc,Computer Science	36	PLUS TWO	English	36	23
UG	BBA,Business Administration	36	PLUS TWO	English	40	25
UG	BSW,Social Work	36	PLUS TWO	English	70	35
UG	BSc,Mathematics	36	PLUS TWO	English	24	9
UG	BTTM,Travel And Tourism	36	PLUS TWO	English	40	6
UG	BSc,Psychology	36	PLUS TWO	English	24	22
UG	BCom,Commerce	36	PLUS TWO	English	50	26
UG	BCom,Commerce	36	PLUS TWO	English	48	40
PG	MA,English	24	UG	English	15	6
PG	MSc,Computer Science	24	UG	English	12	3
PG	MSW,Social Work	24	UG	English	30	22
PG	MCom,Commerce	24	UG	English	20	13

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				51			
Recruited	0	0	0	0	0	0	0	0	20	31	0	51
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	5	5	0	10
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	0	0	3
M.Phil.	0	0	0	0	0	0	3	3	0	6
PG	0	0	0	0	0	0	16	26	0	42

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	19	0	0	0	19
	Female	67	2	0	0	69
	Others	0	0	0	0	0
UG	Male	323	5	0	0	328
	Female	266	10	0	0	276
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	1	0	2	2
	Female	0	2	2	4
	Others	0	0	0	0
ST	Male	1	4	1	3
	Female	0	2	1	0
	Others	0	0	0	0
OBC	Male	69	51	32	37
	Female	34	68	41	50
	Others	0	0	0	0
General	Male	90	66	71	84
	Female	78	79	46	69
	Others	0	0	0	0
Others	Male	2	0	1	1
	Female	1	5	2	4
	Others	0	0	0	0
Total		276	277	199	254

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
438	393	353	353	310
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
13	12	12	12	10

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
692	707	732	705	608
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
224	182	178	185	155

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
263	251	255	232	169

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
51	52	47	43	37

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
51	52	47	43	37

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 39

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
84.93	95.18	131.27	121.39	97.50

4.3

Number of Computers

Response: 62

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

A. The Staff Council

At the beginning of the Academic year the Principal calls for a two day meeting of all the staff members and prepare a draft plan based on the evaluation of the previous year. Decisions are arrived at regarding direction, focus and the corresponding activities for the whole college for the year. The draft plans are taken up by the Staff council and passed on to the IQAC to draw up the Academic calendar.

B. IQAC

The IQAC prepares the academic calendar of the college, based on the university calendar. This is discussed and finalised in the staff Council, before the commencement of the academic year.

C. DEPARTMENTAL PLANS

Based on the academic calendar, each department plans their programs and allocates courses to teachers. Teachers then prepare the course outcomes, teaching plans, assignments, seminar, contents beyond syllabus to enrich the curriculum. They also plan out specific activities for slow learners and advanced learners. They are reviewed by the HoD and uploaded on the Moodle portal. This is available to students of the course.

D. INDIVIDUAL TEACHER

Each teacher maintains a file containing syllabus, course outcomes, course plan, daily teaching plan, time table, workload, and various academic and administrative responsibilities. Teachers configure Moodle to manage the classroom activities like attendance, internal tests, assignments and seminars.

E. IQAC AUDIT

IQAC conducts academic audit in each semester and ensures effective delivery of various departmental activities.

F. SEMINARS AND CONFERENCES

For the enhancement of subject-related knowledge, college organizes seminars, conferences, and workshops. Lectures by eminent academicians on recent developments are also arranged periodically.

G. USE OF ICT FOR CURRICULUM DELIVERY

For effective curriculum delivery, teachers use ICT enabled teaching like PPTs, video lectures, various education software, portions from NPTEL videos etc.

Specific social media groups for different classes, departments and teachers ensure smooth communication regarding academics and related matters. Feedback on curriculum delivery is collected during the parents' meet.

H. ASSESSMENT

Two internal tests are conducted in every semester besides the Semester Exam conducted by the University. Marks obtained for assignments, seminars, exams and internal tests are uploaded to Moodle portal. Students, parents and mentors can view their marks and raise grievances, if any.

I. PARENTS AND TEACHER MEETING

Twice in an year, Parents are called to the College class by class and this offers an opportunity for interaction between teacher, student and parent. This provides a forum for discussing the academic and overall performance of each student with the parent in presence of the student.

J. INFRASTRUCTURAL FACILITIES

College has sufficient infrastructural facilities for delivering the curriculum. This includes spacious class rooms, seminar halls, Audio Visual room, tutorial rooms, WiFi, and the PG class rooms with LCD projectors. The UG students make use of the common Audio-visual hall and the Discussion room which are fitted with projectors and Television sets.

K. OTHER CURRICULUM DELIVERY FACILITIES

1. CLASS QUALITY CIRCLE AND REMEDIAL CLASSES
2. ADD-ON COURSES
3. CENTRAL LIBRARY, E-LIBRARY, AND COMPUTER LABS

All these processes are well planned and documented.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Each year the Principal organizes a two day annual evaluation at the completion of the academic year, and a two day annual planning at the beginning of the year attended by all the staff. The Annual plans are drawn up taking into consideration the evaluation of the previous year. New orientation with specific policies, direction and focus is incorporated into the annual calendar after confirmation with the staff council and the IQAC. The departments in turn draw up their departmental activities based on the annual Calendar.

1. ANNUAL ACADEMIC CALENDAR

The Annual Calendar includes the academic and cocurricular and extracurricular activities of the college. The Academic section includes, the various subjects and its credits during each semester, and the dates for the conduct of Concurrent Internal Exams (CIE).

The institution follows the details of courses provided by the university. In case of insufficient working days due to unexpected eventualities, extra classes will be provided to the students after the class hours and on weekends. The academic calendar also includes various details including extracurricular activities and co-curricular activities. This will be helpful for the students to plan well before the internal exams.

2. THE EXAMINATION COMMITTEE

The Examination committee finalizes the dates of internal exams. The schedule of all internal examinations is given in the academic calendar and the dates are previously notified in the Notice Boards. In each semester, the students have to write two internal assessments and a Semester end examination. These exams and tests papers are important and are conducted as prescribed by the university with due care. A total of 20 marks is awarded as internal marks for UG and PG degree prescribed by the university. These marks are calculated taking into consideration (for UG): two internal test - 10 marks, Seminar and Assignment - 5 marks, Attendance - 5 marks. And for PG degree the marks are calculated as: 2 internal test - 8 marks (4 marks each), Seminar - 4 marks, Assignment - 4 marks and Attendance - 4 marks. External marks are based on semester examinations conducted by the university at the end of each semester.

3. CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

The Hand book also contains the schedule and list of the various curricular and Co-curricular and extracurricular activities of the college. These programs are planned based on the previous year's experiences. Thus there are programs class-wise, department-wise and college wise. The college level programs are planned and executed in collaboration with the College Student Union which takes active part. Every program monitored and guided by the concerned teachers in consultation with the Principal.

4. CHANGE OF ACTIVITIES OF THE CALENDAR

Incase emergency requires to anticipate or postpone, cancel or add programs, the Principal calls for a meeting of the Academic Council to make the necessary arrangement suited to the situation.

Thus all the activities of the college are conducted as per the College Calendar prepared at the beginning of the year.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 13

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 7**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	1	3

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response: 4.61****1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	19	30	23	79

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

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

The ultimate aim of our institution is to mould young people who enter in to this campus into intellectually competent, spiritually mature, morally upright psychologically integrated , physically fit and socially

acceptable persons. This is embodied in the Vision & Mission Statement. Hence issues of Gender, Environment, Sustainability, Human Values, professional Ethics and enters into the curriculum and its delivery.

A. In the Curriculum

Almost all the UG and PG programmes have papers/modules that deal with Gender, Environment, Values and Ethics. All the UG students have English as a common course in the first four semesters.

The UG students have to opt a second language. Hindi and Malayalam, the languages offered in the college, give enough stress to these issues. The topics are selected in such a special way that to stress the issues like, gender, environment and ethics. The Hindi papers, “Culture and Civilization of India” and “Prose and One-act plays” integrate the values specific to Indian culture with special emphasis on the protection of environment, interpersonal relationships, the relationship between man and God and values like truth non-violence, tolerance etc. The paper “Short Stories and Novels” discusses issues related to gender including the exploitations faced by women and their sexual and social issues are surfaced in this paper. In a similar way the Malayalam papers “Malayalam sahityapadanam”, “Kavita” and “Katha, Novel” offer some environment related articles like global warming. From 2019 onwards, a paper on Environmental studies is made compulsory for all UG programmes.

Special emphasis is laid on inculcating **ethical practices among the students**. The cross-cutting issues are also an intrinsic part of the students’ co-curricular activities. Students are encouraged to develop healthy competition to inculcate practices of fair play and equity. These issues find a collective space in numerous extended curricular and co-curricular activities such as NSS activities, workshops, seminars, street plays, etc.

B. Value Education Sessions

Value education Sessions are given every month to batches of students in which topics of tolerance, professional ethics, Humanism, Harmonious living, personality development and leadership are given.

The Daily morning Assembly is one of our best practices by which all the students and faculties gather for prayer, and listen to a value based message.

C. The Activities of Nature Club, NSS are mainly focussed on nature preservation and environmental protection.

D. Sessions on Women empowerment, Gender sensitivity, Cyber crimes, Cyber laws, Addiction, honest living etc. are often topics discussed with the students.

E. Theatre Workshops are offered to students and they perform for the students of the campus and for the public on issues of Social nature.

In addition the following programmes also deal with papers that discuss these sober issues:

- BA & MA English: Women's Writings
- B.S.W.: Gender and development & Social Work With Elderly
- BBA: Environmental Science:

- MSW: Environmental Studies, Disaster Management & Social legislation and Human Rights
- Commerce : Management Concept and Professional Ethics

Thus the curriculum is rich with topics on social and environmental, professional ethical and human values.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 5.15

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
30	36	12	11	10

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 38.01

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 263	
File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

<p>1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni</p> <p>Response: B. Any 3 of the above</p>	
File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback process of the Institution may be classified as follows: Options:</p> <ol style="list-style-type: none"> 1.Feedback collected, analysed and action taken and feedback available on website 2.Feedback collected, analysed and action has been taken 3.Feedback collected and analysed 4.Feedback collected 5. Feedback not collected <p>Response: A. Feedback collected, analysed and action taken and feedback available on website</p>	
File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 66.9

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
254	199	277	276	218

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
449	363	356	368	310

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 46.68

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
80	68	125	101	55

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

The institution assesses the learning levels of the students, through class tests, internal exams assignments, Seminars and home works. Curricular and extra-curricular performance is assessed through their involvement in such activities like NSS, competitions, sports etc. Based on these assessments, the advanced learners and slow learners are identified.

A. Special Program for Slow Learners:

1. Bridge Course is conducted every year to enhance the communicative skills of the Students, which aims at making a foundation for higher studies. The bridge course helps the students to level up their knowledge in the various subjects they are going to pursue in their undergraduate program. This is a golden opportunity for weak students to catch up with the rest.

2. Remedial Coaching is an initiative taken by IQAC and implemented through departments to provide special coaching to slow learners.

3. Class quality circle is a peer learning group of each class in which selected brilliant students get an opportunity to help the slow learners in the learning process.

4. Mentors take special care of the slow learners.

5. Class teacher keeps the parents informed about their performance and timely motivation, encouragement and reminders are given to them.

B. Special Programmers for Advanced Learners:

Each department devises their own means for taking care of the bright students.

1. Student Seminars, Quizzes, Debates and Discussions. An initiative by the Department of English.

2. Corporate Update Series by Department of Commerce and Management helps advanced learners to keep abreast with the micro developments in interested areas like NET,CAT,GST& TALLY.

3. Meet the Personality is an initiative by the Department of Commerce and Management which selects and assigns students to make an in-depth study of successful entrepreneurs with a view to identify and evaluate their business strategies.

4. Program for Advanced Learners, an initiative by the Department of social work includes paper presentations, debates and quizzes offering opportunity to advanced students.

5. Empowering Informatics is an initiative by The Department of Computer Science and mathematics to motivate advanced learners. Programs like website for IT fest and helping hand to maintain College Website, digital mathematics magazine are taken up by the department.

6. Computer hardware Exhibition is an annual feature organized by the Computer Department for the college and Students from neighboring Schools. Where the computer students get opportunity to learn and teach and showcase their computer skills.

C. Scholarships for proficiency in studies

The College offers two types of Scholarships.

1. Parent Teacher Welfare Association – Scholarship Awards

Every year the Final year class toper in each of the UG programs is identified based on his/her performance in the preceding examinations and is awarded PTA Scholarship during the College day celebrations.

2. Management Scholarship Award

This is a Cash award constituted by the Management for the best performing student of the PG section. The award is given during the Annual Day Celebrations.

File Description	Document
Upload any additional information	View Document

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

Response: 14:1

File Description	Document
Any additional information	View Document

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

Response:

There are three modes of learning methods adopted in the college: experiential learning, participative learning and problem solving learning methods.

Experiential learning: Students are given opportunities to learn by doing what they have learnt in the class room. The experiential learning may take place in the college or in a live environment such as

industry, institution or a community. The learning achieved through this method goes beyond the curriculum. Following are the practices under experiential learning, offered by different departments:

- Bachelor of Business Administration - Academic Projects, Sales-Training, Case studies
- Bachelor of Commerce – Entrepreneurial Development Club, Industrial Visits, Study Tour, Academic projects.
- Master of Commerce - Academic Projects, Study Tour, Internship.
- Bachelor of Computer Science - Academic Projects, Software Development Program, Internship.
- Master of Computer Science - Academic Projects, Software Development Program, Internships.
- Bachelor of Mathematics - Academic Project.
- Bachelor of Travel and Tourism - On the Job Training Programs.
- Bachelor of Arts English - Academic Projects, Magazine.
- Bachelor of Social Work - Academic Projects, Internship, Observation Visits
- Master of Social Work - Concurrent Field Work, Summer Placement, Block Placement, Rural camps.

Participative Learning: In this method students gain deeper understanding by participating in various activities such as debates, group discussions etc. Participation in these activities develops their knowledge and skills which makes them more empowered. Some of the participative learning practices we follow are:

- Bachelor of Business Administration - Seminars, Personality Development, Case study, group discussion
- Bachelor of Commerce - Study Tour, Seminars, group discussion
- Master of Commerce - Study Tour, group discussion
- Bachelor of Computer Science - Seminars, group projects
- Master of Computer Science - Industrial Visit, Seminars, group projects
- Bachelor of Mathematics - Seminars
- Bachelor of Travel and Tourism - Seminars, Educational Tour, group discussion
- Bachelor of Arts English - Seminars, Group discussion
- Master of Arts English - Role plays, Group discussion
- Bachelor of Social Work - Role plays, Rural camps
- Master of Social Work - Role plays, Rural camps, Group Projects

Problem Solving: In this method, students learn by solving problems related to their subject in actual situations. Students are given challenging problems, which they formulate as a problem statement and solve. They may apply knowledge gained from research papers to solve some problems. They may also identify alternative solutions. This enables them to be life-long learners and sharpens their critical understanding of the subject. Some of the problem-solving approaches adopted by various departments are:

- Bachelor of Business Administration – Event Management
- Bachelor of Commerce - Accounting related topics
- Master of Commerce - Accounting related topics
- Bachelor of Computer Science - Optimization of algorithms, lab experiments
- Master of Computer Science - Optimization problems, lab projects
- Bachelor of Mathematics - Most of the topics are problems solving in nature.
- Bachelor of Social Work – Community Development and group activities
- Master of Social Work – community Oriented programs during fieldwork, Case studies,

Counseling etc.

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Postgraduate class rooms are equipped with LCD to enhance ICT enabled teaching and learning. Audio Visual Hall and Seminar Hall are equipped with LCD. E library, E- learning space of Library (E-Corner), OPAC and Computer Lab are also utilized for teaching and learning.

The Students and Teachers use Power Point presentations for class delivery and Seminars. The Facility is made available in all the PG Class rooms and in the Audio-Visual Hall. Separate Discussion room fitted with Television is provided for projection of videos, short films and presentations enabling discussions and sharing of information.

The faculty members use ICT platforms like YouTube, **Google Meet**, **Google classroom** as well as **Moodle** to enhance teaching and learning and assessment of assignments and home works. **YouTube** channels have been started for sharing class notes and videos. The College has its own You Tube Channel where academic and co-curricular activities of common nature are posted. The Online Classes during the Covid-19 pandemic were fully managed through the various ICT enabled devices.

Continuous and Internal Assessments of the students are made transparent and robust through the **MOODLE software**. It is accessible from any device at anytime and anywhere. The program outcome, course outcomes, weekly course plan, question bank, online classes etc., of each program is also enabled through MOODLE.

E-Library is another facility made available for students to browse the internet for Journals and websites. Besides, Net facility is also made available in the computer Lab on all the PCs enabling the students to better access internet sources.

The central Library is computerized **with OPAC**. It enables easy identification of books and journal articles. All the books, magazines and Journal articles are brought under OPAC system.

'Lesson 21' is a **new software** which will be implemented soon. This is a custom made software developed indigenously integrating all the typical features for academic institution. This is found more user-friendly and efficient to an academic setting. The College has purchased this software and is introduced to the students and staff. This will replace MOODLE software which is an open source and more complex.

UPS connectivity is provided to all the labs, Library and the classrooms. So too, **Wifi Connectivity**, whereby students and staff can access the internet from their own devices.

File Description	Document
Upload any additional information	View Document

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

Response: 14:1

2.3.3.1 Number of mentors

Response: 51

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 5.04

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	4	1	1

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 3.78

2.4.3.1 Total experience of full-time teachers

Response: 193

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The Examination Committee

The Examination committee is set up to ensure transparency and robustness in the internal assessments. The College follows the guidelines given by the University regard to the conduct and assessment of internal examinations. The schedule of the internal assessments is announced as notified in the college calendar. The syllabus stipulated for the tests are informed by the respective course teachers to the students in advance. The concerned teachers prepare the question paper for the internals. The whole process is monitored by the Examination Committee headed by the Principal.

Conduct of the Internal Examinations

The internal tests are conducted in the examination halls in the same pattern as the university examinations. The exam sheets are printed and given by the College. The required invigilators are allotted to the examination halls and the same is communicated to them well in advance by the Principal. The invigilators are responsible for the smooth conduct of the internals in the examination halls. In addition, the halls are under CCTV surveillance. Any malpractice or inappropriateness is to be immediately brought to the notice of the Principal and actions are taken accordingly.

Process of Evaluation

The collected answer scripts are submitted to the college office, which are later entrusted to the respective teachers for valuation. The concerned teachers return the valued examination scripts and the marks awarded within two weeks to the students. After the students have clarified their doubts and anxieties with the grades provided, the teachers submit the marks (grades) of the subjects to the class teachers who will consolidate the grades and submit the same to the College Office through the college email.

Grading pattern

The whole process is monitored by the Examination Committee headed by the Chief Examiner (Principal). The components for Continuous Assessment (CA) marks are as per the Calicut University norms. The total internal marks, comprise of marks of two internal tests, Assignment, Seminar and Attendance given to each paper. The teachers ensure that the assignments and the seminars are conducted well in advance and marks assigned. The fractions of CA marks are rounded off to the nearest integer.

Access to Internal Marks

The CA marks are also very transparent and robust through the Moodle. College uses Moodle software which provides a platform to students as well as parents to view and to present their grievance, if any. During the Parents Meeting (PTA) the parents are communicated the status of the performance of their wards. The consolidated marks are entered into the students performance card for documentation. Hence the mechanism of internal assessment is transparent and robust.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The College has a well functioning grievance Redressal system to address grievances of students related to internal assessment marks and even grievances related to University results which will be addressed and resolved through this mechanism.

Department Level: The corrected answer scripts are given back to students within two weeks' time after the examination by the respective teachers. Doubts and enquiries of the students are clarified by them. If there is any tabulation related error in assessment, corrections are duly made by the examiner and the corrected marks will be officially posted against the name of the concerned student. The students are free to approach concerned subject teachers after the releasing of internal assessment marks and they get it clarified if any. After a preliminary correction, the consolidated marks are published on the notice board for two days and later filed in the office. If there is any exam related grievance from the part of students,

they are free to give their written complaints to the HoD. The complaints must be discussed in the sorted out as soon as possible.

College Level: In case the student is not satisfied with the action taken at the Department level, the student can move on with his/her complaint to the college level Grievance Cell. The Coordinator of Grievance Cell and the committee under the chairmanship of the Principal will discuss the matter and will take necessary actions.

University Level: The Registrar or the Controller of the Examination makes the final decision with regard to the examination related grievance at the University level.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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.

Response:

The Vision and Mission of the College displayed in the College Calendar, in the College website and on the front walls of the college embodies the General objectives of the Outcome Based Education (OBE) as envisaged by the UGC.

The College Vision and the Pos

The Vision contains the following key elements,- Intellectually competent, Socially responsible, morally upright, spiritually mature, physically and mentally fit. This is what the whole effort of the College aims at. The Program Outcomes lead the student to excel in these five areas of development.

The Program Outcomes, Program Specific Outcomes(PSO) and Course Outcomes(CO) are prepared by the teachers taking the subjects. These are then communicated to the students by their own class teachers in the beginning of each Semester. These are also placed in the website for verification.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document

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

Response:

Evaluation of OBE

The Outcome Based Education (OBE) which is sub-categorized into PO, PSO and CO are evaluated for its efficient implementation and attainment of expected results.

The Evaluation of the POs, PSOs, and Cos

The Course Outcomes lead the student to be intellectually competent, Socially responsible, Morally upright, Physically and Mentally fit. The attainment of these values are measured based on few conditions. They are:

1. Intellectual expertise on subjects learned
2. Social responsibility and Sensitiveness to social issues
3. Professional Ethics and sincerity
4. Physical wellbeing and awareness
5. Mental health and personality

There are two ways of Assessment and Evaluation

1. Learning Specific Evaluation: It includes:

- Conduct of Internal and External Exams
- Assignments and Seminars
- Project work
- Work Camps, Industrial Visits
- Lab performance

The marks awarded are analyzed to arrive at the Program Outcomes.

2. Feedback from stake holders

It includes feedback from the Class teachers, Heads of the Departments, Fieldwork Supervisors and Parents. The following are the criteria for evaluation.

- Punctuality and promptness
- Personality and Discipline
- Creativity and initiatives
- Leadership and Team spirit.
- Diligence and Commitment to Duties

This is the final impression and esteem that a student builds for oneself at the end of the academic life in the Institution.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 52.7

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
64	120	127	128	123

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
219	251	217	232	169

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

NAAC

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 1

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	0

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document

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

Response: 0

3.1.2.1 Number of teachers recognized as research guides

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 1.69

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
13	12	12	12	10

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

Our college is an affiliated college and predominantly a UG college. The college is located in a rural and tribal belt and thus the primary concern of the institution is to transfer knowledge for the development of agriculture and entrepreneurship to the society. The DBTech and the Entrepreneur Development Club designs various programs to help students in strengthening their entrepreneurial skills effectively. Women empowerment project for rural women is a new initiative in the recent years. The College gets funded support from the Don Bosco Skill Mission and Directorate of Industries and Commerce to do the training.

1. Don Bosco College runs a non-formal technical training Institute: (Don Bosco Tech)

- Caters to an average of 120 deserving poor youth per year, giving them technical and entrepreneurial skills to make a living.
- DB Tech offers training in Retail Marketing, Electrical engineering, Motor vehicles repairing and Welding.
- Innovative ideas are promoted and experimented.
- Training is imparted by qualified instructors with specific syllabus and evaluation system
- Passed out students are helped to find placements.

2. **WELive Project:** The College runs a Women Entrepreneurial Development project, catering to rural women. Several initiatives are undertaken under this venture. Over. 200 rural women in 10 clusters are engaged in enterprises promoted by Don Bosco College. The students in the college too are involved in collaborating with this project. The women are given training and financial aid to set up their micro enterprises. The main objective is to empower rural women with small scale income generation projects.

3. Entrepreneurship Development club

- For the College going students, an Entrepreneurship Development club was initiated in the academic year 2015-2016.
- The main objective of the club is to impart training in managerial dynamics and skills to student with potential to be future entrepreneurs.

- A number of activities are being carried out on campus to promote entrepreneurial skills. They include Training, Workshops and Expert talks to transfer innovative knowledge among students.
- The ED club organizes training programs on Organic garden cultivation, Mushroom farming, vegetable farming, jewelry making, painting on glass, pot and fabric, craft making, paper pen and file making every year. The neighboring village children and youth also attend and benefit from the training. These farm products are sold among local neighbors at reasonable prices.
- ED-club adopted ways of using recycled materials to create craft items. As a part of the club activities, it conducted an exhibition '*Eventor*', where, most of the student members sold their own products along with outsourced products in this exhibition. The decoration for 'Emblazon 2k20' (Commerce Fest of the College), was predominantly made of natural and recycled products.
- Of late (2020) the College has registered itself with the Young Innovators Program of Kerala Development and Innovation Strategic council (K-DISC)-YIP, Kerala. Five of our students along with a faculty member are registered members.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 7

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	1	1	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

3.3.1.2 Number of teachers recognized as guides during the last five years	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years				
Response: 0.07				
3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.				
2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	1
File Description	Document			
List of research papers by title, author, department, name and year of publication	View Document			
Any additional information	View Document			

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years				
Response: 0.24				
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 last five years				
2020-21	2019-20	2018-19	2017-18	2016-17
5	4	2	0	0
File Description	Document			
List books and chapters edited volumes/ books published	View Document			
Any additional information	View Document			

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 last five years.

Response:

The students and faculty members from the college are actively involved in Community Extension activities organized under the aegis of various departments, NSS and clubs in the college.

1. Tribal Colony Adoption

The College has adopted a TRIBAL COLONY located in Kuppady village in the year 2014.

Activities include:

- Construction of House for Tribals
- Running women's groups and children's groups.
- Promotes sports and games providing play ground and games facilities.
- Tuition program for the school going children

2. KISMAT-Welfare Programme for the Migrant workers

The College is implementing 'KISMAT', an intervention programme for migrant labors in the Wayanad District. The service include, registration of workers, settling wage issues, ensure basic living conditions, provision of counseling, Health check-up campaign, games facilities etc.

3. 'WeLive' Project for Rural Women.

WELive is an Entrepreneurial Development project, catering to rural women run by the College. Over 200 rural women in 10 clusters are engaged in enterprises promoted under this scheme. They are given training and financial aid to set up their micro enterprises. Thus poultry farming, readymade clothes production and sales, Spices mixing and packing Unit, and Fish farming are the current activities they are involved in.

4. Disaster Management Activities during Kerala floods of 2018 and 2019.

Major Activities included:

a. Distribution of Relief Materials worth a 100 lakhs.

The students and faculty members coordinated the management and distribution of relief materials and services in collaboration with the Government departments and NGOs.

b. Free Electrification services for flood affected families – 'PUNARJENI'

Nearly 500 dwellings, were rectified and reinstalled with electricity by this program. **Funds worth 70 lakhs** were mobilized through Corporates for this project.

c. Free Psycho-social Support to Flood affected victims.

The students and faculty members from the Department of Social Work provided psychological first aid (PFA) to the victims. They had exclusive sessions and recreation programs for the children staying in the relief camps.

d. Clean Wayanad campaign

Students from the college participated in the Clean Wayanad campaign drive initiated by the government agencies to clean up debris after the floods from the rivers, and streams in the district.

5. Blood donation camps

Under the aegis of National service Scheme and department of social work, blood donation camps were organized to promote voluntary blood donation attitude among the students.

6. Out Reach to Old age Homes and Buds Schools

It is an annual and regular feature that every class in the 6 departments spend their time, resources and energy with the disadvantaged people at least once during the year. They have organized outreach programs to several old age homes, orphanages and special schools in the district. During their visit, they conduct recreational games, motivation talks, cook food, offer gifts of clothes and study materials and render domestic cleaning works in their institutions.

7. Environmental Protection and Preservation.

In collaboration with the Forest Department, the NSS, and the Nature club of the college take up activities of plating of trees, collection plastic wastes, and awareness programs.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 2

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 51

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	7	11	18	13

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 41.05

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 last five years

2020-21	2019-20	2018-19	2017-18	2016-17
100	194	296	288	499

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 56

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	43	13	0	0

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 6

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	2	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

NAAC

Criterion 4 - 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.

Response:

Campus

The beautifully designed campus covers **9.61 acres** and comprises a total built-up area of **129597.48** square feet as well as open space for gardens and sports amenities. The college building comprise of four blocks of multi-storied buildings, whole campus with Wifi connectivity and CCTV surveillance. Two buildings are specific for college purpose, while the other two are set apart for Don Bosco extension activities and Residence.

Classrooms

The college has built sufficient physical infrastructure to house all of its departments, classrooms, and support facilities. 32 class rooms, 2 exam halls, 6 class rooms enabled with LCD projectors.

Lab facilities

Computer labs with 55 Pcs all with UPS back-up Batteries and with high speed Internet connectivity. E-library facilitates net browsing for students and staff.

Seminar Halls and Library

Two Audio-Visual Seminar halls, Discussion Rooms and a fully Automated Library with adequate reading and storage space.

Toilet and Drinking water facilities

Separate Toilets facilities for male and female students, staff rooms and Ladies rooms are provided. There are washrooms separate for differently-abled students. On campus, there is space for combined study and discussion. Two Drinking water Filters are made available.

Canteen facility

Newly built and commissioned in 2019, the Canteen has a kitchen and two dining rooms with seating capacity for 100 students at a time.

Gymnasium

Gymnasium was set up in 2018 where 15 students can do their physical workout at a time. The equipments are of standard quality and furnished with all the requirements

Hostels: The college also has two boys hostels within the campus with a total capacity to accommodate 75 students. The Girls hostels are available near the premise that can house 150 students.

Parking Area

The huge parking area was constructed in 2018. It has facilities to park over 50 motor bikes and several cars. It is an open and large area suitable for off-hand gathering of students.

Following are the facilities provided in the college buildings.

1. Administrative office
2. College Chapel
3. Principal's office
4. Vice Principal's office
5. Library
6. E-Library
7. Audio visual hall with LCD and sound system
8. Meeting Room
9. Parlor
10. Staff rooms
11. Ladies room
12. Mentoring Room
13. Career guidance cell
14. Class rooms with LCD facilities
15. IQAC office
16. Seminar Hall with stage
17. Open Auditorium
18. Open grass turf
19. Exam Halls
20. Discussion room
21. Gym

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The institution aims at the overall development of its students and gives due importance to sports and cultural activities.

SPORTS

The sports and games activities are headed by the Department of Physical Education of the college. Students with exceptional skills are selected through **selection trials**.

Students are encouraged to participate in the **Intra-College, Inter College, University, State and National** level competitions.

Facilities for sports and games include:

1.Outdoor fields : Football/Cricket Field, Volleyball Court and facility for Net-ball practice.

2.Indoor facilities: Caroms, Chess, Badminton Courts.

FITNESS CENTRE- Gymnasium

- Don Bosco College has **gymnasium** within the campus which is coordinated by the Physical Education Department of the college.

The following training machines provided in the gymnasium for the benefit of the users:

- Chest press
 - Shoulder press
 - Lat pull down machine
 - Biceps curl bench
 - Triceps extension bar
 - Leg extension bar
 - Cable tower
 - Bench press machine
 - Squat machine
 - Dumbbells
- In addition to the gym, students are encouraged to play impromptu games in free hours and after college hours.
 - The college provides necessary gear for playing cricket, football, badminton, volleyball and indoor games.
 - The presence of a full time **Physical Education Instructor** has enhanced the fitness levels of students .

MAJOR ACHIEVEMENTS in SPORTS & GAMES–

- College entered into semi final in Zonal level Cricket competition conducted by Calicut university.
- College secured fourth position in College Premier League Cricket Competition .

CULTURAL AND ARTS FACILITIES

- The College has an indoor hall with Stage setup and an open hall with portable Stage facility made available for cultural performances.
- The college has complete amplifiers and speaker equipments for the various halls.

Cultural Activities

- Every year, a college level **arts competitions** are held and participants who perform well are sent to participate in the Zonal and Inter zonal competitions organized by the University. The College has an **Arts Club** team comprising faculty members and student representatives
- The college has active student clubs like **Dance Club, Music Club, and College choir, Drama Club, Reading Club, literary club, Film club and Arts Club** to provide a forum for culturally inclined students.

ACHIEVEMENTS

- Our students always secure a favourable position in district (F- Zone inter-collegiate Arts Fest) organized by University of Calicut.

Throughout the year, there are opportunities for students with all types of talents to get involved from singers, dancers, musicians, and backstage theatre work, to artists, public speakers, and writers. College-wide participation at any skill level is encouraged. The students from the college have fared fairly well in intercollegiate and university level cultural fests.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 23.08

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 9

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during

last five years(INR in Lakhs)**Response:** 43.06**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
48.73	73.32	30.22	23.81	37.32

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

Don Bosco College offers very good collection of books, and secondary materials for the academic community. The Library is envisaged to support the educational and research programs of the college by providing physical and online access to information, consistent with the present and the anticipated educational and research functions of the Institute. Our college follows a centralized library system. Additionally, the various Departments have their own Library Collection for immediate references.

Library

The college library building is functional and easily accessible and conducive for personal study and reading. It has an area of 8000 sq. ft. in two floors - Basement floor and Ground floor. The Basement floor houses Under Graduate section, Reprographic (Photocopying section), Technical Section, Back Volumes, General reading area, UG reference section. In the ground floor Postgraduate section, Reference Section, Journals & Magazine section, New Arrival Section, Newspaper reading section, Property Counter, Librarians Cabin, Circulation Section, E-Corner, Research section, CD-DVD Collection and Question Bank section are accommodated.

Accessibility

The College library is open for students and staff from 9.30 am to 5 pm on all working days including Saturdays. Students enter the library and log in to the register before moving to the racks.

The Library offers Online Public Access Catalogue (OPAC) - a computerized catalogue service. All the books in the library are bar coded. This helps the circulation counter in issue and return of books quickly. Members are given bar - coded ID cards and books are issued on producing the ID cards.

Resources in Library	Numbers
Print Books	13000+
E-books	Through INFLIBNET
Journals/Periodicals	15+
E-Journals	Through INFLIBNET
CD's and DVD's	350
Back Volumes	142

Facilities

- OPAC – facility. Uses BOOK WORMS, an Integrated Library Management Software allow users to search a book through various fields such as author, Titles, Publisher, Subject, Keywords etc...It also allows Article title search facilities.
- Books are classified and arranged using 'Dewey Decimal Classification' system.
- Newly Added Books are displayed in 'New Arrival Display Board' at the Entrance of the Library.
- E-Library facility with free Internet service to all users.
- INFLIBNET, N-List resources are provided.
- Orientation Programmed for fresh users is provided at the beginning of the Academic year.
- Collection of Books in different Subjects, Management, Commerce, Tourism, Computer Science, Social Work, Psychology, Mathematics, English Literature, Malayalam AND General.
- Question Bank; Previous Years University and Internals questions are arranged properly.
- Back Volumes; back issues of Journals are computerized and kept.
- Xerox Facility is provided to the users.
- Library has Wi-Fi facility and CCTV surveillance for security.

Software

- Name of the ILMS Software : Book Worms Library Software
- Nature of Automation : Fully automated
- Version : 2018
- Year of Automation : 2014

Features of the Software

- Book Worms is a Windows based Library Automation Software using Library Standards such as MARC 21, Z39.50.
- Server – Client Software.
- Barcode and RFID enabled.
- Catalogue Classification.
- Periodic Process – Journal and Magazine has been easily monitored in this Software.
- Circulation Process – Issue and Return of Documents.
- Stock Verification.
- Automatically backups the Database.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.75

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.71	2.10	0.51	1.61	2.83

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 23.55

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

Response: 175

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has a well developed system for providing updated IT facilities for the users. The Lab Technician is in-charge of all the electronic and digital equipments.

The following are the measures to ensure the up-dation of IT facilities in the Campus

- At the end of the year a list is taken of all the IT equipments in the College and damaged or those that need replacing or up-dating are identified. This is done by the Lab Technician and the Office assistant.
- List of IT equipments that need to be replaced, up-dated or newly purchased is handed over to the Principal who forwards the same to the Management Council.
- The Management Council studies the need and urgency the request placed by the Principal and authorized the Administrator to comply with the requests.
- The Principal ensures that the replacement, purchases, repairs, up-dating etc are done on time.

The following are the equipments and features that are periodically checked for its optimum functionality.

- The college website
- The computers and printers and Scanners and Photostat machines of administrative block and computer lab.
- LAN connections.
- Wi-Fi facility with speed of 200 mbps.
- Fully working computers for students - 62 numbers
- Projector, amplifiers, speakers. Mikes etc. fixed in the various halls.
- UPS and the allied systems
- Telephone cables and connectivity
- Internet access to wherever necessary
- Maintenance and up gradation of soft-wares in the Lab, Administrative Office, and Library.

WiFi Connectivity

The Campus is covered fully by Wifi. Sectional routers are placed in strategic places to get maximum coverage.

CCTV Cameras

For Safety and Security, The whole building and its immediate premises are under CCTV surveillance. 32 Cameras are fixed at various locations.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 11:1

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 15.96

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

2020-21	2019-20	2018-19	2017-18	2016-17
14.81	19.48	23.96	18.22	8.43

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

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.

Response:

- The college has a well planned out procedure and policies for utilisation and maintenance of the physical facilities of the college.
- The college administrator is the one in charge of the purchase and maintenance of the equipments and furnishing.
- If any need arises, the matter is reported to the administrator by the principal and provisions are made immediately to rectify or ameliorate the same.
- The different departments are responsible for the upkeep of physical, academic, and support facilities periodically with the assistance of in-house employees.
- The college facilities like lab, Library and sports are made available to students even on holidays but with supervision.
- The demand for maintenance up to Rs 5000 is met by Principal, up to Rs 10000 is by Administrator and above by the Management Council. A brief overview of the upkeep and use of various facilities is provided below.

Computer Labs:

- Computer laboratory has a Lab Assistant who is incharge of all the equipments in the Lb
- The lab in charge is responsible for maintaining and upgrading the laboratory with appropriate equipment as per the curriculum changes.

Library:

- Library has been assigned to a librarian with support personnel.
- The stock is verified at the end of every the academic year. The librarian will assist in preparing a report on the subject, as well as the students and staff's use of literature. The library committee solicits book requests from various departments, which are subsequently handled via the procurement method.

Sports/ground/gym/equipment:

- The institute's Physical Director is in charge of the sports facilities, gymnasium and programs.
- If any of the equipment fails, the Physical Director presents a suggestion. He/She responsible for keeping track of how often sports facilities are used.

AV Hall:

- The College has a common Audio Visual hall which facilitates common programmes of various departments and the college.
- Prior booking is necessary which is done with the office in charge who is responsible for the maintenance and upkeep of equipments in the AV Hall.

Class Rooms:

- Classrooms are allocated to all departments. The classrooms are utilized as per the timetable of the department.
- The institution supervisor inspects and cleans the classrooms daily.
- The institute's head, HODs, and class instructors all keep an eye on the cleanliness and make sure that everything is in order.

IT facilities

- The institute's IT facilities are maintained by the laboratory technician. Vendors are contracted to maintain IT facilities in the event of significant maintenance difficulties.

Electrical, Drinking water coolers, etc

- For the upkeep and repair of the electrical equipments, connections and drinking water filters, the institution has recruited technicians on demand.

CCTV, Security etc

- Network and system administration team has been assigned to manage internet connectivity and the CCTV surveillance system. A security supervisor is hired to keep the entire premises secure.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 4.64

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	34	23	39	59

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 4.1

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
22	34	27	32	26

File Description

Document

Upload any additional information

[View Document](#)

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 17.68

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	201	25	153	212

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 4.33

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
2	5	15	11	14

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 55.51

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 146

File Description	Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 60

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	2	0	1

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	2	0	1

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 2

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	1	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

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

Response:

The College gives ample representation to students in various decision making bodies. The College Union plays a vital role in conducting the various activities of the College.

The College Student Union

The purpose of College Union is to promote opportunities for the development of character, leadership, efficiency and spirit of service among students. The Union activities enable the students to develop their various potentials and also provide a forum to voice their opinion. The College insists on the functioning of the Union without the infiltration of party politics.

As per the norms of Calicut University and **Lyngdoh** Commission the Union comprises of Union Chairman, Vice Chairperson, General Secretary, Joint Secretary, Fine Arts Secretary, General Captain, and Student Editor, University Union Councilor, Year wise representatives (UG and PG) etc. The posts of Vice Chairperson and Joint Secretary are reserved for the girls. The college follows the Parliamentary mode of election for selecting the Student Union leaders.

Structure of the Student Union

The Executive council of the College Union meets as and when necessary. A staff member is appointed as the staff in-charge of the College Students Union. Minutes of the meetings are recorded in the register book maintained by the Secretary. The reports of the Student Union activities are read during the college day and are published in the college annual report.

The Student Union is formed by the entire student community of the year. The elections to the leadership (Executive members) are held as per the University notifications and directions. The various Departmental Associations are also represented in the Union.

Activities and roles of the Union Members

1. Celebrations like Onam (festival of Kerala), Arts – Day, Sports day and College Day
2. Student magazine
3. Organizing and preparing students for University level arts& Sports competitions
4. The leaders have representative role in all the functions in the College.

Various Curricular, co-curricular and administrative bodies where students have Representation

- Student Welfare and Grievance Redressal Committee
- Sports Committee
- Women Cell
- Disciplinary Committee
- Library Committee
- IQAC
- All the Clubs.

File Description	Document
Upload any additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**Response:** 4.8**5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6	5	6	5	2

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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

Response:

- Don Bosco College Past Pupil's Association (DBCPPA) is a registered Alumni Association which plays a vital role in helping to shape the future of our college.
- DBCPPA of Don Bosco College Sulthan Bathery is affiliated to the provincial federation of the past pupils of the Salesian Province of Bangalore.
- The association represents the views of its members, contributing to the infrastructure and other student facilities. Most of the alumni have proved their merit in the respective fields of their career and they have conducted career orientation programs for students in various disciplines from the light of their wide ranging experiences.
- The final year students of the college are provided with an opportunity to get guidance in higher education from members of the College Alumni Association. Members of the alumni who are academicians visit the College and deliver lectures to the students on various occasions.
- The annual alumni gatherings are being conducted in the institution. DBCPPA collects donations and sponsorships from alumni of various batches and donates it for the various training programmes conducted for students in the college.
- Students from socially and economically deprived sections of the society are benefitted with various scholarships organized by the Alumni Association.
- Alumni Association donated a water purifier and 50 chairs to the college. Alumni association actively contributes to the infrastructural development of the institution especially in partial funding for the augmentation of sound system.
- Apart from this, annual Placement Drive Programmes are conducted under the leadership of DBCPPA and it helps the students in their quest for placement in different organizations through the College Alumni who settled in and out of Kerala.

File Description	Document
Upload any additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

NAAC

Criterion 6 - 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

Response:

College Logo

Don Bosco College SulthanBathery was established in 2005 by the Salesians of Don Bosco (SDB), a religious congregation of the Roman Catholic Church. The College Logo is all comprehensive in its meaning. The motto of the college **“Dare and Soar”** is indeed an inspiring one. God wants strong leaders who will not tremble like reeds in the wind in times of adversity and crisis.” **Kites fly highest not with the wind, but against the wind”.** 'Dare' stands for courage, effort and enterprise, confidence and determination. 'Soar' stands for the goal, destination, purpose and the central meaning of one's life. It also stands for the fruits of being daring, success and achievement. The olive branches symbolize peace and prosperity. The flame represents the Eternal Light and the cross is the symbol of love and sacrifice. The icon of Bosco symbolizes the inspiration and the pedagogy of education.

VISION

The college seeks to help the students to **become intellectually competent, spiritually mature, morally upright, psychologically integrated, physically fit and socially acceptable persons.**

MISSION

In the field of Higher Education, we aim at molding the students to take lead in creating a just and human society where the dignity of the human person is respected, where unjust social structures are challenged, where our cultural heritage of Ahimsa, religious harmony and national integration are upheld, where the poor and marginalized are specially taken care of.

THE VISION OF THE LEADERSHIP

The Vision is translated into Mission statement. It is implemented judiciously. To do this, the **Management Council** draws up long term and short term plans. It meets in the beginning of every academic year to draw up the **Educative Pastoral Plan (EPP)** for the whole institution and then prepare the annual plans related to the various dimensions. It meets every month to review the implementation of the annual plans and the general working of the institution. This helps in the efficient conduct of the plans and development of the whole institution.

Statutory Review by Chairman of Governing Body

The Leadership closely follows up the progress of the Institution in its journey towards realizing the Vision. The **Annual Statutory Visitation by the Chairman of the Governing body** is an occasion where every aspect of the Institution is reviewed for its exactness to the Vision and Mission. He personally visits every sector of the college activities, interacts with the stake holders and communicates his findings and

suggestions in his Report. The Report by the Chairman is further studied in detail for its implementation during the year.

The Appointment of Employees

All the employees: teaching and non-teaching are selected through interview to ensure maximum compliance to the goals of the Institution. They are further given induction training and frequent animation to align their attitudes, motivations and contribution in line with the Vision and Mission.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The college has an integrated and holistic system for planning of activities for the whole institution. It is termed as **Educative Pastoral Plan (EPP)**.

The EPP is divided into 6 dimensions of concern:

1. **Education to Faith:** Includes formation of the human person based on Moral Ethical and Religious values, Personality Development, respecting each other in their Faith, and Secularism.
2. **Education and Culture:** Promote intellectual growth, Respect and appreciation of one's culture, Human brotherhood, Translating knowledge towards the welfare of the society.
3. **Relational and Group Experience:** Enhance personal and social growth through group experience, Formation of leaderships, Interpersonal communication, and spirit of tolerance and harmonious living.
4. **Vocational Guidance and Social Experience:** Create social awareness and responsibility towards the society, Volunteerism, Sharing, Responsiveness, becoming honest citizens, contributing towards the building of the society.

Each dimension has specific objectives, strategies and mode of implementation. The Educative Pastoral Plan is prepared by the **Management Council**, in consultation with the **Faculty members, Parents, student representatives, and local representatives**. The plans for the year are based on the evaluation of the previous year. At the end of the year, the EPP is evaluated objectively by the institutional staff and Management Council.

Implementation strategy for the various dimensions of EPP at the College.

Once the activities of the college based on the EPP are drawn up, various committees headed by faculty members are constituted for monitoring the implementation. Further specific assignments of general nature are distributed to senior faculty members. **These committees and their annual program of activities are then published in the college Diary.** These committees meet as and when required and conduct the programs during the course of the year.

Practice 1.

The Management holds regular meetings with its stake holders. They play a key role in decision making and their implementation. The members of the management Council are allotted specific areas of responsibility. They also head the various committees pertaining to their sector with members from the faculty and students. The Manager sees to the overall running of the institution and animates the various groups ensuring their adherence to the Vision and Mission of the institution. The Principal is the head of the College Community made of faculties, Students, administrative staff and the Parents. The Administrator sees to the financial and temporal administration of the institution. The staff meetings are held regularly every month and the monthly activities are reviewed and plans are made for the next month.

The **Parent Teachers Association (PTA)** meets twice in the year to review the working of the college and to assess the performance of their wards. They also are involved in taking decisions that are related to their sphere. The Student Union leaders meet as and when required to plan their set of activities. All these are guided and monitored by members of the Management Council.

Thus the college ensures effective leadership and adequate participation of all the stakeholders towards achieving the mission of the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Based on the **EDUCATIVE PASTORAL PLAN (EPP)** for the year **2019-20**, Strategic plan has been drawn up for the various **Dimensions mentioned in the EPP.**

1. Dimension for Education and Culture.

Challenge: Poor motivation of students, inefficient delivery of teaching

Objective: 1. Enhance motivation students and create interest in the subjects they are learning

2. Ensure the teachers are well prepared for the classes.

Strategy : 1. Regular check of class notes of each subject prepared by the faculties ensuring that they are as per the course plan before they go to the classes. This will be done by the Principal two times during a Semester.

Strategy : 2. The Fresh students are given orientation to the subjects they are going to study. They are put through a Bridge course to ensure that they get a good start in the beginning of the year.

Evaluation was done at the end of the bridge course and the Orientation program to assess the confidence level of the students as they begin the regular classes.

Outcome: The teachers now prepare the classes well ahead each time before they go to the classes. Now they are able to cover the portions of the syllabus comfortably without rushing and they are able to go beyond the curriculum.

The students always felt that the Orientation program and the Bridge course given at the beginning of the year has helped them to focus on their studies well.

Change of Strategic plan for the year 2019-20 (EPP) due to Covid-19.

Due to the un-expected prevalence of Covid-19 and its impacts, the plans made in the beginning of the year had to be modified to suit the situation created by the Pandemic.

1. Dimension of Education and Culture.

Challenges: Regular offline classes could not be possible, alternate Online measures have to be adopted to render educational cultural needs of the students.

Objective: To implement effective online classes and online cultural initiatives.

Lines of Action

1. Staff meeting was called to plan out the strategy for the particular situation
2. Teachers were given training in adopting various Online platforms
3. Online class wise students were formed to introduce the new methods.
4. Parents were instructed about the new mode of teaching and their role
5. Lesson Plans were prepared and reviewed for its aptness for online classes
6. Fortnightly review was held in the college with all the staff members regarding the progress and difficulties encountered during the Online Classes.
7. Tests, exams and assignments were given to check the progress of the students

8. 'Moodle software' was introduced to facilitate online classes and monitoring.
9. Cultural initiatives were encouraged and students to get involved.
10. Various days of celebrations and commemoration were encouraged with creative contribution by the Students and staff.
- 11, Webinars were conducted by the faculties and students.
12. Students and faculties were encouraged to attend Online Courses.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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.

Response:

Governing Body

Don Bosco College is a minority institution, established and administered by the Salesians of Don Bosco. The Provincial of the Salesian Province of Bangalore is the Chairperson and the Manager is the Secretary of the Governing Body and they exercise complete and final authority over the institution. The Secretary (Manager) is the appointing authority. He heads the Management Council. He inspires, animates, coordinates and plays a vital role in planning and enhancing the activities of different verticals in the institution.

Management Council

The Management Council members are nominated by the Provincial. The Management Council, headed by the Secretary/Manager, sees to the immediate and ordinary administration of the college. The Management Council includes the Principal, Vice Principal, Administrator and other council members.

Principal

The Principal, appointed by the Provincial, is the head of the institution and plays a leading role in all academic and non-academic matters of the college. The Principal is responsible for the efficient functioning of the Departments. He evaluates the performance of teaching and non-teaching staff in each

department. He takes care of the infrastructure, maintenance and enhancement of physical facilities.

Vice Principal ably assists the Principal in coordinating the curricular, co-curricular and extension activities. In the absence of the Principal, the Vice Principal is responsible for the running of the college. He maintains the general discipline of the college and also during all college functions.

The Head of the Department is appointed by the Secretary in consultation with the Management Council. He/she strives to achieve academic goals and assists the management council in staff selection process pertaining to the department. He/she is responsible for the smooth functioning of the department.

Functions of the institutional bodies

The college ensures all bodies function effectively headed by a coordinator and having required members. These bodies carryout their functions in consultation with the head of the institution with regular meeting as convened and minutes maintained. Apart from mandatory committees like Governing body, IQAC, Grievances Redressal Committee, College Development committee, the management has constituted several committees to ensure practice of democratic principles, team work and culture of excellence.

Recruitment

The Recruitment of the faculty and the non-teaching staff at Don Bosco is meticulously carried. The HOD brings to the notice of the Principal the need of a faculty in his/her department. Principal forward the request to the Secretary and with his consent an advertisement is given in the newspaper. The candidates applied undergo the screening and the selected candidates face the interview. The interview committee includes the Principal, Vice Principal, an external subject expert and the HOD. The selected candidate is appointed by the Secretary and an induction program is conducted for them.

Service Rules & Policies

The College has well- structured service rules and policies for all the employees of the Institution. The service rules are made known to the employee before appointment is given.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: C. 2 of the above	
File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Employers State Insurance

Employers State Insurance is a self financing social security and health insurance scheme. This oversees the provision of medical and cash benefits to employees and their family. Both the management and the staff contribute to this scheme. Till August 2019, 1.75% of the scheme is contributed by the staff and 3.25% is given by the management. From August 2019 the share of the staff members is reduced to .75%. This scheme also provides maternity benefits for lady staff with six months paid maternity leave.

Staff Welfare Association

Every academic year a faculty member is nominated as the Staff Secretary of the college. He or She coordinates and conducts various programs for the faculty members. The welfare association attends to the needs of its members. The staff secretary along with the assistance and support from the management and other staff members make sure to help any faculty member who is facing an economic crisis. Thus it provides financial, emotional, psychological and moral support to all the needy faculty members. Matters of concern for the employees are notified to the Management by the Staff Secretary.

Provident Fund

Employee provident fund is contributed to all the permanent employees. Under this scheme the employee pay a certain contribution towards the scheme and an equal contribution is paid by the employer. The contributions are made on a regular basis and it helps employees to save a fraction of their salary every month.

Leave

The college provides 12 paid leave for all teaching and non-teaching staff for an academic year. At the end of the academic year all unused leaves are paid out to the staff members. The college provides six months maternity leave for women employees. The college financially supports the pregnant employee by providing salary for their six months maternity leave with the help of ESI scheme.

Staff Tour

The college organizes annual tour to all teaching and non-teaching staff members, the expenses of which is mostly covered by the institution. Staff tour helps to promote team building and networking among the staff. It also provides them the chance to rest, relax and rejuvenate their mind and body. Annual tour provides a good platform to the staff to rediscover their interest, to develop new ideas and to see things in new perspective.

Festival allowances

The institution conducts festival related events within the campus where the teaching and non teaching staff, the management and the students take part in various programs. The institution provides festival allowance for all teaching and non-teaching staff as a token of appreciation for their support.

Faculty Development Programs

In order to help the teaching staff to update on the subjects they teach, and learn advance ways of teaching and learning, every year, every year atleast two FDP are organized by the College at the full expense of the met by the Management. Additional financial help is given to those faculties who intend to pursue Ph.D studies.

Staff and Student Insurance

Insurance Coverage against accidents is made available and renewed annually.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 18.41

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	29	11	1	1

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	2	5	0

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 14.26

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	15	7	7	2

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

Faculty performance appraisal

Performance appraisal is done through a variety of activities through which an institution seeks to assess faculty members and develop their competences and improve performances.

The performance of the faculty members is appraised by analyzing the execution of annual plan, feedback from students, appraisal from their respective HoDs, peer group and the Management. The appraisal is communicated to every faculty member by the Principal.

1. Quality of Teaching

At the first level, the Faculty members are assessed by the students once in the whole year. A separate form containing the various aspects of assessment is given to the students to note their approval. The following are the criteria on which the students evaluate their teachers:

1. Knowledge of the subject
2. Preparation and presentation of the subject
3. Use of teaching aids
4. The teachers appearance and tidiness
5. Manners and behavior
6. Audibility
7. Conduct of the class
8. Clearance of doubts
9. Ensuring participation of the students
10. Punctuality and effective use of time

11. Availability and help in the lab
12. Availability outside the class for additional help to students
13. Revision of the lesson,
14. conduct of periodical class tests
15. Use of English language
16. Prepares the students to face exams
17. Demand of discipline
18. Follow up of weak students
19. Avoidance of partiality
20. Degree of confidence the teacher is able to get from students.

The students are asked to allot marks on a scale from Highly unsatisfactory to Excellent. The data collected thus are then analyzed using SPSS and the results are communicated to the respective faculty members. The whole process is implemented by the Principal.

2. Quality of involvement & Participation

Every faculty member is assigned particular assignments and responsibilities in the department and for the general program of the college. The second level of evaluation is based on the quality of involvement and completion of the tasks assigned to each of the faculties. Evaluation is conducted after every major event in the college and failures or drawbacks are identified. Evaluation is also conducted at the end of the year where every faculty member has to present their student's performance status and explain the reasons for failures. This gives an indication of the quality of the teaching of each faculty and the rectifications that are needed.

3. Self-Appraisal

The third level of appraisal is done by the faculty themselves. It is a self-appraisal. The criteria is given in a form distributed to the faculty members at the end of the year. The Principal analyzes the results and awards the faculty with points. The one obtaining the highest points are awarded.

Non-Teaching Staff Appraisal

The Non-teaching staff members are evaluated by the Principal and the Administrator on the basis of:

- Their commitment to their duties,
- Punctuality
- Use of time,
- Belongingness

- Efficiency and
- Politeness.

Meetings are held in the beginning of each semester according to their groups and anomalies or suggestions are communicated. The results are communicated by the Principal.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution conducts internal and external financial audits regularly.

Internal Audit:

The internal financial audit is carried out by Don Bosco College Management. Internal financial audit is carried out by the Finance committee under the Administrator and the financial monthly statement of accounts is presented to the Management Council every month. The annual meeting of Managing Board, at the end of every financial year analyses the actual expenditure incurred during the year under various heads and approves the budget estimates for the next year.

External Auditor – Don Bosco Management has appointed Mathew & Thankachan - Chartered accountants (Chennai) as external auditors for the conduct of audit of accounts. The External auditor verifies all the bills and vouchers with reference to the cashbook, bank balances. They prepare the annual Financial Audit Statements which are documented.

Accounting Soft-ware.

The College makes use of **ACME-ERP** software (**ACME: Accounts Made Easy**) developed by **Bosco Soft Technologies Private Limited**, Yelagiri, Tamil Nadu, to do the financial accounting. All the Income and Expenditure of the Institution is centralized and there is only one Cash Box for spending and receiving of income. The Accounting Soft ware ACME is used by all the Don Bosco institutions in Kerala and Karnataka.

Guidelines followed for the preparation of budget.

The annual budget is prepared by the Finance Committee headed by the Administrator. The Income and Expenditure of the previous year, the expected recurring and non-recurring expenses and the new requirements of the oncoming year are taken into account while preparing the Annual Budget. It is mandatory that the Budget must be realistic and factual to the maximum possible. The prepared annual Budget is then presented to the management council for approval and implementation.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

- Don Bosco College is an unaided Self-financing college which runs on the fees collected from the students. The main source of income is the collected fee. As a socially concerned not-for-profit institution, catering to the needs of various cross sections of the society, the College has a conscious policy of keeping the student fee affordable.
- The Students pay their tuition fee for each semester. The fee is collected during the course of the semester. The income by way of fee collection is sufficient to meet the day to day running of the college including the salary payment and annual maintenance expenses. Funds are required for developmental and extracurricular activities. This has to be raised from external sources.
- The main source of external funding is through projects from various Governmental and Non-governmental agencies. 'Bangalore Rural Educational And Development Society'(BREADS) and NGO has provided funds to the tune of 28 lakhs during the last two years to build the canteen and the drinking water pond.
- The additional building to provide for more classrooms and central Library was constructed by taking a loan from the South Indian Bank. Through systematic repayment plan, the loan is nearly cleared.

Optimum Utilization of Resources

- The college has about 9 acres of land in the main campus and another 10 acres of coffee plantation 18 kilometers away. The land is suitable for cultivation and the college administration sees to it that every bit of cultivable land is utilized with adequate seasonal and cash crops.
- Human Resource is another area. Sufficient and adequate employees are selected and appointed to administer various port polios and responsibilities. There is a well formulated 'service rules' in place with role specification. The human resource is well taken care for optimum results.

Financial Management is another area of great concern. Budgets are prepared realistically taking into consideration the expected income, expected expenditure and the liabilities and the graveness and urgency of the purpose. The monthly accounts are prepared, internal audits and external audits are conducted regularly and reports are evaluated before the next budgets are prepared.

The main policy that governs the selection and utilization of resources is: right man for the right job, right amount for the right purpose. Wastage or underutilization is always checked. Proper and authentic accounts are maintained and submitted to statutory bodies on time.

External Funding sources: The college administration headed by the Administrator is always on the lookout for funding sources for the various needs of the college. When a particular need arises requiring financial aid, various funding agencies are approached with a specific project. This is done by the administrator with the consultation and approval from the Governing body. Once the projects are approved, the whole process of implementation and finalization is the responsibility of the administrator authorized by the Governing body. Proper submission of accounts and reports are done on time and credibility is maintained.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

- The IQAC is a part of the institution's organism and installation towards realization of the goals of quality enhancement and sustenance.
- The prime duty of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the institution.
- IQAC has evolved mechanisms and procedures for ensuring the successful completion of academic and administrative tasks.
- It tries to optimize and integrate the modern methods of teaching and learning.

- IQAC is responsible for co-ordination of the departmental activities. It supervises all the academic matters of the Institution and suggests measures for achieving excellence.
- IQAC of Don Bosco college functions efficiently under the leadership of the Principal and IQAC Coordinator in accordance with the guidelines framed by NAAC.

Two practices institutionalized as a result of IQAC initiatives are: (i) Student Feedback Survey and (ii) Academic Audit.

1. Student feedback survey:

Student Feedback Survey of Each and Every Faculty member who handled classes/practical in a semester/year is done. This is Off-line survey with a schedule for each class of students and the students have to do the individual faculty member evaluation. Whole exercise is confidential.

Analysis of Student Feedback Survey: The feedback is analyzed, broad results are noted and generic intervention done. Issues as to individual teachers are also picked out and the same is communicated to the particular faculty members.

2. Academic Audit:

The Annual Academic Audit is done twice in every year in the month of July and December. Sincere efforts are made to institutionalize suitable quality initiatives and make purposeful reviews for quality academic and administrative reforms. The Academic Audit Cell formulated by the IQAC evaluates both the academic and administrative aspects of all the departments and suggests remedial measures for improvement to boost the work culture of the department and thereby improving the quality of teaching and learning. IQAC is also taking various effort for conducting monthly audit and it is done with the coordination of two faculties members from various department.

Other Contributions by IQAC:

- Student Feedback on Institutional Performance, Teaching Effectiveness, Curriculum Delivery.
 - Faculty development program
1. Emotional Intelligent on 01/06/2017
 2. Leadership & teaching qualities & skills on 23/08/2017
 3. Financial planning on 06/01/2018
 4. Importance of Being A Good Teacher on 04/06/2018
 5. Assertiveness on 21/07/2018
 6. Emotional well being on 03/11/2018
- Organizing Alumni Meet every year.
 - Orientation Program to Newly Joined Staff every year.
 - Orientation Program for First Year students by respective departments.
 - National seminar on “Tourism Promotion & Sustainable Development: A Critical Reflection on the Priorities, Challenges and Directions in Tourism” on 24 -11-2017.
 - International level Seminar on “Reimagining the past to revitalize the future: evolutionary perspective on English language, literature and culture” on 22nd and 23rd of November 2018.
 - National level seminar on “Evolving trends in quality assessment in higher education institution”

on 19th November 2019

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC at the college is responsible for continuous and frequent evaluation of the teaching learning process. The IQAC team is supported by the Academic council of the college which meets frequently and as and when required to step in. The quality of teaching and learning are monitored through the following procedures:

- Proper allocation of subjects to faculties who are good at those subjects.
- The expected standard of delivery of classes are made known to them and insisted
- The lesson plans of each teacher is checked by the Principal before the teacher approaches the students.
- Students are given the syllabi, program outcomes and the course outcomes which they can follow.
- The internal tests are taken seriously and assessed by the teacher and the HoD and measures for improvement is initiated.
- The Parents are communicated of their ward's academic performance.
- Special attention is given to weak students.
- Bright students are encouraged to take up additional add-on courses which are offered in the college.
- Academic Audit is done once in each semester to take stalk of the teaching and learning processes and performance.

The faculty in the College are encouraged to utilize the modern Information and Communication Technology (ICT) tools such as Smart classrooms, Power Point Presentations, Video Streaming, Audio components etc., for effective classroom teaching. Internships, projects, assignments and presentations are made mandatory as part of the courses.

The Departments are advised to maintain the following records,

- Staff Profile/ Student Profile.
- University Result Analysis
- Consolidated Internal Marks, Pass Percentage

- Department Workload
- Copy of Syllabus
- Report of the Faculty Development Program
- Report of Student Development Programs
- Report of Remedial Classes\Bridge Courses
- Report of Seminar\Guest Lecturers\Conference conducted.
- Parent - Teacher Association details
- Industrial Visit\Educational Tour
- Department Profile

These records are also continuously monitored by the Heads of each Department and the members of IQAC. Maintaining these records help to periodically assess the performance of the students. Based on the performance of the student, suitable remedial measures are taken.

Incremental Improvement of Teaching Learning initiatives.

- Monitoring of Lesson plans before Delivery
- Preparation of Course Plans, Program Outcomes, Course Outcomes
- Insistence on use of ICT in imparting lessons
- Introducing MOODLE platform for efficient learning management
- Revamping research interests among the students and Staff
- Training for writing Journal articles
- Appointing faculties with NET qualification.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

Criterion 7 - 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 last five years.

Response:

- The college encourages healthy interaction between boys and girls. However, the college is also sensitive to the gender issues of women employees and girl students.
- **An active Women empowerment cell:** looks into their specific needs and takes necessary actions. It also prepares the girl students to enhance their understanding of issues related to women in the society and to face the challenges with great courage. The cell consists of four lady teachers and two girl student representatives. It encourages the girl students to actively participate in all the activities of the college. Grievances and suggestions of girl students are brought to the notice of the Principal through the Women's Cell.
- **Safety and Security:** Several infrastructural facilities are available in the campus in this regard. There are separate toilets for boys and girls. There is a girls' common room, with bed and toilet facility. A napkin dump box is kept near the washroom. Accommodation facility for girls is at a walk able distance. Our college and the ladies' hostels are protected with a compound wall and CCTV surveillance.
- **Counseling & Mentoring:** College arranges a professional counselor to visit the college occasionally. The college has also introduced mentoring for all students. Teachers take the role of mentors. Occasionally professional counselors are brought to the College, and students are encouraged to meet them and get necessary help.
- **Common room:** A common room for girls is provided in the ground floor. It has two beds and washroom facility. Sanitary napkin dumping box also is available in the common room.
- **Medical Attention:** The teachers are instructed to render immediate attention to any girl student who falls sick or need medication. A medical kit is available at the College Office for immediate relief.
- **Gender Awareness:** The students are instructed and reminded about gender sensitiveness and respect during activities, functions and travels.

The following activities are organized specially for the welfare of girl students during the past 4 years.

No	Name of the Program	Date	Resource Person
1	National Seminar on Gender equality, development and social media concepts and situational challenges	11/25/2016	MX: VIJAYA RAJA MALLIK MARIA
2	Seminar on changing role of women	1/13/2017	DR: MOLY KURUVILA
3	Self defense training program; Janamythri police	3/6/2017	NIRBHAYA TEAM; WAYAN
4	Legal awareness program	3/5/2018	USHA KUMARI. (Police Depa CELL)
5	Seminar on cyber law	7/30/2018	MR: V. M JOY(Former Asst. F
6	Seminar on emotional maturity	8/5/2019	Sr. MARY GEORGE

7	Seminar on gender equality	2/14/2019	(Psychologist, Fatima Hospital) KARTHIKA ANNA THOMA S Officer)
8	Women's day celebration	3/8/2019	VARIOUS DEPARTMENT LE PROGRAMMES

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Don Bosco College is an eco-friendly, green campus that is non-polluting, plastic free, having adequate mechanism for management of degradable and Non-degradable waste.

District Award

The College is awarded the **District Green Champion Award** for successfully setting up the Swacchata Action Plan Committee and adopted and implemented best practices in the areas of Hygiene, waste

Management, Water Management, Energy Management and Greenery management.

Solid Waste Management

- The College follows standard protocol for solid waste management. Solid waste is separately collected in different containers: Degradable, Bio-degradable non-biodegradable waste. Bio-degradable waste is collected and is used for farming activities and biogas plantation. Degradable wastes that can be recycled are sold to such vendors others are used as landfills.
- Non-degradable waste including plastic, batteries and glass materials are collected in separate bins. After segregating, these waste materials are sold to the scrap collectors. The college discourages the use of flex boards and other plastic materials in the campus in order to reduce the plastic wastes. During various cultural programs, organic materials like paddy sprouts, coconut leaves, bamboo and other natural products are used for the decoration and publicity purposes.
- All the banners used in the functions, are made of eco-friendly materials like cotton and sack clothes. In our effort to become an eco-friendly campus we are trying our best to introduce and follow green practices. In some cases college is reduce use of paper by introducing online system for different purposes like applications, admission process, online submission of assignments etc.

Liquid Waste Management

- Liquid wastes mainly consist of waste water from different areas of the college including washroom, hostels and canteen. This waste water contains many dissolvable unwanted and rejected substances. Waste water is transported through underground pipes. The sewage water is sunk to the farm soil irrigating the cultivation. Our college has well structured drainage system to manage liquid wastes. Well constructed drainage system is maintained in the canteen area and hostels.

E-Waste management:

- The amount of e-waste is mounting up year by year. They are collected separately and stored. The college has made arrangement with e-waste vendors who regularly removes the e-waste materials from the institution.

Waste Water recycling Plant:

- We have installed a waste –water treatment plant at the water service station which purifies waste water and is made reusable.

Bio-gas plant:

Waste materials including, food wastes, poultry waste are directed to the Bio-gas plant. The college maintains two Bio-gas plants which are fed with degradable bio-waste. The gas produced is used for cooking.

Biomedical waste, hazardous chemicals and radioactive waste: Not Applicable

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit

4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

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 500 words).

Response:

Don Bosco College creates an environment where all students feel supported intellectually and academically and are extended a sense of belonging in the institution regardless of their identity, caste, creed, gender, religion, socio-economic, cultural and political background. The college adopts strategies that promote inclusivity at the levels of staff and students.

Weaker students are given special care.

Remedial teaching and participatory learning is kept up to bridge the gap between achievers and underachievers which eventually leads to an inclusive class room environment.

Cultural and communal diversity is respected and cherished

- In order to promote multicultural values among members from diverse backgrounds, college celebrates festivals like Onam, Christmas, Holi and various other cultural and religious festivals with holidays.

Welcome ambient for students from Linguistic and Regional diversity

Students as well as teachers are also being selected from different States and Union territories to the cultural and linguistic inclusive environment of the college. We admit students from neighboring States, and from Lakshadweep.

Religious Harmony and Mutual respect.

The college open to students and faculties from any religion. They are given respect and due recognition. Students from SC/SC, and other Backwards Classes and Castes find welcome environment.

Other Student friendly initiatives

- Provides hostel facilities from remote areas.
- Scholarships to students from poor economic backgrounds
- Promotes gender equality.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Don Bosco College Sulthan Bathery takes pride in the fact that in addition to creating a strong academic foundation for the student community, the institution also works upon developing students as ideal citizens of the nation. In this regard, the college inculcates a feeling of oneness among the student community through various practices and programs. Various departments of our college have been committed towards organizing activities that not only initiate but also motivate the students to adopt various practices that promote the idea, "Unity in Diversity". For the last five years, the college has strived to increase the level of national awareness amongst the students. The college has taken various steps which promote awareness about various National Identities and Symbols.

.Constitution day

Constitution Day is celebrated on 26th November every year. The programme initiates with lectures on the

sensitization of students on responsibility towards the constitutional values, rights, duties and responsibilities of citizens. Students are encouraged to participate in activities like essay competition on the related themes.

- **International Yoga day** – Every year 21 June is celebrated by organizing a short yoga camp under the guidance of a yoga instructor. A brief talk is given on the benefits of Yoga and how Yoga embodies unity of mind and body; thought and action; restraint and fulfillment. Yoga, which is an ancient Indian ritual is thereby promoted as way of healthy life.
- **Blood Donation Camp**

Every year the college organizes blood donation camp in association with NSS and Taluk Hospital Sulthan Bathery. Through this noble activity, the students are sensitized on the importance of being socially responsible.

- **Covid Voluntary Group**

Don Bosco College students and NSS volunteers became a part Covid duty through the months of May, June and July 2021. This volunteer group supported the Taluk authorities and the police officials in data collection and sensitization of public in matters related to Covid protocol and relief.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
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 Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Don Bosco College is committed to promote national ethics and values amongst students and the faculty members. To encourage the same, the college and its departments organize National festivals as well as birth anniversaries of the great Indian personalities.

- **Independence Day & Republic Day:** Every year Republic day is celebrated on 26th January by organizing activities highlighting the importance of the Indian Constitution. Independence Day is celebrated each year on 15 August or the following day to highlight the struggle of freedom and the importance of Indian identity. The celebration is attended by students, Teaching and Non-teaching Staff and invitees. Flag hosting with National anthem and oath of national integrity followed by distribution of sweets is the regular decorum of the programme.
- **Gandhi Jayanthi:** Every year in connection with the day, 2 October, Don Bosco College and NSS volunteers clean the campus and surroundings and also conduct various programmes like Quiz programme, and debates. The sacrifice of the Father of the Nation is remembered.
- **National unity day: National Unity Day or the Rashtriya Ekta Diwas** is celebrated on 31 October. The day is celebrated to mark the birth anniversary of Sardar Vallabhai Patel The NSS unit of Don Bosco College took an initiative of oath taking ceremony on 31st October every year to honor the spirit of national unity.
- **World Tourism Day Celebration** The department of Travel and Tourism department conducts World Tourism Day on 27th September with the theme given by UNWTO every year. The students of the department display charts with relevant information inside the campus.
- **Women's day** Women's day is celebrated in the college every year by various departments, the women cell and the ED Club. A relevant message is given in the daily assembly. Women centric programmes are conducted with the participation of both girls and boys.
- **Environment Day** Environment Day is celebrated with campaigns, lectures, tree planting and cultural programmes.
- The National Service Scheme, celebrate the **Swachh Bharat Week**, helping government agencies clean bus stand and college surroundings
- **Management day** Management Day is celebrated with campaigns, lectures, poster making competition and other cultural programmes
- **Onam celebration:** Every year the college celebrates Onam festival in grand manner. Onam symbolizes unity, irrespective of religion, caste and creed.

- **Christmas Celebration** The Christmas celebration in the college imbibes the spirit of generosity and love. Different competitions such as card making competition, Christmas crib competition, carol singing competition etc. are conducted. Gifts are exchanged among students and cakes are cut. This celebration sets the tone for the conclusion of the calendar year on a positive note.

File Description	Document
Link for any other relevant information	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Best Practice 1:

Title of the Practice: Social Out reach programs.

Objectives of the Practice: Sensitize the students on social causes and issues to instill a strong culture of social responsibility among them and thereby create a positive and productive environment where they can thrive.

The Context

- Wayanad is one of the most backward districts of the State of Kerala. It is hardly 50 years since Modern Civilization began to set in Wayanad. Previously, almost 80% of the population comprised of tribal communities. The settlers who came up from the southern parts of Kerala were mostly agriculturists who had to brave their life and cultivation against the unfavorable climate, wild animals and limited infra-structure facilities.
- Most people are still poor and need assistance: economical, educational, medical and skill sets. There are several old age homes and poor homes where people are neglected by their families due to lack of means to look after them. The Upcoming generation needs to be sensitive to these people who once toiled hard to build up the agricultural lands and infrastructural facilities. This sensitiveness would make them appreciate hard labour and indulge in humanitarian activities.

Out- reach Programs

- Social outreach program was introduced in the college to bring home to the minds of the students a change of attitude towards the helpless abandoned people.
- Every year, all the students of the college get an opportunity to spend a day with the elderly and

children who are kept in Old age homes and Children's homes in the district of Wayanad respectively. Students spend their day with the inmates interacting with them, cleaning and washing their rooms and premises, washing clothes, bathing the elderly, and cooking food for them. The students organize cultural programs and games and make them happy with gifts. All the expense for the day is contributed by the students themselves.

- The Out-reach program mentioned above is well planned and included in the College Calendar. Every class gets an opportunity to engage in this outreach program. The college gives one day off from all class requirements on this day. The program is arranged early with necessary permissions and the class teacher is in charge of the whole conduct of the program
- Evaluation is done after every program as they come away for the site. Experiences are shared, reflections and learning are noted.

Other related activities

- Conduct free medical camps in collaboration with NGOs.
- Blood donation camps in the Campus.
- Relief and rehabilitation programs during the Kerala Floods. 2018 & 2019
 - Collection and distribution of relief materials worth a crore.
 - Repair and maintenance of electrical damages in flood hit households.
 - Psycho-social support to children in relief camps
 - Building of houses for those who lost their houses
- Covid-19 related activities, distribution Food kits, medical kits, Pulse Oxi meter, psycho-social support, Volunteer service at District Hospitals and health care centers.
- Protection and preservation of Forests and Wildlife.
- Adoption of Tribal village near the college.

Evidence of Success

- The social outreach programs inculcated among the students an empathetic attitude towards the sick, aged and disabled people. This was noticed during the Covid-19 pandemic times when the students on their own volunteered in their own areas to render service in collaboration with the health department. The District Administration and the **Police Department awarded** our students with certificate of recognition.
- Students are now more interested in nature preservation and environmental protection activities. During the Lock down, they took keen interest in keeping their own land free from water clogging, prevent mosquito breeding, planting and nurturing of plants and trees. The students got **Green District Champion Award** from the Central Government for their green and Swachhta initiatives.

Problems Encountered and Resources Required

- Time constraint.
- Fund raising
- Lack of adequate conveyance facilities

Best Practice 2

Title of the Practice: Daily Morning Assembly

Objective of the Practice: To instill into the students fear of God, social and ethical values, and personal growth.

The Context

- Youth is a time when the young are restless and confused. The influence of social media, temperaments of their age, lack of sufficient family attention and social disturbances affects the youth in their attitude towards themselves, others, society and the world.
- The youth is a time when they are in their best of learning and experiencing. They look for guidance, role models and encouragement in dealing with their tasks, relationships, mental confusions and conflicting social values.

The Practice

- Morning Assembly is done every day as the first activity of the college. Time is set aside in the timetable of the day and all the students and staff members are expected to attend the same. After a brief all-faith prayer, a well prepared message is given for the day by the Principal or one of the Staff members. The list of teachers to give the morning talk is displayed on the staff notice board. The talk is based on relevant issues concerning the student community.

Evidence of Success

The Daily Assembly is one of the most regular activities in the college timetable. It is also one of the most appreciated activities as mentioned by the outgoing students. Students feel comfortable and feel good as all the staff and students gather at one place before any other activity. Common announcements and appreciations are done during this time. Students who attend the morning assembly gets to know all that is happening in the campus. The messages given during the assembly are apt for the youth and serves as a guideline in their lives.

Problems Encountered and Resources Required

- It is not possible for all the students to arrive on time for the Assembly as 90% of the students depend on local transport. As a result some students always miss the daily assembly.
- The new students need to get accustomed to the morning daily assembly of the sort as it is not a practice in most of the schools where they come from

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust

within 1000 words

Response:

Don Bosco College, Sulthan Bathery ushers socio economic transformation of the socially and culturally deprived classes of the district. The institution always gives a fling to provide an inclusive environment to the marginalized and downtrodden sections of the society through different social welfare projects. The college has taken measures to address the pressing needs of the people who are unorganized and need urgent attention.

Wayanad is predominantly an agricultural district that borders with two other States. Viz. Tamil Nadu and Karnataka. Due to its increasing demands for labour and progressive labour policies, Kerala has emerged as a major hub for migrant laborers. This is reflected in Wayanad too. hundreds of people flow daily in to this district in search of job.

The Migrant workers from other parts of India come here looking for all sorts of jobs: Agricultural, constructions and service sector. These young workers are unorganized with very poor living conditions. They are also prone to be exploited and risk their lives in terms of loss of identity and poor support from the Local Government.

KISMAT

Don Bosco College had identified the sad situation of the Migrants in Wayanad. Realizing the need to respond to the needs of the un organized migrant workforce, has taken initiative to cater to them. This is done through the support of Bangalore Rural, Educational and Developmental Society, (BREADS) and NGO situated in Bagalore.

BREADS has launched a flagship project named 'KISMAT' which stands for 'Kerala Inter State Migrants Alliance for Transformation' from 1 august 2018. Wayanad, is one of the 12 project locations for KISMAT in Kerala. This project in Wayanad district is coordinated by Don Bosco College.

Objectives of the project

- Reach out to the migrants in the locality, and enroll them at the Migrant Help Desk.
- Facilitate the support/help needed to meet emergency/urgent needs of migrants.
- Offer opportunities and facilities for awareness building, counseling, social interaction, cultural integration, sports and recreation for migrants in the area.
- Assist in linking migrants to state-provided services, especially health, subsidized food, and education.
- Undertake area-specific micro-research in the neighborhood.
- Build a database of young persons who migrate or have migrated, to or from the locality with details of the reasons for migration and the work they are engaged in.
- Enter into dialogue with individuals, local administration and civil society organizations on the situation of migrants in the locality and work together with them to promote the rights of migrants.
- Organize and offer faith-based services, support and linkages to migrant students and working young people.

Don Bosco College Sulthan Bathery organizes all the activities of KISMAT. Activities include Awareness

classes and Training for the interstate migrants collection of migrants database, resolve wage issues, provide medical support and hospital assistance, job opportunities, safe accommodation etc. The project has developed a Migrant Help Desk to address their problems. additionally the college has taken initiative to meet the economic need of the migrant workers by introducing saving habits. The project has helped migrant workers to stand independent during the pandemic period. The project has helped to create a sense of belongingness among the migrant workers by upholding the concept of universal brotherhood.

2. 'WeLive' PROJECT

Wayanad is an agricultural territory where majority of the households earn their living either cultivating their own land or by working for someone else. The families are largely of middle income group or even lower. They need to be supported with finance, skills and opportunities which will enable them to earn more.

WeLive Project for Women Empowerment.

DonBosco College has launched a project in June 2020 to foster the needs of women with special emphasis upon the tribal community. The project aims to introduce, train and support the women groups to enter in to entrepreneurial projects which can make them self-sufficient. WeLive project in the Wayanad district was launched by the College despite the covid-19 pandemic.

Objective of the Project

The main objective of this Project is empowerment of women by making them economically contributing to the family income. This is done by women groups who are trained and facilitated to enter into micro-enterprises activities.

Implementation

We live project in Wayanad district work for the progress of backward people with the help of Local Governing Bodies. Currently 258 woman have registered in the project forming 22 SHG's (self Help Group). The first phase of the project was group formation followed by training in entrepreneurial activities. Professional trainers are brought in to train these women on various aspects of micro-enterprise from ideation to income generation. The Project Coordinator who is appointed by the College sees to the monitoring, training and follow up of the project.

Current Status

Nearly one year after the launching of the Project, signs of successes have emerged.

1. Poultry farming
2. Wayside Hotel
3. Retail readymade clothes shop
4. Spice mixing and packing unit

These are few of the already established micro-enterprise units that are initiated by the Women Groups under the WeLive Project.

A Case Study

Adjacent to Don Bosco College Sulthan Bathery, there is a tribal community with the name 'Paniyas'. Sixteen poor families are living in this community. WELivE project Wayanad decided to form a group of 20 women from this community. After several meetings for selling the idea and motivating the women, a group of interested women was formed. Brainstorming was done to decide on the most viable sort of enterprise they could undertake. Finally, they decided to go for fish farming. A fish pond was constructed and training and initial financial support was given to the women group who are now engaged in making the fish farming a success.

The Expertise and support given by the college enables the people to use their own resources in order to make a living. The College has appointed two personnel as full time in charge to look after these projects. Thus the college contributes much to the development of the land and people.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

- The Preventive System of education, propagated by St. John Bosco, has been internalized to create a cohesive and student centric system. The college caters to the spiritual, physical and cultural needs of the students through prayer programs, sports and cultural activities. Various student clubs have been initiated in the college to provide forums of expressing the latent talents and skills of students. Some of these clubs are Entrepreneurial Club, Media Club, Reading Club, Dance Club and Arts Club.
- Career Oriented Programmes is being conducted with the aim to equip students with employability skills.
- Vocational Courses are provided to the underprivileged youth through Don Bosco Tech. The courses like plumbing, electrical and automobile diploma are provided through government aided programmes like DDU - GK VY and Skilling India. These have increased the employability competencies of the students.
- The College has helped a sizeable number of SC/ST and first generation students through fee concessions.
- International and National seminars and association activities organized by different departments have become forums of providing comprehensive exposure in terms of co curricular and research experience.
- The college has a proactive ideological approach to the society and every member- management representatives, students and faculty members- is thoroughly committed towards social welfare activities. Social outreach programs have become a regular feature of the college and every class involves in welfare activities related to orphanages, old age homes, rehabilitation centres, relief camps and palliative centres.
- The college has also adopted the neighbouring tribal colony and provides educational and recreational facilities to the Adivasi children. Many social extension activities are aimed to improve the life and health of the inhabitants of the tribal colony.

In the year 2018, the state of Kerala faced devastating floods. The district of Wayanad recorded loss of life property and livelihood. Don Bosco College took initiatives to ameliorate the agony of the flood affected residents of the district. The college provided psycho social aid and relief material.

Concluding Remarks :

DBC believes in its youth centric ideology and hopes to continue the endeavor of being an educational institution that facilitates quality education to all classes of students. The institution believes in upholding the spirit of humanity, equality and solidarity. It would continue to aim the evolution of academically bright, socially responsible and morally upright citizens.